

MONDOVI MIDDLE SCHOOL HANDBOOK 2019 - 2020

Students are responsible for their conduct. The principal and staff, with the support of the School Board, have established rules of conduct considered necessary to create a safe and effective environment at school and at school-sponsored activities. Our expectations are that MMS students will act in a proper manner, show respect for the authority of all school employees, refrain from improper language, and in general exhibit responsible citizenship and consideration for others. Students should strive to be a credit to themselves, their home, parents/guardians, school, and community. Students who violate student conduct rules will be subject to disciplinary measures. Disruptive students may be removed from the classroom by a teacher. Procedures and policies regarding the short-term and long-term removal of a student from class are explained in the district's Code of Conduct. This Code is available online at www.mondovi.k12.wi.us.

Teachers are responsible for maintaining student conduct in the hallways and classrooms. The Principal / Assistant Principal is responsible for serious misconduct issues which jeopardize the safety of the school and/or the people in it, or which interfere with the instructional process or the daily operations of the school building.

The School District of Mondovi will not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap, or physical, mental, emotional or learning disability. Discrimination complaints will be processed according to established procedures.

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ACADEMIC DISHONESTY

It is expected that all students will be honest and complete their own schoolwork. Copying from someone else, using someone else's work as your own, possessing a copy of a test in advance (without teacher approval), using notes during a test without permission, or talking while performing a test, and internet plagiarism are all examples of academic dishonesty. This applies in all academics, not limited to essays, homework, tests, quizzes, and any other type of assessments; written or online. Students found to be involved in this type of misconduct will receive consequences for their dishonesty. Consequences may include, but are not limited to, receiving no credit for the assignment or test, detention, suspension, or other fitting consequences per Administrative discretion. Additionally, all incidents of academic dishonesty will be reported to the principal for inclusion in the student's discipline file.

ACCESS TO RECORDS

Student records are maintained in the interest of the student and to assist school personnel in providing appropriate educational experiences. The School Board recognizes the need for confidentiality of student records. Therefore, student records shall be available for inspection or release only with prior approval of the parent/ guardian, except in situations where legal requirements specify release of records without such prior approval. The building principal, or his/her designee, shall be responsible for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established procedures.

ACTIVITIES CODE AND STUDENT CODE OF CONDUCT

All students participating in the athletic or extra-curricular programs at MMS are required to sign the activities code online. Each participant and his/her parent or legal guardian is required to officially review the Code once a year prior to the start of the sports or activity season to review the policies and expectations set forth in the document. All participants and parents/guardians must sign an agreement statement of support and compliance for the code of conduct in order to participate. Specific questions or procedures required for participating in athletic programs should be directed to our activities director.

ACTIVITIES FOR MIDDLE SCHOOL STUDENTS

ATHLETICS

The MMS athletics program consists of seventh- and eighth-grade football, basketball, wrestling, volleyball, cross country, track, and dance team, and 6th grade cross-country. A WIAA physical exam and parent permission card must be on file in the office before a student may report for practice. All athletes and their parents are also required to attend an Athletic Code meeting prior the student's participation in the athletic program. MMS student athletes are expected to follow the Mondovi Public School's Athletic Code.

FORENSICS

The Middle School forensics program provides an opportunity for students in grades six, seven, and eight to gain experience in public speaking. Students may choose from a variety of events ranging from poetry reading to play acting. Advisors will forward information to students to let them know when and how they can sign up to participate in the forensics program.

MUSIC

The music program at MMS is available to students in all grades. Sixth graders can elect to participate in band, chorus, or general music. Chorus meets every other day for one class period. Band and general music meet for one class period every other day opposite chorus. Seventh and eighth grade students can elect to participate in band or chorus. The seventh and eighth grade band meets every other day for one class period. Seventh and eighth grade

chorus meets for one class period opposite band. All band students meet with the band director for a weekly lesson. Middle school band and chorus students are able to participate in group contests as well as Solo and Ensemble contest. These events provide a great opportunity for students to meet students from other school, challenge themselves to play an instrument or sing with the best technique and skill possible, and to hear other instrumentalists and singers. Band and choir also perform several required concerts each year.

STUDENT COUNCIL

Student Council elections are held each school year. Information about the election process will be shared by the advisor. Student Council members conduct fundraisers, coordinate community service projects, and help to organize dances and other social activities.

