School District of the
Menomonie Area

MIDDLE SCHOOL HANDBOOK

Menomonie Middle School
Preamble

We the students at Menomonie Middle School, in order to provide a safe, equal, fair, respectful and positive learning environment for all associated with this school, set forth the following school-wide Core Values:

RESPONSIBILITY
Be a good role model with your thoughts and actions: be on time, be prepared, be honest and trustworthy.

RESPECT
Be caring, helpful and supportive of yourself, everyone and everything. Act with integrity.

ENTHUSIASM
Have a positive attitude about life and school. Do your best and have fun! This is your chance: make it count!

SAFETY
Use common sense, self-control and appropriate behavior to keep our school free of harmful or damaging behaviors.

PRIDE
Believe in yourself. Never give up. Work together as a team toward success. Be your best.

EMPATHY
Be sensitive to other people's feelings. Put yourself in the position of others.

Inside this Handbook…

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- Behavior Consequence Matrix

MISSION STATEMENT

"The School District of the Menomonie Area, by embracing the unique needs and using the strengths of our diverse community, is dedicated to preparing ALL students to become lifelong learners, caring individuals and responsible citizens."

Menomonie Middle School
2021-22
Bell Schedule

PERIOD	TIME
Greeting Bell	7:30 am
Warning Bell	7:40 am
CARES	7:43 am – 8:02 am
Period 1	8:05 am – 8:53 am
Period 2	8:56 am – 9:44 am
Period 3 - WIN	9:47 am – 10:17 am
Period 4	10:20 am – 11:08 am

6TH GRADE		7TH GRADE		8TH GRADE	
Lunch	**11:08 – 11:39**	Period 5	11:11 – 11:36	Period 5	11:11 – 12:04
Period 5	11:39 – 12:32	**Lunch**	**11:36 – 12:07**	**Lunch**	**12:04 – 12:35**
		Period 5	12:07 – 12:32		

PERIOD	TIME
Period 6	12:35 pm – 1:23 pm
Period 7	1:26 pm – 2:14 pm
Period 8	2:17 pm – 3:05 pm

School District of the Menomonie Area

SCHOOL DISTRICT OF THE MENOMONIE AREA
2021-2022 SCHOOL CALENDAR

July 2021

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

August 2021

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

September 2021

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

October 2021

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

November 2021

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^{PD}	25^{H}	26^{V}	27
28	29	30				

December 2021

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^{V}	24^{V}	25
26	27^{V}	28^{V}	29^{V}	30^{V}	31^{V}	

HS/MS Quarters

	Start	End	Days
1	9/1/21	11/5/21	45
2	11/8/21	1/21/22	44
3	1/24/22	4/1/22	44
4	4/4/22	6/3/22	42

First Day of School

August 31, 2021- Meet & Greet
September 1, 2021 - First Day w/ Buses

Codes

N = New Teacher Orientation
V = Vacation
M = Make-Up
☐ = Student 175
H = Holiday..... 3
PC = Parent-Teacher Credit Days
(No School-10/15 & 2/18)..... 2
PD = Professional Development....10
PL = Teacher Planning Time 1
Teacher Contract Days 191

Emergency Make Up Days

June 6 and/or added minutes to school days in the spring.

Emergency Make Up:

Student days only made up for required hours of instruction. All contract days after the second cancellation will be made up.

Spring Break:

March 14-18, 2022

High School Graduation

May 29, 2022

Parent-Teacher Conferences

Fall Elementary:
Downsville, Knapp, Oaklawn, River Heights, Wakanda
10/7/21 & 10/12/21
4:00 p.m. – 7:45 p.m.

Spring Elementary:
Downsville, Knapp, Oaklawn, River Heights, Wakanda
2/15/22 & 2/17/22
4:00 p.m. – 7:45 p.m.

Menomonie Middle School:
Fall: 11/9/21 & 11/18/21
Spring: 2/10/22 & 2/15/22
4:00 p.m. – 7:30 p.m.

Menomonie High School:
Fall: 11/11/21 & 11/16/21
Spring: 4/7/22 & 4/12/22
4:00 p.m. – 7:30 p.m.

