

## **A Message from the Principal**

Dear Loggers,

Welcome to the 2016 – 2017 school year at Onalaska Middle School! The beginning of a new school year is a time of great challenge and opportunity! The staff of OMS is committed to providing a premier learning environment in which your child can grow to his or her full potential.

This handbook includes some important information regarding the operation of Onalaska Middle School. The handbook was created in order to provide support for a high quality educational environment. Please review the information in this handbook and keep it on hand throughout the school year.

As we strive to prepare your child for the future, remember that you are a welcome and necessary participant in the educational process. We urge you to ask questions regarding OMS and your child's education. Your questions, comments, and concerns help us to learn, grow, and improve. And please, don't hesitate to let us know about something that you believe we are doing well!

There are several ways you can support your child at school: reading together, talking about school, going to the library, calling the teacher, stopping by for a visit, attending conferences, open house, joining the Parent Teacher Student Association (PTSA), volunteering at the school, and communicating any changes that happen at home.

Thank you for entrusting your child to us. As a staff, we will do our very best to ensure that your child is successfully prepared for his/her future.

Welcome back to school! Sharpen those pencils! Here we go!

Stephanie Teel, Principal  
Onalaska Middle School

**It's a great day to be a Logger!**

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## **Onalaska School District Vision Statement**

“Cultivating and Harvesting High Expectations and Excellence”

## **Onalaska School District Mission Statement**

“To prepare our students for their future by encouraging confidence, a passion for learning, and a sense of community.”

## **Onalaska Middle School Belief**

Every staff member at Onalaska Middle School believes ALL students have the right to learn in a respectful environment free from distraction or concern for safety.

## **Student Rights and Responsibilities**

**Student Rights:** Students, as citizens, have certain constitutional rights that cannot be denied by the school or the district. The school or the district may, however, set reasonable limits on those rights in order to meet the district's obligation to educate.

**Student Responsibilities:** The Onalaska School District's goals are to provide students the opportunity to learn skills, acquire knowledge, and develop attitudes that will allow them to function as responsible and contributing citizens.

As a student, I have the responsibility to:

- Attend all classes every day on time, ready to work, and with the necessary learning materials.
- Respect the rights of others and exercise self-discipline.
- Refrain from expressing personal prejudices against any individual or group.
- Behave in a manner that will not disrupt their education or disrupt or deprive others of their education.
- Know and obey the rules of the district, schools, and co-curricular activities.
- Accept appropriate consequences for breaking school rules.
- Identify myself by name if asked to by any district staff member.
- Dress appropriately for school and school activities in a manner that neither disrupts the educational process nor threatens the health and safety of anyone.
- Respect the property of others, of the school, and the district.

Students may be disciplined if they fail to fulfill any of these responsibilities while at school, on the school grounds, on district-sponsored transportation, at any school-sponsored event, or in any other setting having a real and substantial relationship to the operation of the district.



**Administration**

Principal	Stephanie Teel	steel@onysd.wednet.edu
Assistant Principal	Kristin Soderback	ksoderback@onysd.wednet.edu
Program Administrator	Dracy McCoy	dmccoy@onysd.wednet.edu

**Office Staff**

Counselor	Starla Butler	sbutler@onysd.wednet.edu
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Office Assistant	Jenelle Trulson	jtrulson@onysd.wednet.edu
Office Assistant	Breanna Stewart	bstewart@onysd.wednet.edu
Health/Skyward Coordinator	Kathy Kassel	kkassel@onysd.wednet.edu
Nurse	Julie Tomaro	jtomaro@onysd.wednet.edu

**Staff**

English Language Arts	Terri Dalsted	tdalsted@onysd.wednet.edu
English Language Arts	Anne Stingley	astingley@onysd.wednet.edu
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History/Social Studies	Robert Southern	rsouthern@onysd.wednet.edu
Band/Choir	Dave Stingley	dstingley@onysd.wednet.edu
Physical Education	Susan Gordon	sgordon@onysd.wednet.edu
Learning Center/Support	Adrienne Ross	aross@onysd.wednet.edu

**Educational Assistants:** Chris Costi, Sheila Mullins, Jennifer Reed, Carie Johnson

**Food Services Director** Jerry Carlson jcarlson@onysd.wednet.edu  
**Food Services:** Michelle Green, Gina Jordan, Selena Sabin, Tawnya White

**Maintenance/Custodian Dir.** Linda Church lchurch@onysd.wednet.edu  
**Maintenance/Custodian:** Kirk Denman, Bob Mohrmann, Rick Thorp

## The School Day

**Arriving and Departing From School:** The office will be open at 7:30 a.m. There will be no student supervision prior to 7:45 a.m. The cafeteria will be serving breakfast from 7:45 a.m. – 8:15 a.m. School will begin at 8:15 a.m. Students will be dismissed at 3:15 p.m. Students are to be dropped off and picked up at the middle school commons entrance.

## Daily Schedule

Doors Open	7:45
First Bell – Halls Open	8:10
Second Bell	8:15

**Attendance:** Students are expected to be at school every day. If you are absent your parent/guardian must call or send a note to the attendance secretary at 978-4111, option 1. If you miss more than one day, you can request work be sent to the office, where a parent/guardian, sibling or friend can pick it up. Teachers will respond to homework requests within 24 hours. You have 1 school day for each day you are absent to make up your work.

Parents, promptness and regularity in attendance are necessary if your child is to be successful in school and in life. Parents are urged to support the school in promoting this habit. The school day begins at 8:15 a.m. The school day ends at 3:15 for all middle school students. When a student has been absent the parent/guardian has two school days to excuse the child's absence. This may be done with either a phone call or a note. If a note is sent, it must include the student's complete name, the date of the absence, and the reason for the absence.

Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. A student has one day for each day missed to make up his/her work. It is the responsibility of the student to find out what has been missed and to make arrangements with the teacher for making up assignments.

