

2024-25 MAMS Staff Handbook



Medford Area Middle School
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POLICIES

All policies for staff are on the district website.

<http://www.medford.k12.wi.us/district/policies.cfm>

Welcome

The Medford Area Public Schools wants to officially welcome each teaching staff member to the faculty. The responsibility for educating the youth of the community is extremely important and shared with the parents. The school district will do everything within its legally invested authority to support the staff in providing a quality education to all students. The school district expects its teaching staff to fully cooperate in this endeavor and to exemplify professionalism under all circumstances. This involves the implementation of well-planned lessons, consistent discipline practices, involvement in self-improvement activities, and clear and frequent communication with parents. If a faculty member has a question, concern or needs direction, the building administrator should be called on to clarify the situation. The building administrator's door is always open.

The contents of this handbook are presented as a matter of information only and are subject to any collective bargaining agreement and the Municipal Employment Relations Act, 111.70. The plans, policies, and procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language that appears in this booklet is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause or as otherwise provided in any applicable contract or collective bargaining agreement.

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the Medford Area Public School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of a person's sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by S.118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

The district encourages informal resolution of complaints under this policy, however, a formal complaint resolution procedure is available (see appendix), to address allegations of violations of the policy in the Medford Area School District.

Any questions concerning this policy should be directed to:

Laura Lundy
District Administrator
Medford Area Public School District
124 West State Street
Medford, WI 54451

Staff Code of Ethics

Positive character traits are commonly recognized as part of our heritage and are necessary for the full development of our students and our community.

To that end, the Medford Area Public School District believes that all staff members should affirm for themselves, for our students, and for other staff members the following core values:

Respect - exhibit a high regard for all people as well as the physical world around us.

Responsibility - demonstrate good judgment and accountability for one's actions while accepting both positive and negative consequences.

Honesty - tell the truth to one's self and others.

Self Control - exercise restraint over one's impulses, emotions, or desires for the good of self and/or others.

Tolerance - acknowledge beliefs or practices differing from or conflicting with one's own.

Courage - willingness to do the right thing even when facing rejection.

Compassion - show kindness and caring for others and their needs.

Attitude

It is my conviction that students are here to learn, and we, to teach. This relationship should be evident in our daily associations with students. We are not here to entertain or to compromise recognized principles of good behavior. We must encourage and demand good manners and proper respect in all phases of a youth's growing years. We will serve as an example and lift up our students on all occasions as we work with students in and out of the classroom.

Our Vision

We expect all students to learn at high levels. We will work collaboratively with colleagues, students, and parents to challenge and support all individuals to achieve success.

Our Mission

To ensure that all students learn.

ADMINISTRATIVE STAFF

Laura Lundy
Audra Brooks
Elizabeth Rachu
Joseph Greget

District Administrator
Director of Business Services
Director of Curriculum & Instruction
Director of Student Services & Special Education

Dan Miller
Richelle Crank-Woller
Jodi Butler

MAES/SES Principal
MAES/SES Assistant Principal
MAMS Principal
MAMS Assistant Principal
MASH Principal
MASH Assistant Principal

Jill Lybert
Andy Guden

BOARD OF EDUCATION

Dave Fleegel
Don Everhard
Brian Hallgren
Jodi Nuernberger
Aemus Balsis
Steven Deml
John Zuleger
Corey Dassow
Kurt Werner

