

# Student/Parent Handbook 2025-26



**Medford Area Middle School**  
**509 Clark St. Medford, WI 54451 (715)748-2516**  
[www.medford.k12.wi.us](http://www.medford.k12.wi.us)

## **MISSION**

To ensure that all students learn.

## **VISION**

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

## **CODE OF ETHICS FOR STUDENTS**

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

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

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

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

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

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

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

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

# Medford Area Public School District

## 2025-26 School Calendar

20-21 New Teacher Inservice

25-27 Teacher Inservice

25 MAES and SES Open House 4-5:30 p.m.

25 MAMS 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	NT	NT	22	23
24	IN	IN	IN	28	29	30
31						

### September

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

1 No School

2 Grades 1-9 First Day of School

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

25 Early Release

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

16 No School - Teacher Inservice

17 No School

31 End of 1<sup>st</sup> Quarter (41 days)

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	PT	IN	17	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	ER	26	TG	28	29
30						

25 Early Release

26 - 28 No School

24 - 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	NYE			

### January

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

1 - 2 No School

14 End of Quarter (42 days)

19 No School - Teacher Inservice

17 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	ER	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	IN	28
29	30	31				

9 - 13 No School - Spring Break

23 End of Quarter (42 days)

27 No School - Teacher Inservice

3 No School

23 Early Release

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

13 Early Release

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

# 2025-26 TIME SCHEDULE

6:30 a.m. CLC Begins

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
<b>Lunch</b>	12:46 - 1:16
Period 7	1:18 - 2:01
Period 8	2:04 - 2:47
Flex	2:50 - 3:20

7:30 - 8:10 Breakfast Served

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
<b>Lunch</b>	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
<b>Lunch</b>	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 - 8:10
Period 1 (Math)	8:10 - 9:10
Period 2 (ELA)	9:10 - 10:30
Period 3 (Intervention)	10:30 - 11:15
Period 4 (Specials 1)	11:16 - 11:46
Period 5 (Specials 2)	11:46 - 12:16
<b>Lunch</b>	12:16 - 12:46
<b>Recess</b>	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

## **WELCOME STUDENTS!**

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

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

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

## **GREETINGS PARENTS!**

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

Thank you!



## **ACADEMIC HONESTY**

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

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

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

Classroom teachers are responsible for documenting offenses in their classes.

### **First Offense in a Class**

- A conference between teacher and student.
- Zero for the educational product.
- The student will be allowed to re-submit the educational product.
- May issue a detention.
- Students will notify their parents.

### **Second Offense in a Class**

- Zero for educational products.
- The student will not be given an opportunity to make up the assignment.
- Issue a detention.
- Offer a conference with parents, teachers, and student.
- Notification of the incident to the principal and counselor.
- Students will notify their parents.

## **ATTENDANCE/ABSENCES FROM SCHOOL**

### **When a student is absent:**

Have a parent/guardian call the school **after 7:00 a.m.** on the day the student will be absent.

### **When the student returns to school:**

- A written excuse from a parent/guardian or physician is required upon return (even if a parent/guardian called the school regarding your absence). The written excuse shall include name, date, days of absence, and reason for absence on the excuse. Parents may email the excuse to [rundqli@medford.k12.wi.us](mailto:rundqli@medford.k12.wi.us)
- If the student was seen by a physician for an illness it is recommended that a written excuse from the doctor be obtained. An appointment reminder card from a medical facility is not considered a doctor's excuse.
- Students must bring this excuse (parent/guardian or physician excuse) to the main office. They will then receive an "Admit to Class" slip.

- Students should present this slip to each class teacher during the day. They are responsible for work missed due to absence.

#### **Make-up work:**

Students are allowed one day for each day they are absent to make up missed work. The principal and assistant principal have the discretion to extend this timeframe if extenuating circumstances warrant it. This includes out-of-school suspensions.

#### **Leaving during the school day:**

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

If it is necessary to leave school during the day for a doctor or dentist appointment a written excuse will need to be brought to the office before school on that day. A pass will be issued for the student to leave school. The pass shall be presented to the teacher of the class you will be leaving. The pass will be signed by the teacher and the student shall report to the office to sign out. If the student returns to school that day they must sign back in with the main office.

When a student must leave school because of illness or injury, they are to report to the Health Room and call their parent/guardian. Parents/guardians coming to school to pick up ill students are requested to come to the office (if the parent/guardian has NOT talked to an administrator or office secretary on the phone).

