

Medford Area Middle School

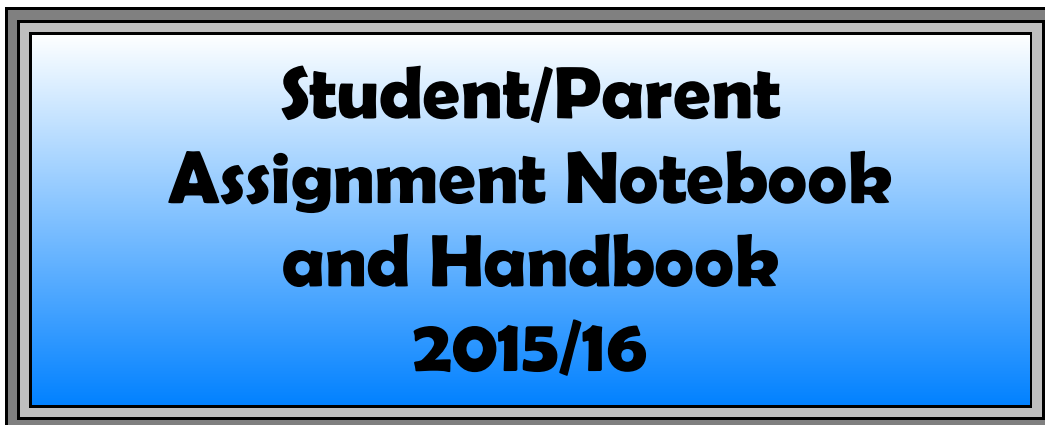
509 E. Clark St. Medford, WI 54451
(715) 748-2516 www.medford.k12.wi.us

MISSION

To ensure that all students learn.

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.



CODE OF ETHICS FOR STUDENTS

The Medford Area Public School District supports the families' responsibility for character development in children and encourages the nurturing of the following traits:

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

Responsibility. . . demonstrate good judgment and accountability for ones actions while accepting both positive and negative consequences.

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

Self Control. . . . exercise restraint over one's own 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.

Add calendar

2015/16 TIME SCHEDULE

Breakfast is served 7:40 - 8:07 a.m.

Students should report to breakfast as soon as possible.

All students should remain in cafeteria or auditorium prior to 7:45 a.m. unless they have permission.

GRADE 7

PERIOD 1..... 8:03 - 8:47
PERIOD 2..... 8:51 - 9:32
PERIOD 3..... 9:36 - 10:19
PERIOD 4..... 10:23 - 11:06
LUNCH..... 11:06 - 11:36
PERIOD 5..... 11:38 - 12:19
PERIOD 6..... 12:23 - 1:04
PERIOD 7..... 1:08 - 1:49
PERIOD 8..... 1:53 - 2:34
ACTIVITY PERIOD..... 2:38 - 3:08

GRADE 5

LUNCH..... 11:36 - 12:06
RECESS..... 12:06 - 12:25

GRADE 8

PERIOD 1..... 8:03 - 8:47
PERIOD 2..... 8:51 - 9:32
PERIOD 3..... 9:36 - 10:19
PERIOD 4..... 10:23 - 11:06
PERIOD 5..... 11:10 - 11:51
PERIOD 6..... 11:55 - 12:36
LUNCH..... 12:36 - 1:06
PERIOD 7..... 1:08 - 1:49
PERIOD 8..... 1:53 - 2:34
ACTIVITY PERIOD..... 2:38 - 3:08

GRADE 6

RECESS..... 11:51 - 12:06
LUNCH..... 12:06 - 12:36
RELATED ARTS..... 9:34 - 11:08

WELCOME STUDENTS!

You are coming to a school that is different from other schools, a special school. Your school is special because of the strong commitment and great pride that teachers and students invest to produce quality work. We emphasize that when you combine commitment with a positive attitude, you can accomplish great things.

I encourage you to be active here at MAMS. Involve yourself in as many clubs, organizations, and athletic opportunities as you can. You will not only have fun, but you will also learn valuable lessons from these activities.

Welcome to MAMS! A "School of Excellence" in Wisconsin.

Mr. Leonard

GREETINGS PARENTS!

Our staff is always available to help your child be successful at MAMS. I encourage you to contact the respective teacher or me should you have a question regarding your child's achievement in school or a school procedure. Cooperation between home and school is essential in helping your child maximize their potential as young people.

We look forward to working with and seeing you at school for various events in support of your child.

Thank you . . . Mr. Leonard

ACADEMIC HONESTY

Medford Area Public School District students are expected to demonstrate honesty and integrity. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of projects, papers, compositions, and research. All work submitted by students should be a true reflection of their effort and ability.

The following behaviors are examples (non-inclusive) of violations of the academic honesty policy:

- Cheating on a test.
- Plagiarism - using the ideas of another as one's own without acknowledgment of the source (downloading materials from the Internet, using an author's ideas without crediting the author or the source).
- Submitting another person's work as one's own.
- Copying another student's work (test, quiz, homework, project).
- Allowing another student to copy your work.

Classroom teachers are responsible for documenting offenses in their classes.

First Offense in a Class

- Zero for the educational product.
- The student will not be given an opportunity to make up the assignment or complete extra credit.
- Issue a detention.
- Student will notify their parents immediately.

