

McNeel Middle School

2013 - 2014

Student and Family Resource Guide

1524 Frederick Street

Beloit, WI 53511

Phone: (608) 361-3800

Fax: (608) 361-3820

Attendance Line:

(608)-361-3980

www.sdb.k12.wi.us/mcneel



INSIDE THIS HANDBOOK...

- McNeel Lancer Guide Handbook
- Frequently Asked Questions (FAQ's)
- 2013-2014 Calendar

The HOME of the LANCERS



MCNEEL MIDDLE SCHOOL

THE HOME OF THE LANCERS

[All information in this calendar is subject to change.]



School District of Beloit
1633 Keeler Avenue
Beloit, Wisconsin 53511
(608) 361-4000
FAX (608) 361-4053

Board of Education
Shannon Scharmer, President
John Acomb, Vice President
Missy Henderson, Clerk
John Winkelmann, Treasurer
Nora Gard, Member
Michael Ramsdail, Member
Mark Rand, Member

Superintendent of Schools
Mr. Steve McNeal
Kolak Education Center, The Roosevelt Building
1633 Keeler Avenue, Beloit, WI 53511
Office: (608) 361-4016
FAX: (608) 361-4122
E-mail: smcneal@sdb.k12.wi.us
District Web Site: www.sdb.k12.wi.us

The School District of Beloit complies with all federal, state and local laws prohibiting discrimination against students based on their membership in any protected class.

The School District of Beloit complies with all federal, state and local laws prohibiting discrimination in employment based on a person's membership in a protected class.

The mission of the School District of Beloit, committed to excellence and strengthened and enriched by diversity, is to prepare each student to compete, contribute and thrive as an admirable citizen in a rapidly changing world by engaging students in a wide variety of high quality, relevant programs in partnership with families, schools and the stateline community.

McNeel Middle School Administration

- Mr. Anthony Bosco – Principal
(608) 361-3810
abosco@sdb.k12.wi.us
- Mrs. Jennifer Paepke – Asst. Principal
(608) 361-3811
jpaepke@sdb.k12.wi.us
- Ms. Sarah Willeford – Asst. Principal
(608) 361-3813
swilleford@sdb.k12.wi.us

Student Services

Counselors

- Mr. Tim Socha [Grade 7]
(608) 361-3827
tsocha@sdb.k12.wi.us
- Ms. Tasha Latin [Grade 8]
(608) 361-3826
tlatin@sdb.k12.wi.us
- Social Worker/Advisor
Ms. Theresa Kempfer [Grade 6]
(608) 361-3944
tkempfer@sdb.k12.wi.us

Psychologist

- Mrs. Janet Kent
(608) 361-3833
jmkent@sdb.k12.wi.us

To Contact Us:

McNeel Middle School
1524 Frederick Street
Beloit, WI 53511

Phone: (608) 361-3800
Fax: (608) 361-3820
www.sdb.k12.wi.us/mcneel

Main Office: 361-3800

Attendance Line: 361-3980

Robin Lowery – Athletics: 361-3916

Lanaya Ballou/Darlene Hatchett
Health Room: 361-3815

Veronica Weber
School Resource Officer: 361-3956

Terry Roden – Safety Officer: 361-3951

Robin Bye – Registrar: 361-3806

Teresa Henderson – Bookkeeper: 361-3805

Kari Heacox – Attendance: 361-3802

Kolak Education Center: 361-4000

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Welcome to McNeel Middle School, *The HOME of the Lancers!*



The **McNeel Middle School Student & Family Resource Guide** is designed to be a resource in answering any questions you may have about *the HOME of the Lancers*. We hope this guide helps us accomplish our mission of "ensuring each Lancer achieves personal excellence in preparation for high school and beyond by engaging students in relevant, innovative programming and high quality student – centered instruction."

Lancer Expectations 2013-2014

Lancer Expectations are our school-wide system for positively and responsively addressing the academic, social, and emotional needs of all Lancers here at McNeel Middle School. All students are expected to achieve great things and be in class each day on time and ready to learn. Ensuring that our students meet these expectations goes a long way to helping students experience success each day they walk through the doors here at the Home of the Lancers.