#### **Pre-excused absences:**

If a student will be gone for an extended period of time (more than one day), a written excuse should be provided with the reason for the absence about one week in advance. Students will then be given a form to collect make-up work and assignments and obtain teacher signatures.

#### **Excused absences:**

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

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

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

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

The school attendance officer or designee is authorized to approve a legal excuse for a student excused in writing by his/her parent/guardian/legal custodian prior to an absence provided it is

for not more than 10 days in the school year. Whenever possible, students should submit prior written permission for approval to the attendance officer or designee 7 days in advance of the absence.

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

- A court appearance or other legal procedure which requires the student's presence.
- A death in the immediate family or funerals for relatives or close friends
- Attendance at special events of educational value (i.e., college visits, job fairs).
- Illness for which a medical appointment or treatment was not sought.
- An emergency in the family or other crisis that requires the absence of the student because of family responsibilities.
- Religious holiday.
- A suspension from school (in-school or out-of-school suspensions).
- Approved school activities during class time.
- Special circumstances that show good cause and which are approved by the school attendance officer or designee. Under this provision, after a student has missed 10 days in a given school year, he/she may be required to provide a medical excuse from a physician for future absences to be excused. If no medical documentation is provided, the absence may be considered truant.

**Truant absences:**

- Students are not allowed to make up missed daily work for truant absences. Tests are an exception and may be made up at a time mutually agreed upon by the student and the teacher.
- In the case of truant absences, a student may receive a zero for class participation for all classes missed if participation grades were given the day the student was absent.
- Students have the obligation to obtain, understand, and retain for future reference and use, all materials presented during their truant absence.
- Truant absences are subject to possible citation.
- No student will be denied credit in a course or subject solely because of truant absences from school and shall be permitted to take all examinations missed during any absence.

**Tardiness:**

Students who are tardy to school, with or without an excuse, will need to obtain a late pass from the office. Excessive or unexcused tardiness (more than five times in a year) will result in a detention. Those students who are not in their rooms when the period bell rings are to obtain a pass from their previous teacher if that teacher detained him/her. If the student has no valid excuse, the teacher to whom s/he reports will be responsible for assigning a consequence.

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

**Perfect attendance:**

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



## **ATHLETICS**

### **Announcements:**

Each sport will provide an announcement texting service for parents. Coaches will provide instructions to access the service.

### **Participation Requirements:**

To participate in athletics, the athlete must be in school for half of the day in question unless special permission is given by the Athletic Director or Principal. Use and/or possession of alcohol and/or tobacco is prohibited and subject to possible disciplinary action.

Physicals are not required, although they are recommended. We recommend your child has a physical the first year they participate in a conference-sponsored sport and every other year thereafter. A physician should complete a WIAA Student Athlete Form each year a student receives a physical. For alternate years, a parent should complete a WIAA Alternate Year Athletic Permit Form. Physical examinations completed on April 1 and after are valid for the following two full school years. Physical examinations completed prior to April 1 are only valid for the remainder of that school year and the following full school year. Completed forms will be sent to the Athletic Director at MASH.

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

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

If a student gets an "F" on a progress report or report card, they will be out of their sport until passing all classes. During the time the student is ineligible, they are encouraged to attend practice but are not allowed to attend away games or competitions. We do offer before and after-school CLC to help students catch up with classwork.

### **Participation After Injury:**

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

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

### **Transportation/Return Times:**

All students will ride the bus to and from out-of-town meets. Students and parents must sign out with the coach after the meet if they are riding home with their parents/guardians. Students will NOT be allowed to ride home with anyone other than their parent/guardian unless special permission is granted by the Principal or Assistant Principal.

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



**Practice:**

Practice sessions will be held immediately after school unless otherwise notified. Some morning practices may occur due to gym space restrictions. There are no practices on Wednesdays. In case of inclement weather when school is canceled, no practices or activities will be held. In case of a missed practice or game, a valid excuse must be presented to the coaches. Failure to do this may result in disciplinary action by the coach.

