

FLW Student Handbook



Our School Day (7:35 a.m. to 3:00 p.m.)

- Main Office/Student Services opens and teachers arrive – 7:05 a.m.
- Breakfast program begins in cafeteria at 7:05 a.m. This is when students are first able to enter the building. Students must be eating, NOT hanging out.

Students gather outside:

- 6th Grade Entrance – Cleveland – North East Door (Music Hallway)
- 7th Grade Entrance – From West Side of Building- (Art Hallway)
- 8th Grade Entrance – From Parking Lot – East Side Door (Park and Rec Hallway)
- Students participating in breakfast program – enter through Main entrance and report to cafeteria. Once done eating, students go to assigned grade level gathering space.

Students gather inside (inclement weather-rain/below 10 degrees F):

- 6th Graders – enter building report to cafeteria
- 7th Graders – enter building report to gym
- 8th Graders – enter building report to gym
- Students participating in breakfast program – enter through Main entrance and report to cafeteria. Once done eating, students go to assigned grade level gathering space.

- **Beginning of School Day – Students in first hour ready for the day at 7:45 a.m. Expectation is that ALL students are in their classrooms and READY for first hour to begin.**
- Pledge of Allegiance/PA Announcements at 7:45 a.m.
- Lunches
 - 6th Grade Lunch.....11:30 a.m. – 12:00 p.m.
 - 7th Grade Lunch.....12:15 a.m. – 12:45 p.m.
 - 8th Grade Lunch.....10:45 a.m. – 11:15 a.m.

FLW Student Handbook

- **End of School Day - Students dismissed at 3:00 p.m.**
 - School busses depart 3:10 p.m.
 - City bus departs at 3:30 p.m.
 - All students off school grounds/accounted for at 3:10 p.m.
- Main Office/Students Services closes – 3:30 p.m.



After School Expectations

- Our bell rings at 3:00 p.m., school busses depart at 3:10 p.m., and the city bus picks up at 3:30 p.m. Students that remain in the building beyond 3:10 p.m. **must be supervised.**
- Students that remain in school after 3:10 p.m. must be under the supervision of The Action 300 (Reach) Program, a teacher, club advisor or coach.
- Recently, a new city ordinance was passed to address students that loiter on school grounds without permission. If a student is observed on school property without permission, the student may be ticketed. The West Allis Police Department has added additional officers who will be coming to our school after hours to enforce this ordinance. If an officer, teacher or staff member asks you to leave the premises, please follow the direction respectfully.
- We want students to be safe at all times. If there is a problem involving parent pick-up or bus transportation, **report to Section 5 in the Main Office area.** The Action 300 Program Director will allow students to use the telephone. Students that need to stay in school beyond 3:30 p.m. due to a specific problem may wait in the Main Office entrance or Section 5 until parent pick-up. If there are repeated problems, students will be referred to administration for intervention.



Attendance

- **Absences:** Students are permitted **5 parent/guardian excused days per semester – 10 days per school year.** Attendance is extremely important to student achievement. It is extremely important to provide a doctor's or dentist's excuse after an appointment. If an absence is excused with documentation, the day of absence is NOT counted against the student.
 - The Attendance Desk is located in the Main Office. **The telephone number is 414-604-3401. Parents/guardians must call and report an absence by 9:00 a.m.**

FLW Student Handbook

- **Late to first hour:** School starts at 7:45 a.m. Students that arrive late to first hour must report to Main Entrance grade level tables. The first hour tardy will be logged. Progressive interventions and consequences will be put in place for students that are habitually tardy to school.
- **Late after 8:00 a.m.:** Students must report to the Main Office with a parent/medical excuse. The tardy will be logged. Progressive interventions and consequences will be put in place for students that do not have a parent/medical excuse. An unexcused tardy to school, counts as one of the days against your allotted days for the year.
- If a student is late to class (attendance is taken hourly), without a pass, they will be will be given TWO warnings and on the THIRD tardy the student will be assigned a 15 minute detention with their teacher. If a student shows up a FOURTH time late to class, they will be assigned a 30 minute detention to be served with their teacher. On the FIFTH tardy to class, or if a student refuses to serve a detention with their teacher, they are sent to administration on a MAJOR REFERRAL.
- **Early dismissal:** Students requesting to leave school early must report to the Main office and present a written parent/medical excuse. Parents may call 604-3401 to request early dismissal. Parents/guardian must come to the Main Office to sign their child out of school for early dismissal. Taking your child out of school early will impact your child's overall attendance count.
- **Leaving class/school grounds without permission:** A student who leaves class/school grounds without permission is considered truant and is subject to penalties (parent conference, detention, referral to West Allis Police), state laws, and municipal ordinances. If a student leaves school grounds during the school day, the WAWM Police will be contacted immediately.
- **Tardy to class during the school day:** Attendance is taken hourly and if you are tardy to class (without a pass), that will once again count against your total of allotted days of absence for the school year. If a student is late to class, without a pass, they will be will be given TWO warnings and on the THIRD tardy the student will be assigned a 15 minute detention with their teacher. If a student shows up a FOURTH time late to class, they will be assigned a 30 minute detention to be served with their teacher. On the FIFTH tardy to class, or if a student refuses to serve a detention with their teacher, they are sent to administration on a MAJOR REFERRAL.
- **Truancy:** A student who **exceeds** the 10 days of absence (**WHOLE school days** or **PARTS of the school day**) without a valid excuse is subject to penalties (parent conference, detention, referral to West Allis Police), state laws, and municipal ordinances.

