

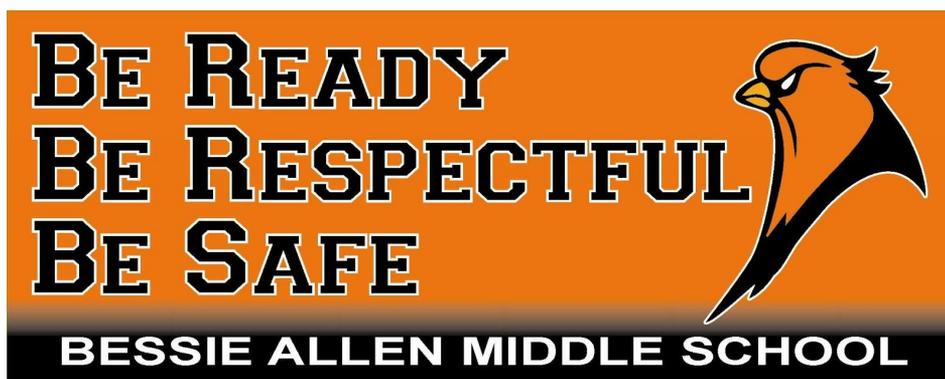
2018-2019
BESSIE ALLEN MIDDLE SCHOOL



**STUDENT
HANDBOOK**

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Principal
305 McKinley Street
North Fond du Lac, WI 54937
(920) 929-3754 or
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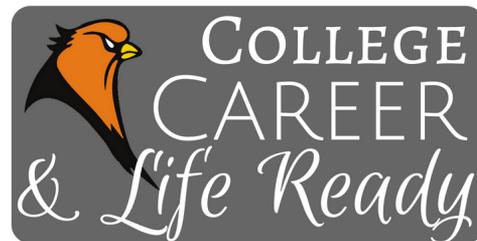
WORKING TOGETHER FOR THE SUCCESS OF ALL



*Board Approved July 2018

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DISTRICT MISSION STATEMENT

The North Fond du Lac School District, in cooperation with the community, is committed to providing an outstanding educational program in a safe and nurturing environment built upon mutual trust and respect, and designed so all individuals become lifelong learners.

MESSAGE FROM THE PRINCIPAL

Welcome to Bessie Allen Middle School! Our handbook is reviewed and written annually as a cooperative effort among our students, parents, staff, and administration to inform and educate our entire community of learners with the necessary information to safely operate our school. It is vital for all of our students and parents/guardians read the information and follow the procedures contained in this handbook to maximize our learning environment.

Our goal is to provide your child with countless opportunities to grow socially, academically, athletically, and emotionally. B.A.M.S. has an incredibly staff that will embrace and challenge your child as we all work together for the success of all. Please take advantage of the opportunities for you to be involved in your child's education. I strongly encourage you to contact your teachers or myself if you have any questions, concerns, or ideas.

Sincerely,

Mike González

Principal – Bessie Allen Middle School

mgonzalez@nfdlschools.org

SCHOOL NAME

Bessie Allen Middle School is named for Miss Bessie I. Allen who was a member of the North Fond du Lac Faculty for twenty-nine years. Miss Allen served in the capacity of teacher in grades 5, 6 and 7 from 1930 to 1959. In April of 1963 the District Board of Education expressed deep-felt thanks for the citizens of the community to Miss Allen for her teaching service. A Citation of Honor was presented to Miss Allen certifying the naming of Bessie Allen School in her honor.

Students to be Featured by the News Media

Occasionally the news media (radio, television and the newspaper) visit the schools to take photographs, make videos, do interviews and/or write articles relating to special events, programs and projects. These media activities in the schools are conducted with the supervision of school personnel. This publicity is welcomed since we are proud of our school events and interested in sharing positive news with the public.

If for any reason you **do not** wish to have your son or daughter featured by the media, or on the school's website, or on other web media, please notify the school office in writing. A letter to the principal to indicate that you do not wish to have your child included in the publicity.

SCHOOL DISTRICT OF NORTH FOND DU LAC – ADMINISTRATORS

<p><i>School District</i> <u>Mr. Aaron Sadoff</u> District School Office 225 McKinley Street North Fond du Lac, WI 54937 Office Phone: (920) 929-3750 asadoff@nfdlschools.org</p>	<p><i>Friendship Learning Center</i> <u>Ms. KerriJo Patten</u> Friendship Learning Center 1115 Thurke Avenue North Fond du Lac, WI 54937 Office Phone: (920) 929-3757 kpatten@nfdlschools.org</p>	<p><i>Bessie Allen Middle School</i> <u>Mr. Mike González</u> Bessie Allen Middle School 305 McKinley Street North Fond du Lac, WI 54937 Office Phone: (920) 929-3754 mgonzalez@nfdlschools.org</p>
<p><i>Horace Mann High School</i> <u>Ms. Samantha McGill-Freimund</u> Horace Mann High School 325 McKinley Street North Fond du Lac, WI 54937 Office Phone: (920) 929-3740 sfreimund@nfdlschools.org</p>	<p><i>Pupil Services and Early Learning Center</i> <u>Ms. Christine Schultz</u> 305 McKinley Street North Fond du Lac, WI 54937 Office Phone: (920) 929-3782 cschultz@nfdlschools.org</p>	<p><i>Teaching and Learning</i> <u>Mr. Adam Broten</u> Location and Phone: TBD abroten@nfdlschools.org</p>

Office Hours

District Office	8:00 AM to 4:00 PM
Early Learning Center	7:30 AM to 4:00 PM
Friendship Elementary School	7:30 AM to 4:00 PM
Bessie Allen Middle School	7:00 AM to 3:30 PM
Horace Mann High School	7:00 AM to 3:30 PM

BOARD OF EDUCATION - MEMBERS

<i>Pete Chisholm</i> <i>President</i>	<i>Stephen Hock</i> <i>Vice President</i>	<i>Dr. Vickie Goldapske</i> <i>Clerk</i>	<i>Shawn Pollack</i> <i>Member</i>	<i>Melissa Will</i> <i>Treasurer</i>
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ACTIVITIES

ATHLETICS

Bessie Allen Middle School offers wrestling, cheer, football, basketball, cross-country, track, and volleyball, in addition to the required physical education classes for all grade levels. The school also sponsors a spring 6th grade track meet.