Second Offense in a Class

- Zero for educational product.
- The student will not be given an opportunity to make up the assignment or complete extra credit.
- Issue a detention.
- File Code of Conduct Form.
- Notification of incident to the principal and counselor.
- Students will notify their parents immediately.

Third Offense and After

- Zero for educational product.
- The student will not be given an opportunity to make up the assignment or complete extra credit.
- Offer a conference with parents, teacher, and students.
- File Code of Conduct Form.
- Notification of incident to the principal or counselor.
- Students will notify their parents immediately.

ATTENDANCE/ABSENCES FROM SCHOOL

1. **When you are absent**, have a parent/guardian phone school **after 7:30 a.m.** on the day you are absent.
2. **When you return to school:**
 - A. A written excuse from a parent/guardian or physician is required upon your return (even if your parent called the school regarding your absence). Failure to provide a written excuse may result in a detention. Include name, date, days of absence, and reason for absence on the excuse. Parents may email the excuse to wietich@medford.k12.wi.us.
 - B. If your child was seen by a physician for an illness it is recommended that you get a written excuse from the doctor stating the days of school you missed due to the illness. An appointment reminder card from a medical facility is not considered a doctor's excuse.
 - C. Students must give this excuse to Ms. Wieting (or her designee) who is located in the student services office. You will then receive an "Admit to Class" slip.
 - D. You should present this slip to each class teacher during the day. You are responsible for work missed due to absence.
 - E. The last hour teacher will sign and return the slip to the office.
3. **Make-up Work:**

You are allowed one day for each day you are absent to make up missed work. This includes Out-of-School suspensions.

4. **Leaving during the school day:**

The Medford Area Middle School is a closed campus and grounds. Students are prohibited to leave without permission and supervision. Students found off campus or on campus without supervision or permission can be considered truant and subject to disciplinary action.

If it is necessary to leave school during the day for a doctor or dentist appointment, bring a written excuse to the office before school on the day you must leave. You will receive a pass to leave school. Have this pass signed by the teacher of the class you are leaving and report to the office to sign out. If you return the same day, report to the office to sign back in.

When you must leave school because of illness or injury REPORT TO THE HEALTH ROOM and call your parent/guardian. Parents/guardians coming to school to pick up ill students are requested to come to the office (if the parent/guardian has NOT talked to an administrator or office secretary on the phone). If a student signs out during the day for an unanticipated reason, that student MUST bring a written excuse the next day, even though the administrator or office secretary has talked to the parent/guardian prior to the student leaving the building.

5. **Pre-excused Anticipated Absences:**

Absences will be considered pre-excused if written notice is provided to the school at least one day prior to the absence. If you plan to be gone for an extended period of time (more than one day), you should bring a note describing the reason for the absence about one week in advance. You will be given a form to collect your assignments which you will take to your teachers.

6. **Perfect Attendance:**

In order to receive a perfect attendance award at the end of the school year, a student must have missed fewer than eight periods, and have no absences that consist of 4 or more consecutive periods in any one day.

7. **Excused Absences:**

The responsibility for regular school attendance of a child rests upon the child's parent(s)/guardian(s)/legal custodian(s).

No absence shall be recorded when a child is physically away from school because he/she is participating in school sponsored, and/or teacher chaperoned, field trips, athletic events, workshops, contests, etc.

In order for a student to be excused the parent/guardian/legal custodian must provide written verification which is to be submitted to the principal or attendance officer in advance of, or prior to, re-admittance to school

The school attendance officer or designee is authorized to approve a legal excuse for a student if that student is not in proper physical or mental condition to attend school or an educational program, requires medical or dental treatment which cannot be scheduled outside of the school day, or is under a quarantine imposed by a public health officer. The parent/guardian/legal custodian must submit a written statement from a physician or licensed practitioner as proof of the physical or mental condition or treatment of the student. This written excuse shall state the period of time (not to exceed 30 days) for which it is valid.

The school attendance officer or designee is authorized to approve a legal excuse for a student excused in writing by his/her parent/guardian/legal custodian prior to an absence provided it is for not more than 10 days in the school year. Whenever possible, students should submit prior written permission for approval to the attendance officer or designee 7 days in advance of the absence.

The school attendance officer or designee is authorized to approve a legal excuse for any student for the following reasons upon written verification from a parent/guardian/legal custodian. A student may be excused under this provision for not more than 10 days in a school year for any of the following reasons:

- (1) A court appearance or other legal procedure which requires the student's presence.
- (2) A death in the immediate family or funerals for relatives or close friends.
- (3) Attendance at special events of educational value (i.e., college visits, job fairs).
- (4) Illness for which a medical appointment or treatment was not sought.
- (5) An emergency in the family or other crisis which requires the absence of the student because of family responsibilities.
- (6) Religious holiday.

- (7) A suspension from school (in-school or out-of-school suspensions, directed-study).
- (8) Approved school activities during class time.
- (9) Special circumstances that show good cause and which are approved by the school attendance officer or designee. Under this provision, after a student has missed 10 days in a given school year, he/she may be required to provide a medical excuse from a physician for future absences to be excused. If no medical documentation is provided, the absence may be considered truant.