**General Information:**

- When wishing to drop out of a sport, the athlete is asked to speak to his/her coach first.
- To finish a season in good standing, an athlete must participate in one-half of the season. If an athlete misses one-half of the season due to athletic ineligibility, the athlete will not be eligible for an award.
- Students are strongly encouraged to explore all types of new activities, clubs, and sports. Students who participate in three conference sports earn the Jan Guden Memorial 3-Sport Award.
- Any student found guilty of stealing or intentionally damaging athletic equipment will be dropped from the team.
- Any time a student is suspended from the team, the parents will be notified as to the reason and length of suspension by the coach or Principal/Assistant Principal.

**Sports Offered:**

FALL		WINTER		SPRING	
Girls Basketball	5/6	Boys Basketball	5/6	*Girls Softball	8
*Cross Country (Boys & Girls)	6/7/8	*Boys Basketball	7/8	*Track (Boys & Girls)	6/7/8
*Boys Football	7/8	*Wrestling (Nov. - Jan.)	6/7/8	Volleyball (Boys & Girls)	5/6
*Girls Swimming	6/7/8	*Girls Basketball (Jan. - Mar.)	7/8	Gymnastics (Boys & Girls)	5/6/7/8
*Girls Volleyball	7/8			*ESports	6/7/8
*ESports	6/7/8			*Girls Soccer	6/7/8
*Boys Soccer	6/7/8				

\*Designates conference-affiliated sports (sports that travel and compete against other schools).

**BACKPACKS**

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

## **BREAKFAST**

The middle school offers a nutritional breakfast for all students which is served from 7:30 a.m. to 8:10 a.m. daily. Regular breakfast price is \$1.50 and \$0.30 for families eligible for reduced meals. Purchased food from the cafeteria is not allowed out of the cafeteria without the teacher/staff permission.

## **CELL PHONE/ELECTRONIC DEVICE POLICY**

To ensure all students learn and for their safety and well-being, Medford Area Public School District (MAPSD) prohibits the use of 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 and will be locked in school-issued Yond'r pouches from the first bell of the day until the last bell of the day.

Electronic devices, including school-issued Chromebooks, 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 and their designee shall be responsible for enforcing this policy.

### **Disciplinary action for not following the policy:**

**1st Incident:** Phone is stored in the office for the remainder of the day and given to the student at the end of the day.

**2nd Incident:** Phone is stored in the office for the remainder of the day and given to a parent/guardian at the end of the day. For the following 5 days, the student will turn the phone into the office and pick it up at the end of the day.

**3rd Incident:** Phone is stored in the office for the remainder of the day and given to a parent/guardian at the end of the day. For the following 90 days, the student will turn the phone into the office and pick it up at the end of the day.

**Subsequent Incidents:** Discretion of administration which may include suspension.

**Lost or Damaged Yondr Pouch:** \$30 replacement fee, and the student's phone is stored in the office until the pouch is replaced.

## **CLUBS AND ORGANIZATIONS**

Medford Area Middle School offers the following clubs and organizations:

### **In Motion (7<sup>th</sup> & 8<sup>th</sup> Grade)**

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

**Raiders Committed (7<sup>th</sup> - 8<sup>th</sup> Grade)**

Raiders Committed involves students in activities that focus on 5 core principles: sleep, involvement in extracurricular activities, nutrition, academics, and avoidance of drugs and alcohol. Students will help promote these principles to the rest of the student body.

**Science Olympiad (6<sup>th</sup> - 8<sup>th</sup> Grade)**

Science Olympiad is a club to prepare students for and provides students with opportunities to train to compete in competitions revolving around science. Events in Science Olympiad include study events, building events, and lab work events.

**Battle of the Books (5<sup>th</sup> - 8<sup>th</sup> Grade)**

Battle of the Books is a book-related competition for students in grades 3-8. Students are quizzed about books that they have read from the designated Battle of the Books reading list.

**Student Council (5<sup>th</sup> - 8<sup>th</sup> Grade)**

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

**FFA (5<sup>th</sup> - 8<sup>th</sup> Grade)**

FFA is the premier youth organization preparing student members for leadership and careers in the science, business, and technology of agriculture.

**FCCLA (7<sup>th</sup> & 8<sup>th</sup> Grade)**

Family, Career, and Community Leaders of America is a Career and Technical Student Organization that functions as an integral part of the Family and Consumer Sciences education curriculum and operates within the school system. Since 1945, FCCLA members have been making a difference in families, careers, and communities through participation in competitive events, becoming involved in community service opportunities, and student leadership. Students develop real-world skills, explore career pathways, and become college and career-ready.