**Excused Absences:** The following are excuses for absences and tardiness:

- 1) Illness, family emergency or religious purposes;
- 2) Participation in school-approved activity. To be excused, this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so;
- 3) Parental/principal approved activities. This category of absence shall be counted as excused for purposes agreed to by the principal or designee and parent prior to the absence. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g. – music and

physical education classes), the student may not be able to achieve the objectives of the unit or instruction as a result of absence from class. A student going out of town or on a vacation would be included in this type of absence; or

4) Disciplinary actions (e.g. – short-term suspension). As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.

Notes excusing absence must be given to the school within two school days after the illness to avoid being counted as unexcused.

**Excessive Excused Absences:** In the case of excessive excused absences that adversely affect the student’s educational process, the district may initiate court petition procedures beginning with a parent conference and resulting in a petition. For the purpose of this policy, excessive excused absences may be defined as excused absences exceeding twenty absences in a school year.

**Perfect Attendance:** Students will receive a perfect attendance certificate if he/she has no absences (excused or unexcused) or tardies. School-related absences (field trip, music, athletics, knowledge bowl, etc.) will not count as an absence.

**Unexcused Absences:** The following 3 categories constitute unexcused absences: 1) Submitting a signed excuse that does not constitute an excused absence as defined previously, 2) failing to submit any type of excuse statement, by phone call or note, by the parent/guardian within two school days of the absence, or 3) forged or altered notes.

**Tardy:** Students who are late to school should bring a note from their parent or guardian and go immediately to the office on arrival at school to get a class admission slip from the office. This is a “daily tardy”. Tardies that result from illness, doctors’ appointments, or any other reason previously given in the excused absences section will be considered excused.

Tardies that result from any other reason are considered unexcused. See Discipline Matrix for consequences for tardies.

Students are tardy to class if they are not in the room prepared to start class when the bell rings. Seven tardies is equal to one absence. Excused class tardiness requires a note from a teacher, counselor, nurse or principal. Period tardies also result in consequences. See discipline matrix.

Students must have a slip from the office for admission to class after a “daily tardy,” but can be admitted to class for a “period tardy.” The teacher will enter period tardies in the computer with attendance.

When the number of student tardies equals the periods within his/her school day, the tardiness will result in one unexcused absence. Seven tardies is equal to one absence. If a student is tardy beyond fifteen minutes or picked up more than fifteen minutes before a class period is done, it will be recorded as an absence.

**Truancy:** Students are truant when they willingly leave the campus during the school day without permission or do not attend class. Truant students will be disciplined. Law enforcement may be called for the protection of the student.

**BECCA Law Information:** If students have an unexcused absence the school will notify parents or guardians. If he/she has two unexcused absences in a month, the school will schedule a conference with the student and his/her parents or guardian to determine a plan to stop the unexcused absences. If a student has seven unexcused absences in a month or ten in a year, the school will file a petition with the juvenile court alleging violation of RCW 28A.225.015. The family will receive a summons to appear in court where a judge determines what actions to take. See BECCA Flow Chart at the end of the handbook.

**After-School Activities:** If students are staying after school with a teacher, the after-school program, sports, or other supervised activity, they must be at the location of the activity no later than 3:20 p.m. Students must have arranged transportation immediately after the activity. If you are absent from school the day of an activity you cannot attend activities.

**Appointments:** Because classroom attendance is important, parents/guardians are encouraged to make appointments outside of the school day. If students must leave school for a legitimate reason, (see attendance policy) bring a note from parent/guardian indicating the date, time and reason.

**ASB:** The 2016 – 2017 ASB Officers are:

ASB Advisor: Robin Schmidt

President: Joe Welch

Vice President: Jasmine Preslicka

Secretary: Mason Ulery

Treasurer: Danny Dalsted

Spirit Leader: Payton Anderson

8<sup>th</sup> Grade Representative: Jacob Russon

7<sup>th</sup> Grade Representative: Renate Prazak

6<sup>th</sup> Grade Representative: Brooklyn Sandridge

ASB officer duties are as follows:

Section A.

*The President shall:*

- Enforce the Constitution
- Prepare an agenda for and preside over ASB meetings in consultation with the ASB advisor
- Appoint committees
- Receive committee reports
- Be a representative at school-related community functions
- Be a non-voting member at Student Council meetings, except in the event of breaking a tie vote
- Approve ASB expenditures in the absence of the ASB treasurer

Section B.

*The Vice President shall:*

- Fulfill the duties of the president in the president's absence or in case of resignation or the incapacity of the president
- Be an ex-officio member to all committees
- Be a representative at all school related functions in the president's absence

Section C.

*The Secretary shall:*

- Keep accurate and up-to-date minutes of all regular and special Student Council meetings
- Make copies of the minutes for all the members of Student Council faculty, and community members as requested
- Be responsible for all correspondence from the Student Council to faculty and community members
- Supply council members with an agenda prior to meetings

Section D.

*The Treasurer shall:*

- Approve, by signature, all expenditures authorized by the Student Council
- Make financial reports and accounts for all ASB revenues and expenditures

Section E.

*The Spirit Leader shall:*

- Create school spirit by means of assemblies and signs
- Advertise special sporting events and activities
- Equally support all activities at school

Section F.

*Grade Level Representatives shall:*

- Represent the views of the students at that grade level
- Report all Student Council actions to the class members
- Assist and support all student body activities

## **Article 6. Qualifications of Student Council Members**

Section A. All Student Council members must achieve and maintain a cumulative 2.75 grade point average.

Section B. The President and Treasurer must be eighth grade students and the Vice President, Secretary, and Spirit Leader must be 7<sup>th</sup> or 8<sup>th</sup> grade students during the year that they hold the office.