President
Vice President
Treasurer
Clerk
Member
Member
Member
Member
Member

STAFF DIRECTORY

<p style="text-align: center;">MAMS Administration & Office Staff</p> <p>Jodi Butler Principal Assistant Principal</p> <p>Amy Gilles Principal's Secretary Linda Rundquist Attendance Secretary Samantha Brandner Student Services Secretary</p> <p>Amanda Peterson School Nurse Tate Hedtke School Psychologist Michelle Deml School Social Worker Cassidy Balciar School Social Worker</p> <p>Deanna Murphy CLC Supervisor Nick Berger Police Liaison Officer</p>	<p style="text-align: center;">Custodial Staff</p> <p>Stu Amundson Head Custodian Cameron Ewer Custodian (Days) Tristan Durham Custodian (PM) Peggy Metzger Custodian (PM) Dana Smith Custodian (PM)</p> <p style="text-align: center;">Kitchen Staff</p> <p>Kim Klemm Head Cook</p>
<p style="text-align: center;">Library Staff</p> <p>Tracy Schumacher Library Media Specialist Lori Buehler Library Assistant</p> <p>Mason Bunkelman Theater & Production Manager/AV Tech</p>	<p style="text-align: center;">ELL Staff</p> <p>Pam Schultz Bilingual Teacher</p>
<p style="text-align: center;">Certified Staff</p> <p>Bob Komanec 5th Grade Teacher Dan Nelson 5th Grade Teacher Cathy Pernsteiner 5th Grade Teacher Kasey Rachu 5th Grade Teacher Katie Sackmann 5th Grade Teacher Lisa Shear 5th Grade Teacher</p> <p>Amber Athanasiou 6th Grade ELA Jake Bucki 6th Grade Math Dylann Hoffmann 6th Grade Science Jenny Klemm 6th Grade Social Studies Katy Kohn 6th Grade Math Angie Stibbe 6th Grade ELA</p> <p>Nicole Brost Language Arts - 8th Grade Callie Crass Language Arts - 8th Grade Rebeckah Heikkinen Language Arts - 7th Grade Zach Kawa Language Arts - 8th Grade Michelle Urmanski Language Arts - 7th Grade</p>	<p style="text-align: center;">Certified Staff</p> <p>Matt Haase Math - 8th Grade Greg Klapatauskas Math - 8th & 7th Grade Jessie Krueger Math - 7th Grade</p> <p>Mark Mann Science - 8th Grade Stephanie Stockwell Science - 7th Grade Justine Sova Science - 7th & 8th Grade</p> <p>David Donyes Language Arts - 7th Grade Social Studies - 7th Grade</p> <p>Grace Krug Social Studies - 7th & 8th Gr. Caleb Nowak Social Studies - 8th Grade</p>

Certified Staff		Certified Staff	
Markki Farmer	Physical Education	Kristine Brandner	Reading Interventionist
Jena O'Flanagan	Physical Education & Health	Jen Buskerud	Reading Interventionist
Jason Rappe	Physical Education		
Stephen Reynolds	Physical Education	Brandon Marcis	Math Interventionist
Tiffany Avery	Art	Malinda Gumz	Special Education
Amber Riemer	Art		
		Andree Brushaber	5th Gr. Special Education Reading Interventionist
Carmen Ognenoff	Vocal Music	Brenda Mahner	5th Gr. Special Education
Becky Risch	Vocal Music	Denice Poetzl	5th Gr. Special Education
Kendra Junk	Instrumental Music	Libby Orth	6th Gr. Special Education Reading Interventionist
John Kloth	Instrumental Music		
		Julie Prihoda	6th Gr. Special Education
Tara Weber	FACS		
Gabriel Gelhaus	Tech Ed/STEM	NEW STAFF	7th Gr. Special Education
		Matt Nordgren	7th/8th Gr. Special Education
RVA Staff	Spanish	Jan Farmer	Special Education
		Eliza Decker	Speech Therapist
		Mike Daniels	Physical Therapist
		Lea Gowey	Speech Therapist
		Caroline Radlinger	Occupational Therapist
Support Staff			
Heidi Brandner	Remediation Assistant		
Jeanette Gierl	Remediation Assistant		
Brylee Hernandez	ELL Assistant		
Annette Dassow	Special Education Assistant		
Christine Dassow	Special Education Assistant		
Kasey Galan	Special Education Assistant		
Tessa Johansson	Special Education Assistant		
Brenda Kraegenbrink	Special Education Assistant		
Brandi Nelson	Special Education Assistant		
Bethanie Pollnow	Special Education Assistant		
Chuck Prihoda	Special Education Assistant		
Megan McGuire	Special Education Assistant		
Kaelee Rudolph	Special Education Assistant		
Rebecca Ulrich	Special Education Assistant		
Destiney Wampole	Special Education Assistant		

The purpose of the following is to briefly outline the general rules and regulations that will be in effect for this coming year. If at any time you feel these regulations can be changed to improve our overall program, please contact building administration.

Accident Reports

In case of an accident or injury to students, the teacher on duty in the immediate vicinity will alert the building administration and the health office. The appropriate documentation must be filled out in Skyward. These reports should be filled out immediately to assist the district office in determining proper insurance coverage.

