

WELCOME TO ALEXANDER MIDDLE SCHOOL

"In the middle -- kids come first."

540 Birch Street Nekoosa, WI 54457

Phone: 715-886-8040 Fax: 715-886-8097

Web site: www.nekoosaschools.org

Your middle school years will provide you with many new experiences. Teachers and staff members at A.M.S. are dedicated to assisting and guiding you. All of our students are encouraged to become involved in healthy life-style choices. We offer a variety of co-curricular activities, including sports and a wide-assortment of club opportunities.

Alexander Middle School Promotes:

A safe learning environment

An interaction between family, community, and school

A basis for life-long learning

A balance of physical, intellectual, emotional, and social needs

The opportunities for students to reach their highest potential



The expectations outlined below are not meant to be all inclusive, but rather a guide to help you have a successful middle school experience. You are expected to be familiar with the contents of the AMS Student Handbook.

Attendance: Student Absences and Excuses

You need to be in school every day that school is in session.

The office will **excuse** an absence for the following reasons only.

a personal illness (*The office may require a medical excuse from a doctor.*)

an illness in the family

a death and/or funeral of a relative or friend

the observance of a religious holiday

a court appearance or legal procedure if you are required to attend

a medical appointment

a hunting/fishing trip with a parent/guardian (*Please let the office know in advance of the absence in exchange for a "pre-plan" sheet.*)

a family vacation (*Again, please let the office know in advance of the absence in exchange for a "pre-plan" sheet.*)

An absence--for a reason not listed above--will be considered an **unexcused** absence.

Your parent/guardian must telephone the school before 9:00 a.m. on the day of the absence.

Your absent work will be sent home, but only if your parent/guardian makes this request by phone. Your absent work may be picked up any time after 2:00 p.m. or may be sent home with a sibling. (*Your parent should specify.*)

When you return to school after an absence, you must provide the office with a written explanation of your absence signed by your parent/guardian. Please take care of this matter *before* first period.

You are responsible for completing make-up work (*assignments and/or tests*). You are allowed two days for each day you are absent to complete your make-up work. Your report card will reflect assignments and/or tests left undone.

Bicycles

If you ride your bicycle to school, please observe all traffic laws. You must park your bicycle in one of the bike racks. Remember to lock your bicycle! AMS does not carry insurance for personal property that is lost.

Bus Services

The Nekoosa Board of Education has developed a policy on bus riding responsibilities. (*A copy of this policy can be found in the "first-day-of-school" folder.*)

Cafetorium: Breakfast/Lunch

Your behavior in the cafetorium should be based on courtesy, respect and cleanliness. When you leave your area, please pick up after yourself. At no time should food from the hot lunch program be shared with others.

Once you are through the food line, have your lunch card scanned.

After you have finished eating, you are to go outside (*or go to the gym during inclement weather*) but only after being dismissed.

You are not allowed to leave the cafetorium with food unless you are attending a meeting or if you have a pass.

Your breakfast/lunch should be paid for before you eat. Please make sure your lunch account is up to date at all times. In the event that your account falls behind, the oldest sibling will receive a past-due notice. These notices are sent home every Thursday; however, your parent/guardian may check on your account by calling 886-8105, between 9:15 - 10 a.m., Monday through Friday. *(An additional handout regarding the lunch program can be found in the "first-day-of-school" folder.)*

Care of Personal Property

You are responsible for your personal property. It is strongly recommended that large sums of money, cameras, and electronic devices be left at home. If you choose to bring such items, however, these items must remain in your *locked* locker throughout the school day. If it is necessary for you to bring a large sum of money to school, it is advised that you take it to the office while at school for safekeeping. If you lose an article of value, stop in the office at once. AMS does not carry insurance for personal property that is lost. *(See "Lockers" below.)*

Cell Phones

You are not allowed to use a cell phone *(for any reason)* during the school day. If you choose to bring your cell phone to school, it must be turned off and kept in your locker.

Communication Devices

The Nekoosa School District Policy prohibits you from using and possessing two-way communication devices and/or a pager while on school grounds. *(Policy 443.5.)*

Co-Curricular

A separate Co-curricular Code is distributed to students who participate in Co-curricular activities. If you are interested in Co-curricular activities, then I encourage you to review the hand out provided in the *"first-day-of-school"* folder or visit our school web site (www.nekoosa.k12.wi.us/alexanderactivities.php).

Discipline

The Nekoosa Board of Education has approved the AMS Discipline Policy. *(A copy of this policy can be found in the "first-day-of-school" folder.)*

Dress Code

AMS takes pride in the appearance of all students. The general rule is to keep yourself well-groomed and neatly dressed at all times. Dress and/or a grooming style that disrupts the learning process or endangers the health and safety of others must be avoided.

The following dress code must be observed at all school functions:

Any articles of clothing or accessories that display profanity, alcohol, drugs, violence, discriminatory messages, gang identification or sexually suggestive phrases may not be worn.

Accessories that may cause injury to another student, may not be worn.

A shirt/blouse may not expose the midriff, and may not be excessively open at the neck and/or arms.

Undergarments may not be visible.

A hat may not be worn in school, except for special occasions as deemed appropriate by the office.

You may be sent home if your appearance does not meet the above-mentioned standards.