Section C. A student must have been in attendance no less than 15 days of the school year during the year of the election for office.

Section D. Attendance at Student Council meetings is required.

We encourage all students to become involved in a variety of activities offered at Onalaska Middle School. Students who participate in an activity can more closely identify with the school and therefore develop a feeling of pride and loyalty. The purpose of the Associated Student Body (ASB) is to promote the welfare of the school, to encourage loyalty and school spirit and develop leadership. Every student is a member of the association. Officer elections are held in the spring each school year, and all eligible students are encouraged to run for office.

Requests for money come throughout the year. Almost everything is optional: paperback books through book clubs and library book fairs, school pictures, and annuals. Some outlay is virtually required: occasional field trip admissions and ASB cards. **ASB cards are \$30.**

## **Academics**

**Academic Success:** Onalaska Middle School encourages, accepts, and celebrates the individuality and efforts of all students while cooperatively seeking academic excellence.

- Textbook maintenance and classroom preparations are building blocks for excellence.
- Textbooks are issued to the students as their personal property for the year. Students are required to keep their books in good condition. Fines will be issued for any damaged or lost books.
- All students are expected to come to school prepared for class with paper, pencils, pens, completed homework, and necessary books. Students that don't come to class prepared and have to go get their materials will be marked tardy.
- Students are given passing time between classes in order to get necessary materials, use the bathroom and get a drink, and travel to class. In order to maximize learning, students will not be permitted to leave class the first and last ten minutes of class.

Teamwork of students, parents, and staff support and create the cooperative framework for success. Be involved in your education...participate in discussions, ask questions, offer to tutor others, make arrangements to meet with teachers before or after school.

We are anxiously looking forward to teaching and learning from your children this year. The process of teaming with each other will be an incredibly exciting learning experience for all of us. We have taken great joy in the creation of what we believe to be the best possible learning experience for your child and are looking forward to the new school year.

### Grading Scale

93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	0-59	F

**Progress Reports:** It is important that parents and staff communicate on a regular basis. Progress reports will be sent home twice a month. These progress reports are to be returned to school with a parent signature as part of the student's homeroom grade. Reports can be made more frequently on request. Any student that has a D or F in any given class will be required to attend and participate in homework help on selected early release Wednesdays. Pass/Fail classes are considered passing at 70% or higher. By working together, parents and teachers provide the teamwork necessary to provide a quality educational program.

**Report Cards:** Report cards are given out four times a year. In the fall and spring, students have the opportunity to share their work, goals, and report cards during student-led conferences.

**Conferences:** Conferences are student-led in the middle school. In the fall, students will meet with their homeroom teacher and parents/guardians to share goals for the school year and to go over their report card. In the spring, students share best work, progress towards goals and current grades. Conferences between parents/guardians and teachers may be scheduled throughout the year to discuss academic concerns.

**Homework:** Students are responsible for their own learning outside of school time, including studying for tests and quizzes, completing all assigned class work and completing all homework. Onalaska Middle School expects all students to read at least 1/2 hour every night in addition to assigned work from classes. Student who are absent *for more than one day* can request homework. Teachers will respond to

requests within twenty-four (24) hours after the request is made. Any homework requests made after 11:00 A.M. may be picked up the following day. No additional homework requests will be completed if prior work from a homework request has not been completed and turned in to the teacher. Homework requests for unexcused absences will not be honored. Homework can be picked up at the main office prior to 4:00 P.M. Parents/guardians, siblings, or friends may pick up missing work. Students have one school day for each day absent to make up work. If a student arrives to school late or is picked up early, it is the responsibility of the student to talk to his/her individual teachers for make-up work.

**Physical Education (PE):** All students are expected to dress for and participate in PE. Students can purchase a PE uniform at school. Students must wear an Onalaska PE or gray crew neck tee shirt and a pair of blue or black knee length athletic shorts (or sweatpants on cold days). Students should also have appropriate athletic footwear. Students will be assigned a PE locker to keep items. Do not share combinations and always lock your PE locker when you are not watching it. Refusing to participate in PE will result in a failing grade. Students participating in school sports must participate in PE to be eligible for practice and/or games. **Cameras, cell phones and all other photographic devices are prohibited in the locker rooms for privacy reasons.**

**Middle School Promotion and Retention Policy:** Throughout the school year teachers will monitor student progress and notify parents, students, and school administration if concerns arise about promotions.

**Retention:** Prior to the end of the third quarter teachers will confer with the principal and middle school PLC regarding any student who is failing 2 or more core classes to discuss possible retention. Parents/guardians will be invited to a meeting to discuss student progress, strategies for assisting the student, and/or possible retention.

At least 2 weeks prior to the end of the school year, parents, teachers, and administration will meet again to review student progress, and determine whether the student needs would be best met with promotion or retention.

**Eighth Grade Promotion Eligibility:** Students with 2 or more “F”s during their 8<sup>th</sup> grade year, including 4<sup>th</sup> quarter, will not be allowed to participate in the 8<sup>th</sup> grade promotion ceremony. They may still be able to promote to the high school.

**Middle School Review Committee:** At times when deemed in the best interest of the student, specific promotion requirements may be substituted with credits earned through additional or alternative learning experiences.

A student desiring consideration shall present to the middle school principal a written request co-signed by his/her parents. This request shall be presented early enough to provide ample study by the review committee. All requests for acceptance of alternative learning experiences must be made and approved before attempting the alternative learning environment.

A review committee chaired by the middle school principal and consisting of the dean of students, and two middle school teachers shall review such requests and recommend approval or disapproval.

The review committee's recommendation will be forwarded to the superintendent for a decision.

A written statement as to the disposition of the request shall be made available to the student and his/her parent.

**Eighth Grade Citizenship Award:** At the end of the year, teachers have the opportunity to nominate 8<sup>th</sup> graders for the end of the year Citizenship award, which will be presented at 8<sup>th</sup> grade Promotion.