Announcements & Bulletins

General announcements will be given over the morning news. Please have any announcements to the news desk in the library by 7:50 am. Emergency announcements will be made overhead as necessary.

A daily bulletin is distributed every morning by 3rd hour via email as well as a weekly bulletin that is distributed before the start of each week. If you would like an item included in the daily or weekly bulletin please email the information to Amy in the main office.

Attendance

Each teacher will keep an accurate account of each student's attendance. When a student has been absent, you must require an admit slip. If a student does not have one, send him/her to the office. The normal procedure is for students to come to the office to get an admit slip before the start of school. When the student presents the admit slip, sign the slip and give the student any make-up work. **Attendance must be taken each class period.** The following instructions are for use of the attendance program:

- Whenever a student is absent from your class, use W (unexcused-unverified).
- If a student is late to WIN and does not have an admit slip, please send the student to the office for a pass and mark them T (tardy).
- If you have marked a student W at the beginning of class and the student shows up later, please remove the absence code so the student shows as present.
- If a student has previously been marked absent and is now present in your class, please inform Linda in the office.
- If a student is tardy to school, with or without an excuse, s/he should obtain a late pass from the office. Excessive or unexcused tardiness (more than five times in a school year) may result in a detention. Those students who are not in their rooms when the period bell rings are to obtain a pass from their previous teacher if that teacher detained them. If the student has no valid excuse, the teacher to whom s/he reports will be responsible for assigning a consequence. *Do not send the student who is tardy to class to the office for a pass unless the student has just arrived at school.* If you detain a student at the end of class, please be sure to give the student a late pass for the next class.

- Tardiness is an attitude that becomes a bad habit. Teachers should not tolerate repeated tardiness on the part of individual students. After an initial incident of tardiness, warn the student that future tardiness could result in detention or other disciplinary consequences.
- If a student gives you the form for pre-excused absences, assign any work the student may miss while they are gone and sign the pre-excused sheet. You may require that the work be handed in prior to the absence or upon return.

Breakfast

The middle school offers a nutritional breakfast which is served from 7:30 a.m. to 8:10 a.m. daily. Regular breakfast price is \$2.60 for adults.

Building Usage

All teachers and other staff members are to have access to their building or other district property for the preparation of school-related activities. It is to be understood that the staff member who uses a school facility for this purpose assumes responsibility for the facility. Staff members are discouraged from using school facilities in the evening or on weekends for personal business.

Any student group using the building after school, in the evening, or on weekends must be under the direct supervision of a staff member.

When scheduling activities that will utilize school facilities (gymnasiums, etc), staff members should consult the District Facilities Calendar and contact Ryan Pilgrim at MASH to schedule the activity.

Building use requested by a group (Scouts, etc.) must be arranged through the Athletic & Activities Director (Ryan Pilgrim at MASH). These meetings/activities should not take place during the regular school day.

Cell Phones: Staff Use

Staff cell phones should not be used in the presence of students during instructional time. Please leave communication devices in desks, pockets, or purses. Cell phones **should** be used when taking students outside or off school grounds after notifying the office of plans to be outside of the classroom. Exceptions:

- Cafeteria duty/supervision
- Recess duty/supervision
- Field Trips
- Emergencies
- Emergency Drills

There may be exceptions made for personal situations, please discuss with building administration as needed.

Classroom Organization

- Seating Charts - Each teacher should prepare a seating chart for each class.
- Appropriate and pertinent make-up work should be assigned to each student after an absence from class.
- It is the responsibility of the last teacher in a classroom to lock the door when leaving at the end of the day. **THIS IS A MUST!**

CLC

CLC is offered before and after school. Morning CLC will run from 6:30 am - 7:30 am and be located in the gymnasium/cafeteria. Afternoon CLC will run from 3:20 pm - 5:30 pm and be based out of the cafeteria with various locations within the building being utilized depending upon current offerings for students.

Conference Room Use

The conference room in the main office may be utilized for school-related meetings/business during the school day. The room may be reserved using Google Calendar and specifying the room "MAMS-1-MAMS-ConfRM-2OFF".