ATTENDANCE

ATTENDANCE PROCEDURES

- Regular school attendance is necessary to achieve academic success. It is the responsibility of the students and their parents to insure that students miss as little school as possible. The greatest single factor contributing to below-standard school work and low or failing grades is tardiness and absence. Students enrolled at MMS are expected to be in school at all times during school hours unless a modified program has been approved by the school.
- If an absence is necessary, the student's parent/guardian must contact the school office to report the student's absence for that day. The student absence should be reported to the school office as soon as possible in the morning by email, note or phone call. If an absence is known in advance, parents/guardians are encouraged to notify the office any time prior to the
- absence. The attendance phone number is 715-926-3656. *Please note:* Any student having an absence that has not been excused will not be able to participate in any activities or athletics for the day in question.
- Parents/Guardians will be contacted if a student is absent and no parent/guardian contact has been made. **Parents/Guardians must provide the school with written or verbal verification of an absence by 3:30 pm the following school day or the absence will be considered unexcused.**
- Parent contact is required if a student is planning to leave school during the day. Once parent contact is made, students should stop in the office for a pass to leave class if leaving during class time. Students need to sign out in the office when leaving to allow the office to verify that they have left at the indicated time.
- Any students entering the building after the start of the school day need to check in at the office. If no parent contact has been made (and no doctor slip presented) regarding the late arrival, the student will be considered unexcused until contact has been made. If a student is tardy (5 minutes or less) arriving at school, office discretion will be used in excusing students.
- ****Students will be allowed 15 parent-excused absences for the school year. (Doctor & Dentist visits / appointments will not count toward parent-excused absences if the school office receives a doctor's slip).**
- Parents/guardians may excuse students 15 times during the school year (all or part of a school day). As noted above, excused absences require parent/guardian/legal custodian verification. Any absences beyond the allowed 15 parent-excused absences will be marked unexcused.
- Absences will be considered doctor-excused if a doctor slip has been provided to the office following an appt. Dr. slips should be on letterhead with student name and date and are issued to the patient following an appt. Dr. slips will be accepted at any point

during the current school year to update attendance and these absences will not count towards the 15 parent-excused absences allowed for the year.

- Attendance letters will be generated by Infinite Campus and sent home during the course of the year as a courtesy to assist parents/guardians with their student's attendance. These letters are merely a notification of student attendance status.
- Administration reserves the right to make all final attendance decisions.

ATTENDANCE - LEAVING SCHOOL GROUNDS (not related to lunch)

Students shall not be released from school under any circumstances unless the principal's office determines the request has been made by a legal parent/guardian and for a good and sufficient reason (Board Policy 433). Students who leave the building without checking out through the office will be considered unexcused/truant.

ATTENDANCE - TRUANCY

Truancy is defined as an absence without valid excuse from all, or part of the school day. Students who are determined to be truant may be placed on a Truancy Prevention Plan with steadily increasingly severe penalties for truancy up to and including referral to the Mondovi Police Department for truancy citations (includes a fine and a mandatory court appearance). Note that all or part of a school day (even one period) missed without legitimate excuse can legally be considered truancy.

State Statute §118.15 defines a "Habitual Truant" as a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.

If a student meets the definition of a habitual truant a court referral will be initiated. Students who become habitual truants may also lose the privilege of participation in extracurricular activities (including dances), as well as leaving at lunch.

BACKPACKS

Students may carry backpacks to and from school, but they are not allowed in classrooms. This rule was instituted as a response to growing problems of food in classrooms, theft, and classroom safety. This will be reviewed in 2019-2020.

BULLYING

Bullying is deliberate or intentional behavior using word or actions intended to cause fear, intimidation, or harm. It includes, but is not limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing. Every student is encouraged to report any situation they believe to be bullying behavior. The school is unable to address a situation if they are not made aware of it. If investigation finds bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action.

COMMUNICATION

- ANNOUNCEMENTS

Announcements are sent directly to student email accounts daily. They can also be found on Communication TV's (hallways and Buffalo Lobby), as well as the district website at www.mondovi.k12.wi.us. Students and families are encouraged to view these on a daily basis to stay informed with the happenings in the district.

- FACEBOOK

Like and follow our page on Facebook to also stay updated 24/7! (Mondovi School District)

- MONDOVI SCHOOL DISTRICT APP

Download our app from your app store to view a staff directory, activity stream, calendar, tip line, photos, Infinite Campus, menu, lunch payment, sports, Buffalo TV, news, and more!

