THEISEN MIDDLE SCHOOL

525 East Pioneer Road
Fond du Lac, Wisconsin 54935
(920) 929-2850
Fax (920) 929-2854
Attendance Line (920) 906-6729
Website http://www.fonddulac.k12.wi.us

STUDENT PLANNER
2017-2018

THIS PLANNER BELONGS TO:

NAME: ___________________________________________

GRADE: ___________________________________________

HOMEROOM TEACHER: ______________________________

LOCKER NUMBER: _________________________________

GYM LOCKER NUMBER: ____________________________

Mission Statement: The mission of the Fond du Lac School District, in partnership with the family and the community, is to promote high achievement and foster continuous growth of the whole child, so that each becomes a creative, contributing citizen in a culturally diverse society, by providing personalized learning opportunities in a safe, nurturing environment.

Vision: Theisen Middle School is a collaborative partnership among students, families, staff and community where:

+ Everyone demonstrates mutual respect
+ Every individual in our inclusive environment feels valued
+ Everyone feels safe socially, emotionally, and physically
+ Everyone takes ownership in meeting clearly established academic and behavioral expectations
+ Our high academic achievement is ensured through evidence-based strategies.

PAGE 1
Dear Students & Parents/Guardians:

The administration, teachers, and staff are looking forward to working with you in 2014-2015. We believe that with your cooperation and the hard work of everyone at Theisen, we can have an outstanding school year! We know that the years spent in the middle school are challenging and exciting times, and feel that the students will receive the most from these years by doing their best in the classroom and being involved in school activities.

This handbook contains basic rules, procedures, and expectations for all students at our middle school. We encourage students and parents to become familiar with this handbook so we can all do our best to make our school a place to be proud of and remember with pleasure.

Have a great year!

---

**Nondiscrimination and Access to Equal Educational Opportunity:** The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to sex, age, physical appearance, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, handicap, disability (physical, mental, emotional, or learning) in any of its student educational programs or activities.

Any person who believes that he or she has been discriminated against or denied equal opportunity in access to programs or services may file a complaint with the District’s Civil Rights Coordinator:

Danica Lewis  
Fond du Lac School District  
Director of Pupil Services  
72 W. Ninth Street  
Fond du Lac, WI 54935  
(920) 906-6501

Retaliation Prohibited: Retaliation for filing a complaint or participating in the investigation of a complaint is strictly prohibited. Any individuals who knowingly engage in retaliation or knowingly provide false information concerning a complaint shall be subject to disciplinary action.
DATES TO REMEMBER for the 2017-2018 School Year

Fall Parent/Teacher Conferences: October 16th, 3:30 - 7:30 p.m.
                                  October 18th, 3:30 - 7:30 p.m.

Spring Parent/Teacher Conferences: February 19th, 3:30 - 7:30 p.m.
                                  February 21st, 3:30 - 7:30 p.m.

Dates of the end of the 4 grading periods:

November 6, 2017
January 18, 2018
March 23, 2018
June 6, 2018

Sports Starting Dates (estimated dates):

Cross County* Week of Aug. 21, 2107 Season Ends: TBA
Volleyball* Week of Sept. 4, 2017 Season Ends: TBA (6th Grade - Rec. Dept.)
Girls Basketball* Week of Jan. 1, 2018 Season Ends: TBA (6th Grade - Rec. Dept.)
Wrestling* Week of Jan. 1 2018 Season Ends: TBA
Track* Week of April 2, 2018 Season Ends: TBA

* = Currently, 6th grade students may participate
WELCOME TO THEISEN

Visitors to Our School: We welcome and encourage all parents to visit our school. For safety and security reasons, all exterior doors will be locked during school hours. Visitors should ring the doorbell at the main entrance and wait for a response over the intercom system. They will be asked to identify themselves and state the reason for the visit. Upon entry, visitors should sign-in at the office and obtain a visitor’s badge. Prior to leaving visitors should sign-out at the office and return the visitor’s badge. All individuals who are visitors to the school and classrooms are required to conform to reasonable rules of conduct. Also, ALL lunch visitors will need pre-approval from the building principal. To see additional information on visiting our school, please visit our District website to review Board Policy 11.10 - Visitors to the Schools.

Effective Learning
Effective learning efforts are composed of several key components. The most fundamental one is the unified partnership that combines the teacher, the parents and the students into a team. Most of us acknowledge that more can be accomplishedcollaboratively than individually. When students, parents, and teachers draw on collective experiences, energies, ideas, insights, and knowledge, they will be equipped to accomplish established learning goals.

Planning is one of the most valuable lessons students can learn. Before they can tackle mathematics, before they can write term papers and do other research work, students need to learn how to organize the perpetual stream of paperwork and budget their over-booked days. This is essentially a time management skill and the planner is intended to help students understand that education is a daily activity and that study habits must be practiced daily similar to an athlete in a sport.

The Theisen planner plays an important role in your success at school. You must bring it to school every day to every class. It will help you organize your time throughout the year on a daily, weekly, and monthly basis. You will be prepared to talk with your teachers and with your parents about how you are planning to complete your assignments. The Theisen Staff will help all Theisen students to become organized and responsible school citizens. If we plan to learn, we must learn to plan!

INTRODUCTION

Theisen Middle School is one of three middle schools in Fond du Lac. About five hundred 6th, 7th, and 8th graders make up the Theisen student body. It is their privilege and also their responsibility to give their middle school career an energetic, purposeful effort.

SCHOOL NAME

Theisen was named after Henry Theisen who began his distinguished career when Lowell P. Goodrich, was Superintendent of Schools.

THEISEN SCHOOL SONG

Let’s give a big “HORRAY” for Theisen,
We’ve got the winningest team in the land,
Let’s give a big “OKAY” for Theisen,
We’re gonna be number one if we can.
We’re gonna Fight! Fight! Fight!
You can really rely,
Fight! Fight! Fight! for a VICTORY,
A big “HOORAY” for Theisen.
We’re gonna win a VICTORY.

A BASIC PHILOSOPHY

The Theisen administration and faculty share a basic belief in promoting an atmosphere wherein students can develop to the best of their abilities and to their fullest potential, in a pleasant, respectful, and responsible environment.

Each 6th-8th grade student is required to purchase the planner at the beginning of the school year or upon his/her entrance to Theisen. If lost, stolen, or damaged beyond use, the student will be required to purchase a new one at the school office for the price of $6.00.
<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
<th>6th Grade Classes</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1</td>
<td>7:55 - 9:25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 2</td>
<td>9:29 - 10:57</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11:01 - 11:29</td>
<td>Lunch</td>
<td>Cafeteria</td>
</tr>
<tr>
<td></td>
<td>11:33 - 12:02</td>
<td>Tiger Time</td>
<td></td>
</tr>
<tr>
<td>Block 3</td>
<td>12:06 - 1:34</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Day 1</th>
<th>Day 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1:38 - 2:20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2:24 - 3:06</td>
<td></td>
</tr>
</tbody>
</table>

Science and Social Studies = Opposite Semesters

R1 = Rotation 1 = First 12 weeks, 86 minute class
R2 = Rotation 2 = Second 12 weeks, 86 minute class
R3 = Rotation 3 = Third 12 weeks, 86 minute class
<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
<th>7th Grade Classes</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Day 1</td>
<td>Day 2</td>
</tr>
<tr>
<td>Block 1</td>
<td>7:55 - 8:39</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8:43 - 9:25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 2</td>
<td>9:29 - 10:57</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:01 - 11:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tiger Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:34 - 12:02</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lunch</td>
<td>Cafeteria</td>
</tr>
<tr>
<td>Block 3</td>
<td>12:06 - 1:34</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 4</td>
<td>1:38 - 3:06</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Science and Social Studies = Opposite Semesters