8. Truant Absences:

- 1. You are not allowed to make up missed daily work for truant absences. Tests are an exception and may be made up at a time mutually agreed upon by the student and the teacher.
- 2. In the case of truant absences, a student may receive a zero for class participation for all classes missed if participation grades were given the day the student was absent.
- 3. Students have the obligation to obtain, understand, and retain for future reference and use, all materials presented during their truant absence.
- 4. Truant absences are subject to possible citation.

No student will be denied credit in a course or subject solely because of truant absences from school and shall be permitted to take all examinations missed during any absence.

9. Tardiness:

If you are tardy to school, with or without an excuse, obtain a late pass from the office. Excessive or unexcused tardiness (more than five times in a year) will result in after-school 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 him/her. If the student has no valid excuse, the teacher to whom s/he reports will be responsible for assigning a consequence.

Tardiness can be considered truant time from school and subject to the penalties for truancy if a student is over their 10 days of absences which may include previous truant tardy times.

ATHLETICS

Participation Requirements

In order to participate in athletics, the athlete must be in school the afternoon of the day in question unless special permission is given by the Athletic Director or principal. Athletic study hall from 3:15 to 3:40 p.m. is mandatory if the practice is held at MAMS. Use and/or possession of alcohol and/or tobacco is prohibited and subject to possible disciplinary action.

In order to participate in athletics, a student must have passed all classes at the most recent grading period. An "E" grade is considered a passing grade.

Procedure to be followed when an athlete has an "F":

If a student gets an "F" on a progress report or report card, they have to be out of their sport for at least one week. After that week, if they have a form signed by the teacher indicating they are passing they can participate in the sport again. If they still have an "F", they are still not eligible and need to be out until the grade is raised. (Eligibility forms are available on the counter in the front office). During the time the student is ineligible, they are encouraged to attend practice, but are not allowed to attend away games or competitions.

Students cannot participate in a non-school athletic sport during the time they are involved in that same sport at school. If you violate this rule, you will become ineligible to play that school sport for the remainder of the season unless the alternate activity is approved and on the school sport schedule.

Your child will need a physical the first year they participate in a WIAA sponsored sport and every other year thereafter. A physician must complete an WIAA Clearance Form each year a student receives a physical. For alternate years, a parent must complete an Alternate Year Athletic Permit Card. Physical examination taken April 1 and thereafter is valid for the following two full school years; physical examination taken before April 1 is valid only for the remainder of that school year and the following full school year. Completed cards are due to the athletic director or coach before the 1st practice or your child will not be able to participate.

Procedures to be followed when athletes want to participate during/after an injury: for an injury/illness

that requires medical attention and exclusion from athletic practice or competition, the athlete will be required to bring into the main office a medical statement from their primary care provider stating the date he/she may return to practice and competition. The statement must address the following (these are progressive). An athlete returning to full competition is assumed to return to all levels without limitations.

- May return to physical education with these limitations: (list limitations)
- May return to physical education without limitations.
- May return to practice only, with these limitations: (list limitations)
- May return to practice without limitations.
- May return to full competition.

For any injury/illness that the student does not seek medical attention for, but that limits their participation in physical education/practice/competition; they need to make an appointment with the Athletic Director to determine if they can return or they need to follow up with their primary care provider.

Student fourth quarter failure in the eighth grade will impact high school freshman year in the following ways:

1. Eighth grade students who fail two fourth quarter classes (any combination of core or related arts classes) will be ineligible for participation in extracurricular activities for the first quarter of the freshman year.
2. Students who fail one fourth quarter class will be placed into restricted study hall for the first quarter of the freshman year.

Transportation/Return Times

All students will be riding the bus to and from out-of-town meets. Students must provide a parent note that is signed by the principal or athletic director if they are planning to ride home with their parent from a meet. Students will NOT be allowed to ride home with anyone other than their parent.

After a meet, buses will drop students off at the middle school unless they are riding a bus with a high school team. If that is the case, the bus will drop students off at the high school. Students must have a parent note if they want to be dropped off at one of the following drop off points: Stetsonville (Dahl’s gas station), Goodrich (Inn Between bar), Chelsea (Mahner’s Welding).

Sports Offered

FALL		WINTER (Oct. - Nov.)		SPRING	
Sport	Grade	Sport	Grade	Sport	Grade
Basketball (girls)	5, 6	Basketball (boys) *Basketball (boys)	5, 6 7, 8	*Softball (girls)	7, 8
*Cross-Country (boys/girls)	6, 7, 8	*Wrestling (boys) (Nov. - Jan.)	6, 7, 8	*Track (boys/girls)	6, 7, 8
*Football (boys)	8	WINTER (Jan. - March)		Volleyball (boys/girls)	5, 6
*Swimming (girls)	6, 7, 8	Sport	Grade	Gymnastics (boys/girls)	5, 6, 7, 8
*Volleyball (girls)	7, 8	*Basketball (girls)	7, 8		

* designates WIAA affiliated sport (sports that travel and compete against other schools). Physicals are required. See “Participation Requirements” for information.

Practice

Most practice sessions will be held immediately after school unless otherwise notified. WIAA affiliated sports practicing at MAMS will have athletic study hall after school until 3:40 p.m. Then

practice until 5:30 p.m. Some morning practices may occur due to gym space restrictions. No practice on Wednesdays.

