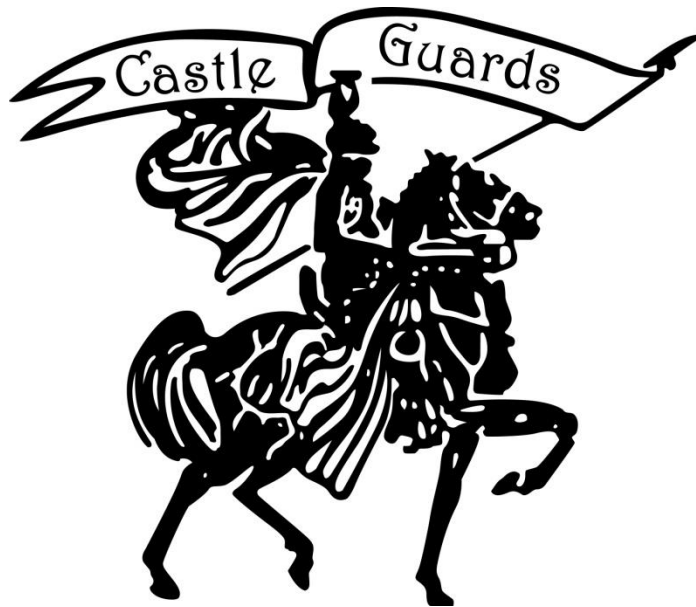


# *Washburn Middle School Student Handbook*



**2017-2018**

*Our mission is to enable students to enter the global society with the knowledge, skills, habits, and attitudes required to be contributing citizens.*

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Washburn Middle School  
305 West 4<sup>th</sup> Street  
Washburn, Wisconsin 54891  
Heidi King, Principal • (715) 373-6188  
e-mail address: [hking@washburn.k12.wi.us](mailto:hking@washburn.k12.wi.us)

WELCOME!

The staff at Washburn Middle School is excited to welcome students to the 2017-2018 school year. It is a new start, with a new building, new principal, new school counselor, and new Science teacher. We are excited to have the middle school students in the DuPont building and continue to offer 7<sup>th</sup> and 8<sup>th</sup> grade students opportunities to take their exploratory and music classes at this building. This move also allows for more opportunities for acceleration, when appropriate.

We understand that family is an important part of any student's success. We would like to encourage families to continue to be involved in our school. A strong connection between school and home will make it easier for all students to be successful.

This handbook is designed to help students and their families understand the rights, responsibilities, and the procedures that all students will need to follow during their middle school journey. Please review this material and use it as a reference throughout the school year.

If you have questions that are not addressed in this booklet, please feel free to ask any teacher, the school counselor, or me. Let's make it a great year!

Heidi M.M. King

Middle School Principal

**\*\*\* PLEASE NOTE THAT SCHOOL BEGINS AT 8:15 A.M. AND IS  
DISMISSED AT 3:26 P.M.**

Washburn Middle School  
Faculty and Staff  
373-6188

Middle School Principal	Mrs. King	hking@washburn.k12.wi.us
MS Secretary	Mrs. Hawbaker	khawbaker@washburn.k12.wi.us
Director of Special Education	Dr. Wiatr	twiatr@washburn.k12.wi.us
School Counseling	Mrs. Pierce	bpierce@washburn.k12.wi.us

Middle School Core Team

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Mrs. Norby-Davis	jnorby-davis@washburn.k12.wi.us
Mr. Schlager	wschlager@washburn.k12.wi.us
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Specialists

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Mrs. Kochevar	gkochevar@washburn.k12.wi.us	Family&Consumer Education/Health
Mr. Jack	rjack@washburn.k12.wi.us	Library Aide
Ms. Reed	breed@washburn.k12.wi.us	Foreign Language
Mrs. Tetzner	ktetzner@washburn.k12.wi.us	Art
Mr. Earing	pearing@washburn.k12.wi.us	Technology Education
Mrs. Eskola	<a href="mailto:peskola@washburn.k12.wi.us">peskola@washburn.k12.wi.us</a>	Business Education
Mr. Olson	zolson@washburn.k12.wi.us	Vocal Music
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Mrs. Hyde	<a href="mailto:ahyde@washburn.k12.wi.us">ahyde@washburn.k12.wi.us</a>	Special Education
Mrs. Diamond	<a href="mailto:ddiamond@washburn.k12.wi.us">ddiamond@washburn.k12.wi.us</a>	Special Education

District Administration and Support Staff

Dr. Wiatr	District Administrator
Mr. Krause	Elementary School Principal
Mrs. King	Middle/High School Principal
Mr. Buckley	Athletics
Ms. Gazdik	Administrator's Assistant
Mrs. Kozeneski	Financial Assistant
Mr. Jardine	Psychologist
Mrs. Fibert	Food Service Director
Mr. Dandeneau	Director of Technology Services
Mr. Gasperini	Athletic Director

School District of Washburn  
Board of Education Members

Christina Sauer .....President  
79080 Dryer Road  
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Angela Vasser.....At-Large Member  
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## STUDENT/PARENT INFORMATION AND REMINDERS

### Important Brief Reminders!

1. ***Accessibility into Building for Students (A.M.)***  
Students who walk to school should plan to arrive just before 8:00 am. If students arrive prior to 8:00am students should report to the school's lunch room area. **Students should not arrive prior to 7:30 a.m.**
2. ***Student Absence***  
If your child is absent, please call the office before 3:00p.m. at 373-6188 ext. 160
3. ***Student Sign Out***  
For the protection of your children, yourself, and the school, you **MUST** stop in the Middle School Office and sign your children out prior to he/she being released from school.
4. ***Dismissal***  
Dismissal time is 3:26 p.m.
5. ***Student Pick Up and Drop-off***  
Parents picking up and dropping off their children at school should park in front of the school and students should use the Middle School entrance.
6. ***Doors Locked Policy***  
In an effort to control the flow of traffic through the school, please enter the front door. In addition, all visitors must stop by the office to pick up an ID badge and sign in.