**Geo Bee (6<sup>th</sup> - 8<sup>th</sup> Grade)**

Geo Bee is a club for those who have an interest in learning more about their world and desire to dominate the competition as they share their knowledge. Geo Bee typically runs from November to February, with practices being held as an after-school CLC activity on Mondays. The main event is a competition with other local schools that usually takes place at the end of February. To qualify for the team, interested students must earn a top score through two rounds of qualifying exams, the first of which will be taken with your social studies teacher during class time. Please reach out to Mr. Nowak ([nowakca@medford.k12.wi.us](mailto:nowakca@medford.k12.wi.us)) with any further questions.

**COMMUNITY LEARNING CENTER**

The Medford and Stetsonville Community Learning Centers (CLC) offer before and after-school services to students at MAMS. The CLC program includes tutoring and homework help, recreational art activities, multicultural education activities, character development activities, and family/parent nights. Contact the CLC Coordinator Deanna Murphy at 715-748-2516 ext: 2299 if you have any questions.

MAMS CLC programming is offered Monday through Friday in the morning from 6:30 - 7:30 a.m. and in the afternoon from 3:20 – 5:30 pm.

- If any student is dropped off before 7:30 a.m. they must sign in to CLC.
- If a student is not picked up by 3:45 p.m. they must sign in to CLC.

*\* For the 25-26 school year there is no charge for the CLC programming due to funds from a grant MAPSD received.*

## **CHROMEBOOKS**

### **Student Chromebooks**

Chromebooks from the District, even though they are assigned to specific students, do not rescind the District's right to inspect the Chromebook at any time while on school district property.

### **Taking Care of the Chromebook**

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

**General Precautions** No food or drink is allowed next to the Chromebook while it is in use. Chromebooks must be stored in the classroom. The Chromebook cannot be set on the floor in the hallway. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. Never transport the Chromebook with the power cord plugged in. Students should never carry their Chromebooks while the screen is open unless the base is supported with two hands. Chromebooks should never be left in any unsupervised area.

### **Carrying Chromebooks**

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

### **Screen Care**

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen. Do not lean or put pressure on the top of the Chromebook when it is closed. Do not store the Chromebook with the screen in the open position.

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

## **Using Your Chromebook at School**

### **Backgrounds and Password**

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

### **Sound**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones/earbuds may be used at the discretion of the teacher.
- Streaming video/audio (such as Pandora) uses a large amount of bandwidth, and therefore should not be used.

### **Printing**

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

## **Protecting and Storing Chromebooks**

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

## **Repairing/Replacing Your Chromebook**

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

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- Cleaning station
- General information for using Chromebooks
- Intentionally causing damage to Chromebooks will result in a fine to cover the cost of repair.

## **Chromebook Technical Support**

Technical support will be available in the Library Media Center. Services provided include the following: Hardware maintenance and repairs, password resets, user account support, coordination and completion of warranty repairs, and distribution of loaner Chromebooks. ALL REPAIRS must be completed in the Library Media Center.

## **DISCIPLINE PLAN**

### **School-Wide Rules**

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

All school-wide rules apply throughout the school building and all school-sponsored events.

Students who violate these rules will be required to serve one detention per infraction. Failure to serve a detention will result in suspension from school. Parents will be informed of the student's failure to serve detentions. Students will not be able to participate in dances or fun nights until all detentions are served.

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

### **Classroom Rules**

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

### **Dealing with Severe/Habitual Misconduct**

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

- Fighting.
- Use of foul, vulgar, or abusive language or gestures.
- Stealing.
- Disrespect/insubordination.
- Unsafe conduct or destruction of property.
- Bullying/harassment (District Policy JBA)

Teachers may send a student to the office because they are in violation of the discipline plan. Resulting action taken by the Principal/Assistant Principal may include one or more of the following:

- A conference with the teacher and student.
- A conference with the parents.
- In-school suspension.
- Structured day and accountability project.
- Out-of-school suspension.
- Referral to legal authorities.
- Referral to the Board of Education for expulsion.

### **Detention Guidelines**

- The teacher issuing the detention will enter it in Skyward and contact parents/guardians after a restorative conversation has been completed.
- Detentions may be served either before school or during lunch. Morning detentions can be served in the library from 7:20 - 7:50 AM. Each detention will be 30 minutes long. Students may be assigned lunch detention if they haven't served a morning detention within one week of the date the detention was issued.
- Students must remain at their desks and work silently by themselves.
- Students who have unserved detentions are ineligible for extra-curricular participation one week after the detention date if it is not served.