R1 = Rotation 1 = First 12 weeks, 86 minute class  
R2 = Rotation 2 = Second 12 weeks, 86 minute class  
R3 = Rotation 3 = Third 12 weeks, 86 minute class
<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
<th>8th Grade Classes</th>
<th>Room</th>
<th>Day 1</th>
<th>Day 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1</td>
<td>7:55 - 9:25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 2</td>
<td>9:29 - 10:11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10:15 - 10:57</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 3</td>
<td>11:01 - 12:29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12:33 - 1:01</td>
<td>Lunch</td>
<td>Cafeteria</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1:05 - 1:34</td>
<td>Tiger Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block 4</td>
<td>1:38 - 3:06</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Science and Social Studies = Opposite Semesters

R1 = Rotation 1 = First 12 weeks, 86 minute class
R2 = Rotation 2 = Second 12 weeks, 86 minute class
R3 = Rotation 3 = Third 12 weeks, 86 minute class
MIDDLE SCHOOL CURRICULUM

### Grade 6

<table>
<thead>
<tr>
<th>Required</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>Band</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Chorus</td>
</tr>
<tr>
<td>Science</td>
<td>Orchestra</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Art</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Family Consumer Science (FCS)</td>
</tr>
<tr>
<td>Art</td>
<td>Keyboarding</td>
</tr>
</tbody>
</table>

### Grade 7

<table>
<thead>
<tr>
<th>Required</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>Band</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Chorus</td>
</tr>
<tr>
<td>Science</td>
<td>Orchestra</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Art</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Tech. Ed.</td>
</tr>
<tr>
<td>Art</td>
<td>World Languages - French &amp; Spanish</td>
</tr>
<tr>
<td>Tech. Ed.</td>
<td>General Music &amp; Family Consumer Science (FCS)</td>
</tr>
</tbody>
</table>

### Grade 8

<table>
<thead>
<tr>
<th>Required</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>Band</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Chorus</td>
</tr>
<tr>
<td>Science</td>
<td>Orchestra</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Exploring Business</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Family Consumer Science (FCS)</td>
</tr>
<tr>
<td>Tech. Ed.</td>
<td>General Music &amp; Art</td>
</tr>
</tbody>
</table>

### Co-Curricular

<table>
<thead>
<tr>
<th>8th Grade</th>
<th>7th Grade</th>
<th>6th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Club</td>
<td>Art Club</td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td>Basketball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Cheer</td>
<td>Cheer</td>
<td>Cheer</td>
</tr>
<tr>
<td>Chess Club</td>
<td>Chess Club</td>
<td>Chess Club</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Cross Country</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Dance</td>
<td>Dance</td>
<td>Dance</td>
</tr>
<tr>
<td>Forensics</td>
<td>Forensics</td>
<td>Forensics</td>
</tr>
<tr>
<td>Gamers Club</td>
<td>Gamers Club</td>
<td>Gamers Club</td>
</tr>
<tr>
<td>Health Club</td>
<td>Health Club</td>
<td>Health Club</td>
</tr>
<tr>
<td>Honors Chorus</td>
<td>Honors Chorus</td>
<td>Honors Chorus</td>
</tr>
<tr>
<td>Honors Orchestra</td>
<td>Honors Orchestra</td>
<td>Honors Orchestra</td>
</tr>
<tr>
<td>Jazz Ensemble</td>
<td>Jazz Ensemble</td>
<td>Jazz Ensemble</td>
</tr>
<tr>
<td>NJHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newspaper</td>
<td>Newspaper</td>
<td>Newspaper</td>
</tr>
<tr>
<td>School Play</td>
<td>School Play</td>
<td>School Play</td>
</tr>
<tr>
<td>Theisen Leadership Team (TLT)</td>
<td>Theisen Leadership Team (TLT)</td>
<td>Theisen Leadership Team (TLT)</td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>Track &amp; Field</td>
<td>Track &amp; Field</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Volleyball</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Wrestling</td>
<td>Wrestling</td>
</tr>
<tr>
<td>Yearbook</td>
<td>Yearbook</td>
<td>Yearbook</td>
</tr>
</tbody>
</table>

### FEES AND EXPENSES

The following is a list of fees and expenses in grades 6, 7, and 8 for the school year.

- **Art Fee**: $4.00
- **Family Consumer Science (FCS)**: $3.00
- **Phy. Ed. Heart Monitor Strap - Grade 6**: $7.00
- ***Grades 7 & 8, only if needed****: $7.00
- **Planner Fee**: $6.00
- **Publication Fee**: $3.00
- **Science Fee**: $5.00
- **Supply Fee**: $10.00
- **Tech. Ed. Fee - 6th Grade**: $2.00
- **Tech. Ed. Fee - 7th & 8th Graders**: $10.00
- **Yearbook Fee**: $14.00

**Athletics and Club Fees**

- **Athletic Fees**: $20.00
- **Club Fees**: $5.00
- **Recreation Department Fees**: $5.00
STUDENT MATERIALS
Students are expected to supply their own notebooks, paper, folders, pens, pencils, gym shoes, gym uniforms, and other materials for their use in their classes.

THEISEN HOMEWORK EXPECTATIONS
All students are expected to manage their time so that their homework is completed and turned in on time. Homework that is completed and turned in on time demonstrates learning, motivation, responsibility, organization and time management. Parents and teachers are partners in helping middle level students demonstrate these important life skills. Late homework policy is determined by each teacher.

ACADEMIC INTEGRITY POLICY
Theisen Middle School has an Academic Integrity Policy in place for any student incidents that involve cheating or plagiarism. A series of disciplinary steps will be followed based as the offenses occur. These offenses will be explained to all students at the beginning of their school year. Violations may include copying work, working together and constructing the same answers to problems, completing work for other students, plagiarism, and any other violation determined by the discretion of the teacher. Students should plan on working on tests and assignments independently unless instructed otherwise by the teacher.

BUILDING HOURS FOR STUDENTS
Students are encouraged to not arrive at school prior to 7:45 a.m. Students wishing to eat breakfast will be allowed to enter the building at 7:30 a.m. Students not eating breakfast will be allowed to enter the building at 7:45 am and must wait in the student “waiting area” at the north side of the building, if they arrive before this time. If the weather is below zero or stormy; students are allowed to wait in the cafeteria from 7:30-7:45. After school, students are expected to be out of the building by 3:11. The only exception would be if they are attending a co-curricular function, attending an after school study club or if you are working with a teacher after school. It is always a good idea to make your ride home arrangements before you come to school.

BREAKFAST
Breakfast is served in the cafeteria each morning at 7:30 a.m. Students are encouraged to start their day with the necessary energy required to do well in school.

LOCKERS
Advisory teachers will make locker assignments, issue combinations, keep a record of locker assignments and combinations, and instruct students in the mechanics of opening the locks. Should a student forget their combination, he/she is to contact his/her homeroom teacher. Students are to keep their books, coats, and personal items in the locker assigned to them. Students are not permitted to trade lockers or to keep their belongings in lockers that are assigned to others. Hall lockers are the property of the school and are loaned to the student for safe keeping of materials relating to school. Students are not to use lockers for storage of articles not related to school business.

It is for this reason that we offer breakfast before school to any of our Theisen students. If you plan to eat breakfast at school, you may enter the building at 7:30. Early morning cafeteria privileges are for breakfast students only; consequences will occur for those who do not follow this request!
Students are not permitted to decorate lockers individually. Student organizations are allowed to give special recognition to students with permission from the principal. Sodas are not allowed in lockers at any time. **Special note! Flowers and/or balloons are NOT to be delivered at school.** These items tend to be disruptive. Purses, fanny-packs, backpacks, and cosmetics are not allowed in classrooms and should be stored in your locker. Repeat offenders will be disciplined.

Periodic inspection will be made to assure proper use of lockers. It is the responsibility of each student to keep his or her locker neat and clean at all times. Every student has a street locker and gym locker equipped with combination locks. No one should know these locker combinations except the student assigned to the locker. If it is necessary to bring money or valuables to school, check them at the Main Office for safekeeping. The school cannot assume responsibility for items lost or missing from your locker.

**ALWAYS SPIN YOUR LOCK THREE TIMES BEFORE YOU WALK AWAY FROM YOUR Locker**
- This will insure that your locker is locked when you leave. The school does not assume any responsibility for items lost or stolen from anyone's locker.