Copying & Faxing

Copiers are located in the teacher's workroom, main office, and the band office area. The copier in the main office is equipped to send and receive faxes for school-related correspondence. The number is 748-1213.

Chromebooks

Chromebooks are available for students to use in grades 5-8. Chromebooks for fifth and sixth grade will remain on school property and be kept in individual classrooms. Seventh and eighth graders are assigned a personal Chromebook which can be used throughout the school and taken home. They are responsible for the general care, keeping it charged and ready for school each day. Chromebooks from the District, even though they are assigned to specific students, do not rescind the District's right to inspect the Chromebook at any time while on school district property.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly, must be taken to the Library Media Center as soon as possible so that they can be taken care of properly.

General Precautions

- No food or drink is allowed next to the Chromebook while it is in use.
- Chromebooks must be stored in the classroom. The Chromebook cannot be set on the floor in the hallway.

- Cords, cables, and removable storage devices must be carefully inserted into the Chromebook.
- Never transport the Chromebook with the power cord plugged in.
- Students should never carry their Chromebooks while the screen is open, unless the base is supported with two hands.
- Chromebooks should never be left in any unsupervised area.

Carrying Chromebooks

- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting it from the screen. Always support a Chromebook from its bottom with the lid closed.
- District-approved case use is required. If a case is lost or damaged, a new case can be purchased from the Library Media Center for \$30. (7th & 8th Grade)

Screen Care

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover (do not overload case pockets).
- Do not trace on or poke the screen with anything that may mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, lip gloss, etc).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do NOT use window cleaner or water. Chromebooks can be cleaned with a solution of 50/50 white vinegar and distilled water, and sprayed onto a cloth, not directly on the screen.
- A cleaning station is available in the Library Media Center.

Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- The presence of guns, weapons, sexual innuendos, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures will result in disciplinary actions.
- Students should protect their passwords. Do not share passwords.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

- Headphones/earbuds may be used at the discretion of the teacher.
- Streaming video/audio (such as Pandora) uses a large amount of bandwidth, and therefore should not be used.

Printing

- Chromebooks and Google Apps are designed to decrease or eliminate the need to print. There are no wireless printers available in the school building.

Protecting and Storing Chromebooks

- Student Chromebooks will be labeled in a manner specified by the school. There will be a record of district barcodes and serial numbers. Chromebooks are the responsibility of the student. Take good care of it!!

Repairing/Replacing Your Chromebook & Technical Support

Technical support will be available in the Library Media Center. ALL REPAIRS must be completed in the Library Media Center. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- Cleaning station
- General information for using Chromebooks

Damage to School Property

All damage to school property should be reported to the principal's office immediately. Students will be held responsible for expenses.

Detention Duty & ISS Coverage (ISS)

You will be required to do detention duty on the week you are scheduled. If you cannot do detention on a day during your given week, please work with other staff members to arrange coverage. Friday is optional to send the students to the office for detention. Students will not be allowed to use Chromebooks or cell phones during detention.

8th Grade: Any detention not served within one week will be assigned a three-day lunch detention in its place to be served during 8th Grade lunch. This will take place in the office under administrative supervision.

ISS will be held in the office. The office will try to give you adequate notice that ISS coverage is needed, but some instances may arise when you will not be given advance notice.

Discipline Plan

School Wide Rules

1. Students will follow directions.
2. Students will promote a positive learning environment.
3. Students will respect others and property.
4. Students will use appropriate language and gestures.

All school-wide rules will apply throughout the school building and all school-sponsored events. Parents will receive an email explaining both the school-wide and classroom discipline plans.

Students who violate these rules will be required to serve detention as appropriate. Failure to serve a detention may result in an in-school suspension. Parents will be informed of student failure to serve detentions. Students will not be able to participate in dances or fun nights until all detentions are served.

Maintaining or posting material to a website or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the student disciplinary code of conduct and is subject to disciplinary action.

Classroom Rules

Teachers will develop classroom rules and a discipline plan for their classrooms. The first rule of each classroom will be: **All school-wide rules apply in his/her classroom.** Classroom rules will be posted in the room. Violations of classroom rules will result in consequences as defined in the classroom discipline plan.

Dealing with Severe/Habitual Misconduct

Students will be sent to the principal's office for one or more of the following infractions, or if they have habitually violated the classroom discipline plan.