## **EQUAL EDUCATIONAL OPPORTUNITIES**

The School District of Washburn is committed to equal educational opportunities for all students in the district. Therefore, no person may be denied admission to any public school in this district or be denied participation in, the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, or other program or activity because of that person's sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability as required by S. 118.13 WI Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1992 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act (disabilities).

## **STUDENT DISCRIMINATION COMPLAINT PROCEDURES**

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the student nondiscrimination policy in the School District.

Any questions concerning this policy should be directed to:

District Administrator  
School District of Washburn  
P.O. Box 730  
305 W. 4<sup>th</sup> Street  
Washburn, WI 54891

## **ANTI-BULLYING POLICY Policy 5517/5517.01**

The Board of Education supports a school/work environment that is safe, comfortable, and free from harassment. Therefore, harassment in any form is considered inappropriate and/or illegal for any and all students and staff to participate in.

Harassment may include, but is not limited to, unwanted or unwelcome deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors based upon ones' group membership. Such conduct has the purpose or effect of substantially interfering with a student or staff member's performance or creates an intimidating, hostile, or offensive school/work environment.

Students engaging in the harassment of others will be subject to disciplinary action including, but not limited to detention, suspension, referral to law enforcement, and recommendation for expulsion

**For more information see policy 5517 and 5517.01**

## **ATTENDANCE INFORMATION**

Regular attendance in school is essential for a quality education. We encourage students to be present every day. Daily attendance will help students feel more closely associated with classmates and will dramatically improve educational progress. The time missed from class results in loss of valuable educational experiences. Make 100% attendance your goal for this year.

### **ATTENDANCE**

#### **ATTENDANCE**

#### **BOARD POLICY 5200**

In accordance with state law, all children between the ages of six (6) and eighteen (18) must attend school full-time until the end of the term, quarter or semester in which they become 18 years old unless they have a legal excuse, fall under one of the exceptions outlined in state law, or have graduated from high school.

Any parent/guardian that is in control of a child between the ages of 6 and 18 shall cause that child to attend school regularly during the hours that school is in session.

The County has enacted an ordinance prohibiting a student from being habitually truant. The School District will make every effort to work with students and parent(s)/guardian(s) to promote the student attendance in school. However, habitual truancy will be referred to the courts in accordance with state law and provisions of the District's truancy plan.

#### **Student Absences and Excuses:**

1. The responsibility for regular school attendance by a student rests with the student's parent(s)/guardian(s). A student is excused from school attendance if his/her parents(s)/guardian(s) submit a written excuse to the school prior to the student's absence. A student may be excused under this provision for not more than 10 days in the school year.

2. Excused Absences – A student will be considered excused from school for the following reasons:
  - Illness of the student – Students who are absent because of illness for five consecutive days must present a doctor’s note for additional days verifying that the absences are health related.
  - Medical appointment – Doctor, dental, optical (verification may be required.)
  - Driver’s license exam or driving test.
  - Social services appointment or counseling session.
  - Death in the family and/or a funeral for an immediate family member. (Other considerations may be made with prior approval.)
  - Observance of religious holidays.
  - Court appearance or other legal procedures that require attendance by the student.
  - Attendance at special events of educational value as approved by the school attendance officer or designee (e.g., college visitation; one military absence for testing; an exception can be made with prior approval).
  - Extended, authorized trips sanctioned by the parent(s)/guardian(s).
  - Suspensions from school.
  
3. Unexcused Absences/Truancy – Students will be considered unexcused/truant if they are absent with or without the knowledge and permission of their parent(s)/guardian(s) for a reason other than described in items 1 and 2 above.

The building principal, or his/her designee, will deal directly with any student that is absent for reasons classified as unexcused and will use judgment and discretion in dealing with each individual case. The principal may use any or all of the following methods in dealing with students who have an unexcused absence or with their parent(s)/guardian(s).

- Conference and counseling with student
- Make up of lost time
- Make up of lost work with or without credit being extended for the work done. (It is the student’s responsibility to contact the teacher and arrange for a mutually agreed upon time and place for make-up work and exams)
- 30 minutes after school detention and meeting with the principal
- Two or more 30 minutes after school detentions and meeting with the principal
- Full day in-school suspension; parent notification by principal
- Conference with parents/guardians
- Referral to appropriate agency or to a court of law under state compulsory attendance/truancy laws

## **LATE ARRIVALS TO SCHOOL**

Students who arrive late to school should go directly to the main office for a pass to enter class. If they have a written excuse from parents/guardians, or we have received a phone call explaining their late arrival, they will be given an excused entry pass. If they arrive late, without an acceptable excuse, they will be given an unexcused entry pass. The teacher then marks the student tardy and assigns the appropriate consequence. Repeated unexcused late arrivals will prompt contact with parents/guardians and will eventually result in a truancy notice

## **PRE-ARRANGED ABSENCES**

If a student is aware of an upcoming absence, (s)he should bring a note written by his/her parent/guardian to the main office to obtain a pre-arranged absence slip. This will be completed by the student for every class, signed by teachers and returned to the main office. The main office will retain one copy of the pre-arranged slip. Students should insure they have all necessary work they are required to make up during their absences.

## **LEAVING SCHOOL DURING THE DAY**

Although we encourage families to make appointments after school hours, we know that occasionally students must leave. When a student needs to leave, (s)he should bring a written note from a parent/guardian to the main office prior to the start of school in the morning. (S)he will be given a permit to leave slip. When it is time for the student to leave, (s)he should present the permit to leave to the teacher. (S)he should then come to the main office to check out. When (s)he returns, (s)he will need to come to the main office, check in and get a pass to re-enter class. If we have any questions about whether or not a student should be leaving, we will contact the parents/guardians.

