



# *East Troy Middle School*

## *Parent Informational Book*

*2023 - 2024*

3143 Graydon Avenue  
East Troy, WI 53120  
Phone Number: 262-642-6740  
Fax Number: 262-642-6743  
Office Hours: 7:30 am - 4:00 pm

**LEARNING IS DIFFERENT HERE!**

Principal's Message:

I am truly honored to welcome you to East Troy Middle School and the 2023-2024 school year! This will be my second year as Principal and I could not be more excited to continue working to improve our students' experience at East Troy Middle School. Choosing a school for your child is an important decision for your family, and I thank you for choosing East Troy Middle School. We are proud of the education we provide and the number of classes and after school activities we are able to offer.

This handbook has been developed by our faculty to help you learn as much as possible about school policies and procedures and the services we offer students. Use this handbook as a reference guide to help you find answers to questions that may arise during the course of the school year. In addition to an excellent academic foundation, we offer many activities, clubs and sports to help students become well-rounded, mature young adults. Our commitment to excellence is our promise to you and the expectation of every student.

Whether this is your first experience at East Troy Middle School or you have had a student attend in the past, we are looking forward to partnering with you to provide the best possible experience for your student. Building relationships with our families is essential for student success. We welcome you to be an active participant in your child's education and we hope to provide many opportunities for you to contribute to the success of our school.

We look forward to a fun and exciting year at East Troy Middle School. If there is ever anything I can do for you, please do not hesitate to reach out. I want to ensure every student has a great middle school experience and is able to be an active participant in their educational journey. Thank you again for choosing East Troy Middle School and I look forward to meeting you throughout the year.

Mr. Trindl  
Principal

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# East Troy Middle School

## 2023-2024

3143 Graydon Ave.  
East Troy, WI 53120  
262-642-6740  
FAX 262-642-6743

### East Troy Middle School Staff

Adam Trindl, Principal

Brian Skweres, Dean of Students

#### Math Department

Mr. Alexander	Mathematics
Mrs. Hoff	Mathematics
Mrs. Kufalk	Mathematics
Ms. Sprunk	Mathematics

#### ELA Department

Ms. Dunham	ELA
Ms. Johnson	ELA
Mrs. Smith	ELA
Mrs. Wojcik	ELA

#### Science Department

Mr. Johnson	Science
Ms. McLernon	Science
Mr. Schaefer	Science

#### Social Studies Department

Mr. Deel	Social Studies
Mr. Wick	Social Studies
Mrs. Zielinski	Social Studies

#### Allied Arts teachers

Ms. Treder	Vocal/General Music
Mr. Butalla	Physical Education/Health
Ms. Dreikosen	Business Applications
Ms. Feenstra	Physical Education/Health
Mr. Hoff	Technology Education
Mr. Murphy	STEAM / Robotics
Mr. Pawelski	Intro to Programming
Ms. Schneider	Art
Mr. Wetzell	Instrumental Music
Ms. Vacula	Exploring Agriculture

#### Pupil Services staff

Mrs. Burdt	Learning Strategist
Ms. Dreger	Learning Strategist

Ms. Feider	Learning Strategist
Mrs. Kmiciek	District Nurse
Ms. Kuhn	Counselor
Mrs. Nickels	Reading Intervention
Ms. Jasper	Speech Pathologist
Ms. Schmitz	Reading Intervention
Mr. VanSistene	School Psychologist
Mrs. Wolfe	Math Intervention

#### Staff

Mr. Atkinson	Lead Custodian
Mrs. Dominski	Attendance AdminAssistant
Mrs. Gross	Library Aide
Mrs. Johnson	RTC Supervision
Mr. Jordan	Lead Night Custodian
Mrs. Keckhaver	Lead Food Service
Mrs. Noethen	Principal's Admin Assistant
Ms. Parsons	Food Services
Mrs. Rickert	Food Services

#### Co-Curricular activities

Mr. Butalla	Athletic Director
Ms. Schneider	Art Club Advisor
Mr. Murphy	Builders Club Advisor
Mr. Murphy	Yearbook Advisor
Mr. Peloquin / Mr. Butalla	Boys Basketball Coaches
Mr. Peloquin / Mr. Butalla	Girls Basketball Coaches
Mrs. Harding / Mr. Butalla	Cross Country Coaches
Mrs. Wojcik	Ski Club Advisor
Ms. Dunham	Student Council Advisor
Ms. Koehler / Mr. Fox	Track Coaches
Mrs. Dodge	Volleyball Coach
Mr. Holle	Wrestling Coach

## LIST OF VOICE MAIL NUMBER

### *PHONE SYSTEM*

The East Troy School District has installed a automated phone system. The middle school has phones installed in each class room throughout the school. Each room has its own extension as well as each teacher has the capacity to accept their own voice mail. We encourage your keeping in contact with your child's teachers. Please use the teacher's voice mail for calls concerning your child's classroom attendance, academic or discipline problems. **Please do not leave any emergency student messages on the teacher's voice mail.** Should you wish to leave a voicemail message for a teacher, please call the middle school at 262-642-6740 and use the following extension numbers.

Mr. Alexander	4225
Mr. Atkinson	4400
Ms. Baumeister	1259
Mr. Burdt	4265
Mrs. Burdt	4267
Mr. Butalla	4251
Mrs. Dominski	4223
Ms. Dreger	4236
Ms. Dreikosen	5283
Ms. Dunham	4271
Ms. Feenstra	4254
Ms. Feider	4269
Health Room/Nurse-Ms. Kmiecik	4200
Mr. Hoff	5233
Ms. Hoff	4231
Mr. Deel	4242
Mr. J. Johnson	4234
Mrs. E. Johnson	4240
Kitchen office	4301
Mrs. Kufalk	4264
Ms. Kuhn	4258
Library/Mrs. Gross	4500
Mrs. McBurney	4241
Mr. Murphy	4235
Mrs. Nickels	4260
Mrs. Noethen	4221
Mr. Pawelski	5250
Ms. Pluess	4268
Robotics room	4270
Mr. Schaefer	4244
Ms. Schneider	4226
Mr. Skweres	4245
Mrs. Smith	4250
Ms. Sprunk	4255
Mr. Treder	4247
Mr. Trindl	4222
Ms. Vacula	5296
Mr. VanSistine	4248
Mr. Wetzel	4253
Mr. Wick	4252
Mrs. Wojcik	4262
Mrs. Wolfe	4227
Mrs. Zielinski	4238
Ms. Schmitz	4225

## BOARD OF EDUCATION

Mr. Ted Zess, President	262-642-2026
Mrs. Anna Janusz, Vice President	262-903-6965
Mr. Steve Lambrechts, Clerk	262-642-7775
Mr. Dale Ames, Treasurer	248-342-1822
Mr. Adam Witkiewicz, Member	414-975-2741

**East Troy Administrative Office**  
**2043 Division Street**  
**262-642-6710**

Dr. C. Hibner.....District Administrator  
Amy Fospancyzk.....Dir. of Teaching & Learning  
Amanda Jones.....Dir. of Pupil Services  
Kathy Zwirgzdas.....Administrator of Business Services

