

Substitute Teacher Handbook



Medford Area Public School District

Medford Area Public School District Index

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Medford Area Public School District



124 West State Street

Medford, WI 54451-1771

Telephone: (715) 748-4620

Fax: (715) 748-6839

District Website: www.medford.k12.wi.us

E-mail: lundyla@medford.k12.wi.us

Laura Lundy, District Administrator

Audra Brooks, Dir. of Business Services

Elizabeth Rachu, Dir. of Curriculum & Instruction

Joseph Greget, Dir. of Spec. Ed. & Student Services

Dear Substitute Teacher:

Welcome to the Medford Area Public School District!

Thank you for your interest in working as a substitute teacher with students at the Medford Area Public School District. You are considered a vital part of our school system, and you are appreciated for the services you provide to our students. Medford Area Public School District is proud of its educational system and continually strives to obtain excellence. Because our goals are so high, it is important that you play an active role in our teaching process and carry out the duties of the building that you are assigned to.

All our classroom teachers are expected to design lesson plans that can be carried out by you, as a substitute teacher. Continuity in the classroom is very important, and to achieve continuity we need to have you be a partner in our education delivery system.

Please feel free to communicate with the teachers and building principals, should you have any concerns during the day. Only by working together can we provide the best possible education for our students.

This handbook is given to you as a resource for your questions and we hope that it is beneficial to you.

Once again, thank you for being part of our organization.

Sincerely,

Laura Lundy
District Administrator

The mission of the Medford Area Public School District is to ensure that all students learn.

Medford Area Public School District

Board of Education

Dave Fleegel, President
Aemus Balsis, Member
Corey Dassow, Member
Steve Deml, Member
Don Everhard, Member
Brian Hallgren, Treasurer
Jodi Nuernberger, Clerk
Kurt Werner, Member
John Zuleger, Vice President

715-560-8213
715-493-5173
715-965-4110
715-965-6438
715-965-1155
715-965-0352
715-225-3967
715-965-5155
715-560-8397

Vision Statement

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.

Mission Statement

To ensure that all students learn.



Medford Area Public School District

Medford Area Public School District Office

124 West State Street
Medford, WI 54451
715-748-4620
715-748-6839 (FAX)

Laura Lundy, District Administrator, lundyla@medford.k12.wi.us
Elizabeth Rachu, Director of Curriculum and Instruction, rachuel@medford.k12.wi.us
Audra Brooks, Director of Business Services, brookau@medford.k12.wi.us
Joseph Greget, Director of Student Services & Special Education, gregejo@medford.k12.wi.us

Medford Area Senior High

1015 West Broadway
Medford, WI 54451
715-748-5951
715-748-6438 (FAX)

Jill Lybert, Principal, lyberji@medford.k12.wi.us
Andy Guden, Assistant Principal, gudenan@medford.k12.wi.us
Grades 9-12 Enrollment: 700

Medford Area Middle School

509 East Clark Street
Medford, WI 54451
715-748-2516
715-748-1213 (FAX)

Jodi Butler, Principal, butlejo@medford.k12.wi.us
Tara Abel, Assistant Principal, abelta@medford.k12.wi.us
Grades 5-8 Enrollment: 631

Medford Area Elementary School

1065 West Broadway
Medford, WI 54451
715-748-2316
715-748-2570 (FAX)

Dan Miller, Elementary Principal, milleda@medford.k12.wi.us
Shelly Crank-Woller, Assistant Elementary Principal crankri@medford.k12.wi.us
Grades PK-4 Enrollment: 585

Stetsonville Elementary School

W5338 County Road A
Stetsonville, WI 54480
715-678-2600
715-678-2162 (FAX)

Dan Miller, Elementary Principal, milleda@medford.k12.wi.us
Shelly Crank-Woller, Assistant Elementary Principal crankri@medford.k12.wi.us
Grades PK-4 Enrollment: 194

Expectations

Forms

Substitute teachers are required to have on file with the district office the following information:

1. Copy of teaching certificate from the Wisconsin Department of Public Instruction
2. Withholding Statement (W4)
3. Employment Eligibility Verification (I9)
4. Copy of Driver's License and Social Security Card
5. Application for Substitute Teaching

A substitute teacher must complete a criminal records check, which will be paid for by the school district. Substitute teachers will have to sign the appropriate release forms.

FILE: GCDA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	August 19, 1993	FILE SECTOR:	PERSONNEL
DATE REVISED:	June 15, 2000	POLICY TITLE:	CRIME INFORMATION
DATE REVISED:	November 18, 2004		RECORDS CHECK
DATE REVISED:	December 15, 2005		
DATE REVIEWED:	November 15, 2012		
DATE REVISED:	February 16, 2017		
DATE REVISED:	March 28, 2019		

Prior to the appointment of any person to a paid or volunteer position with the Medford Area Public School District, the district administrator or their designee will conduct a crime information records check through Background Investigation Bureau.

If a crime records check reveals a conviction or pending charge, which the candidate failed to disclose as required on the district application form, their application for employment may be rejected.

If the crime records check confirms a conviction or pending charge, which the candidate acknowledged on the application form, a determination shall be made in consultation with administration, board of education, local police authorities and/or legal counsel whether to approve the application based on consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

CROSS REFERENCE: IICC

LEGAL REFERENCE: §111.335 Wis. Stats.

Inclement Weather

You will not be notified of school cancellations due to inclement weather. Therefore, please stay tuned to WKEB for information on school cancellations.

Lunch

Lunch in the Medford Schools costs each teacher \$4.65. Intermittent substitute teachers will receive a free district provided lunch. You can pick up a lunch ticket in the office. You are asked to eat lunch at the same time your class goes to lunch and teachers may go to the front of the lunch line. Substitute teachers do not have to eat lunch. They may bring their own lunch and eat it in the staff lounge or classroom.

Sub Pay

The intermittent substitute pay rate is \$130.00 per day. If subbing for a teacher that travels between buildings, you may submit an expense reimbursement form for mileage.

If you substitute for the same teacher for ten consecutive days, you will receive the currently long-term sub rate of \$193.70 per day. **This assignment is continuous, without interruption, for the duration of that teacher's leave.**

Pay checks are issued on the 15th and the last day of the month. The district requires direct deposit of all employees, including substitutes. Confirmation of payroll deposits are normally mailed to substitute teachers, unless the district payroll clerk receives a request to process differently.

Substitute reports are submitted to payroll on the 5th and 20th of every month.

403(b) Plan - Participation

Every district employee is eligible to participate in the Plan, with the exception of (a) non-resident aliens, (b) those who do not have sufficient income to be eligible to contribute at least \$200 per year or (c) those who regularly work under 20 hours per week for the district. To participate, you need only: (1) fill out a Salary Reduction Agreement and (2) select the investment desired from a variety of mutual funds, from the list of district approved vendors. Employees are limited to changing their salary reduction amount to a maximum of five changes per calendar year. However, you may cease contributions at any time.

FILE: GCE

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 18, 1991	FILE SECTOR: PERSONNEL
DATE REVISED: February 21, 1994	POLICY TITLE: SUBSTITUTE
DATE REVISED: October 21, 1999	PROFESSIONAL
DATE REVISED: October 20, 2005	STAFF EMPLOYMENT
DATE REVISED: November 15, 2012	

DATE REVISED: April 22, 2019

Substitute teachers may be employed for short or long-term periods of time. A substitute teacher shall possess the appropriate license or permit issued by the Wisconsin Department of Public Instruction.

A list of eligible substitute teachers shall be prepared by the district office. When substitutes cannot be obtained, either from the list or by alternating staffing arrangements, staff members may be asked to act as substitutes during their preparation periods. In such cases compensation shall be made in accordance with the professional staff handbook.

Short-term substitute teachers, those who teach for ten (10) or less consecutive days shall be compensated at the rate to be determined by the board of education. Long-term substitute teachers, those who teach more than ten (10) consecutive days at the same assignment, shall be compensated at the long-term sub rate as determined by the board of education. Substitute teachers shall not receive contracts nor benefits.

CROSS REFERENCE: Employee Handbooks

LEGAL REFERENCE: Section 121.02(1)(a), Wis. Statutes, PI 8.01(2)(a) & PI 34 Wis. Admin. Code

Universal Precautions

Universal precautions is a practice of assuming all blood and other body fluid (vomit, respiratory secretions, saliva, feces and urine) may be potentially infectious; and the use of protective measures by the caregiver is carried out in all instances of handling such material.

Please call the central office for assistance by a custodian for all clean ups- - - every classroom in every building has Universal Precaution Kits containing rubber gloves and clean up material.

Any staff member who administers first aid, which involves body fluids, must wear the disposable gloves to avoid blood contact and transmission of communicable disease.

Hands must be washed thoroughly with soap and water before and after administering first aid.

Sub Log

It is a good practice for every substitute teacher to maintain a log of the buildings they substituted for and the teacher.

Medford Area Public School District 2024-25 School Calendar

21-22 New Teacher inservice

26-28 Teacher inservice

26 MMS & SES Open House 4-5:30 p.m.

26 MMS Open House 4:30-6:00 p.m.

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	NT	NT	23	24
25	IN	IN	IN	29	30	31

September						
S	M	T	W	T	F	S
1	LD	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 No School

8 Grades 1-9 First Day of School

4 PK-K & 10-12 First Day of School

26 Early Release

16 No School-Parent Teacher Conferences
all schools 12 - 7 pm

17 No School - Teacher Inservice

18 No School

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	PT	IN	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 End of 1st Quarter (41 days)

26 Early Release

27 - 29 No School

23 - 31 No School

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	CE	CD	26	27	28
29	30	NTE				

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	IN	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 No School

15 End of Quarter (42 days)

17 No School - Teacher
Inservice

18 Early Release

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	IN	29
30	31					

10 - 14 No School - Spring
Break

24 End of Quarter (42 days)

28 No School - Teacher
Inservice

17 Early Release

18 No School

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14 Early Release

23 Graduation 7:00 p.m. /
Last day of school/ End of
quarter (42 days)

Discipline

Elementary, Middle and High School

The purpose of constructive discipline is to develop within our young people a sense of good judgement consistent with desirable systems of values leading to proper self-control and self-direction. People cannot share or work together unless adequate standards of behavior, mutual respect and courtesy, and adherence to rules and regulations are present.

The teacher who lacks classroom control cannot function effectively, for the students' attention, interest and application are prerequisites for learning. The effective teacher recognizes that specific things should be done or not done in order to keep discipline problems to a minimum.

Physical force will not be applied when students are disciplined. However, it may become necessary to restrain a child when he/she presents a physical danger to him/herself or others. This restraint should be applied with only the degree necessary to control the child until the danger has subsided. A teacher will not, at any time, physically strike a student. However, in defense, a teacher may use the means necessary to protect him/herself.

Seek administrative help judiciously. Handle the normal range of misbehavior yourself. Don't hesitate to seek assistance with the more serious problems.

Your attitude is critically important, particularly in the cases of those students who may regard all teachers with suspicion. Work at being the kind of teacher children like and trust.

Thorough preparation is absolutely essential. A teacher who is thoroughly prepared knows what the students hope to achieve in the daily lesson, as well as what their long-range goals are. An organized classroom promotes positive behavior.

Make your assignments reasonable and clear and be definite and concise in your directions.

Be available to your students, which provides you with the opportunity to be friendly, greet your pupils, and exchange casual remarks.

Be enthusiastic. The teacher who really believes that teaching is important tends to be enthusiastic and enthusiasm is contagious.

Do something special for your class occasionally. A class will usually support a teacher who shows an interest in them.

Never attempt to use threats as a deterrent. Using idle threats as a disciplinary measure is a waste of time.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

The authority of teachers and principals is necessary to assure that students are provided with an appropriate learning environment. At times disciplinary measures are needed to maintain this positive learning atmosphere. Disciplinary measures will take into account the dignity of each student, the seriousness of an infraction and the need for positive motivation of students.

No official, employee or agent of the Medford Area Public School District may subject a student to corporal punishment according to Section 118.31 of the State Statutes.

MAPSD officials, employees or agents are not, however, prohibited from using reasonable or necessary physical force under the following conditions:

- In determining whether or not a person was acting within the exceptions listed above, deference shall be given to reasonable, good faith judgments made by an official, employee or agent of the District.

9

name of the persons involved witnesses, date, time and place. Each school will maintain on file a record of each incident of the use of physical force.

CROSS REFERENCE:

LEGAL REFERENCE: 115.80(3)(e) & 118.31 Wis. Statutes

FILE: GBCBA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 16, 1989
DATE REVISED: November 16, 1995
DATE REVISED: November 19, 1998
DATE REVISED: March 18, 2004
DATE REVISED: January 23, 2006
DATE REVISED: October 29, 2012
DATE REVISED: November 26, 2018

FILE SECTOR: PERSONNEL
POLICY TITLE: HARASSMENT IN
THE WORKPLACE

Medford Area Public School District (MAPSD) does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it. It is the policy of MAPSD to maintain and ensure a working environment free of any form of harassment or intimidation toward any person.

For this policy, "person" shall be defined as employee, paid or unpaid, Board of Education (BOE) member, volunteer, student or applicant.

Any person who works in MAPSD is required to be familiar with, and comply with, the policy prohibiting harassment.

Harassment is an individual act or pattern of abusive or degrading conduct towards another based in whole or in part, on sex, race, color, age, ancestry, arrest or conviction record, membership in the military reserve, national origin, creed, marital status, sexual orientation or disability, which substantially interferes with performance or creates an intimidating, hostile or offensive work environment, and is considered a form of discrimination according to state and federal law.

Sexual harassment can be by a person of the same or opposite gender, and is defined to include unwelcome sexual advances, unwelcome requests for sexual favors, physical contact of a sexual nature, or verbal or physical conduct of a sexual nature when:

- Submission to or acquiescence in such conduct is made either explicitly or implicitly a term or condition of an individual's employment status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, such as promotion, transfer, compensation, etc., affecting such individual.

- Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment, even if it leads to no tangible employment consequences.
- Such conduct has the effect of causing harm to the professional atmosphere of the school or violates community standards or ethics.

Sexual harassment may include, but is not limited to, deliberate and/or repeated displays of sexually explicit gestures, verbal comments or graphic or written materials or verbal or physical conduct of a sexual nature, whether repeated or not, that is sufficiently severe to create a hostile environment.

No person shall threaten or insinuate, either explicitly or implicitly, that any person's refusal to submit to sexual advances will adversely affect that person's school performance, employment, work status, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment, or career development. Nor shall any person promise, imply or grant any preferential treatment for engaging in sexual conduct.

Anyone who engages in harassment is subject to disciplinary action, up to and including termination, and referral to authorities for criminal prosecution.

Any person who believes they are a victim of harassment should report their concerns to their building administrator. Complaints under this policy shall be filed in a timely manner.

It is the intent of MAPSD to create an atmosphere where complaints will be treated fairly and quickly. If an individual is not comfortable with making a complaint to their building administrator, the complaint may be filed with any other administrator. The administrator will report the complaint to the district administrator unless the district administrator is allegedly involved as a party to or the focus of the complaint, in which case it shall be reported to the BOE president.

The right to confidentiality, of the complainant and the accused, will be respected consistent with the district's legal obligations, provided it does not interfere with the district's ability to investigate allegations of misconduct and to take corrective action.

Retaliation against anyone reporting or thought to have reported harassment is prohibited. Such retaliation shall be considered a serious violation of policy and shall be independent of whether a charge or complaint of harassment is substantiated. Encouraging others to retaliate also violates policy.

Policy Dissemination

- This policy and procedure will be made available to all employees on not less than an annual basis.
- New employees will attend an in-service in which an understanding of harassment, the board of education policy and complaint procedures and importance of vigilance will be emphasized.
- Information will be posted at each building advising employees, students and volunteers of the policy and the procedures for filing a complaint.

CROSS REFERENCE: JBA & Employee Handbooks

LEGAL REFERENCE: Title VI & VII of the Civil Rights Act of 1964, §111.32(13), 118.195, 118.20, 947.0125, 947.013 Wis. Stats., Title IX, Education Amendments of 1972, EEOC Guidelines (29 C.F.R. - Part 1604.11), Age Discrimination Act of 1975, & Americans with Disabilities Act of 1970

FILE: GBCBA-R

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 16, 1989
DATE REVISED: November 16, 1995
DATE REVISED: November 19, 1998
DATE REVISED: March 18, 2004
DATE REVISED: January 23, 2006
DATE REVISED: October 29, 2012
DATE REVISED: November 26, 2018

FILE SECTOR: PERSONNEL
POLICY TITLE: HARASSMENT IN
THE WORKPLACE
(COMPLAINT
PROCEDURE)

The building administrator is generally responsible for compliance with state and federal regulations concerning harassment in their building. However, if the complainant is uncomfortable reporting to their building administrator or any other administrator noted in this policy, or if the administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to the district administrator or the BOE president. The term "days" when used in this policy shall mean calendar days, excluding Saturdays, Sundays and legal holidays.

If the complainant goes to a BOE member instead of following the steps prescribed in this policy, the BOE member will immediately refer the matter to the BOE president, or, if the BOE president is allegedly involved as a party to or the focus of the complaint, to the district administrator.