## **TARDINESS TO CLASSES**

Students who are tardy to class are responsible for making up that time with the individual teacher. The teacher may require the student to make that time up after school. It is a student's responsibility to inform his/her parents of any after school detention time (s)he may have earned. If a student is late to class, (s)he should get a pass from the teacher who detained them. If (s)he is late, but it is not due to a teacher, (s)he should go directly to the class and explain the tardiness to the teacher. Again, the teacher will assign the appropriate consequence. Students should not come to the office for an unexcused pass.

## **MAKE-UP WORK**

It is the student's responsibility to ask the teacher for any missed assignments. If a student is absent for several days, a parent should call the office and request assignments. This gives us the opportunity to contact teachers and collect the necessary work.

If absences occur at the end of a grading period, an incomplete may be given on the report card. All incomplete work must be made up as soon as possible. 'Incomplete' will be removed after ten days to reflect the grade achieved. Work not made up will be averaged as a zero.

## **BUS POLICY**

### **SCHOOL BUS SAFETY**

Bus transportation to and from school, for field trips, athletic events and other school approved activities is a privilege. Enjoy your bus experience and respect the rights of others. To ensure the health, safety, well-being, and property of all who ride the bus, the school board has made the following rules and regulations.

### **GENERAL BUS PROCEDURE**

1. Leave home early enough to arrive at your bus stop on time.
2. Wait for your bus in a safe place, well off the roadway.
3. Keep well away from the bus until it has come to a full stop. When waiting for the bus at school, stay behind the yellow line until the bus has come to a full stop.
4. Enter the bus in an orderly manner. Stay behind the blue line on the sidewalk when waiting to board the bus. Use the handrail and watch your step.
5. Take your seat immediately and remain seated while the bus is in motion. Keep the aisles clear at all times.
6. Obey the bus driver at all times.
7. Do not talk with the bus driver while the bus is in motion; distracting his or her attention is dangerous.
8. Do not open or use the emergency exit unless directed to do so by the bus driver or authorized school supervisors.

### **BUS BEHAVIOR EXPECTATIONS**

**Always behave in an orderly and considerate manner. Respect the rights of others and avoid the following:**

1. Extending arms and head or throwing objects out the window is dangerous and not allowed.
2. No fighting, pushing, shoving, or horseplay.
3. No throwing or shooting objects of any kind.
4. No profanity, name-calling, harassment or bullying.
5. No lighting of matches, smoking or spitting.
6. No stealing, destroying property or vandalism.
7. Any other type of behavior which endangers the health, safety and property of others is

unacceptable and will result in disciplinary action as described later in this section under Disciplinary Procedure Related to Bus Transportation.

### **BUS PASS PROCEDURE**

1. No students will be let off the bus at a place other than their homes or ride other than their regular bus route without a note.
2. Students must bring a signed and dated request from their parents or guardians to ride another bus or get off at another stop.
3. Take the parent request slip to the office in the morning.
4. The office will initial your request to give to the bus driver.

### **BUS EMERGENCY EVACUATION PROCEDURES**

**Listen carefully to the driver for instructions. Rear exit as follows:**

1. Bus assistants will open the door on orders from the driver.
2. Bus assistants will leave first and will stand to either side of the door.
3. Students will move to the rear of the bus in single file.
4. Do not jump from the bus.
5. Lean forward and the two bus assistants will support you out by your elbows.
6. Move to a safe distance from the bus (25 feet) on the same side of the road where the bus is.
7. Wait quietly for instructions from the driver.

**Two emergency evacuations will be conducted during the school year - one from the rear exit and one from the front exit.**

### **TORNADO PROCEDURE IN REFERENCE TO BUS TRANSPORTATION**

In the case of a Tornado WATCH, the buses will continue to operate as usual. Buses will not operate if there Tornado WARNING. If a school bus is caught in the open when a tornado is approaching, listen to your driver for evacuation procedures.

1. You will be escorted to a nearby ditch or ravine and made to lay face down, hands overhead.
2. You must be away from the bus so it cannot topple on you.
3. The driver will not permit you to enter an unsafe dwelling such as a house trailer or to enter your home if no adult is present.
4. The driver will let children out at home with a safe basement and an adult present.

## BUS LEAVING PROCEDURE

1. Do not get out of your seat until the bus has come to a complete stop.
2. Use the handrail and watch your step.
3. When unloading, go to 10 feet in front of the bus and wait for the driver's signal to cross.
4. Upon a hand signal from the driver, look in both directions and WALK across the road.

**Bus riding is a privilege and not a right.** Therefore, the students are responsible for their behavior on the bus and their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines.

Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the proper authority on the forms provided.

## BEHAVIOR GUIDELINES AND CONSEQUENCES

The following behaviors will not be permitted on the bus. The behaviors are grouped according to the seriousness of the offence. More serious misbehavior will result in harsher consequences. The behavior consequences will escalate if the child insists on repeating the unacceptable behavior.

Because school personnel are not present on buses, all reported incidences will be dealt with as reported and consequences issued as outlined. It is you and your child's responsibility to use this transportation privilege properly.

MINOR INFRACTIONS:	MAJOR INFRACTIONS:
--Hitting, pushing, tripping	--Assault*
--Eating/drinking on the bus	--Bullying
--Profanity	--Fighting
--Spitting	--Vandalism*
--Making loud noises	--Hanging out windows
--Obstructing aisles	--Repeated failure to obey bus drivers instructions

--Failure to obey bus driver's instructions	--Water guns/bottles/balloons
--Littering	--Possession/use of tobacco
--Other	--Possession of a weapon*
	--Throwing objects/propelling
	--Other

The above list is not all-inclusive. A student's bus riding privilege must be suspended or revoked for misconduct that endangers the property, health or safety of others, even though such conduct is not expressly identified in the above list.