To operate the combination locks: turn **Right** three times to the first number: turn **Left** two times to the second number: turn **Right** once to the third number: lift the locker handle.

**SCHOOL NUTRITION PROGRAM**
Aramark operates the food service in the Fond du Lac School District. Meal prices will be announced at the beginning of the school year. Each student will be issued a pin number at the start of the year. If you do not remember your number, contact the production manager at your school or call the Aramark office at 906-6581 any time between 8:00-4:30.

**PAYMENTS**
An electronic scanning system is used to process payments and charge lunches and milk to the family account. Ala Carte purchases must be paid in cash. This is a debit system. Payments are handled in three ways:
1. Payments can be dropped in the black, locked deposit box across from the school office. All payments received by 9:00 a.m. will be credited to the family’s account that day.
2. Payments can be mailed or brought to the Aramark office at: Fond du Lac School Dist., 72 West 9th St., Fond du Lac, WI 54935. If mailed, please allow three school days for deposit into your account.
3. Payments can be made online via Skyward Family Access for a small fee.

Payments for lunches must be in an envelope with the following information on it: **head of household, student’s name, and amount enclosed. Checks should be made out to Fond du Lac School District and must NOT include other activity/school fees.** Only one check per household is necessary, as all household members will draw from the same account. Aramark will not be responsible for cash payments for deposit into accounts. To protect the student’s account, please keep your Personal ID Number confidential. Low account balance notices, those accounts that are under $10, are given to students daily. The district policy for negative family accounts is to allow two meals per student in the negative before service is denied.

**Free and reduced price meal assistance** - Households may apply for free and reduced price meal benefits at any time during the school year. Application forms are available at orientation/registration. Additional forms are available at each school office, the district business office, and the Aramark office. Applications with incomplete information cannot be processed and will be returned. Complete applications can be returned to your child’s school office or to the district business office. You will receive a letter notifying you of approval or denial of the application. Benefits are effective upon approval of the application, not when the application is submitted.

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Each student is expected to practice good manners.
STUDENT TELEPHONE USE

Cell Phones - Cell phones are not allowed to be used in school. If you carry a cell phone to school you must have it secured in your locker and turned off during the school day. Any violation of this policy will result in your cell phone getting confiscated. A parent will need to call for an appointment to pick it up.

Classroom Telephones - Each classroom has a telephone for teacher use only. Any student wishing to use the classroom telephone may do so ONLY with adult supervision. Students staying after school to work in shop class, special projects, lessons, athletics, study club, etc., should make arrangements before arriving to school that day.

Office Telephone - For emergency use only
If you have to make an after school call, it should be made by 3:11 (for rides etc.) You should come to the office alone - friends need to wait outside of the school or by the designated doors inside. Rides home and arrangements to go to friend's houses should always be made prior to coming to school.

SCHOOL ATTENDANCE

Theisen Middle School carefully monitors student attendance throughout the school day, not just for safety reasons, but to help students achieve their full academic potential. Attendance is so vital to academic success that the State of Wisconsin and Fond du Lac School District limit the number of days a parent may excuse their child from school each year to ten. Please keep this number in mind not only when excusing your child for health or medical-related reasons, but also when anticipating any planned absences.

PERFECT ATTENDANCE
Students achieving perfect attendance for the entire school year will be recognized at the final school assembly.

ABSENCES

ILLNESS
If a student is ill, a parent must call the Theisen Attendance Line (906-6729) by 8:30 a.m. and leave a message. The attendance line is available 24 hours a day and is monitored regularly during the school day. Please identify yourself, state your child's first and last name and the reason for their absence.

APPOINTMENTS

APPOINTMENTS: If a student has a scheduled medical/dental appointment, please call the Theisen Attendance Line or provide a note in advance. To avoid classroom interruption, students are given a release pass before the start of the school day, and at the designated time, they must sign out at the Attendance Office located in the Library Media Center. Upon returning to school, students must report to the Attendance Office to sign in and receive a re-admit pass. Parents are not required to check in or check out their children for appointments.

PLANNED ABSENCES

We encourage that family vacations and traveling be scheduled during school breaks or holidays. Parents should arrange for any planned absences at least two full school days prior to the absence by presenting a written explanation to the Attendance Office. Upon approval by the assistant principal, the student will be given a green pre-planned absence form for their teachers to sign and document homework and assignments. Forms are to be turned in to the Attendance Office prior to the student's absence. Students are required to complete any coursework as directed by their teachers.

ATTENDANCE HOTLINE!
Voice mailbox 906-6729 – 24 hrs/day!
MEDICALLY EXCUSED ABSENCES
The Fond du Lac School District considers medically-excused absences exempt from the ten-day rule. A medically-excused absence is one for which a healthcare professional provides us with a signed and dated written excuse from school. **We encourage parents to ask for a medical/dental excuse every time they take their child to a doctor or healthcare provider during the school day. Students will not be medically excused for an entire school day for local, partial day appointments unless specified in a medical excuse.** Students will not be medically excused for an entire school day for local, partial day appointments unless a healthcare provider specifically indicates so in a written medical excuse.

TARDINESS
Students are expected to be seated in their first hour class by 7:55 a.m. Students arriving late to school are considered unexcused and/or truant, unless excused by the assistant principal. Students arriving late must report to the Attendance Office in the Library Media Center to sign in and receive a pass to their first hour class. Students with excessive tardies to first hour will receive detentions or other consequences as determined by the assistant principal. Tardiness is subject to the law enforcement standard for truancy. Tardy violations and consequences during Periods 2 – 9 will be subject to teacher discretion.

TRUANCY
Truancy is an unexcused absence. Students are considered truant if they:

1. Are absent from school without a parent notifying the school.
2. Arrive at school later than 8:15 a.m.
3. Leave school without permission from the Attendance Office or Main Office.
4. Come to school, but don’t attend a class, or skip a class.
5. Obtain permission to go to a certain area, but do not report there.

- When a student is absent five days, a courtesy letter is mailed to parents reminding them of their child’s absence record in relation to the state “ten-day rule.”
- When a student is absent ten days – the number parents are allowed to excuse their child from school under state law – a second letter is mailed to parents requiring a medical excuse for all future health-related absences. Any future non-health-related absences must be discussed with the assistant principal and are subject to review and approval by school administration.
- Once a student is absent ten days (a combination of whole or partial days), future absences that are not medically-excused or approved by school administrators may be considered truant.

LEAVING THE BUILDING
For safety and security reasons, students are NOT allowed to leave the building during school hours except with permission from the Main Office or Attendance Office. If a student needs to leave because of illness, they should report to the office and speak with the school nurse, secretary or principals. Students leaving for appointments or other reasons are required to sign out at the Attendance Office in the Library Media Center.

HALL PASSES
The four minute period between classes is sufficient time for passing to any part of the building. You should always plan ahead and use the four minute passing time to go to your locker or to the bathroom. Using class time to go to a locker or to the bathroom is strongly discouraged and may be subject to disciplinary action. Students are expected to arrive to class with all necessary supplies. Any student in the hallway after the start of each class period **without a teacher or office pass** will be subject to disciplinary action.

PASS RESTRICTION
Students who abuse their pass privilege will be placed on a pass restriction list that will not allow them access to the hallway during class time. Examples of offenses that would restrict pass privileges would be:

- Abusing a pass by not using it for what it is intended for
- Allowing a friend to use your planner pass
- Being in the hallway without a pass
MEDICATION PROCEDURE

Due to the concern over certain controlled medication, PARENTS (not students) must bring the medication to school. Medication will not be given unless the school has a written physician order, written parent permission and the medication in the properly labeled pharmacy bottle. If regular prescribed drugs must be taken during school hours, these must be checked in at the office and dispensed there.

FIRST-AID, INJURY, PHYSICAL EXAM

In case of an accident, first aid supplies are available at the school office. Any accident or injury must be reported immediately and the proper accident report must be filed. Incoming 6th graders are to turn in their completed physical exam form to the office during the first week of school. Student immunization records must be up-to-date, as required by the State Health Department.

