

# Woodworth Middle School



## **THIS STUDENT HANDBOOK BELONGS TO:**

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

HOMEROOM TEACHER: \_\_\_\_\_

LOCKER NUMBER: \_\_\_\_\_

(do not put combinations where someone can see them)

### **Fond du Lac School District 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 become a creative, contributing citizen in a culturally diverse society, by providing personalized learning opportunities in a safe, nurturing environment.*

### **Woodworth Middle School Vision**

*Doing what's best for kids to ensure success for all.*

\*Attached to the end of this student handbook is an addendum for **COVID-19 policies and procedures**. Please read and share this information with your student.

August 24, 2020

Wildcat Students and Parents:

We are excited to work with you this school year! We believe that with our combined efforts of hard work, open communication and support, your child will have a positive and successful school year. The staff members at Woodworth are dedicated to making this year an experience in which your child will grow academically, emotionally, and socially.

We know that the years spent in the middle school are challenging and exciting times for students, and believe that your child will receive the most from these years by striving to do their best inside the classroom and out of it. We encourage them to try new activities and clubs to grow their interests, learn about themselves and make many new friends!

We encourage students and parents to become familiar with this handbook, so we can all work together to do our best to make Woodworth Middle School a place to be proud of and remember with pleasure. The following pages of this student planner contain basic rules, procedures, and expectations for all students at our middle school.

Communication between students, parents, and staff is key to your child's success. We encourage you to contact your child's teacher with questions or concerns that may arise over the course of the school year; as they are the individuals most likely to answer your questions about classroom instruction, grades and procedures directly. We are going to work tirelessly to grow our relationship with you! Thank you for trusting us to "make a difference", in the life of your child.

We also post information on the following sites for you to access additional information...

**Fond du Lac School District:** [www.fonddulac.k12.wi.us](http://www.fonddulac.k12.wi.us) \*Click on 'Schools' \*Click on 'Woodworth Middle School'

**Twitter:** <https://twitter.com/WoodworthMSFDL>

Follow us on **Facebook!** Search 'Woodworth Middle School Fond du Lac School District'

**We are looking forward to serving your family during this school year!**

Mr. Tim Schipper  
Principal  
[schippertfonddulac.k12.wi.us](http://schippertfonddulac.k12.wi.us)

Mrs. Lisa Hencsik  
Assistant Principal  
[hencsikl@fonddulac.k12.wi.us](mailto:hencsikl@fonddulac.k12.wi.us)

## **2020-2021 IMPORTANT DATES TO REMEMBER**

Quarter End Dates: Qtr 1: October 30 Qtr 2: January 21 Qtr 3: March 26 Qtr 4: June 9  
Trimester End Dates: Trimester 1: November 24 Trimester 2: March 5 Trimester 3: June 9  
Fall Conferences - Thursday, October 22 & Tuesday, October 27 – 3:30 – 7:30 p.m.  
Spring Conferences - Thursday, February 25 & Tuesday, March 2 – 3:30 – 7:30 p.m.

### **Approximate Starting/Ending Dates for 7<sup>th</sup> & 8<sup>th</sup> Grade Sports**

\*6<sup>th</sup> Graders May Participate

*Cross Country—Beginning of September/Mid October	Volleyball—Beginning of September/Mid October
Boys Basketball—Middle of October	Girls Basketball—Beginning of January
Wrestling—Beginning of January	* Track—End of March/Beginning of April

**Athletic Code Meeting Schedule, August 26th:** Virtual Code Meeting Presentation

**Back to School Night, August 26:** Virtual Open House Slideshow

**Bell Schedule-** In effort to accommodate for our blended learning model, we have changed our current bell schedule. The bell schedule will be shared with our families prior to the start of the 2020-21 SY.

### **WOODWORTH MIDDLE SCHOOL COURSES**

#### **6th Grade**

REQUIRED: Language Arts	ELECTIVES: Band
Social Studies	Chorus
Science	Orchestra
Math	General Music
	Technology Education
	Physical Education
	Keyboarding
	Family Consumer Science
	Art

---

#### **7th Grade**

REQUIRED: Language Arts	ELECTIVES: Band
Social Studies	Chorus
Science	Orchestra
Math	General Music
	Art
	Family Consumer Science
	Technology Education
	Exploratory Foreign Language (Spanish/French)
	Physical Education

---

#### **8th Grade**

REQUIRED: Language Arts	ELECTIVES: Band
Social Studies	Enrichment
Science	Chorus
Math	Orchestra
	Spanish I
	Art

French I  
 Physical Education  
 General Music  
 App Creators  
 Art Exploration  
 Exploring Foods  
 Tech Automation & Robotics  
 Tech Ed 8 Woodworking