We believe that students want to make good decisions and sometimes need help in doing so. Our Positive Behavior Interventions and Support (PBIS) system is designed to encourage students to make decisions that positively impact the entire Lancer Community. We have designed a system of recognitions, rewards, and privileges that we

believe will motivate students to make great decisions.

When students are having difficulty meeting the Lancer Expectations, we will use a consistent process of addressing their academic and behavioral needs which targets the issue in a positive and productive way. Parents and guardians are important contributors to addressing student needs and teachers will work hard to open and sustain the communication lines between school and home. As we've stated in earlier communication, the relationship between home and school is critical to our efforts to support students by letting them know that they have a web of support, both at home and at school, aimed at helping them be the best students and citizens they can be.

Academics at McNeel Middle School

Our staff believes that the educational process is a team effort between the student, his or her teachers, parents, staff, the school administration and the State-line community. We will tailor student learning opportunities based upon Measure of Academic Progress (MAP) and other assessment data. We believe that if a student struggles in reading, he or she must receive additional instruction in reading and be strongly encouraged to read more. If a student struggles with mathematics or writing, we must provide opportunities for the student to improve in those areas as well coordinate our efforts so that school can support home and home can support school.

Students here at McNeel Middle School will be encouraged to reach high and stretch in ways they never thought possible. Our goal is to prepare students for high school and beyond, whether that's college, the military or work.

Lancer Keys to Academic Success:

- ☑ Have a Positive Mental Attitude
- ☑ Accept Responsibility for Your Learning
- ☑ Attend School Every Day
- ☑ Read, Read, Read
- ☑ Stay organized
- ☑ Complete school work in a timely manner and to a high degree of quality
- ☑ Study for all quizzes and tests
- ☑ Follow the homework rule
 - 6th Grade = 60 – 90 minutes of school work per night
 - 7th Grade = 70 – 105 minutes of school work per night
 - 8th Grade = 80 – 120 minutes of school work per night
- ☑ Get and stay involved in extracurricular activities (athletics and / or clubs)
- ☑ Spend time with a teacher if you're struggling in a particular subject or concept

Honor Roll and High Honor Roll

- ☑ McNeel encourages excellence in academic achievement. At the completion of each nine week grading period, students who achieve a 3.0 grade point average or higher will be listed on our academic honor roll.
- ☑ Students who earn a 3.5 grade point average or higher will receive a special recognition each quarter.
- ☑ Students who maintain honor roll status throughout the academic year will receive special recognition at our annual awards ceremony in May.

Communication

We will work to keep you informed about all things Lancer through daily announcements and weekly phone messages each Sunday evening at 7:00 p.m. as well as our web site at www.sdb.k12.wi.us/mcneel. As a result, it is critically important to update us of any phone and address changes.

What Every Lancer Needs to Know

You are here to learn

Students are expected to be engaged in learning while at McNeel Middle School. We will help you learn. We will protect your learning. Because we respect everyone's right to learn, we will correct you when your behavior disrupts the learning of others. We are all about learning!

PBIS at McNeel Middle School

Students who make great decisions and positively impact the school community will be recognized for their contributions here at the **HOME** of the Lancers. As a building, we will focus on teaching our students the behaviors that we expect and helping them develop the interpersonal skills they will need to be successful in high school and beyond.

Our PBIS system will also encourage teachers and staff to recognize students on the spot for doing things that go above and beyond the call of duty. Students will receive Gold Slips for behavior that is in line with our school-wide expectations of ***Honor, Ownership, Mindfulness and Engagement.***

The Gold Slips that students earn can be entered into a weekly prize drawing or students may use their Gold Slip (s) in the school store to buy treats or Lancer gear. Each Gold Slip earned by a student has a \$0.25 value in the school store and will be entered into quarterly drawings for larger prizes.