The criteria for a teacher nomination is as follows:

- Student shows a positive attitude toward classmates, school and community.
- Student possesses strength of character and the courage to do what is right.
- No suspensions throughout the school year.

After the student is nominated, they will be notified of their recommendation. Then each student will need to verify that they are a part of at least one outside school experience (4H, Grange, church group, athletics, equestrian, Civil Air Patrol, Boy/Girl Scouts, etc.) and at least one in school experience (such as ASB, yearbook, band, athletics, etc.)

## **Communication**

**Skyward:** Onalaska School District is committed to enhancing communication with parents and guardians. With this in mind, the District will continue to use Family Access, a web-based program that allows parents/guardians to look up information contained in the District's student information system regarding their child. Guardians will be able to see demographic information, food service statements, grade book assignments, grades, upcoming events, and messages posted by teachers and administrators.

A step-by-step guide is available to assist you with this system. Newly enrolled students will have guardian usernames and passwords created upon enrollment. Please protect your username and password.

**Newsletter:** A monthly school newsletter will be published for staff, students, and parents. This publication will update you on current school issues, highlight achievements, and notify you of school activities.

**Email:** Parents, we have included an e-mail list for your convenience. Please feel free to e-mail teachers about questions or concerns you may have involving your child's academic progress. This is an efficient way to communicate with your child's teacher. They can e-mail assignments and progress reports to you directly. You may include your email information on your personal information card at the office.

**Messages to Students from Home:** While we are happy to deliver critical messages from you to your child during the school day, please be aware of the fact that any messages called in or left on our school voice mail may not reach your child before school ends. PLEASE make after-school arrangements with your child before sending them to school in the morning.

**Use of the School Telephone:** Our school phone is for business and emergencies. Before coming to school, students need to make arrangements about where they are to go after school and what activities they are going to attend. We do not allow students to use the phone to arrange after school activities. We do allow use of the phone in case of emergencies.

## **Discipline**

**Positive Behavior Intervention Support:** At Onalaska Middle School, we have three simple guidelines. We follow these guidelines for success:

1. **Be safe.**
2. **Be respectful.**
3. **Be responsible.**

We expect these guidelines to be followed by every member of our school community, including students, staff, and any visitors to our building. These guidelines are learned and practiced in each classroom, and are posted in each room and classroom in the building. They are in place in classrooms, on the playground, in the hallways, lunchroom, and bathrooms. In addition, OMS uses **Positive Behavior Intervention Support (PBIS)** to specifically identify and teach behavior expectations and procedures to students.

Onalaska Middle School promotes an atmosphere where students are free to learn. We encourage students to display appropriate behavior with special recognition incentives. Within our PBIS system, OMS features a positive approach to helping

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students stay out of trouble. The system identifies and tracks student behavior. Students with two or more minor discipline referrals or any major discipline referrals are excluded from major activities, such as quarterly PBIS activities and reward field trips.

School rules should be followed while on school and district premises, school owned and operated or chartered buses, at any district activity (sports, plays, dances, field trips, etc.), and while walking between school and home, both before and after school. In each area of the school, our guidelines will look like the following:

Area	Be Safe	Be Respectful	Be Responsible
<b>Bathrooms</b>	Keep water in the sink.	Clean up after self.	Take nothing in or out with you.
	Use soap and water for washing hands.	Give privacy to others.	Use bathroom equipment correctly.
	Put used towels in garbage.	Use quiet voices.	Flush toilet.
	Walk.		
<b>LEAVE NO TRACE</b>			
<b>Lunch Recess Areas</b>	Food free zone.	Use conflict resolution system.	Bring in play equipment.
	Follow rules when using equipment.	Line up when whistle blows.	Follow adult directions.
	Rocks stay on the ground.	Be kind to the equipment and balls.	Follow game rules.
	Report dangerous situations.	Include everyone.	Only leave playground with permission.
<b>LEAVE NO TRACE</b>			
<b>Classrooms</b>	Teachers define what is safe, respectful and responsible for each classroom. Examples: keep hands and feet, to ourselves.	Take care of books, desks, and chairs.	Turn in all assignments on time.
<b>LEAVE NO TRACE</b>			
<b>Dining Hall</b>	Feet on the floor while seated.	Allow others to sit next to you.	Clean up after yourself.
	Report spills.	Wait patiently in line.	Leave tables and floor clean: food stays in lunchroom.
	Eat your own food.	Use inside voices.	Dump/stack trays nicely.
		Use good manners.	Do not throw food.
<b>LEAVE NO TRACE</b>			
<b>Assemblies/Special Events</b>	Sit in assigned area.	Keep feet still.	Focus on the presentation.
	Walk into the gym in an orderly fashion.	Use appropriate audience manners and voices.	Leave a good impression on the presenter.

**Discipline Guidelines and Procedures:** All students will be expected to obey all rules at school. When a student breaks a rule, he/she can expect to be disciplined. The following is a discipline matrix that will be used to guide all decisions on student discipline:

## Discipline Matrix

	<b>Behavior</b>	<b>Minimum Action</b>	<b>Maximum Action</b>
<b>Level 1</b>	Truancy (Repeated=BECCA referral) Disruption Disrespect Dress Code Electronic Devices Inappropriate Language Lasers Public Display of Affection Technology Offense	Lunch Detentions In-School Suspension	Short or Long-Term Suspension or Alternative Placement
<b>Level 2</b>	Accomplice Bus Misconduct Cheating/Plagiarism Field Trip Misconduct Forgery Horseplay Inappropriate Language (Vulgar) Leaving campus without permission Willful Disobedience	In-School Suspension	Short or Long-Term Suspension or Alternative Placement
<b>Level 3</b>	Aggressive/Unsafe Behavior Defying School Authority Gambling Lying to Administration/Adult Pornography Lewd Conduct Substitute Referral Vandalism Malicious Mischief Matches/Lighters	In-School Suspension or Short-Term Suspension	Short or Long-Term Suspension or Alternative Placement
<b>Level 4</b>	Fighting Blackmail/Extortion/Coercion False Alarm Harassment Intimidation Bullying Theft/Possession of Stolen Property Threats Tobacco	Short-Term Suspension	Short or Long-Term Suspension
<b>Level 5</b>	Assault Arson Bomb Threat Drugs/Alcohol (Possession/Use)	Emergency Expulsion, Long-Term Suspension or Expulsion	Expulsion
<b>Level 6</b>	Possession / Use of Weapon (RCW 9.4.280) Drugs/Alcohol (Distribution/Sale) Explosive Devices Any other action deemed life threatening	Expulsion	

- A behavior contract may be required upon return from any suspension.
- Any continuing offense may be considered Defiance and treated as a Level 4 offense.
- Police *may* be called with Level 4 and *will* be called for Levels 5 and 6.
- Any offense not listed in the matrix will be leveled accordingly as “Other”.

**The Administration reserves the right under certain or special circumstances to circumvent the Discipline Matrix when deemed necessary.**

In life, natural consequences face us each day, in every decision we make. School is a safe place where children learn which decisions are the most productive: those which produce positive natural consequences. Thus, even play and social situations are vast learning grounds for making good decisions. Therefore, logical ‘natural consequences’ are used when less positive decisions are made. This could include being “out”, receiving a short time-out, a conference with a supervisor, a counselor, teacher, or sometimes the principal. All of these consequences have the same positive goal: to help each child learn to make good decisions.

**DEFINITION OF DISCIPLINE OPTIONS:** The disciplinary actions listed below will be applied at the discretion and with the professional judgment of the school administrators.

**RESTITUTION:** The act of making good or compensating for loss or damage.

**LUNCH DETENTION:** during student’s lunch on date assigned. Student will be provided with a lunch from the cafeteria or may bring lunch from home. Students must report to LD at the bell.

**IN-SCHOOL SUSPENSION:** An intermediate step to out-of-school suspension - 1 - 3 days (WAC 180-40-210).

**SHORT-TERM SUSPENSION:** Removal of a student from school for a period of 1 – 10 days (WAC 180-40-245).

**LONG-TERM SUSPENSION:** The removal of a student for a period of 1 – 90 days (WAC 180-40-260).

**EMERGENCY EXPULSION:** The removal of a student from school for an indefinite period of time (WAC 180-40-210)

**COMMUNITY SERVICE:** The staff, students, and parents take great pride in the beauty surrounding Onalaska Middle School. There are sometimes volunteer opportunities to help restore and beautify OMS.

**Drugs and Alcohol:** Students under the influence of, possession of, use of, sale of, sharing, or distribution of drugs, alcohol, or any other controlled substance is strictly prohibited on school grounds and at all school sponsored activities. This also includes drug paraphernalia.

Any item purported to be alcohol/tobacco/drugs may result in discipline.

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**Tobacco:** Per state and federal law and school board policy, tobacco products are not allowed on campus or within two blocks of campus, on any district property, including district vehicles and athletic fields. Use or possession of tobacco products will result in cumulative disciplinary action. The use of tobacco products is defined as carrying or smoking of any kind of pipe, cigar, cigarette or e-cigarettes, or the use of spit (smokeless) tobacco.

**Incident reporting:** Students should report any incident they believe affects his or her ability to learn in a safe environment to an adult they trust. Upon receiving the report, the administrators will review the incident and take any necessary actions to remedy the situation. If the incident involves harassment, intimidation, or bullying, a report will be filed with the administrators and immediate action will be taken to protect anyone involved. If a student is not sure of an incident, they should report it anyway.

**Hallways:** Hallways are busy during passing times. Everyone is expected to:

- Walk on the right side of the hallways at a safe pace.
- Respect the space and property of others.
- Speak quietly with no profanity.
- Keep hands, feet, and other body parts to self.
- Follow all directions from adults.
- Not block the path or distract others from passing easily.

**Lockers:** Lockers are for student use, but are the property of Onalaska Middle School and should be kept clean. Because lockers are the property of the school, possible search and inspection can happen at any time. Combinations should never be shared. Students should not change lockers without getting permission from the office. Report any problems with lockers to the office. Kicking or jamming lockers or giving your personal combination out to other students may result in a loss of locker privileges.

**Electronic Devices:** Personal electronic devices may be used in the commons area before school and at lunch time only. Outside of these times, all electronic devices are to be put away (securely in pocket or locker). Students who use these devices other than the designated time will have them confiscated by staff. Refusal to give them up will result in appropriate discipline for defiance.

Consequences for violating the use of electronic devices:

- First Offense: phone is kept in office; student receives a warning and may pick up electronic device at the end of the school day
- Second Offense: phone is kept in office; parent/guardian must come pick up electronic device and discipline per the discipline matrix.

- **Third Offense:** electronic device is kept in office; student must turn in all electronic devices to the office at the beginning of each school day and discipline per the discipline matrix

School Board policy allows the principal to restrict a student from bringing any electronic device to campus if the student repeatedly violates these restrictions that are in place.

**Contraband:** Inappropriate items such as magazines, trading cards, toys, and other items that can be a distraction should not come to school. Any item that causes disruption to the education process may be confiscated. Items will be returned to a parent/guardian when he/she comes in for a conference or to the student at the discretion of the school administrator. The school is not responsible for confiscated items that are lost, stolen or damaged. If it does not belong at school, do not bring it to school.

**Gum:** Chewing gum can be a major distraction at school. Gum is not allowed at Onalaska Middle School.

### **Assemblies**

**Participation:** Students are expected to behave in a respectful manner during student performances or assemblies. Walk with your teacher into the gym and sit in the designated area for your advisory class. Listen and follow all directions given during the assemblies. Wait for exit directions at the end of the assembly.