\*If the infraction is a violation of the law, the proper authorities will be notified. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon.

The categorization of infractions as MINOR or MAJOR is at the sole discretion of the Administration. The above list is only a guide. The Administration may determine to sanction any of the items that are listed as minor infractions, as major infractions, and vice versa, depending upon the circumstances of a student's misconduct.

The bus driver must attend all conferences that are scheduled to evaluate whether the suspension of a student's bus riding privilege is an appropriate sanction. In addition, the bus driver must attend all revocation hearings in which the Administration recommends to the School Board or the independent hearing panel/officer appointed by the School Board that a student's bus riding privilege be revoked.

<b>MINIMUM CONSEQUENCES FOR <u>MINOR</u> INFRACTIONS ON SCHOOL BUS</b>
--

**FIRST OFFENSE:**

A written warning will be given. The bus driver will notify the office staff and the office staff will notify the parent.

**SECOND OFFENSE:**

A written warning will be given. The bus driver will notify the office staff and the office staff will notify the parent.

**THIRD OFFENSE:**

Driver identifies the infraction and writes the behavior referral with copies to the parent(s), teacher and principal. This will result in a one-day suspension of the student's bus riding privilege. The student and/or the student's parent/guardian will be promptly notified of the suspension and the reason for the suspension. Such notification to the parent/guardian will be made by telephone, where possible. Otherwise, parental notification will be by letter. The student or the student's parent/guardian may request a conference with the district administrator regarding the one-day suspension, within five school days following the commencement of the suspension. The district administrator shall decide whether the one-day suspension is an



appropriate sanction, if the student or the student's parent/guardian request a conference.

**FOURTH OFFENSE:**

Same as above but student's bus riding privilege will be suspended for two days.

**FIFTH OFFENSE:**

Same as above but student's bus riding privilege will be suspended for three days.

***INFRACTION AFTER THE 5<sup>TH</sup> OFFENSE:***

**SIXTH OFFENSE:**

Same as above but student's bus riding privilege will be suspended for five days.

**REVOCAION:**

In the alternative, recommendation to the School Board or the independent hearing panel/officer appointed by the School Board to revoke student's bus riding privilege for ten days or the rest of the school year.

<b>MINIMUM CONSEQUENCES FOR <u>MAJOR</u> INFRACTIONS ON SCHOOL BUS</b>
--

**FIRST OFFENSE:**

Driver identifies the infraction and writes the behavior referral with copies to the parent(s), teacher and principal. This will result in a 3-day suspension of the student's bus riding privilege. The student and/or the student's parent/guardian will be promptly notified of the suspension and the reason for the suspension. Such notification to the parent/guardian will be made by telephone, where possible. Otherwise, parental notification will be by letter. The student or the student's parent/guardian may request a conference with the district administrator regarding the 3-day suspension, within five school days following the commencement of the suspension. The district administrator or his/her designee shall decide whether the three-day suspension is an appropriate sanction, if the student or the student's parent/guardian requests a conference.

**SECOND OFFENSE:**

Recommendation to the School Board or the independent hearing panel/officer appointed by the School Board to revoke student's bus riding privilege for ten days.

**THIRD OFFENSE:**

Recommendation to the School Board or the independent hearing panel/officer appointed by the School Board to remove student's bus riding privilege for thirty days.

**FOURTH OFFENSE:**

Recommendation to the School Board or the independent hearing panel/officer appointed by the School Board to revoke student's bus riding privilege for the remainder of the school year.

The parent or guardian of a suspended minor (under 18 years old) pupil shall be given prompt

notice of the suspension and the reason therefore. A hearing with the principal may be requested by the parent or guardian.

**BUS SUSPENSIONS ARE NOT SCHOOL SUSPENSIONS. STUDENTS WILL BE EXPECTED TO BE IN SCHOOL.**

## **ENROLLMENT AND WITHDRAWAL PROCEDURES**

### **ENROLLMENT**

Students new to the district should come with their parent/guardian to the main office of the school and complete an enrollment form.

### **WITHDRAWAL**

Students withdrawing from the school should have their parents/guardians contact the main office. They will receive a withdrawal form. This form is taken to all teachers to insure students have returned all school materials. When the form is completed by teachers, parents/guardians and the student, it should be turned in to the main office.

### **COURT ORDERS**

Parents/guardians must supply the middle school with a copy of any type of court order that may affect the student, e.g., who may visit with the child, etc. The order will be maintained in the child's cumulative file. If any changes take place during the year that changes the court order, the school must be notified.

### **FULL-TIME INTER-DISTRICT OPEN PUBLIC SCHOOL ENROLLMENT**

1997 Wisconsin Act 27 created an inter-district public school open enrollment in Wisconsin beginning in the 1998-1999 school years.

Students in Kindergarten to grade 12 may attend public school in a district other than the one in which they reside, if space is available (and subject to certain limitations). A child may attend an early childhood program in a non-resident district if the resident district also offers the program and if the child is eligible for the program in the resident district.

Application forms may be obtained from the resident or non-resident school district, or the Department of Public Instruction. DPI forms must be used.

For additional information on application procedures you may contact Ms. Gazdik at the Washburn School District Office (373-6188), the Department of Public Instruction ([www.dpi.state.wi.us/dpi/dfm/sfms/psctoc.html](http://www.dpi.state.wi.us/dpi/dfm/sfms/psctoc.html)), or the non-resident school district the student would like to attend.