TEMPORARY SICK ROOM

If a student becomes ill in school, he/she should report to the school office. Students must not leave the class or the building without authorization. Failure to obtain authorization constitutes an unexcused absence. The office will notify the parent or guardian of the illness or injury. A personal record will be kept in the main office for proper observation by the school district.

PROCEDURE FOR STUDENTS REPORTING TO THE SCHOOL SICK ROOM

1. Office personnel or school nurse must check students into the school sick room.
2. Students shall be in the sick room no more than one period.
3. If illness extends beyond one period, the student will return to class or the parent will be called and arrangements will be made for the student to go home.

AVAILABILITY OF SCHOOL NURSE

Mondays 8:00 a.m.-12:00 p.m.
Wednesdays & Fridays 8:00 a.m.-3:00 p.m.

ACTIVITIES

Art Club  Art club meets once a week every Thursday from 3:00-4:00 in the art room. Students will be involved in creating projects to sell in small fundraiser activities for the art room, paint ceiling tiles in the classroom, as well as many other fun activities such as creating a bowl for the empty bowls project that is held in December.

If you can not join this club at the beginning of the year due to other activities, you still must sign up before the first meeting (mentioned at the beginning of the school year) in order to be a part of this club. If you cannot make it every week due to sports or other recreational activities and you would still like to be a part of this club, please just let Mrs. Morasch know the week before if you are unable to make it or communicate with her what activities you are involved in throughout the year. Also, please keep in mind that art club will be cancelled during the practice for the school play and will restart when the play is over.

F.A.C.T. (6-8)  (Fighting Against Corporate Tobacco)
A youth-driven movement of Wisconsin teens who are determined to spread the truth about tobacco. We know the damage tobacco products can do to our bodies, our lives, and to all the people we care about. So we’re standing up, speaking out, and making a difference.

Forensics (6-8)  offers opportunities for students to participate in public speaking in a variety of different categories such as play-acting, story-telling, prose, and reader’s theater. Students are able to strengthen their ability to perform in front of an audience. The team will travel to other schools and perform in two meets throughout the course of the program. The program is run from November through February. It is an excellent program for those who like to perform for others or may be interested in building their speaking skills.

Theisen National Junior Honor Society (8)

is a national organization that recognizes students who have demonstrated exemplary performance in: Scholarship, Citizenship, Leadership, Service, Character. Eligibility requirements are: 1) Students must have a 3.5 (or higher) cumulative grade point average
from 6th grade until semester one of 8th grade (from the National Chapter regulations). This is calculated by the school, and those students meeting the scholarship requirement will receive a candidate’s form. If the cumulative GPA goes below 3.5 for one quarter, the student will be placed on probation. If the cumulative GPA falls below 3.5 for two quarters, the student will be dismissed from NJHS. 2) If a student has received more than one detention (office referral) he/she will lose points on the character portion of the application process (see point system requirements). Students who have been suspended must write an appeal for consideration of membership. 3) Students must demonstrate leadership, service, and citizenship. Membership in the NJHS is a prestigious honor. It requires identifiable performance in the five areas noted above. All of the requirements for eligibility must be maintained at all times. The Faculty Council has the right to review membership of any student at any time. Dismissal from NJHS will be determined by the Faculty Council. The chapter advisor may offer input and recommendations; however, they are not a voting member of the Faculty Council.

**School Newspaper (6-8)** is for students interested in experiencing a variety of valuable opportunities in news collecting, reporting, writing, re-writing, typing and business management. Membership on the staff is voluntary for anyone interested in that type of activity and is under the supervision of a teacher.

**Strength and Conditioning (6-8)** is designed as a means for students to become introduced to a regimen of weight training and conditioning. The focus is on learning routines, programs, and procedures that will be introduced to the students as they move on to athletics or fitness at the high school. It will provide a continuum of physical activity during the time/seasons that the student is not involved in a sport.

**Theisen Health Club (6-8)** offers activities and education to adopt a healthier lifestyle. Weight training, nutrition, flexibility and conditioning will be offered. It is hoped this will motivate students and staff alike to make fitness and healthy eating a lifetime habit.

**Yearbook (6-8)** Students involved will be responsible for putting together the Theisen yearbook that is distributed at the end of the school year. Tasks involve photography, pages layout and design, computer/graphic opportunities. Get creative and get involved with the yearbook!

**HONOR ROLL**

Every semester the honor roll will be posted based on 3.75 high honors and 3.0 honors level for all academic grades. The school office will post the honor roll each semester on the bulletin board. Students with a cumulative GPA of 3.75 for the year will be presented a Theisen Certificate at the end of the school year.

**LOST AND FOUND**

Lost articles are placed in the office as soon as they are found. The more valuable ones are kept in the vault until claimed. Students should inquire several times for the lost object as it may not be located immediately. Many items cannot be returned because they bear no identification. Help us to help you regain lost property by marking your property clearly. If items are not claimed, it will be given to a charity or destroyed the first Friday of every month.

**MUSIC**

There are many music opportunities at Theisen including General Music, Band, Chorus, and Orchestra. Students are encouraged to explore and share their talents in these classes. All students have the choice to take either General Music or up to two Performance classes each year. All Music classes work on a day 1/day 2 schedule. General Music is a semester only class and the Performance classes are year long classes.
ASSEMBLIES/PARTIES

Various assemblies and parties are held during the school year. Their purpose is to stimulate interest, educate and entertain, as well as share talents and abilities. At all times, the student's behavior should be refined and courteous. Whether guests are present or not, each student is responsible for the impression made by the school as a whole. All school assemblies and parties are privileges that we would like each student to be able to attend. However, in the event that a student is truant for a full day or suspended, the following guidelines shall apply: If a student is truant for a full day or suspended from school, he/she cannot attend the next all-school assembly or dance. Building administrators reserve the right to disqualify a student from attending all assemblies and parties for the rest of the year if a student is truant for a full day or suspended for a second time in a school year. Building administrators will inform staff and students who have lost the privilege to attend an assembly or party.

GYMNASIUM

1. The standard dress required for those taking physical education is as follows: regular uniform, socks, and gym shoes. Students must consult gym teacher before purchase. Each student's gym outfit must be clearly labeled with his/her name and worn during EVERY gym period.

2. Street shoes are not to be worn in the gym.

3. All valuable articles, i.e. money, watches, and pens should be locked up for safekeeping.

4. Students are not allowed in the dressing room while a class is in the gym.

5. Parents may excuse a student for one gym period. After that, a physician's statement is required.

ATHLETICS

Many types of school and recreation level sports are sponsored in addition to the regularly required physical education. If a student participates in middle school athletics - school sponsored or recreation department sponsored - a physician-signed middle school physical examination form is required to be on file in the school office.

Several after school 6th grade sports activities are offered through the recreation department. These are citywide leagues and in addition to a current physical exam, there is a participation fee for each activity.

6th Grade Sports

Fall Sports:
- Cheer
- Co-ed Volleyball
- Cross-Country

Winter Sports:
- Boys or Girls Basketball
- Cheer
- Dance
- Wrestling

Spring Sports:
- Track and Field

Students participating in athletics must have a physical examination on file in the Theisen office or with our School Health Safety Programs Department. Once a student has a physical on file, that student does not require another during his/her middle school career. In addition, every student participating in middle school athletics must attend an athletic code meeting; and, along with their parents, sign an athletic code agreement and concussion form in order to participate.

7th & 8th Grade Sports

Fall Sports:
- Cheer
- Cross-Country
- Volleyball

Winter Sports:
- Boys or Girls Basketball
- Cheer
- Dance
- Wrestling

Spring Sports:
- Track and Field

There is a participation fee per activity, to help defray cost that is due prior to the first competition.
WHAT IS PBIS?

Positive Behavior Intervention & Support is a program supported by the Wisconsin Department of Education and Fond du Lac County Schools to promote and maximize academic achievement and behavioral competence. PBIS is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. Theisen is proud to be a part of this exciting initiative.