Step 1

Any complaint shall be presented in writing or orally to their building administrator, or in the case of district office personnel, to the district administrator. Oral complaints will be

handled informally. If the complaint is submitted in writing, it should include the specific nature of the harassment, corresponding dates as well as the name, address and phone number of the complainant. The building administrator or other administrator shall notify the district administrator. However, if the complainant is uncomfortable reporting to any administrator noted in this policy, or if the administrator is allegedly involved as a party to, or the focus of the complaint, the complainant may present the complaint to the district administrator or the BOE president.

Step 2

The building administrator or other administrator shall fully investigate the complaint; notify the person who has been accused of harassment; develop a response to the allegation; and arrange a meeting as soon as possible or within 5 days after receipt of the written complaint to discuss the complaint with all concerned parties. The building administrator or other administrator will promptly file a copy of the complaint and response with the district administrator.

Step 3

If the complainant is not satisfied with the answer of the building administrator or other administrator, they may submit a written appeal to the district administrator indicating the areas of disagreement with the response and reason underlying such disagreement. Such appeal must be filed within 10 days after receipt of the building administrator's or other administrator's response. The district administrator shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time, to discuss the appeal. The district administrator shall give a written response to the complainant's appeal within 30 days after receipt of the notice of appeal. The district administrator may exercise authority to discipline the person involved if they feel satisfied that the evidence as presented warrants the discipline. If the party involved is a BOE member, findings and recommendations shall be made to the full BOE.

Step 4

If the complainant or the district administrator is not satisfied with the results of Step 3, they may file an appeal requesting a hearing with the BOE president within 10 days after the decision in Step 3 has been rendered. If the BOE president is allegedly involved, party to or the focus of the complaint, the appeal in Step 4 shall be filed with the BOE.

Step 5

If the complainant or the district administrator wishes to pursue the matter further, either party may file an appeal requesting a hearing with the BOE within 10 days after the decision in Step 4 has been rendered. The BOE will conduct a hearing about the matter and may take appropriate action in order to resolve any misconduct and/or the complaint.

FILE: JFC

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: May 20, 1999	FILE SECTOR: STUDENTS
DATE REVISED: September 19, 2002	POLICY TITLE: CODE OF CLASSROOM
DATE REVISED: April 16, 2009	CONDUCT
DATE REVISED: April 21, 2011	
DATE REVISED: December 18, 2014	
DATE REVISED: November 30, 2020	

Medford Area Public School District (MAPSD) is committed to maintaining a favorable academic atmosphere. Every member of the school community is expected to cooperate in this mission. Staff, including teachers and administration, must work to create positive learning climates and maintain proper order in their classrooms. Students must come to school ready and willing to learn. Students are expected to abide by all rules of behavior established by the Board of Education (BOE), administration and their classroom teachers as outlined in the student handbook and referenced policies. Parent(s)/guardian(s) should be aware of their child's behavior in school and are asked to cooperate and consult with the school to prevent or address misbehavior.

MAPSD shall not discriminate in standards and rules of behavior, including student harassment, or in disciplinary measures, including suspension and expulsion, on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability. Discrimination complaints shall be handled in accordance with established procedures.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in

such behavior may be subject to removal from class and placement procedure as outlined in this policy. In addition, the student may be subject to other disciplinary action in accordance with established BOE policies and school rules.

CROSS REFERENCE: JF, JFCH, JFCJ, JFCJA, JFCN, JFG, JFI and JGA
LEGAL REFERENCE: §118.164 & 120.13(1)(a), Wis. Stats. and 20 USC 1415(k)

FILE: JFC-R

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: May 20, 1999	FILE SECTOR: STUDENTS
DATE REVISED: September 19, 2002	POLICY TITLE: CODE OF
DATE REVISED: April 16, 2009	CLASSROOM CONDUCT
DATE REVISED: April 21, 2011	
DATE REVISED: December 18, 2014	
DATE REVISED: November 30, 2020	

This Code of Classroom Conduct applies to all students in grades PreK-12.

For purposes of this policy only, a “teacher” *is defined as a person holding a license or permit issued by the State Superintendent whose employment by MAPSD requires that they hold that license or permit, including teacher assistants.*

For purposes of this policy only, “class/classroom” *is defined as school premises or environment including, but not limited to: buses, classroom, hallways, parking lot, and out of district events (academic and athletic).*

Reasons for Student Removal from Class

A teacher may remove a student from class for the following reasons:

- Dangerous, disruptive or unruly behavior or inappropriate behavior of a serious nature that interferes with the ability of the teacher to teach effectively. This type of behavior may include, but is not limited to:
 - Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
 - Being under the influence of alcohol, controlled substances or controlled substance analogs, or otherwise in violation of MAPSD student alcohol, tobacco and other drug policies.
 - Sexual or other harassment, including behavior that interferes with another student's work or school performance or creates an intimidating, hostile or offensive classroom environment.
 - Fighting or taunting, baiting, inciting and/or encouraging a fight or disruption.
 - Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
 - Inappropriate physical contact such as biting, pinching, pushing or striking-another person.
 - Obstruction of classroom activities or other intentional action of a serious nature taken to prevent the teacher from exercising their assigned duties.
 - Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
 - Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
 - Repeated disruption or violation of classroom rules, confronting staff argumentatively, or refusing to follow directions.
 - Behavior that causes the teacher or other students fear of physical or psychological harm.
 - Physical confrontations or verbal/physical threats.
 - Willful damage to school property or that of another student.
 - Possession of personal property which is prohibited by school rules and disruptive to the teaching and learning of others.
 - Repeated use of profanity and obscenities.

When a teacher removes a student from class, the reason must be consistent with provisions outlined above, reasonable, serve a legitimate educational purpose and be nondiscriminatory.

Procedures for Removing a Student from Class

When a student is removed from class for a violation(s) of this Code of Conduct, the teacher shall send the student to the building principal or designee and inform them of the reason(s). The teacher (using an appropriate form) shall provide a written explanation of the reason(s) to the principal or designee within 24 hours.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present their version of the situation. The principal shall then determine the appropriate educational placement for the student.

Placement Procedures

The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

- An alternative education program if available.
- Another class in the school or another appropriate place in the school as determined by the building principal or their designee.
- Another instructional setting.
- The class from which the student was removed if the principal or designee determines that readmission to the class is the best or only alternative.

When making placement decisions, the building principal or designee should consider the following factors:

- The reason the student was removed from the class (severity of the offense), the type of placement options available for students in that particular school and any limitations on such placements (costs, space availability, location supervision).
- The estimated length of time of placement.
- The student's individual needs and interests.
- Whether the student has been removed from a teacher's class before (repeat offender).
- The relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct, is the placement applicable before and or after the suspension?)

The building principal or designee may consult with other appropriate school personnel when making or evaluating placement decisions. A student's parent(s)/guardian(s) may also be consulted regarding student placement decisions when determined by the building principal or designee to be in the best interests of the persons involved or as required by law.

- All placement decisions shall be made consistent with established BOE policies and in accordance with state and federal laws and regulations.
- The parent(s)/guardian(s) of a minor student shall be notified of a student's placement in an alternative educational setting.
- Except that a student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Parent(s)/Guardian(s) Notification Procedures

The building principal or designee shall notify the parent(s)/guardian(s) of a minor student when a teacher has removed a student from a class for violation(s) of this Code of Conduct. The initial notice must be attempted by phone and shall be followed, within one day of receipt of written notice from the teacher, by a written parental/guardian notice. The written notification to parent(s)/guardian(s) should be completed on the appropriate form and shall include the reasons for the student's removal from class along with any placement decision involving the student.

If the removal from class and change in educational placement involves a student with a disability, parent(s)/guardian(s) notification shall be made consistent with state and federal laws and regulations.

If the student removed from a class is also subject to additional disciplinary action for the particular classroom conduct (i.e., detention, suspension or expulsion), the student's

parent(s)/guardian(s) shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Exceptions

Instances may occur when a teacher sends a student to the principal, designee, or office for reasons other than those described in this Code of Conduct (i.e. minor recess playground rule violations, lunchroom rule violations, counseling, etc.). In these cases it shall be the principal's or designee's determination as to whether a teacher must file a written report and if parent(s)/guardian(s) notification is required.

FILE: JICA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 19, 2004

DATE REVISED: October 23, 2006

DATE REVISED: October 27, 2008

DATE REVISED: August 20, 2015

DATE REVISED: June 28, 2021

FILE SECTOR: STUDENTS

POLICY TITLE: STUDENT DRESS

Medford Area Public School District is committed to student safety, providing a high quality learning environment and preventing learning distractions. Students are encouraged to dress for success promoting common respect and projecting an image of high self-esteem, confidence and school and community pride.

School administration will determine if student dress is appropriate and the consequences for wearing inappropriate clothing. These guidelines will be posted in student handbooks. Refer to each building's student handbook for details.

CROSS REFERENCE: JFC
LEGAL REFERENCE: §120.13(l) Wis. Stats.

FILE: JFCM

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: October 11, 1990	FILE SECTOR: STUDENTS
DATE REVISED: September 19, 1996	POLICY TITLE: STUDENT USE OF
DATE REVISED: June 19, 1997	TWO-WAY COMMUNICATION DEVICES
DATE REVISED: July 18, 2002	
DATE REVISED: August 17, 2006	
DATE REVISED: October 27, 2008	
DATE REVISED: May 20, 2010	
DATE REVISED: February 19, 2015	
DATE REVISED: December 21, 2020	
DATE REVISED: July 22, 2024	

To ensure all students learn and for their safety and well-being, Medford Area Public School District (MAPSD) prohibits the use of electronic devices during the instructional school day.

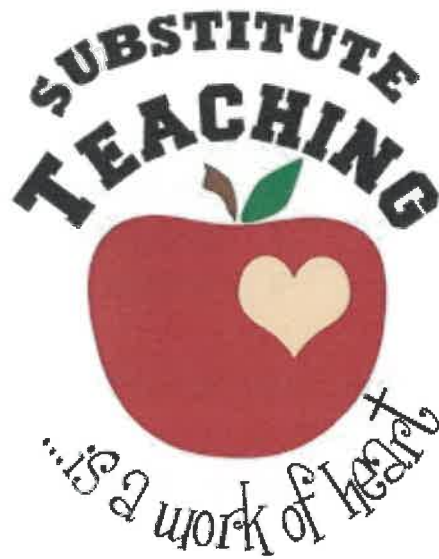
Electronic communication devices covered by this policy include, but are not limited to cell phones, smartwatches, wireless earbuds/headphones and other personal electronic devices.

Electronic devices are prohibited during the school day. Electronic devices may not be used in any manner that disrupts the educational environment, violates students' conduct rules, or violates the rights of others. Any student found violating this policy shall be subject to disciplinary action. Disciplinary action includes, but is not limited to, referrals, detentions, and/or confiscation of the personal electronic device. Personal electronic devices that are confiscated may also require a parent/guardian to pick up the device from the main office. MAPSD will not be responsible for loss, damage, or theft of any electronic or digital device brought to school. At the discretion of the administrator or designee, electronic devices may be used on an individual basis.

The building administrator or their designee shall be responsible for enforcing this policy.

CROSS REFERENCE:
LEGAL REFERENCE: §118.258 & 120.13(1) Wis. Stats.

Substitute Teacher Handbook



Stetsonville Elementary School

SES Index

Helpful Information

- **Your Sub Work Day**
- **Office**
- **Attendance**
- **Breakfast**
- **Duty**
- **Medication**

Staff Bathroom

- **Lunch and Recess**
- **Discipline Plan**
- **Phones**

Discipline Referral Form and Shields

Emergency Situations

Fire Evacuation Plan

Severe Weather Plan

Stetsonville Elementary School

Welcome to the Stetsonville Elementary School. We're very pleased that you are able to be a substitute teacher for us. Contact the office, principal or another teacher regarding any questions or concerns. We all hope you enjoy your day here. Thanks for working with us.

Office, Jenel Waldhart, ext. 1121

Principal, Dan Miller, ext. 1123

Vice Principal Shelly Crank-Woller, ext. 1123



Your Sub Work Day

Our school day is from 7:15 a.m.- 3:15 p.m.

Check in at the Office

Please check in at the office upon arriving at school. We will make sure you get credit for subbing and provide your room assignment. Lesson plans and a seating chart are located in the teacher's room as well as a crisis plan. If there is a lockdown, remove the magnetic strip on the doorframe that is blocking the lock mechanism.

Attendance

Please take attendance. Write down the names (first and last) of the students who are absent and send the list to the office. If a student comes late or leaves early, they must sign in or out in the office. Students will bring a pass from the office to enter class.

Breakfast

Breakfast will be served from 7:15 a.m. to 7:45 a.m. Students that participate in the breakfast program will come to the gym for breakfast. Classes begin at 7:48 a.m. Students can begin arriving in the classroom at 7:35 a.m.

Duty

You may be required to cover a lunch duty and/or recess duty. So please come prepared with appropriate footwear and outdoor clothing. If you have a duty, please take a walkie-talkie located by the south recess doors. If you need help, please ask.

Medication

Some students take medication daily. If a student asks for his/her medication, please send them to the office or the health room.

Illness/Injury Within the Classroom

If a student becomes ill or is injured in the classroom, please fill out a yellow HEALTH ROOM PASS for the student and send them to the office

Staff Bathrooms

The staff bathrooms are located between the workroom and the teacher's lounge.

Lunch and Recess

Grade	Recess	Lunch
PreK	9:35-9:50 11:10 - 11:40	11:40 - 12:10
K	9:35 - 9:50 11:15 - 11:42	11:42 - 12:12
1	11:20-11:50 2:35 - 2:55	11:45 - 12:15
2	12-12:30 2:35 - 2:55	12:30 - 12:55
3	12:05-12:35 No p.m.	12:35 - 1:00
4	12:05 - 12:35 No p.m.	12:35 - 1:05



Discipline Plan

Teachers use the progressive discipline plan along with PBIS. Each teacher has their set of rules posted on their classroom wall. We utilize shields which are positive rewards to be given to students meeting expectations. Students attach these to the large shield in the front entrance area. Punch cards can also be used for more challenging students. Check with the front office for this idea. Also attached is a behavioral report form to use for more negative behavior.

Phones

Each classroom has a phone. If you have discipline problems or questions, please call Barb in the office at ext. 1121 or the SES administrator—either Dan Miller or Shelly Crank-Woller at ext. 1123.

For emergency purposes only, you can make an all call by dialing 1730 from the classroom phone. Hit Send. You will hear a ring and then a beep. Talk after the beep.

Medford/Stetsonville School Office Discipline Referral Form

Name: _____ Date: _____ Time: _____ (in 15 minute intervals) Grade: _____

Teacher: _____ Referring Staff: _____ IEP: yes or no

Location (choose one)

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Bathroom | <input type="checkbox"/> Art Room |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Gym | <input type="checkbox"/> Computer Lab |
| <input type="checkbox"/> Commons | <input type="checkbox"/> Library | <input type="checkbox"/> Music Room |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> Bus | <input type="checkbox"/> Distance Learning |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Stadium (Media) | <input type="checkbox"/> Other Location |

Minor Behavior or Major Behavior (only choose one minor or one major)

- | Minor Behavior | Major Behavior |
|--|---|
| <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Abusive/Inappropriate Language |
| <input type="checkbox"/> Physical Contact/Aggression | <input type="checkbox"/> Physical Aggression |
| <input type="checkbox"/> Defiance | <input type="checkbox"/> Defiance |
| <input type="checkbox"/> Disrespect | <input type="checkbox"/> Disrespect |
| <input type="checkbox"/> Disruption | <input type="checkbox"/> Lying/Cheating |
| <input type="checkbox"/> Property Misuse | <input type="checkbox"/> Bullying |
| <input type="checkbox"/> Other Behavior | <input type="checkbox"/> Fighting |
| *Minors filed with teacher. | *3 Minors (same behavior)=Major |

Possible Motivation (must choose one)

- | | | |
|--|---|---|
| <input type="checkbox"/> Obtain Peer Attention | <input type="checkbox"/> Avoid Tasks/Activities | <input type="checkbox"/> Other Motivation |
| <input type="checkbox"/> Obtain Adult Attention | <input type="checkbox"/> Avoid Peer(s) | <input type="checkbox"/> Unknown Motivation |
| <input type="checkbox"/> Obtain Items/Activities | <input type="checkbox"/> Avoid Adult | |

Other Involved in Incident (only choose one)

- ☐ None ☐ Peers ☐ Staff ☐ Teacher ☐ Substitute ☐ Unknown ☐ Other

Administrative/Teacher Decision (choose one)

- | | | |
|--|--|---|
| <input type="checkbox"/> Time in Office | <input type="checkbox"/> Time Out/Detention | <input type="checkbox"/> In-School Suspension (____hrs) |
| <input type="checkbox"/> Loss of Privilege | <input type="checkbox"/> Restitution/Community Service | <input type="checkbox"/> Out-of-School Suspension (____hrs) |
| <input type="checkbox"/> Conference with Student | <input type="checkbox"/> Individualized Instruction | <input type="checkbox"/> Bus Suspension |
| <input type="checkbox"/> Parent Contact | | <input type="checkbox"/> Other Action Taken |

Brief explanation (50 words or less)

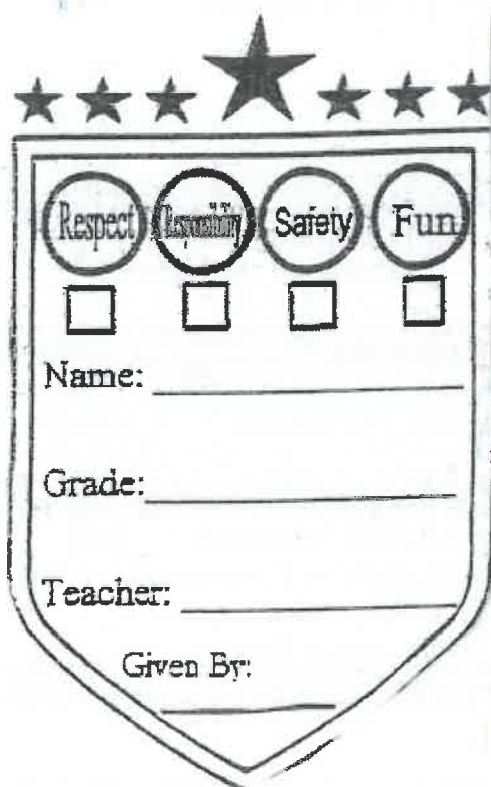
Shields & Punch Cards

Shield:

Our expectations at school are Respect, Responsibility, Safety and Fun. Students are given a shield when caught following one of these expectations. When a student receives a shield they place it on the school-wide shield. A school-wide celebration is held when the big shield is filled. Examples of school-wide celebrations include: Raider Pride Day, Beach Day, Egg Hunt, Movie & Popcorn, and Hot Chocolate Party.