## **WOODWORTH MIDDLE SCHOOL CO-CURRICULAR**

Yearbook	Volleyball
Newspaper	Cross Country
Forensics	Basketball
Musical	Wrestling
Science Club	Track
Running Club	Dance Team
Atypical Strings	Student Council
Chess Club	Dance Club
Rocket Club	Bucket Brigade
National Junior Honors Society	Strength and Conditioning
Robotics Club	Wildcat Buddy Club
Gaming Club	Archery

### **COME AND VISIT WOODWORTH**

We welcome and encourage all parents to visit our school. Teachers are available at times before and after school for conversations regarding their child's progress. We invite parents to come and observe classrooms. The Woodworth Parent Teacher Association (PTA) is a collaborative partner advocating for Woodworth students, parents and staff. We promote special programs & are a resource for Family Engagement in our community. If you are interested in being a part of this association, please contact the Woodworth Middle School office at 929-6900.

### **PBIS**

Positive Behavior Intervention & Support (PBIS) is a proactive behavior approach that is supported by the Wisconsin Department of Education and the School District of Fond du Lac to promote and maximize academic achievement and behavioral competence. It 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.

*Woodworth has practiced PBIS since 2009! We are proud to have been recognized by the state of Wisconsin as a PBIS "Bronze" for the 2018-2019 school year.*

As part of the PBIS program, expectations for all student behavior is clear throughout our building, cafeteria, gymnasium, and classrooms. We explicitly teach students these expectations and reward them frequently with positive recognition for their great behavior.

>>Students and staff members are consistently reminded, and model that at Woodworth, everyone is expected to...

- Be Respectful
- Be Responsible
- Be Safe

We believe that by helping students practice good behavior, we build a school community where all students have an environment where they take responsibility for their decisions and actions, show respect for themselves & others, and feel safe so that learning takes place and they enjoy their middle school experience!

### **SAFETY AND SECURITY PROCEDURES**

- 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.
- Visitors will be asked to identify themselves and state the reason for the visit.
- Upon entry, visitors are required to sign-in with a Photo ID at the office and obtain a visitor's badge.
- Prior to leaving visitors are required to 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. To see additional information on visiting our school, please visit our District website to review Board Policy 11.10—Visitors to the Schools.
- If you would like to eat lunch with your child, please call in advance to make arrangements. Upon coming to school, sign into the office, and put on a visitor pass. Then proceed to our cafeteria and spend quality time with your child.

### **BUILDING HOURS FOR STUDENTS**

- Students are encouraged to arrive at school after 7:30 a.m. Students wishing to eat breakfast will be allowed to enter the building at this time.
- When coming into the building before school, it is advised that students check with the teacher to confirm that the teacher is available at that time.
- When the temperature is below zero degrees or stormy; students are allowed to wait in the cafeteria after 7:30 a.m.
- After school, students are expected to be out of the building and off school grounds by 3:25 p.m. unless part of an after school activity.

### **SCHOOL NUTRITION PROGRAM**

- Aramark operates the food service in the Fond du Lac School District. Breakfast and lunch 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 for BREAKFAST and LUNCH**

- 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 two 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. **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 registration and at each school office, the district business office, and the Aramark office.
- The application deadline is October 16, 2020. 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.**

### **BREAKFAST**

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

### **LOCKERS**

- Students are encouraged to keep their books, coats, and their personal items (purses, bags, electronic devices) in the locker assigned to them. Due to safety concerns regarding COVID-19, students in the 8<sup>th</sup> grade will be allowed to bring backpacks to class. Each student is responsible for keeping his/her locker neat and clean.
- Students will **not** be assigned a gym locker to keep their phy. ed. clothes and shoes in due to safety concerns regarding COVID-19.
- **It is very important that students do not share their locker combinations with other students. Students are also not allowed to trade lockers or keep their belongings in lockers that are assigned to other students.**
- Should a student forget their combination, he/she is to contact the office. If you request to have your locker combination changed, the fee is \$3.00.
- 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.
- **ALWAYS SPIN YOUR LOCK THREE TIMES BEFORE YOU WALK AWAY FROM YOUR LOCKER** - This will ensure that lockers are locked when student's leave them. If it is necessary for students to bring money or valuables to school, they may check them in at the Office for safekeeping. The school cannot assume responsibility for items lost or missing from your locker.

To operate a combination lock:

1. Turn **Right** three times to the first number
2. Turn **Left** two times to the second number
3. Turn **Right** once to the third number
4. Lift the locker handle.