Boys football starts the week before the first day of classes. Girls basketball starts in September while the boys basketball season starts in November. Cross-country is also offered beginning in September for both boys and girls. Volleyball for girls is offered in late winter. Wrestling practice begins in January. Cheer is a year-round sport. Coed track season begin in April and ends in May. All schedules offer an opportunity for competition with nearby schools.

It is the policy of the Athletic Department and the Physical Education Department at Bessie Allen that if a student is excused from physical education class for any medical / physical reason, they are not allowed to participate in extracurricular athletic activities for the same duration of the excuse.

The interscholastic athletic program will be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost." It discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way as to justify it as an educational activity. All sports activities at the Middle School level are teaching situations. Though competition is a part of the sport, the coaches are working toward the improvement of all players rather than concentrating on the perfection of a limited number of "first team" players.

All team participants are required to meet the athletic code and district rules and policies.

CLUBS

Bessie Allen also offers a variety of clubs for students to expand his or her middle school experience. Clubs are continuing to emerge to meet the needs of students. Current clubs that exist at BAMS include Yearbook Club, Student Experience Club, and VEX Robotics Club.

Oriole Leaders

Oriole Leaders was created in 2014 to merge the efforts of the Student Council and National Junior Honors Society. The purpose of the Bessie Allen School Oriole Leaders is to give the students an opportunity for leadership roles and a voice in student government. Students interested in serving are permitted to campaign early in the fall school term and a president is selected by each class to help plan and run Oriole Leader events. Elections are held in each homeroom with one representative from the 6th, 7th and 8th grade homerooms to serve on the council. Meetings are held to take care of business, usually every 2-3 weeks. Duties of the Oriole Leaders consist of advertising school events, working during school activities, planning student social programs throughout the year, maintaining school bulletin boards, and assisting teachers. Mr. Adam Micke and Mrs. Ginnie Harney will serve as advisors for this school year.

ATTENDANCE

ATTENDANCE PROCEDURES

All students are expected to attend school regularly and be on time for class in order to attain maximum benefit from classroom instruction. Good attendance develops punctuality, self-discipline, and responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and are considered more desirable employees.

Responsibility for school attendance. The responsibility for your child's attendance at school rests with the parent or guardian and the student. It must be emphasized that **it is the student's responsibility to seek out the teacher to request make-up work.** Each teacher will advise the student returning to his or her class after an absence what school work must be made up as a result of the student's absence. Non-classroom areas (physical education, etc.) may require the student to make up time missed, either after school or during study halls.

Anticipated or Pre-Excused Absences: Parents may excuse their children for any reason if a written note from parent/guardian is received PRIOR to the absence. Therefore, if a child will not be in school, parents/guardians will be required to submit a handwritten excuse in advance.

Procedure to follow for anticipated or pre-excused absences:

1. A written note signed by the parent/guardian should be given to the office at least one day in advance of the absence. For planned family trips/medical procedures, this should be at least a week in advance.
2. Upon receipt of the above, the student will receive an Anticipated Absence form. The Student must present the form to each teacher for assignments. Assignments must be completed before the absence, or completed after the absence with teacher's approval. The teachers will initial the form when satisfactory arrangements have been made for the completion of assignments and the form is then returned to the office prior to leaving on the anticipated absence.

Unplanned Absences: If the absence is unexpected, parents/guardians should call the attendance answering machine 920-929-3754 (Ext. 1) and leave a message as soon as they realize their student is going to be absent. The phone call helps us to account for our students on that particular day, however for the absence to be excused, parents will need to follow up with a written note within two days following the absence. The parent/guardian should write the entire excuse. The note should be dated and indicate the student's name, the date(s) of the absence, the reasons for the absence, and be signed by a parent/guardian. A written doctor's excuse is necessary for sickness and medical related absences that last longer than 3 days. School officials reserve the right to contact parents at home or at work to verify details of the absence.

If we have not heard from the parent/guardian of an absent student by 10:00 AM, we will first call home, followed by the parents place of employment (if applicable) and then the third party listed on the student's emergency card.

NOTE: As per Wis. Stat. Act 239 and Wis. Stat. 118.15/16, students will be allowed up to TEN (10) excused absences in a school year for any reason, as long as parents provide written notifications to the attendance office. After ten parent/guardian authorized absences, only absences for documented medical or legal appointments will be excused. Failure to provide this documentation will result in the absence being considered unexcused. It is the school administration's responsibility to determine further absences beyond the limit of ten as excused or unexcused. Those decisions will be determined on the basis of school regulations and individual circumstances.

Truancy: State law currently permits 10 days of absence during a school year before such absences are considered unexcused. Wisconsin Act 239 and Municipal Code 15.08 (5) defines a habitual truant as a student who is absent without an acceptable excuse for part or all of any 5 or more days during a school semester. Students arriving late to school or a class after 5 minutes without an acceptable excuse are also considered truant. Parents of students who are truant will be contacted by phone or mail. The principal will determine that best appropriate action to handle multiple or frequent trancies. Actions may include, but are not limited to, verbal reminders, parent meetings, school detentions (at lunch or after school), simple truancy citations, habitual truancy meetings, or referral to juvenile court.