## East Troy Community School District

### **MISSION:**

*To ensure and provide 21st century learning through: engaged student learning, quality teaching, strong leadership, rigorous coursework, and community service opportunities while demonstrating efficiency and effectiveness for the betterment of the students and community.*

### **VISION STATEMENT:**

*The East Troy Community School District will provide and promote a learning community each and every day.*

### **East Troy Middle School Mission Statement**

*The goal of East Troy Middle School is to empower students to meet the challenges of a changing world.*

### **Educational Philosophy**

In the East Troy Community School District, our mission is to provide a personalized learning environment which places the individual learner at the center of the learning process. It is our focus to provide individual learning opportunities and flexible assessments that empower our students to take ownership of their learning through the application of the 6 Cs

**A. Creativity** - The use of imagination or original ideas to make or bring something new into existence.

**B. Critical Thinking** - Engagement in reasoning, evaluating, problem solving, decision-making, analysis, and self-reflection, resulting in learners being able to locate and identify necessary information, evaluate the merits and consequences of that information, and utilize the information to solve problems.

**C. Collaboration** - The action of working with others and utilizing multiple perspectives to increase creativity and deepen thinking,

contributing to the process of “making meaning” and the building of empathy for others.

**D. Communication** - The process of sending and/or receiving information, resulting in new memories of information learned and increased retention.

**E. Content** - The use of academic standards as the foundation for the learning process, ensuring college and career readiness and access to grade level content for all learners.

**F. Curiosity** - The strong desire to know or learn something, leading to inquiry

The East Troy School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap. Inquiries or complaints of discrimination should be directed to Administrator of Business Services at 642-6710.

## Students' Daily Clock Schedule

### ETMS CLOCK SCHEDULE

#### EARLY RELEASE SCHEDULE

#### ETMS WIN SCHEDULE

## GRADING SYSTEM

Teachers will use a standards rubric to assess student mastery of content. Please refer to the individual teacher for their grading procedures. Assignments are expected to be turned in on the due date. Students will be allotted one day for each day of excused absence to make up their daily work/tests. Parents may access the parent portal grade program to check on student grades.

## CELL PHONES/ELECTRONIC DEVICES (IPOD/MP3)

If students choose to bring cell phones or personal electronic devices to school, they must be powered off and stored in student lockers during the school day. **Cell phones are not allowed in classrooms or during lunch time.** This policy is in force during the normal school hours while students are in school buildings.

The use of cell phones and/or recording devices are not allowed in any restroom or locker room for any reason during or outside school hours. Violators of the phones/electronic device rules may have the device confiscated and be subject to disciplinary actions. Any student caught on a cell phone during the school day will be issued one warning. Once a warning has been issued, a parent/guardian will be required to pick the phone up from the main office.

## BAD WEATHER AND SCHOOL CLOSINGS:

The closing of school because of extremely bad weather or severe emergencies will be announced on the following television stations:

NBC(WTMJ)	Channel 4
FOX(WITI)	Channel 6
ABC(WISN)	Channel 12
CBS(WDJT)	Channel 58

Or visit our website:  
<http://www.eastroy.k12.wi.us/>

## Teacher Information

The teachers at East Troy Middle School are a highly qualified team of dedicated professionals whose mission is the education of the children of East Troy. Listed below is a brief summary of where each teacher received his or her degree.

Adam Trindl	Principal	UW La Crosse	(1)
		UW La Crosse	(2)
		UW Milwaukee	(2)
Matthew Burdt	Learning Strategies		
Eric Butalla	Physical Education		
Katherine Dreger	Learning Strategies		
Joan Dunham	English Language Arts	University of Iowa	(1)
		George Williams College	(2)
Sydney Feenstra	Physical Education		
Laura Feider	Learning Strategies	Winona State University	(1)
		Concordia University	(2)
Kathy Hoff	Math		
James Johnson	Science	Ripon College	(1)
Erica Johnson	English Language Arts		
Sarah Kufalk	Math	UW-Whitewater	(1)
Amanda McLernon	Science		
David Murphy	STEAM/Robotics		
Cathy Nickels	Reading Intervention		(1)
Brian Schaefer	Science	UW Madison	(1)
		UW La Crosse	(2)
Sarah Schmitz	Reading Intervention		
Hannah Schneider	Art		
Jessica Smith	Math	UW Whitewater	(1)
Laura Sprunk	Math	Cleveland State University	(1)
		Alverno College	(2)
Curtis Wetzel	Instrumental Music	UW Madison	(1)
John Wick	Social Studies	UW LaCrosse	(1)
		Aurora University	(2)
Kelly Wojcik	English Language Arts	UW Milwaukee	(1)
		Carroll University	(2)
Jane Wolfe	Math Intervention		
Megan Zielinski	Social Studies	UW Madison	(1)
		Carroll University	(2)

Key:(1) Bachelor's Degree  
(2) Master's/Advanced Degree



## Where to find what you need

If you are late to school...	Go to the office and check in with the attendance administrative assistant for a pass.
If you are late to class...	Get a pass from the previous class's teacher.
If you must leave the building...	Get a blue pass from the office and sign out in the office before leaving.
In case of illness...	Ask your teacher for permission to leave, go to the office.
To see a pupil service team member...	Go to the counselor's office, either make an appointment or walk in. Make sure you let your classroom teacher know where you are.
If you lose something...	Go to the office before school, between classes or after school.
If you find something that isn't yours...	Take it to the office.
To buy lunch...	Deposit money before school or during lunch in the box across from the main office.
To file harassment...	See a teacher, pupil service team member or principal as soon as possible.
To change an address or phone number...	Let the office administrative assistant know as soon as you are aware of the change.
To find out if school is closed...	Listen to radio stations WTMJ-Milwaukee 620 AM, WISN-Milwaukee 1130 AM, WMIL-Milwaukee 106 FM, WFLD-Ft. Atkinson 104.5-FM or TV channels 4, 6, 12, and 58.
If you need to take medication...	All medications should be kept in the office and taken in the health room with adult permission.
Any other questions...	Please check in with the administrative assistants in the office for further questions.

### [SCHOOL ATTENDANCE POLICY 430](#)

When you are in school you can take advantage of many opportunities to learn, socialize, and interact with teachers and other students. Regular attendance and punctuality are as vital to a student's success in school as they are in any other job. **To learn more about this policy, please click the link above.**

### **STUDENT HEALTH**

Any contagious disease such as chicken pox, mumps, and measles or head lice must be reported to the school office. \*Students who have had fevers should not return to school until fever free for 24 hours without medication to lower it.