FLW Student Handbook



Backpacks

- Only nylon backpacks or sling bags are acceptable for use during the school day. Large, canvas outdoor backpacks must be stored in lockers during the school day.



Bicycles, Scooters, etc.

- Students must lock their bikes on the school bike rack. Bicycles are not allowed in school. Scooters must also be locked on the school bike rack and NOT brought into the building/school lockers.



Books

- Books are distributed at the beginning of each semester. If a book is needed, please come to the Main Office. Books are the responsibility of each student. If a book is lost, stolen, or damaged, the student is responsible for replacing it. The average cost of a textbook today is \$70.00. **Students should not share books, lend books, or leave books unattended.** Students should cover books to protect them.



Bullying, Harassment and Conflict

- In accordance with Federal and State guidelines, **bullying** is defined as, “behavior that is intentional, repeated over time, and reflects a real or perceived imbalance of power.” Although most bullying circumstances are repeated over time, a single incident can be determined to be bullying if the other two criteria are both met. (i.e., the conduct is intentional and there is a real or perceived imbalance of power).
- Bullying is to be distinguished from **conflict** (e.g. arguments between students or problems caused by a misunderstanding).

FLW Student Handbook

Conflict	Bullying
<ul style="list-style-type: none"> • Equal power • Happens occasionally • No intent to harm • Equal emotional reaction • Not seeking power or attention • Remorse for behavior – takes responsibility • Effort to solve problem 	<ul style="list-style-type: none"> • Imbalance of power • Happens repeatedly • Purposeful intent • Victim reacts strongly • Bully is seeking power or control • No remorse for behavior – blames victim • No effort to solve problem

- Students are asked to **tell a trusted adult** (teacher, counselor or administrator) if they are witnessing or experiencing *any* problem. Examples are: name-calling, physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances, threatening behavior, cyberbullying, rumors, or hurtful gossip.



Witness Victim Offender

(Tell an adult) (Tell an adult)

*****Administration will follow district procedures when a formal complaint is made.



Bus Procedures

- All riders must remain seated. Bus drivers are responsible for controlling the bus riders. Their directions must be obeyed promptly at all times. Inappropriate, unsafe or disruptive behavior will result in consequences which may include loss of bus privilege. Bus departure is at **3:10 p.m.** Any student not on the bus at that time is responsible for his/her own transportation.

FLW Student Handbook



Coursework, Projects, and Tests

- Students are expected to complete all course work, projects, and tests. This work is essential to learning, grades, and being eligible for incentive events at school. If there is an extended absence (3 days or more), parents/guardian can call 604-3401 to request missing work. SkyWard also lists course work. Students can track assignments on their Chromebook and communicate with their teachers regarding missing work.



Credit Recovery /Failing a Class

- Students that earn an “F” in a core curriculum course need to complete summer school credit recovery. Teachers will provide a plan for credit recovery to student, parent, and administration.



Discipline

- Students may be subject to school discipline for behaviors that endanger the property, health, or safety of others. Students are responsible for proper behavior at school and in the classroom. If problems arise, parents will be contacted and enlisted for help.
- Discipline is progressive; ranging from classroom detentions, school detentions, restorative projects, in-school suspension, and out-of-school suspension to pre-expulsion or expulsion. If a student is suspended out-of-school, parent(s)/guardian will be required to attend a reinstatement conference with the student and his/her administrator.

DETENTION PROGRAM

Students may receive a 15 or 30 minute detention for making a poor behavior choice. Parents/guardians will be contacted and students receive a written copy of the detention. Students are encouraged to serve detention time so they are eligible to participate in sports, clubs, field trips, school dances, and all-school incentive events.