### **STUDENT TELEPHONE USE**

- Cell Phones and Electronic Devices can be used in school with teacher discretion. Students not following the rules of the teacher, or the Fond du Lac School District guidelines, may lose this privilege.
- **Classroom Telephones** - Any student wishing to use the classroom telephone may do so **ONLY** with adult supervision.

### **SCHOOL ATTENDANCE/ABSENCES**

- Wisconsin laws provide that all children of school age must attend school, except when they are ill. Regular attendance is one of the most important factors in achieving success in school!!
- If students are absent, a parent must call the school to state the reason for the absence. We have a 24-hour voice mailbox for your convenience.

### **ATTENDANCE HOTLINE!**

#### **Voice mailbox**

**906-6727 – 24 hrs./day!**

- If you are unable to call, you must send a note with your child when he/she returns, stating the reason for the absence.
- If the school does not hear from the family of an absent student, the assistant principal or attendance secretary will call the student's home inquiring about the absence. If the absence is not legitimate, the absence will be treated as truant.

### **PRE-PLANNED ABSENCES**

- We recommend that family vacations be scheduled during school breaks or holidays. This will help your son/daughter to get the maximum out of his/her education during the school year.
- **In the event of a pre-planned absence**, the parent/guardian of the student must contact the school via phone call or through written explanation of the absence.
- The student must obtain a pre-planned absence form from the office at least three full school days prior to the absence and, once completed, show it to the assistant principal for give final approval of the absences.

- Students are expected to complete course work and assignments as directed by their teachers.

### **TARDINESS**

- All students are expected to be seated in their first hour class before the start of the class period. Any student who is late to class must report and will be marked tardy. Any student who is later than 20 minutes must report to the main office, sign in and receive a pass to their first hour class.
- Students arriving late to school will be considered unexcused and truant.
- Tardiness is subject to the law enforcement standard for truancy. All tardiness will be considered truancy unless excused by the principal or assistant principal.
- Repeated tardies will be addressed by administration through student conferencing parent contact, and Attendance Plan meetings to discuss attendance issues.

### **TRUANCY**

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

- Do not attend any part of the required scheduled school day.
- Absent from school without parent notifying school.
- Leave school without permission from the office or counselor's office.
- Come to school, but do not attend classes.
- Obtain permission to go to a certain area, but do not report there.
- Do not personally give a pass to the teacher and be excused by that teacher before leaving the classroom for a designated area.
- Arrive at school later than 8:15.

*Students who are truant will be subjected to the "Procedures to be followed for Truancies," as published by the Board of Education.*

### **HALL PASSES**

- Students should always plan ahead and use the passing time to go to their locker or to the bathroom. Using class time to go to a locker or to the bathroom is left up to teacher discretion.

- 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 considered tardy.
- Students that abuse their pass privilege will be placed on 'restricted passing time' that will not allow them access to the hallway during class time OR require them to pass through the building at times that are predetermined by staff.

### **LEAVING THE BUILDING**

- Students may leave the building when excused by a verbal or written confirmation from a parent/guardian of that student.
- If students become ill, they should report to the office so that they are officially signed out. If a student chooses to leave the building without permission, then the parent and our School Resource Officer will be called to bring the student back in safely.
- If students have a doctor or dental appointment, parents must send a written note that students bring to the office prior to leaving for their appointment.

### **SCHOOL HEALTH PROCEDURES**

- For every student's safety, a physician's order must accompany any medication that is to be given to students during school hours. The medication must be brought in by a parent and in a 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.
- Any accident or injury must be reported immediately, and the proper accident report must be filed. A staff member will communicate the event to a parent/guardian.
- Student immunization records must be up to date, as required by the State Health Department.

### **TEMPORARY SICK ROOM**

- If a student becomes ill during the school day, he/she should report to the school office.
- Office personnel or school nurse must check students into the school sick room.
- Students shall be in the sick room no more than one period. If illness extends beyond one

period, (44 min) the parent will be called, and arrangements will be made for the student to go home.

#### AVAILABILITY OF SCHOOL NURSE

The school nurse, Christine Sesing, will available in person 2-3 days per week and can be reached through phone or email.

Phone: (920) 906-6704

Email: [sesingc@fonddulac.k12.wi.us](mailto:sesingc@fonddulac.k12.wi.us)

*The school nurse develops procedures and is a resource in responding to school health needs of students.*

#### LOST AND FOUND

- Lost articles are placed in the office as soon as they are found and then placed in our 'Lost and Found' area outside of the main office. More valuable items (wallets, phones, etc.) are kept in the school 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.
- Unclaimed property will be either discarded or donated to local charities.