As part of the PBIS program, we have established several clear rules for the behavior we expect in all areas of our school. We explicitly teach those expectations to the students and reward them frequently with positive notes and prizes for their great behavior. The expectations for all student behavior is clear throughout our building, cafeteria, gymnasium, and classrooms, etc. You should be able to ask your student, “What are the rules in your school?” “How do you follow those rules?” “What happens when a teacher sees you following the rules?”

Our school rules specifically address:

- Be Respectful
- Be Responsible
- Be Safe

*These rules now hang in many areas of our building for reminders. On your next visit, look for them!

We apply consistent consequences and positive reinforcement for all students. By detailing every expected behavior and teaching in a positive way, we are providing a common language for everyone in our building, including students, teachers, front office staff and our paraprofessionals.

We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they respect themselves & others, and feel safe daily to learn, and enjoy their middle school experience!

We welcome your input and support.

Thank you for your support!
Theisen Middle School Staff
Established at Theisen April of 2010
LEADERSHIP COUNCIL
CODE OF CONDUCT

Any Theisen Leadership Team officer or representative involved in the use of alcohol, tobacco or controlled substances, association with or criminal act involving police will be removed from participation in Leadership Team for at least one quarter or whatever time frame remains for the school year. A second infraction of any of the above will result in removal for the remainder of the school year.

CODE OF STUDENT CONDUCT Act 335:

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. 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. The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District’s policy on suspension and expulsion, which provides procedures by which the students may be removed from the school community either temporarily, or in the case of certain expulsion, permanently. But equally important, the district owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption; particularly by those relatively few students who, for whatever reason, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. The disciplinary consequences listed below should be considered guidelines to maintaining a safe and orderly school environment. Any staff member has the right to discipline a student, regardless of grade, who is not exhibiting proper behavior in school. Students who have a record of not following school rules or who exhibit behavior that does not reflect the standard of the school and/or community will not be allowed to participate in school sponsored activities such as award assemblies, field trips, parties, etc. Participation depends on good citizenship. Students should behave in a manner that will be a credit to our school. Students are in school to develop to their fullest potential physically, emotionally, socially, and intellectually. Involvement in class work and activities at Theisen Middle School enables a student to grow as a person. Therefore, it is extremely important that students take advantage of all the opportunities for learning offered at Theisen. All students are expected to follow the “CARE” Rules concept at all times while on school grounds. These rules are:

1. Walk in the halls and on stairs.
2. Respond appropriately to adults.
3. Use a “two-foot” voice.
4. Keep hands, feet, and materials to your self.
5. Raise your hand when you want to speak.
6. Use appropriate language.
7. Do not disturb class.
8. Do not write or pass notes.

ATTENDANCE

1. Be on time.
2. Sit in assigned seat.

RESPECT

1. Be polite and respect others.
2. No abusive language.

EFFORT

1. Be prepared and have all necessary materials.
2. Follow directions the first time given.
3. Stay on task.

Any students who interfere with this learning process will be disciplined. Repeat rule violations will yield stricter penalties.

“HANDS OFF” POLICY

Theisen Middle School does have a “Hands Off” policy, which simply means that students are expected not to touch each other in a manner that is unnecessary and/or inappropriate. This policy has successfully addressed issues of inappropriate touch, aggressive behavior and other inappropriate behavior that may take place between students. Disciplinary action may result if students are in violation of the TMS “Hands Off” policy.
BULLYING PREVENTION

Bullying is defined as any willful, persistent, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering, or property damage, or which negatively impact the learning environment. Bullying can be:

1. **Physical** (e.g. assault, hitting or punching, kicking, theft);
2. **Verbal** (e.g. threatening or intimidating language, teasing or name-calling, racist remarks);
3. **Indirect** (e.g. spreading rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet, also known as cyber bullying);
4. Between students and students, students and adults, or adults and adults.

It shall be the policy of the District to:

1. Prohibit and discourage any individual (student or District employee) from bullying any other person;
2. Provide a safe, secure, and respectful learning environment for all students;
3. Address any instances of bullying in a timely manner;
4. Provide on-going education and awareness of the problem of bullying; and
5. Provide procedures for filing and investigating claims of bullying.

To see additional information on bullying, please visit our District website to review Board Policy 10.22—Bullying Prevention.

HARASSMENT (SECONDARY VERSION)

It is the policy of the Fond du Lac School District to provide a harassment-free environment in which to learn and work. Harassment means any unwanted, deliberate or repealed behavior or language that discriminates against someone on the basis of their sex, race, color, national origin, ancestry, religion, creed, pregnancy, age, marital or parental status, sexual orientation, arrest or conviction record, or physical, mental, or emotional disability in the educational programs of the district. It is a violation of this policy and the law for any student to harass other students or staff or for a staff member to harass other staff or students. If you feel you are a victim of harassment you are encouraged to report your concerns to a trusted teacher, counselor, coach, principal, or the Director of Personnel (929-2761). Copies of the District Harassment Policy and Complaint Form are available in the Theisen school office.

WHAT IF I’M BEING BULLIED OR HARASSED? I CAN . . .

1. Ignore, walk away.
2. Be assertive—tell bully to stop—warn bully you might tell.
3. Refuse to discuss rumors or situation for a while; cool it.
4. Do not be alone—be aware of people around you—stay clear of danger zone.
5. Write down every incident: date, time, where and what happened, witnesses.
6. Talk to a trusted adult.
7. File a formal complaint with your trusted adult’s help and support (bullying report)
8. Know your rights!! Understand school rules on bullying.

DISCIPLINARY CONSEQUENCES

Improper student behavior will be considered to be that which interferes with the learning environment, safety of others, and the orderly functioning of the school. The correction of improper behavior will be carried out in a positive and effective manner. Parents will be contacted by phone or mail when their child is referred to the administrative office because of inappropriate behavior. The following consequences are a partial list of corrective measures, which may be utilized in correcting improper behavior:

1. Verbal warning
2. Teacher-Parent-Administrator conference
3. Teacher-assigned detention a.m. or p.m.
4. Referral to Guidance
5. Referral to Administrative office
6. In-School Suspension
7. Out-of-School Suspension
8. Student Behavior Contract
9. Recommendation for Alternative Education
10. Expulsion according to Wisconsin law
TEACHER-ASSIGNED DETENTION
If a student does not show up for an assigned teacher detention after a rescheduling attempt, the detention will be assigned to the assistant principal. After serving the reassigned detention with the assistant principal, the detention will be part of the student school record. If your student is to stay longer than 3:05, you will receive a phone call from that teacher to make sure this is acceptable to your schedule.

DETENTIONS
Detentions are given as a consequence for making a bad choice. Late for class, not obeying a reasonable request of a teacher, disrespectful behavior, incomplete schoolwork are examples of poor choices. The purpose of a detention is to make you think about the bad choice you made and to learn from your mistake.

AFTER-SCHOOL DETENTIONS
After-School Detentions are generally 45 minutes. School officials will make a good faith effort to contact parents regarding issued detentions during school hours. However, it is the student’s responsibility to inform his/her parents. Changing the day/time of a detention is not permitted unless requested by a parent. Repeated failure to serve detention will result in a school suspension. Detentions typically run from 3:00-3:45 after school, but could also begin at 7:15 and run until 8:00 am before school.

Detention Room Rules
1. Be on time - You must be in the detention room and seated by the bell.
2. Be prepared to do school-related work during the entire detention period.
3. Be quiet - No form of communication is allowed in the detention room.

EXPULSION
Upon recommendation of the Principal, the Superintendent may recommend to the Board of Education that a student be expelled from school and/or extra-curricular activity. The following procedures will be followed:
A. Student will be given written notice of intent to expel by the Principal, in addition to notice of any interim discipline action or suspension.
B. The Principal will hold a formal hearing. The student will have the charges against him explained and be given the opportunity to explain his actions.
C. Refer to Fond du Lac School Board Policy #10.6103 for further clarification.