Elementary / 4K Trimesters

	Start	End	Days
1	9/1/2021	11/23/2021	57
2	11/29/2021	3/4/2022	61
3	3/7/2022	6/3/2022	57

January 2022

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

February 2022

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^{PC}	19
20	21	22	23	24	25	26
27	28					

March 2022

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

April 2022

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

May 2022

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

June 2022

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

Staff Professional Development Workdays

New Teachers: 8/17, 8/18, 8/19
All Teachers: 8/24,8/25, 8/26, 8/31, 10/14, 11/24, 1/17, 4/18, 6/6, & 1 day of self-directed PD, 1 day of Planning Time
Paraeducators: 8/24, 8/25, 8/26, 8/31, 10/14, 1/17, 6/6

Approved by Board of Education: December 14, 2020

Menomonie Middle School 2021-22 Supply List

6th Grade	7th Grade	8th Grade
For Locker: (Label with name)	Organizer: Choose a way that works for you: an accordian file OR a Trapper Keeper with 6 folders inside. (Note: Large Trapper Keepers with handles don't fit in lockers well.)	4 - 1 inch three ring binders
Organizer: Choose a way that works for you: an accordian file OR a Trapper Keeper with 6 folders inside. (Note: Large Trapper Keepers with handles don't fit in lockers well.)	1 - 70 page notebook	2 - Spiral notebooks
2 - Single subject notebooks	2 - Packs loose leaf paper	1 - Large pack of loose leaf paper
1- Ear buds/headphones (needed daily for classwork)	1 - pack of dividers (5 per pack)	1 - Pack graph paper
1 - Box of colored pencils	2 - 2-pocket folders	4 - 2-pocket folders(different colors)
48 Pencils (#2 or mechanical pencils with lead) (Keep some at home to restock later in the year.)	1 - Ear buds/headphones	1 - Ear buds/headphones
For CARES Teacher:	1 - Colored highlighter	1 - Pack of pens (blue or black ink)
1 - Container of Clorox wipes or electronic wipes(optional)	1 - Ruler	1 - Box of pencils
24 - Pencils	1 - Protractor	1 - Set of colored pencils
1 - Box of facial tissue	1 - Basic or Scientfic Calculator	2 - Highlighters
2 - Expo markers	***Pencil Bag containing:***	2 - Glue sticks
2 - Ultra-fine black Sharpie markers	4 - Boxes of #2 pencils	1 - Scissors
2 - Large glue sticks	Pens (not gel)	1 - Ruler (6 or 12 inch)
1 - Box of colored pencils	1 - Box colored pencils	1 - Expo Marker (math)
Art	1 - Box colored markers	***For CARES Teacher:***
Scotch Tape	3 - Glue sticks	3 - Boxes of facial tissue
Decorative Tape (Ex: Washi Tape or Printed Duct Tape)	1 - Scissors	***Art:***
Band if enrolled	***For CARES Teacher:***	Large scissors
1 3-ring binder	2 - Boxes of facial tissue	Color Sharpie Marker Set
10 plastic sheet protectors	1 - Box of pencils	***Band if enrolled***
Measures of Success Book 1	***Spanish:***	1 3-ring binder
Music Appreciation if enrolled	1 - Dry eraser marker	10 plastic sheet protectors
1 2-pocket folder	1 - Fine point black Sharpie	Sound Innovations for Ensemble Development: Intermediate Concert Band
10 pencils	***Art:***	**Physical Education - Grades 6 - 8**
Orchestra - Grades 6-8 - if enrolled	Watercolor pencils	1 - Tee Shirt
All plain black or plain black and white	Extra fine Point black Sharpie Markers	1 - Sweatshirt for outside activities
apparel for concerts	***Band if enrolled***	1 - Shorts or sweat pants
2-pocket folder	1 3-ring binder	1 - Pair of tennis shoes that tie(NO SKATEBOARD SHOES)
pencils	10 plastic sheet protectors	1 - Towel
	Measures of Success Book 1	Personal supplies like deodorant -
		- **toiletries in PLASTIC containers ONLY**