**2023-2023 SCHOOL YEAR: Any student testing positive for COVID must remain out of school for 5 days. If a student develops symptoms after a member of their household tests positive, they should also remain out a minimum of 5 days.**

# General Information

## GENERAL SCHOOL EXPECTATIONS

### East Troy Middle School Student Expectations: Trojan Targets

Be Safe

Be Respectful

Be Responsible

**These rules are the foundations of all other rules. The fact that a specific act or type of conduct is not mentioned below does not imply its acceptability. Courtesy, common sense, cooperation, and age-appropriate judgment will be expected from all students. *The fact that a specific act or type of conduct is not mentioned below does not imply its acceptability.***

- Every student should treat him/herself, all other people, personal and school property with dignity and respect.
- Students will be honest in all situations especially during discussions with staff members.
- Students will comply with any reasonable request by a staff member.
- Students are to walk in school.
- Throwing any object which may cause bodily harm is prohibited.
- Posters, signs, and other materials may be placed on walls or bulletin boards if the principal's signature is on them.
- Abuse or vandalism of the building, its contents, or school grounds are prohibited.
- **Possession or use of alcohol, tobacco products, vape pens, inhalants, or any controlled substance is illegal and will not be tolerated. These behaviors will be reported to the East Troy Police in addition to school consequences. Possession or use of tobacco by anyone under the age of 18 is a violation of state law and of the Village of East Troy's Ordinance 8:19.010 & 8.50.010 & School Board Policy #443.3 & #443.4.**
- Ignition devices (lighter, matches, flint striker, etc.) are not allowed on school property.
- Students are to stay away from bicycles and automobiles before, during, and after school.  
**The school is not responsible for lost or stolen articles.**
- Soda pop, milk or any other liquids are not to be kept in your locker
- Eat lunch in the cafeteria only.
- Please leave the building and grounds at the end of the school day unless you are participating in a supervised school activity. The building is closed to students at 4:00 pm or at the conclusion of any after school activities.
- Possession of weapons on school property at any time will result in a referral to the ETPD. Pellet or BB guns are now defined as weapons according to state statutes. Look-alike guns will be dealt with as real guns.
- **Students are not to bring student visitors.**
- Students may ride bicycles, skateboards, and scooters to school. Bicycles and scooters must be parked in the bicycle rack and should be locked when not in use. They are not to be used during the school day. Bikes, scooters, skateboards, and rollerblades are not to be ridden on school property.
- Once a student is on school grounds, they may not leave school grounds, unless the office has a note or phone call from the parent/guardian.

## DRESS CODE

Students at ETMS are expected to dress in a manner that is most appropriate for a positive learning environment. The following guidelines are intended to be of assistance to students and parents in determining suitable and appropriate forms of dress and grooming for school attendance. A student's individual dress is primarily a parental responsibility. ***In all cases see administration and/or pupil services concerning questions.***

- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender, identity, religious affiliation, or any other protected group.
- No headwear of any type may be worn or carried inside the school building during normal school hours (other than entering and leaving the building). No Sunglasses.
- Students are prohibited from wearing or carrying any winter jackets/coats or any winter outerwear accessories during normal school hours.
- Students are prohibited from displaying anything on their attire or on their person that gives the impression of being gang-related while on school property or at school-sponsored events.
- Clothing items that disrupt or threaten to disrupt the learning of others are prohibited. Students are prohibited from wearing any clothing or jewelry that contains pictures and /or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, and promotion of gambling, drugs and/or gangs including writing or pictures on clothing with double meanings. Clothing that defames, insults, threatens or harasses any racial or cultural groups or individuals are prohibited.
- Students are prohibited from wearing clothing that is revealing while on school property or at school-sponsored events. Example: Shirts/tops may be sleeveless but must cover all under garments, such as bra straps, midriff area and have no visible cleavage. Pants must be above the hip bones with no visible undergarments. Shorts/dresses/skirts must be appropriate length for adolescence.
- Footwear is required to be worn during normal school hours.
- Sleepwear, slippers, and /or blankets may not be worn or carried during normal school hours.

This code is not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of ETMS. If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the administrator will use his/her discretion to make the final decision.

## LOCKER RESPONSIBILITIES

Each student is assigned a hall locker and a gym locker. Student lockers are the property of the school and are directly controlled by the school authorities. Only school-related materials and wearing apparel are to be kept in lockers. Locker contents will be checked periodically in the best interest of the health, safety, and welfare of the students. **To learn more about this policy, please click the link above.**

**[SEE Policy 466.1 LOCKERS AND LOCKER SEARCHES](#)**

## **CAFETERIA AND LUNCH PROCEDURES AND EXPECTATIONS**

The middle school uses a computerized lunch program. Parents may send checks or cash with their student at any time. Please place it in an envelope with your student's name on the envelope. All money should be placed in the cash box near the main office either before school or during the lunch hour. Students may not purchase a second lunch for any other student. Students without money in their account will be allowed to eat one day and after that, any student not having money in their account will only be given a bag lunch.

## **BULLYING/HARASSMENT POLICY 512**

Bullying and harassment are repeated verbal and/or physical actions that embarrass, upset, worry or annoy people. However, all behaviors that are inappropriate may not necessarily constitute bullying/harassment, and may be handled as a disciplinary action. Some examples of bullying and harassment are:

**Bullying:** Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. Repeated teasing, name-calling, spreading rumors, excluding another on purpose, Tripping/pushing/ bumping into on purpose, throwing things at a person, intimidating, laughing at, and making comments, etc. over time.

**Harassment:** Repeated sexual comments, sexual jokes, comments about a person's gender, sex or race, etc.

**Hazing:** Intentional or reckless engagement in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into an affiliation with any organization or group.

**Students who feel they have been bullied or harassed should tell the bully or harasser to stop.**

You can do this alone or with the help of a teacher, counselor or principal. If the bullying or harassment continues, see the counselor and/or visit the East Troy School District website. You may choose to report the incident in question via, Text, web, email, or phone. You may also visit the school webpage. All students will be informed of the bullying and harassment policy early in the school year.

The East Troy School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap. Inquiries or complaints of discrimination should be directed to the business office at 262-642-6710.

**See Policy 512 HARASSMENT**

## **LEARNING MATERIALS CENTER PROCEDURES AND EXPECTATIONS**

The library is the learning center of the school. A whole range of instructional aids is a part of its services. It contains books, magazines, newspapers, pamphlets, recordings, filmstrips, and computers. It is a place where students may do research. It is also a supplier of supplementary reading material to students interested in enrichment reading. The library is open all day, unless otherwise determined by school personnel. Certain expectations must be in place if the library is to benefit all students.

### **FIELD TRIPS/ATHLETIC TRIPS**

- No student may ride home with a parent without a written note from parent(s) & personal contact with the coach/teacher/supervisor of the trip.
- No CD or IPOD or MP3, etc. players are allowed on any field trips, except by teacher permission.
- **All Financial obligations (fees, fines, textbooks, etc.) need to be PAID in order to attend end of the year (non-curricular/reward) field trips.**  
**End of Year Field Trips**
- **All financial obligations (fees, fines, textbooks, etc.) need to be PAID in order to attend end of the year (non-curricular/reward) field trips.**

### **[School Board Policy\(443.2\)Transportation](#)**

#### **Rules and Regulations for School Bus Riders**

- Please realize that school bus transportation is a privilege, not a right.
  - Please be informed that misbehavior of any kind will not be tolerated. Students who misbehave will be denied the privilege of riding the bus.
- To learn more about this policy, please click the link above.**

### **ATHLETIC CODE**

East Troy Middle School sponsors and encourages student participation in athletics. Athletics provide opportunities for personal growth, skill development, socialization, creativity, and exploratory experience. It is the belief of the East Troy Middle School that involvement in athletics is a privilege with responsibilities and expectations. The Code of Conduct rules, misdemeanors, violations, penalties, reinstatement and violation suspension procedure, with exception to academics, will follow the East Troy High School athletic code. The HS athletic Code of Conduct can be found on the district's website within the high school athletics link.