## PROMOTION AND RETENTION OF STUDENTS

If a student fails any class in a given quarter, the following procedures will be followed:

1. One Quarter - The parents/guardians, student, principal, school counselor, and the teacher or teachers will be notified that the student is a candidate for retention.
2. Two Quarters - If the student fails two quarters in any class, they will be *recommended* for enrollment in the summer school program. Remedial programming may be designed to coincide with regular class programming.
3. Three or Four Quarters - If the student fails three quarters or the entire year in any class, a meeting of the parties in section (1) will be held to discuss the options available. The school will have the final say as to which option will be implemented. Options include retention and summer school among others.
4. Summer School - Any student required to attend summer school must complete the program at a satisfactory level or may be retained in any class that he/she has failed for three or four quarters.

## PROMOTION/REMEDICATION/RETENTION Policy 5410

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student is to be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

118.33(6), Wis. Stats.

## **AT RISK CRITERIA**

### **Criteria established by the State of Wisconsin**

Pupils in Grades 5-12 who are at risk of not graduating from high school because they are dropouts, or are two or more of the following:

- One or more years behind their age group in the number of high school credits attained
- Two or more years behind their age group in basic skill levels
- Habitual truants, as defined in 118.16(1)(a)
- Parents
- Adjudicated delinquent
- 8<sup>th</sup> grade pupils whose score in each subject area on the examination administered under 118.30(lm)(am)
  - Was below the basic level, 8<sup>th</sup> grade pupils who failed to examination under 118.30(lm)(am)
  - And 8<sup>th</sup> grade pupils who failed to be promoted to 9<sup>th</sup> grade

### **Criteria established by the School District of Washburn**

In addition to the State criteria, Washburn uses the following criteria as possible indications of a student at risk. Pupils in grades 9-12 are considered at risk of not graduating from high school as indicated by one or more of the following:

- Credit deficient in the number of credits and/or required credits for graduation
- Habitual truants, as defined in 118.16(1)(a)
- Have children
- Adjudicated delinquent
- 8<sup>th</sup> and 10<sup>th</sup> grade pupils whose scores in two or more subject areas on the WKCE were below the basic level.

- Difficulty completing in-class tasks on time or at grade level
- Rarely completes homework assignments
- No post secondary plans by the junior year
- Behavior problems in the classroom which may stem from academic frustration
- Regular display of non-interest in core subject areas
- Home life interferes with school work or school focus
- Trouble socializing or a loner
- Frequent absences from class
- Involvement with law enforcement

### **At Risk due to Truancy and Absenteeism**

Team meetings will be scheduled for middle school students who are truant. The meetings will include all middle school staff who work with the student, parents, student, and principal. The meeting will explore the reasons for the absenteeism, the importance of being in school and the modifications that can be made to assist the student and parents with regular attendance.

## **STUDENT PROCEDURES**

### **ASSIGNMENT NOTEBOOK**

Each student will be given an assignment notebook/planner at the beginning of the year. The purpose of the assignment notebook is threefold:

1. It is a place to record assignments for each class.
2. It will serve as a 'pass' when leaving a classroom during class time.
3. It can be used by parents/guardians to communicate with teachers. Parents/guardians are encouraged to check the assignment notebook regularly.

### **PROGRESS REPORTS/SKYWARD FAMILY ACCESS**

We make every effort to inform the parents of student's academic, behavioral, and social progress at Washburn Middle School. Progress reports are sent home at the midway point of each quarter for all students. Additional reports may be sent by teachers at their discretion. It should be noted however, that failure to receive a progress report does not insure that a child will pass. We encourage parents to maintain contact with their child's/children's teachers by means of telephone, e-mail, or written correspondence in assignment notebooks. You may also follow your child's progress through your Skyward Family Access Account.

## **CONTACTING TEACHERS**

Parents are encouraged to communicate with their child's teachers on a regular basis. Teachers can be e-mailed or contacted by phone. If you are contacting a teacher by phone, please do so when class is not in session. Messages for teachers may be left with the office secretary or on the teacher's voice mail..

## **CONFERENCES**

We encourage parents to come to school to meet with their child's teacher(s) as often as necessary. Individual teacher conferences can be made by contacting the teacher directly. Team meetings with all of your child's teachers in attendance, can be arranged by contacting the schools guidance counselor.

## **HUMAN GROWTH AND DEVELOPMENT**

Any parent that wishes to have their child excused from the Human Growth and Development portion of the health class may do so by sending a letter to the principal stating this request. The curriculum may be reviewed by contacting the Health teacher directly.

## **SCHOOLWIDE TITLE I PROGRAM**

Schoolwide Title I services are part of the educational support provided by the district to help children develop key competencies in literacy and math. These services are in addition to the core classroom instruction and are designed to build on children's knowledge and skills. To learn more about these services, contact Mary Skogen at 715-373-6199 ext. 258

## **FAMILY NIGHT**

In cooperation with the organizations in the Washburn area and in conjunction with the other schools in our conference, Wednesday night has been designated as a family/community night. It is recommended that no meetings and/or practices involving students are to be scheduled on Wednesday nights to extend beyond 5:45 p.m., if at all possible.

## **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Please report any change of address or telephone number to the office as soon as possible.

## **DRESS AND PERSONAL APPEARANCE**

Students will be required to dress appropriately for school in order to maintain good decorum and a favorable academic atmosphere, both of which require a healthy, safe, non-disruptive, non-offensive and non-distractive environment. An individual's dress and personal appearance should reflect sensitivity to and a respect for others. A few rules to note are these:

1. Some type of footwear must be worn at all times.
2. Headgear is not appropriate attire for students during the school day (examples: hats, caps, scarves) Exceptions would be in all classes where teachers deem headgear as necessary to ensure the health of the students or special days as assigned by the school.
3. Students are required to wear safety or special purpose equipment whenever it is required.
4. Students will not be permitted to wear clothing, jewelry, or other items promoting alcohol or other illegal substances.
5. Students will not be permitted to wear clothing on which print that is offensive in nature is written. Offensive print would include but not be limited to words, statements, or graphics referencing discrimination, profanity or other obscenity.
6. Strapless and shirts with spaghetti straps are not allowed.
7. Clothing that exposes bare mid sections is not allowed.
8. Pants and shirts must meet when arms are fully extended.
9. Skirts and shorts must be appropriate length.