IN-SCHOOL SUSPENSION
During ISS, students will not attend any class or activity. Students are required to do all work assigned that day. They will either perform current work provided by the teacher, or remedial work provided by the Assistant Principal. The ISS room has very strict rules and any infractions will result in the student being assigned an Out-Of-School Suspension (OSS) for the remainder of the current day as well as the following day. Students must report to the office with assignments and ALL NECESSARY MATERIALS. Students will have the opportunity to turn work in that was missed while in ISS, as if it was a validated absence. Students assigned to ISS may perform duties as part of school and community service. Students assigned to ISS could also be assigned campus cleanliness and grounds-keeping detail on a daily basis. Students late or with insufficient materials will be given one additional day of ISS. After leaving ISS, it is the student’s responsibility to turn in work that was missed. Any students not complying with these rules may be given an out-of-school suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)
A student on OSS is not permitted to be on school property from one to five days. No classes or activities may be attended during the period of suspension. A suspended student may not represent the school in any way or under any circumstances. Any suspended student on campus while on out-of-school suspension may be subject to legal action. Students who have been suspended will be allowed to make-up any major tests. Daily work or makeup work can be completed if the student takes initiative and the cooperating teacher agrees to this arrangement. Please note that teachers DO NOT have to agree to allow work to be made up because of an OSS. Parents will be notified of out-of-school suspension by a phone call. A letter will also be mailed directly to the home.
**CODE OF STUDENT CONDUCT**

Category I - Examples of offenses which may result in suspension

1. **Refusing to Obey a Reasonable Request** (i.e. take your seat, open your book. CARE rules)
2. **Disruption of School Function/Class Disruption**
   any negative behavior that lends to disturb or endanger the educational process and/or the people involved. This includes behavior in classrooms, media center, and halls, restrooms, and school grounds during the regularly scheduled day and at school events. Students who are repeatedly removed from classes will be dealt more serious consequences.

3. **Dress Code Violations** - Students should wear clothing, which is appropriate for school. Hair, clothing styles, or paraphernalia (jewelry, etc.) which is normally associated with a gang or gang-related activities or indicate possible gang affiliation will not be permitted. This policy is enforced during the school day, in school vehicles, and at all school activities. [WI Statutes][120.12 (II [a] 120.44] Students may not wear clothing that is disruptive to regular class procedure, constitute a health or safety hazard, promotes drugs, alcohol, gambling or violence.

   The following are some examples of dress for school, that each of you should avoid:
   
   A. No beachwear or bare midriffs (stomachs) will be allowed. Shirts/blouses MUST be long enough to tuck into the waistband of pants.
   B. No tank tops, midriffs, halter or tube style tops/ showing bare back /clothes that are strapless, see through or sheer blouses or sleeve less athletic-style jerseys. Sleeveless tops are allowed only if it covers the complete shoulder area and is not cut low in the underarm.
   C. Shorts will be permitted only if neat and appropriate length. No cut-offs or short shorts.
   D. Skirts and dresses must be appropriate length. No strapless or spaghetti straps and no mini skirts or mini dresses are allowed.
   E. No baggy pants, which expose student's underwear or would expose one's underwear if a shirt covers up the underwear, may be worn.

   F. Chains/wallet chains, necklaces, rings, or bracelets with spikes that have pointed edges
   G. No hats, caps, bandannas, or other headgear and no sunglasses.
   H. Students must wear shoes or sandals.
      Slippers and bare feet are not allowed. Pajama pants (except sponsored days) are also not allowed.
   I. For reasons of security and safety, jackets, coats, backpacks, and purses are not to be worn or carried in classrooms during the school day.
   J. Extreme body piercing is strongly discouraged.
      It can pose health risks. These cases will be dealt with individually.
   K. NO clothes that are severely torn or ripped.

4. **Electronic Equipment** - CD’s, mp3 players, cell phones, beepers, CD players, recorders, toys, electronic games, devices or pagers, are not allowed in school. 1st offense: These items will be confiscated from students and will be returned only to the parent/guardian and be subject to disciplinary action. 2nd offense = likely ½ day ISS, etc.

5. **Horseplay, Running, or Rough-Housing**
6. **Leaving Class without Permission**
7. **Out of Assigned Area/Class Cut/No Pass**
8. **Profanity/Inappropriate Language** - Obscene language, racial profanities, gestures, graffiti (written, drawn, acted, or spoken).
9. **Tardy to Class** (Teacher Responsibility-excluding 1st hour)-Please refer to teacher classroom rules. Repeated tardy to class after warnings, teacher detentions, and parent notification will result in an office referral.
10. **Physically Endangering Behavior** - Pushing, shoving, kicking, spitting, punching (not in anger) etc. or behavior that may cause harm to another person.
11. **Cheating** - Any form thereof, including stealing/destroying tests, or copying another student’s work.
12. **Computer Hardware/Software**
    Tampering/ Inappropriate Use
13. **Public Display of Affection**
14. **Gambling**
15. **Refusing to cooperate with school transportation rules, including, but not limited to: bikes, skateboards, roller skates, roller blades, etc.** - Bicycles, roller skates, roller blades, shoes with wheels attached and skateboards are not to be ridden on school property. Bicycles are to be parked in the bicycle racks at the north end of the building.
Category II - Examples of offenses for which the student may be suspended and/or which may result in a pre-expulsion hearing.

16. Insubordination/Disrespectful Behavior towards Adult In Authority - Refusal to identify one's self, disrespectful language to a teacher who is disciplining another student, editorializing, talking back, challenging authority, running from an adult in authority, or lying to an adult in authority.

17. Hazing/Ethnic-Racial Slurs*/Verbal Assault - The use of swearing/cussing, harassment or intimidation of others via insults, rumors, sexual innuendo, verbally provoking a fight, threats, etc. toward another person. * Racial slurs are strictly unacceptable and will result in severe consequences.

18. Leaving School Grounds - Theisen is a closed campus. Once students arrive on campus they may not leave at any time for any reason without permission from the office. Regardless of the reason for leaving campus parent/responsible adult permission and office notification are mandatory.

19. Theft - Theft of school, staff, or student property, and/or possession of stolen property.

20. Tobacco - Possession and/or use of tobacco including chewing tobacco and snuff.

21. Destruction of Property/Vandalism less than $300 - This includes, but is not limited to: intentional destruction to property (i.e., books, lockers, walls, ceilings, bathroom stalls, etc.) or unauthorized entry of school buildings or grounds, including all those directly or indirectly involved in the act or acts less than $300.

22. Forging and/or Changing School or Parental Documents/Misrepresentations of Parent/Guardian when calling the school.

23. Failure to report to office when directed to do so.

24. Indecent Exposure

25. Trespassing - This includes, but is not limited to, unsupervised and/or unapproved presence in an area of the building before or after school hours without district personnel permission. At the end of the school day, all students are to be out of the building by 3:11 unless involved in co-curricular activities, serving teacher-assigned detentions, or being supervised by an adult.

26. Physically Endangering Behavior or Threatening Physical harm.

Category III - Examples of offenses, which shall result in a pre-expulsion or expulsion hearing.

27. Fighting/Battery/Assault - If you hit, push, kick, etc. someone in anger, it is battery. If you are hit, and YOU HIT BACK it is a fight. Assault/battery on another student or adult is strictly prohibited. This includes striking a staff member intervening in a fight or other disruptive activity (whether intentional or unintentional).

28. Drugs/Alcohol/Drug Paraphernalia - This includes possession, sale, or use.

29. Bomb Threat/False Alarm/Arson/Fire Alarm

30. Sexual Harassment/Misconduct - This consists of sexual advances, requests for sexual favors or inappropriate oral, written or physical contact or conduct of a sexual nature, including, but not limited to: touching of oneself which creates an intimidating, hostile or offensive environment, or physically threatens an individual, or behavior which interferes with the right to get an education or to participate in school activities. AS IDENTIFIED IN BOARD POLICY

31. Weapons/Fireworks/Mace/Lasers/Lighters/Matches - Any Dangerous items (Use or possession: real or look-alike) - A student shall not possess, handle, or transmit any object that reasonably can be considered a weapon or instrument capable of inflicting bodily harm, or potentially causing a dangerous situation. Examples of such items include, but are not limited to; knives, firearms, clubs, mace, lasers, stink-bombs, and chains, or fire crackers. Possession of a weapon includes, but is not limited to, a student locker, book bag, or person.