#### **Attendance**

- A student must be in school by the beginning of the fourth period in order to participate in practice or a contest that day. A student who is ineligible to participate may not travel with the team to away contests. The coach's discretion will be used to determine attendance at practice and home contests. Excused absences include doctor, dentist, family emergencies, etc., and are handled through the office. This applies to all field trips, athletic events, and musical performances.

#### **Detentions**

- A student receiving a teacher or office detention may not practice or participate in a contest the day the detention is scheduled. A student skipping a detention may not practice or participate in a contest until that detention is served and any other penalties are met.

#### **Academics**

- Student academic performance will be checked at the end of each trimester and at progress report time. All subject areas will be included. A student who receives two (2) or more F's

loses his/her eligibility for a minimum of five (5) school days. Failures to raise F's or maintain passing grades once obtained will result in a loss of participation for five (5) additional days.

### **Substance abuse**

- Students participating in athletics shall not use alcohol, tobacco, vape pens, or other forms of drugs which are harmful. An athlete, by being in the vicinity of alcohol, tobacco, vape pens, or harmful drugs, may be judged as either using or condoning the use of these items.

### **Appeal**

- A student who loses eligibility may appeal that decision by contacting the principal who will arrange for a hearing before a faculty panel. The panel will hear from the school's representative and the student or his/her advocate. The panel will issue a timely decision. If the student is not satisfied with the panel's decision, he/she may carry the challenge to the superintendent.

## **AFTER SCHOOL EVENTS**

After school events are for participants and their families. Consequently, some attendance restrictions are necessary.

### **Dances and Social Events**

- Dances and social events are for East Troy Middle School students only. Students attending dances or other social events, either after school or in the evening, will not be permitted to re-enter the building if they leave unless accompanied by their parent/guardian. Students need to be in good academic/library/financial standing in order to attend any function.

### **Musical Performances**

- Music performances are for participants and their parents/guardians. Unaccompanied students will be asked to leave unless prior arrangements have been made. Please observe proper musical performance etiquette at all music events.

### **Athletic Contests**

- Students are welcome to athletic events as long as they exhibit responsible behavior, sportsmanship, and fair play.
- When attending after-school athletic contests, students are to stay in the building. Students who leave the building and attempt to return will not be allowed to do so unless they are accompanied by their own parents or guardians.
- Games will be supervised by at least one staff member. Students are to follow the directions of the supervisor.

### **Clubs and Staff Assistance**

- Students must be supervised by staff members after school. Students not involved in a school activity or receiving staff assistance, must leave the school premises. Students waiting for a ride may remain in the vestibule of door #2 or 3.

## **HIGH SCHOOL EXTRA-CURRICULAR EVENTS**

- Do not interfere with the game or performance nor infringe upon the rights of other spectators.
- Remain in ETMS designated supervised areas. Ticket sales at athletic events will be conducted at entrances to the gym or stadium. Sales will continue until the end of the contest. Hands will not be stamped at football games. If spectators leave the event, they will not be allowed to re-enter.
- Follow the directions of the supervisors.
- Students in grades 6-8 with student ID will be admitted without adult supervision. These students must be picked up or must leave the school grounds within 15 minutes after the end of the event.
- At high school football games, middle school students must be in middle school bleachers unless sitting with a parent.

## **MEDICATION POLICY AND PROCEDURES**

### For a Prescription Medication:

- \* Parent and the physician must complete: Authorization for Administration of Prescription Medication during School Hours form and turn it into the school office. If you did not have this form with you when the physician ordered the medication, you must provide some form of written orders from the physician.
- \* Students in the MS and HS (grades 6-12) levels may carry and self-administer medications as long as it is not a controlled substance, and have the written approval of the parent and physician for doing this (see portion on form regarding self-administration).
- \* Ask your pharmacist for a free, additional pharmacy labeled container to send the medication for school in. Do not send in a large amount of medication at one time. It is your responsibility to make sure the school has an adequate supply of medication for your student.
- \* There is a special Emergency Health Care Plan for Severe Allergic Reactions form which must be completed annually by a parent and physician for students who require Epipens in school.
- \* If there is a change in medication orders, you must have a new Authorization for Administration of Medication form filled out, or directions in writing from the physician.
- \* When a medication is discontinued, please turn in written authorization for this from the physician.

### For a Non-Prescription Medication:

- \* Parents must complete and turn in to the office an: Authorization for Non-Prescription Medication during School Hours form.
- \* All non-prescription or over the counter medication must be provided to the school by the parent, in the original manufacturer's container or packaging, with the student's name on it.
- \* If a parent wishes his/her (6-12 grade) student to carry or self-administer an over the counter medication, written approval by the parent must be submitted (see portion for self-administration form).

**The Authorization for Administration of Medication(s) Non-Prescription and Prescription Forms are in the office or on the school district website homepage - Medical Form**

## **SEE Policy 453.6 MEDICATION ADMINISTRATION POLICY**

## **CHILDREN WITH DISABILITIES**

Services are provided to students identified under state criteria as learning or emotionally disabled. Support is given to these students in academic classes and in Study Hall.

The mission statement for **speech/language** students at East Troy Middle School states that: Speech and language skills are paramount to success. A person who is handicapped in oral communication skills is at a profound disadvantage in every facet of life. Therefore, the speech/language program provides services to students who have a deviance in their oral communication skills. This may include, but is not limited to, disorders related to articulation, fluency, hearing disorders, and voice quality.

**Section 504** of the Rehabilitation Act of 1973 protects the rights of individuals with handicaps in programs receiving Federal financial assistance. The Act defines a person with a handicap who (1) has or (2) has had a physical or mental impairment which substantially limits a major life activity, or (3) is regarded as handicapped by others. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.

Information regarding referrals, evaluations, and placement processes for students suspected of being handicapped under Section 504 is available in the guidance office.

## **SUICIDE PREVENTION**

If you ever become aware of a friend or acquaintance who might be considering suicide, please tell a staff member immediately. No mention of suicide, whether written or spoken, whether said jokingly or seriously, will ever be dismissed or ignored. We promise that we will follow up on every situation and that we will not stop until we are sure that the person is safe. Every effort and contact will be made to help. We believe and act as if each and every mention of suicide is a call for help.

## **EMPLOYEE SCHOLARSHIP FUND**

Each year a monetary award is available to a seventh grade student who applies for the scholarship and is deemed by his or her teachers to be a worthy recipient. The money is meant to be used for an academic or fine arts experience during the summer before eighth grade. Early in the second trimester specific application information is made available to the seventh grade students. This is a competitive award.