Be Respectful to Adults

You will need to know and follow classroom expectations and procedures. Every adult in the school is your teacher. **Listen** politely when they talk to you. Follow their directions. If you disagree with them, ask "When is a good time and place for us to talk about this?" You may talk with another adult if you would

like, but you must follow the directions you have been given first. Adults will listen to you when you listen to them.

Play by the rules

Cell phones and other electronic devices not required by your teachers for learning should always be turned off and put away. Students will be allowed to use electronic devices at designated times and must Honor that expectation in order to keep that privilege. The clothing that you wear must be in compliance with the School District of Beloit Dress Code. Regular on time attendance is important. Know and follow hallway, lunchroom, before/after school procedures, etc. Play by the rules!

Be where you belong

Know your schedule. Watch the clocks. Use your time between classes wisely. Take the right path. Take care of your own business. When you have been given permission to use the hallway make sure you have your agenda or a pass, get your business done quickly and get back to learning.

Drama free zone

We are here to learn. Leave the Drama at the door. Be mindful of your words and actions. If you get tangled up in "he said, she said" rumors, insults, threats, manipulations, or other disruptive gossip, talk with an adult to complete an incident form and we will help you make it stop.

Use REASONABLE inside voice

A mall is a mall, a party is a party, a library is a library – each place has acceptable ways of behaving that people agree to follow. It is not safe to run around a mall, and not ok to yell in a library and are certainly not quiet at a party. In our school, we use a quiet inside voice to show respect for others and make it easier for everyone to hear each other. Voice level expectations are 0 = silence, 1 = whisper, 2 = normal inside voice.

Leave no trace

Clean up after yourself. Clean up after others around you. Pick up trash when you see it lying around. Take **PRIDE** in the appearance of your school. Visitors can tell a lot about the character of McNeel students just by looking at how clean we keep our **HOME**.

Be Safe

Keep yourself safe and help others stay safe. If we do not feel safe, we cannot focus our best on learning. Safety involves being courteous of others, always using **Body Basics** and Honoring the idea of **Walking on the Right**. Being safe also includes our behavior and actions both on our way to and from school each day.

M-Cards

Students who meet 3 out of 4 of the following criteria will earn an M-Card:

- 3.0 or above grade point average
- show growth and/or are at grade level in Reading **and** Mathematics on the MAP test
- have zero referrals for the previous term
- Less than 5 tardies or unexcused absences

Students with an M-Card will eat lunch first, have access to the student lounge during lunch, be invited to monthly M-Card activities and receive discounts around town at places like McDonalds, Dog World and the Bat Cave. Students who fall below a 3.0 grade point average, do not meet the MAP criteria or have more than two discipline referrals during a nine week term will lose their M-Card privileges. M-Card replacements are \$2.00.

Extracurriculars at McNeel Middle School

Research shows that students involved in extra-curricular activities have better grades and increased graduation rates.

Being involved in extra-curricular activities and athletics not only gives you a chance to meet other Lancers who share your interests, but can also be helpful when applying for

jobs, colleges and scholarships. Students must maintain a 2.0 grade point average and maintain good standing in terms of student discipline in order to be eligible to participate in any extracurricular activities.

Electronic Devices

During school hours, all electronic devices must be turned off and stored out of sight unless a teacher has given permission for the device to be used in the classroom. Students are not to use electronic devices in the hallways between classes. School phones are available for student use at appropriate times during the school day. Students may be given the opportunity to listen to music and/or text during lunch at administrator discretion.

Dress Code

The School District of Beloit Board of Education Dress Code Policy 443.1 Rule 2 Middle School and High School Dress Code is available on the school district website at www.sdb.k12.wi.us/boardpolicy/. The following rules should be followed regarding student dress:

- No house slippers or pajama pants.
- Hats, jackets, coats and other outdoor apparel may not be worn in the classroom.
- Pants will be worn at the waist.
- Skirts, dresses and shorts must be beyond fingertip length when standing / walking even when worn with leggings.
- No halter tops, tank tops, tube tops, strapless tops, or spaghetti straps.
- Underclothing may not be exposed
- No depictions of alcohol, tobacco, drugs, gangs or gang affiliation.
- Clothing may not display sexual suggestions, obscenities, or vulgarities.