- If a student fails to serve his/her detention within 5 school days, the parents may be notified that if the detention remains unserved, the student may receive an In-School Suspension.
- Students who receive three or more detentions in any thirty-day period will be considered in habitual non-compliance. Receiving three detentions in a thirty-day period may result in suspension.
- Disputed detention(s) will result in a conference between the Assistant Principal, the teacher who wrote the detention(s), and the student

### **In-School Suspension/Structured Day Procedures**

- Students assigned an in-school suspension should report to the office before the first bell of the day.
- Work will be provided for students on in-school suspension by their teachers.
- The same rules for conduct apply as for detentions.
- If students need to use the bathroom, they will be escorted by the supervising adult.
- The in-school suspension room will be supervised.
- Lunch will be eaten in the office during in-school suspension.

### **Structured Day:**

- Students will be escorted from class to class and eat lunch in the office. Structured days will be utilized to keep the student in class, and may be used as part of a re-entry plan from an out-of-school suspension, or in lieu of in-school suspension.
- An accountability project related to the behavior infraction may be assigned to the student by the assistant principal.
- Any disruption to class during a structured day may result in in-school or out-of-school suspension.
- Student will remain on a structured day until the requirements are deemed completed by school administration.

## **DRESS CODE**

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, as well as school and community pride

To maintain student safety, prevent learning distractions, and encourage a high-quality learning environment, students will follow these guidelines regarding dress and attire. In addition, any attire that disrupts or presents an interference with school activities or interferes with the school district's educational mission will not be allowed.

- The dress code is subject to staff judgment regarding the appropriateness of student dress.
- Any fashion that is distracting from the learning process or presents a safety risk, displays suggestive, offensive, obscene, sexually degrading, or racially motivated graphics or statements, or pertains to drugs, alcohol, or tobacco products is not permitted.
- Clothing should always completely cover the torso and chest cleavage.
- No coats, hats, head coverings, hoods, or sunglasses may be worn in the building during the instructional day.



- Shoes must be worn at all times.

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

### **FAMILY ACCESS**

Family Access allows parents/guardians to view their child's lunch balance and activity, attendance, current academic progress, assignments, and scheduling information via the Internet. Family access is available through our website, [www.medford.k12.wi.us](http://www.medford.k12.wi.us), and by clicking on Family Access. To receive your username and password, please contact the main office.

### **FOOD & DRINK**

Students may have water bottles containing only water. Energy drinks are not allowed in class or hallways/lockers. Students may not order food utilizing delivery services (such as DoorDash) to have food delivered for lunch or after-school events.

### **HOMEWORK**

All students will be issued a school planner to keep track of their homework assignments during the school year.

Students may have the opportunity to stay after school to complete missing homework assignments. Teachers are available until 3:50 p.m. to assist your child. Our goal at MAMS is to have students complete all missing work within two days of when the assignment was not handed in. Students may attend CLC for homework assistance or may arrange a time with their teacher if they require additional assistance to complete late work.

### **HONOR ROLL**

The honor roll is determined by using the grades of all subjects. The student's grade point average for a grading period is used to determine the honor roll as follows:

Highest Honor Roll = 3.710 - 4.000

High Honor Roll = 3.330 - 3.709

Honor Roll = 3.000 - 3.329

### **LIBRARY**

Library books, ebooks, Playaways, and digital audiobooks may be taken out for two weeks. Renewals will be made as long as the item is not in demand by others. Students may have up to three items checked out. Only one audiobook may be checked out at a time. No fines will be charged; however, additional checkouts may be restricted if there is an overdue item.

Students are responsible for all materials checked out in their names. Lost or damaged items must be paid for. If a lost item is found at a later date, a refund will be made.

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

### **LOCKERS**

The schools' lockers are made available and are assigned to students for use as a storage area for books and clothing only. It is important to recognize that the lockers remain the property of the school. The school, therefore, reserves the right to periodically inspect the contents of any lockers. The principal or designee may inspect any locker. No student should open any locker but the one to which s/he is assigned. Keeping lockers locked open or padlocked shut is not allowed. Students not in compliance may be subject to disciplinary action. If you have trouble with your locker, report it to the office.