## **ISSUING AND CARE OF BOOKS**

Textbooks are furnished to all students. Cost per textbook may vary from subject to subject. Students are liable for any damage or loss incurred during the year. Students may be fined up to 50.00 under the discretion of the librarian based on damages. Teachers keep an inventory of all materials and their condition.

## **SCHOOL RECORDS**

The records of a student are divided into two categories: progress records and behavioral records. Progress records include grades, list of courses taken, attendance and extracurricular activities. Behavioral records include health records, achievement and ability testing, psychological reports (whenever a student has had a report of this type), and general family data such as addresses, names of family members, etc.

**Confidentiality** - Student records are open for inspection by parent or student upon request.

The behavioral record is shown to the person only if someone capable of interpreting them is present. School personnel have the right to see student records in the same manner as the parent.

## **STUDENT ASSISTANCE PROGRAM (SAP)**

The East Troy Student Assistance Program (SAP) provides services to students at all grade levels. We recognize that students have social and emotional needs, in addition to academic needs. One of the components of the SAP is offering student groups to help meet the wide range of needs of our students. These groups will be confidential, and will meet once per week for approximately eight weeks, during the school day. The groups will be facilitated by school staff.

The groups will have an educational focus, and will cover a variety of topics, including peer and family relationships, alcohol and other drugs, and physical wellness. Students can become a member of a group by self-referral, or through a teacher or parent referral.

If you do not want your child to participate in a SAP group, please call the school counselor.

## **BICYCLES/SKATEBOARDS/ROLLERBLADES/HEELIES/RIP-STICKS**

Students may ride to school. Bicycles must be parked in the bicycle rack and should be locked when not in use. They are not to be used during the school day. For safety reasons, bike, skateboard, or rollerblade riding is not permitted around the buses during loading or unloading. Students using their bikes, skateboards, or rollerblades inappropriately before, during, or after school may be asked not to bring their equipment to school for a period of time. Bicycles, skateboards, and rollerblades are not to be ridden on school property.

**Heelies are not allowed in school.**

## **LASER PENS/POINTERS**

Laser pens or pointers are **not** permitted in school or any school related activity, including athletic events, field trips, concerts, plays, assemblies, or on any school bus or transportation. Students having laser pens or pointers in their possession are subject to removal from classrooms or events and the laser pen/pointers will be confiscated. Students are also subject to disciplinary action including suspension when using laser pens/pointer on school grounds or at any school-related activity.



## **STUDENT TRANSFERS**

In the event a student is transferring to another school system, the procedure listed below needs to be followed:

1. Present to the principal's office a written notice from the parent stating the intent to withdraw.
2. The secretary will give the student a withdrawal form which is to be made out in duplicate.
3. Turn in all textbooks and materials to your teachers and secure the teacher's signature and present grade achievement on the withdrawal form.
4. Turn in all physical education and athletic equipment.
5. Turn in all library materials and pay all fines.
6. Take care of all financial obligations to the lunch program or to the principal's office.
7. Return the original copy of the withdrawal form to the office and keep the copy for your personal records.
8. When you get to your new school you will need to sign a request for records form. When we get that from the new school, we will mail your records to the school. We will not release any records until all obligations have been satisfied.

## **FUNDRAISING ACTIVITIES**

All sales of fund raising activities must be approved by the principal. Generally, outside school groups are not allowed to sell candy or other items during school hours.

## **ACCESS TO BUILDING**

During regular school hours, only door number two (main office doors) will be accessible for students, parents and visitors. Access to the building is monitored by the office staff and all visitors are required to sign in at the office. We appreciate your assistance.

Before school, drop off remains the same as students should be dropped off in the middle school parking lot next to door number three. Students may walk on the sidewalk to door number two and enter the building. Be aware that buses will continue to have access to the drive for normal drop off.

## **PRIOR TO SCHOOL**

Knowing that student attendance at school is of the utmost importance to us and never wanting to create barriers; but rather, remove barriers; we will continue to assist parents / guardians by allowing accessibility to our auditorium prior to school. If possible, we highly encourage students to not be at school prior to 7:30 a.m. since any direct adult supervision will begin in that area at 7:30 a.m. If you allow your child to arrive earlier than 7:30 a.m., please understand that no direct adult supervision is present and you accept the risks associated with such an arrangement.

## **STUDENT PICK UP AFTER SCHOOL**

When picking your child up after school, please either plan on being in the west parking lot before the buses start to arrive (approximately 3:10 pm) and waiting to leave until all the buses have been loaded and have left (approximately 3:18 pm) or park in the street along Graydon Ave. to the west of the school. **In the interest of safety, we will not be letting cars in or out of the west parking lot while students are walking to and loading onto the buses. We hope you understand our concern for student safety.**

## **WHEN DROPPING OFF YOUR MIDDLE SCHOOL CHILD BEFORE SCHOOL, PLEASE FOLLOW THE TRAFFIC PATTERN IN THE MIDDLE SCHOOL PARKING LOT.**

- Upon entering the parking lot, immediately turn right (west).
- Turn left and travel along the west side of the parking lot until you reach the end of the parking lot closest to the baseball concession/storage shed.
- Turn left traveling east along the baseball concession/storage shed.
- Turn left traveling north along the middle school building.
- Drop off your middle school child along the building.
- Exit the drive you entered.

## **FIRE AND EMERGENCY DRILLS**

Fire drills are held regularly. When the fire bell rings, students are to go quietly to the area designated for the particular room they are in at the time of the drill. These directions are posted in each room near the door. Class groups are to stay together throughout the drill.

Tornado drills occur periodically. A plan for taking shelter is in place in the event of a tornado.

A list of instructions is posted near the door of each classroom, also. Cooperation during these drills is imperative. In the event of a real emergency, lives could be saved by following directions.

## **LOCK DOWN DRILLS**

Lockdown drills are practiced periodically to prepare students and staff for any serious emergency situation that may develop either inside or outside the building. A plan is in place and staff are fully aware of alternative directions should a situation develop.

## **CHEATING**

Students at East Troy Middle School are expected to adhere to the highest of academic standards. In order to fully learn the necessary material and prepare yourself for future academic success, Students are expected to complete their own school work and various forms of cheating will not be tolerated.

Forms of cheating include but are not limited to:

- Copying someone else's homework, tests, project
- Allowing someone else to copy your assignment, test project
- Making copies of an assignment or test for someone else
- Obtaining copies of tests, assignments prior to their being given out

Consequences for violation of these rules are, but not limited to:

- First violation – Teacher discretion
- Second violation – referral to principal
- Third/Further violations – parent meeting with principal before returning to class

## **FEE REFUND GUIDELINES**

Fees are collected in a timely manner so that school personnel may order consumable supplies for the classroom, athletics, and other activities.

Therefore, only students who withdraw prior to the first day of school will receive a refund for current school year payments made to date.

Please note: Any lunch account money, if the balance is over \$5.00, will also be reimbursed if requested with the Food Service Supervisor.