If in the opinion of any faculty member, a student's dress and/or appearance is 1) inappropriate to the maintenance of good decorum, or a favorable academic atmosphere; 2) detracts from the learning process; 3) is an undesirable influence upon other students; or 4) violates one of the above noted rules, the faculty member will direct the student to administration.

## **HALLWAY PASSES**

Students who are out of a class for a specified reason must have a written pass from a teacher in their assignment notebook. When a student is late to class, hallway passes WILL NOT be given by the main office. The student must get a pass from the teacher who made him/her late, or explain to the teacher why s/he is late.

## **ADVISOR/ADVISEE**

Each student is assigned to an advisor/advisee group. The purpose of this program is to connect a group of students to one adult. The adult acts as an advocate for students, helping them to learn more about themselves and the school, and how to be successful during their middle level years. Advisor/advisee should increase the students' sense of belonging. Much of our communication will be delivered through the advisor/advisee.

## LIBRARY SERVICES

The library is organized as a media center for students to research, read leisurely, and to develop classroom skills. Students who have questions regarding selection of books, research projects or leisure reading are encouraged to consult with the librarian. Library rules and regulations help maintain an environment conducive to the activities listed above. Please help by following the regulations posted by the librarian at the beginning of the school year.

## LOCKERS

Each student is assigned a locker and a combination lock. Students are responsible for remembering the combination. Only school related articles may be stored in lockers. Students are responsible for the contents of their locker and should keep lockers secured for safety. The school cannot be responsible for items left in lockers. No alterations are to be made to lockers by either pasting decals or gluing carpeting or wood panels to them.

Students are responsible for cleaning out their lockers at the end of the year. A student will be charged \$5 if his/her locker needs to be cleaned out by custodial staff. Lockers are not student property and may be searched at any time by the administration without students' consent.

## LOCKS

Combination locks are issued to students as they enter the seventh grade. These locks will be the students to keep. If locks are lost or misplaced, new locks can be purchased at the Office. Only school-issued locks may be used on school lockers.

## MEDICATION

Before any medication, prescription or nonprescription, will be administered by school staff or an agent thereof, the Medication Administration Form shall be completed returned to the school office. Section 1 must be completed for all meds. Section 2 must be completed for non-prescription meds. Section 3 must be completed BY THE DOCTOR for prescription meds. **All medication must be brought to the office in the original container.**

## LUNCH

Students will eat lunch with their class at an assigned time. Students may purchase lunch from school or bring a lunch from home. Breakfast can also be purchased from 7:30 – 8:00 a.m.



### **LUNCH TIME/GYM FREE TIME**

All Middle School students will have opportunity for activity time after lunch which may include being outside on school property, in the gym, or in the library.

### **SCHOOL CLOSING**

Announcements concerning emergency school closings will be made on local radio and television stations including: WDIO TV – Channel 10 KBJR TV – Channel 6 KDLH TV – Channel 3

Should weather conditions become worse during the day, or another emergency condition develops, school will be dismissed early. Announcements will be made on the radio and television stations listed above in addition to being posted on our website.

The school will also use the InTouch calling system to notify parents of school closings. Please make sure your most current and accessible phone numbers and emails are on file with the school office.

### **GUEST TEACHERS**

If the regular teacher is absent, students will have a guest (substitute) teacher to guide learning that day. The guest teacher has all of the responsibilities and authority in the classroom as the regular teacher. Everyone is expected to treat the guest teacher with respect.

### **STUDENT ASSISTANCE PROGRAM**

The School District of Washburn recognizes chemical dependency is an illness which is presented by the use and abuse of alcohol and other drugs. Such use and abuse negatively affects any aspects of a student's life including school performance. Through intervention, counseling, and education, the Student Assistance Program is designed to help those with problems associated with chemical use and abuse.

### **TELEPHONE**

Students are not to use the telephones or extensions throughout the building. In the event of an emergency or the need to conduct school business, students will be granted permission to use the telephone in the Middle School Office.

### **USE OF SCHOOL FACILITIES**

The use of the school building for after-school activities will be allowed only when there are

regularly scheduled events or when special arrangements have been made in the office by the sponsoring teacher. Students will not be allowed in the school building after 3:26 p.m. unless chaperoned by the teachers in charge of an event. This includes Saturday and Sunday activities. All events must be approved by the principal.

### **SCHOOL VISITORS**

Parents are always welcome and encouraged to visit the school. We ask however, that you give the principal 24 hours' notice so that arrangements can be made before visiting the classroom. To insure the safety of the students, all visitors must report to the office upon arrival at school. Students are not to be contacted unless permission is granted by the office. All visitors must wear a Visitor Pass while in the building.

Any student visiting Washburn Middle School must be a guest of an enrolled student. No student visitor passes will be issued during the first and last two weeks of the school year. Students wishing to bring a student visitor must request permission from the principal prior to the visit. A minimum of 3 days is requested between request to bring a visitor and that visitor's arrival at school. Student visitors must report to the office for a visitor's pass. The principal may deny any visitor at their discretion.

### **CO-CURRICULAR ELIGIBILITY**

All students should continually strive to achieve their full potential in areas of academic performance and school attendance. In order to participate in co-curricular events, a student must maintain acceptable grade and attendance records. Levels of acceptance are defined in the co-curricular policy book. Policy books may be obtained in the office, or from coaches and advisors. In exceptional circumstances, a deviation from the standard may be granted with written permission of the principal. All co-curricular participants must have all needed paperwork and fees on file before participating.

### **PHYSICAL EDUCATION**

Physical Education is required unless excused in writing by a licensed physician.