TELEPHONE NUMBERS

Middle School Main Number	(715) 232-1673
Middle School Fax	(715) 232-5486
Administrative Service Center	(715) 232-1642
Principal	(715) 232-1673 ext. 30104
Assistant Principal	(715) 232-1673 ext. 30102
Dean of Students	(715) 232-1673 ext. 30110
School Secretaries	(715) 232-1673 ext. 30100 or 30111
Attendance	(715) 232-1673 ext. 30100
Guidance	(715) 232-1673 ext. 30108, 30110 or 30112
School Psychologist	(715) 232-1673 ext. 30630
Health Office	(715) 232-1673 ext. 30103
Nutrition Services	(715) 232-2606 ext. 42124

EQUAL EDUCATIONAL OPPORTUNITIES

No person may be denied admission to any district school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student service, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, as required by s. 118.13, Wisconsin Statutes. In addition, the board prohibits discrimination or harassment based on gender identity or gender expression (including transgender and gender nonconforming students). This policy also prohibits discrimination as defined by Title IX of the educational amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and origin), and Section 504 of the Rehabilitation Act of 1973.

All special programs follow the district's policy of nondiscrimination on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, gender identity or gender expression (including transgender and gender nonconforming students) physical, mental, emotional or learning disability.

The district administrator or designee (located at 215 Pine Avenue NE, Menomonie, Wisconsin, 54751, telephone 715-232-1642) is designated to receive grievances regarding discrimination according to procedure.

For information on Equal Education Opportunities, see 411 under Board Policies at http://menomonie.ss7.sharpschool.com/common/pages/DisplayFile.aspx?itemId=9130137.

INCLEMENT WEATHER / EARLY DISMISSAL

The closing of school because of emergency conditions will be announced on the following radio and television stations:

FM

92.1	**WMEQ**	**Eau Claire**
92.9	**WECL**	**Eau Claire**
94.1	**WIAL**	**Eau Claire**
95.1	**WQRB**	**Eau Claire**
95.9	**WJRV**	**Menomonie**
100.7	**WBIZ**	**Eau Claire**
104.5	**WAXX**	**Eau Claire**
106.7	**WATQ**	**Eau Claire**

AM

790	**WAYY**	**Eau Claire**
830	**WCCO**	**Mpls/St. Paul**
880	**WMEQ**	**Eau Claire**
1400	**WBIZ**	**Eau Claire**

TV

5	**KSTP**	**Mpls/St. Paul**
13	**WEAU**	**Eau Claire**
18	**WQOW**	**Eau Claire**

FIRE AND DISASTER DRILLS

Plans for emergencies have been developed with regular drills scheduled throughout the year. Fire drill regulations, exit routes, and disaster evacuation plans including but not limited to the ALICE protocols will be followed. Teachers will review these plans with their students. Students are asked to move quickly and to remain quiet so as to be able to hear any announcements that might be given over the public address system.

HEALTH SERVICES

The primary objective of School Health Services is to strengthen and support the educational process of students by assisting them to improve or adapt to their health status. Health Services available are identification of health problems, preventative health measures, monitoring and dispensing of medications, health maintenance care and necessary therapeutic intervention.

Parents/guardians are requested to inform the school of any health problem and/or special health care procedures that need to be performed at the school. This will assist the school in developing an effective educational program. To discuss concerns or questions, students and parents are encouraged to discuss their health problems with the School District Health Services Coordinator. You can contact the School District Health Services Coordinator at (715) 232-2609 ext. 41104 or the Health Assistant at (715) 232-1673 ext. 30103.

NOTIFICATION OF ILLNESS BY PARENT/GUARDIAN

Students who appear ill should remain home. Students should be fever-free for a period of 24 hours after an illness without fever reducing medication and 24 hours after vomiting and diarrhea before they return to school. Parent/guardians are requested to notify the Attendance Office of their student's absence between 7:00 – 9:00 am. Students who are absent from school must present a note upon their return or have a parent call their absence into the Attendance Office. Please see the district website for additional exclusion criteria.

EXTENDED ILLNESS

For students who are going to be out for three or more days due to illness, parents should notify the Health Assistant (232-1673 ext. 30103) and request homework assignments that can be picked up in the main office of the middle school. Homework assignments require 24-hour notice to allow teacher time to prepare.