The only middle school exceptions to these refunds once a student has been in attendance are for extracurricular fees that have not yet begun. For example: if a student registers for a spring sport and withdraws in the fall, the sport fee is reimbursable.

## **WEAPONS ON SCHOOL PREMISES**

No one may possess, use, or store any kind of weapon on school grounds, on school buses or at any school related activity, except for approved educational purposes. A written request must be granted by the principal prior to the activity and will be under the supervision of the instructor in charge.

A weapon is defined as any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns, including BB and pellet firing guns, knives, razors, karate sticks, nunchaku, metal knuckles, chains and similar items. A weapon may also be defined as any facsimile or “look-alike” firearm such as a starter pistol or other object that could be perceived as an actual firearm or weapon.

Students in violation of the provisions of this section shall be subject to disciplinary actions in accordance with school regulations including suspension and/or expulsion from school and will also be subject to state statutes. In the case of possession with intent to threaten or cause bodily

harm to others or to cause property damage, law enforcement officials will be notified. In all cases, the student’s parent or guardian will be notified.

Employees violating this policy shall be disciplined in accordance with employee policies and agreements and referred to law enforcement officials for prosecution.

Any other person violating this policy shall be referred to law enforcement officials for prosecution.

See [\*\*POLICY 832 DANGEROUS WEAPONS IN THE SCHOOLS\*\*](#)

No one may have any kind of weapon on school grounds, on school buses, or at any school sponsored event except for approved educational purposes. **To learn more about this policy, please click the link above.**

## **AUTOMATIC EXTERNAL DEFIBRILLATORS**

The middle school is fortunate to have an AED on site. This **Automatic External Defibrillator** is located just outside of the girl's locker room door. In the event of a cardiac emergency, a message over the loudspeaker will direct all trained emergency personnel to the event. All other staff members will be asked to hold their classes until an all-clear is given.

See [\*\*POLICY 453.1 AUTOMATIC EXTERNAL DEFIBRILLATORS POLICY\*\*](#)

**To learn more about this policy, please click the link above.**

## **CHROMEBOOKS**

### **Care**

Students are responsible for the general care of the Chromebook they have been issued by the school. Devices that are broken, or fail to work properly, must be taken to the library as soon as possible so that they can be processed accordingly, or sent to the parent's 3rd party insurance company immediately. **Do not take district-owned devices to an outside computer service for any type of repairs or maintenance.**

### **Chromebooks General Precautions/Information**

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and storage devices must be inserted carefully into the devices.
- Never lean or put pressure on a device or a device screen. If you are placing your Chromebook in a locker, the device must be on top of the other items in the locker, preferably on the upper shelf.
- Never poke the screen with anything that will mark or scratch the screen surface.
- Devices must have a East Troy School District AV tag on them at all times and this tag must not be removed or altered in any way.
- Always disconnect the plug/cord from the device before transporting.
- The purchase and use of a protective case for the device is encouraged.
- Devices must remain free of any writing, drawing, or stickers unless the device is protected with a removable cover/skin.
- Clean device screens with a soft, dry microfiber cloth, an anti-static cloth, or a water-dampened towel. Do not use cleaning solvents on the devices.
- Always transport devices using both hands.
- Never carry your Chromebook by the screen (most common breakage).
- Never carry your Chromebook while the screen is open. Chromebook lids should always be closed and tightly secured when moving.
- Never place your Chromebook in a bag under books and heavy items. Chromebooks should be transported like eggs from the grocery store - on the top of your bag.
- Never transport your device with the power cord plugged in.
- Never leave your device in a car or any unsupervised area.
- Lock your lockers containing the devices. If you participate in sports, be sure to lock your Chromebook when in a locker room.

### **Using Your Chromebook at School**

- Devices are intended for use at school each day.
- Students are responsible for bringing fully charged Chromebooks for use each school day. Repeated failure to charge devices at home could result in disciplinary measures. Limited charging stations will be available at school for emergency uses.
- Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Students finding an unsupervised Chromebook at school should notify a staff member immediately.

### **Chromebooks under Repair**

- Loaner Chromebooks may be issued to students when their Chromebook is in the library for repair or being sent to a third party insurance company.
- Students using loaner Chromebooks are responsible for any damages incurred while in his/her possession. Students will pay full replacement cost if the loaner Chromebook is lost or stolen.
- Loaners must be returned to the library at the end of each school day and may not be taken home.

### **Passwords/Personal Information**

- Every student will be issued an East Troy Google Domain account; account passwords must never be shared.
- Change your password if you believe that it has been compromised.
- Forgotten passwords can be recovered and reset by contacting school staff.
- In their online activity, students should not reveal their full name, phone number, home address, social security number, credit card numbers, or passwords.

## **COMPUTER SYSTEM USE**

The use of the computer network is a privilege which may be revoked by the principal at any time for abusive conduct. Such conduct would include, but is not limited to, the altering of system software, the placing of unlawful information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. **To learn more about this policy, please click the link above.**

### **SEE POLICY 443.8**

### **STUDENT USE OF INFORMATION TECHNOLOGY AND COMMUNICATION RESOURCES**

The East Troy Middle School staff reserves the right to remove files, limit or deny access and refer for other disciplinary action. A fine for recovering the system will assessed for misuse per school board policy.

ETMS reserves all rights to any material stored in files and will remove any material which ETMS staff, at their sole discretion, believe may be unlawful, obscene, pornographic, abusive, or objectionable. Users will not use their supplied computer account to obtain, view, download or otherwise gain access to such materials.

All information services and features contained on the school systems are intended for the private use of its patrons, and any use of these resources for commercial or other unauthorized purposes, in any form, is expressly forbidden.

ETMS does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error free or uninterrupted. ETMS is not liable for any direct or indirect, incidental, or consequential damages (including lost data) sustained or incurred in connection with the operation or the inability to use the system.

Each student is responsible for the use of their password and account. Any problems which arise from the use of a user's account is the responsibility of the account holder. Any misuse may result in suspension of the account privileges. Use of an account by someone other than the registered account holder may be grounds for loss of privileges.

Files are periodically deleted from the network without previous notice. It is extremely important to save any valuable files on a backup disk.

**Parents that do not want their child to have computer access should contact school administration in writing.**

# VOLUNTEERING IN THE EAST TROY COMMUNITY SCHOOL DISTRICT

SEE [Policy 882 VOLUNTEERS IN SCHOOL](#)

Volunteers are an important part of our school culture. To learn more about this policy, please click the link above.