32. Gangs, Secret Societies, Etc. - Wearing of specific gang colors, and hats, bandannas, shoes, uniform style shirts, blouses, pants, and other paraphernalia is not allowed in school. Any form of related graffiti or gesture is equally unacceptable.

33. Physically Endangering Behavior - Pushing, shoving, kicking, spilling, punching, etc., or behavior that may cause harm to another person.

34. Insubordination - Severe

35. Destruction/Vandalism more than $300
As part of a comprehensive Alcohol, Tobacco, & Other Drug Program, the FDL School District may conduct random canine searches.

LOCAL REFERRAL AGENCIES
Below are some of the agencies available to parents and students to assist in solving personal problems. Further information may be obtained in the counselor’s office.

FDL County Dept.
of Community Programs .................................. 929-3500
Building for Tomorrow
Parent Advocacy Program ................................. 926-0667
FAVR - Friends Aware of
Violent Relationships ..................................... 923-1700
Project Youth ............................................. 907-0900
24-Hour Hotline ............................................ 1-800-686-1346
A-STOP - Put a Stop to
Sexual Assault ............................................. 926-5393/921-7675
Suicide/Crisis Intervention ............................... 929-3535
St. Agnes Hospital ........................................ 926-4200
Family Services .......................................... 924-4414
Charter Behavioral
Health Systems ............................................. 1-800-2242-7837
Alcohol & Drug Abuse Resource Center ............ 924-5222
Dept. of Social Services ................................. 929-3400

ALCOHOL, TOBACCO & OTHER DRUGS
Some drugs may be prescribed by healthcare professionals and are intended to be beneficial. When misused or abused, they are harmful!
Drugs which are illegal are extremely dangerous and hazardous to your health. As a result, the School District of Fond du Lac has enacted the following policies:

TOBACCO
Students may not use or possess any tobacco products on school property. Consequences may include suspension and/or referral to School Resource Officer. A tobacco assessment may be requested.

ALCOHOL & OTHER DRUGS
Students may not use, possess, or be under the influence of alcohol or other drugs (e.g., marijuana, narcotics, LSD, speed, tranquilizers, cocaine, etc.) on school property or at any school event. The only exceptions are drugs prescribed by a doctor. Consequences for disregarding these rules include detention, suspension, referral to the SRO, and expulsion. A drug assessment by be requested.

LEARNING MEDIA COMMONS INFORMATION (LMC)
Visit the LMC for:
• Books, Audio Books, eBooks
• Magazines
• Computers and Online Resources
• Book Discussion Groups
• Help from your friendly library staff
• Purchase USB drives, headphones, batteries*
• USB drives @ $5.00
• Earbud Headphones @1.00
• AAA Batteries @ .50

Location:
2nd Floor East--Library
2nd Floor West--Computer Lab
1st Floor #107--Computer Lab

Time:
7:45 AM to 3:15 PM, later by request

We Take Requests for Interlibrary Loan or purchase from students, teachers, parents

Parent Involvement:
• LMC email/wiki group (reading ideas, online resources etc.)
• Library Parent Group (parent/student book discussions, Book Fair volunteers, etc.)

Parents: The Theisen LMC provides books and other materials on a variety of subjects and interests. These materials are selected in accordance with the district policy. Students may freely choose library materials for check out, but approval of subject matter, types of literature and use of slang will vary from family to family. Please discuss your family’s expectations with your student in order to help them make choices according to those expectations. You may also submit a written request to restrict your student’s check out selections. Please contact Mr. Nerat, principal, at 929-2850 for request forms, concerns or other questions.
Fond du Lac School District
Responsible Use of the Internet

In-school use of the Internet and computers is intended to further student learning in the Fond du Lac School District. Students and Staff have the responsibility to use the Internet, other software, and hardware in a responsible and informed way, conforming to network etiquette, customs and courtesies. Failure to adhere to these guidelines will result in disciplinary action, including referrals and suspension of privileges. Fond du Lac School District is not responsible for damages to personal digital technologies or electronic communication devices.

EXPECTATIONS

Be Responsible
- Use the Internet and school network for classroom-related activities only
- Use email, chat rooms, social networks as part of class curriculum only
- Use personal electronic devices in compliance with individual building policies
- Use Internet and computers only under adult supervision

Be Respectful
- Respect and protect your privacy and the privacy of others.
  1. Use only your assigned accounts.
  2. Keep personal information such as: full name, address, phone number, etc., off of public websites.
  4. Represent yourself truthfully
- Respect and protect the integrity, availability, and security of all electronic resources
  1. Observe all network security practices
  2. Conserve, protect, and share these resources with other students and Internet users
  3. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator
- Respect and protect the copyrighted/intellectual property of others
  1. Cite all sources appropriately
  2. Follow all copyright laws
- Respect and practice the principles of community
  1. Communicate only in ways that are kind, responsible, respectful, safe and lawful
  2. Obtain permission before taking/using photos, videos or images of other people
  3. Observe all network security practices
  4. Use only school appropriate language, images and videos

Be Safe
- Report threatening or offensive materials to a teacher or administrator
- Protect personal identity and the identity of others online
- Follow school district guidelines for web publishing
- Use all equipment and systems carefully, following instructions
- Keep passwords secret

Parents: If you wish your child to use the Internet at school under these guidelines and expectations, please sign the request below:

I give permission for my child _____________________________ to use the Internet at school. I understand that other resources will be made available to them.

Signature: _____________________________ Date: ____________

PAGE 23
<table>
<thead>
<tr>
<th>Math Resource</th>
<th>Website</th>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haiku Learning Management System</td>
<td><a href="http://www.haikulearning.com/login">http://www.haikulearning.com/login</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Big Ideas Math Tutorial and Practice Companion</td>
<td><a href="http://www.bigideasmath.com/students/">http://www.bigideasmath.com/students/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IXL Math Practice</td>
<td><a href="https://www.ixl.com/signin/fonddulac">https://www.ixl.com/signin/fonddulac</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LearnZillion Math Tutorial and Practice</td>
<td><a href="https://learnzillion.com/student/login">https://learnzillion.com/student/login</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TenMarks Math Tutorial and Practice</td>
<td><a href="http://www.tenmarks.com/login">http://www.tenmarks.com/login</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Khan Academy Math Tutorial and Practice</td>
<td><a href="https://www.khanacademy.org/login">https://www.khanacademy.org/login</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sumdog Math Practice</td>
<td><a href="http://www.sumdog.com/">http://www.sumdog.com/</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Website: 

Username: 

Password: 

Website: 

Username: 

Password: 

Website: 

Username: 

Password: 

Website: 

Username: 

Password: 

Website: 

Username: 

Password:
Learning Media Commons
*aka Library Media Center or LMC*

Visit the LMC for:
- Books, Playaways
- Magazines
- Computers and Online Resources
- Help from your friendly library staff
- Purchase earbuds @$1

Learning Media Commons Online
- Go to <tinyurl.com/fondystudentslmc>
  - Click on Library Catalog for books and ebooks
  - Log In = Gmail name (before @fondystudents.org)
  - Password = Birthdate (ddmmyyyy)
  - Click on INFO TO GO for online resources
  - Click on PASSWORDS And HELP Videos for more

Location in Theisen Building
- Library -- 2nd floor East
- Computer Lab --- 2nd floor West
- Computer Lab --- 1st floor Room 107

Parents: the Theisen LMC provides books and other materials on a variety of subjects and interests. These materials are selected in accordance with the district policy. Students may freely choose library materials for check-out, but approval of subject matter, types of literature and use of slang will vary from family to family. Please discuss your family’s expectations with your student in order to help them make choices according to those expectations. You may also submit a written request to restrict your student’s use of library materials. Please contact library media specialist, Ms. Rettig, for request forms, concerns or other questions. rettigj@fond dulac.k12.wi.us
## FOND DU LAC SCHOOL DISTRICT CALENDAR 2017 – 2018