Punch Cards:

Punch cards are used to target specific behaviors. A student could get a punch card to target: extra academic practice, test motivation, transitioning off of Check In Check Out (CICO), attendance concerns, helping to develop a positive attitude, lunchroom or recess behavior, coping with life changes such as divorce, death of a loved one, moving, bullying concerns, ect. Staff acknowledge students using punch cards to reinforce appropriate behavior. Once a punch card is filled they cash it in for a reward.



Respect Responsibility Safety Fun

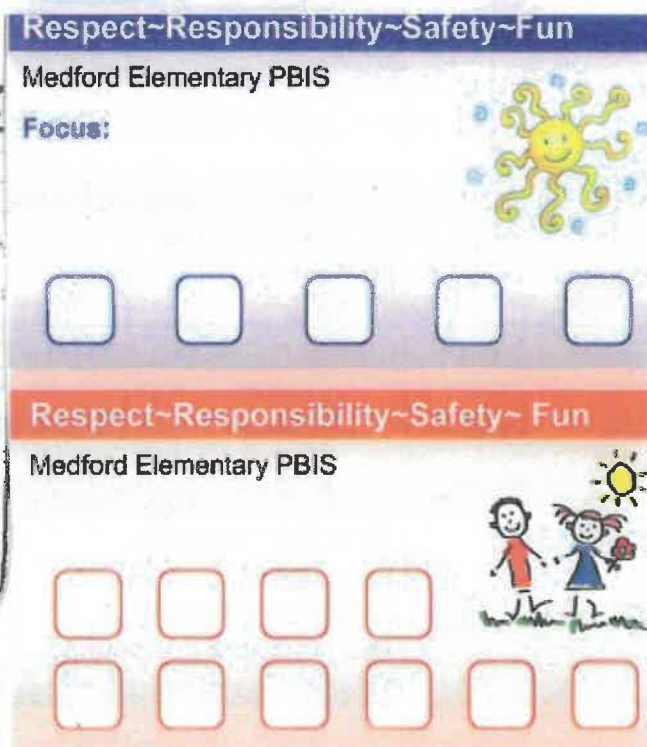
☐ ☐ ☐ ☐

Name: _____

Grade: _____

Teacher: _____

Given By: _____



Respect~Responsibility~Safety~Fun

Medford Elementary PBIS

Focus:

☐ ☐ ☐ ☐ ☐

Respect~Responsibility~Safety~Fun

Medford Elementary PBIS

☐ ☐ ☐ ☐ ☐

☐ ☐ ☐ ☐ ☐

Ask for either item in the office if you would like to use these as a support in the classroom.

Emergency Situations

Fire and severe weather drill charts with locations are posted on the front wall of each classroom. Please see pages 8 & 9 in this handbook as well.

The Crisis Response Plan is a verbal signal through the P.A. system.

1. Caution–verbal announcement

- Check hallways for students, bring them in – lock all doors.
- Continue class as usual. Keep the computer on.
- Take attendance – list absent students with their possible locations.
- Follow any directions from the proper authorities.
- Release students for breaks sparingly. Cancel outdoor activities.
- Listen for all clear or secure conditions.

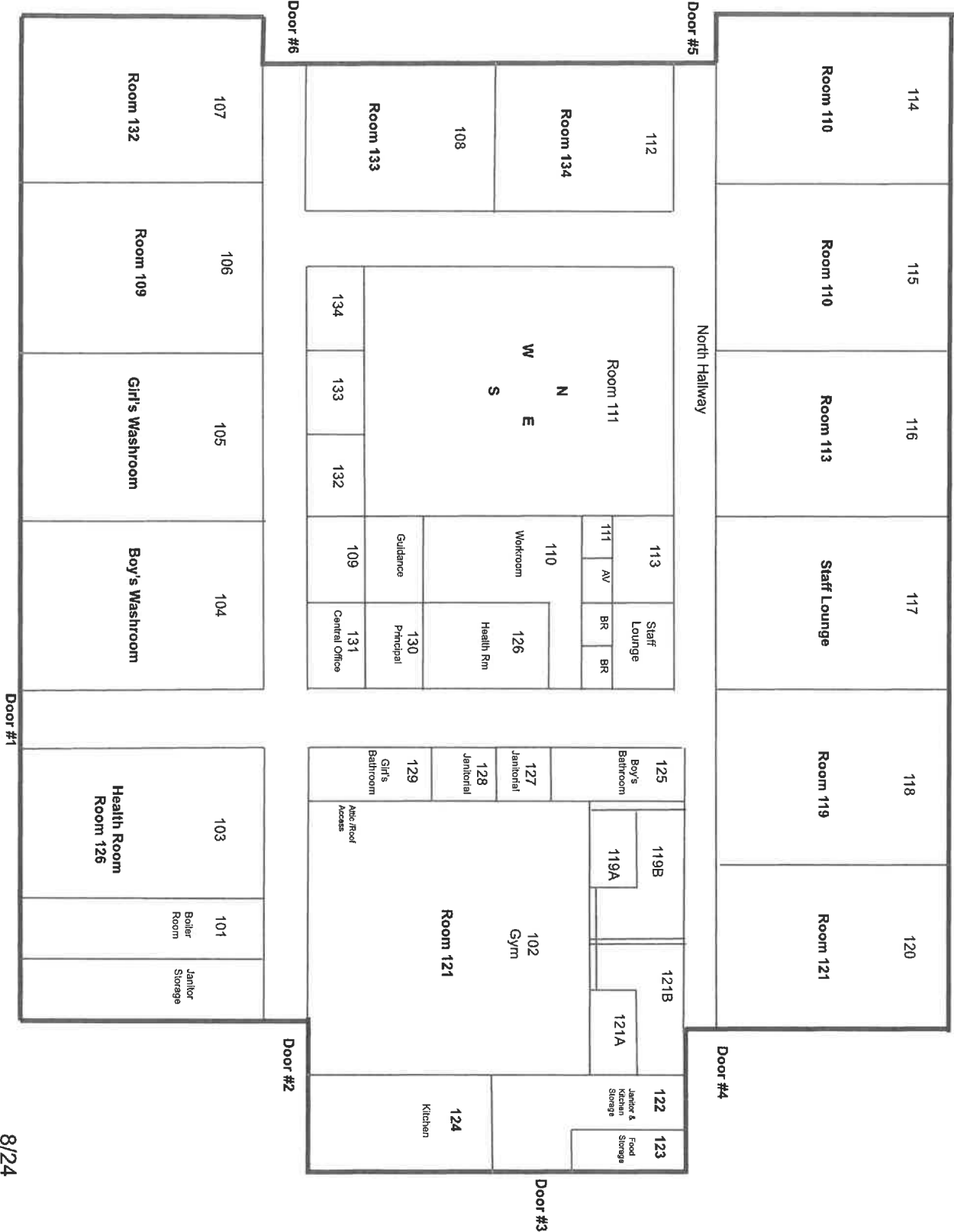
2. Secure–verbal announcement

- Get everyone in the room away from doors and windows but do not huddle together. Scatter students on the floor.
- Check hallways for students, bring them in.
- Lock doors, turn off lights.
- Maintain silence – don't use radios or T. V.
- Cover the inside windows completely.
- Release no one. Ignore bells and fire alarms. No restroom breaks.
- Be prepared to stay in lock down for extended time.
- Do not leave the area until all clear is given.
- Flee the room if it is breached.

3. Evacuate–verbal announcement and dismissal directions

- Allow students to get jackets and backpacks if approved by administration.
- Give directions and follow the last student from the classroom.
- Flee the building either out a door if it's safe to do so or climb out the window in the classroom.
- Take a pen, class roster, activity folder if time allows.
- Lights off and doors closed.
- Proceed to church on Stetsonville A–Sacred Heart Catholic Church
- If escape is not possible, follow the procedure for secure lockdown listed above.

SES SEVERE WEATHER PLAN



- A** Electrical Shutoff - South-East Wall Room 101
- B** Water Shutoff - North Wall Room 122
- C** Gas Shutoff - Outside South-East Wall
- D** Alarm Control - East Wall Room 101 (box marked Alarm Panel)
- E** Fire Alarm Reset - Janitor's Rm 127 (box marked Alarm Panel)



2024/25 Stetsonville Elementary School

114	115	116	117	118	120
2nd Grade	3rd Grade	4th Grade	4th Grade	Art/Music	Special Ed
N. Pospychalla	M. Kahn	A. Becker	K. Losiewicz	M. Gerlach D. Niskanen	K Schumacher B. Hebert C. Rymer

Door #5

North Hallway

- 112
3rd Grade
- K. Weiler
- 108
1st Grade
- A. Totzke

Library/IMG Room 111		113 Title		Staff Lounge	
		111 Titie	AV	BR	BR
N W E S		110		126	
		Workroom		Health Rm	
134 Speech E. Decker	133 Math L. Venzke	132 SPED M. Kree	109 Psych T.Mallak	131 Central Office	130 Principal
		Guidance H. Thums			

Door #6

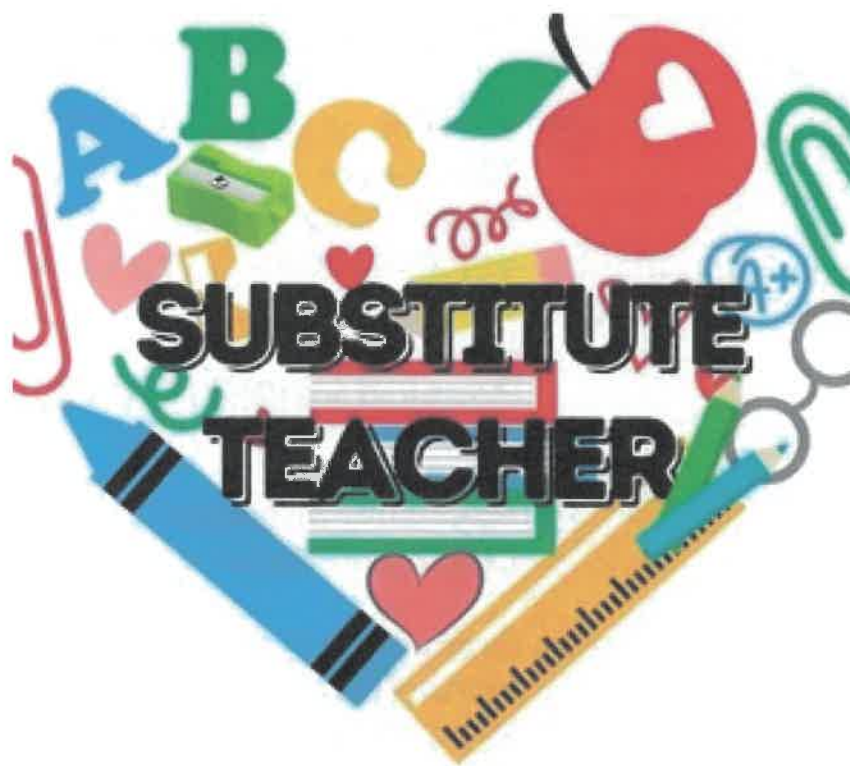
- 107
1st Grade
- A. Langdon
- 106 Kindergarten
- C. Rudolph
- 105 Kindergarten
- L. Nelson
- 104 Preschool
- P. Brandner

Door #2

- 125 Boy's Bathroom
- 119B OT
- 119A PT
- 121B Phys. Ed. Office
- 121A ELL
- 122 Janitor & Kitchen Storage
- 123 Food Storage
- 127 Janitorial
- 128 Janitorial
- 129 Girl's Bathroom
- Attic Roof Access
- 102 Gym
- Room 121
- 124 Kitchen
- 103 Preschool
- 101 Boiler Room
- B. Behling

Door #3

Substitute Teacher Manual



Medford Area Elementary School

MAES Index

What To Do When You Arrive

ABC's of Life at MAES

Attendance

Audio-Visual Supplies

Bell Schedules

Dismissal

Duty

Illness or Injury

Medications

Phones

Releasing Students

Lunch and Recess

Fire Evacuation Plan

North Wing

West Wing

Severe Weather Plan

What To Do When You Arrive At Medford Area Elementary School:

Unless you have received a late morning phone call for some reason, you are expected to arrive at school by 7:30 a.m. When you arrive, please report to the office and see Lesia Fuchs. Let her know that you are subbing and who you are subbing for. Ask Mya or Lesia for the master key as all rooms are not unlocked.

Lesson plans and a seating chart are located in the teacher's room as well as a crisis plan. If there are no lesson plans in the classroom and if you have not received any plans from the office when you checked in, please contact the principal immediately.

Eat lunch at the time that your students eat lunch and please feel free to go to the head of the line. (Rank does have a few privileges!) You may eat in your classroom or in the cafeteria with students. At the end of the day, please leave a note for the teacher about what was covered and any problems which you might have encountered.

If you have any questions, do not hesitate to ask a neighboring teacher or to contact the office at ext. 3321 or 3322 to get an answer to your question.

ABC's of Life at MAES



Attendance

Morning attendance must be taken and hung on the door by 8:30 a.m. Write down the names **(first and last)** of the students who are absent and hang on outside of the door. If a student comes late or leaves early, they must sign in or out of the office. Students will bring a pass from the office to enter class.

If you receive any lunch money or attendance notes from students, please place them on the outside of your door for pickup by 8:30 a.m. Student and teacher notes are delivered to the classroom around 8:45 a.m. and 2:00 p.m. Be sure to check the outside of your doorway for notes.

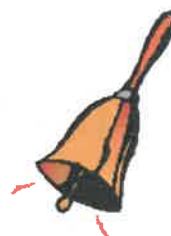
Audio-Visual Supplies

Audio-visual supplies are housed in the IMC. If you need a piece of equipment that is not already in your room, please contact the librarian at ext. 3369.

Bell Schedules

The MAES bell schedule is as follows:

Beginning of school day: 8:15 a.m.
Pre-Dismissal: 3:30 p.m.
Dismissal: 3:34 p.m.



Dismissal

Many of our students are dropped off at locations other than home. Some have multiple drop-offs. Please be sure to put students on the correct "slots" when departing. If you are not sure about any of the students' bus assignments or have any other questions, please call Mya at Ext. 3321 or Lesia at Ext. 3322. **Please review the student's dismissal prior to 1:30 p.m. so calls can be made early enough if there are questions as to where a student should go.**

Duty

You may be required to cover lunch duty and/or recess duty. So please come prepared with appropriate footwear and outdoor clothing.

Illness or Injury (Student)

If a student becomes ill or is injured in the classroom, please fill out a yellow HEALTH ROOM PASS for the student and send them to the health room. In case of serious injury in your classroom, notify the health room by calling ext. 3328 or 3389.

Under no circumstances should a student be allowed to use the classroom phone to contact his/her parents to make arrangements to go home. The health room staff will make the determination if a student should go home.

Medications

A number of students take medication on a daily basis. Medications are administered by the school's health room assistant. If you have any questions regarding the administration of prescription medication, please contact the health room at ext. 3328 or 3389.

Phones

There are phones located in each classroom. To call any extension, dial that extension directly. The following extensions may be helpful to you:

Dan Miller, Elementary Supervisor	3323
Shelly Crank-Woller, Assistant Principal	3323
Mya Larocque, Office Secretary	3321
Lesia Fuchs, Office Secretary	3322
Amanda Wille, Health Room	3328
Shannon Wiegel, Health Room	3389



If you must call 911 from your room, **dial 911**.