Tardies: Students arriving late within the first 5 minutes of school or the start of any class are considered tardy. Classroom teachers will determine the best appropriate action to handle multiple or frequent tardies. Actions may include, but are not limited to, school detentions (at lunch or after-school), parent contacts, or referral to principal.

Skyward: You can monitor your student's attendance through the "Family Access" link on Skyward which can be found on our school district website. If you are not signed up for "Family Access" and would like to be, contact the school office to receive a signup form.

****It's important to us that you understand these guidelines. If you have any questions about this policy please call Bessie Allen Middle School (920) 929-3754.****

CURRICULUM

6th GRADE CLASSES

Communication Skills 6: Students will practice the skills of reading, writing, thinking, and speaking. The content covered is aligned to the Common Core State Standards for Literacy.

Math 6: 6th grade math consists of the Glencoe Math series. This program is aligned to the Common Core State Standards and also has a web-based component that is supported by our student iPads.

Social Studies 6: This class covers the study of the cultures of the world.

Physical Education 6: This comprehensive course is designed to introduce the basics of Health Related Fitness through a variety of experiences. Much of the instruction provided during this course is designed to engage students in activity in order to gain knowledge and skills needed to participate in physical activities outside of school.

Technology Literacy: This class is conducted opposite of Physical Education. This course aims to improve student academic achievement through the use of technology and project based learning. Students will learn how harness the power of the Internet and digital technology for learning, and to become safe, responsible, and respectful digital citizens.

Science 6: This class bridges the gap between the classroom and the changing world with current examples of science and technology on the move to new frontiers. Students growing up in the age of computers and robotics are made aware of basic science concepts at work in today's technology.

6TH GRADE EXPLORATORY CLASSES (9 weeks each)

These mini-courses are designed to allow students to explore areas of vocational and career interest. They are designed to be introductory only and are relatively short in duration. If a student finds he or she has an interest and talent in an area through these courses, then he or she is better able to determine which courses to take in high school in his or her career preparation.

Keyboarding 6: This course will provide our students with the opportunity to improve their speed, accuracy, and form in keyboarding and computer use.

General Music 6: Students will gain a basic understanding of music and how it relates to their everyday experience. Students will learn basic music notation, the elements of music, a brief music history lesson, and a music theatre unit. The students will adopt a general appreciation for music and learn how much it has impacted the ever changing world.

Art 6: Students will have an introduction to middle school art. This course will complement the work and skills used at the elementary level for art.

Literacy in Action: This sixth grade exploratory class will be using a computer based reading program called Reading Plus. This research-based program improves comprehension, fluency, and vocabulary for all readers as the program adjusts to individual levels. Mini-lessons, current events, and read alouds will assist with improving reading strategies and motivation too. Games will be incorporated in this exploratory class to improve vocabulary, memory, word building and spelling skills, and concentration.

7th GRADE CORE CLASSES

Social Studies 7 (Geography): This course offers a region-to-country approach to the study of the world. A general regional overview precedes an in-depth study of the key countries in each region. Hands-on lab activities tie geography to other disciplines and help students develop process skills. Students learn about the five geographic themes that help them to understand the effect of geography on mankind and the way geography is linked to daily life. These themes are woven throughout every skill-building activity. A multicultural perspective enriches student understanding of the contributions of the various cultures visited during the course. Current events are covered through *CNN Student News*.

Communication Skills 7: This course combines English, grammar, literature, spelling, drama, listening, and speaking into one class. This course emphasizes the review and mastery of all the elements the students have had in Grades 1-6 in reading, spelling, grammar, and expression. This course firms up the mastery of the many fundamentals previously presented. Other fundamentals, including writing, reading, speaking, and listening, round out the school year.

Math 7: 7th grade math utilizes the Glencoe Math series. This program is aligned to the Common Core State Standards and also has a web-based component that is supported by our student iPads.

Science 7 (Life): This is a Life-oriented Science course that emphasizes to students that science is a problem-solving activity that responds to questions by collecting and analyzing data to offer explanations of the living world. Key concepts covered are heredity, structures and processes, interactions, energy, and relationships in ecosystems.

Physical Education 7: This comprehensive course is designed to build off of the introduction to the Health Related Fitness components in PE 6. Much of the instruction provided during this course is designed to show students a wide variety of physical activities which they can participate in to benefit their Health Related Fitness components.

7TH GRADE EXPLORATORY CLASSES (9 weeks each)

These mini-courses are designed to allow students to explore areas of vocational and career interest. They are designed to be introductory only and are relatively short in duration. If a student finds he or she has an interest and talent in an area through these courses, then he or she is better able to determine which courses to take in high school in his or her career preparation.

Art 7: This course uses the elements and principles of art to foster creativity through various 2D projects. Students begin with the reading of a ruler, and proceed to produce artworks through discussion, demonstration, and other technologies. Art History is included in various themes. Projects range from colored pencil quadrant to etched mirrors.

Spanish 7: This course serves as an introduction to the Spanish language. Students will begin to communicate in Spanish as well as participate in cultural exploration.

Technology 7: Students will be introduced to graphic, electronic, light and acoustic communication systems. In addition, students will explore the organization, transporting process, technical and environmental aspects related to transportation systems.