IMMUNIZATIONS

State Law (252.04 WIS) states the following are the minimum required immunizations for each age/grade level. These requirements can be waived only if a properly signed health, religious or personal conviction exemption is filed with the school. In order for your student to enter school, this information must be completed and on file prior to admission to school, or shortly thereafter. The immunizations are as follows:

GRADES:

6-8 4 DTP/DTaP/DT/Td, 1 Tdap, 4 Plio, 3 Hep B, 2 MMR, 2 Var

If your student does not meet the immunization requirements, you will receive a warning notice from the school indicating what is needed and the deadline date. During this time, Sections 252.04(5)(a) and (6) of the statutes provide that schools must notify any parent/guardian or legal custodian of a minor student who has not met the state immunization or waiver requirements by the 15th and 25th school day after the student is admitted to school. If a student fails to present written evidence of completed immunizations or a written waiver with 60 school days of being admitted to school, the student may be excluded from school. Immunization records are progress records under the section 118.125(1) (c) of the statutes. Section 118.125(3) of the statues requires that progress records shall be maintained for at least 5 years after the student ceases to be enrolled in the school.

ACCIDENTS

Any student injured on school property during a normal school day must be reported to the Health Services office immediately. Proper action will be taken and the parent/guardian notified. An accident report will be filed in the Health Services office.

MEDICATION

The Menomonie School District has a medication policy covering prescription and non-prescription drugs taken by students during school hours and school sponsored events and field trips. If it is necessary for your student to take medication during school hours and activities, parent/guardians MUST inform the Health Office as to the type of medication, and the reason for taking it. Send the medication to school in a pharmacy labeled bottle containing the name of the student, physician's name, dosage, and time to be taken. Long-term medication must be renewed on a yearly basis. Non-prescription medications including, ibuprofen, Tylenol, etc. MUST be provided by the home in the original container.

According to section 118.091 of the statues, a student may possess and use an asthma inhaler if all of the following are true: (a) the student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms; (b) the student has the written approval of the student's physician and the written approval of the student's parent/guardian; and, (c) the student has provided a copy of the required approvals.

MEDICATION (continued)

In order for a student to take prescription or non-prescription drugs during school hours, a medication form must be on file. These forms are available at the clinic, in pharmacies, and from the Health Service office. All prescription or non-prescription medication must be picked up at the end of the school year of they will be disposed of.

PEANUT AWARE SCHOOL

Severe allergies related to tree nuts and peanuts and other related food products are on the rise. To protect the health and safety of all students who experience this type of life-threatening allergic reaction to tree nuts, peanuts, and/or products containing trace elements of these nuts – MMS is a tree nut/peanut aware school zone. Students and families are reminded to refrain from the consumption or use of nuts at MMS. Your awareness and cooperation could save a human life.

1:1 POWERED LEARNING INITIATIVE

Our district has created a 1:1 Powered Learning Handbook. You can view it on the district website.

LOCKERS

The ownership of the locker is maintained by the school district. Students are granted a limited use solely in accordance with proper use and care of the locker. Any defect or problem with a locker should be reported immediately to the main office. Lockers must be locked or reported for repair to office.

The only items that may be placed in the lockers are articles of clothing, school books, supplies relating to school use, lunches and personal items which students are legally entitled to have in their possession. IT IS RECOMMENDED THAT STUDENTS REFRAIN FROM STORING VALUABLE ITEMS AND/OR LARGE SUMS OF MONEY IN THEIR LOCKER, AS THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.

The assignment of a locker is made to a given student. No switching of lockers or sharing of lockers is allowed. DO NOT GIVE OTHER STUDENTS YOUR LOCKER COMBINATION.
The School Administration retains the right to access your locker at any time.

Administrative Procedure: Students tampering with any other locker or using lockers for illegal purposes will be subject to suspension and/or referral to law enforcement authorities. Cost of repair for damage to the locker, or to the operation of the locker doors, will be charged to the person assigned to the locker unless another person is identified as responsible for the damage.

SEARCHES OF BUILDINGS AND GROUNDS

In order to maintain a drug-free school environment, dogs that have been specifically trained to detect controlled substances or weapons will be used to search the buildings of the middle school randomly during the school year. School district grounds and parking lots may be searched at any time upon request of school authorities in conjunction with law enforcement. The district administrator will be notified in advance of such searches.