STUDENT IDENTIFICATION BADGES

All students in grades 6-12, while on school premises, during school hours, will carry a district issued identification badge. [For full details, see board policy 455.5.] Your ID is used to scan for your lunch, to check out library books and to get you into special school events. If you lose your ID, you must order a replacement for \$5.00. Each student will receive 1 ID to begin the 2013 – 2014 school year.

What Student Clubs/Organizations are available at McNeel Middle School?

McNeel has over 20 student clubs & organizations providing an opportunity for students to excel outside the classroom. These include: Band, Orchestra, Choir, Chess Club, Center Stage (after school) and Breakfast Club, Destination Imagination, Drama Club (Fall Play/Spring Musical), Robotics Team, Jazz Band, Lancer Dancers, Math Team, Minority Excellence Organization (MEO), School Store, Student Council, Gifted and Talented Program, Beloit College Help Yourself Program, Youth 2 Youth, National Honor Society, School Newspaper and Yearbook.

Yearbook Information

McNeel yearbooks will be sold during spring conferences. Yearbooks are **not** a part of school fees. They are optional items that students and their families can choose to purchase. Yearbooks will be about \$30.00. Price will be determined before the spring conferences. A table will be in the commons to collect the preorder information and full down payment. Checks should be addressed to McNeel Middle School. McNeel yearbooks will be delivered to the students during the last week of school. There will be another opportunity to purchase yearbooks later in the school year, but it is not a guarantee that there will be any left. If you have questions,

please contact Ms. Peterson at cpeterson@sdb.k12.wi.us or 361-3875.

Student Services

Ms. Kempfer, Social Worker/Advisor [6th]

Mr. Socha, Counselor [7th]

Ms. Latin, Counselor [8th]

Mrs. Kent, Psychologist

The middle school counselors serve students throughout their middle school years. Counselors are available to talk with children about school problems, personal problems, family concerns, social situations and whatever is bothering them.

Counselors can help in coordinating your child's educational program by making appropriate schedule changes, referring students to the appropriate staff member or agency for special help, and setting up parent/teacher conferences.

Counselors will assist you to communicate with the appropriate person concerning your child's needs. Feel free to call or stop in at anytime.

Attendance at McNeel Middle School

When classes are in session, **ALL** students are expected to be in their assigned classroom at all times. Students are not to leave the room unless given a pass from the teacher. Regular attendance and punctuality are important life skills that students will be expected to master. Students are only allowed two excused tardies per semester and will be assigned a detention for unexcused tardies.

Students who are truant may be placed on an Academic Achievement Plan (AAP) that will involve regular progress monitoring to ensure that attendance habits improve. Students who continue to demonstrate poor attendance patterns will be cited for truancy in compliance with Wisconsin state statute. Wisconsin laws states that students are truant

when they have missed all or part or all five (5) different days without an excuse which can result in fines up to \$500 per semester.

Reporting All Absences at McNeel Middle School

All absences require verification from a parent or legal guardian. The verification can be submitted:

- ☑ Electronically at:
mcneelattendance@sdb.k12.wi.us
- ☑ Phone: Attendance Line **608-361-3980**
- ☑ Or in writing to the Attendance Secretary in the Main Office.

All attendance notifications or verifications should include the date(s) of absence(s), the reason, a parent/guardian name / signature and phone number. We ask that you submit verification within (2) two days; otherwise it will be unexcused and could result in a truancy citation! Please refer to your white Student Parent Handbook for more information on attendance policies beginning on page 9.

Homework Requests for Extended Absences at McNeel Middle School

Classroom work can be requested through the Student Services Office during extended absences of 3 or more days. When you return to school after your absence you must talk with your teacher about missed work. Students have as many days as they were absent to make up missed school work.

Who can I talk to if my student needs assistance or I am worried about his or her academic, social or emotional progress?