General Music 7: This nine-week course has three major units. The first titled "Rudiments of Music," covers such areas as notes and rests, time signatures and rhythms. It concludes with the student composing an eight-measure tune that the teacher plays for the class on the trumpet. The second unit, "Discovering the Orchestra," is based on the videotape package of the same name. Students become able to recognize the instruments by sight and sound.

8th GRADE CORE CLASSES

Communication Skills 8: This course is a required 8th grade class which covers steps of basic grammar, composition, literature and spelling. The course deals mainly with mechanics and spelling, creative writing and usage. It is a continuation of the seventh grade curriculum. This course places emphasis on the student as an active learner, an active participant in the experience of literature through literature-based lessons in thinking, reading, study skills, writing, research, speaking, and listening. The course encourages students to interact with the selections. The course also makes use of several trade books to create independent readers of each student so they will continue reading and learning long after they finish the course.

Social Studies 8 (American History): From prehistory to the Civil War era, this course presents the story of our nation's history. Students will be given an opportunity to learn first-hand what it was like to live during a particular historical period through a variety of primary and secondary source documents. A variety of activities will enable students to link the past with the present. They will learn about the connections that history has to other subject areas, especially the important history-geography connection. Students will also learn to analyze and interpret charts, graphs, and maps; important critical thinking skills for success on standardized tests. Current events will likewise be featured in discussions. English and Language Arts Common Core State Standards are also used throughout the class.

Science 8 (Earth): This course covers all five of the branches of Earth Science; Astronomy, Geology, Meteorology, Oceanography, and Paleontology. Students will discover these branches in a process-oriented format using their powers of observation and reasoning.

Math 8: 8th grade math utilizes the Glencoe Math series. This program is aligned to the Common Core State Standards and also has a web-based component that is supported by our student iPads.

8TH GRADE EXPLORATORY CLASSES (9 weeks each)

These mini-courses are designed to allow students to explore areas of vocational and career interest. They are designed to be introductory only and are relatively short in duration. If a student finds he or she has an interest and talent in an area through these courses, then he or she is better able to determine which courses to take in high school in his or her career preparation.

PLTW 8: Students trace the history, development, and influence of automation and robotics. They learn about mechanical systems, energy transfer, machine automation, and computer control systems. Students acquire knowledge and skills in problem solving, teamwork, collaboration, and innovation.

Family and Consumer Education 8: This course introduces the relationship between the family and careers, emphasizing how communication skills learned in the family can help family members understand the world around them. Students also explore the relationship between the life of the family and life at school and the applications of skills learned at home to school and community life.

Art 8: This class will incorporate a two dimensional unit ranging from controlled shading and shadows in a variety of media to a highly controlled head study unit culminating in a color pastel portrait as well as an in-the-round sculpture unit leaning toward wild life woodcarving (reduction). The project is also open to other subject matter and materials such as cement soft sculpture, wax, plaster, etc.

Computers 8: This course focuses on the essential components of business and marketing. It is organized as an exploratory course in all the primary functions of business. Students will participate in many hands-on and fun activities and projects that support business function.

Spanish I (all-year): Students are allowed to select Spanish I as an option in lieu of the other four exploratory classes. The curriculum for Spanish I in 8th grade is the same as Spanish I in high school. Therefore, it prepares students to take Spanish II as a freshman. Although a student does not receive high school credit in 8th grade, the student will have unique advantages. For example, this is the only course sequence that will allow a student to complete the prestigious 5 year Spanish program with the School District of North Fond du Lac

HUMAN GROWTH AND DEVELOPMENT

The board of education has approved a curriculum which is included within Development (6th grade) and Health (7th & 8th grade) that promotes accurate and comprehensive knowledge in the area of human growth and development, and more importantly meets the needs and maturity level of our students at this critical and difficult time in his or her life. We accept the premise that parents are the primary educators of their children in the area of human sexuality. This curriculum was developed with the thought in mind of reinforcing what has been taught in the

home and also to provide basic information to those students that do not receive sexuality education in the home.

If you would like to view the entire curriculum and the instructional materials you may do so by contacting the building principal and making an appointment. State law provides parents with the opportunity to exempt their child from participation in part or the entire human growth and development program. If you wish to not have your child participate in a portion of the program, it is necessary to inform, in writing, either the school principal or the teacher. If you have questions or would like additional information feel free to contact the school.

SCHOOL COUNSELING – Following the Wisconsin Comprehensive School Counseling Program

Counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. Developmental classroom guidance is conducted in all grades. Students wishing to visit a school counselor should contact the counselor, secretary or a teacher to arrange for an appointment.

MUSIC

There are four elective music programs offered in the middle school. They are 6th grade band, 7th/8th grade band, 6th grade chorus, and 7th/ 8th grade chorus. Instruments are available for rent for the band classes.

PHYSICAL EDUCATION

The current standard uniform for physical education classes for grades 6, 7 and 8 is a uniform consisting of a gray t-shirt, black shorts, white socks and gym shoes. **Use of the uniform for PE classes is MANDATORY.** The locks, t-shirts and shorts will be available for purchase at school during the first week of classes. Students are encouraged to lock up all belongings in the locker room during PE class and practice times. **All valuable articles such as money, electronics and jewelry may be given to the office personnel or classroom teacher for safekeeping. iPads or electronic devices with a camera are not allowed in any locker room.**

SUCCESS STUDY HALL

BAMS has a success study hall each day that gives your son/daughter an additional opportunity to grow and learn. It is staffed and supervised by grade level teachers and is an important part of the school day. Success study hall is weekly from Monday-Thursday from 2:40-3:15 each day. There is no study hall on the final day of the week or other special dates. Students will be in study hall by grade level based on:

- Teacher/grade level team request for not completing an assignment or long term failure to complete work. Students will be allowed to use phones to contact/inform parents.
- Students not able to stay, per parent request, will be excused on a case by case basis by the teams.
- Students have the chance to complete work prior to the end of the day.
- Students will be expected to stay the entire time and should not be released early. Remind them to bring other work as well.