### **LUNCH ACCOUNTS**

Payments are made ahead of time and money is deducted from the account each time your child eats breakfast or lunch. Please be sure to maintain a **positive balance** in your family's account. If at any time your family income level changes, please contact the school office for a new free and reduced lunch application.

## **HOMELESS**

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the district shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the district. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

## **SAFETY AND HEALTH**

### **ACCIDENTS**

Notify a school official immediately of an accident. The school employee who supervised the activity or witnessed the accident will fill out the accident form.

### **EMERGENCY EVACUATION (FIRE AND SEVERE WEATHER PROCEDURES)**

Emergency evacuation procedures will be practiced regularly. Information specific to procedures that are to be followed will be posted in classrooms and explained by teachers.

## **BEHAVIORAL EXPECTATIONS**

We believe that the purpose of our character education program is to foster responsibility, independence, positive attitudes and self-discipline. The best discipline is self-control. Self-control is based upon understanding the limits of one's freedom and actions as they relate to others.

A major goal of the school is to help students develop self-discipline and self-control. Though character education may or may not be taught as a separate subject, self-discipline is one of the most important factors in the achievement of the student. The student who maintains self-discipline in school will be more successful and more appreciative of the rights and responsibilities of her/himself and other students.

Below is a copy of the school Code of Conduct that applies to everyone. Please become familiar with this code and understand that it is designed to protect each student and to insure that each student is provided with the best possible learning environments.

## **BASIC RIGHTS**

Each student has the right to learn.  
Each teacher has the right to teach.  
Each parent, student, and teacher has the right and responsibility to support each other and to expect a positive learning environment.

## **BASIC RULES**

Everyone will be courteous and demonstrate respect for others and self.  
Learning and teaching will not be interrupted by anyone.  
Everyone will respect the personal property of others and the property of the school.  
Everyone must be on time, ready to work, and stay on task.  
Everyone must use safe and appropriate conduct at all times.

## **DETENTIONS/CONSEQUENCES**

Teachers may assign classroom detentions or other discipline as a consequence for inappropriate behavior. Students will have a day to inform their parent/guardian of any detention they earned and make transportation arrangements. *Informing their parent/guardian of the situation is the responsibility of the student.*

## **DISCIPLINARY REFERRALS**

Students will be sent to the office for offenses that are chronic or severe. A copy of the office referral form will be sent home. If a second office referral is received within 30 days, the principal may request a conference to discuss the student's behavior. Home and school working together will usually achieve optimum results

## **BOTTOM LINE BEHAVIORS**

The following actions have been identified as bottom line activities that will not be tolerated and may result in In-School Suspensions. Out of school suspensions may result in extreme cases, and parents will be notified prior to out of school suspension.

1. **ILLEGAL ACTIVITIES** - may include but are not limited to:
  - Stealing
  - Vandalism
  - Use or possession of illegal drugs or drug paraphernalia (this includes alcohol)Consequences:
  - Illegal activities will be reported to law enforcement.

Students will be suspended from school for a period of up to 5 days; up to 15 days if expulsion is being considered.

Possible expulsion

2. PHYSICAL VIOLENCE - may include but is not limited to:

Fighting

Consequences:

May be reported to law enforcement

Students will be suspended from school for a period of up to 5 days; up to 15 days if expulsion is being considered

Possible expulsion.

3. WEAPONS

Consequences:

Student will be reported to law enforcement.

Student will be expelled from school for the remainder of the school year and possibly for four years.

4. REPETITIVE INAPPROPRIATE BEHAVIORS - may include but is not limited to:

Harassment

Intimidation

Insubordination

Disruption of educational activities

Vulgar language

Possible Consequences could include:

Step 1 15-30 minutes after school detention with the teachers.

Step 2 30 minutes after school detention with the principal or staff member.

Parent notification by the teacher.

Step 3 Partial or full day in-school suspension. Parent notification by the principal.

\*\*\* Note: In-school suspensions will be assigned to students who refuse to serve assigned detentions.

Step 4 1 day out-of-school suspension. Parent conference with student, teacher, and administration.

Step 5 1 to 5 days out-of-school suspension. Parent conference with administration and a written student contract.

Step 6 5 day out-of-school suspension. Parent conference with administration and a written student contract.

Step 7 Expulsion hearing before the Board of Education.

\* Note: Depending upon the nature and/or severity of the inappropriate behavior, one or more of the steps above may be bypassed.

## **ELECTRONIC DEVICES**

Student use of cell phones, paging or two-way communication devices, iPods, MP3 players and other personal electronic devices is prohibited throughout the school day. These items are to be stowed in backpacks, kept in lockers, or away in a student's pocket and turned OFF unless approved by a teacher. A student who needs to use his or her phone during the school day must receive permission from the principal or teacher and then must complete the call with supervision. If the student's IEP allows listening to music, that student may use a personal music listening system according to the guidelines in the IEP in a way that does not detract from the overall learning environment of other students. If students are observed violating this policy, the item will be confiscated and given to the principal. The student may reclaim the device at the end of the school day. On the subsequent violations, the devices will be confiscated and held by the principal until a parent can pick up the device.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, furniture and technology supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment, will be required to pay for the damage or replace the item.

## **STUDENT SAFETY AFTER SCHOOL**

A student is not to be present in the school building after 3:26 p.m. and on the weekends *unless:*

- there is a faculty or staff member present and responsible for the student,
- the student is attending an extra-curricular function,
- there is an authorized program the student is attending.

## **HARASSMENT OF EMPLOYEES/VOLUNTEERS** (Applicable in cases of student harassment)

### **Policy 4362**

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

For more information see policy 4362

## **COMMUNICATIONS PROCEDURE FOR PARENTS AND COMMUNITY MEMBERS**

The Washburn School District welcomes and encourages parent and community involvement in the education of our children. We also understand the importance of effective communication. To enable effective communications with all members of the educational community a model for communication has been developed. Persons wishing to communicate a question or concern should direct their attention to the employee closest to the question.