- Fighting.
- Stealing.
- Use of foul, vulgar, or abusive language or gestures.
- Disrespect/insubordination.
- Unsafe conduct or destruction of property.
- Bullying/harassment (see district policies on bullying/harassment).

Teachers who send a student to the office because they are in violation of the discipline plan should contact the office and inform them of the student's behavior. Action taken by the Principal/Assistant Principal may include one or more of the following:

- A conference with the teacher and student.

- A conference with the parents.
- In-school suspension.
- Out-of-school suspension.
- Referral to legal authorities.
- Referral to the Board of Education for expulsion.

Detention Guidelines

- The teacher issuing the detention will give the student a Detention Form at the time of the infraction and contact the student's guardians to inform them of the detention.
- The student must satisfactorily complete the student portion and have it signed by his/her parents or guardian before he/she can serve the detention. If a parent's signature can't be obtained, the office may approve the detention after speaking with the parents.
- Students must give the detention form (which is filled out appropriately and signed/approved) to the supervising teacher. Students will not be able to serve their detentions without this form.
- Detentions may be served either before or after school. Morning detentions can be served in the library from 7:20 - 7:50 a.m. After-school detentions can be served in that week's assigned detention room from 3:20 - 3:50 p.m. Each detention will be 30 minutes long.
- Students must remain at their desks and work silently by themselves.
- Students who have unserved detentions are ineligible for extra-curricular participation 3 days after the detention date if it is not served.
- If a student fails to serve his/her detention within 5 school days, the parents may be notified if the detention remains unserved the student will receive an In-School Suspension.
- Students who receive three or more detentions in thirty days will be considered habitual non-compliance. Receiving three detentions in thirty days may result in suspension.
- Disputed detention(s) will result in a conference between the Assistant Principal, the teacher who wrote the detention(s), and the student.
- Chromebooks and cell phones are not permitted while serving detention.

In-School Suspension Procedures

- Work will be provided for students on in-school suspension by their teachers.
- The same rules for conduct apply as for detentions.
- If students need to use the bathroom, they will be escorted by the supervising teacher.
- The in-school suspension room will be supervised.

Fire Drill Procedures

1. The major purpose of the fire exit drills is to ensure the safe evacuation of the building by the orderly use of all available exit facilities. Preservation of life takes priority over preservation of property. It is of utmost importance that fire drills be carefully organized and properly supervised to ensure effective and efficient operation. Generally speaking, the loss of life in school fires has been due to the following: delays in detecting the presence of fire, delays in sounding the alarm, and delays in leaving the building.
2. Students and teachers are not panic-proof. Knowledge and training to meet emergencies are the best guarantee against panic. To help guard against panic, fire drills will be held without advance notice and specific exits will sometimes be blocked.
3. In case of an actual fire, the following procedures will be followed:
 - a. Sound the alarm - evacuate the building (see "Evacuation Plan").
 - b. Notify the fire department.
 - c. Search for the exact location of the fire. If feasible, fire extinguishers will be utilized by custodial personnel or teachers pending the arrival of the fire department.
4. Although rapid evacuation of the building is important, orderly and controlled movement is even more important.
5. Students must be taught to remain silent while the fire drill is in progress. Students must be able to hear the teacher's instructions if and when needed.
6. Custodians will turn off central ventilation fans, man the fire extinguishers, and attempt to locate the fire. Any non-teaching employee not performing protective functions and visitors are to evacuate the building.
7. Shop students will be instructed to turn off motors, torches, forges, and other equipment that might create a hazard while they are out of the building. Similar action will be taken in laboratories, the FACS classroom, and the kitchen.
8. Upon leaving the room, close all doors and windows.
9. After evacuation of the building, each class should move to a predetermined area, away from the danger zone or interference with firefighters; at least 50 feet from the building, clear of fire hydrants and electric power lines. A definite evacuation area for each class will help prevent panic should there be a fire and anxious parents are attracted to the scene.
10. It is vital that each teacher remember to carry their emergency clipboard/class roster so that they can take roll immediately on arrival at the evacuation area. If any student is unaccounted for, contact the Assistant Principal (000-000-0000) who will be located by the northeast corner of the building/staff parking lot.
11. Each class should remain at its assigned area until the recall signal is given to return to the building, or when dismissed. Because re-entry can be dangerous, no re-entry will be permitted until the re-entry signal has sounded.
12. Upon return to the classroom following a drill, staff, and students will discuss the good and bad features of the drill and plan for improvement of future drills.