#### ASSEMBLIES/CELEBRATIONS

- Various assemblies and parties are held during the school year. The purpose of these activities is to stimulate interest, educate, entertain, and reward students for positive classroom behavior.
- Students are expected to model the "Woodworth Way" by being **respectful, responsible** and **safe**.
- Building administrators reserve the right to remove a student from an assembly/party if deemed necessary and will inform staff and students who have lost the privilege.

#### ATHLETICS

- Many types of school and recreation level sports are sponsored in addition to the regularly required physical education. There is a participation fee of \$20.00 per sport/activity, to help defray cost.

- **All students involved in athletics in the middle school must have a middle school physical examination card on file in the Woodworth office and the School Health and Safety Programs of the Fond du Lac School District (this includes student participation in middle school athletics AND school sponsored activities or recreation department sponsored activities).**
- 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 **will** engage in the online option for training. The student athlete and parents must sign an athletic code agreement in order to participate.
- Some sports allow 6<sup>th</sup> grade participation, some do not. (Please refer to page 4 of this planner.) After school, 6th grade sports activities are offered through the Fond du Lac City Recreation Department. There is a participation fee of five dollars for each activity.

#### "HANDS FREE" POLICY

- Part of being respectful at Woodworth Middle School means that we believe in being "Hands Free" in our building. 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.

#### BULLYING PREVENTION

- Woodworth Middle School strives to be a building in which all students are given a safe, stimulating environment in which they are able to comfortably learn and grow. Preventing students from bullying is a main objective of staff members AND students. When both staff and students combine their efforts to stop bullying, everyone benefits!
- 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 and



suffering, or property damage, or which negatively impact the learning environment.

<b>Bullying can be...</b>
<b>physical</b> (hitting or punching, kicking, theft);
<b>verbal</b> (threatening or intimidating language, teasing or name-calling, racist remarks);
<b>indirect</b> (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);
<b>between students and students, students and adults, or adults and adults.</b>

It shall be the policy of the District to:

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

#### **WHAT CAN I DO IF I'M BEING BULLIED OR HARASSED?**

- Be assertive-tell them to STOP!
- Ignore--walk away.
- Tell an adult that you trust. (If the school doesn't know about what is happening, they are unable to help prevent it!!)
- Document what happened by filling out a Bullying Incident Report (kept in the office)
- Speak with the school counselor or school psychologist.

#### **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 Woodworth 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 Woodworth.

**CODE OF STUDENT CONDUCT**

10.63 Student Conduct: The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the manner in which his or her individual rights are exercised and must accept the consequences of any actions that are committed outside the boundaries of these rights. Rights bring responsibilities. Unacceptable behavior, violations of law, and actions which infringe upon the rights of others will be dealt with directly and immediately. The responsibilities here are not all inclusive, since students have other rights as guaranteed by the Constitution and by state and local laws. This statement on student conduct is not expected to cover every situation which may arise, and each school shall develop procedures for infractions of school rules and regulations. These procedures shall be set forth in writing and shall be publicly announced to the student body. The District shall not discriminate in standards and rules of behavior on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in its education programs or activities.

Adopted 8/23/99; Revised 8/12/13

1. The Fond du Lac School District places student offenses that may result in disciplinary action into three categories. These offenses are in regards to tobacco, drug, alcohol, weapons, zero tolerance, and student discipline. Examples of offenses that fall under these categories are listed below but are not all-inclusive...

<b>Category I</b>
Cheating – Disrespect to Staff Members – Failure to Report to the Office – Fighting – Possession of Tobacco Products – Foul or Abusive Language
*May result in suspension.

<b>Category II</b>
Intimidation/Bullying of Another Individual – Chronic Disruptions to the Learning Environment – Destruction and Vandalism – Harassment – Possession/Under the Influence of Uncontrolled or

<b>Controlled Substances</b>
*May be suspended or result in a pre-expulsion hearing.

<b>Category III</b>
Arson – Bomb Threat – Distribution of Uncontrolled or Controlled Substances – Robbery – Use of weapon with intent to harm or intimidate

\*Shall result in a pre-expulsion hearing.

**ALCOHOL, TOBACCO, & OTHER DRUGS**

Some drugs may be prescribed, these drugs 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. Electronic cigarettes such as: vapes and Juuls are included in this category. 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. E-Vape devices that contain THC are included in this category. 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.