- **TWITTER**

Find us at @Mondovipride, @mondovivball, @FootballMondovi, and @doviweightroom if you would like to keep current as well!

COMMUNITY ANNOUNCEMENTS AND POSTERS / FLYERS

Any posters or announcements to be displayed in the hallways or read over the intercom must be approved by the principal. No posters, stickers, or other advertisements may be placed on the outside of student lockers.

COMPUTER LABS

Students wishing to work in the computer lab must present a pass from a classroom teacher and receive permission from IMC personnel before beginning to work in either of the labs. There are also several computer stations located in the IMC area that are available for student use. Students are responsible for the safe and ethical operation and use of the equipment, software, and files. Any student tampering or attempting to tamper with the equipment, software, and/or files will be subject to school disciplinary action and possibly referred to law enforcement.

DANGEROUS WEAPONS

MMS has a zero tolerance policy for dangerous weapons. Firearms, or facsimile firearms, knives, explosives, incendiary devices, or other objects which resemble dangerous items, or which are used in a manner that threatens, alarms, or intimidates another person are illegal and, therefore, are not permitted in the school building, school vehicles, or school-sponsored activities. This prohibition does not apply to cased, unloaded firearms in a locked vehicle driven or parked in any part of school grounds used as a parking facility, and ammunition for such firearms similarly stored.

An attempt will be made to confiscate the dangerous item(s). Students in possession of dangerous items will be referred to local law enforcement and the legal parents/guardians will be contacted. Students violating the dangerous items policy on possession or use of dangerous items will be subject to serious disciplinary action, including expulsion. This policy applies to all enrolled students.

DETENTIONS

A detention may be assigned to a student by the principal or any other member of the faculty for inappropriate or disruptive behavior while in school or at a school-sponsored activity. All detentions are recorded in the student's behavioral record. Detentions are served during lunch or after school, and teachers will rotate detention supervision. Students assigned detention are required to report on time to the designated room with study materials and work silently throughout the detention time (failure to work quietly will result in students having to re-serve the detention). If circumstances warrant, students may reschedule a detention one time at the principal's discretion. Failure to serve assigned detentions will result in more severe consequences (at minimum two detentions). Students will not be excused from detention to participate in or attend co-curricular practices or events.

By way of example and without limitation, detentions may be issued for the following offenses: use of obscene or abusive language, improper displays of affection, tardiness,

skipping class, leaving school without permission, not having a required hall pass, possession of a laser device, and inappropriate or disruptive behavior. Reference School Board Policy.

EDUCATIONAL TRIPS

All field trips, visits, tours, and excursions and the like which are properly planned and supervised by members of the professional staff or parents/guardians and approved by the building principal shall be considered part of the curriculum and bona fide activities of the School District of Mondovi. Students must ride school provided transportation to field trips.

Students may be denied participation in educational trips as a result of misconduct on previous trips. However, such denials will be in compliance with state statutes and students will be accorded due process prior to any final determination being made.

If appropriate, students not participating in such educational trips will be afforded the opportunity to complete alternative assignments or class work to compensate for missing the scheduled trip. Reference School Board Policy 352.

ELECTRONIC / PERSONAL COMMUNICATION DEVICES

- All students may use Personal Communication Devices (PCD's) before and after school. All PCD's must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.
- Phones that are being utilized at inappropriate times will be taken to the office. They may be picked up at the end of the day. Administration will determine additional consequences as seen fit.
- ***Note that failure to turn over a phone or iPod to a staff member will be considered insubordination and will result in disciplinary action as seen fit.***
- The principal may authorize student use of an electronic communication device exception if he/she determines that it is needed for medical, educational, vocational, or other legitimate reasons.

EMERGENCY DISASTER PROCEDURE (TORNADO DRILL)

In any case of emergency disaster such as severe weather, tornado, or other emergencies, an announcement will be made on the public address system. Students are to follow the directions given to them over the public address system and by their teacher.

EMERGENCY EVACUATION

If it should become necessary to vacate the school building because of a bomb threat, loss of heat, a fire, or some other unusual circumstance, students will be moved or walked to emergency housing sites within the city, be placed temporarily on buses, or be housed in other outside facilities. Specific instructions will be given to students over the public address system and by staff.