In cases of inclement weather where school is canceled, no practices or activities will be held. In case of a missed practice or game, a valid excuse must be presented to the coaches. Failure to do this may result in disciplinary action by the coach.

General Information

1. On the day of a event, it is suggested that athletes dress up.
2. When wishing to drop out of a sport, the athlete is asked to speak to his/her coach first.
3. To finish a season in good standing, an athlete must participate in one-half of the season. If an athlete misses one-half of the season due to athletic ineligibility, the athlete will not be eligible for an award.
4. Students are strongly encouraged to explore all types of new activities, clubs, and sports. Students who participate in three WIAA sports earn a Jan Guden Memorial 3-sport Award.
5. Any student found guilty of stealing or intentionally damaging athletic equipment will be dropped from the squad.
6. Any time a student is suspended from the squad, the parents will be notified as to the reason and length of suspension by the athletic director or coach.

BACKPACKS

Students are encouraged to use backpacks to transport books and supplies between school and home. During school time, students are asked to carry only their binder and the books they need for their next class. Student organization, health, and school safety support this procedure. Special permission to use your backpack in school can be obtained from office personnel.

BREAKFAST

The middle school offers a nutritional breakfast for all students which is served from 7:40 a.m. to 8:07 a.m. daily. Regular breakfast price is \$1.40 and .30 cents for families eligible for reduced meals. Upon arrival at school, students should pick up their breakfast/lunch card from their 1st hour teachers and then go to the cafeteria for breakfast. Students remaining in the cafeteria past 8:05 a.m. must obtain a breakfast pass in the cafeteria to return to class. Purchased food from the cafeteria is not allowed out of the cafeteria without teacher/staff permission.

CELL PHONE/ELECTRONIC DEVICE USE

Students are prohibited from using any item on school property that could endanger the safety of themselves or others and/or disrupt or interfere with school procedures or the school environment. This includes, but is not limited to cell phones, beepers, laser pointers, media players, or any other devices unless authorized by the building principal or designee. Students found using any prohibited item will:

- 1st Offense - The student will receive a verbal warning and the prohibited item will be held to the end of the instructional day.
- 2nd Offense - The prohibited item will be held until picked up by a parent/guardian. A letter will be issued, signed by the parent/guardian and student explaining that the next violation will result in the prohibited item being held for the remainder of the school year.
- 3rd Offense - Parents will be contacted and the item will be held until the end of the school year.

The consequences outlined above are for the use of cell phone/electronic devices. Use of a cell phone/electronic device in a manner that violates other school policies will carry additional consequences in accordance with the school discipline policy, including suspension from school. Continual violation of school policy shows flagrant defiance of school authority and will be subject to further school discipline, including suspension from school.

CLUBS AND ORGANIZATIONS

Medford Area Middle School offers the following clubs and organizations:

FFA (Future Farmers of America) (8th grade)

A student organization for those interested in agriculture and leadership.

MAMS Morning News Team (5th - 8th grade)

Students broadcast daily news and announcements to the student body. Students learn public speaking skills and gain self-confidence.

MAMS Theatre Company (5th - 8th grade)

Students may participate in the middle school play. Auditions are in January with production dates in March.

Press Club (8th grade)

Students produce a weekly news show highlighting special events, projects, and student learning at MAMS. Programs are aired at school and on local cable access channels. Students are allowed to write and have published an article for the Star News. The articles are written about classroom activities, school wide functions, individual achievements, along with any other topic concerning our school.

Red Xpress (7th - 8th grade)

Red Xpress is a show choir that combines singing with dancing. You must be in 7th or 8th grade choir to audition for the group.

Forensics (6th - 8th grade) December - March

Students focus on public speaking skills. They travel to two regional competitions per year.

Various CLC After School Offerings (5th - 8th grade)

Periodically throughout the year, various CLC clubs meet after school at MAMS. Examples of these are: Science Club, Guitar Club, Cooking Club, Gallery Goers, Animal Advocates, and more

Student Council (5th - 8th grade)

Student Council involves students in student activities by letting them plan activities, conduct morning announcements, and share in the management of the school. Representatives and alternates are chosen by the student body.

Yearbook Staff (7th - 8th grade)

A limited number of students are selected from 7th and 8th grades to gather information and cover student activities throughout the school year for publishing the Middle School yearbook. Students learn to work with various software programs, including Quark and Adobe Photoshop, and to use digital cameras, scanners, and other equipment. This is a full school-year commitment.

COMMUNITY LEARNING CENTER

The Community Learning Center (CLC) Program at the Medford Elementary School has been expanded to include area 5th & 6th grade students. This program runs Mondays – Fridays from 3:15 – 5:30 PM. Cost of this program is \$3.00/day (\$2.00/day if on free or reduced lunch). Fees are automatically deducted from your child's lunch account. All 5th & 6th grade students wanting to attend this program should ride the bus to MAES at the end of the school day.

After School Knowledge Seekers (A.S.K.S.): The A.S.K.S. program provides academic assistance and tutoring for students in grades 5 – 8. It runs on Mondays, Tuesdays, and Thursdays at MAMS from 3:15 – 4:00 PM and is staffed by two certified teachers. Cost of the program is \$1.00/day. Fees are automatically deducted from your child's lunch account.