**As part of a comprehensive Alcohol, Tobacco, & Other Drug Program, the FDL School District may conduct random canine searches.**

**DISCIPLINARY CONSEQUENCES**

2. 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 following consequences are examples of positive ways and consequences to assist students in correcting their behavior:
  - Reflection Sheet
  - Think-Buddy Opportunity

- Restorative Practices
- Collaborative Practice Solutions
- Student-Teacher Conference
- Student-Parent-Teacher Conference
- Student-Parent-Teacher-Administrator Conference
- Teacher-assigned Lunch/After School
- Referral to Guidance
- Referral to Administration
- Student Behavior Contract
- In-School Suspension
- Out-of-School Suspension
- Recommendation for Alternative Education
- Expulsion according to Wisconsin Law

### **IN-SCHOOL SUSPENSION (ISS)**

3. During ISS, students will not attend any class or activity. Students are required to do all work they have been assigned. Students should report to the office with assignments and necessary materials at when the first bell rings. Students receiving an ISS will eat their lunches in their reflection room and prior to leaving school that day, conference with the school counselor, assistant principal, or principal about why they received an ISS. Students will also hand their completed work for that day to their classroom teachers.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

4. During OSS, students will not attend school and are not permitted on school property during the period of their suspension. A suspended student may is not allowed to represent the school. Students who have been suspended will be allowed to make-up any major assessments. Students receiving an OSS are encouraged to make arrangements with their teachers to set up a time for re-teaching of the concepts they have missed.
5. A letter will also be mailed directly to the home.

### **EXPULSION**

6. Upon recommendation of the Principal, the Superintendent may recommend to the Board of Education that a student be expelled from school and/or extracurricular activity. The following procedures will be followed:

1. Student will be given written notice of intent to expel by the Principal, in addition to notice of any interim discipline action or suspension.
2. The Principal will hold a formal hearing. The
3. Student will have the charges against him
4. Explained and be given the opportunity to
5. Explain his actions.

*Refer to Fond du Lac School Board Policy #10.6103 for further clarification.*

### ***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 Woodworth school office.*

### **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 Educational 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:  
Laurice Snyder  
Director Coordinator of Equity  
72 W. Ninth Street  
Fond du Lac, WI 54935  
(920) 906-6572

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.

### LOCAL REFERRAL AGENCIES

Below are some of the agencies available to parents and students to assist in solving personal problems.

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 1-800-242-7837  
Alcohol & Drug Abuse Resource Center 924-5222  
Dept. of Social Services .....929-3400

### COPYRIGHT and FAIR USE GUIDELINES

#### What is copyright?

Copyright laws protect original works of authors, artists, composers, and others from being used without permission. This includes clip art, music, lyrics, literature, video, software, television (including satellite,

cable and broadcast transmissions), illustrations, photographs, film, and printed material. In addition, everything on the Internet is copyrighted.

However, under the fair use provisions of copyright law, schools and students **are** permitted to use **some** copyrighted materials **under certain circumstances and with limitations**. Students should talk with their library media specialist, who will determine if a work may be used under fair use. If something qualifies under fair use provisions, you will still be limited as to how much of the work you may use. For example, for music and lyrics, you may use up to 10% but no more than 30 seconds of an individual work in a project. For motion media (videos), you may use 10% or up to 3 minutes. For clip art sources and citing information, refer to the <http://www.learn.fdl> Web page. Click on the "Clip Art" link.

#### Who will ever know if I use copyrighted material without permission?

YOU will know. Put yourself in the author's place. What if you created something and someone else took credit for it? Or what if you were selling something, and people started making copies? No one would buy your product, and you would not make your due profit. How would you feel? In addition, "watchdog" groups monitor and report copyright violations. Think it won't happen to you? There have been cases where students have been "caught" downloading music illegally, and criminal charges were filed against them.

Copyright laws are strictly enforced at Woodworth Middle School and are taken very seriously by the Fond du Lac School District. All students are expected to obey copyright laws and, when unsure, should consult with library media staff or teachers. Because students and their school districts can both be held responsible for copyright violations, students who knowingly violate copyright laws will be subject to disciplinary action.

**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. Please read these expectations and if you agree to have your child adhere to them, sign below.

**EXPECTATIONS:**

**Be Responsible**

- Use the Internet and school network for classroom-related activities only
- Use email, chat rooms, and 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.
  - Use only your assigned accounts.
  - Keep personal information (full name, address, phone number) off public websites
  - Keep passwords secret.
  - Represent yourself truthfully.
- Respect and protect the integrity, availability, and security of all electronic resources
  - Observe all network security practices
  - Conserve, protect, and share these resources with other students and Internet users
  - Treat digital technologies with care, report any damages to a teacher or administrator
- Respect and protect the copyrighted/intellectual property of others
  - Cite all sources appropriately
  - Follow all copyright laws
- Respect and practice the principles of community
  - Communicate only in ways that are kind, responsible, respectful, safe and lawful
  - Obtain permission before taking/using photos, videos or images of other people
  - Observe all network security practices
  - Use only school appropriate language, images and video

**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

\*\*\*\*\*

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 \_\_\_\_\_

## **Addendum for Student Handbooks**

### **COVID-19 Policies and Procedures**

Due to unexpected or unforeseen circumstances related to the COVID-19 public health emergency, the Fond du Lac Area School District and its schools' in-person operations may be altered or suspended for an extended period of time. The following procedures and guidelines are applicable during these emergency periods while in-person operations are altered or suspended.