## EAST TROY MIDDLE SCHOOL PLANNING GUIDE

Go to: [ETCSD Website](#)

[Schools / Middle / Academics / Course-options-planning-guide](#)

### SPECIAL OPPORTUNITIES

Many special opportunities are available at the Middle School. These opportunities are listed here by category:

#### Intelligence

- Fifth and sixth grade Math Team Competition
- Sixth, seventh, and eighth grade Math Team Competition
- Seventh grade Wisconsin Math League Competition

#### Academic

- Presidential Award

#### Leadership

- Student Council
- Yearbook

#### Creative/Artistic

- Middle School Art Conference
- Honors Band Day (Application process)
- Jazz Band
- Woodwind Choir
- Solo Ensemble Competition
- UW-Whitewater Honors Band (competition)
- State Middle School Honors Band Competition
- Southern Lakes Anthology (writing and drawing competition)
- Student Talent Show
- Youth Art Month
- Walworth Arts Council
- Builder's Club

#### Sports

- Volleyball (7<sup>th</sup> & 8<sup>th</sup> grade interscholastic)
- Basketball (7<sup>th</sup> & 8<sup>th</sup> grade interscholastic)
- Wrestling (7<sup>th</sup> & 8<sup>th</sup> grade interscholastic)
- Track & Field (6<sup>th</sup> practice opportunities) (7<sup>th</sup> & 8<sup>th</sup> grade interscholastic)
- Ski trips (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>)
- Cross Country (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>)

## 2023 - 2024 Middle School Suggested Supply List

OTHER CLASSES	<b>STEAM</b>	<ul style="list-style-type: none"> <li>-Box of tissues</li> <li>-Flash drive (any size)</li> <li>-Box of "ziploc" sandwich bags</li> </ul>	<b>Sixth Grade</b>	<p><b>All 6<sup>th</sup> graders</b></p> <ul style="list-style-type: none"> <li>- Earbuds/Headphones</li> <li>- 2 boxes of tissues (give to your 1<sup>st</sup> hour teacher)</li> <li>- Pack of loose leaf paper</li> <li>- Ballpoint pens and Pencils and Colored pencils</li> <li>- Markers and Highlighters and black dry erase markers</li> <li>- Glue sticks</li> <li>- Scissors</li> </ul> <p><b>Math CC1</b></p> <ul style="list-style-type: none"> <li>- Pencils and 4 black expo markers (to be given to math teacher)</li> <li>- Graph paper notebook</li> <li>- 3-ring binder, 1 inch</li> <li>- Calculator TI-30IIS or equivalent version</li> </ul> <p><b>Science</b></p> <ul style="list-style-type: none"> <li>- Folder</li> </ul> <p><b>Social Studies</b></p> <ul style="list-style-type: none"> <li>- Folder</li> <li>- Spiral notebook</li> <li>- Post-it notes</li> <li>- 1 inch 3 ring binder &amp; 10 dividers with table of contents</li> </ul> <p><b>ELA</b></p> <ul style="list-style-type: none"> <li>-1 Folders</li> <li>-2 Spiral Notebooks</li> <li>- Post it notes</li> <li>- 3 Highlighters</li> </ul>
	<b>Robotics</b>	<ul style="list-style-type: none"> <li>-Box of tissues</li> <li>Box of "ziploc" gallon bags</li> </ul>		
	<b>Band</b>	<ul style="list-style-type: none"> <li>- Pencil</li> <li>- Band book (buy at school)</li> <li><u>7<sup>th</sup> &amp; 8<sup>th</sup> grade students</u></li> <li>- Band T-shirt (buy at school)</li> </ul>		
	<b>Choir &amp; Music Class</b>	<ul style="list-style-type: none"> <li>All Grades Music</li> <li>-Pocket Folder</li> <li>-Pencil</li> <li>-Headphones/Earbuds</li> </ul>		
	<b>Business Education</b>	<ul style="list-style-type: none"> <li>- Headphones</li> <li>- Pens or Pencils</li> </ul>	<b>Seventh Grade</b>	<p><b>All 7<sup>th</sup> graders</b></p> <ul style="list-style-type: none"> <li>- Earbuds/Headphones</li> <li>- Box of tissues (given to 1<sup>st</sup> hour teacher)</li> </ul> <p><b>Math CC2</b></p> <ul style="list-style-type: none"> <li>- Pencils</li> <li>- Graph paper notebook</li> <li>- 4 Black expo markers (to be given to math teacher)</li> <li>- Calculator TI-30IIS or equivalent version</li> <li>- 1 inch 3 ring binder</li> </ul> <p><b>ELA</b></p> <ul style="list-style-type: none"> <li>- Pencils</li> <li>- Post-it notes</li> <li>- Composition notebook</li> <li>- 2 Spiral notebooks</li> <li>- Folder or binder</li> <li>- Highlighters and Dry erase marker</li> </ul> <p><b>Science</b></p> <ul style="list-style-type: none"> <li>- Pencil or Pen</li> <li>- Folder</li> </ul> <p><b>Social Studies</b></p> <ul style="list-style-type: none"> <li>- Pencils and Pens and colored pencils</li> <li>- One spiral notebook</li> </ul>
	<b>Physical Education</b>	<ul style="list-style-type: none"> <li>- Sweatshirt / T-shirt</li> <li>- Sweatpants / Shorts</li> <li>- Socks</li> <li>- Gym shoes (non-marking sole)</li> </ul>		
	<b>Health (6<sup>th</sup> gr)</b>	<ul style="list-style-type: none"> <li>- Folder</li> </ul>		
	<b>Exploring Spanish &amp; Spanish (7th &amp; 8th gr)</b>	<p><u>Exploring Spanish</u></p> <ul style="list-style-type: none"> <li>- 3-ring binder</li> <li>- Spiral notebook</li> <li>- Note cards</li> </ul> <p><u>Spanish</u></p> <ul style="list-style-type: none"> <li>- Big 3-ring binder</li> <li>- Spiral 3 subject notebook</li> <li>- Book cover</li> </ul>		
	<b>Technology Education (7th &amp; 8th gr)</b>	<ul style="list-style-type: none"> <li>- Wide lined loose-leaf paper</li> <li>- Pencils and eraser</li> <li>- Folder</li> <li>- Ruler</li> </ul>	<b>Eighth Grade</b>	<p><b>All 8th graders</b></p> <ul style="list-style-type: none"> <li>- Earbuds/Headphones</li> <li>- 2 boxes of tissues (given to 1<sup>st</sup> hour MS teacher)</li> </ul> <p><b>Math CC3</b></p> <ul style="list-style-type: none"> <li>- One inch 3-ring binder</li> <li>- Pencils</li> <li>- graph paper notebook</li> <li>- 4 Black expo markers (to be given to math teacher)</li> <li>- Calculator TI-30IIS or equivalent version</li> </ul> <p><b>ELA</b></p> <ul style="list-style-type: none"> <li>- Spiral notebook</li> <li>- Folder or 1 inch 3-ring binder</li> <li>- Composition book for vocabulary</li> <li>- Pens and pencils</li> <li>- Post-its</li> <li>- Dry erase markers and Highlighters</li> </ul> <p><b>Science</b></p> <ul style="list-style-type: none"> <li>- English-Metric ruler</li> <li>- Pencils and blue or black pen</li> <li>- Calculator</li> </ul> <p><b>Social Studies</b></p> <ul style="list-style-type: none"> <li>- Colored Pencils</li> </ul>
	<b>Art</b>	<ul style="list-style-type: none"> <li>- Mechanical pencils</li> <li>- 1 pink eraser</li> <li>- 1 or more Styrofoam egg cartons</li> <li>- 1 box of gallon size Ziplock bags</li> </ul> <p><u>6<sup>th</sup> grade also</u></p> <ul style="list-style-type: none"> <li>- Roll of plastic wrap</li> <li>- Roll of Tinfoil</li> <li>- 3 bottles of 2 oz craft paint(acrylic)</li> </ul>		
<b>Learning Strategies</b>	<ul style="list-style-type: none"> <li>-One inch binder</li> <li>- Folder</li> <li>- Highlighter / Post it notes</li> </ul>			

## **FAMILY ACCESS**

The East Troy School District has a computer management system that allows parent access to their student's school information including grades, family information, health records and lunch account balances. If you would like access to this system, please fill out a Family Access Information Sheet, turn it into the office and a confidential password and username will be emailed to you.