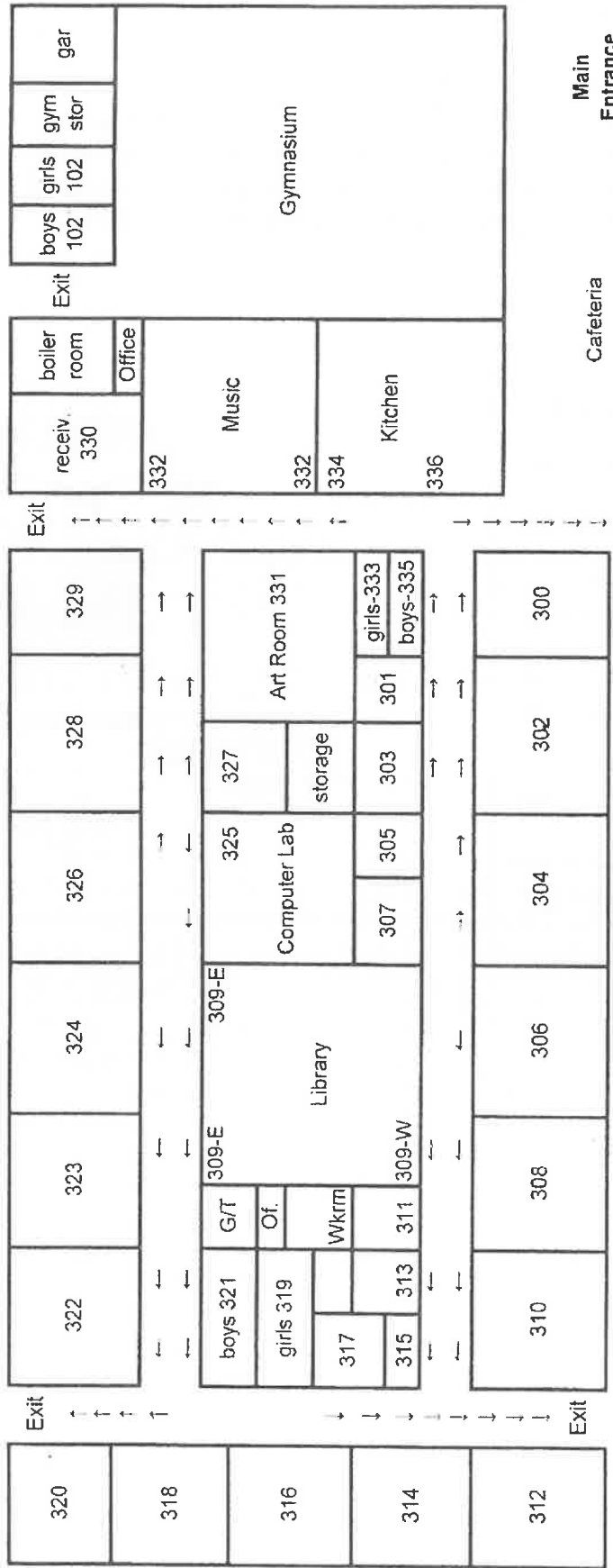
Releasing Students during the School Day

Do not release students to any adults from your classroom; all student pickups must occur at the office where the student will be signed out by an authorizing adult. If the student has a note to be picked up at a certain time, please send the student to the office at that time or we will call your room while the adult remains in the office.

Lunch and Recess

Grade	Recess	Lunch
PreK	10:45-11:05	11:10-11:40
K	10:20-10:45 2:30-2:55	10:50-11:20
1	10:50-11:15 2:30-2:55	11:20-11:50
2	11:20-11:45 2:00-2:20	11:50-12:20
3	11:50-12:20 3:00-3:20	12:22-12:50
4	12:00-12:30 3:00-3:20	12:32-1:00





Main Entrance

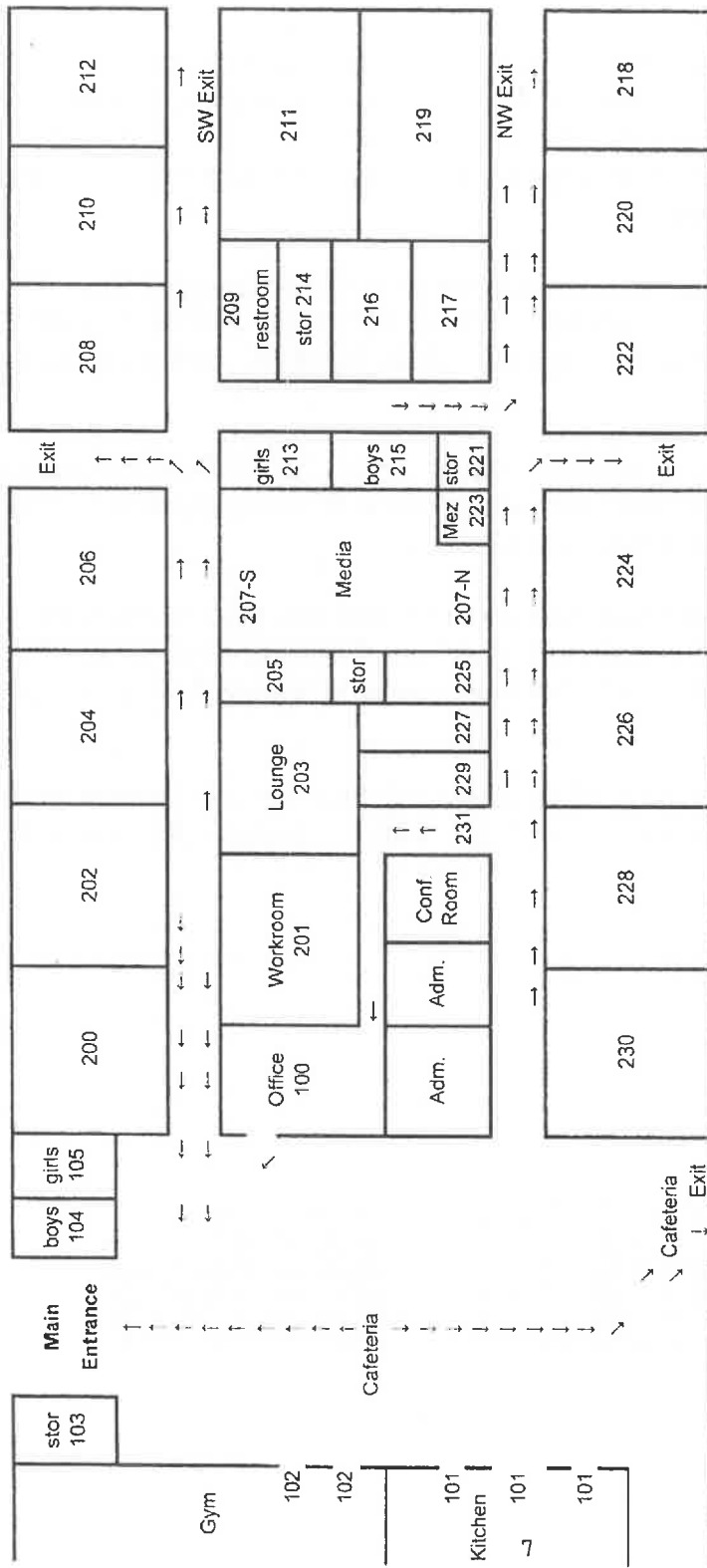
Cafeteria

Southwest Wing

MEDFORD AREA ELEMENTARY SCHOOL NORTHEAST WING FIRE DRILL

E
N + S
W

revised: 5.1.15



MEDFORD AREA ELEMENTARY SCHOOL

SOUTHWEST WING

FIRE DRILL

Staff/students using front exit should go to the outdoor classroom.

S
E + W
N

revised: 5.1.15

Severe Weather Plan

The following plan is established so that we might be better prepared in case of severe weather in our area. The chances for severe weather in our area are significant enough so that we must prepare and train our school population to “be prepared”. This preparation should offer some degree of insurance that we can control our chances for safety in the event of severe weather.

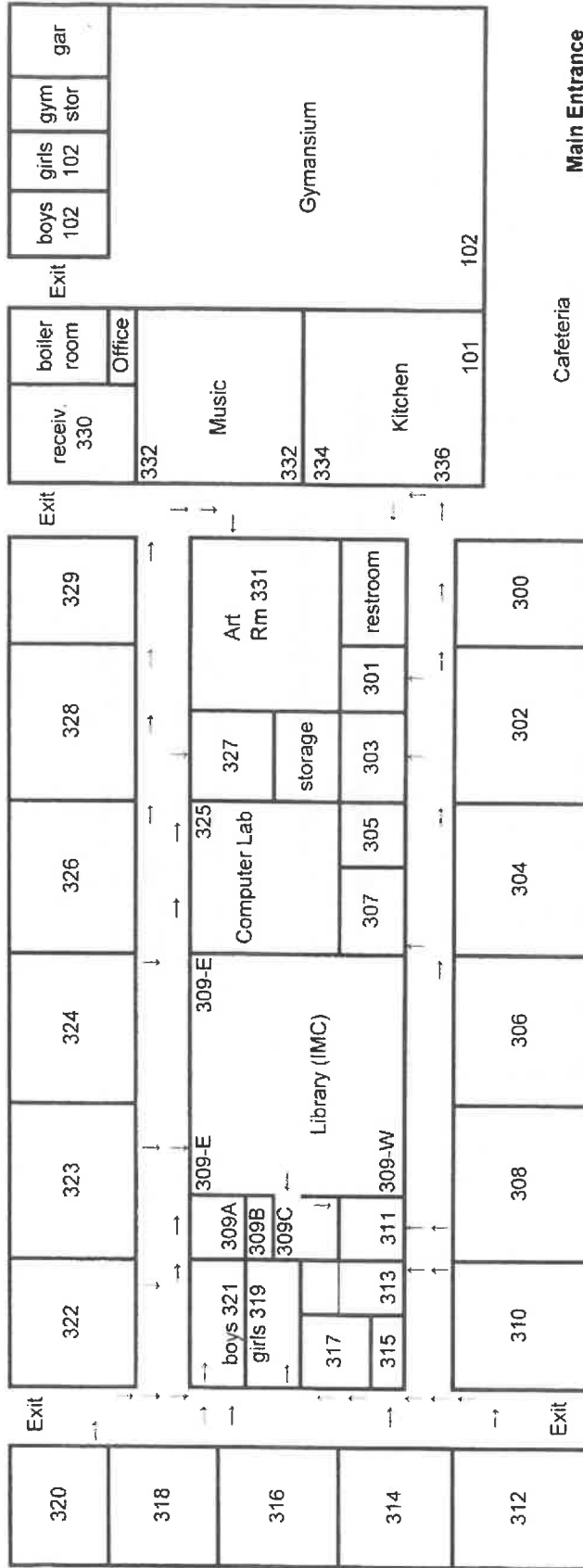
We will do all that we can to combat confusion and hysteria during such times. The first rule that must be complied with is “no talking”. Idle or seemingly innocent remarks can be exaggerated to screams of terror and result in mass hysteria. We must safeguard against this.

Each room has a particular severe weather station to go to. When the warning is announced, we will proceed immediately, without question to these stations and remain there quietly until an all clear announcement is given.

If the warning comes during the evening, we should follow the plan to the letter. Staff members should unlock doors and remain in the assigned area to keep order. Evening visitors should be ushered to the same assigned areas of safety if they are present during such a warning.

Once students are in an assigned area, all teachers will take roll call for their particular groups to assure that all children are accounted for. A staff member will check with each group and report to the principal.

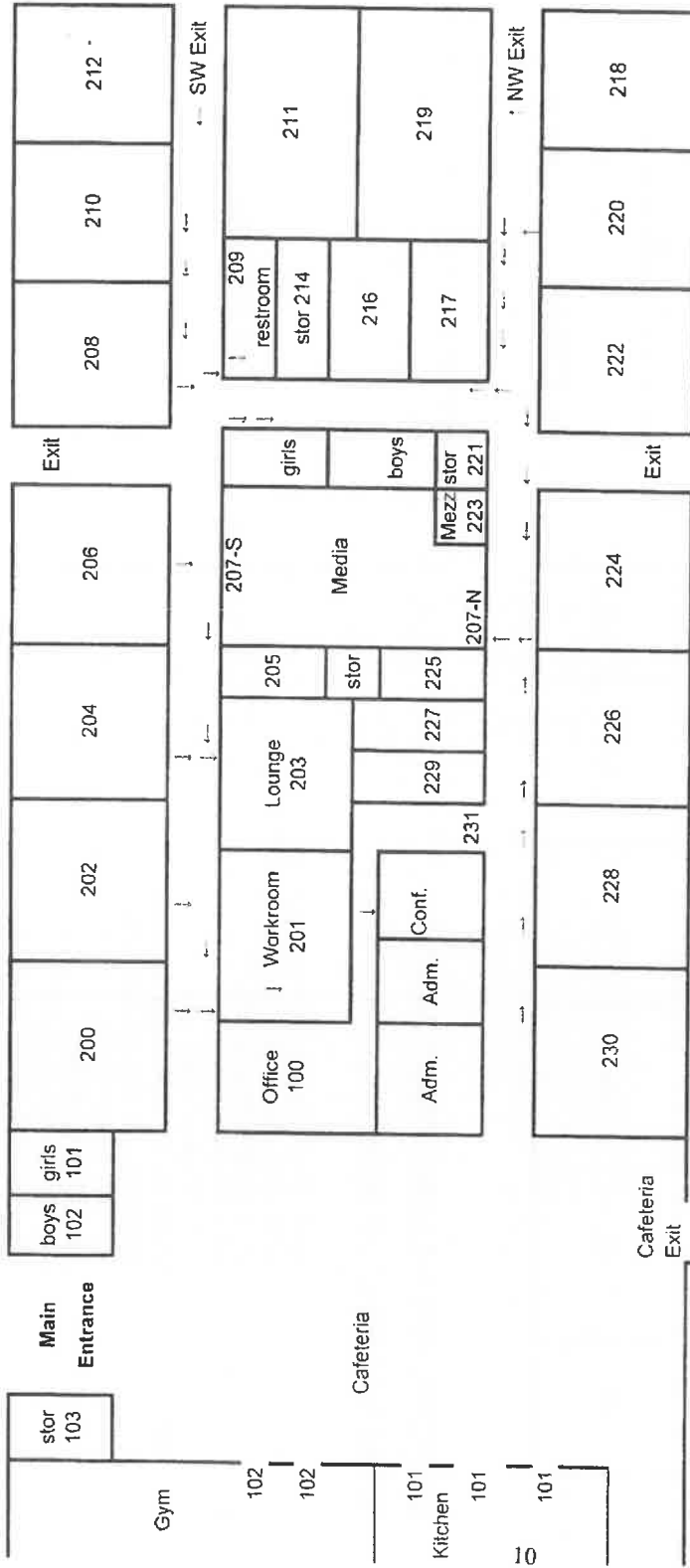




MEDFORD AREA ELEMENTARY SCHOOL NORTHEAST WING SEVERE WEATHER PLAN

E
N + S
W

- rooms 300 & 302 go to bathroom by art room
- room 304 splits and goes to rooms 301 & 303
- room 306 goes to room 307
- room 308 goes to room 311
- room 310 goes to room 313
- rooms 312 & 314 go to girls bathroom
- rooms 315, 318 & 320 go to boys bathroom
- room 322 goes to 309A
- room 323 goes to 309B
- room 324 goes to room 327
- rooms 326, 328 & 329 go in art room
- Library class goes to 309C along west side
- *All interior rooms stay put



MEDFORD AREA ELEMENTARY SCHOOL

SOUTHWEST WING SEVERE WEATHER PLAN

Northeast Wing

S + W

E + N

- room 200 & 202 go to conference room
- room 204 & 206 goes to lounge
- room 208 goes to EC bathroom
- room 210 & 212 go to girls bathroom
- rooms 218 & 220 goes to boys bathroom
- rooms 222, 224, 226, 228, 230 go to media room
- *All interior rooms stay put

Substitute Teacher Handbook



Medford Area Middle School

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Middle School Map

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Medications (Student)

Passes

School Wide Rules

Severe Weather Plan

What to Do When You Arrive At The Middle School

Unless you have received a late morning phone call, you are expected to arrive at school by 7:30 a.m. Report to the office to, pick up lesson plans, keys for the classroom, and any other information you will need. If you have any questions, do not hesitate to ask a neighboring teacher or contact the office.

Hours of Duty

Subs are expected to report by 7:30 a.m. and may leave after school is dismissed at 3:20 pm. Subs are expected to assume the assigned duties (except detention) of the teacher they are subbing for.

Lesson Plans

Lesson plans should be on the teacher's desk. If there are no lesson plans in the classroom and if you have not received any plans from the office when you checked in, please contact the principal immediately. At the end of the day, please leave a note for the teacher about what was covered and any problems you encountered.

Attendance

A current class list and/or seating chart should be located either in or on the teacher's desk. Subs should keep an accurate account of each student's attendance. Each building has a computerized attendance system. If you cannot access the attendance system, call Linda at ext. 2221 to inform her of any absent students.