#### **HEALTH AND SAFETY REQUIREMENTS STUDENT CONDUCT**

During declared health emergencies, the District will implement policies and procedures consistent with applicable Wisconsin Department of Health Services (DHS) emergency orders, Department of Public Instruction (DPI) directives, and local health department or governmental orders. In addition, as applicable, the District will consult with and comply with applicable local health department recommendations. Requirements developed by the District during a health or other emergency will take precedence over provisions of this Addendum.

#### **ON-SITE PRECAUTIONS/FACILITY USE**

1. Pre-Screen: students must have their temperature measured and assess symptoms at home prior to starting school. Ideally, temperature checks should happen before the individual enters the facility using the COVID-19 Health Self Screener. (see attachment A). Any questions regarding self-assessment may be directed to your school.
2. Wear a face covering:
  - a. Students are expected to wear a face covering at all times while in the building or whenever they are unable to maintain 6 feet physical distance between others. Students can utilize school issued face coverings or can use a self-supplied, school appropriate cloth face covering if they so choose. Accommodations will be made for those who are physically unable to wear a face mask.
  - b. Face coverings should be worn no more than one day at a time and should be washed between wearing(s).  
Any questions regarding face coverings may be directed to your school.
3. Social Distance: Students should make every effort to maintain 6 feet social distancing while at school.
4. Workspaces and Supplies: Students should not share work spaces or supplies with others unless they have been sanitized between use.

#### **Daily Self-Screening**

Before coming to school in the morning, students and parents should assess whether the student has any symptoms of COVID-19. At this time, those symptoms include a fever over 100.4 degrees Fahrenheit, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. If a student develops any of these symptoms, the symptoms should be reported to the school office and discussed prior to the student reporting to school.

While the District will not be taking temperature checks on-site at this time, we are relying on the students, staff, and families to keep us accurately informed for the safety of all the other families affected through the District. If a family does not have access to a thermometer, please contact your school office.

All information provided will be kept confidential as required by law, except to the extent that it is necessary to advise or protect staff and other students from transmission of the virus.

If you have symptoms or are diagnosed with COVID-19 or a family member tests positive for COVID-19 your student may be required to stay home until they can be tested or receive medical clearance that they do not have COVID-19 and can safely return to school.

If a student is required to self-isolate, the District will provide remote instruction to the student during the isolation period.

### **Expectations of All Students at School**

- Stay home if you are sick.
- Sanitize hands upon entering the building.
- Wash your hands frequently and use hand sanitizer if you cannot.
- Avoid touching your face and eyes.
- Limit use of shared objects such as physical education equipment, playground equipment, art supplies, toys, and games. Shared objects will be cleaned after each use.
- Bring your own water bottle. All bubblers will be turned off. Water bottle refill stations will be open.
- Follow all directions provided to you by teachers or administrators for the safety of the school community. It is especially important that you stay in the classrooms and spaces where you are assigned or otherwise directed to be. This will be important if we have to determine whether you were exposed to someone else who had COVID-19.
- Practice safe distancing. Stay 6 feet away from others as much as possible, including in common areas, hallways, and on buses.
- Depending on the phase under the District's reopening plans, the student may be required to wear a face covering.

If a student is found to be in violation of these policies and expectations, they will be warned and reminded to comply. However, if repeated and intentional non-compliance occurs, we will work with the student to understand the safety precautions, if the child continues to be in noncompliance we will work with the family. Finally, if after safety meetings the student is still unable to follow safety practices, we will support the child and family through the transition of becoming a remote learner. All students and families should pay careful attention to the rules outlined in this Addendum, as they are notably different from some of the past practices at the District.

### **Transportation and Bus Conduct**

In addition to the existing Transportation and Bus Conduct policies in the Student Handbook, during the District's phased re-opening plan for the 2020-2021 school year, students will be required to wear face coverings during transportation on the buses. The District may also implement additional transportation policies to comply with CDC, DHS, DPI, and local health department recommendations.