The first line of contact for academic and other school concerns regarding your son or daughter is their classroom teacher. McNeel Middle School is built upon the student-teacher relationship and that relationship includes the family. Our Student Services Department will provide students and parents support in terms of the academic, social and

emotional well-being of your child. The guidance counselors, school psychologist and school social worker will do their best to provide counseling assistance, group and individual interventions as well as peer intervention opportunities that meet the needs of our school community. Please do not hesitate to call or email a member of our Student Services and/or Administrative Team if you need assistance in any of these areas.

What if I need to leave school early for an appointment?

Verification in writing is required by your parent/guardian to be excused for doctor/dental, etc. appointments. Students will only be released to parents/guardians or others who have been designated in writing by the parent or legal guardian. Remember to get the appointment verified (signed by the receptionist, nurse, doctor, etc.) and return it to Student Services.

What if I am late to class?

Tardiness will be defined as any student who arrives late to class without an excuse or a pass. Students with a pass will receive no penalty. Students without a pass will be assigned a detention.

What if I get sick during school?

Students who are not feeling well will need to see the School Nurse (Mrs. Ballou or Mrs. Hatchett). If the nurse feels the student should go home due to illness she will call your parent/guardian or others authorized on your Emergency Card to inform them of your situation. IF YOU DO NOT HAVE AN EMERGENCY CARD ON FILE, YOU WILL NOT BE EXCUSED TO GO HOME AND WILL REMAIN AT SCHOOL. An absence excuse will also be required upon your return to school.

Can the nurse give over the counter medications?

The nurse cannot give you any over the counter medication. However, there is a form your parent/guardian can complete to be kept

on file in the Nurse's Office to allow you to take over the counter medication. Your parent/guardian must provide the medication.

What can the nurse do?

The nurse is limited in treatments she can provide. She can treat cuts, burns, sprains, etc. She does not provide crutches, splints or air casts.

Will I have to share a locker?

The answer is NO and we insist that you do not share your locker or combination with anyone. Sharing a locker is prohibited. The locker assigned to you is yours to store your items and decorate. Please use magnets and not stickers or tape.

The locks are built in to the hall lockers at McNeel. For PE classes, you must purchase a lock from the school only for that locker.

What if I have problems with my locker?

If you have a problem opening your locker, you will need to inform the secretary in Students Services (room 127). She will get a service person to help you.

Should I apply for Free or Reduced lunch and how do I receive it?

Yes. Even if you do not think you will qualify, you should still fill out an application. The school is able to receive grant money for those who qualify. Application forms are available in the Main Office. Because everyone keeps money on an account and we scan your ID cards for lunch – you eat lunch just like every other student and no one will know if you are receiving your lunch free or at a reduced price.

What if I need to communicate with my parent/guardian or they need to get a message to me?

Students are able to use classroom phones for emergency calls to parents but are not to use the phone without permission from that classroom's teacher. Before and after school students should use classroom phones (with teacher's permission) to reach their

parent/guardian. We are not able to have students use office phones due to high number of calls and visits that we experience in the office during these times. Students **will not** be pulled from class to take a phone call. A message will be given by paging the student between classes.

School District of Beloit Code of Conduct
School District of Beloit Sexual Harassment Policy

In helping our students learn to show respect and appreciation for others, we would like you to review the School District of Beloit policy on sexual harassment and share your expectations with your child. The influence of media, along with what children observe in the world around them, often may lead to false impressions about appropriate treatment

of others in the area of sexual conduct. Listed below are some of the common issues we see with students in this area:

- verbal harassment or abuse, such as name calling
- spreading rumors about a person's sexual orientation, sexual activity, or personal appearance
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- unwelcome touching

For further information and support, please contact your child's school principal or student services staff.

Students who believe they are the victims of sexual harassment, or parents/guardians who believe their child is a victim of sexual

harassment, should immediately report their concerns. If a principal, teacher, counselor, social worker or other district employee receives a complaint of a behavior or situation that may be sexual harassment, the employee shall immediately forward complaints to the district contact for pupil discrimination complaints for review and action as necessary. Any incident or situation witnessed or indirectly reported to any district employee must be acted on immediately. The district contact for pupil discrimination complaints is Mrs. Barbara Buffington, Executive Director of Pupil Services – 1633 Keeler Avenue, Beloit, WI 53511 (608) 361-4099.