EVACUATION ROUTES

All students will evacuate through the nearest evacuation point. From there, they are to report to their designated location and teacher to be accounted for.

ART (A121, A123)

Exit through Door 9. (West exit south of tech rooms to the athletic field.) Students and staff should report to their designated grade level area.

AUDITORIUM/GYMNASIUM

Exit through Door 5. (Auditorium entrance.) Students and staff should report to their designated grade level area.

5th Grade - B WING (B104 - B118)

Exit through Door 17. (North door in B Wing.) Students and staff should report to their designated grade level area.

BAND (A131)

Exit through Door 9. (West exit south of tech rooms to the athletic field.) Students and staff should report to their designated grade level area.

6th Grade - C WING (C101 - C113)

Exit through Doors 2 & 3. (South doors in C Wing). Proceed right down Clark Street past the loading dock & parking lot.

CAFETERIA

Exit through Door 16. (North cafeteria doors.) Proceed to the assigned location (5th Grade & 6th Grade - Report to homeroom teachers. 7th & 8th Grade to report to assigned locations based on last name.)

CHOIR (A124)

Exit Door 13. (North exit in the choir room.) Students and staff should report to their designated grade level area.

LEARNING COMMONS (B138)

Exit through Door 16. (North cafeteria doors.) Students and staff should report to their designated grade level area.

7th & 8th Grade - D WING (D104 - D137)

Exit through Doors 19 & 20. (East doors in D Wing.) Students and staff should report to their designated grade level area.

KITCHEN

Exit through Door 16. (North cafeteria doors.) Students and staff should report to their designated grade level area.

SECRETARIES

Exit through Door 1. All secretaries will report to the building principal who will be located south of the main entrance by the Clark Street exit driveway. The attendance secretary will report with the Daily Bulletin, Sign In/Out Sheet and Daily Attendance Report. The principal's secretary will bring out the Emergency Backpack. The student service secretary will bring out the medication backpack.

SMALL GYMNASIUM

Exit through Door 5. (Auditorium entrance.) Students and staff should report to their designated grade level area.

TECH ED (A113/A119)

Exit through Doors 10, 11 or 12. (West doors in tech ed rooms.) Students and staff should report to their designated grade level area.

ALTERNATE PLAN

It is the duty of the teacher to designate the evacuation route necessary to evacuate his/her class in the safest possible manner.

Medford Area Middle School



Grading

Our grading system will utilize the letter system A, B, C, D, E, F.

A	4.0	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	0.67
B-	2.67	E	0.33
C+	2.33	F	0.00
C	2.00		

"E" Grade - Indicates that although a student has not met minimum achievement requirements, credit is being granted for this course because the student has tried with reasonable effort and lacks the ability to improve by repeating the course.

Hall Duty

Being present in the hallways prior to the start of the school day, during passing time between classes, and after school, while students are at their lockers/in the hallway is an expectation. Staff are assigned to hall duty on a rotating weekly basis.

Ill Students

Teachers are to send ill students to the health room (accompanied by another student, if appropriate). Do not allow students to use the phone in your room to call home when they are ill. These arrangements must be made through the health room.

Internet/Email

Internet and e-mail communications are public and not private and the district reserves the right to monitor and access an employee's content. Email is a public document and copies of all emails have to be made available to any citizen if they make a request.

Keys

Keys will be issued to each teacher which will open their classroom door and any other rooms as deemed appropriate. It will be numbered and assigned specifically to you. Your district-issued name badge is also your FOB to enter the building.

Library

When the librarian is notified by a teacher that a group is working on a specific topic, she will place on reserve all the books on that subject so that everyone has a chance to use them. These may be taken from the library for only 24 hours at a time.

Lockers

School lockers are made available and are assigned to students for use as a storage area for books and clothing only. It is important to recognize that the lockers remain the property of the school. The school, therefore, reserves the right to periodically inspect the contents of any lockers. The principal or designee may inspect any locker. No student should open any locker but the one to which s/he is assigned. Keeping lockers locked open or padlocked shut is not allowed. If a student has trouble with their locker, report the issue to the office or the custodial staff.