In our ongoing efforts to improve communication, relations and sharing of information in a timely manner, the following are email notification options that are available via Family Access:

- attendance
- grading – daily or weekly which can include missing assignments, list of assignments below or above a certain level and grade mark changes for a past term
- progress reports email – daily, weekly or monthly including attendance

## **GIFTED AND TALENTED PROGRAMMING PHILOSOPHY**

The East Troy Community School District is committed to providing excellence in education for all students. The District acknowledges that some students, by virtue of their outstanding abilities, are capable of high performance. The District recognizes the right of these gifted and talented students to receive educational opportunities that will complement the level of their capabilities. Therefore, appropriate programming and services will be provided to develop their particular level of giftedness.

### **What is Gifted?**

“Students who give evidence of high achievement capability in areas such as intellectual, creative, artistic, or leadership capacity, and who need services and activities not ordinarily provided by the school in order to fully develop those capabilities.”

As defined by the National Association of Gifted Children: <http://www.nagc.org/>

According to the East Troy Community School District Gifted and Talented philosophy, the majority of identified students will have their academic needs met in the regular classroom through a personalized curriculum. This may involve modifications to the content, process, product and/or assessment.

The Gifted and Talented program at ETCSD is based on a personalized learning environment, which has a foundation based on individualized learning. While other Gifted and Talented programs are based on differentiated instructional strategies that tend to focus on how the teacher delivers content, a personalized learning environment focuses on student-driven academic goals, curriculum, content, delivery method, and flexible pacing that are tailored to meet the preferences, interests, and needs of the individual student.

In special circumstances a few students may require additional educational experiences. The program will provide appropriate options to meet the needs of identified students in five potential areas: General Intellectual, Specific Academic, Creativity, Leadership, and Visual and Performing Arts; and at three distinct levels of giftedness. The program is based upon the State of WI Department of Instruction Gifted Pyramid Model as outlined in the Gifted Handbook dated May 2005.

Multiple criteria will be used to identify gifted learners. Rate of learning and modifications to meet this difference will be a foundation of Gifted and Talented programming. Consideration will be given to the academic, social and emotional development of the child. Building a partnership between home and school will assist all in recognizing, understanding and nurturing advanced abilities and potential in our young adolescents.



# Discipline & Rules

## Be On Target



**Behavior Matrix**  
**"Be on Target in Middle School"**

Expectations	Classroom	Hallways Walk Around	Cafeteria	Bus	Bathrooms	Arrival/ Departure	Playground Lunch Line	Main Office	Computer Lab
<p><b>Be Respectful</b></p> <p>Follow adult directions</p> <p>Use appropriate volume, tone and language</p> <p>Respect personal space and belongings as others</p>	<p>Listen to teachers and peers</p> <p>Raise hand and wait to be called on</p>	<p>Stay to the right</p>	<p>Clean up after self</p> <p>Say please and thank-you</p> <p>Be considerate of facility</p>	<p>Be on time</p> <p>Stay seated</p>	<p>Clean up after self</p> <p>Be considerate</p>	<p>Remove all head coverings at door</p>	<p>Share equipment</p> <p>Play fair</p> <p>Include everyone</p>	<p>Calmly state your business</p> <p>Wait patiently</p>	<p>Use school equipment and materials properly</p>
<p><b>Be Responsible</b></p> <p>Follow adult directions</p> <p>Carry assignment notebook</p> <p>Cell phones in locker and turned off</p>	<p>Be on time</p> <p>Come to class prepared</p> <p>Be accountable for work</p>	<p>Use passing time wisely</p>	<p>Walk perimeter to line up</p> <p>Keep area clean</p> <p>Wait to be dismissed</p> <p>Leave food and drink in the cafeteria</p>	<p>Keep the aisle clear</p> <p>Keep seats in vehicle clean</p>	<p>Use during passing time and lunch</p> <p>Use bathroom passes for emergencies</p> <p>'Flush'</p>	<p>Be on time</p>	<p>Stay in designated area</p> <p>Bring in equipment</p> <p>Come in when the whistle/bell rings</p>	<p>Visit needed to be for a valid purpose</p>	<p>Passes required during class time</p> <p>Print only necessary materials</p> <p>Pick up after yourself before you leave</p>
<p><b>Be Safe</b></p> <p>Report problems to staff</p> <p>Keep hands, feet and objects to self</p>	<p>Learn and follow each class rule</p> <p>Use materials as directed</p>	<p>Stay to the right</p> <p>Walk</p>	<p>Follow adult directions</p>	<p>Stay seated</p> <p>Talk Quietly</p>	<p>Wash hands</p>	<p>Arrive appropriately dressed</p> <p>Leave promptly</p> <p>Go directly to your destination</p>	<p>Respect personal space</p>	<p>Open and close doors carefully</p> <p>Wait patiently in one place</p>	<p>Stay in assigned seat</p> <p>Follow District's "Acceptable Use Policy"</p>

## East Troy Middle School Discipline Procedures

If a student receives 3 or more minors from the same teacher, it will be considered a major referral. Administration reserves the right to assign disciplinary action as they deem appropriate. A parent conference may be requested if a student receives a major referral.

*A student issued a minor will receive skill development from the staff member specific to the minor and other redirections associated with the minor. Skill development can include, but not limited to, re-teaching, loss of flex, loss of class privileges or RTC (Student Reflection Form).*

Special Note: A student may not participate in the end of the trimester reward opportunities if:

- They have 6 or more minors in a trimester
- 2 or more major violations
- Suspended in or out of school during the trimester

**Minors will start over each trimester**

**Suspensions:** A student who is suspended out of school for any reason may not be on any East Troy school property or attend any East Troy school activities from the time the suspension begins until the student returns to school after the suspension expires. A mandatory parent meeting will be required for a student to return to the building following a suspension.

**East Troy Middle School Student Expectations: Trojan Targets**  
**Be Safe**  
**Be Respectful**  
**Be Responsible**

# District Policies



**ANNUAL NOTICES AND BOARD POLICIES OF THE  
EAST TROY COMMUNITY SCHOOL DISTRICT**

**[WWW.EASTTROY.K12.WI.US](http://WWW.EASTTROY.K12.WI.US)**

**DISTRICT > ANNUAL NOTICES**

**DISTRICT COMMUNICATIONS>BOARD POLICIES**