### **High-risk Students**

If you believe that your student may be at higher risk if they contract COVID-19 and are uncomfortable sending them to school in person for any reason, please contact your school as soon as possible. We will make every effort to provide an accommodation for them to learn from home or participate remotely if it is determined it is necessary.

### **Duty to Report**

If anyone in the household your student normally resides in is diagnosed with COVID-19, you must report that exposure to the school. Please contact your school. The school will consult with the public health department to assess what precautions should be taken, up to and including but not limited to asking your student to stay home from school for fourteen (14) days in order to protect the rest of the school community. This is not a punishment,

but a precaution and the school will work with you to accommodate keeping your student engaged and current on all schoolwork to the extent possible during this time.

The same applies if any individual your student has close contact with for more than 15 minutes in the period of time immediately before they are diagnosed with COVID-19. Please contact your school to discuss how this particular circumstance may apply.

### **Student Illness at School**

If a student becomes ill or exhibits symptoms of COVID-19 while at school, a designated space will be provided in each building to separate the ill student from other students and staff. Parents will be contacted to arrange for pick-up of the student and transportation to the student's home or a medical office as necessary. Policies will be followed to protect the individual's privacy and to ensure that sick individuals do not return to school until they are cleared by a doctor or the health department.

Health department requirements will be followed to determine if schools will need to be closed or remain open depending upon the results of sickness within the building.

If student illness results in school closure, an alternative schedule for student attendance will be developed based on CDC, DHS, DPI, and local health department recommendations.

If a student is required to self-isolate, the District will provide remote instruction to the student during the isolation period.

### **Attendance**

Attendance at school for the 2020-2021 school year is required to the same extent the Student Handbook already requires. However, the safety of your family and our community is also important. In light of the circumstances surrounding this school year, administration will be receptive to concerns that may arise, specifically in light of a COVID-19 diagnosis or direct exposure to COVID-19. Please make every effort to communicate with the school promptly if your student will not be at school. Virtual schooling in compliance with applicable state and federal laws and regulations is being offered at the option of the parents/guardians/adult student. Students attending remote schooling are expected to comply with attendance requirements and all District policies.

### **Student Travel/Attendance at Mass Gatherings**

Any student who travels by mass transit (including but not limited to airplane, cruise ship, river boat, train or bus), outside the state of Wisconsin, outside of the United States, or to a COVID-19 high risk area or hotspot including within the United States as determined by consulting CDC and state or local health department guidance at the time of travel, or attendance at mass gatherings (mass gathering is defined as any highly-concentrated or crowded area where proper social distancing is not possible (i.e. concerts, fairs and festivals, etc.)), should advise the school of that travel before returning to school by contacting our school office. A determination will be made based on the location and means of travel or mass gathering attended, in coordination with the public health department, as to whether the student will be asked to stay home from school for an isolation period.

If a student is required to self-isolate, the District will provide remote instruction to the student during the isolation period.

### **Student Expectations for Remote Learning**

For students enrolled in the Remote Learning Platform or during a period of extended emergency suspension or alternation of in-person operations, the District will develop and implement methods of remote learning. Students and families shall comply with the following expectations while engaging in remote learning.



1. When participating in video conferencing, students should be located in a quiet environment conducive to learning. Students should wear appropriate clothing, and they should be mindful of what is visible in the background. For younger students, parents may wish to be present to assist their child with the technology as appropriate.
2. With parent permission, some teachers/therapists may wish to deliver instruction/therapy in a small group environment, similar to what would occur in the regular school/classroom environment. Families are expected to respect the privacy of other students; group sessions shall not be recorded (including screenshots), and information regarding other students shall not be shared with others outside of the group session.
3. District staff will be available to communicate with students during regular school hours but will not communicate with students between the hours of 8:00 pm and 6:00 am.
4. If parents have questions or concerns about remote instruction/services, they should contact their remote teacher first and then their school principal.

The remote educational environment is an extension of the regular school/classroom environment. Normal school rules apply, including but not limited to, **Nondiscrimination and Access to Equal Educational Opportunity** policies, **Bullying** and **Student Anti- Harassment** policies, **Student Records** policies, **Student Technology Acceptable Use and Safety** policies, and **Student Code of Classroom Conduct** policies, which includes **Attendance**, **Academic Honesty** policies, and other policies regarding the health and safety of students, all proscribed by the Student Handbook.

### **Student Confidentiality and Privacy Considerations**

Prior to the implementation of alternate learning and student engagement methodologies, the District reviewed and implemented updated procedures relating to student and family confidentiality and privacy. Staff will be advised and provided with protocols consistent with Section 118.125 stats., the Family Educational Rights and Privacy Act, and related laws and policies. These safeguards will be provided to staff and families before alternate instructional methodologies are implemented, as appropriate.