FLW Student Handbook

WHERE: Classroom of teacher assigning consequence

WHEN: Monday through Friday: Time agreed on by student and teacher

NOTE: Students must bring study materials.



Dress Code

- No headgear/hats can be worn in the school building between 7:45 a.m. and 3:00 p.m. (This includes baseball caps, fashion knit hats, do-rags, and **hoodies**.)
- No clothing or jewelry with references to alcohol, tobacco, drugs, gangs, violence, sex or other inappropriate messages may be worn to school.
- Outside coats and blankets must be stored in lockers during the school day.
- We ask that students (and parents) make good choices regarding dress (e.g., full coverage of chest, waist, and buttocks). Examples to think about include:
 - Anything mid-thigh or higher **MUST HAVE** visible leggings underneath
 - Use a 3 fingers width to determine if your dress straps are school appropriate
 - All tops must overlap your shorts/skirt/pants
 - Pants need to be worn at hip level
 - Boys are not permitted to wear undergarment tank tops for school
- Administration reserves the right to contact parents regarding issues related to the school's dress code expectations. Parents may be asked to bring a change of clothing to school. School PE shirt and/or shorts will be provided to students if violating dress code expectations.



Electronic Device Policy

Students are issued a Chromebook and are allowed to use their own electronic devices in a safe and responsible way (ONLY during passing time and lunch). School Board Policies 363.2 specify guidelines for use of electronic devices. These policies are posted on the district website.

FLW Student Handbook

If a student brings a mobile learning device to school, the family agrees to retain liability for the device. School staff will not assume any responsibility for its safe-keeping and personally owned devices are not covered under the District Insurance Policies.

Students are expected to follow the directives of staff members restricting the use of personal electronic devices at any time during the school day or while attending a school-sponsored activity. **Misuse of electronic devices will result in discipline according to the school's disciplinary procedures.**

All teachers are required to develop classroom procedures that teach students about what appropriate use of electronic devices looks like, sounds like, etc. in their classroom.

District-leased Chromebook:

1. District-leased Chromebooks are not a requirement for learning and **may be taken away** if a student is not following expectations. Classrooms have desktops and laptops available for online access and teachers may choose to create alternate pencil/paper assignments for students that do not use technology responsibly. **The use of the Chromebook as a tool is a privilege and should be viewed as such.**
2. Currently, district-leased Chromebooks allow students access to a variety of applications. However, if a student is off-task accessing games or social media, the Chromebook will be collected and access to these **apps or sites will be restricted.**
3. District-leased Chromebooks, tablets, laptops, digital cameras are allowed in the classroom at the **direction of the teacher.**

Personal Electronic Devices

1. Personal electronic devices such as cell phones, iPods, MP3 Players, and headphones/ear buds **must be silenced and in student backpacks or lockers (e.g., out of sight).**
2. Personal electronic devices **may be used** during passing time and at lunch ONLY.

Summary of Policy

District-Leased Chromebook	Personal Electronic Devices
<ul style="list-style-type: none">• Hallway: not in use.• Will not be taken home	<ul style="list-style-type: none">• Hallway: May be in use during passing time.

FLW Student Handbook

<ul style="list-style-type: none">• Classroom: Stored in designated location unless directed by teacher to be in use.	<ul style="list-style-type: none">• Classroom: Put away/out of sight unless directed by teacher.
All devices may be used during lunch.	
No devices can be used in restrooms or locker rooms.	
Failure to follow these expectations may result in loss of Chromebook privilege or the ability to have electronic devices at school.	

It is important to note that additional restrictions may be implemented if students fail to cooperate with this policy. It is fair and reasonable to expect students to use technology responsibly.

- ✓ Teacher issues warning to student with clear direction. (e.g., “Please put your cell phone away. Cell phones are not in use in class at this time.”)
- ✓ If a student refuses to follow the direction, administration is called to take the electronic device.
- ✓ The device will be held for the remainder of the day. If a device is taken more than once, parent/guardian will be contacted for pick-up and the implementation of an electronic device plan.

Technology offers us a world of possibilities and we are proud of the one to one initiative in the West Allis-West Milwaukee School district. We know that our students realize that with this **privilege comes responsibility.**



Electronic Device - Texting and Posting (Social Media)

- Students should know that texting or posting vulgar, indecent, or offensive, threatening messages on or off school grounds can cause serious problems. Students are urged not to write, send or post negative material as bullying and harassment using technology will not be tolerated.
- Don't text or post anything that is hurtful, negative, or sexually explicit.