EXPULSION

The School District of Mondovi Board of Education may expel a student from school whenever it finds the student guilty of repeated refusal or neglect to obey rules or finds that the student is guilty of other conduct outlined in state law and the Board of Education is satisfied that the interest of the school demands the student's expulsion.

The expulsion process begins with a five to fifteen day suspension pending an expulsion hearing with the School District of Mondovi Board of Education, the student and his/her legal

parent/guardian, the school principal, and the district administrator. The Mondovi Public School District will follow the Wisconsin State Statutes related to the expulsion of students, (s. 120.131(1) (c). Upon ordering the expulsion of a pupil by the Board, the Superintendent shall file a notice of such order with the parent or guardian of the pupil. Reference School Board Policy.

FIGHTING

Students are expected to behave in a manner which shows respect toward teachers and other students at all times. As a result, fighting, either physical or verbal, is not allowed on school property or at school-sponsored events. Students will not be allowed to threaten, cause, or attempt to cause physical injury to any student or employee. Students are to seek the assistance of teachers, counselors, or the principal to find a way to resolve conflicts without fighting. Students involved in fighting may be referred to local law enforcement, issued detentions, suspended, or expelled depending on the circumstances and the severity of the incident.

FIRE DRILLS

Monthly fire drills are held in accordance with state regulations and are an important safety precaution. It is vital that when the signal is given, everyone clears the building in a prompt and orderly manner using the appropriate evacuation route. Instructions for evacuating the building are posted in each room. The teacher in each classroom will direct the students in the proper evacuation procedure. Once outside, students are to move at least 50 feet from the building. Teachers will then take attendance to ensure that all students have safely left the building. Students are reminded that it is against state law to tamper with the fire alarm system.

FOOD AND BEVERAGES

Food and beverages are not allowed in the library or computer labs at any time. Note that normally the only food or beverage allowed in class is bottled water in a clear container and then only with teacher permission. Teachers may allow other food for special occasions.

GRADES AND PARENT-TEACHER CONFERENCES

Progress reports and report cards are given every quarter. Progress reports are only sent home when students are earning “D’s” and/or “F’s”.

Parent-Teacher conferences are an open house format - parents can stop in at any time during the open hours and meet with the teachers in their classrooms.

GROOMING AND DRESS

Students are expected to dress in a reasonable and appropriate manner.

- Students have the right to determine student dress providing that such attire is not destructive to school property, does not affect the health or safety of the student or others, or does not interfere with or distract from the educational process. Apparel in which the midriff shows, or any other item in which a student’s undergarment shows will not be allowed. Additionally, the enforcement standard will be faculty judgment as to whether the clothing is inappropriate, too revealing, or offensive.
- Clothing displaying alcohol, tobacco, other mood-altering chemicals, weapons, and/or inappropriate language is also unacceptable. Students will be asked to remove any coats, jackets, or headgear and to turn any inappropriate or unacceptable shirts inside out or be sent to the office for a covering shirt.

- Students may not wear coats, jackets, caps, hats, scarves, or any other headgear during the regular school day.
- Hats must be removed and stored in lockers prior to the start of the school day, and may be worn again when leaving the building for the day.

A detention may be issued for repeated or severe violations of this policy. Administration reserves the right to address as needed.

HARASSMENT

Religious, racial, and sexual harassment will not be tolerated at Mondovi Middle School. Harassment is defined as any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics (race, creed, national origin, disability or gender) that:

- A. Places a student in reasonable fear of harm to his/her person or damage to property.
- B. Has the effect of substantially interfering with a student's educational performance, opportunities or benefits, or
- C. Has the effect of substantially disrupting the orderly operation of a school

Specific examples of harassment include:

1. Making jokes about a person's appearance, race, religion, gender or family.
2. Repeatedly making hurtful comments to another person (verbal abuse).
3. Writing negative things about a person for public view

Specific examples of sexual harassment include:

1. Unwelcome or unwanted sexual advances (patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual).
2. Verbal abuse or joking that is sexually-oriented and considered unacceptable by another individual (commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually-oriented comments, innuendoes, or actions that offend others).
3. Requests or demands for sexual favors (subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of special treatment or a negative consequence).
4. Showing sexually-oriented materials including, but not limited to, photographs and posters.

** The standard in all cases - in both general and sexual harassment - is how the behavior is perceived by the victim, not the intent of the person doing the harassing. It is not acceptable joking around if it hurts the victim.