School buses will run at 2:40 to transport those students who are dismissed at 2:35 and again at 3:20 to transport students dismissed from study hall at 3:15.

FOOD PROGRAMS

LUNCH PROGRAM

Students may elect to eat hot lunch or bag lunch at school. Hot lunch accounts may be added to any day of the week by depositing money in an envelope bearing the student's name and grade in the designated box across from the middle school office door. It is also possible to use one's credit card through an account set up on the Skyward Family Access website. Lunch is served in the cafeteria for all grades at Bessie Allen. Those students carrying bag lunches may purchase milk from the cashier. Milk is included with hot lunch.

BREAKFAST PROGRAM

Breakfast will be served starting at 7:10am in the BAMS cafeteria. Breakfast cost \$1.00 (free and reduced eligibility is also applicable to breakfast). Students not eating breakfast can enter the building at 7:20am.

THE ORIOLE WAY

The Oriole Way is a proactive, school wide framework that focuses on teaching students expected behaviors and ensuring school wide consistency, positive communication and behavior reinforcement for responsible behaviors. Students' behaviors are monitored and data is collected to help make decisions about re-teaching expected behaviors. Our **3 Expectations** district-wide are:

- **Be Ready**
- **Be Respectful**
- **Be Safe**



We utilize numerous amounts of time and energy to provide our students with clear behavioral expectations and use a wide range of local resources to accomplish this and meet the varied needs of our students. Any behaviors that prevent or inhibit this from occurring will result in classroom and/or school wide interventions. Disciplinary actions may include but are not limited to detention, out-of-school suspension, in-school suspension and/or expulsion. Our entire staff takes a proactive approach to classroom management and will involve parents throughout the entire process. We also have a great partnership with our School Resource Officer and will involve Officer Hendrix in the entire process. We strive to make our school a safe, engaging, learning environment and discourage any behaviors that may result in that process. Bessie Allen Middle School is a place where we can BE READ-BE RESPECTFUL-BE SAFE.

What can you do to support The Oriole Way?

Communicate with school personnel on a proactive basis when you have a family concern that may impact your child's performance in school.

Utilize the noted behavioral expectations in your home to enhance consistency and reinforce positive behaviors in and outside of the school.

For more information, please contact:

- Brandon Switz- bswitz@nfdlschools.org -or 929-3754 ext: 4147 – District PBIS Coordinator

More Specific Building Expectations:

HALLS: Halls are to be cleared of non-bus students by 2:45 unless the student is participating in an extra-curricular activity or directly supervised by a staff member.

High School students are not permitted in the Bessie Allen halls unless they are on approved business.

Students shall not deface any posters, bulletin boards, signs announcements, etc.

LOCKERS: Lockers are to be locked at all times. School will not be responsible for missing articles if the lockers are not locked.

The locker assigned to a student is NOT the student's private property or under his/her exclusive possession and **may be opened and inspected by school authorities at any time.** Any unauthorized item found in the locker may be removed. The school may hold items removed from a locker unless the inspecting authority suspects that possession or storage of the item involves a violation of law in which case the item shall be turned over to law enforcement officials. The student and parent or guardian shall be informed of the removal and disposition of removed items.

SCHOOL GROUNDS: Students may wait inside [during poor weather] or outside for their transportation at the beginning/end as long as they are being ready-respectful-safe.

- o Bicycles are to stay in the bicycle racks except when riding to and from school. No one shall ride anyone else's bicycle without permission. Bikes should be locked to the bike stands.
- o Skateboards, scooters, and other self-propelled transportation devices are not to be ridden on school sidewalks. People walking ALWAYS have the right of way.

SCHOOL BREAKFAST/LUNCH HOUR: All people that are eating will do so in the cafeteria unless directly supervised by a staff member in another location. Food or drinks are **not** to be taken out of the cafeteria and into the hallway with the exception of bottled water.

- Teachers may allow food [candy/gum/other] & drinks on special occasions in their individual classrooms at their discretion in accordance with the North Fond du Lac School District Wellness Policy. Food/drinks are not to be taken out of the classrooms at the end of the class period.

SMOKING: There is no smoking (cigarettes, e-cigarettes, vapors, or other devices) allowed on any school property by anyone.

STUDENT VALUABLES: Students are cautioned to **not** bring large amounts of money, electronic devices, or personal property to school. Students who wear glasses and/or watches must keep track of them at all times. Students, NOT the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, **bring it to the office for safe keeping.**

BUS TRANSPORTATION: School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a different bus must be requested in writing by the parent/guardian and submitted to the office in advance, if possible. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. **The bus driver is in complete charge of the bus and its occupants at all times.** Students riding the bus **must** comply with the requests of the driver.

Only eligible students who have a current bus transportation form in a school office will be allowed to ride a bus.

HARASSMENT and BULLYING STATEMENT

Students are not allowed to harass or haze other students, by any means including but not limited to verbal, written or implied threats. Students who feel they are being harassed should report incidents to the middle school principal. Examples of harassment include, but are not limited to: standing in someone's way, standing too close to another person, brushing against or into another, threats or insults, comments about someone's body, notes, letters, whistling at, rude noises, staring at another, mimicking or mocking, or suggestive body movements. Behavior as described above should be reported to the nearest teacher or to the office staff. Such behavior will be dealt with through the normal disciplinary system with penalties ranging from warnings to possible expulsion.