Emergency Drills

AMS will practice monthly emergency drills. These drills will include fire, tornado, severe weather and lockdown procedures. Regular emergency drills are required by law and are an important safety precaution. Members of the AMS staff will guide you through the appropriate emergency procedure.

Promotion and Certification Requirements

In order to be eligible to participate in promotion exercises, you must:

- a. Have had a successful academic experience at the middle school.

- b. Be recommended by a majority of your eighth grade teachers. No student recommended shall be denied participation unless he / she has been placed on academic probation. All probationary students will be notified via mail no later than three (3) weeks following the end of the third quarter.

- c. Not be on the Behavior Probation list at the time of the promotion exercises.

This procedure applies only to the awarding of the Academic Achievement Certificate and participation in the promotion ceremony. The School Board policy regarding promotion/retention to high school will remain in effect.

Homework Hotline

The AMS Homework Hotline is designed to make homework assignments and scheduled school events available to you and your parent/guardian 24 hours a day. Call 886-8066.

Illness or Injury

If you are too ill to remain in class, inform your teacher and report to the office. You may be placed in the sick room or sent home if a parent/guardian can be reached.

If you become injured in a school related activity, report it to the person supervising the activity immediately.

Lockers

You are issued a locker/combination at the beginning of the school year. Your locker should be locked at all times. Please **DO NOT** give your combination to your friends. You are responsible for keeping your locker clean both inside and out. When you occupy a locker anywhere in the building, it is understood that you assume all responsibility for its contents. Lockers are provided for your use and convenience but remain under the jurisdiction and control of any member of the AMS staff. Lockers will be inspected on a regular basis.

Lost and Found

If you lose something belonging to you, be sure to check the Lost/Found area. If you *lose* or *find* a **valuable** item, please report it to the office immediately.

Lunch/Breakfast

AMS has a computerized lunch/breakfast program in place. Your parent/guardian may send the Nekoosa Schools Lunch/Breakfast Worksheet and payment along with you to school in a sealed envelope, or mail them directly to AMS. (See "**Cafetorium: Breakfast/Lunch**" above.)

Medication

The School District of Nekoosa has a policy for the distribution of medication. (A copy of this policy can be found in the "first-day-of-school" folder.) If you have medicine you need to take during the school day, please have your parent make arrangements with the office.

Nondiscrimination Policy

The Nekoosa Joint School District is committed to providing equal educational opportunities for all students in the district. Therefore, it is the policy of the district that no person, on the basis of sex, race, religion, national origin, national ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or handicap may be denied admission to any school in the district or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, student services, recreational or other program or activity.

Passes

You should only be in the halls at the beginning and close of school and while moving from one class to another. If you are in the halls during class time, you must have a pass. Running and shouting in the halls is NEVER permitted.

Permission to Leave the Building

If you need to leave school before dismissal time, you should have a written note from your parent/guardian indicating the dismissal time, destination, and reason for leaving. This note should be given to the office before first period in exchange for a "Leave School Permit." Before you leave school grounds, your parent/guardian must sign you out in the office.

Policies: Student Code of Conduct, Alcohol & Drug Use, & Weapons

Please refer to the Nekoosa Public Schools Student Code of Conduct, the Student Alcohol and Other Drug Use Policy, and the Weapons Policy. Violation of any of these policies may result in suspension, a hearing before the Board of Education for expulsion and/or a referral to the local law enforcement authorities. (*A copy of these policies can be found in the "first-day-of-school" folder.*)

Report Cards

You will receive a report card at the end of each quarter. You are urged to review your report card with your parent/guardian in a timely fashion.

Schedule Changes

A schedule change will only be made during the first two weeks of school. After the first two weeks, a schedule change will only be made in an *exceptional* case. The Principal and Guidance Counselor will make the final decision regarding a request for a schedule change.

School Nurse

AMS has the services of the Wood County Nurse who visits our school on a weekly basis. If you have a reason to see her, make an appointment through the office.

School Property

You are responsible for the care of any school-owned equipment which has been assigned to you. If this equipment is lost or damaged, a fine may be assessed. This includes such items as books, tools, instruments, athletic equipment, etc.

Severe Weather - School Closing

In cases of severe weather, the official announcement for school closing may be heard on WFHR (AM 1320), WYTE (FM 96.7) radio, WAOW TV 9, or WSAU TV 7 between 6:00 and 7:00 a.m., or you may call our Homework Hotline @ 886-8066.

Telephone

You may use the office phone (*with permission*) before school, after school, in between classes, or during lunch. A classroom phone may also be used (*with permission*) unless it is a long distance phone call. The pay phone in the gym lobby is off limits during the normal school day unless special permission is granted.

Textbooks

You are responsible for each textbook issued to you. If there has been damage beyond the normal wear, you may be fined as follows:

- Loss of book = *total cost of book*
- Missing cover or covers = *1/2 price of book*
- Missing or mutilated pages = *1/2 price of book*
- Breaking the book back = *1/2 price of book*
- Defacing or soiling book = *1/2 price of book*
- Permanently marking in book = *1/2 price of book*

The fine should be paid to the office.

Vandalism and Property Damage

If you destroy or vandalize school property, you may be required to pay for losses or damages. If you happen to damage something by accident, please report it to a member of the AMS staff immediately.