Any student who believes that he/she has been the victim of harassment or any student who knows or believes harassment is taking place should report the harassment to the principal, the guidance counselor, or a teacher. All complaints will be investigated.

If the district does determine that harassment did occur, it will take the necessary and appropriate disciplinary action. This may include, but is not limited to, a verbal warning, detention, suspension, or expulsion. Retaliation or filing a malicious or knowingly false complaint will also be considered a violation of this policy

A complete copy of the "Student Anti-Harassment" policy is available from the principal or the District Office. Reference School Board Policy 5517.

HEALTH ISSUES

Students who come to school are expected, with few exceptions, to participate fully in school activities. When a student is ill, he/she is not able to function well in class; and, if contagious, will spread his/her illness to other students. Therefore, the following guidelines will be used to determine if a student who is not feeling well should remain in school or be sent home:

- 1) **Fever**: A fever of 100 or more signals an illness. If a student has a fever of 100 or more, the school nurse will call the ill student's parent or emergency contact person to have the student picked up from school. A student with a fever of 100 or more will not be allowed to stay in school.
- 2) **Gastrointestinal illnesses**: Vomiting, severe nausea, and/or diarrhea are symptoms that require a student to remain at home until asymptomatic for 24 hours. A diagnosis of norovirus requires staying at home until asymptomatic for 48 hours. Students who develop vomiting, severe nausea, or diarrhea during the school day will not be allowed to remain in school.
- 3) **Infectious Diseases**: Diseases such as impetigo, whooping cough, and strep throat require a doctor's examination and prescription for medication. Contacting the doctor and using the medicine as directed for the full recommended length of time are necessary. Once medication has been started, the doctor has given approval for school attendance, and the child is feeling well, he/she may return to school.
- 4) **Rashes**: Rashes or patches of broken, itchy skin need to be examined by a doctor if they appear to be spreading or not improving.
- 5) **Coughing**: A persistent cough is commonly an upper or lower respiratory infection. If the cough is ongoing, coincides with a fever or loss of appetite, or causes breathing problems, the ill student should stay home.
- 6) **Injuries**: If a student has an injury that causes continuous discomfort, the student should not attend school until the condition is checked by a doctor or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education class is not recommended, a doctor's excuse is required.

The school nurse should be contacted at 926-3645, with any questions regarding school health issues.

HOMEWORK POLICY

Students are responsible for making up any homework they may miss due to an absence. Students are encouraged to talk to their teachers prior to planned absences to collect any work they may have for the indicated time they are absent. Students may receive "pre-planned absence" sheets from the office for an all-day absence with prior parent contact. It is expected that assigned work will be completed prior to teachers signing off on the pre-planned absence sheet.

Upon returning to school following an unplanned absence, students will be allowed one day for each day absent, plus one extra day, to make up any missed assignments (Semester finals may not have extra time allotted for makeup work / tests).. Teachers may require that tests or quizzes announced prior to the student's absence be made up the first day the student returns to class.

If out for an unplanned absence, students (or parents/guardians) are asked to email teachers directly with any homework requests. Please note - homework requests should be sent as early as possible in the day to allow teachers the time to gather the requested work. If items

such as textbooks are needed from the student's locker, please contact the office to have items brought to the office to be picked up.

HONOR ROLL

The Honor Roll will be published at the end of each quarter. To be on the Honor Roll, a student must have at least a 3.0 (B) average.

IMC / LIBRARY

The IMC is open daily from 7:30am to 4:00pm. The check-out time for books is two weeks with students being allowed to renew books. Fines are assessed for lost and damaged books. Students are to use IMC materials in a responsible manner. Articles or order forms should not be cut out of books or magazines. A copy machine is available for students to use if something is needed for a class assignment. Care should be taken to ensure that school library books and public library books do not get mixed together. Students using the IMC must show respect toward others studying or reading in the facility by remaining quiet..

INTERNET/E-MAIL ACCESS

All district computers have been equipped to provide students with Internet access. All students are expected to follow the district policy regarding internet use. Students must have an internet project if using the internet. All students are responsible for knowing the rules and regulations related to using the Internet. Students will be accountable for violations of these rules. Consequences may include revocation of Internet privileges, school disciplinary action including possible expulsion from school, and a referral to law enforcement, if warranted.