FLW Student Handbook

- **Never take pictures or film in restrooms or locker rooms.**
- School consequences for bullying and harassment using technology can include suspension and referral to the West Allis Police. Use cell phones and/or Facebook, Snapchat, KIK, etc. responsibly.
- Parents and students should not be texting each other during the school day. If a parent needs to get in contact with their student, you need to contact the main office.



Electronic Equipment – Loss, Theft or Damage

- The District is not liable for loss, theft, damage, or misuse of any personal device. Electronic equipment should be labeled with name, address, and telephone number. Students are responsible for the electronic equipment they bring to school from home.
- Students are urged to engage the **GPS APP** on their electronic devices.
- Go to- Room 116 to report any lost, stolen or damaged electronic equipment.



Eligibility for Extracurricular Activities and School Events

- Throughout the year, students can participate in a variety of school sponsored events. Clubs, sports, field trips and special events such as dances are part of school life. Eligibility for these activities requires that all course work be complete and all detention time served. **If a student has a SCHOOL SUSPENSION (In or out of school) within 2 weeks of an event, they are not eligible for the incentive. Also, if a student has NOT completed their Restorative Project, they will not be able to participate in school activities/sports/clubs.**

FLW Student Handbook



Fighting/Physical Contact

- Students who are involved in acts of violence and/or whose behavior is such that it presents a potential hazard to other students and/or the functioning of the school will face serious consequences which may include: Out-of-school suspension, referral to the West Allis Police, Pre-expulsion or Expulsion. Conflicts occur in school and students should **tell a trusted adult** (teacher, counselor, and/or administrator) if they have a problem or are experiencing threatening behavior. **Physical fighting will not be tolerated in school.**



Food and Drink

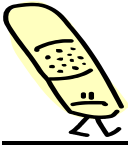
- Food and drink in the classroom is at teacher discretion. Often if a classroom involves use of special tools, computer equipment or instruments – students may not be able to bring in food or drink. Students should pay attention to **classroom expectations**.



Hallway Behavior

- At all times - **walk and keep hands and feet to yourself!**
- Horseplay (e.g., running, kicking, slapping, shouting or screaming) is not allowed.
- Hand-holding, kissing, **hugging** is not allowed.
- Students must have a Hall Pass to go to their lockers, restroom, IMC, Student Services, or Main Office if in hallway during instructional times.
- If stopped by a teacher or staff member, students must give their name and purpose in a respectful manner and show their pass. If a student is out of class without a pass, they could be considered truant from class and administration will be contacted.

FLW Student Handbook



Health Room

- The Health Room is located in Student Services. Students must have a Hall Pass to visit the health room.
- If a student requests to be dismissed from school due to illness, a parent/guardian must be contacted by using the telephone located in Student Services.
- Students that require prescription or over the counter medication during the school day report to Student Services. All medication taken at school must have appropriate consent paperwork on file, supplied by the parent/guardian and be stored in Student Services.



Homework Completion

- Students are expected to complete all projects, assignments, and assessments. Teachers will provide homework time for students that need additional help or need time to make-up work. Students must complete course work to be eligible to participate in school events and extra-curricular activities.



Illegal Substances

- The use, possession, sale or furnishing of tobacco, alcohol, non-prescribed drugs, chemicals, illegal substances, paraphernalia, e-cigarettes, smoking devices or look-alike drugs anywhere on the school premises, in a District-owned or leased vehicle or at any school-sponsored activities at any time **is prohibited**. Consequences include suspension from school, review for expulsion, and referral to the West Allis Police.

FLW Student Handbook



Language

- **Obscene or profane language is not permitted.** Students are expected to be respectful at all times and use appropriate language. If this occurs, a referral to the West Allis Police may occur as well as other disciplinary actions.
- We do **not tolerate profanity** insinuated, or substituted with slang, under the breath, in the hallways or in the classroom or when it is directed to a teacher or another student. Getting angry does not excuse abusive language.



Lockers/Property

- Students are **not allowed to share lockers** or give out their locker combination to other students. Students are not allowed to change lockers or locks without permission.
- Do not bring valuables to school.
- Keep your locker clean and free of graffiti (inside and outside). Periodic general inspections of lockers may be conducted for any reason, at any time, without notice, without student consent, and without a search warrant. Any unauthorized items found in the locker may be removed by school authorities. In collaboration with the West Allis Police Department, random drug searches will occur throughout the year.
- Locks must be purchased for \$6.00 in the Main Office.