Lost & Found

Clothing found in the building will be displayed on a rack located in the hallway leading to the auditorium. Miscellaneous items such as glasses, jewelry, etc. should be brought to the office and will be stored there until they are claimed. Unclaimed clothing will be given to local charities quarterly.

Lunch

Hot lunch is available every day starting at 11:14 am and continuing until 1:16 pm. Cold sandwiches and a salad bar are also offered several times a week. Adult lunch price is \$4.65.

Lunch Duty

Staff may be assigned to lunch duty. Please refer to the Duty Schedule for lunch duty assignments. You can volunteer for lunch duty. The first two volunteers during each lunch group will be given free lunch if they volunteer for the entire 30 minutes.

Mailboxes

Every staff member has an assigned mailbox in the office workroom. Staff members should check their mailboxes daily.

Medication Policy

All students taking medication must have permission from their parents (and in the case of prescription medications, from their physician). The proper forms must be on file in the health office. All medications must be stored in the health office and administered by designated office personnel.

Posters and Signs

Students must have administrative permission to post any posters or signs.

Retention/Summer Remediation

Student failures at the middle school will follow district policy IKE-R. The following outlines more specifically the way in which failure will be addressed.

It is the philosophy and practice of the middle school staff to work with students and parents to prevent failure. Students who demonstrate effort do not fail. The staff uses an "E" grade to recognize hard work that does not meet class standards. The student receives credit for a class with an "E" grade.

Program modifications can be made for students who experience academic limitations. The staff may also accommodate the needs of students experiencing emotional or personal problems and take these things into consideration when assigning grades. Year-end failure(s) will be determined by averaging the letter grades earned from each quarter.

Students who fail more than two core classes (math, science, reading, social studies, language arts) are strongly encouraged to complete the appropriate academic summer school programs.

Safety

We must be constantly aware of and alert for any safety hazard that may present itself. Student and staff safety is the priority when corrective measures are concerned.

School Cancellations

The Medford Area Public Schools will close, start late, or release early if conditions make it unsafe to keep at or take students to or from school.

Closed for entire day - Full-time secretaries and custodians are expected to report. Contact the principal if you cannot make it in or if you will be delayed. All other support staff and teachers are not to report.

Delayed Start - All certified staff and assistants are to report to work at the delayed time. (One hour delay - start time one hour later than the normal scheduled start time. Two-hour delay - start time two hours later than normal.) Secretaries, cooks, and custodians will work their regular hours.

Early Release - Teachers will stay until regular dismissal time unless conditions warrant an earlier departure. Teachers should contact the principal if they need to leave early due to the conditions. Teacher assistants will be dismissed after the students leave for the day. Secretaries and custodians will work regular hours unless other arrangements are made with the principal.

Severe Weather Plan

This plan offers some degree of assurance that we can control our chances of safety in the event of severe weather. Confusion and hysteria must be avoided at such a time, therefore, the first rule is NO TALKING; idle remarks can lead to mass hysteria.

When the warning is announced, you are to proceed immediately without question to your assigned area and remain there quietly until the “all clear” is announced.

These rules apply during evening activities as well as when school is in session during the day.

THINGS TO REMEMBER:

- Staff are to lead their students to their proper places. Assign students to close windows and doors and turn off the lights.
- No windows or exterior doors should be left open.
- Students should be seated against the wall.
- Students are not allowed to talk during this time. Staff members are to talk only when necessary.
- The plan which has been developed for each handicapped student will be followed.
- When the situation is “all clear”, overhead announcements will be made to announce the return to class.