Other than a student who is ill (see ILLNESS), a student may only be released from class to leave the building if s/he has a pre-approved dismissal slip from the office. If a student requests to leave and does not have such a permission slip, please contact the office. NEVER release a child to any adult who appears at your classroom door.

Phones

There are phones located in each classroom. To call any extension, dial that extension directly. The following extensions may be helpful to you:

Jodi Butler, Principal - Extension 2223 (Cell Phone: 715-560-0855)
Tara Abel, Assistant Principal - Extension 2225 (Cell Phone: 715-965-1215)
Amy Gilles, Principal's Secretary - Extension 2221 (Cell Phone: 715-965-0111)
Linda Rundquist, Office Secretary - Extension 2222
Sam Brandner, Student Services Secretary - Extension 2224

MAMS PHONE/ROOM DIRECTORY 2024-25

MAMS Fax Number: 715-748-1213

MAMS Phone Number: 715-748-2516

NAME	EXT	ROOM #
Athanasios, Amber	2251	C111
Avery, Tiffany	2244	A123
Brandner, Kris	2287	D133B
Bröst, Nikki	2247	D136
Brusheber, Andree	2285	B118
Bucki, Jake	2254	C103
Burnier, Robin	2235	D105
Buskerud, Jenn	2297	D133C
Ching, Klah	2296	D104
Crass, Callie	2263	D137
Daniels, Mike	2264	B115
Dassow, Christine	2235	D105
Decker, Eliza	2288	B115
Donyes, David	2257	D134
Farmer, Jan	2288	D128
Fogo, Kristianna	2262	D109
Galan, Kasey	2235	D105
Gelhaus, Gabe	2280	A113/A119
Gierl, Jeanette	2298	Wilson D133D
Gilles, Peyton	2283	C107
Gowey, Lea	2229	B115
Gumz, Malinda	2235	D105
Haase, Matt	2259	D113
Heikkinen, Becky	2261	D110
Hernandez, Brylee	2266	B123
Hoffmann, Dylan	2248	C113
Johannson, Tessa	2235	D105
Junk, Kendra	2281	Band Room (A131)
	2290	Band Office
Kawa, Zach	2265	D127
Klapalauskas, Greg	2237	D131
Klemm, Jenny	2250	C105
Kloth, John	2281	Band Room (A131)
	2282	Voicemail
Kohn, Katy	2255	C101
Komanec, Bob	2273	B116
Kraegenbrink, Brenda	2238	B104
Krueger, Jessie	2258	D112
Krug, Grace	2236	D132
Mahner, Brenda	2269	B111
Mann, Mark	2232	D124
Marcis, Brandon	2283	C107
McGuire-Weldon, Megan	2262	D109
Nelson, Brandi	2235	D105
Nelson, Dan	2238	B104
Nordgren, Matt	2262	D109
Nowak, Caleb	2260	D135
O'Flanagan, Jena	2286	D108
Ognenoff, Carmen	2277	A127
Orth, Libby	2246	C112
Pernsteiner, Cathy	2239	B106
Peterson, Markki	2291	Girl's Locker Room
Poetzi, Denise	2229	B115
Pollnow, Bethanie	2272	D119
Prihoda, Julie	2252	C106
Rachu, Kasey	2275	B117
Rappe, Jason	2243	Boy's Locker Room
Reynolds, Stephen	2243	Boy's Locker Room
Riemer, Amber	2278	Art Room (A121)
Risch, Becky	2277	Choir Room
	2270	Office A124
Rudolph, Kaelee	2235	D105
Sackmann, Katie	2274	B113
Schneider, Sheila	2252	C106
Shear, Lisa	2240	B105
Sova, Justine	2234	D120
Sibbe, Angela	2253	C102
Stockwell, Stephanie	2233	D121
Ulrich, Rebecca	2235	D105
Urmanski, Michelle	2231	D111
Wampole, Destiny	2268	D128
Weber, Tara	2249	D133

ROOM	EXT	ROOM #
Band Room	2281	A131
Barn (MASH)	2279	4488
Cardio Room	2279	A168
Choir Room	2277	A124
Conference Room	2295	Office
Counter Phone	2230	Office
General Music Room	2284	A156
Kitchen	2242	A175
Library	2267	
Workroom	2292	B132

MAIN OFFICE		
Butler, Jodi	2223	Principal
Abel, Tara	2225	Asst. Principal
Gilles, Amy	2221	Principal's Secretary
Rundquist, Linda	2222	Office/Attendance Secretary

STUDENT SERVICES		
Balciar, Cassidy	2276	School Social Worker (B123)
Brandner, Sam	2224	Student Services Secretary (B119)
Dent, Michelle	2205	School Social Worker (B133)
Health Room	2256	B126
Hedtkie, Tate	2226	School Psychologist (B129)
Peterson, Amanda	2227	School Nurse (B122)
Fleegel, Anne	5534	SPED Administrative Assistant
Gregel, Joe	3324	Director of Student Services/SPED
Schwarz, Mindy	4432	District Nurse

Library/Tech/ELL		
Buehler, Lori	2267	Library (B134)
Schultz, Pam	2266	ELL (B123)
Schumacher, Tracy	2267	Library (B134)
	2269	Library Office (B136)

Activities & Athletics		
Hartl, Casey	4424	Athletic Secretary
Pilgrim, Ryan	4484	Athletic Director
Murphy, Deanna	2299	CLC

Custodial Staff	
Ext. 2241	
Amundson, Stu	
Ewer, Cameron	
PM Staff	
Durham, Tristan	
Metzger, Peggy	
Smith, Dana	

MISC.	
Berger, Nick	Ext. 4429
	715-965-3980
Sheriff's Depart	715-748-2200 X 5
Human Services	715 748-3332
Krug's Bussing	715-748-3194
Aviands	Ext. 4455
	715-748-5951

District Buildings	
MAES: 715-748-2316	
SES: 715-678-2600	
MASH: 715-748-5951	
DO: 715-748-4820	
Alt. School: Ext. 4550	
SOAR: Ext. 4551	

PAGING	
Dial: 2730	
Listen for two beeps.	
Enter location:	
All Locations - 00	
Classrooms - 01	
Hallways - 02	
Outside - 03	
Gymnasium - 04	

2024-25 TIME SCHEDULE

6:30 a.m. CLC Begins

7:30 - 8:10 Breakfast Served

8th Grade	
WIN	7:52 - 8:10
Period 1	8:13 - 8:56
Period 2	8:59 - 9:42
Period 3	9:45 - 10:28
Period 4	10:31 - 11:14
Period 5	11:17 - 12:00
Period 6	12:03 - 12:46
Lunch	12:46 - 1:16
Period 7	1:18 - 2:01
Period 8	2:04 - 2:47
Flex	2:50 - 3:20

7th Grade	
WIN	7:52 - 8:10
Period 1	8:13 - 8:56
Period 2	8:59 - 9:42
Period 3	9:45 - 10:28
Period 4	10:31 - 11:14
Lunch	11:14 - 11:44
Period 5	11:46 - 12:29
Period 6	12:32 - 1:15
Period 7	1:18 - 2:01
Period 8	2:04 - 2:47
Flex	2:50 - 3:20

6th Grade	
WIN	7:52 - 8:10
Period 1	8:13 - 8:56
Period 2	8:58 - 9:41
Period 3 (Rel. Arts A)	9:44 - 10:14
Period 4 (Rel. Arts B)	10:14 - 10:44
Period 5 (Rel. Arts C)	10:44 - 11:14
Flex/Recess	11:16 - 11:42
Lunch	11:44 - 12:14
Period 6	12:16 - 12:59
Period 7	1:01 - 1:44
Period 8	1:47 - 2:30
Period 9	2:32 - 3:15
Homeroom/Flex	3:15 - 3:20

5th Grade	
WIN	7:52 - 8:15
Period 1 (ELA)	8:15 - 9:35
Period 2 (Math)	9:35 - 10:30
Period 3 (Intervention)	10:31 - 11:14
Period 4 (Specials 1)	11:16 - 11:46
Period 5 (Specials 2)	11:46 - 12:16
Lunch	12:16 - 12:46
Recess	12:46 - 1:10
Period 6 (SS/Sci)	1:15 - 1:50
Period 7 (SS/Sci)	1:50 - 2:25
Period 8 (Intervention)	2:25 - 3:05
Homeroom/Flex	3:05 - 3:20

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 (715-965-1215) 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.

Fire Evacuation Plan at MAMS

Northeast Parking Lot - 7th Grade
(BY WIN/FLEX)

Donyes
Heikkinen
Junk
Krueger
Krug

Murphy
Riemer
Risch
Stockwell
Urmanski

"K. Brandner/J. Buskerud/J. Farmer"
Backup for 7th Gr. Staff

Mrs. Abel

Mrs. Balciar & Nurse Amanda
North side traffic control

Kitchen Staff

"Mahnert/Bruschhaber/Poetzl"
Backup for 5th Gr. Staff

Northwest Parking Lot
5th Grade Students & Staff
Find homeroom teacher

Mrs. Schumacher/Mrs. Buehler
Northwest side traffic control

Medford Middle School

Mr. Hedtke
Southeast side traffic control

Southeast Parking Lot - 8th Grade
(BY WIN/FLEX)

Avery
Brost
Crass
Gelhaus
Haase
Kawa

Kopp/Ogrenoff
Mann
Nowak
Sova
Weber

"B. Pollnow/O'Flanagan/J. Gier"
Backup for 8th Gr. Staff

Mrs. Butler
Office Staff

Mrs. Deml
Mrs. M. Peterson
Mrs. Schultz (Float)
Southwest side traffic control

Mr. Reynolds/Mr. Rappe
West side traffic control

Athletic Field Area/Playground:
6th Grade Students & Staff
Find homeroom teacher
"Prihoda/Marcis"
Backup for 6th Gr. Staff

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.

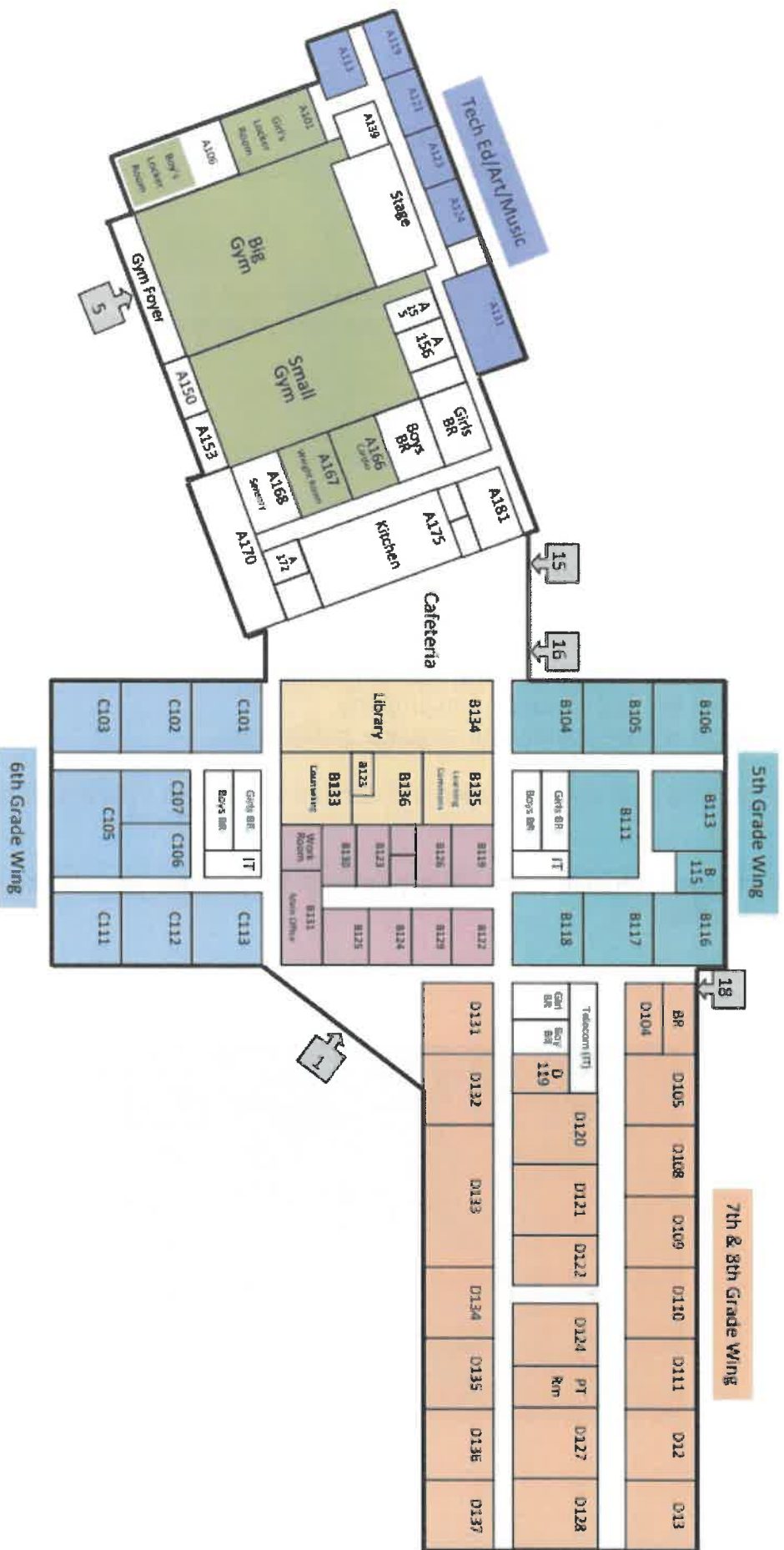
TECH ED (A113/A119)

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



Illness or Injury (Student)

In case of serious injury in your classroom, notify the health office by phone (ext. 2224 or 2227). If a student does not feel well, they should go to the health room. If you are concerned about a student's condition, have another student accompany them to the health room. You need to report any student injury to the health office for insurance purposes.

Medications (Student)

If a student tells you that they need to go to student services to take medication, call the student services secretary, Sam Brandner (ext. 2224), and verify the time with her before sending the student to the office.

Passes

Any student who leaves the classroom (to go to the bathroom, the office, the resource center, or another classroom) should have a pass.

School-Wide Rules

The following are the school-wide rules. Violating these rules may result in detention or suspension:

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.

Each teaching pod/team has also developed a classroom set of rules. These should be posted in the classroom.

If it is necessary to send a student to the office, please call the principal, describe the incident, and send the student to the office.



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

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.	Art Rooms to the Clay Room Auditoriums (Both large and small gyms) Girls to the girl's locker room. Boys to the boy's locker room.
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.	Band to the general music room & attached practice rooms. Cafeteria to the main hall leading to the office. Choir to the band practice rooms adjacent to the choir room. Band office and connecting hallways if needed.

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

General Music Room to remain in the room.

Kitchen to the kitchen storeroom.

Library/Learning Commons to the library office/workroom.

Office to the office hallway.

Tech Ed to the Clay Room.

Substitute Teacher Manual



Medford Area Senior High



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MASH BELL SCHEDULE

Hour	Regular Schedule
1	8:00 - 8:45
2	8:50 - 9:35
XLT	9:40 - 10:01
3	10:06 - 10:51
4	10:56 - 11:41
5A Lunch 5B Class	11:41 - 12:07 12:12 - 12:57
5A Class 5B Lunch	11:46 - 12:31 12:31 - 12:57
6	1:02 - 1:47
7	1:52 - 2:37
8	2:42 - 3:27
Class Periods - 45 minutes Passing Time - 5 minutes Lunch - 26 minutes XLT - 21 minutes	

Hour	Early Release
1	8:00 - 8:34
2	8:39 - 9:13
XLT	9:18 - 9:39
3	9:44 - 10:18
4	10:23 - 10:57
6	11:02 - 11:36
5A Lunch 5B Class	11:36 - 12:02 12:07 - 12:41
5A Class 5B Lunch	11:41 - 12:15 12:15 - 12:41
7	12:46 - 1:20
8	1:25 - 1:59
Class Periods - 34 minutes Passing Time - 5 minutes Lunch - 26 minutes XLT - 21 minutes	

Hour		Finals
1	2	8:00 - 9:25
XLT	XLT	9:30 - 9:51
3	4	9:56 - 11:21
5A Lunch 5B Class		11:21 - 11:47 11:52 - 12:27
5A Class 5B Lunch		11:26 - 12:01 12:01 - 12:27
5	6	12:32 - 1:57
7	8	2:02 - 3:27
Class Periods - 85 minutes Passing Time - 5 minutes Lunch - 26 minutes XLT - 21 minutes		

MASH Telephone Directory 2024-25

Main Office:

Lybert, Jill	4423	Principal
Guden, Andy	4426	Asst. Principal
Berger, Nick	4429	Police Liaison
Strebig, Sue	4421	Principal's asst.
Mann, Stefanie	4422	Attendance/Disc Asst.