A variety of enrichment clubs, that involve technology training, recreational arts, character development, community service, and multi-cultural educational activities, are offered throughout the course of the year. There are often additional fees for these enrichment clubs to cover the cost of supplies and instructors. Please call the school office for additional information or see the Medford Middle school web page at www.medford.k12.wi.us.

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 a letter explaining both the SCHOOL WIDE and classroom discipline plans; they must sign a statement acknowledging that they have read and understood their stipulations. This signed statement must be returned to the classroom teacher.

Following SCHOOL WIDE rules will result in rewards for students. Students who violate these rules will be required to serve one detention per infraction. Failure to serve a detention will result in suspension from school. 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.

Candy, pop, or other food may not be consumed in school unless part of a classroom celebration or activity in which case they must be consumed before leaving that particular classroom. Water bottles are prohibited during regular school hours unless a note from a physician has been provided. 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 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.

1. Fighting.
2. Use of foul, vulgar, or abusive language or gestures.
3. Stealing.
4. Disrespect/insubordination.
5. Unsafe conduct or destruction of property.
6. Bullying/harassment (see Student Harassment, File: JBA which is included in the policy section of this handbook.)

Teachers who send a student to the office because they are in violation of the discipline plan should complete a Code of Conduct Form and send that form to the office as soon as possible. Action taken by the Principal/Assistant Principal may include one or more of the following:

1. A conference with the teacher and student.
2. A conference with the parents.
3. In-school suspension.
4. Out-of-school suspension.
5. Referral to legal authorities.
6. Referral to the Board of Education for expulsion.

Detention Guidelines

1. The teacher issuing the detention will give the student a Student Detention Form at the time of the infraction.
2. 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 signature can't be obtained, the office may approve the detention after speaking with the parents.
3. 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.
4. 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 3:15 - 3:45 p.m. Each detention will be 30 minutes long.
5. Students must remain at their desks and work silently by themselves.
6. Students who have unserved detentions and their names appear on the daily announcement list are ineligible for extra-curricular participation 3 days after the detention date if it is not served.
7. If a student fails to serve his/her detention within 5 school days, the parents may be notified that if the detention remains unserved the student will receive an In-School Suspension.
8. Students who receive three or more detentions in any thirty-day period will be considered in habitual non-compliance. Receiving three detentions in a thirty-day period may result in suspension.

9. Disputed detention(s) will result in a conference between the Assistant Principal, the teacher who wrote the detention(s), and the student.

In-School Suspension Procedures

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

DRESS CODE

To Maintain student safety, prevent learning distractions and encourage a high quality learning environment, all Medford Area Public School District students will follow these guidelines regarding dress and attire. In addition, any attire which disrupts or presents an interference with school activities or interferes with the school district's educational mission will not be allowed. At MAMS, body piercing, with exception to the ear, is not legally permitted and therefore not allowed at school.

- Clothing should always completely cover the torso from above chest cleavage to mid-thigh.
- Undergarments shall not be visible.
- No coats, hats, head coverings, hoods, or sunglasses may be worn in the building during the instructional day.
- Shoes must be worn at all times.
- Any fashion that is distracting from the learning process or presents a safety risk, displays suggestive, offensive, obscene, sexually degrading or racially motivated graphics or statements or pertains to drugs, alcohol or tobacco products is not permitted.

The school administration will use their discretion to make appropriate decisions regarding the appropriateness of each student's dress and possible consequences for violation of this policy.

FAMILY ACCESS

Family Access allows parents/guardians to view their child's lunch balance and activity, attendance, current academic progress, assignments, and scheduling information via the Internet. The software that makes this possible is PaC Family Access™. PaC Family access is available through our website, www.medford.k12.wi.us and clicking on Family Access. To receive your user name and password, e-mail family access@medford.k12.wi.us or call Brenda at the district office at 748-4620.

HOMEWORK

Homework assignments for grades 5-8 are available on the MAMS Website. You may access the Website at www.medford.k12.wi.us and select MAMS/Academics/Teachers Name. Teachers will update lesson plans on a weekly basis. Students shall be given the opportunity to make up work missed when they return to school, therefore, homework will not be collected for a student who is out ill for one day. If a student is home ill for two or more days, the teachers will gladly gather homework (at the request of the parent) and have it available in the office for pick up.

Your child may be calling home to request to stay after school to make up their missing homework assignments. Teachers are available until 3:45 p.m. to assist your child. Our goal at MAMS is to have students complete all missing work, within two days of when the assignment was not handed in. It is not mandatory that students stay after school to complete missing work, but it is encouraged.

HONOR ROLL

The honor roll is determined by using the grades of all subjects. The student's grade point average for a grading period is used to determine the honor roll as follows: A Honor Roll = 3.70 or higher
B Honor Roll = 3.00 - 3.69

LIBRARY

Library books, ebooks, Playaways, digital audiobooks, and magazines may be taken out for a period of two weeks. Renewals will be made as long as the item is not in demand by others.

Students may have up to three items checked out.

- Only one magazine may be checked out at a time
- Only one audio book may be checked out at a time.
- It may be possible to check out more than three items with library staff permission.

No fines will be charged; however, additional check outs may be restricted if there is an overdue item.