For example:

Questions about specific course requirements, student progress or an incident in the classroom, should be communicated with the classroom teacher.

Questions about a co-curricular activity should be communicated with the co-curricular coach / advisor.

If an issue cannot be resolved at the level closest to the question, the issue should be directed to building level administration (principal or athletic/activities administrator). If communications at the building level cannot resolve the issue, then central office staff should be contacted. (director of special education, or superintendent). The last line of communication would be a meeting with the Board of Education. Those wishing to address the Board will be required to meet with the Superintendent and request to be placed on the agenda prior to the scheduled meeting. The superintendent will ask several questions to determine whether the meeting will be held in open or closed session.

# ACCESS TO AND ACCEPTABLE USE OF NETWORKED INFORMATION RESOURCES

POLICY 7540

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. However, the use of the District's network and technology resources by students is a privilege not a right.

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, etc.) that turn communication into interactive dialogue between users. The Board prohibits any access and use of social media by students from the District's network.

The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the District Administrator.

## SERVICE NUMBERS

County Health Department	(715)373-6109
Human Services	(715)373-6144
Bayfield County Sheriff	(715)373-6120 or (715)373-6117
Washburn Police	(715)373-6164
Fire	(715)373-6120
Rescue Ambulance	(715)373-6120
Crisis Center Ashland/Bayfield County	(715)682-9565
Poison Center (Madison)	1-(800)815-8855
Shelter for Battered Woman (New Day Shelter)	(715)682-9565
Lutheran Social Services	1-(906)932-3902
Children's Service Society of Wisconsin	(715)372-5433
Memorial Medical Center	(715)685-5500
Bay Area Mental Health Associates	(715)373-2233
Runaway Hotline	1-(800)621-4000
Pregnancy Counseling	1-(800)362-8028
Center Against Sexual & Domestic Abuse (CASDA)	(715)373-0870
Suicide Hot Line	1-(800)649-2921

***This list was prepared from the available information. It is not guaranteed that the list is complete nor in all cases correct.***



**SCHOOL DISTRICT OF WASHBURN ORDER FOR MEDICATION ADMINISTRATION**

Physician prescribed medications must be stored and dispensed to students by school staff. A copy of the Parent/Guardian Medication Consent Form must be completed as well. Section 1 must be completed for all medications. Section 2 must be completed for over-the-counter/non-prescription medications. **Section 3 must be completed by the doctor for all prescription medications. Medications must be sent in the original container.**

**1. PARENT/GUARDIAN MEDICATION CONSENT FORM**

Child's Name \_\_\_\_\_ List \_\_\_\_\_  
Allergies \_\_\_\_\_  
Telephone \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Physician's Name \_\_\_\_\_ Telephone \_\_\_\_\_  
I hereby give permission to the designated school personnel to give the medication to my child according to the directions stated herein, and I further authorize them to contact the child's physician. For inhaled medication, I ask that my child be permitted to self-medicate if authorized by my child's physician. I agree to hold the School District of Washburn, its employees and agents who are acting within the scope of their duties harmless in any and all claims arising from the administration of this medication at school. I agree to notify the school in writing at the termination of this request or when any change in the above order is necessary.

\_\_\_\_\_  
PRINT Parent/Guardian Name                      Signature of Parent/Guardian                      Date

**2. OVER THE COUNTER MEDICATIONS**

Date Order Effective \_\_\_\_\_ Effective To \_\_\_\_\_  
Medication \_\_\_\_\_ Dose \_\_\_\_\_ Time Given \_\_\_\_\_

For PRN (as needed) Medication state Conditions under which medication is to be given \_\_\_\_\_

**3. PRESCRIPTION MEDICATIONS \*\*\* TO BE COMPLETED BY THE DOCTOR ONLY \*\*\***

Before any prescription medication(s) will be administered by the school or an agent thereof, the following portion of this form shall be complete by the physician and returned to the school office. Parental signature only will allow non-prescription medicine to be given.

Date Order Effective \_\_\_\_\_ Effective To \_\_\_\_\_  
Medication \_\_\_\_\_ Dose \_\_\_\_\_ Time Given \_\_\_\_\_

For PRN (as situation demands) Medication, State Conditions under which medication is to be given \_\_\_\_\_  
\_\_\_\_\_ Diagnosis \_\_\_\_\_ STATE

CONDITIONS MD SHOULD BE CALLED.

Please **initial** statement that applies for **inhaled medication only**.

\_\_\_\_\_ I have instructed \_\_\_\_\_ in the proper way to use his/her inhaled medication.  
It is my professional opinion that he/she \_\_\_\_\_ should OR \_\_\_\_\_ should NOT be allowed to carry and use this inhaled medication by him/herself.

NOTE: Your signature on this document attests to your willingness and intent to direct, supervise, decide, inspect, and oversee the administration of the medication by school personnel, and that you will accept direct communication from them regarding the administration of the medication.

\_\_\_\_\_  
Physician's Signature                      Date  
6/13

## ***Handbook Signature Page***

In an effort to reduce our impact on the environment, Washburn Middle School no longer print handbooks for every student. Current student handbooks can be found online on each school's website. Please review the appropriate handbook with your child and then please sign and return the form below indicating that you have read and understand the handbook.

The school office will provide each family a paper copy of the school handbook upon request. If you request a paper copy of the handbook to review with your child, please contact the school office or your child's teacher at any time. The office will be happy to give your child a copy or mail one to your home address. You may also pick one up in the school office during regular school hours.

**STUDENT MUST RETURN THIS PAGE TO HIS/HER TEACHER  
BY MONDAY, SEPTEMBER 11TH. THANK YOU!**

**Our signatures indicate that we have read and understand the 2017-2018 Student/Parent Handbook.**

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Parent/Guardian Comment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_