Student Services:

Kamm-Peissig, Tolea	4427	Counselor A-K
Lybert, Terry	4428	Counselor L-Z
Buehler, Allyson	4530	Student Svcs. Admin. Asst.
Weyer, Jenae	4535	School Social Worker
van der Berg, Beth	4537	School Psychologist
Schwarz, Mindy	4432	District Nurse
Myszka, Codi	4531	District Health Assistant
	4532	Flex Room A
	4533	Flex Room B
Gregel, Joseph	3324	MAPSD Dir of Stud Svc/SpEd

Athletics/Activities:

Pilgrim, Ryan	4534	Athletic/Activities Director
Hartl, Casey	4424	Athletic/Activities Asst.
Haenel, Mandy	4404	Pool Office

Library/Tech/ELL:

Schroeder, Maria	4483	Library Media Spec.
Buchan, Todd	4483	Library Media Asst.
Sherfield, Jessica	4490	215D - Skyward Help
Wilson, Ted	4493	214B - District IT
Bunkelman, Mason	4487	214B - AV Tech
Soto Iglesias, Gaby	4458	129 - ELL

Custodial:

Schwarz, Adam	4570	New Vehicle Garage
Kreuscher, CJ	4452	Custodial Shop

NAME	EXT	Room/Alt Phone
Anderson, Casey	4598	Barn
Beilke, Jamie	4464	115
Borchardt, Brad	4475	104
Brown, Ryan	4457	Boys PE Office
Bull, Roxanne	4420	217
Christopherson, Peggy	4411	111B
DeYoung, Heather	4411	111B
Diedrich, Craig	4450 (219)	4495 (408)
Diedrich, Danielle	4481	120
Dittrich, OraLee	4411	111B
DiTusa, Mariah	4465	111A
Eckert, Samantha	4436	204
Eichman, Doug	4494 (218)	4499 (405)
Flynn, Mackenzie	4474	102
Gasser, Joe	4449 (218)	4495 (408), 4492 (402)
Gelhaus, Barb	4468	110
Gingras, Kris	4439	207
Grinker, Traci	4488	210
Hackbarth, Ross	4459	125
Hartl, Samantha	4464	115
Hovde, Rachel	4482 (122)	4456 - Girls PE Office
Hubing, Sue	4464	115
Huls, Alaric	4461	121
Jopp, Karli	4470	107
Kent, Trevor	4410 (office)	4408 (225)
Klapatauskas, Karla	4489	209
Kloth, John	4408 (225)	4454 (Band Office)
Kopp, Lisa	4498	Barn
Kozey, Heather	4465	111A
Krause, Dawn	4465	111A
Lemke, Jackie	4438 (206)	4476 (106)
Lindau, Lynn	4463	117
Makovskv, Starv	4464	115

MISC.	EXT.	Location
A'viands - Jody Rellly	4455	
CoLab	4445	215A
Fitness Center	4413	
Guided Study Hall	4444	214
Kitchen	4415	
Library Conf Room	4414	
Loft	4447	216
Lounge/Staff Workroom	4486	
M Room Conf Room	4406	
Office Break Room	4536	
Office Work Room	4446	
Raider Café	4419	
Red Zone Conf Room	4433	
Resource Room	4479	116
Sands	4417	
Wellness/Sensory Room	4448	127
Daily Living Skills	4478	114
Wrestling Room	4412	
(Old) Athletics Office	4484	215C

District Buildings, etc.

District Office		715-748-4620
MAMS		715-748-2516
MAES		715-748-2316
SES		715-678-0087
Alt H.S. - C. Venzke/L. Brost	4550	715-748-1520
SOAR -		
N. Gripenrog/M. Duncan	4554	
RVA Office	8821	715-748-2400
MASH Fax		715-748-6438
Krug's Bussing		715-748-3194

NAME	EXT	Room/Alt Phone
Meerstein, Timothy	4464	115
Messmann, Joanna	4473	101
Nelson, Ashley	4465	111A
Ognenoff, Joshua	4454	4407 (223)
	(office)	4453 (222)
Ognenoff, Carmen	4454	4407 (223)
	(office)	4453 (222)
Olson, Pat	4448	127
Paff, Brad	4440	208
Peissig, Logan	4477	108
Peterson, Bruce	4420	217
Peterson, Cullin	4462	119
Peterson, Heather	4451	220
Porten, Lisa	4485	215D - Ment. Office
Porten, Sean	4441	211
Ranum, Kyle	4460	123
Rappe, Jason	4457	Boys PE Office
Ready, Jenna	4465	111A
Redmann, Carrie	4411	111B
Rosemeyer, Tana	4442	212
Sapinski, Davey	4496 (407)	4497 (406)
Schaefer, Michelle	4411	111B
Strassburger, Makayla	4469	109
Swanson, Larry	4451	220 - Drivers Ed
Swedlund, Tracy	4434 (201)	4449 (218)
Tautges, Liz	4464	115
Thums, Karie	4416	215B - Math Intervention
Vaughn, Alexa	4467	112
Vaughn, Marshall	4435	203
Weinert, Ross	4443	213
Werner, Terry	4476	106
Wert, Brady	4466	113
Wilson, Kim	4411	111B

2024-2025 STUDY HALLS

Hour 1st Semester

1st	Ross Weinert	Guided
	Cullin Peterson	Guided
	Karli Jopp	CoLab
	Ryan Brown	Sands
2nd	Casey Anderson	Guided
	Marshall Vaughn	Guided
	Alexa Vaughn	CoLab
	Terry Werner	Sands
3rd	Sean Porten	Guided
	Kris Gingras	Guided
	Brad Borchardt	CoLab
	Casey Anderson	Sands
4th	Lisa Kopp	Guided
	Joe Gasser	Guided
	Doug Eichman	CoLab
	Logan Peissig	Sands
5th	Tana Rosemeyer	Guided
	Ross Hackbarth	Guided
	Sam Eckert	CoLab
	Mackenzie Flynn	Sands
	Traci Grinker	LD/Detentions
6th	Joanna Messmann	Guided
	Makayla Strassburger	Guided
	Karla Klapatauskas	CoLab
	Danielle Diedrich	Sands
7th	Morgan Wilson	Guided
	Lynn Lindau	Guided
	Tracy Swedlund	CoLab
	Alaric Huls	CoLab
	Rachel Hovde	Sands
8th	Brad Paff	Guided
	Kyle Ranum	Guided
	Jackie Lemke	CoLab
	Ross Hackbarth	CoLab
	Brady Wert	Sands

Hour 2nd Semester

1st	Tracy Swedlund	Guided
	Casey Anderson	Guided
	Cullin Peterson	CoLab
	Ross Weinert	Sands
2nd	Traci Grinker	Guided
	Marshall Vaughn	Guided
	Alexa Vaughn	CoLab
	Alaric Huls	Sands
3rd	Kyle Ranum	Guided
	Karla Klapatauskas	Guided
	Brad Borchardt	CoLab
	Sean Porten	Sands
4th	Doug Eichman	Guided
	Karli Jopp	Guided
	Terry Werner	CoLab
	Logan Peissig	Sands
5th	Lisa Kopp	Guided
	Mackenzie Flynn	Guided
	Tana Rosemeyer	CoLab
	Makayla Strassburger	CoLab
	Joe Gasser	Sands
	Sam Eckert	LD/Detentions
6th	Joanna Messmann	Guided
	Lynn Lindahl	Guided
	Danielle Diedrich	CoLab
	Ryan Brown	Sands
7th	Lisa Kopp	Guided
	Rachel Hovde	Guided
	Ross Hackbarth	CoLab
	Casey Anderson	CoLab
	Morgan Wilson	Sands
8th	Jackie Lemke	Guided
	Brady Wert	Guided
	Kyle Ranum	CoLab
	Brad Paff	CoLab
	Kris Gingras	Sands
	Jason Rappe	Sands

24-25 Teacher Utilization Chart

Reg Bell Schedule	Lunch	8:00 - 8:45	8:50 - 9:35	10:06 - 10:51	10:56 - 11:41	A Class: 11:46 - 12:31 B Class: 12:12 - 12:57	1:02 - 1:47	1:52 - 2:37	2:42 - 3:27										
Teachers	5	1	2	3	4	5	6	7	8										
ENGLISH Lemke, J.	B	LIT/COMP 12	206	PREP	HON LIT/COMP 12	206	AP LIT/COMP	206	YEARBOOK	106	HON LIT/COMP 12	206	HON LIT/COMP 12	206	Colab	215A			
	B														Guided SH	214A			
	B	HONORS ENGL 10	117	PREP	TC-ORAL COM	117	HONORS ENGL 10	117	ENGLISH 10	117	TC-WRIT COMM	117	Guided SH	214A	TC-ORAL COM	117	HONORS ENGL 10	117	
Lindau, L.	B																		
	B																		
	B																		
Messmann, J.	B	ENGLISH 9 (A)	101	PREP	ENGLISH 9 (A)	101	HONORS ENGL 9	101	ENGLISH 9	101	Guided SH	214A	Guided SH	214A	ENGLISH 9 (A)	101	HONORS ENGL 9	101	
	B																		
	B	DRAMA I	211	PREP	Guided SH	214A	ENGLISH 10 (A)	213	LIT/COMP 12	211	ENGLISH 10 (A)	211	ENGLISH 10 (A)	211	LIT/COMP 12 (A)	211	LIT/COMP 12 (A)	211	
Porten, S.	B	DRAMA I	211	PREP	SANDS	Sands													
	B																		
	A	LANG/COMP 11	212	PREP	LANG/COMP 11 (A)	212	LANG/COMP 11	212	Guided SH	214A	HON LANG/COMP11	212	HON LANG/COMP11	212	AP LANG/COMP	212	AP LANG/COMP	212	
Rosemeyer, T	A																		
	A																		
	B	Guided SH	214A	PREP	ENGLISH 10 (A)	213	ENGLISH 9 (A)	213	LANG/COMP 11 (A)	213	ENGLISH 9	213	ENGLISH 10	213	ENGLISH 10	213	ENGLISH 9	213	
Weinert, R.	B	SANDS	Sands																
	B																		
	A																		
MATH Borchardt, B.	A	PREP		TC-ALGEBRA II	104	Colab	215A	Colab	215A	PRE-CALCULUS	104	PRE-CALCULUS	104	TC-AP CALC AB & BC	104	TC-ALGEBRA II	104		
	A																		
	A	PREP		GEOMETRY W/ APP	120	GEOMETRY W/ APP	120	ALGEBRA A (A)	120	ALGEBRA B (A)	120	SANDS	215A	ALGEBRA B (A)	120	TC-AP CALC AB & BC	104		
Dietch, D.	A																		
	A																		
	A	PREP		GEOMETRY W/ APP	120	GEOMETRY W/ APP	120	ALGEBRA A (A)	120	ALGEBRA B (A)	120	SANDS	215A	ALGEBRA B (A)	120	TC-AP CALC AB & BC	104		
Pelstig, L.	A	PREP		ALGEBRA A (A)	108	ALGEBRA I	108	SANDS	Sands	ALGEBRA I	108	ALGEBRA I	108	ALGEBRA A	108	ALGEBRA A	108		
	A																		
	A	PREP		Colab	215A	TC-ALGEBRA II	112	SANDS	Sands	ALGEBRA I	108	ALGEBRA I	108	ALGEBRA A	108	ALGEBRA A	108		
Vaughn, A.	A	PREP		Colab	215A	TC-ALGEBRA II	112	SANDS	Sands	ALGEBRA I	108	ALGEBRA I	108	ALGEBRA A	108	ALGEBRA A	108		
	A																		
	A	PREP		Colab	215A	TC-ALGEBRA II	112	SANDS	Sands	ALGEBRA I	108	ALGEBRA I	108	ALGEBRA A	108	ALGEBRA A	108		
Wert, B.	A	PREP		GEOMETRY	113	TC-MATH TRENDS (A)	113	GEOMETRY	113	GEOMETRY	113	TC-COLLEGE ALG	113	GEOMETRY	113	SANDS	214A		
	A																		
	A	PREP		GEOMETRY	113	TC-MATH TRENDS (A)	113	GEOMETRY	113	GEOMETRY	113	TC-COLLEGE ALG	113	GEOMETRY	113	SANDS	214A		
SCIENCE Edert, S.	A	PHYS SCIENCE	204	HON PHYS SCIENCE	204	BIOLOGY (A)	204	PREP	Colab	215A	HON PHYS SCIENCE	204	PHYS SCIENCE (A)	204	HON PHYS SCIENCE	204	HON PHYS SCIENCE	204	
	LD																		
	A	BIOLOGY	207	BIOLOGY (A)	207	Guided SH	214A	PREP	BIOLOGY	207	HONORS BIOLOGY	207	HONORS BIOLOGY	207	TC-MED TERM	207	TC-MED TERM	207	
Gingris, K	A																		
	A																		
	A	BIOLOGY	207	BIOLOGY (A)	207	Guided SH	214A	PREP	BIOLOGY	207	HONORS BIOLOGY	207	HONORS BIOLOGY	207	TC-MED TERM	207	TC-MED TERM	207	
Paiff, B	B	AP CHEMISTRY	208	HONORS PHYSICS	208	HONORS CHEMISTRY	208	PREP	CHEMISTRY	208	HONORS CHEMISTRY	208	HONORS CHEMISTRY	208	HONORS CHEMISTRY	208	HONORS CHEMISTRY	208	
	B																		
	B	AP CHEMISTRY	208	HONORS PHYSICS	208	HONORS CHEMISTRY	208	PREP	CHEMISTRY	208	HONORS CHEMISTRY	208	HONORS CHEMISTRY	208	HONORS CHEMISTRY	208	HONORS CHEMISTRY	208	
Swedlund, T	A	ANAT-PHYS	201	HONORS BIOLOGY	201	AP BIOLOGY	201	PREP	AP BIOLOGY	201	AP BIOLOGY	201	PLTW: EDO & ES	201	Colab	215A	HONORS BIOLOGY	201	
	A	Guided SH	214A																
	A	Guided SH	214A																
Vaughn, M	A	CHEMISTRY (A)	203	Guided SH	214A	PHYS SCIENCE (A)	203	PREP	PHYS SCIENCE (A)	203	PHYS SCIENCE (A)	203	PHYS SCIENCE (A)	203	APPH CHEMISTRY (A)	203	CHEMISTRY (A)	203	
	A																		
	A	CHEMISTRY (A)	203	Guided SH	214A	PHYS SCIENCE (A)	203	PREP	PHYS SCIENCE (A)	203	PHYS SCIENCE (A)	203	PHYS SCIENCE (A)	203	APPH CHEMISTRY (A)	203	CHEMISTRY (A)	203	
SOCIAL STUDIES Hackerath, R.	A	INTRO PSYCH	125	AP PSYCHOLOGY	125	Instructional Coaching	125	Instructional Coaching	125	AP US HISTORY	125	Guided SH	214A	PHYS SCIENCE (A)	203	PHYS SCIENCE (A)	203	PHYS SCIENCE (A)	203
	A	Instructional Coaching																	
	A	Instructional Coaching																	
Huls, A	A	US HISTORY	121	INTRO SOC - INSDC/O1	121	US HISTORY	121	US HISTORY	121	US HISTORY (A)	121	US HISTORY (A)	121	US HISTORY (A)	121	US HISTORY (A)	121	US HISTORY	121
	A																		
	A	US HISTORY	121	INTRO SOC - INSDC/O1	121	US HISTORY	121	US HISTORY	121	US HISTORY (A)	121	US HISTORY (A)	121	US HISTORY (A)	121	US HISTORY (A)	121	US HISTORY	121
Maenn, K.	LD	HUMAN GEOGRAPHY	118	US HISTORY	118	US GOV & POLITICS	118	HUMAN GEOGRAPHY	118	AP HUMAN GEOGRAPHY	118	HUMAN GEOGRAPHY	118	US GOV & POLITICS (A)	118	US GOV & POLITICS (A)	118	US GOV & POLITICS (A)	118
	LD																		
	LD	HUMAN GEOGRAPHY	118	US HISTORY	118	US GOV & POLITICS	118	HUMAN GEOGRAPHY	118	AP HUMAN GEOGRAPHY	118	HUMAN GEOGRAPHY	118	US GOV & POLITICS (A)	118	US GOV & POLITICS (A)	118	US GOV & POLITICS (A)	118
Peterson, C.	A	Guided SH	214A	HUMAN GEOGRAPHY	119	HUMAN GEOGRAPHY	119	AP HUMAN GEOGRAPHY	119	HUMAN GEOGRAPHY	119	HUMAN GEOGRAPHY	119	US GOV & POLITICS	123	US GOV & POLITICS	123	US GOV & POLITICS	123
	A	Colab	215A																
	A	Colab	215A																
Ranum, K.	A	AP US GOV & POLITICS	123	US GOV & POLITICS (A)	123	ANCIENT CIVILIZ	123	Guided SH	214A	US GOV & POLITICS	123	US GOV & POLITICS	123	US GOV & POLITICS	123	US GOV & POLITICS	123	US GOV & POLITICS	123
	A																		
	A	AP US GOV & POLITICS	123	US GOV & POLITICS (A)	123	ANCIENT CIVILIZ	123	Guided SH	214A	US GOV & POLITICS	123	US GOV & POLITICS	123	US GOV & POLITICS	123	US GOV & POLITICS	123	US GOV & POLITICS	123
AG Anderson, C.	B	FISH/WILD I	Barn 2	Guided SH	214A	HORTICULTURE II	Barn 2	PREP	FISH/WILD I	Barn 2	PREP	FISH/WILD I	Barn 2	PREP	FISH/WILD I	Barn 2	PREP	FISH/WILD I	Barn 2
	B	Guided SH	214A																
	B	Guided SH	214A																
Kopp, L.	B	MAMS 8th Grade	Barn 1	FARM MGMT	Barn 1	ANIMAL PSY/TRN	Barn 1	TC-DAIRY PROD	Barn 1	HORSE & SM ANIM	Barn 1	ART EXPLORATION	107	DRAWING I	107	POTTERY/SCULP I & II	107	ART EXPLORATION	107
	B																		
	B																		
ART Jopp, K.	B	Colab	215A	AP ART & DESIGN	107	ART EXPLORATION	107	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106
	B																		
	B	Colab	215A	AP ART & DESIGN	107	ART EXPLORATION	107	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106
Werner, T.	B	PAINTING I & II	107	SANDS	Sands	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106
	B																		
	B	PAINTING I & II	107	SANDS	Sands	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106	PHOTOGRAPHY I	106
FILM & VIDEO I	B																		
	B																		
	B																		