<table>
<thead>
<tr>
<th>AUGUST 2017</th>
<th>FEBRUARY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td><strong>12345</strong></td>
<td><strong>123</strong></td>
</tr>
</tbody>
</table>

### SEPTEMBER 2017

<table>
<thead>
<tr>
<th>SEPTMBER 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
</tr>
</tbody>
</table>

### OCTOBER 2017

<table>
<thead>
<tr>
<th>OCTOBER 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
</tr>
</tbody>
</table>

### NOVEMBER 2017

<table>
<thead>
<tr>
<th>NOVEMBER 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
</tr>
</tbody>
</table>

### DECEMBER 2017

<table>
<thead>
<tr>
<th>DECEMBER 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
</tr>
</tbody>
</table>

### JANUARY 2018

<table>
<thead>
<tr>
<th>JANUARY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
</tr>
</tbody>
</table>

### FEBRUARY 2018

<table>
<thead>
<tr>
<th>FEBRUARY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
</tr>
</tbody>
</table>

### MARCH 2018

<table>
<thead>
<tr>
<th>MARCH 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
</tr>
</tbody>
</table>

### APRIL 2018

<table>
<thead>
<tr>
<th>APRIL 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
</tr>
</tbody>
</table>

### MAY 2018

<table>
<thead>
<tr>
<th>MAY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
</tr>
</tbody>
</table>

### JUNE 2018

<table>
<thead>
<tr>
<th>JUNE 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
</tr>
</tbody>
</table>

### Key

- **(E)** Elementary
- **(M)** Middle
- **(HS)** High School

### Semester Dates

- Middle School/High School
  - **June 6, 2018**

**Trimester Dates**

- Elementary
  - December - 1
  - March - 2
  - June - 6

**Staff Development**

- Hours: 7:30a - 3:30p
  - **Nov 6, 2018**
  - **Mar 2, 2019**

**Board Approved 10-24-2016**
<table>
<thead>
<tr>
<th>Mes</th>
<th>Días clave</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AGOSTO 2017</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>D</td>
</tr>
<tr>
<td>25 &amp; 28 &amp; Sept 1</td>
<td>- Días de contrato de maestros (Maestros eligen 1 de 3)</td>
</tr>
<tr>
<td>29</td>
<td>- Personal - Bienvenidos &amp; Reunión del personal (a.m.)</td>
</tr>
<tr>
<td>29 &amp; 31</td>
<td>- Reunión del personal</td>
</tr>
<tr>
<td><strong>SEPTIEMBRE 2017</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>D</td>
</tr>
<tr>
<td>1</td>
<td>- (Días de contrato de maestros (Maestros eligen 1 de 3 - 8/25, 8/28, 9/1)</td>
</tr>
<tr>
<td>4</td>
<td>- No habrá clases - Labor Day</td>
</tr>
<tr>
<td>5</td>
<td>- Primer día de clases (P, S, PREP)</td>
</tr>
<tr>
<td>6</td>
<td>- Primer día de clases (kinder de 4 años)</td>
</tr>
<tr>
<td><strong>OCTUBRE 2017</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>D</td>
</tr>
<tr>
<td>6</td>
<td>- No habrá clases por la tarde - (P, S, PREP) Reunión del personal</td>
</tr>
<tr>
<td>12 &amp; 17</td>
<td>- Conferencias de noche con padres (P)</td>
</tr>
<tr>
<td>16 &amp; 18</td>
<td>- Conferencias de noche con padres (S)</td>
</tr>
<tr>
<td>20</td>
<td>- No habrá clases (P) - Conferencias con padres</td>
</tr>
<tr>
<td>25</td>
<td>- Conferencias de noche con padres (PREP)</td>
</tr>
<tr>
<td><strong>NOVIEMBRE 2017</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>D</td>
</tr>
<tr>
<td>1</td>
<td>- No habrá clases por la tarde - (P, SP, PREP) Reunión del personal</td>
</tr>
<tr>
<td>8</td>
<td>- Conferencias de noche con padres (PREP)</td>
</tr>
<tr>
<td>22</td>
<td>- No habrá clases (P, S, PREP). Día de compensar conferencias</td>
</tr>
<tr>
<td>23 &amp; 24</td>
<td>- No habrá clases - Descanso por el Día de Gracias</td>
</tr>
<tr>
<td><strong>DICIEMBRE 2017</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>D</td>
</tr>
<tr>
<td>1</td>
<td>- No habrá clases por la tarde (P) - Día de contrato de maestros</td>
</tr>
<tr>
<td>1</td>
<td>- No habrá clases por la tarde (S, PREP) Reunión del personal</td>
</tr>
<tr>
<td>25</td>
<td>- No habrá clases - Descanso de invierno</td>
</tr>
<tr>
<td><strong>ENERO 2018</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>D</td>
</tr>
<tr>
<td>1</td>
<td>- No habrá clases - Descanso de invierno</td>
</tr>
<tr>
<td>2</td>
<td>- Clases empiezan otra vez</td>
</tr>
<tr>
<td>19</td>
<td>- No habrá clases - (S, PREP) Día de contrato de maestros</td>
</tr>
<tr>
<td>19</td>
<td>- No habrá clases (P) - Reunión del personal</td>
</tr>
</tbody>
</table>

**FEBRERO 2018**

<table>
<thead>
<tr>
<th>D</th>
<th>L</th>
<th>M</th>
<th>A</th>
<th>Mi</th>
<th>J</th>
<th>V</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>- No habrá clases por la tarde (P, S, PREP) Reunión del personal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 &amp; 13</td>
<td>- Conferencias de noche con padres (P)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>- No habrá clases (P) - Conferencias con padres durante el día</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 &amp; 21</td>
<td>- Conferencias de noche con padres (S)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>- Orientación para estudiantes de primer año de la preparatoria (6:00 - 8:00 pm)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MARZO 2018**

<table>
<thead>
<tr>
<th>D</th>
<th>L</th>
<th>M</th>
<th>A</th>
<th>Mi</th>
<th>J</th>
<th>V</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>- No habrá clases por la tarde (P) Día de contrato de maestros</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>- No habrá clases por la tarde (S, PREP) Reunión del personal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>- Conferencias de noche con padres (PREP)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>- No habrá clases (P, S, PREP). Día de compensar conferencias</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26-30</td>
<td>- No habrá clases Descanso de primavera</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ABRIL 2018**

<table>
<thead>
<tr>
<th>D</th>
<th>L</th>
<th>M</th>
<th>A</th>
<th>Mi</th>
<th>J</th>
<th>V</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>- Clases empiezan otra vez</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>- Conferencias de noche con padres (PREP)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MAYO 2018**

<table>
<thead>
<tr>
<th>D</th>
<th>L</th>
<th>M</th>
<th>A</th>
<th>Mi</th>
<th>J</th>
<th>V</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>- No habrá clases por la tarde - (P, SP, PREP) Reunión del personal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>- Día de recuperar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>- No habrá clases - Memorial Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**JUNIO 2018**

<table>
<thead>
<tr>
<th>D</th>
<th>L</th>
<th>M</th>
<th>A</th>
<th>Mi</th>
<th>J</th>
<th>V</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>- No habrá clases por la tarde (P, S, PREP) Reunión del personal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>- No habrá clases - Día de contrato de maestros (P, S, PREP)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>- Día de recuperar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Clave

(P) Primaria

(S) Secundaria

(PREP) Preparatoria

Fechas de Trimestre - Primaria

1 de diciembre

2 de marzo

6 de junio

---

**Fechas de Cuatrimestres - Secundaria & Preparatoria**

Cuatrimestre 1: 6 de noviembre (45 días)

Cuatrimestre 2: 18 de enero (44 días)

Cuatrimestre 3: 23 de marzo (45 días)

Cuatrimestre 4: 6 de junio (46 días)

Rev. 01-19-16

Aprobado 10/24/