NON-DISCRIMINATION POLICY

The North Fond du Lac School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

Any questions regarding this policy should be directed to:

Mrs. Deb Ellingen
305 McKinley Street
North Fond du Lac, WI 54937
Office Phone: (920) 929-3782
dellingen@nfdlschools.org

DRESS CODE

Don't Wear Saturday on a Wednesday

There is a definite relationship between good dress habits, good work habits, and proper school behavior. Any type of clothing which disrupts the learning environment in the classroom or school is not acceptable. **Examples of this type of clothing include but are not limited to:**

- Tank tops, spaghetti straps, halter-tops, bare midriff or see-through shirts.
- Pants/shorts with exaggerated rips, tears or holes, cutoffs, bicycle shorts and "short shorts"
- Underwear may not be visible at any time.
- Any clothing with sexual connotation, obscene language or pictures, clothing referring to tobacco, alcoholic beverages or taverns and any clothing referring to illegal drugs.
- Outerwear jackets/purses/backpacks are not allowed in classrooms. Hoods down indoors, please.
- All hats or bandanas are expected to remain in the assigned lockers.

Clothing will be worn in its intended manner: belts will accompany pants, pants will be worn around the waist as designed, and tops must be long enough to keep the midriff covered while arms are extended upward. Chains and other such adornment that are obviously not jewelry are prohibited. Any type of attire that attracts undue attention to the wearer (including the exposure of cleavage), and thus causes a disturbance in the school, is in bad taste and is not acceptable.

We strongly encourage all of our students to dress appropriately throughout the course of the school year. Please have your son or daughter be aware of the seasonal conditions and dress appropriately regarding the weather. Any clothing considered to be disruptive to the learning environment of individuals or the class may result in a referral to the office. Students will be

asked to change and/or obtain replacement clothing from a parent/guardian. Students who are not able to secure clothing will be allowed to wear their school issued gym uniform.

FORMS AND POLICIES

EMERGENCY DATA CARD UPDATE

An emergency data card **MUST** be completed and on file in the office for every student. The emergency data card must be completed and signed by parents or guardians so in the event of an emergency situation the correct action can be taken by the school. The completed, signed card must be in the office by the end of the first week of school.

MOBILE TECHNOLOGY

If a personal electronic device or cell phone is brought to school, my child and I understand that it is to be turned off and kept in his or her locker during school hours. School staff can give a student permission to use a device, if it does not interfere with the learning environment. I understand that the school is not responsible for lost or stolen devices.

DISASTER SITUATIONS

The school has pre-planned places of sanctuary for all students and staff during tornadoes or other disasters. The students will be instructed as to the procedures to follow as part of their disaster training. After a WARNING has been issued, no students will be released until the WARNING has been lifted, regardless of time; they are safer in school than in transit.

Again, parents are asked to not call the school in times of weather warnings or watches so that the phone lines can be kept open for emergency school information. Parents should not attempt to pick up a student during a warning.

FIRE DRILLS AND EMERGENCY EVACUATIONS

Bessie Allen, as all other schools, holds a number fire, emergency, evacuation, and heightened caution drills annually to teach the students and staff the proper procedures to exit the building safely. The teachers will give more complete directions as they pertain to the particular rooms the students are in during the day. In case of actual emergency, the student body will report to the safe location until a decision can be made as to whether school can continue or will be dismissed. If school is dismissed, the school buses will take the bus students home on the regular routes, while walkers will be instructed to proceed directly to their homes.

Please do not call the school during a suspected emergency because the phone lines must be kept open for calls to emergency services. Stations, KFIZ, WFDL, WFON, WPKR, WOSH, FOX 11 TV, and TV 26, will be kept informed of all situations and they will relay the information over the air.

FIRST AID FOR INJURY OR ILLNESS

In case of an accident, injury or illness, a student should immediately report the situation to the teacher in charge or to the office. The office has primary first aid supplies available for most common problems. Additionally, several staff members are trained in first-aid and the use of an AED device; the high school / middle school building contains two such devices.

The services of the North Fond du Lac Emergency Services are also on call. The Fond du Lac Public Health Nursing Department services routine medical concerns.

The school will complete an accident and/or injury report for each accident. Unless your child reports an accident or injury promptly, the school will not have any source of information to help you in reporting to an insurance carrier.

LOST AND FOUND

Lost and found articles will be kept in the main office for a period of time. Owners may claim lost items upon identification. Unclaimed items will be donated for reuse.

MEDICATIONS

In compliance with Wisconsin State Statute, the North Fond du Lac School District has adopted a policy for the administration of medications in the school setting. For school personnel to administer medication safely and efficiently, parents/guardians and/or adult students must comply with the District policy.

MEDICATIONS AT SCHOOL

Medications should be administered at home whenever possible. Parents/guardians are urged to consult with the prescribing physician to determine if medications can be scheduled outside school hours. In the event that this is not possible, designated District staff will administer medication according to District policy.

PRESCRIPTION and OVER-THE-COUNTER MEDICATIONS

1. **Current *Physician's Order for Administration of Medication* form must be on file at school for any medication given at school.** This form may be obtained from the school office. This form requires both the physician's and parent's signatures.
2. The prescription medication must be supplied in the *original pharmacy-labeled bottle* indicating the correct dosage and frequency of administration. This information must be the same as written on the medication form. Only the amount of medication needed at school shall be contained in the bottle.
3. Over-the-Counter medication must be in its original container, with the correct dosage and frequency of administration on the medication form. **Smaller bottles/packages should be sent.**
4. If changes in the dosage take place, an updated physician's order form (as stated above), and an updated pharmacy-labeled bottle will be required.