24-25 Teacher Utilization Chart

Reg Bell Schedule	Lunch	8:00 - 8:45	8:50 - 9:35	10:06 - 10:51	10:56 - 11:41	A Class: 11:46 - 12:31 B Class: 12:12 - 12:57	1:02 - 1:47	1:52 - 2:37	2:42 - 3:27
Teachers	5	1	2	3	4	5	6	7	8
BUSINESS	A	FIN LIT (A)	TC-BUSINESS EXP	FIN LIT	ACCOUNTING I	ACCOUNTING I	Colab	PREP	ACCOUNTING I & III
Freese-Klapatauskas, K.	A	209	209	209	209	209	215A	209	209
Grinker, T.	LD	STREET LAW	PREP	Guided SH	FIN LIT	EXP COMP & WEB	TC-ACCOUNTING IV & QUIKBOOKS	ACCOUNTING II	FINANC LIT (A)
	LD	209	210	214A	209	209	210	210	209
DRIVERS EDUCATION	B	Red Zone	TC-HON FIN LIT	INTROMARKETING	PREP	TC-HON FIN LIT	INTRO TO GAME	ENTREPRENEUR II	ENTREPRENEUR I
	B	210	210	210	210	210	210	210	210
DRIVERS EDUCATION	--	DRIVER ED	DRIVER ED	PREP	TC-HON FIN LIT	210	210	Red Zone	SPORTS MKTG
Swanson, L	--	DRIVER ED	DRIVER ED						
EA/CONSC SCIENCE	B	LIFE MANAGEMENT	LIFE MANAGEMENT	EARLY CHILD	RELATIONSHIPS	HOBBY FOR LIFE	EMPTR1/01 & EMPTR2/01 & EMPTR3/01		
Gelhaus, B.	B	110	110	110	110	110			
Peterson, H.	A	LIFE MANAGEMENT	LIFE MANAGEMENT	INFANT DEV	INTERIOR DESIGN	SING SURVIVAL	CAKE 'N BAKE	Raider Cafe	Raider Cafe
	A	109	109	109	109	109	109	109	109
Strassburger, M.	B	Raider Cafe	CAKE 'N BAKE	Raider Cafe	Raider Cafe	CAKE 'N BAKE	Raider Cafe	Raider Cafe	Raider Cafe
	B	109	109	109	109	109	214A	109	109
FOREIGN LANG	A	FOOD EXPLORE	PREP	FAMILY FOODS		FOOD EXPLORE	Guided SH	CAKE 'N BAKE	CAKE 'N BAKE
Flynn, M.	A	109	109	109		Colab	215A	109	109
Wilson, M.	A	CAKE 'N BAKE	PREP	CAKE 'N BAKE		SANDS	FAMILY FOODS	FOOD EXPLORE	GLOBAL KITCHEN
	A	109	109	109		Guided SH	109	109	109
MUSIC	B	SPANISH II	ELL	SPANISH I	SPANISH I	SPANISH II	SPANISH I	SPANISH I	AP & HERITAGE SPANISH
Kent, T.	B	103	103	102	102	103	102	102	102
Kloth, J.	B	SPANISH III	SPANISH IV	SPANISH I	SPANISH III	SPANISH II	PREP	Guided SH	SPANISH II
	B	103	103	103	103	103	214A	214A	103
Ogenoff, C.			SHOW BAND	MUSIC THERORY		BAND		SANDS	
			226	226	226	226			
Ogenoff, J.			MUSIC HIST/LIT	SHOW CHOIR	RAIDER CHOIR	BAND			
			225	225	223	226			
PHY ED	B	SANDS	SHOW CHOIR	RAIDER CHOIR	RAIDER CHOIR	BAND			
Brown, R.	B	222	222	223	223	226			
Howde, R.	B	MAMS	SHOW CHOIR	RAIDER CHOIR	RAIDER CHOIR	BAND			
	B	222	222	223	223	226			
Rappe, J.	B								
TECH ED	LD	JUST GIRL TECH	SHOW CHOIR	RAIDER CHOIR	RAIDER CHOIR	BAND			
Diedrich, C.	LD	219	222	223	223	226			
Eichman, D.	B	INTRO TECH A	SHOW CHOIR	RAIDER CHOIR	RAIDER CHOIR	BAND			
	B	219	222	223	223	226			
Gasser, J.	A	BUILDING CONST	RAIDER CHOIR	RAIDER CHOIR	RAIDER CHOIR	BAND			
	A	401	223	223	223	226			
Sapinski, D.	A	TC-ELECTROMECH I, II, III, IV	RAIDER CHOIR	RAIDER CHOIR	RAIDER CHOIR	BAND			
	A	218	223	223	223	226			
	LD	INTRO TECH B	RAIDER CHOIR	RAIDER CHOIR	RAIDER CHOIR	BAND			
	LD	407	223	223	223	226			
Soto, G.	LD	INTRO TECH B	RAIDER CHOIR	RAIDER CHOIR	RAIDER CHOIR	BAND			
	LD	407	223	223	223	226			

ADMINISTRATION

Jill Lybert
Andy Guden

Principal
Assistant Principal

STUDENT SERVICES



Unless otherwise noted

24-25 Teacher Utilization Chart

Reg Bell Schedule	Lunch	8:00 - 8:45	8:50 - 9:35	10:06-10:51	10:56 - 11:41	A Class: 11:46 - 12:31 B Class: 12:12 - 12:57	1:02 - 1:47	1:52 - 2:37	2:42- 3:27
Teachers	5	1	2	3	4	5	6	7	8
Beilke, Jamie - 115	P P	RESOURCE ROOM RESOURCE ROOM	MATH II*(Acc) 111A	CONS MATH 1 & 2*(A)	ALGEBRA A (A)	PREP	RESOURCE ROOM RESOURCE ROOM	ALGEBRA B (A)	GEOMETRY (A)
Dittrich, Oralee - 111B	A	ENGLISH 9 (A)	RESOURCE ROOM RESOURCE ROOM	DIV LIV SCI*(A)	RESOURCE ROOM RESOURCE ROOM	FINANC LIT*(A)	PREP	DIV LIV MATH*(A)	DL-SOC SKILLS* (A)
Hard, Samantha - 115	A	DIV LIV ENG*(A)	RESOURCE ROOM RESOURCE ROOM	Instructional Mentor	PREP	DIV LIV RES*(A)	US HISTORY*(A)	RESOURCE ROOM RESOURCE ROOM	LAN/COM 11*(A)
Kozey, Heather - 111A	A	SKILLS4SUCCESS2* (A)	DIV HEALTH(A)	RESOURCE ROOM RESOURCE ROOM	DIV LIV SOCS TUD* (A)	MATH I*(Acc)	UNIFIED PE HEALTH*(A) S2	LIT/COMP 12*(A)	PREP
Meersteyn, Tim - 115	A	CHEMISTRY (A)	APPL CHEM*(A)	BIOLOGY*(A)	PREP	PHYS SCIENCE (A)	P SCIENCE*(A)	APPL CHEMISTRY (A)	CHEMISTRY (A)
Nelson, Ashley - 111A	A	PREP	ALGEBRA A (A)	ENGLISH 10 (A)	ENGLISH 10 (A)	MATH I*(Acc)	PHYS SCIENCE (A)	BIOLOGY (A)	RESOURCE ROOM RESOURCE ROOM
Olson, Pat - 111A	A	EBD	EBD	EBD	EBD	RESOURCE ROOM RESOURCE ROOM	EBD	EBD	EBD
Wilson, Kim - 111B	A	SKILLS4SUCCESS1* (A)	HUMAN GEOG*(A)	ENGLISH 9 (A)	US GOV*(A)	PRE-ALGEBRA (A)	PREP	ENGLISH 9 & 10*(A)	ALGEBRA B (A)

Reg Bell Schedule	Lunch	8:00 - 8:45	8:50 - 9:35	10:06-10:51	10:56 - 11:41	A Class: 11:46 - 12:31 B Class: 12:12 - 12:57	1:02 - 1:47	1:52 - 2:37	2:42- 3:27
Assistants	5	1	2	3	4	5	6	7	8
Christopherson, Peggy (GK) 111B	A	DIV LIV ENG*(A)	DIV HEALTH*(A)	DIV LIV SCI*(A)	DIV LIV SOCS TUD* (A)	DIV LIV RES*(A)	UNIFIED PE	DIV LIV MATH*(A)	DL-SOC SKILLS* (A)
DeYoung, Heather 111B	A	RESOURCE ROOM	Raider Cafe	PHYS SCIENCE (A)	HUMAN GEOGRAPHY (A)	HUMAN GEOGRAPHY (A)	Raider Cafe	PHYS SCIENCE (A)	US GOV & POLITICS (A)
Ditusa, Mariah 111A	A	Job Coach (AS)	Job Coach (AS)	Job Coach (JO)	Job Coach (JO)	ALGEBRA B (A)		Job Coach (DW)	Job Coach (DW)
Hubling, Susan (SW) 115	A	DIV LIV ENG*(A)	DIV HEALTH*(A)	DIV LIV SCI*(A)	DIV LIV SOCS TUD* (A)	DIV LIV RES*(A)	UNIFIED PE	DIV LIV MATH*(A)	DL-SOC SKILLS* (A)
Krause, Dawn - 111A	A	HUMAN GEOGRAPHY (A)	US GOV & POLITICS (A)	LANG/COMP 11 (A)	US HISTORY (A)	LANG/COMP 11 (A)	ENGLISH 10 (A)	LIT/COMP 12 (A)	LIT/COMP 12 (A)
Makovsky, Stacy - 115	LD	DIV LIV ENG*(A)	BIOLOGY (A)	BIOLOGY (A)	DIV LIV SOCS TUD* (A)	LUNCH DUTY	UNIFIED PE	(JO)	DL-SOC SKILLS* (A)
Reedy, Jenna - 111A	A	SKILLS4SUCCESS2* (A)	HEALTH (A)	RESOURCE ROOM	US HISTORY (A)	US HISTORY (A)	UNIFIED PE	US GOV & POLITICS (A)	DL-SOC SKILLS* (A)
Redmann, Carrie - 111B	A	DIV LIV ENG*(A)	HUMAN GEOGRAPHY (A)	MENTORSHIP (JO)	MENTORSHIP (JO)	MATH I*(Acc)	Mentorship Prep	RESOURCE ROOM	RESOURCE ROOM
Schaefer, Michelle (DH) 111B	LD	DIV LIV ENG*(A)	DIV HEALTH*(A)	DIV LIV SCI*(A)	DIV LIV SOCS TUD* (A)	LUNCH DUTY	UNIFIED PE	DIV LIV MATH*(A)	DL-SOC SKILLS* (A)
Tauges, Elizabeth - 115	A	FIN LIT (A)	FIN LIT (JO)	DIV LIV SCI*(A)	ENGLISH 9 (A)	RESOURCE ROOM RESOURCE ROOM	RESOURCE ROOM	ENGLISH 9 (A)	ABC's Auto FINANC LIT (A)

ADMINISTRATION

Jill Lybert

Andy Guden

Principal

Assistant Principal

STUDENT SERVICES

Nick Berger

Police/School Liaison Officer



MASH - DISCIPLINE FLOWCHART



PROBLEM BEHAVIOR

Minor Infractions

- teacher managed

- inappropriate language
- horseplay/clowning around
- minor technology misuse
- class disruption
- dishonesty
- minor disrespect
- not following rules
- refusal to work or listen to instruction

Responses

- nonverbal cue
- verbal warning
- teacher proximity
- modified seating
- conference with student (1 on 1)
- phone call home
- removal or break offered (walk, flex room, etc)

Restorative Practices

Restorative Conversations:
communicated by the
teacher or student services
after minor/major
infractions

When do I contact
parents? Frequently! Call
for good news as well as
concerns.

Admin will make most calls
for major infractions

Call the office when sending a student

- Stefanie: 4422
- Sue: 4421
- Casey: 4424

When a student is having an
emotional crisis call

- Tolea: 4427 (last name A-K)
- Terry: 4428 (last name L-Z)

Major Infractions

- admin managed
- discipline referral
written by teacher

- fighting
- harassment/bullying
- tobacco/alcohol/drug
possession or use
- major technology
misuse
- academic dishonesty
- profanity directed at
staff or student
- inappropriate language
directed at someone
- threats to safety
- truancy/skipping
- major vandalism
- chronic minor
infractions

Responses

- restorative practices
- schedule change
- lunch detention
- after-school detention
- ISS
- OSS
- expulsion

Staff Severe Weather Drill Procedures -- MASH

1. **Keep Crisis Clipboard** in an easily accessible location. Have the following items on the clipboard:
 - a. Pen
 - b. List of each class of your students to be able to take attendance

****Make sure your substitute teacher knows where your Crisis Clipboard is.**
2. **Prepare in advance.** Staff, be aware of protocol for different areas of the building where you may be throughout the day. Have already discussed this plan with students. Remind them to comply with these guidelines:
 - a. Take notice in each of their classrooms as to where the designated safe areas are.
 - b. No talking during drills, so we can hear announcements and instructions.
 - c. In an emergency, students will face walls, crouched in a 'duck and cover' position, covering their head. If in the lower level hallway, fire doors will be closed (on the east end of the main building) and students should take the same position.
 - d. Stay clear of windows that may implode during severe weather, causing glass and debris to scatter.
 - e. Flashlights will be located in lower level rooms, if needed, for electrical outage. Teachers, please also keep at least one bottle of water in your room for emergencies.
3. **When the Severe Weather warning is alerted/drill is begun :**
 - c. If you are in your classroom:
 - Grab your Crisis Clipboard, cell phone or Chromebook, and flashlight (if you have one).
 - Shut windows, shut off the lights, and lock the classroom door on the way out. This will let others know that no one is in the room.
 - Take your class to the designated safe zone below.
 - b. If you are a lunch supervisor:
 - Help with getting students to the designated safe zone. Note that attendance will not be taken if severe weather occurs during lunch. Teachers will ask students if they have noticed another student is missing when you get to the lower level. Forward any missing students' names to Mr. Guden.
 - c. If you are outside of the building:
 - Move the students to indoor safe zones.

When the warning is announced by the P.A. system, we will proceed immediately to these stations and remain there quietly until the all-clear announcement is given.

Staff and Student Assigned Areas

- **Lower Level Hallways**

- a. Rooms 101, 102, 104, 106, 108, 112, 113, 114, 116, 118, 120, 122, 127, 129
Have students go against walls and prepare for another class to join you (see below).

- b. Rooms 103, 105, 107, 109, 110, 111A, 111B, 115, 117, 119, 121, 123, 125
Move students to the interior classroom across the hall.

125 to 122

123 to 120 (if a Health class at that time)

121 to 118

119 to 116

117 to 114

115 (if occupied) to 114

111B to 113

111A to 112

110 to 108

109 to 106

107 to 104

105 to 102

103 to 101

For severe weather during LUNCHES:

Lunch supervisors funnel students to stairways A and B Raider Hall stairway to get to lower level. Stay with students.

Lunch A will stay along the walls in the phy. ed. hallway.

Lunch B will be in the Wrestling room.

- c. Rooms 204, 205, 206, 207, 208, 209, 210, 211, 212

Use stairways D and E by the tennis courts.

- Rooms 204, 205, 206, 207, and 209 line up in the south hallway (Math/Language/Art) along walls/lockers, staying clear of windows.
- Rooms 210, 211, 212, and 213 line up in the north hallway (Special Ed/Social Studies) along walls/lockers, staying clear of windows.
- Room 208 lines up in the hallway that runs north and south, outside 112 and 113, along with lockers.

- d. Lunch A, Red/White Theater

- Lunch A will use the Raider Hall stairway A and B to get to the lower level. Students will be against both walls in the Phy Ed hall. Lunch B will go to the wrestling room.
- Red/White Theater will use Raider Hall stairway A and B to get to the lower level. Students will line up in the phy. ed. Hallway.
-

- e. Library, Mentorship, Athletic Offices, AV Room, Faculty Lounge
Exit these rooms and go down the main office stairway C. Line up along the sides of the hallway that extends from the elevator to the south.

- f. Guidance Office, School Nurse, all support staff, and visitors
Report to the lower level P.E. hallway by way of the closest stairway.