### **LOST AND FOUND**

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

### **LUNCH**

Lunch money should be turned in to the office first thing in the morning. All money will be applied to the family lunch account. The regular lunch price is \$2.65 and \$0.40 for families eligible for reduced meals. Extra milk is \$0.40. An extra entree is an additional \$2.20

All students will go to the cafeteria regardless of whether they buy or bring their lunch, or do not eat at all. Purchased food from the cafeteria is not allowed out of the cafeteria without the teacher/staff's permission. Books should not be taken to the cafeteria. They are to be stored in lockers.

Free and Reduced lunch application forms are available throughout the year by contacting the main office at MAMS. You must reapply for free/reduced lunch each year.

### **MEDICATIONS**

#### **Physician Prescribed Medications - Basic Requirements**

The state of Wisconsin Medical Examining Board has determined that where medications are administered, the licensed practitioner prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of said medication. To ensure that the licensed practitioner retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by an employee or

agent of the BOE unless the following are delivered to the individual(s) responsible for administering the medication.

Written instructions from the prescribing licensed practitioner for the administration of the prescription medication which:

- Identifies the specific conditions and circumstances under which contact should be made with the licensed practitioner concerning the condition or reactions of the student to the prescribed medication.
- Indicates a willingness on the part of the licensed practitioner to accept direct communication(s) from the person(s) administering the medication.
- Is signed by the prescribing licensed practitioner.
- Only a registered nurse may accept verbal orders from a licensed practitioner. In the event the school nurse received a verbal order from a licensed practitioner, a Medication Administration Consent Form will be faxed and completed by the licensed practitioner. The verbal order will be documented in the student's health record.

A written statement from the parent(s)/guardian(s) of the affected student:

- Authorizing school personnel to give the medication in the prescribed dosage. No employee or volunteer, except a healthcare professional, may be required to administer any medication to a student by any means other than ingestion.
- Authorizing school personnel to contact the licensed practitioner directly.

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

### **Physician Prescribed Medications - Procedures**

Consent form required:

- Medication Administration Consent Form
  - No medications will be administered by school personnel unless and until this form is completed and returned to the school nurse or principal's designee.

Whenever possible, parents should hand-deliver prescribed medications to the school health office. The principal or school nurse reserves the right to require parents to bring medication in as necessary. Medication will be in a pharmacy container, or with a pharmacy label listing:

- Student's full name
- Name of drug and dosage
- Time and quantity to be given
- Licensed practitioner's name

The pharmacy container/ label must be verified and match the Medication Administration Consent Form.

Each time prescription medication is brought to the health office or sent home, medication will be counted by a staff member and the quantity will be documented in the student's medication record.

It is the student's responsibility, if appropriate, not school personnel, to get their medication at the designated times. Efforts will be made to contact a student who fails to report.

Only limited quantities of any medication are to be kept at school. Said medications are to be kept in a safe place, not accessible to students, and checked out only by a district employee or agent designated to administer the medication.

- While in school, at a school-sponsored activity or under the supervision of a school authority, an asthmatic student may possess and use a metered dose inhaler or dry powder inhaler, if all of the following are true:
  - The student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
  - The student has the written approval of the student's licensed practitioner and the written approval of the student's parent(s)/guardian(s).
  - The student has provided the school nurse with a copy of the approvals.
- While in school, at a school-sponsored activity or under the supervision of a school authority, a student with anaphylactic allergy may possess and use an epinephrine device if all of the following are true:
  - The student has the written approval of the student's licensed practitioner and parent(s)/guardian(s).
  - The student has provided the school nurse with a copy of the approvals.

The length of time for which a medication is to be administered shall be specified in the written instruction from the prescribing licensed practitioner. Any change in dosage, time to be administered, or discontinuance of administration must be in writing, said changes to be at the request of the practitioner only.

#### **Non-Prescription OTC Medications - Basic Requirements**

No medication shall be given to a student by an employee or agent of the BOE unless the following are delivered to the individual(s) responsible for administering the medications:

A written statement from the parent(s)/legal guardian(s) of the affected student:

- Authorizing school personnel to give medication in the recommended therapeutic dosage.
- Medication Administration Consent Form does not require a licensed practitioner's signature unless the dose requested exceeds package instructions.
- Over-the-counter medication not FDA-approved must be accompanied by a licensed practitioner's signature for administration at school by school staff.

Non-prescription medications must come in the manufacturer's packaging with a list of ingredients and recommended therapeutic doses in a legible format. All non-prescription medication containers will be labeled with the student's name.