SELF-MEDICATION

1. Responsible students (mainly those in middle and high school, occasionally students in elementary grades) may be given authorization to self-administer inhalers for asthma. A current physician's Order for Administration of Medication must be on file and indicate that the student has been instructed by the physician on how to use the inhaler properly.
2. Students may **not** dispense any medication to other students.

HELPFUL HINTS

1. Ask your pharmacist for a second empty labeled container for prescriptions so that you will have containers for both home and school. **Medication will not be given if it is in an unmarked container (i.e. plastic baggie, envelope).**
2. When you know your child will be taking medication, discuss the hours of administration with the doctor. **It may be possible to regulate the dosage so that medication can be given at home and not at school. (I.e. antibiotics given three (3) times a day).**

3. Parents are to deliver the container of medication to the school office to prevent tampering by the child and other students.
4. **Unused portions of medications after the completion of the school year or when discontinued will be disposed of after seven (7) days if not picked up by the parent.**

Parent attention to and support of these requirements will be very much appreciated. If you have any questions, please contact your school nurse and/or your school secretary. All medication administration forms are available at the Bessie Allen office.

CLOSING OF SCHOOL FOR INCLEMENT WEATHER

ALERT Now: When appropriate, the school district will use the Alert Now calling system to communicate the close or late start of school. Please make sure that all phone numbers and email addresses are up-to-date with District records.

Closing before school hours: Whenever a dangerous storm enters our geographic area, a decision as to whether to open or close the schools will be made by 6:00 A.M. The district administrator, law enforcement officers and the bus company officials are part of this decision-making.

If school start is to be delayed, the appropriate radio/TV stations will be announcing any delay status. The schools have pre-determined schedules for these occasions.

If the schools are to be closed, radio/TV stations KFIZ, WFDL, WFON, WPKR, WOSH, FOX 11 TV, and TV 26 will be announcing the school closing around 6:00 A.M.

If no announcements are made, the schools WILL be open as usual. The buses will follow their usual routes as closely as possible to their regular schedule.

Early closing during school hours: In the event the schools are to close early, buses will be called and students will be sent home on their regular routes. Walkers will be dismissed at the same time and instructed to go to their home or parent-arranged place directly. The radio stations will be informed for broadcast purposes. Families should set up some agreed-upon procedure that will cover what each member of the family will do if there should be a reason for closing school. With several hundred children in each school, these procedures cannot include the child calling home.

TELEPHONE

If there are any emergency messages, the office will contact the individual students immediately and a message to return a call will be given at a "passing time." The office phone is for emergency calls such as injury or illness.

VISITORS

Visitors to Bessie Allen Middle School must report immediately to the school office. They will not be permitted to loiter on school grounds or in school buildings. Both the north and west entrances are equipped with communicator buttons and intercom devices. Please press the button and wait for the secretary to correspond with you via the intercom.

Parents are to schedule conferences in advance at times convenient for both the teachers and parents. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. Call 929-3754 to set up a conference.

TRANSFERS TO OTHER SCHOOLS

Students who transfer to another school must do a final check-out in the office. All textbooks, library books, and other school property must be turned in. The office may refund a portion of

certain fees that have been paid. A checkout form must be secured from the office when a student begins their school transfer/withdrawal process.

ASSIGNMENT NOTEBOOKS/PLANNERS

Bessie Allen Middle School is proud of being able to provide many technological tools to our students to use to ensure success. In most cases, students will use their district issued iPad as their school planner. This device will help with organizing homework and due dates. Students should bring their iPad to school every day and to every class. We will continue to purchase a small amount of student planners for students and families that feel this would better serve their needs. Please contact the office or your child's teacher if you feel this would be a better option.

EXTRA HELP

You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult or if you have been absent and have missed assignments and class discussions. Arrange a conference with your teacher before or after school or at a time convenient to both of you during the day. A teacher will sometimes request a student to stay after school if it is apparent that the student is having difficulty with his/her work.

GRADE REPORTING

Report cards are issued every nine weeks. Cards may be picked up by the parents at conferences as indicated in the annual school calendar. Cards not picked up during conferences will be mailed home. At the end of the 2nd and 4th quarters the report cards will be mailed home.

Pupil effort in each course may be indicated by comments from teachers that appear on the report cards. These are very important items to observe because they indicate reasons for the class grade given and the student's potential for success or failure.

Mid-quarter Progress Reports will be mailed to all parents or guardians about midway through a grading period. These reports are actually report cards with midterm grades. More frequent contacts, particularly via e-mail, are encouraged between individual teachers and parents as needed for keeping parents informed about the progress of their students.

The Family Access software is available through a link on the District website for those homes equipped with internet access through a computer. Information on quarter grades and individual assignment grading, discipline, immunization records and attendance are available at any time.

GRADING SCALE

Grade Range (GPA points)	Grade Range (GPA points)	Grade Range (GPA points)
100 – 93 A (4.000)	92 – 90 A- (3.750)	89 – 87 B+ (3.250)
86 – 83 B (3.000)	82 – 80 B- (2.750)	79 – 77 C+ (2.250)
76 – 73 C (2.000)	72 – 70 C- (1.750)	69 – 67 D+ (1.250)
66 – 60 D (1.000)	59 – 0 F (0.000)	

LATE WORK POLICY

To be fair to the vast majority of the students who turn in work on time and completed to the best of their ability, late work will be graded using the following criteria:

1. Teacher may keep student after regular hours to finish work (Success Study Hall).
2. At the discretion of the teacher, a student will receive a zero for an assignment not handed in after the teacher's final due date.
3. Points may be deducted – based on teacher and/or grade level team policy.