Students are responsible for all materials checked out in their names. Lost or damaged items must be paid for. If a lost item is found at a later date, a refund will be made. We subscribe to online references: Badgerlink, Grolier Online, and CultureGrams. Links to these are on the library web site. Contact the librarian for usernames and passwords.

The library computers and computer lab are for class assignment use only. Lab use by classroom groups takes precedence over individuals.

LOCKERS

The schools' 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. Students not in compliance may be subject to school wide discipline. If you have trouble with your locker, report it to the office. Open beverage containers may not be stored in students' lockers.

LOST AND FOUND

Clothing found in the building will be displayed on a rack located in the hallway leading to the auditorium. Students are asked to check there for any clothing they may be missing. Miscellaneous items such as glasses, jewelry, etc. should be brought to the office and will be stored there until they are claimed. Students should be sure to put their names in all textbooks, notebooks, and gym equipment. Unclaimed clothing will be given to local charities quarterly.

LUNCH

1. Lunch money should be turned into Ms. Wieting first thing in the morning. Ms. Wieting is located in the Student Services office. No single tickets will be sold and no change will be given. All money will be applied to your lunch account.

Lunch prices are as follows: Regular \$2.30; Extra Entree \$1.85; Milk .40

2. All students will go to the cafeteria regardless of whether they buy or bring their lunch, or do not eat at all.
3. Books should not be taken to the cafeteria. They are to be stored in lockers.
4. Purchased food from the cafeteria is not allowed out of the cafeteria without teacher/staff permission.
5. Free and Reduced lunch application forms are available throughout the year by contacting the main office at MAMS. You must reapply for free/reduced lunch each year.

MEDICATIONS - PHYSICIAN PRESCRIBED

Basic Requirements

The State of Wisconsin Medical Examining Board has determined that where medications are administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect and, oversee the administration of said medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by an employee or agent of the Board of Education unless the following are delivered to the individual(s) responsible for administering the medication.

1. Written instructions from the prescribing physician for the administration of the prescription medication which:
 - a) identify the specific conditions and circumstances under which contact should be made with the physician concerning the condition or reactions of the student to the prescribed medication.

- b) indicate a willingness on the part of the physician to accept direct communication(s) from the person(s) administering the medication.
 - c) is signed by the prescribing physician.
2. A written statement from the parent or guardian of the affected child:
- a) authorizing school personnel to give the medication in the prescribed dosage. No employee or volunteer, except a health care professional, may be required to administer any medication to a student by any means other than ingestion.
 - b) authorizing school personnel to contact the physician directly.

Procedures

1. Consent forms required:
- a) Parental Medical Consent Form
 - b) Physician Order for Administration of Medication

No medication will be administered by school personnel unless and until these forms are completed to the satisfaction of the school nurse and returned to the school principal with copies to the school nurse. If such medication is brought to school, it must be accompanied by both the parental medical consent form and the physician's order for administration of medication.

Please note that if your child needs to take a short-term medication (such as antibiotics for 10 days/3 times daily), you may dispense the medication before school, after school (with a snack, if necessary) and before bedtime to complete the 3 doses at home.

2. Medication information required:
- a) Child's full name
 - b) Name of drug and dosage
 - c) Time and quantity to be given
 - d) Physician's name

Medication to be administered at school must have the above information on the original container printed in language understandable to the person who administers the medication.

- 3. Medications will be administered by individuals designated by the principal or the school nurse. In no instance shall medication be dispensed by anyone other than a school employee or agent while the student is at school, unless specifically approved in writing by the parent/guardian and physician, or if an emergency is believed to exist.
- 4. It is the responsibility of the student, not school personnel, to get his/her medication at the designated time.
- 5. Only limited quantities of any medication are to be kept at school. Said medications are to be kept in a safe place, not accessible to students, and checked out only by a district employee or agent designated to administer the medication.
- 6. The length of time for which a medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in dosage, time to be administered or discontinuance of administration must be in writing, said changes to be at the request of the physician only.
- 7. All consent forms and related materials must be renewed annually and/or at any time a medication is changed.
- 8. Accurate and confidential written records shall be established and maintained for each pupil receiving medication.

MEDICATIONS - NON-PRESCRIPTION

Designated personnel will administer non-prescription (over the counter) medications only with written instructions and consent from a child's parent/guardian on a Parent/Guardian Medication Consent Form. **State law now requires that non-prescription medication like acetaminophen or ibuprofen be provided by the parent. If your child needs non-prescription (over the counter) medications like these, you must provide those to the school.** Medication must be in a properly labeled container.

It is the policy of the Medford Area Public School District to authorize designated school personnel to administer medications under specified conditions and therefore immunizing these designated school personnel from civil liability. The board realizes that students will need to receive over-the-counter or

prescription drugs from time-to-time to benefit from instruction. The school nurse will supervise the administering of medications to pupils.

PHYSICAL EDUCATION UNIFORMS

7th and 8th grade - Uniforms are required for class participation. They are available to purchase in the main office. Sweatshirts and sweat pants may also be required for outside activities. 5th and 6th grade do not have a required dress code except for tennis shoes.