**Requests:** Any organization outside of the school that wishes to recognize students must make a written request to the principal. If it is accepted, it will be read in the morning announcements. If there are any accompanying certificates, letters, or trophies, they will be temporarily added to the school's display case.

### **Dress Code**

**Attire:** School dress standards set a tone that impacts the learning environment. Students should be dressed appropriately each day for the variety of activities in which they may participate, including PE and recess. Dress standards for school differ from what students might wear to the mall or at home. Clothing that directly or indirectly advertises gangs or suggests the use of drugs, alcohol, tobacco products or which attracts undue attention is considered disruptive to the educational process and therefore may not be worn. We also ask that, while at the school, all visitors comply with our dress code expectations.

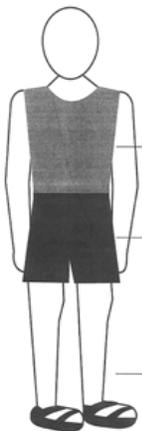
These guidelines must be followed:

- Pants with holes above the fingertip length may not be worn.
- Shirts and tops must be worn at all times.
- Clothing must be modest and appropriate for the school setting – no bare midriffs, racerbacks, or tank tops. Underwear/under garments must be completely covered.
- Shorts and skirts must be at least fingertip length.
- Shoes must be worn at all times.
- No hats inside the building.
- Mesh tops, spaghetti straps, and see through clothing are not allowed at school.
- No tank tops with straps less than 2” wide at any point, or allow the bra to show are allowed.

**The principal reserves the right to add more dress code stipulations as fashions change during the year.**

If a student’s attire is deemed inappropriate, and the situation cannot be remedied by covering up, by turning a shirt inside-out, or by adding a belt, the parent/guardian will be responsible for bringing a change of clothing to the school office where the student will be waiting.

The shaded portion of the following figure represents front and back views. These portions (sitting, standing, bending, and reaching) must be covered while attending school.



Torso: Clothing must cover stomach, back, shoulders, chest and undergarments

Legs: Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be worn.

Feet: Footwear appropriate to the activity must be worn at all times. Strapless shoes and high heels are discouraged for safety reasons.

## Volunteers

**Campus Visits:** Parents or guardians are always welcome to visit school. Volunteers are welcome in the classroom to assist with the academic, social, and emotional growth of the students. Volunteers are under the supervision of the

teachers and must follow through with the expectation the teachers outline for each volunteer. Volunteers should arrive and depart on schedule since timing is critical for effective classroom operations. If a visitor would like to visit the classroom for observation purposes, the time shall be arranged after the principal has conferred with the teacher.

**Background Checks:** If someone wishes to volunteer in the school or chaperone a field trip, a background check is required.

**School Safety:** Security and safety demand all visitors report to the office before going anywhere else in the building and again when leaving the school. All visitors must obtain a visitor pass.

The principal reserves the right to limit parent/legal guardian visitation at her discretion if the educational process and/or safety of the campus is disrupted.

Due to safety concerns, our campus will not allow student visitors. Please do not send a visitor to school with your child.

## **Transportation**

**School Bus:** School bus transportation is a privilege, not a right. Students can be removed from the bus for not following the rules set by the bus driver and the school. Students may not switch buses without a parent/guardian note or phone call and their bus changes listed on the bus list provided each day from the school. School rules apply on the bus *and* at the bus stops.

**Rules:** The rules of the bus are as follows:

- The bus is an extension of the classroom and should be treated as such.
- Treat each other with respect.
- In order to avoid choking hazards, no eating on the bus. This includes gum and candy.
- No beverages on the bus.
- Noise needs to be kept to a minimum. Communication between students is necessary and welcome, but screaming and arguing will not be tolerated. Students need to be able to hear the driver and driver needs to be able to hear students and emergency sirens.
- If you are assigned a seat you must remain in it until your stop. No seat hopping. Once you have entered the bus please go to your seat and prepare for departure. You must sit facing forward and keep the isle clear at all times.
- If there is trash in your immediate area please pick it up and dispose of it in the trashcan provided.

- No touching, hitting or kicking of any kind. Respect others by keeping your hands and feet to yourself.
- Do not throw anything for any reason.
- No cursing or offensive language. This also includes gestures.
- DO NOT touch any emergency equipment unless asked to do so.
- DO NOT open emergency doors unless asked to do so.
- DO NOT open the overhead emergency hatches unless asked to do so.

There will be periodic emergency drills. During the drill students will be taught the proper way to evacuate, proper use of emergency equipment including fire extinguisher and triangles. A brief description of the body fluid and first aid kit will be explained and the procedure for opening the overhead hatches will be demonstrated.

## Cafeteria

**Meal Prices:** We encourage every family to read the information about free and reduced meals that is sent home at the beginning of the school year. Please take time to complete and return the application. It may be possible for your family to qualify for free or reduced breakfast and lunches.

K-12 Breakfast Prices: \$1.75

Adult Breakfast: \$2.50

K-12 Reduced Breakfast is free.

Adult Lunch: \$3.50

P-5 Lunch Prices: \$2.50

Milk (without meal purchase): \$0.50

6-8 Lunch Prices: \$2.75

Water Bottle:

\$0.50

HS Lunch Prices: \$3.00

K-3 Reduced Lunch is free.

P, 4-12 Reduced Lunch is \$0.40.

Students will still be allowed to charge up to 5 meals.

**Online Payments:** You can make Online Payments, in SkyWard Family Access, under the Food Service Tab. If you need directions you can find them at:

<http://foodservice.onysd.wednet.edu/> under the Online Payments Tab.

Menus, Meal Applications and More Food Service Information can be found at:

<http://foodservice.onysd.wednet.edu/>.