SEARCHES OF BUILDINGS AND GROUNDS (continued)

Additional searches of any school district building may be done at the judgement of the building principal or district administrator by use of the dogs when:

1. There is reasonable suspicion that such a search is needed, or
2. An additional random preventative search would be beneficial to the ongoing drug prevention effort.

Individuals may be subject to prosecution as well as action by the school administration if controlled substances, look-alike controlled substances or weapons are discovered.

FEES

Physical Education

All students entering Menomonie Middle School will be assessed a one-time $5.00 fee to cover the cost of their school issued lock for their P.E. locker. A fee of $5.00 will be charged for each lost or damaged lock to cover the cost of replacement.

Activity Fee

Students involved in a school-sponsored extracurricular activity will pay a one-time fee of $50.00 per school year. The fee will be paid to the office prior to the participation. This fee does not apply to clubs. Some clubs have dues that are paid to the advisor to cover membership in a national organization. A fee also may be charged by the advisor to cover costs for field trips, supplies, etc.

Fees are payable to the school office at the onset of the school year. Fees can also be paid online using your Family Access account. You can set up an account by contacting Morgan Seguin at 715-232-1642 ext. 11142.

Fee Waivers- You must qualify for free and reduced school meals and complete the fee waiver request form and provide copy of the district issued letter. See an office secretary for a form or more information. A new waiver must be filled out every school year. Prior year fees cannot be waived.

FOOD NUTRITION

Eating a well-balanced breakfast and lunch is important to your child's education. Our school district offers a **FREE** nutritious breakfast to all students K-8, and reasonably cost nutritious lunch to all students. You can now access our menus through Nutrislice, available on our web site or as an app for your smart phone. Nutrislice provides:

- More information about each food
- Carbohydrate counts for each day
- Food rating option on each food choice
- A FREE app for iPhone and Android, School Lunch by Nutrislice
- And you can still print a PDF of the menu by visiting the menus on our website.

You can also request to have a menu sent home with your child.

FOOD NUTRITION (continued)

Parents/Guardians are asked to please keep your child's lunch account positive.
Payments can be made at school building office or at the Administrative Office.
As a convenience to parents, the school district provides an on-line payment option.
You will need to provide:
* A credit or debit card number and expiration date
* Skyward family access login and password *(If you don't have an account, you can set one up by contacting Morgan Seguin at 715-232-1642 ext. 11142)*

Accounts with a **low balance** will receive a message from the automated phone calling system.
The School Nutrition office mails a free and reduced school meal application form every school year. If you did not receive this information, please contact the nutrition office at 715-232-2794. An on-line application form can also be found on the districts web site.
Families eligible for Homeless status qualify automatically for free school meals.

Please read the recently revised and adopted school district **Wellness Policy** found on the districts website.

School Meal Prices

Breakfast- FREE
Middle School lunch ~ FREE
Reduced lunch ~ FREE
Free lunch ~ FREE
Adult ~please see the office staff for current prices.
(All prices are subject to change.)

TELEPHONE CALLS

Telephone messages for students will not be delivered during class time, except in cases of an emergency.

ELECTRONIC DEVICES

Cell phones and electronics

Menomonie Middle School **strongly** discourages students from bringing any cell phones or electronic devices to school. MMS does not assume responsibility for articles that are lost, stolen or damaged. If you bring an electronic device to school it should be turned off and stored in your locker prior to the start of the school day. Unless directed by a teacher/staff member, you cannot use an electronic device during the school day. (7:43 - 3:05)

Cell phone use/guidelines:

1. Cell phones are allowed in the commons before and after school.
2. Cell phones must be turned off and placed in their school assigned pod locker from 7:43-3:05.
3. After the bell rings at 3:05 pm, students may use their cell phone; however, cell phone use is not permitted in locker rooms or bathrooms.

ELECTRONIC DEVICES (continued)

Violations of Cell phone use/guidelines will result in the following:

1st violation - Cell phone removed from student. Phone can be picked up in office at the end of the day.
2nd violation- Cell phone removed from student. Parent must pick up phone in the office.
3rd violation- Cell phone removed from student. Parent meeting with student and principal with possible disciplinary action.

Principals are authorized to establish school rules as long as the district acceptable use policy (Rule 362) is followed for limited, non-disruptive use of electronic devices during the school day, in the school building or during school activities for safety, medical, vocational or other legitimate reasons.