PROGRESS REPORTS

You may elect to have your child's progress reports from each class sent home once every three weeks or you can get daily grade updates through Family Access on the website (www.medford.k12.wi.us)

PROHIBITED ITEMS AT SCHOOL

Certain personal items which could cause a substantial disruption, are illegal for a minor to possess, or that could pose a threat to the safety and order of the school may be prohibited from being in school. These items include, but are not limited to:

- guns
- knives
- laser pointers
- explosive devices
- alcohol, tobacco, or other drugs
- unauthorized prescription medication
- personalized electronic smoking devices
- noise makers
- pornography
- unauthorized recording devices
- unauthorized cameras

Possession or use of these items could result in school consequences and possible referral to law enforcement.

PROJECT GOALS

The Medford Area Middle School will continue *Project GOALS* (*Goals, Organization, Attitude, Learning, and Success*) our study skills system for this school year. We would like each student to carry a *Project GOALS* 3-ring binder. The purpose of the *Project GOALS* binder is to: 1) Help students complete all homework assignments; 2) Establish a communication system between home and school so that parents know what and when assignments are due; 3) Have study materials readily available when studying for tests; and 4) Have necessary materials so students can successfully participate in class each day. The outcome of improving organizational and study skills is **better grades and more learning!** The school will provide an assignment notebook for the student to write his/her assignments in.

Students are encouraged to use backpacks to transport books and supplies between school and home. During school time, students are asked to carry only their binder and the books they need for their next class. Student organization, health, and school safety support this procedure. Special permission to use your backpack in school can be obtained from Mr. Leonard.

Listed below are the materials that should be included in the *Project GOALS* binder. Paper, folders, notebook, and pencil pouch should be placed in the binder on the rings.

Grade 5
3-ring binder, zippered, metal rings, (1-1/2" - 2" preferred)
6 pocket folders with holes
1 package wide-ruled paper
5 wide-ruled spiral notebooks
1 pencil pouch with holes
1 box pencils (no mechanical pencils)
1 Pencil sharpener
1 large eraser or cloth/old sock
1 pen (blue or black)
1 red pen
4 dry-erase markers
1 12-inch ruler
1 yellow highlighter
12-count colored pencils
Thin line markers
1 Gluestick
Scissors
1 container of Lysol wipes
2 boxes of Kleenex
1 set ear buds

Grade 6
3-ring binder, zippered, metal rings, (1-1/2" - 2" preferred)
6 pocket folders
1 package wide ruled paper
3 spiral notebooks
1 pencil pouch with holes
1 box pencils
1 large eraser
1 pen (blue or black)
4 dry-erase markers
1 12-inch ruler
1 yellow highlighter
12-count colored pencils
Colored markers
Glue
Scissors
Calculator
2 boxes of Kleenex
1 set ear buds

Grade 7
3-ring binder, zippered, metal rings, (1-1/2" - 2" preferred)
6 pocket folders
1 package wide ruled paper
4 spiral notebooks
1 pencil pouch with holes
1 box pencils
1 large eraser
2 pens (blue or black)
4 dry erase markers
1 12-inch ruler
1 yellow highlighter
12-count colored pencils
Calculator
2 boxes of Kleenex
1 set ear buds

Grade 8
3-ring binder, zippered, metal rings, (1-1/2" - 2" preferred)
6 pocket folders
1 package wide ruled paper
4 spiral notebooks
1 pocket folder w/fasteners
1 pencil pouch with holes
1 box pencils
1 large eraser
2 pens (blue or black)
4 dry-erase markers
1 12-inch ruler
1 yellow highlighter
12-count colored pencils
Calculator
2 boxes of Kleenex
1 set ear buds

The materials and rules will also be discussed with students and parents in the fall. One of the major communication tools between staff, parents, and students is the assignment notebook. All students are expected to write their daily assignments down for each class everyday.

REPORT CARDS

Report cards will be distributed approximately one week after the last date of the quarter. Fourth quarter report cards will be mailed home. Grades will be posted on-line periodically throughout the school year via Family Access on the Web site. Family Access user names and passwords are distributed from the district office.

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 which 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 takes these things into consideration when assigning grades. Year end failure(s) will be determined by averaging the letter grades earned from each quarter.

1. In grades 5-8, students who fail more than two core courses (math, science, reading, social studies, language arts) and who meet the district guidelines for retention may be retained. These students will be allowed to proceed to the next grade only if they successfully complete a summer school program consisting of three weeks. They must attend 90% of the classes and receive a passing grade in the courses which they have failed. Their report card grade of "F" will not be changed; however, they will be allowed to proceed to the next grade.
2. In grades 7-8, students who fail more than two courses or two core courses and two non-core courses plus meet the district guidelines for retention, may be retained.
3. Seventh and eighth grade students who fail one core course have to make up that course work in some type of summer school.

SCHOOL CANCELLATIONS

Each winter seems to bring its share of bad weather days when safety demands special precautions and sometimes, even results in school being canceled. Please consider the following during these times:

1. Make arrangements now with respect to where your children should go if you are not at home when school is canceled.
2. If there is a delayed start, or school is in session and you believe school should have been called off because of conditions in your area, you decide if you want to send your children to school. The decision to have or not to have school is based on the conditions in the district as a whole. Your individual case may be unique and you are the best judge.
3. Sometimes school will be delayed one or two hours so that we have more time to make a decision as to whether or not school should be canceled for the entire day. On days of delayed starts, both the school buses and school will start one hour or two hours later than usual. School closings and delayed starts will be announced as close to 6:30 a.m. as possible.
4. If school is canceled during the day, hot lunch will be served before students leave, if at all possible. This is important should a bus become stranded on the way to drop off your child.
5. The following radio stations will carry all Medford Area Public School District closing information: WIGM IN MEDFORD. . . . AM 1490 or FM 98.5

SCHOOL SUPPLIES (see Project Goals)

SPECIAL EDUCATION QUALIFICATION (new law changes)

Wisconsin's rule for identifying students with specific learning disabilities (SLD) has changed. No later than December 1, 2013, all initial SLD evaluations of public school students will use information from interventions to make eligibility decisions.