Assigned Areas

<p>B Wing (5th Grade Wing) B104 to B111 B105 to B111 B106 to B111 B111 to remain in the classroom B113 to B117 B116 to B117 B117 to remain in the classroom.</p>	<p>Art Rooms to the Clay Room</p> <p>Auditoriums (Both large and small gyms) Girls to the girl's locker room. Boys to the boy's locker room.</p>
<p>C Wing (6th Grade Wing) C101 to B133 C102 to C107 C103 to C107 C105 to C106 C106 to remain in the classroom C107 to remain in the classroom. C111 to C106 C112 & C 113 to the conference room in the main office.</p>	<p>Band to the general music room & attached practice rooms.</p> <p>Cafeteria to the main hall leading to the office.</p> <p>Choir to the band practice rooms adjacent to the choir room. Band office and connecting hallways if needed.</p>
<p>D Wing (7th & 8th Grade) D105 to D120 D108 to D120 D109 to D120 D110 to D121 D111 to D121 D112 to D121 D113 to D127 D120 to remain in the classroom. D121 to remain in the classroom. D124 to remain in the classroom. D127 to remain in the classroom. D128 to D127 D131 to remain in the classroom. D132 to D120 D133 to D120 D134 to D124 D135 to D124 D136 to D124 D137 to D124</p>	<p>General Music Room to remain in room.</p> <p>Kitchen to the kitchen storeroom.</p> <p>Library/Learning Commons to the library office/workroom.</p> <p>Office to the office hallway.</p> <p>Tech Ed to the Clay Room.</p>

Solicitations and Surveys

Solicitations and surveys of students and faculty must be cleared through the principal's office prior to the initiation of such a program. Sales people, insurance agents, etc., must have permission to be in the building. Class time should not be used to speak to these people.

Staff Conduct

It is my conviction that students are here to learn, and we, to teach. This relationship should be evident in our daily association with students. We are not here to entertain or to compromise recognized principles of good behavior. We must encourage and demand good manners and proper respect in all phases of a youth's growing years. We will serve as an example and lift up our students on all occasions as we work with students in and out of the classroom.

Staff Committee Members & Dates

All staff meeting dates are subject to change. Any changes will be communicated via email and bulletins.

Liaison Committee <i>(Fourth Wednesday of every month at 7:30 am.)</i>	
<i>Committee Members:</i> <ul style="list-style-type: none"> • Bob Komanec • Jenny Klemm • Justine Sova • Nikki Brost • Becky Risch • Jason Rappe • Jen Buskerud • AP 	<i>Meeting Dates:</i> <ul style="list-style-type: none"> • September 25, 2024 • October 23, 2024 • November 20, 2024 • December 18, 2024 • January 22, 2024 • February 26, 2024 • March 26, 2024 • April 23, 2024
Certified Staff Meeting Dates	Support Staff Meeting Dates

Student Schedule Changes

No student may drop or change any class on his or her schedule without the principal's permission.

Student Sign Out

When a student needs to leave the building, s/he must present to the teacher a pass to leave class. Students will obtain these passes by submitting a note from a parent/guardian to the attendance secretary stating when the student will be leaving the morning of. Students must report to the office to sign out before leaving the building.

Student Transfers Out of District

Any students transferring to another school must start the process with Ms. Sam in Student Services. Students will obtain a signature from each teacher and the library ensuring all materials have been returned. Guardians will also be notified of any negative lunch account balances that need to be resolved.

Supervision

Student supervision is the responsibility of all teachers at all times while on school grounds. Teachers are expected to monitor the hall between classes. Teachers should also make it a point to be in their classes before the bell rings for the start of classes. Students may not use any area of the building (e.g., gym, cafeteria, classrooms) without teacher permission and teacher supervision. This includes the school day and non-school hours.

Teacher Absence (See District Employee Handbook)

When a teacher's absence is necessary, **please call Jodi at (715) 560-0855**, by 6:30 a.m. If the principal is not available, **call AP at (000) 000-0000**. *If you are unable to reach Jodi or **AP**, please call Amy at (715) 965-0111.*

To help the substitutes, each teacher is requested to appoint two reliable students in each class to assist the substitute by taking attendance, ascertaining assignments, etc. In addition, each teacher should have a subfolder with all important information for each of their classes.

Teachers must report to school at 7:30 a.m. and leave at 3:50 p.m. each school day. A teacher is not to leave early unless permission has been given by the principal. If the principal or assistant principal is not available and an emergency necessitates a teacher having to leave early, the teacher may notify the main office.

Visitors

All visitors must sign in at the main office upon entering the building. Visitors will be given "MAMS Visitor" badges to wear for the duration of the visit.

For student visitors, a note must be signed by the parent(s) or guardian and by the principal prior to the day of visitation. A pass will be given to the student visitor to carry with them the day of visitation.

Windows

All classroom windows should be closed during the day.

Revised 8/1/24