### **Child Abuse Reporting Requirements**

During periods of extended emergency closure or alternation of in-person operations, the District's regular policies regarding mandatory reporting of child abuse and neglect remain in effect. If an employee witnesses abuse or has reason to believe that a student is being abused throughout the course of remote instruction, the employee must follow the procedure outlined for our school district.

### **Special Education Services**

During a period of extended emergency suspension of in-person operations, where some or all instruction and services are being provided remotely, the District normally will not hold IEP or Section 504 team meetings. A change from in-person instruction to remote instruction is typically considered a change in "mode of instruction," rather than a change in placement. The District will review students' needs on a case-by-case basis and will consider IEP changes through mutual agreement with the parents (DPI Form I-10) or a virtual IEP Team Meeting, as appropriate.

### **VISITORS**

1. Limits will be placed on nonessential visitors, volunteers and activities with external groups.
2. Essential visitors, including substitute teachers, will be required to perform a COVID-19 Health Self Screener, which will include a temperature check. This will also be used should contact tracing be necessary. Those with symptoms are not permitted to enter the building.

3. Essential visitors who are permitted inside must wear a face covering while in the building, maintain social distancing, and restrict their visit to the location designated by the school. They are also reminded to frequently perform hand hygiene.

*This Addendum shall apply in addition to all other policies contained in the Student Handbook until such time as this Addendum is withdrawn or amended. To the extent that this Addendum conflicts with the policies in the general Student Handbook, this Addendum shall control while it is in effect.*

*Please be aware that this Addendum, as well as the structure of the 2020-2021 school year, may change on recommendation or guidance from appropriate public agencies. Please be alert to any further communication from the school that may contain changes to this policy or new details as to our program structure.*

### **ACKNOWLEDGEMENT**

I have read this Addendum to the 2020-2021 Student Handbook. I agree to abide by these policies and all of the policies of the District and understand that the policies are subject to change. In an effort to keep myself and my family safe from infectious disease, specifically COVID-19, I will comply with these requirements.

Specifically, I understand that it is my personal responsibility to ensure that prior to boarding a school bus or arriving at school, I have taken care to assess any potential symptoms of my student, to take my student's temperature, and to ensure that there is no appearance of illness that would warrant my student staying home from school. I acknowledge that this is my responsibility and that for the safety of my community, I must comply with these policies.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**WOODWORTH STAFF  
EMAIL ADDRESSES  
2020-2021**

After each email name, add: @fonddulac.k12.wi.us

Example: [schippert@fonddulac.k12.wi.us](mailto:schippert@fonddulac.k12.wi.us)

<b>Staff Name:</b>	<b>Email:</b>	<b>Staff Name:</b>	<b>Email:</b>
Tim Schipper	schippert	Seth Huttner	huttners
Lisa Hencsik	hencsikl	Jenna Johnson	johnsonjen
Angie Mattes	mattesa	Nicole Johnson	johnsonn
Debbie Schmitz	schmitzde	Maggie Kettner	kettnerm
<b>Woodworth Teachers/Staff:</b>		Gillian King	kingg
<b>Staff Name</b>	<b>Email</b>	Sarah Ludwig	ludwigs
Robyn Amberg	amberggr	Jenna Marcoe	marcoej
Nora Ballwanz	ballwanzn	Laura Makarowff	makaroffl
Brianne Barthuly	barthulyb	Amy Marquardt	marquardta
Rachael Baudhuin	baudhuinr	Deb Micolichек	micolichekd
Margaret Bohn	bohnm	Andy PilsI	pilsIa
Carla Bryant	bryantc	Courtney Puetz	puetzс
Jessica Burroughs	burroughsj	Linda Radtke	radtkel
Marc Curcurio	curcuriom	Nate Rucker	ruckern
Norah Olig	olign	Carissa Rusch	ruschc
Travis Ernst	ernstt	Vicki Shumpert	shumpertv
Kris Evert	evertk	Nicole Senkbeil	senkbeiln
Chris Frank	frankc	Christine Sesing	sesingc
Jarred Gerl	gerlj	Tristan Slaby	slabyt
Joshua Gulbronson	gulbronsonj	Denise Thompson	thompsonde
Arik Gunderson	gundersona	Jennifer Towell	towellj
Samantha Hart	harts	JericaH Vandehey	vandeheyje
Margaret Hayes	hayesma	Joel Warner	warnerj
Eric Henry	henrye	Lauren Zivkovich	zivkovichl
Ashley Hietpas	hietpasa	Bill Zimmerman	zimmermanb