LASER DEVICES

Student use or possession of any laser devices is prohibited in school buildings, on school grounds, in school vehicles, and at school-sponsored activities. Teachers are authorized to use and/or carry laser "pointers" for educational purposes as deemed appropriate. Students violating this policy shall be disciplined in accordance with established procedures.

LUNCH TIME

As per Board Policy, underclassmen living within *walking* distance of campus may be excused with parent permission to walk home at lunch. A signed parent permission form must be on file before underclassmen will be allowed to leave at lunch. This form can be found online or picked up in the office. All students are expected to check in and out at the office and must be on time returning to school.

If a student is cleared by a parent to leave during lunch (other than the above-mentioned), the absence will count as a parent excuse.

LOCKER ROOMS AND BATHROOMS

All use of cameras and cell phones is prohibited in all locker rooms and bathrooms.

LOCKERS

Student lockers and gym lockers are the property of the school district and are provided to students for the purposes of protecting and storing books and personal belongings. Lockers should be treated appropriately - do not kick your locker door or pull 6 excessively on the handle to open it. Any damage to lockers caused by kicking or other misuse will be charged

to the student. Students should always keep their lockers **closed and locked** or a fine will be paid, per School Board expectations. Students are not allowed to share their locker or combination with others. Note that lockers are not always secure – avoid bringing money or valuables to school. Lockers may be opened and searched, if necessary, by the building principal or designee and/or local law enforcement officials. **No tape of any kind should be used on school lockers – inside or on the front.**

MEDICATIONS

Students are not allowed to keep any medications in their locker or carry medications with them from class to class. All prescription medications (including inhalers) are to be taken to the School Nurse with a completed Physician's Order for Prescription Medication and Parent/Guardian Authorization form. The form can be found online.

This does not prohibit a student from assuming the responsibility for him/herself with the approval of his/her parent/guardian and physician in which case medication should be in the original container and no more than a day's supply should be at school.

MESSAGES TO STUDENTS

Parents may call the school if they need to communicate a message for their child(ren). Students will be notified via notes on their locker. Note that messages may not be seen by students on a time sensitive basis, and it is always best practice to communicate information directly with your child(ren) outside of school hours when possible.

MIDDLE SCHOOL BELL

Students will be allowed three (3) minutes of passing time between periods. The first bell rings at 8:05 a.m. This is the "clear the hall" bell and students are to go to their first period class. The final bell signifying the beginning of first period will ring at 8:10 a.m. Students entering the classroom between 8:10 and 8:15 will be marked tardy, and absent if arriving after 8:15.

OFFICE TELEPHONE USE

The telephones in the school office and in teachers' classrooms are for school business only. Students will not be permitted to use these phones except in cases of emergency.

PARENT TEACHER CONFERENCES - SEE GRADES AND PARENT TEACHER CONFERENCES

PASSES

Students are assigned to specific rooms during each hour of the day. Therefore, students should not be anywhere except their assigned area unless they have been given permission by a staff member to do so. In order to be away from their assigned area, a student needs to have the initials of the staff member in his/her assignment notebook, as well as where they are excusing them to.

PUBLIC DISPLAYS OF AFFECTION

The expression of feelings of affection towards others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste and respect for others be a guideline for public display of feelings toward a boyfriend / girlfriend. Being overly affectionate in school is not in good taste. This type of continuous behavior could lead to disciplinary action and parents being called. Only holding hands is acceptable.

REMOVAL FROM CLASS

By Wisconsin Law teachers shall be authorized to remove students from class for reasons specified in the Student Code of Conduct. This Code will serve as the basis for decisions relating to the removal of students from class and the placement of students following such removal.

REPORT CARDS - SEE GRADES AND PARENT TEACHER CONFERENCES

SCHOOL CAFETERIA

Breakfast is available in the school cafeteria from 7:30 a.m. until 8:05 a.m. each morning. Middle school lunch is served from 12:10 - 12:40. Students have the opportunity to choose from a regular menu, sandwich line, soup and salad bar, or sack lunch option. During breakfast or lunch, no food is allowed out of the cafeteria.

At the beginning of the school year, each student will review his/her food service identification number. Students will enter their numbers into a computer as they go through the breakfast or lunch line. No student should give his/her identification number to another student; because each time the number is used, a charge is made to that account.