Designated personnel will administer non-prescription (over-the-counter) medications only with written instructions and consent from a child's parent/guardian on a Parent/Guardian Medication Consent Form.

*State law now requires that non-prescription medication like acetaminophen or ibuprofen be provided by the parent. If your child needs non-prescription medications like these, you must provide those to the school.*

#### **Non-Prescription OTC Medications - Procedure**

Designated personnel will administer non-prescription OTC medications only with written instructions and consent from a student's parent(s)/guardian(s) or Medication Administration

Consent Form. Non-prescription OTC medications shall be provided to the school by the parent(s)/guardian(s).

- The Medication Administration Consent Form is required. No medications will be administered by school personnel unless and until the form is completed.
- The Medication Administration Consent Form must be verified that the dose is within the manufacturer's packaging therapeutic dosing.

### **PHYSICAL EDUCATION UNIFORMS**

**7th & 8th Grade** - Uniforms are required for class participation. Uniforms consist of a school-supplied Phy. Ed. shirt with black or dark blue school-appropriate shorts. Students will be issued one free Phy. Ed. shirt at the beginning of 7th Grade. Replacements are available for purchase in the office.

Sweatshirts and sweatpants may also be required for outside activities.

**5<sup>th</sup> and 6<sup>th</sup>** grade do not have a required dress code except for tennis shoes.

### **POLICIES**

District policies can be found on the Medford Area Public School District website. (<https://www.medford.k12.wi.us/district/policies.cfm>)

### **PROGRESS REPORTS**

Grades are available on Family Access for parents/guardians to view during the school year.

### **PROHIBITED ITEMS AT SCHOOL**

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

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

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

## **REGISTRATION**

Parents are required to complete online registration forms yearly for their students. Registration start dates will be communicated to parents/guardians before the start of the school year. Online registration is completed on Family Access. Please contact the main office for assistance.

## **REPORT CARDS**

Report cards will be distributed approximately one week after the last date of the quarter. Fourth quarter report cards will be mailed home. Grades are posted in Family Access and available to view throughout the school year.

## **RETENTION/SUMMER REMEDIATION**

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

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

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

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

## **SCHOOL CANCELLATIONS**

Parents and Guardians need to be aware of inclement weather. Please turn your radio to WIGM (1490 AM)/WKEB (99.3 FM) for the latest school closing information. School closures will also be announced via the Medford Area Public School District Parent Square notification service. All guardians listed in Skyward are enrolled utilizing the cell phone number listed.

### **Canceling School Due to Bad Weather**

Winter seems to bring its share of bad weather days when safety demands special precautions and sometimes results in school being canceled, delayed or dismissed early.

Please do not call the school before the decision to close school is made. As soon as a decision is made, the radio stations will be contacted and they in turn will broadcast all closings as soon as they have been received. (The radio stations also request that parents do not call the radio station.) The district has no control over the time or length of such announcements.

Arrangements should be made ahead of time concerning where your student should go if you are not home when school is canceled, delayed, or dismissed early.

If you believe school should have been called off because of conditions in your area, you should decide if you want to send your children to school. The decision to cancel, delay, or release early is based on the district as a whole. Your case may be unique and you are the best judge as to whether or not your child should attend school.

School may be delayed one or two hours so that more time is available to decide whether or not school shall proceed or be canceled. If there is a delay, the buses and schools will start one or two hours later than usual. Breakfast will not be served and CLC will not be available.

School closings and delayed starts will be announced as close to 6:15 am as possible.

When school is canceled during the day, hot lunch will be served before the students leave if possible. This is important in the event a bus should become stranded on its route.