This article is to notify you that beginning on September 1, 2013 initial SLD evaluations at Medford Area Middle School will begin using information from a student's response to intensive, scientific research based or evidence based interventions when making special education eligibility decisions.

If you have any questions or would like more information, please refer to our webpage at www.medford.k12.wi.us or contact Director of Student Services/Special Education at 715-748-4620 ext 527.

STAFF DIRECTORY

Al Leonard. Principal
Charles Heckel. Asst. Principal

Keva Schult. Office Secretary
 Kathy Alexander. Psychologist
 Jackie Strick. 5-8 Guidance
 Cheryl Wieting. Student Services Secretary
 Christie Wirz. Librarian

Agriculture. Lisa Kopp
Art. Dalan Hatmann, Larry Lechler
Assistants. Breanda Radtke, Nancy Sperl, Brenda Kraegenbrink, Gloria Lindahl,
 Susie Werner, Samantha Henrichs, Julie Scott, Lori Buehler, Anne
 Fleegel
Band. Tom Burt
Choir and General Music. Becky Risch, Jacob Hickey
Computers. Traci Ginter
Family and Consumer Education (FACE) Juliann Armbrust
Fifth Grade. Nikki Brost, Lisa Shear, Dan Nelson, Cathy Pernsteiner, Kelli Ray,
 Colleen Waldhart
Foreign Language. Bridget Smith
Language Arts. Jessica Anderson, Lynn Coyer, Rachel Dolezalek, Carrie Frahm, Tracy
 Schumacher
Math. Toby Anderson, Scott McMurry
Reading. Judy Mader, Kris Brandner
Science. Jeanine Gelhaus, Mark Mann, Jenny Shipman
Sixth Grade. Virgil Berndt, Jack Bucki, Laurie Keefe, Elizabeth Nowicki, Garrett
 Shipman, Angela Stibbe
Social Studies. Greg Klapatauskas, Kevin Wellman
Tech Ed. Scott Geisler
Physical Education. Lisa Brooks, Jessica Haenel, Dave Vaara
Special Education. Ryan Brown (7), Jan Farmer (5-8), Julie Kakes (5), Sue Laher (8),
 Carol Wieman (7)

STUDY HALL RULES

- A. No talking, unless with teachers permission.
- B. Students must sign out on the sign-out sheet at the desk and receive a pass to leave study hall. Students must enter the time signed out and signed in on the sign-out sheet.
- C. Only one boy and one girl may sign out at one time to the washroom.
- D. No student will be "allowed to sleep or lay his head on the desk top".
- E. No card or game playing.
- F. Students are expected to be quiet, orderly and cooperative at all times in all manners.

SUMMER SCHOOL

Students who score minimal in WKCE subject areas will be recommended for summer school remediation. Successful completion of summer school remediation will be considered when considering possible retention in 8th grade.

TELEPHONE USAGE

Cell phones, including all electronic paging or two-way communication devices, must be off and in lockers during designated school hours. Communication devices are not allowed to be used under any circumstances in locker rooms and/or bathrooms. Inappropriate use of personal cell phones can result in confiscation. **SCHOOL TELEPHONES SHOULD BE USED ONLY IN THE CASE OF AN EMERGENCY OR ILLNESS.** (Office personnel must talk to your parents before you leave school). Ask your classroom teacher for permission to use the class phone for non-illness calls. See Board of Education Policy JFCM at the end of this handbook for more information.

TRANSPORTATION

It is the goal of the Medford Area Public School District to provide safe, timely, and economical transportation for all eligible students. The school district views transportation as part of the school day and the bus as an extension of the classroom. Therefore, the school district reserves the right to enforce discipline for misbehavior on the bus up to including revoking bus riding privileges. For further information, please see the Medford Area Public School District Transportation Handbook.

USE OF SCHOOL FACILITIES

Students are allowed into the main building prior to 7:45 a.m. for legitimate educational purposes only. If you arrive at school before 7:45 a.m., please report to the auditorium or cafeteria. Students being picked up from school after 3:20 p.m. should wait in the main entrance for their ride (the exception being after athletic events). Students should be picked up no later than 4:00 p.m. unless involved in CLC or some other organized school activity. 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.

VISITORS

All visitors must sign in at the main office when entering the building. For student visitors, the pass must be signed by parent(s) or guardian and by the principal prior to the day of visitation. The pass must be carried by the visitor during the day of visitation and the student will wear a visitor badge.

WEBSITE

The district website is found at www.medford.k12.wi.us. Information pertaining to MAMS Library, academics, guidance, athletics, time schedule, clubs/organizations, handbook, and staff e-mail addresses and a host of other information can be found on the web. Check it out!