- **Fitness Room** - All P.E. classes (from Raider Hall, Pool, outside, etc.)
Use the Raider Hall stairway A and B by the music rooms, or enter the building and go to the Fitness Room.
- **Wrestling Room** - Rooms 222, 223, 224, 225, 226 (Band and Choir), Sands and/or lunch B
Use the Raider Hall stairway A and B
- **Girls' Locker Room** - Rooms 216, 217-Studio, 219 (when class is in session), 220
Use the Raider Hall stairway A and B.
- **Boys' Locker Room** - Rooms 214-Guided, 215A-Colab, 215 B-Workshop, 218
Use the Raider Hall stairway A and B
- **Boys' "Team" Room** - Rooms 201 and 203
Use the main office stairway and go to the team room.
- **Tech Ed Building** - Rooms 401, 407
Students will remain in these rooms, away from doors and windows.
 - Rooms 402 and 405 go to room 401
 - Rooms 406 and 408 go to room 407
- **Barn/Classroom - New***
If there is no time to get over to the main building, remain in the new barn. Move into the two bathrooms and utility room in the center of the structure.

*If we are under a Severe Weather Watch, we will move classes to the main building.

- **Vault Area/ Main Office** - Office Staff

Jill Lybert, Andy Guden, and CJ Kreuscher will search restrooms, workrooms, etc. and report to the vault area to be readily available.

CJ Kreuscher and Rick Wegerer will shut off all gas, electric, and water supplies, then report to safe area. Other custodial staff will report to P.E. hallway.

To assure that all students are accounted for, attendance will be taken when the class reaches its assigned area. If you are missing a student, please contact Mrs. Lybert or Mr. Guden via text or email.

When school is not in session, i.e. after normal school hours, weekends, games, etc.

1. **Students and Faculty**
 - a) Wrestling Room
2. **Support Staff and Visitors**
 3. Male - Boys' Locker and Team Room (downstairs)
 4. Female - Girls' Locker Room and lower level in PE hallway.

MASH support staff and faculty should unlock needed classrooms/areas and remain in the areas for supervision.

We will usher the evening spectators or visitors to the downstairs area if they are present during a severe warning.

CJ Kreuscher rings drill bell, checks and exits building.
Office staff brings megaphone, keys, lists and exits building.
Trevor Kent, Ryan Pilgrim, and Officer Berger check hallways those needing assistance in evacuation and exit building.
Principals report to field/parking lot to begin collecting attendance.
Assistants (not with a class) and office staff help to collect attendance after homeroom teachers have circled absent students on their rosters. Give to Mr. Guden.

Staff Fire Drill Procedures -- MASH

1. Keep **Crisis Clipboard** in an easily accessible location. Have the following items on the clipboard:
 - a. Pen
 - b. One complete and updated list of all XLT teachers.
 - c. One complete and updated list of all XLT students by teacher.
 - d. Multiple copies of your roster of XLT students.
 - e. Make sure your substitute teacher (when warranted) knows where your Crisis Clipboard is.
2. **Fire alarm sounds :**
 - a. *Make sure this is a real fire alarm (i.e. not an intruder).*
 - b. If you are in your classroom:
 - Grab your Crisis Clipboard and exit the building from the pre-assigned door.
 - Close and lock the classroom door and shut off the lights.
 - c. If you are at another location in the building.
 - Exit the building at the closest location.
3. **Once you have exited the building:**
 - a. If you are with a classroom of students:
 - Lead your students around the building to the Raider Field.
 - Instruct students to go to their XLT teacher's line on Raider Field (see list). They should line up alphabetically on the yard lines of Raider Field with their XLT teacher standing on the sideline closest to the bleachers and the students single-file sitting behind the teacher on the line.
 - b. If you are not with a classroom of students:
 - If you are an XLT teacher, go to your assigned spot on Raider Field and line your students up.
 - If you are not an XLT teacher, direct students around the building and assist them with finding their XLT teacher. Cover for any missing staff due to being in another building or having a substitute; share an extra copy of the master XLT list. Otherwise gather at the center of the field close to the bleachers to assist administration with attendance and other duties.
4. **Staff and students are lined up on the Raider Field*:**
 - a. If you have an XLT:
 - Take attendance on the individual XLT sheets. If you do not have a Crisis Clipboard due to being in another location in the building, use a master list from another teacher standing near you. On your attendance sheet, circle any missing students. On the top of the roster, write the number of students that are absent from your class; circle the number so we know

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how many we are looking for. Wait for a staff member to collect the attendance sheet (they will go to Mr. Guden).

- Wait patiently for the all-clear signal. Students may not leave until directed to do so.

**When there is snow on the ground, we will meet in the back portion of the parking lot, where the band practices marching in the fall.*

Building Evacuation Routes

MAIN BUILDING

<u>Rooms</u>	<u>Route</u>	<u>Exit</u>
101,103,105	Cross Hall/Turn left - go upstairs, exit OR turn right to North exit, if clear	South Exit, upstairs, Door 1 North Exit, Door 17
102,104,106	Turn right - go upstairs, exit OR turn right to North exit, if clear	South Exit, upstairs, Door 1 North Exit, Door 17
107,109,110	Turn right - keep right - go upstairs	Southeast Exit, Door 19
108,111,112,113	Turn left - keep left - go upstairs	Southeast Exit, Door 19
115,117,119,121,123, 125,127,129	Turn left - keep left - go upstairs	Northeast Exit, Door 18
114,116,118,120,122	Turn right - keep right - go upstairs	Northeast Exit, Door 18
223,224,225,226	North door - Band Room exits	Band Room Exits, Doors 12 & 13
220,221	North Exit - Custodial Shop	Custodial Shop Exit, Door 15
222	Turn right - keep right	Northwest Exit, Door 9
218,219	North Tech Lab Exit from Rm 218 OR exit classroom, left, to North Exit	Tech Lab Exit Door 16 OR North Exit, Door 17
201,202,203,204	Turn left-keep left	South Exit, Door 1
205,206,207	Turn right-keep right	Southeast Exit, Door 19
208,209, 210	Turn left-keep left	Southeast Exit, Door 19

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211, 212	Turn left-keep left	Northeast Exit, Door 18
AV Room, AD and AD Asst/ Mentoring	Turn left-keep left	North Exit, Door 17
213,214,215,216,217	Turn right-keep right	North Exit, Door 17
Library	Turn right, South exit OR Turn left to North exit	South Exit, Door 1 North Exit, Door 17
"M" Rm, South Hall Cafeteria, Kitchen	Main exit & Cafeteria	Cafeteria Exits, Doors 2 and 5
Red/White Theater	Exit rear doors-turn left	Cafeteria Exit, Door 2
Raider Hall	Exit west gym doors	Southwest Exit, Door 5
Team Rm & Boys Locker Rm	Exit the Mud Room	P.E. Exit, Door 14
Girls Locker Rm	Exit the Mud Room	P.E. Exit, Door 14
Wrestling Rm	Turn right to Fitness Center, then exit	Fitness Center Exit (NW corner), Door 11
Fitness Center	Fitness Center exit	Fitness Center Exit (NW corner), Door 11
Swimming Pool & Swim lockers	Turn left, keep left	West and Northwest Exits, Doors 8 and 9
Sands	Southwest exit	Southwest Exit, Door 5
Central Office & Guidance	South exit	South Exit, Door 1

TECH ED BUILDING *

Welding, Room 408	Exit north door	North room exit, Door 22
Auto Shop & classroom Rooms 406,407	Exit north door	North room exit, Door 23

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Building Trades &
 classroom - Rooms 401, 405

Exit east door
 OR exit west door

East room exit, Door 24
 West bldg exit, Door 21

Ag classroom, room 402

Exit west building door

West building exit, Door 21

BARN *

Classroom/New Barn
 Old Barn

Move to exit
 Move to exit

Exit north or south doors
 Exit south or west doors

**Even if there is a fire only in one of the three buildings (tech ed, barn, and main bldg), we will evacuate all buildings to be sure that we have accounted for each student.*

Active Intruder Drill Procedures -- MASH

Evacuate or Barricade

1. Keep **Crisis Clipboard** in an easily accessible location. Have the following items on the clipboard:
 - a. Pen
 - b. List of each class of your students to be able to take attendance

****Make sure your substitute teacher knows where your Crisis Clipboard is.**

2. Prepare in advance.

Staff should be aware of protocol for different areas of the building where they may be throughout the day. Know what you have in your classroom(s) that can be used to barricade your door and protect you and your students in the event of lockdown/barricade and evacuation. Have already discussed this plan with students in advance.

In case of an intruder, use PA system to alert:

- Dial **4730**, wait for beep and dial **00** to make an 'all call' announcement
- Give this information:
 - **What** is the threat?
 - **Where** is the threat?
 - **In what direction** is the threat moving?

Remind students to comply with these guidelines:

- a. Take notice in each of their classrooms as to what evacuation and barricading options there are.
- b. Listen to alert messages and make decisions based on information provided.
- c. If evacuating, go to the evacuation site discussed.
- d. If barricading in the classroom, move quickly and quietly to barricade the door. Remain quiet in the classroom. Prepare to fight.
- e. Stay clear of windows and doorways.
- f. Do not go to lockers or vehicles.
- g. In a drill, remain in your safe zone quietly until the all-clear announcement is given.

Example text on PA:

*"There is a (name of threat) in the (specific location).
The threat is going (direction of travel)."*

If safe to do so, also include description of threat:

- Gender
- Clothing
- Name of person, if known...

❖ Keep classroom doors locked at all times, whether or not in a drill.

- Students should not have access to classrooms without a supervising adult.

3. When alerted to an Active Intruder :

a. Listen for information and decide:

- If you are close to the location of the threat:
 - Lock and barricade your door as quickly as possible.
 - Shut the lights off.
 - Look for alternative evacuation routes (ie. breaking windows, etc.)
 - Remain quiet and calm.
 - Move students away from any windows or doors.
 - Prepare to counter the threat.

- If you are on another side of the building or away from the threat:
 - Check before you leave the door. Listen and look.
 - Determine the safest building exit. Lock the door behind you if possible.
 - Move students quickly to the outside of the building and then to the closest evacuation site. *Sites to be decided.*
- If you are a lunchroom supervisor:
 - Assist in moving students out of the exits.
- If you are outside of the building:
 - Look for the flashing light outside the building prior to coming back inside.
 - If the light is flashing, get students to an evacuation site if possible, or lockdown.
- Tech Ed, Barns, or outbuildings:
 - Due to the elevated noise in some areas, if safe to do so, please make sure your colleagues and their students have heard the announcement.

SAFETY REMINDERS:

- Use safety measures provided, ie locks, magnets/devices on doors, etc.
- Keep crisis clipboard handy, but if it is not easily accessible, do not hesitate to evacuate without it!

❖ **MASH evacuation site is Krugs**

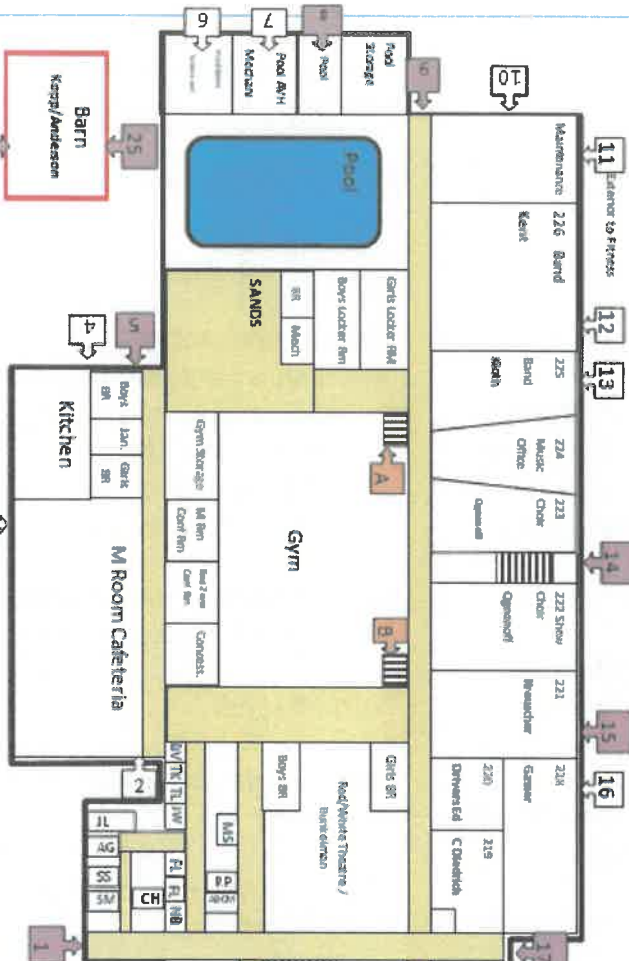
❖ **Staff, keep students with you. Do not allow students to leave in their cars. The school's perimeter will be blocked by law enforcement and emergency vehicles. We will want to avoid additional traffic.**

❖ **If it is safe, anyone and everyone should call 911.**

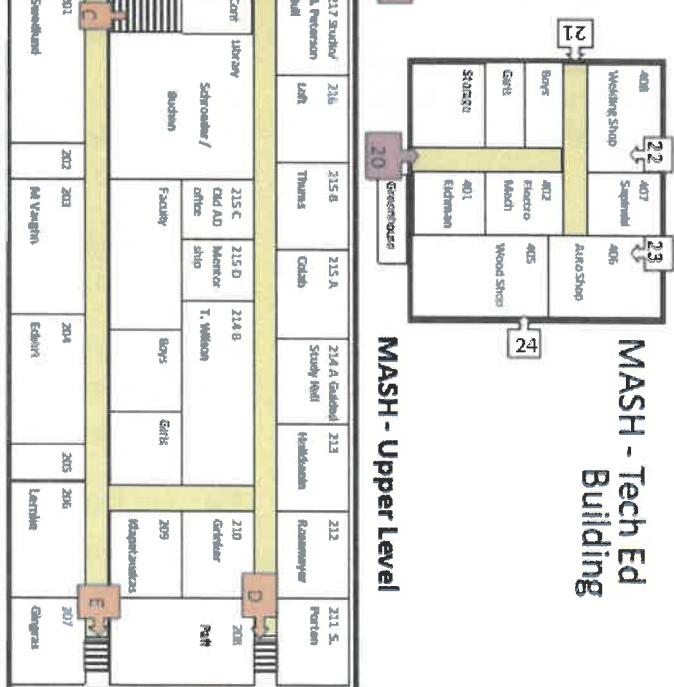
Remember ALICE:

- **Alert** -Alert others to the threat (PA System, yelling, ect)
- **Lockdown** -Lock and barricade doors if evacuation is not an option.
- **Inform** -Provide updated information when safe to do so.
- **Counter** -Prepare to counter the threat as a last resort. (Making noise, throwing objects, distracting the threat as you move towards the exit)
- **Evacuate** -Get out of the building as quickly as possible.

ALICE is not meant to be used in order, necessarily. Use what applies based on the information you have.



MASH - Upper Level



Entrance	Weighting Room	Girls Locker Room Hovda	Boys Locker Room Brown, / Kasper	Team Room	Laundry Room	Storage	Bulwer Room
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211A Kasey/Kravis/Needy/DITub2



Medford Schools Staff Response Emergency Guidelines

**Stay Calm
Don't Speculate
Act with Professional Judgement**

Reviewed: June 2018

1. Caution	2. Secure	3. Evacuate
Verbal Announcement	Verbal announcement	Verbal announcement to evacuate and dismissal directions
Check hallways for students, bring them in - lock all doors	<ul style="list-style-type: none"> "Immediately implement secure lock down - stay in the building" OR "Secure lock down - evacuate, if possible" 	Allow students to get jackets and backpacks, if approved by administration
Continue class activities		
Take attendance	Check hallways for students, bring them in - lock all doors	Give directions and follow last pupil from classroom
Release students for breaks sparingly. Cancel outdoor activities.	Turn off lights	Take pen, class roster, purse, briefcase, activity folder if time allows
Keep computer turned on for information sharing	Cover inside windows completely	Lights off and doors closed
Wait patiently for directions or "all clear" signal	Scatter all students on floor away from door	Report to designated area
In case of a fire alarm, wait for further instructions before evacuating	Take attendance	Take attendance
	RELEASE NO ONE. Ignore bells and fire alarms. NO restroom breaks	Remain in evacuation area until advised by administration
	Keep computer turned on for information sharing	RELEASE NO ONE
	Those staff assigned to lock outer doors will be notified to do this if needed	
	Flee the room if it is breached	

REMEMBER: Staff are not to speak to media unless authorized. Media will receive consistent, factual, regularly updated information from a district spokesperson.

	Evacuation Site	Alternate Site
MAES	MASH (715-748-5951)	Simek Center (715-748-6655)
SES	Sacred Heart Catholic Church (715-678-2395)	Zion Lutheran Church (715-678-2208)
MAMS	Immanuel Lutheran Church (715-748-2891)	First Baptist Church (715-748-4936)
MASH	MAES (715-748-2316)	Simek Center (715-748-6655)
TCEB	Taylor Co Human Services (715-748-3332)	UW-Extension Bldg (715-748-3327)