Over 200 students are in the cafeteria for lunch at the same time. With this many people, it is very important that everyone is orderly and considerate at all times. Students are asked to please speak at a reasonable volume level, move from one spot to another without running, stand quietly while in line without pushing or shoving, return trays to the assigned area, and clean up table areas before leaving.

SCHOOL CLOSINGS

In the event that school must be closed because of severe weather or an emergency situation, announcements will be made on the following radio and television stations: WEAQ (790 AM), WIAL (94.1 FM), WRDN (1430 AM and 96 FM), WAXX (1150 AM and 104 FM), WBIZ (100 FM), WWIB (103.7 FM), and Channel 13 TV.

The District also utilizes AlertNow to notify parents/guardians of school closings. AlertNow allows us to send a message to the telephone number that you provided and/or send an e-mail message. If you are not signed up to receive this service, please call the District Office at 715-926-3684.

SCHOOL DANCES

Throughout the year, MMS students have some opportunities to attend dances sponsored by various school organizations. High school students are not allowed to attend Middle School dances just as middle school students are not allowed to attend high school dances. (See "GUEST PASSES FOR EVENTS" for further information)

Once students leave a dance, they may not return. If a student has a legitimate need to leave and wants to return, he/she must be given permission to do so from a chaperone prior to leaving.

SCHOOL INSURANCE PLAN

The school insurance benefit plan is for students and athletes who sustain injuries in athletics or other school activities. This insurance is secondary to parent/guardian insurance—the school insurance provides benefits only after the family's personal insurer has provided initial

coverage. If a student is injured in any school activity, he/she is to report the injury to the supervising teacher as soon as possible so that an injury report form may be completed. This report must be filled out before any notification can be made to the insurance company. The injury report form will then be mailed home with instructions for filing. This is the responsibility of the parent, not the district or the medical provider.

SCHOOL TRANSPORTATION

A school bus or school car is considered an extension of the classroom. All MMS students, therefore, are expected to conduct themselves in a manner consistent with established standards for classroom behavior. Specifically, students are expected to follow the school district's bus rider rules and regulations whenever they are riding on a school bus or in a school car. The bus rider agreements that each student and their parents sign at the beginning of the school year are kept on file, and each student is held accountable for their actions. A copy of the bus rider rules and regulations is available online.

Students must ride school transportation to all co-curricular events. Students may return with their parent only if the sign-out sheet is signed by the parent (coach / advisor has this).

SEXTING

Any student guilty of "sexting" – sending sexually explicit text or photographs – through the phone or computer will face an expulsion hearing and possible referral to law enforcement.

STUDENT CONDUCT AND DISCIPLINE

Rules and regulations for discipline and control of pupils may be made by the state, local boards of education, teachers and administration, and these may be enforced reasonably for all who are in the school setting, below or above the age of 18. These rules and regulations may be "relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of such district including regulations relative to the conduct of pupils..."

The administration and faculty of MMS believe that, given a few guidelines, middle school students are capable of determining right from wrong and choosing proper courses of action. It is our desire to place restrictions upon students only when necessary for the common good.

Authority to discipline lies with all of the adults employed at the school. This includes secretaries, aides, custodians, cooks, teachers, and administrators. These people have the responsibility of enforcing school rules and regulations and must be accorded respect.

Teachers and other students have the right to expect that students will conduct themselves in a manner that will provide a positive atmosphere for both learning and teaching. Each teacher has developed classroom expectations for their students covering grading, subject matter to be taught, and behavior. All students should be made aware of these expectations and the consequences of failing to meet them. Violation of school rules and misconduct will result in disciplinary action and/or corrective measures being taken. The corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct the undesirable behavior.

Students discovered in unauthorized areas will be instructed to report to the principal for disciplinary consequences.

STUDENT VISITORS

In most cases, students are not allowed to bring guests to school during the regular school day. Situations in which other students may visit include former students who have moved away and are returning for a visit, students who will be enrolling in our school district, or students whose parents are considering enrolling the student in our school district. Each visitor request must be approved by the principal prior to the guest student being brought to school. Parental permission from both parties will also be necessary to gain approval.

SUMMER SCHOOL

Information will be shared with students about classes they can take during the second part of the school year. All questions are to be directed to the elementary office, as they coordinate all summer school classes. Students enter the building through Door #2 for their Summer School classes.