### **MAMS School Supplies**

<p><b><u>Grade 5</u></b></p> <ul style="list-style-type: none"> <li>1 - Three ring binder (min. 2 inch, zippered)</li> <li>4 - Three-hole punched plastic pocket folders</li> <li>4 - Spiral notebooks (single subject)</li> <li>1 - Pencil pouch with holes (for in binder)</li> <li>1 - Pencil box</li> <li>12 - Pencils</li> <li>1 - Pens (Blue or Black)</li> <li>4- Dry-erase markers</li> <li>1- Yellow highlighter</li> <li>1- 12 count colored pencils</li> <li>1- 12 count colored markers</li> <li>3- Glue sticks</li> <li>1 - Scissors</li> <li>1 - Container of Lysol wipes</li> <li>3 - Boxes of Kleenex</li> <li>2 - Sets of wired earbuds to stay at school</li> </ul> <p>*** Please label ALL of your child's materials***</p>	<p><b><u>Grade 6</u></b></p> <ul style="list-style-type: none"> <li>1 - Three ring binder (2 inch, zippered, metal rings)</li> <li>1 - 1 inch binder</li> <li>4 - Pocket folders</li> <li>2 - Spiral notebooks (single subject)</li> <li>1 - Pencil pouch with holes (for in binder)</li> <li>1 - Box of pencils (24)</li> <li>1 - Pen (Blue or Black)</li> <li>4 - Highlighters (any color)</li> <li>1 - 12 count colored pencils</li> <li>1 - 12 count colored markers</li> <li>2 - Glue sticks</li> <li>1 - Scissors</li> <li>1 - Calculator (basic is fine)</li> <li>2 - Boxes of Kleenex</li> <li>2 - Sets of wired earbuds to stay at school</li> <li>1 - Ultra Fine Tip Black Sharpie</li> <li>1 - Fine Tip Black Sharpie</li> <li>1 - Container of Lysol wipes</li> <li>4 - Dry-erase markers</li> </ul> <p>*** Please label ALL of your child's materials***</p>
<p><b><u>Grade 7</u></b></p> <ul style="list-style-type: none"> <li>3 - 1 in. binders (ELA, SS, Sci.)</li> <li>2 - loose-leaf paper (college ruled)</li> <li>1 - folder</li> <li>1 - Calculator</li> <li>Pencils</li> <li>Pens</li> <li>1 - Highlighter</li> <li>Colored pencils</li> <li>1 - Set of wired earbuds</li> <li>2 - Boxes of Kleenex (to WIN teacher)</li> <li>1 - Container of Lysol wipes (to WIN teacher)</li> </ul>	<p><b><u>Grade 8</u></b></p> <ul style="list-style-type: none"> <li>2 - Individual 1 inch binders (Sci, SS)</li> <li>5 - Standard two-sided pocket folders (ELA, Sci, SS, Health, Specials)</li> <li>5 - College-ruled notebooks (ELA, Sci, Health, Specials, Math - Algebra only)</li> <li>Pencils - enough for the year (purchase as needed)</li> <li>1 - Large pencil eraser</li> <li>2 - Pens (2 different colors)</li> <li>1 - Highlighter</li> <li>2 - Sets of wired earbuds to stay at school</li> <li>2 - Boxes of Kleenex (to WIN teacher)</li> <li>1 - Container of Lysol wipes (to WIN teacher)</li> </ul>



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

### **SPECIAL EDUCATION QUALIFICATION (new law changes)**

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

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

If you have any questions or would like more information, please refer to our webpage at <https://www.medford.k12.wi.us/> or contact the Director of Student Services/Special Education at 715-748-2316 ext 3324.

### **STAFF DIRECTORY (DISTRICT)**

Current district staff and school board members can be found on the Medford Area School District website. <https://www.medford.k12.wi.us/>

### **TELEPHONE USAGE**

There is a telephone available in the main office for students to utilize to call home for non-illness/injury-related calls. Any student wishing to call home due to illness/injury should report to the health room.

### **TRANSPORTATION**

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

## **USE OF SCHOOL FACILITIES**

Morning CLC begins at 6:30 and ends at 7:30 AM. Any student arriving at MAMS before 7:30 AM will need to be registered and report to CLC.

Students being picked up from school after 3:20 pm should wait at the main entrance for their ride (the exception being after athletic events). Students should be picked up by 3:45 PM unless involved in CLC or some other organized school activity.

Students may not use any area of the building (e.g., gym, cafeteria, classrooms) without teacher permission and teacher supervision. This includes the school day and non-school hours.

## **VISITORS**

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

## **WEBSITE**

The district website is found at <https://www.medford.k12.wi.us/>.

MAMS website: <https://www.medford.k12.wi.us/schools/middle/>

Announcements and information about academics, guidance, library, athletics, time schedules, clubs/organizations, handbooks, staff email addresses/websites, and a host of other information can be found on the MAMS website.

## **WIN TIME**

All students will begin their school day in a homeroom titled WIN (What I Need) Time. The goal of this time is to teach our students to develop good habits to be successful.