## Personal Property

**Backpacks, book bags, purses:** Book bags, purses, or backpacks should be kept in the lockers or may be kept in a teacher's classroom at the teacher's discretion. Teachers are not held responsible for personal items that may get lost or stolen.

Students may not carry any backpack during the day. Students are provided a locker to keep their personal items safe. Students may get items from their lockers during the day.

**Bicycles/Skateboards:** Bikes can be locked at the bike rack in front of the school. Skateboards, wheelies, and rollerblades should not be used on school grounds. A safety helmet is recommended. The bike rack is off limits during the school day.

**Valuables:** Please do not bring large amounts of money or other valuable personal property to school. Articles of value for class display should be checked in with the teacher, at the office, or dropped off and picked up by the parent or the student directly before and after sharing. Distraction items are not to be brought to school.

**Label Personal Items:** Please label all personal items that your children bring to school, these would include: coats, sweatshirts, sweaters, boots, backpacks, lunch boxes, or bags, gloves, etc.

**Lost and Found:** Every year we accumulate lost jackets, sweaters, and other items. Please mark all such clothing so we may return the items to the proper students. Lost articles may be claimed in the janitor's closet area located in the elementary school. Those items not claimed by the end of each quarter will be donated to a local charity.

## **Health Issues**

**Communicable Diseases and Parasites:** Please notify the school if your child should contract a communicable disease, such as head lice, fifth's disease, measles, MRSA, or chicken pox. If your child attends school with head lice, he/she will be sent home. A notice is sent home with the student explaining the situation and how the child may return to school. Head lice are a common problem that can be kept in check if the school and parents work together cooperatively. Students who are sent home for head lice need to come to school with their parent and be checked before going to class. If a student with a returning lice case has nits, he/she will be sent home.

**Medicines:** The parent and physician must complete medication forms if a child is to take medication of any type, including over the counter during school hours. All medication (including over the counter) and completed forms must be turned into the office. Office staff will supervise the administration of the medication. Copies of the required form may be picked up in the office. Please do not send your child to school with any medication. It may get into the wrong hands. Parents must personally drop off any medication in the office in the original container. Permission to dispense medication must be renewed annually by parent/doctor. Please pick up unused medications at the end of the school year.

By law a student may carry only an epi-pen or their inhaler, providing a doctor has given the order, the parent has given written permission and the student has demonstrated the correct use of the inhaler and/or epi-pen to the school nurse. A second inhaler and/or epi-pen must be kept at the nurse's station.

**Illness:** If a student feels sick they should tell his or her teacher and get permission to go to the office. Someone will be there to help.

**Insurance:** Our school district offers an optional student insurance plan. We will send home information on this plan soon after school starts.

## **District Policies**

### **Pesticide Notification, Posting, and Record Keeping**

Upon request, the district will provide notification to staff and parents of the district's pest control policies, methods and its posting and notification requirements.

The Superintendent is directed to develop procedures to assure that the District complies with the requirements of law regarding pesticide notification, posting and record keeping.

The District's procedures for notification will include posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage.

### **Sexual Harassment**

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student-to-student, adult-to-adult, male to female, female to male, male-to-male and female-to-female. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be

reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy will be reproduced in each student, staff, volunteer and parent handbook.

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Policy No. 5011 Personnel

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent and parents in the review process is encouraged to involve staff, students, and volunteers

## **REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials shall notify the student’s parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

## **PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING**

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one

shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

### **Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

### **Training**

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers

### **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies.

Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

*The Onalaska School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: District IX Officer/504 Coordinator, Mr. Jeff Davis, 540 Carlisle Ave. Onalaska, WA 98570, telephone (360)-978-4111, Option 5.*

*El Distrito Escolar de Onalaska no discrimina ningún programa o actividades por motivo de sexo, raza/ color de piel, credo (religión), origen nacional, edad, condición de veterano o militar, orientación sexual/ identidad del género (masculino o femenino), discapacidad, uso de un perro guía o animal de servicio entrenado para Personas con discapacidades, y provee igualdad de acceso a los clubes (Boy Scouts), y otros grupos o clubes designados para jóvenes. El siguiente empleado (s) ha sido designado (a) para manejar las preguntas y quejas de supuesta discriminación: Distrito IX Officer/ 504 Coordinador, el Sr. Jeff Davis, 540 Carlisle Ave. Onalaska, WA 98570, teléfono [\(360\) -978-4111](tel:360-978-4111), Opción 5.*