*Please be advised that if all work is done on time this policy does not pertain. Any assignments missed because of an excused absence, are not considered late assignments.

TEXTBOOKS

The school furnishes books to all students. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines up to current replacement costs.

DAILY SCHEDULES

Daily Schedule Non-Block Day (Mon., Tues., Fri.)

<u>Period</u>	<u>Time</u>	<u>Minutes</u>
1 st	7:30am – 8:22am	52
2 nd	8:26am – 9:18am	52
3 rd	9:22am – 10:14am	52
Nesting	10:18am – 10:30am	12
4 th	10:34am – 11:24am	50
5 th	Lunch – 11:28am – 11:53am	25
	Class – 11:28am – 12:18pm	50
6 th	Lunch – 12:22pm – 12:47pm	25
	Class – 11:57am – 12:47pm	50
7 th	12:51pm – 1:41pm	50
8 th	1:45pm – 2:35pm	50
Success Study Hall	2:40pm – 3:15pm	35

***NESTING is a period that will be used to help develop student-staff relationships and enhance the culture of Bessie Allen Middle School.**

Daily Schedule Block Day (Wednesday)

<u>Period</u>	<u>Time</u>	<u>Minutes</u>
1 st	7:30am – 9:00am	90
3 rd	9:05am – 10:35am	90
Silent Reading	10:39am – 11:06am	27
Writing	11:10am – 11:38am	28
5 th	Lunch – 11:42am – 12:07pm	25
	Class – 11:42am – 12:32pm	50
6 th	Lunch – 12:36pm – 1:01pm	25
	Class – 12:11pm – 1:01pm	50
7 th	1:05pm – 2:35pm	90

Daily Schedule Block Day (Thursday)

<u>Period</u>	<u>Time</u>	<u>Minutes</u>
2 nd	7:30am – 9:00am	90
4 th	9:05am – 10:35am	90
Silent Reading	10:39am – 11:06am	27
Writing	11:10am – 11:38am	28
5 th	Lunch – 11:42am – 12:07pm	25
	Class – 11:42am – 12:32pm	50
6 th	Lunch – 12:36pm – 1:01pm	25
	Class – 12:11pm – 1:01pm	50
8 th	1:05pm – 2:35pm	90

***SILENT READING and WRITING are universal periods that all students will participate in. This allows our students to have an additional 110 minutes of literacy a week.**

BESSIE ALLEN MIDDLE SCHOOL STAFF DIRECTORY

Name	Position/Subject Area	email	Ext.
Brenda Vander Pas	Secretary	bvanderpas@nfdlschools.org	4000
Kayla Detert	Secretary	kdetert@nfdlschools.org	4003
Mike Gonzalez	Principal	mgonzalez@nfdlschools.org	4001
Kim Broten	School Counselor	kbroten@nfdlschools.org	4106
John Cary	Art	jcary@nfdlschools.org	5106
Rebecca Carmona	Spanish	rcarmona@nfdlschools.org	5104
Michelle Detert	6 th Grade		
mdetert@nfdlschools.org	4163		
Trish Draves	Special Education	tdraves@nfdlschools.org	4103
Stephanie Fox	Family & Consumer Ed.	sfox@nfdlschools.org	4101
Theresa Galligan-Amundson	8 th Grade Social Studies	tgalligan@nfdlschools.org	4140
Connie Gross	8 th Grade Math	cagross@nfdlschools.org	4157
Ginnie Harney	Physical Education/Health	gharney@nfdlschools.org	4102
Kathleen Hayes	Speech & Language	khayes@nfdlschools.org	4103
Nate Hughes	Physical Education/Health	nhughes@nfdlschools.org	4102
Patrick Flanagan	6 th Grade	pflanagan@nfdlschools.org	4159
Sarah McDowell	Special Education	smcdowell@nfdlschools.org	4142
Adam Micke	7 th grade Communication Arts	amicke@nfdlschools.org	4160
Iris Lander-Mauricio	Bilingual Aide	imauricio@nfdlschools.org	4101
Tim McClyman	Special Education	tmcclyman@nfdlschools.org	4147
Melissa Rahn	6 th Grade	mrahn@nfdlschools.org	4161
Anthony Rasmussen	Choir and 6 th Grade Music	arasmussen@nfdlschools.org	5129
Mike Fedyszyn	Band & 7 th Grade Music	mfedyszyn@nfdlschools.org	4107
Lee Skaar	6 th Grade	lskaar@nfdlschools.org	4158
Julie Skaer	8 th Grade Communication Skills	jskaer@nfdlschools.org	4148
Royal Smit	7 th Grade Math	rsmit@nfdlschools.org	4139
Beth Stroede	6 th grade	bstroede@nfdlschools.org	4159
Brandon Switz	8 th Grade Earth Science	bswitz@nfdlschools.org	4145
Paul Helm	Tech. Education	phelm@nfdlschools.org	5112
Todd Whittaker	7 th grade Social Studies	twhittaker@nfdlschools.org	4140
Kate Warncke	ELL	kwarncke@nfdlschools.org	4104
Kurt Wismer	Computers	kwismer@nfdlschools.org	5153
Linda Wodsedalek	7 th Grade Life Science	lwodsedalek@nfdlschools.org	4144

APPENDIX

The following documents provide important information for the start of the 2018-19 school year. Please read prior to school year at your own leisure.

- [**Principal Welcome Back to School Letter**](#)
- [**BAMS Fees and Prices for 2018-19**](#)
- [**School Supply List for 2018-19**](#)
- [**The School District of North Fond du Lac Family School Calendar**](#)