SUSPENSION

A student may be suspended from school for violating school rules, violating school board policy, and for other conduct outlined in state law. Suspension can be assigned for either in or out of school. School administration will consider each discipline situation on a case-by-case basis and issue consequences appropriate to the severity of the infraction. By way of example and without limitation, actions which may result in suspension include: an accumulation of five (5) detentions, directing profane or abusive language toward an adult, disrespect toward a school employee, failure to serve detentions, failure to serve in-school suspension, fighting, forging a note or pass, inappropriate or disruptive behavior, intentional destruction of school property, possession of an electronic communication device, possession of a dangerous item, possession and/or use of illegal substances on school property or in school vehicles, harassment, refusal to obey school rules, theft, vandalism, threat to cause bodily harm to another student or school employee, or uncooperative behavior.

If a suspension (in- or out-of-school) occurs on the day of any co-curricular activity, the student will not be allowed to participate in or attend the activity. Suspended students who are involved in the school's athletic program will also be subject to any disciplinary actions outlined in the School Athletic Code.

If the suspension is in-school, the student will be assigned to the suspension area within the school for the entire day. The student will be allowed to complete school work or take any tests. Students serving in-school suspension will eat their lunch in the suspension area.

If the suspension is out-of-school, the student is not allowed to be on school grounds during the time he/she is suspended. Parents or guardians are responsible for the activities of the student during this time.

TARDIES

Teachers will deal with the first three tardies each semester as a classroom discipline problem. If a student exceeds three tardies in any given class per semester, detentions will be served with the teacher for each subsequent tardy. A time limit of five minutes will be the standard all hours; a tardy will become an unexcused absence after five minutes. Excessive tardies to any one class may also result in a student being dropped from the class, and the student will be subject to referral for truancy.

TEXTBOOKS AND EQUIPMENT

Students are given the opportunity to use various types of school equipment such as lockers, locks, textbooks, lab equipment, and athletic equipment. Students are responsible for the return of this school-owned equipment in a condition commensurate with the original state of the equipment and the length of time it was used. Students are responsible for and will make

monetary restitution for any act of negligence or vandalism which leads to damage of school-owned equipment or materials.

Laboratory-oriented classes such as science, technology education, family/consumer education may require the student to pay for usage of materials, creation of student projects, purchase of laboratory manual, etc. Students enrolled in these classes are responsible for payment of such required fees.

THEFT AND VANDALISM

The respect for property of others is a fundamental responsibility which each and every student is expected to follow. To steal or destroy the property of the school or other students and teachers is an extremely serious violation and will be handled as such. Students who have had personal items stolen are to report this to the school office.

THREATS

Verbal or written threats against other students, teachers, school employees, or school property will be considered a serious matter by school authorities. Students making such threats will be dealt with in a severe manner and will be subject to serious school district disciplinary action, including possible expulsion. Students who have been threatened or any student with knowledge of threats taking place should immediately report the incident to the principal, guidance counselor, or teacher. All reports will be investigated by administration.

Threatening to use an explosive or incendiary device to damage a school and harm its occupants is a Federal offense. Bomb threats or the actual unauthorized use of an explosive or incendiary device in school will result in serious disciplinary action, including expulsion. Appropriate law enforcement authorities will be contacted to assist with prosecution and/or other disciplinary action.

TOBACCO, ALCOHOL, AND OTHER ILLEGAL DRUGS

The possession and/or use of tobacco products (or look a likes-including, but not limited to, Hookah Pens, vaping devices and E-Cigarettes), alcohol, or illegal drugs are prohibited on school property and in many cases, are against the law. No students are allowed to manufacture, distribute, possess, or be under the influence of illegal drugs, intoxicants, or tobacco while on school premises, in district-owned vehicles, or while involved in any school related activity. Controlled substances such as medication may be used only as prescribed by the student's physician (see Medications). Student searches can be conducted upon suspicion of possession.

Students who violate this policy will be subject to disciplinary action up to and including suspension or expulsion from school, as well as referral to law enforcement officials for prosecution under state and federal laws. Lighters and matches are prohibited and will be confiscated, and the student in possession will face disciplinary action. Students lighting matches and/or lighters in school will face additional consequences.

WITHDRAWAL FROM SCHOOL

A student who is withdrawing from school must report to the guidance office for an exit conference. The counselor and the student will complete a withdrawal form that assures the payment of fees and the return of all books and other school property. Transfer of the student's records will also be arranged at that time. Final approval for all withdrawals will be made by the principal.