**Truancy Process** – Below is a matrix outlining the BECCA Bill.





3. **MISDEMEANORS/FELONIES:** A participant who is guilty of and convicted of a misdemeanor or felony shall be ineligible for the remainder of that sport season in which the incident occurred. He/she will petition the principle/athletic director and coaches involved for admission to the next sports season.
4. **PAROLLEE'S:** Any student on parole shall petition the principal/athletic director and coaches involved for declaration of eligibility to participate.
5. **TRAINING/TEAM RULES:** Training/team rules for athletic teams, i.e. diets, curfew, skipping practices, etc. shall be established and enforced by the head coach of each sport/activity.
6. **ABUSIVE LANGUAGE:** Student participants in school activities will not use abusive language towards their fellow participants, coaches, officials, advisors or opponents. Violation is subject to team rules and regulations, and the coach's discretion. It should be noted that violations could also fall under school handbook policies.
7. **EXTRA-CURRICULAR PARTICIPANTS – ATTENDANCE:**
  - (A) A student who is absent from school one or more periods will be ineligible for practice or competition UNLESS A PRIOR EXCUSE has been arranged through the school office. Students must be in class within the first 10 minutes of 1<sup>st</sup> period in order to practice or compete in an event or game that day unless the prior excuse has been arranged with the school office. Doctor and Dentist pre-approved absences will need a doctor's note.
  - (B) If a student leaves school because of illness, he/she will be ineligible for practice or competition that day.
  - (C) A student must participate in PE to be eligible to participate in practice and/or games.
8. **SEASON LIMITATIONS:** Students may participate in one sport activity ONLY, including cheerleading, per sport season. After entering or being eligible to enter the 7<sup>th</sup> grade, students shall have 6 consecutive years of interscholastic eligibility (WIAA ref. 18.14.0)
9. **PHYSICAL/INSURANCE/WARNING LETTER:** All students participating in extra-curricular activities, including cheerleading, shall have on file, a current physical as defined by WIAA Article 18.13.0, proof of medical insurance, or purchase insurance through the school as well as a warning letter signed by both the athlete and parents. The responsibility of adequate medical coverage lies with the parents/guardians.
10. **SUSPENSION FROM SCHOOL/IN-HOUSE SUSPENSION:** A student who is suspended from school or doing in-house suspension will be ineligible for practice or competition during those days the suspension is in effect.
11. **ASB CARDS:** All students participating in extra-curricular activities must have purchased an ASB card before the first competition of the current year.
12. **CONFLICT OF ACTIVITIES:**
  - (A) Advisor/coach must discuss conflict in schedules with groups several times a year and emphasize that students must look ahead for possible conflicts, rather than waiting until the last minute.
  - (B) If a student has a conflict, every effort will be made by involved advisors/coaches to resolve or compromise the conflict.
  - (C) If the conflict cannot be resolved, the student will have to make a choice.
13. **ENDING/BEGINNING SPORTS SEASONS:** A student must have fulfilled all obligations to the previous sport before becoming eligible for the new season, i.e. fines, turning in uniform/equipment, etc.
14. **TRANSPORTATION:**
  - (A) Students will ride to and from contests on school-provided transportation, UNLESS the parent/guardian signs an approved form to transport the students themselves.
  - (B) Students will be released to parents/guardians ONLY.
15. **INJURIES/ACCIDENTS:**
  - (A) All injuries and accidents are to be reported immediately.
  - (B) The coaches will have an emergency plan to deal with injuries/accidents.
  - (C) An accident report must be filed with the school office.
  - (D) If an injury requires a visit to the hospital/doctor, the coach must receive notification of release from the doctor before the students can return to practice or competition.
  - (E) When an injured athlete has a physician's approval to return to practice/competition, the coaching staff will monitor he/she closely to evaluate physical capabilities.
  - (F) If the athlete shows signs that the injury is impairing performance, the athlete will be held out of participation and referred back to the attending physician.

16. **GIFTS AND AWARDS:** Unless previously approved by the member school of this district, an athlete may not, without forfeiting eligibility, accept an award having intrinsic value from any person, persons, or organization other than the official representatives of your school, if such award or gift is offered in consideration for team membership or athletic achievement.

**RIGHTS OF APPEAL:**

- (C) Any appeal of disciplinary action for violations of the athletic code must be submitted to the principal and/or athletic director.
- (D) To request a hearing you must give written notice that you wish to appeal the action taken to the principal and/or the athletic director within three school business days of notification of disciplinary action.
- (E) The athletic director and/or principal will convene the appeal process within two business days of receiving notice for a hearing and will notify you of the day, time, and place of such a meeting. A decision will be made within twenty-four hours of the meeting to uphold, modify, or repeal the disciplinary action.
- (F) If the participant is not satisfied with the results of the disciplinary action, the grievated party may appeal to the Onalaska School Board.
- (G) Decision of the Onalaska School Board is final.
- (H) The student will remain ineligible during the appeal process.

**ELIGIBILITY POLICY FOR MIDDLE AND HIGH SCHOOL EXTRA CURRICULAR ACTIVITIES:**

- (A) Every student has the right to turn out for a sport or activity unless the student is ineligible under the WIAA.
- (B) A 7<sup>th</sup> grade student shall have passed at least six full-time subjects in the immediate preceding semester as a 6<sup>th</sup> grader (WIAA 18.6.1)
- (C) Onalaska student extra curricular eligibility will be based on a student's academic achievement. Students will be required to be passing all classes with a 60% or better grade average during grading periods (progress reports and quarter grades).
- (D) A student's academic eligibility will be determined based on scheduled grade checks every 4 weeks (Sem. Grades). Students not meeting the academic requirements will be placed on academic probation. If a student is failing (1) one class, they will be ineligible to participate in a contest starting on Monday following the grade check. Students will be allowed to practice during this time. Once the student is passing all classes, he/she is able to play in games.
- (E) Once the athlete has improved their grades to passing after the initial probation, the athlete will have an academic progress report check every Friday. Participation in the following week's (Sunday to Sunday) games will be determined by weekly academic grade check.
- (F) All academic eligibility will be governed by the participant's previous progress report, quarter grade or semester grade. Fall sports academic eligibility will be governed by the second semester grade and subject to the minimum WIAA standards (18.6.0) requiring three weeks of academic suspension (middle school) or five weeks of academic suspension (high school) at the beginning of the fall semester.
- (G) If a student is declared ineligible at the end of the grading period and he/she feels that there were extenuating circumstances – he/she may appeal to the Principal and Athletic Director for special considerations.
- (H) All Running Start students are subject to the basic WIAA requirements for academics and attendance.

*I have read the expectations for athletes and understand the rules. The above named student has my permission to turn out for interscholastic athletics and travel to any practice or contest in a school-approved vehicle.*

**PARENT'S SIGNATURE** \_\_\_\_\_  
(Signature Required)

**STUDENT'S SIGNATURE** \_\_\_\_\_  
(Signature Required)

Note: Starting in 2014 – 2015 there will be more rigorous academic requirements regarding semester carry over grades. No F's. 4 week suspension starting first day of practice.