2013 - 2014 McNeel Bell Schedules

6th	1st / 2nd	3rd / 4th	5th	6th	Lunch - 7th	8th / 9th	10th
	8:00 - 9:25	9:30 - 10:55	11:00 - 11:40	11:45 - 12:25	12:30 - 1:10	1:15 - 2:40	2:45 - 3:25
	85	85	40	40	40" Lunch	85	40

7th	1st / 2nd	3rd	4th	Lunch - 5th	6th / 7th	8th	9th / 10th
	8:00 - 9:25	9:30 - 10:10	10:15 - 10:55	11:00 - 11:40	11:45 - 1:10	1:15 -	2:00 - 3:25
	85	40	40	40" Lunch	85	40	85

8th	1st	2nd	3rd / 4th	5th / 6th	7th	Lunch - 8th	9th / 10th
	8:00 -	8:45 - 9:25	9:30 - 10:55	11:00 - 12:25	12:30 - 1:10	1:15 - 1:55	2:00 - 3:25
	40	40	85	85	40	40" Lunch	85

Afternoon Assembly Schedule:

1st through 8th / 9th Periods (6th Grade) & 9th / 10th Periods (7th - 8th Grade) follow regular bell schedule
 Call to assembly begins @ 2:25 p.m.
 Assembly @ 2:30 - 3:25 p.m.

Lancer Student Athlete Eligibility Requirements

- Students must be academically eligible in order to try out and participate in athletic and extracurricular events. A student athlete may compete only if he/she has no failing grades and above 2.00 GPA at time of competition. Grades will be checked regularly by coaches and the Athletic Director to determine eligibility.
- Student athletes must have a 2.0 term GPA without any failing grades to be academically eligible.
- Student athletes must attend all practices and games even if they are ineligible in order to remain part of the team and able to play when they become eligible.
- In the case of a special education student, the student's IEP shall determine if an exception to the GPA requirement is warranted (as determined by AD and Principal).

Any question or concerns can be addressed to the Athletic Director, Robin Lowery (361-3916) or the Principal, Mr. Bosco (361-3810).

For more information regarding schedules, check us out online! Go to McNeel's home page and click on Activities to get to the Athletic page. Information will be updated related to schedules, cancellations, etc.

2013-2014 Season Seasons

Season 1 (August 26 – October 10)

Cross Country (grades 6, 7, & 8)

(Practice begins September 3)

Football (grades 7 & 8)

(Practice begins August 26)

Girls Softball (grades 7 & 8)

(Practice begins August 26)

Golf (grades 6, 7 & 8)

(Practice begins September 3)

Season 2 (October 14-December 2)

(Practice begins October 14 for both)

Girls Volleyball (grades 7 & 8)

Boys Swim (grades 6, 7, & 8)

Season 3 (December 5 – January 30)

(Practice begins December 5 for both)

Girls Swim (grades 6, 7, & 8)

Boys Basketball (grades 7 & 8)

Season 4 (February 3 – March 21)

(Practice begins February 3 for both)

Girls Basketball (grades 7 & 8)

Wrestling (grades 6, 7, & 8)

Season 5 (April 1 – May 21)

(Practice begins April 1 for all)

Girls Soccer (grades 7 & 8)

Boys Soccer (grades 7 & 8)

Track (grades 6, 7 & 8)



McNeel Athletic Procedures

Required of all McNeel Athletes:

- a physical examination *at least* every other year. Forms must be dated and signed by physician and are usually available at the doctor's office or can be obtained in the main office. *** If filling out an alternate year card, a copy of the previous year's physical **must** be on file with the Athletic Director.*
- a signed parental permission form/ emergency card (blue) on file with the Athletic Director.
- completed peach card (Code and Insurance info). Information regarding Code meetings will be announced later. The first one will occur on August 26, 2013.
- participation in daily study table (except Fridays) 3:25- 3:55p.m. with the coach.
- *More information regarding Athletic Fees will be forthcoming.