FLW Student Handbook



Lunchroom Expectations

- There are 12 students allowed at a lunch table. No throwing food is allowed. No horseplay is allowed. We do not permit running, table-hopping, loud noises, clapping, pounding or anything that is disruptive. If a table becomes a problem, students will be split up and assigned to another table.
- **All students are responsible for keeping their table, chair, and the floor around them CLEAN.** Clean up takes place during the last five minutes of our lunch period. If an area is not clean when lunch ends, the student will be held until the area is cleaned.
- Students need to get a hall pass during lunch if it is necessary to leave the lunchroom (e.g., restroom, locker, etc.).
- All transactions (payment for food items) must be made at the cash register stations. The lunchroom is monitored and stealing is considered a serious offense. **Theft involves a referral to the West Allis Police.**



PASS Program

- Each year we work hard to make sure our students are at or above grade level in the area of math and reading. For some students, meeting this goal requires additional instructional time. The PASS Program is designed to improve reading/writing and/or math performance while engaging students in a variety of fun activities and computer-based programs. The PASS Program occurs Tuesday-Thursday after the school day ends. Students will be invited to participate.

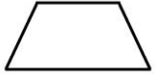


Action 300 (REACH Program)

- For many students, after school programming is a way for parents to ensure their child is supervised in a safe environment until they have finished their work day. School ends at 3:00 p.m. Our school busses depart at 3:10 p.m. and the city bus picks up at 3:30 p.m. **Any student remaining in the building beyond 3:10 p.m. must be enrolled in Action 300.**

FLW Student Handbook

- The program runs from 3:00 p.m. to 5:30 p.m. Parents can make arrangements to pick up their child at any time during the program. We want our students to be safe at all times.
- Action 300 is held every school day from 3:00 p.m. – 5:30 p.m. throughout the school year. Registration form and payment must be received prior to participating. Program expectations will be distributed to students and must be followed at all times. Register through the Recreation Department or stop in the Main Office for a registration form.



School Signs

- Throughout the school, there are hanging signs that indicate expectations for behavior (e.g., in the halls, in classrooms, and in the office). Students should not pull or hit school signs. Students will be responsible for replacement costs if a sign is damaged.



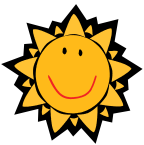
Student ID Card

- Each student will receive a Student ID at the beginning of the year. Students who lose their ID may go to the Student Services for a replacement ID. The cost is \$5.00.



Student Services

- Students are encouraged to visit with their counselors if they have problems in class or at school. Counselors are available to discuss any home, school, or social concerns. Students should make an appointment to see a counselor or social worker in the Student Services office. Throughout the year, counselors will also be teaching a 7th grade class entitled Career Pathways.



Summer Adventures

- If additional instruction is needed in the area of math or reading, we provide summer programming at FLW. Program participation is determined by standardized test scores, grades and progress monitoring. Letters will be sent to participants for registration.

FLW Student Handbook



Tardy to Class

- Bells ring at the beginning and the end of each class period.
- Students have 4 minutes passing time.
- Students that are habitually tardy to class will face consequences. Attendance is taken hourly. (see specifics under attendance)



Weapons

- It is extremely important that students realize that **weapons are not permitted in school**. It is a violation of the Student Rights and Responsibilities Handbook.
- The WAWM School Board defines a dangerous weapon as a firearm (whether loaded or unloaded), **knife** (refers to **all types of knives** without regard of blade length), razor, box/carpet cutter, karate stick, nonchaku, metal knuckle, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm. Chemical irritants or sprays, such as pepper spray or mace, shall also be considered dangerous weapons.
- The Board defines and considers a weapon facsimile to include toys and other objects which could be reasonably mistaken for the actual dangerous weapon whether or not it was manufactured solely for that purpose.
- No student, employee, or other individual shall bring on school grounds, possess, use, distribute, or store a dangerous weapon or weapon facsimile in any School District building, on school premises, in a District owned or leased vehicle/bus, at any School District or Recreation Department-sponsored activity, or in a personal/school District vehicle on school property.
 - If you bring something to school that is not permitted – bring it to an administrator/teacher immediately.
 - If you are aware that a student is in possession of something that should not be in school, report it to an administrator/teacher immediately.

FLW Student Handbook



Wildcat Way

- At FLW, we follow expectations as listed on The Wildcat Way matrix; “Be Respectful, Be Responsible, Be Safe.” We recognize students daily, weekly, quarterly, and at semester who demonstrate expected behaviors.

It is understood that the above rules and expectations are not all inclusive. Students are also responsible for the information listed in the STUDENTS RIGHTS AND RESPONSIBILITIES HANDBOOK issued by the West Allis – West Milwaukee, et al. School District. The contents of the Rights and Responsibilities Handbook are also covered and can be found on Frank Lloyd Wright’s School Web Page.