USE OF THE BUILDING

All students will be responsible to a staff member when using the building facilities. Anyone in the building without making arrangements with a staff member will lose the privilege of using the facilities. Students that are not involved in an after school activity or do not ride the bus are expected to leave school grounds promptly after the bell rings

ATHLETICS/CLUBS INFORMATION

Athletics

Seasonal sports are available to all 7th and 8th grade students interested in skill development in athletic activities. Currently, sports run for 8-9 weeks with the majority of sports/events played with Eau Claire and Chippewa Falls middle schools. Announcements are made for sign-ups for upcoming sports. Coaching assignments, practice schedules and games/meets schedules are provided to participants at the onset of each season.

Sixth grade boys and girls have an opportunity to continue with the elementary basketball and wrestling pro-grams. Sixth grade boys and girls may also participate in MMS cross country, gymnastics, wrestling and tennis. Announcements regarding sign-ups will be made.

Boys Sports
Basketball
Cross Country
Football (8th Grade Only)
Soccer
Swimming
Tennis
Track and Field
Wrestling

Girls Sports
Basketball
Cross Country
Soccer
Gymnastics
Swimming
Tennis
Track and Field
Volleyball

ATHLETICS/CLUBS INFORMATION (continued)

Clubs

Menomonie Middle School provides a number of clubs available to students. Each student is encouraged to join a school club and participate. Listen to the daily announcements for the time and place. For further information, contact the advisor or a counselor. New club proposals should be initiated by talking with administration.

Art Club
Bel Canto
Family, Career, and Community Leaders of America (FCCLA)
Fellowship of Christian Athletes (FCA)
Forensics
Gaming Club
Jazz Band
Jr. Honor Society
Kindness Ambassadors
Mathcounts
Multicultural Club
Science Olympiad
School Play – Fall & Spring
Sexuality and Gender Alliance (SAGA)
Student Council
Writing Club
Yearbook

STUDENT VISITORS

Menomonie Middle School is committed to student achievement. To ensure that MMS students are free of distractions, MMS does not allow student visitors during the school day.

VOLUNTEERS

Volunteer Background

Background checks are required of volunteers who will be interacting with students in our schools. The background check is a criminal history check of misdemeanor or felony violations. Forms can take up to a week to be processed and can be found on the district web site or obtained from each building in the district.

SCHOOL COUNSELING STAFF

The school counselors are available to help students with academic plans, career plans and personal concerns. Counselors are also available to assist students with problem solving issues related to school and friends. The students will work with their assigned school counselor throughout their years at MMS. Students in 6th grade will be assigned to Mr. Jason Mountin (715) 232-1673 ext. 30110. Students in 7th grade will be assigned to Mrs. Nancy Horner (715) 232-1673 ext. 30108. Students in 8th grade will be assigned to Ms. Adrianna Harrison (715) 232-1673 ext. 30112.

CHANGE OF ADDRESS AND TELEPHONE

If students change their address or telephone number during the school year, parent(s)/guardian(s) are asked to notify the Administrative Services Center at (715) 232-1642 ext. 11331. By informing the district of the change, the school will be able to keep its records current for school mailings and cases of emergency.

ACADEMIC/CAREER PLANNING

Academic and Career Planning (ACP) is a process to support students' high school and career readiness. The goal is to support student growth and preparation as students transition into high school and begin to work towards a career path that may include technical college, university, apprenticeships, or other formal education. It is also an online portfolio product that is updated throughout the academic career starting in 6th grade and ending in 12th grade. ACP allows students to begin to create a vision of their future based on their interests and skills, develop goals, and prepare a plan to achieve those goals. This provides students with a space to document their interests, activities, work experience and coursework. All middle school students will complete activities on Career Cruising, an online tool that students use to complete Academic and Career Planning. All teachers will support students in this process both through formal instruction and informal activities.

GRADING AND REPORT CARDS

Grades are a measure of achievement in a given course of study. Instructors are responsible for maintaining an online grade book that is accessible to students and parents at all times. Report cards are given out quarterly. Only the final report card of the year is mailed to all families all others are handed out in class or given at conferences. Report cards are also posted in Skyward Family Access. Requests for report cards may be made at the front office.

HOMEBOUND INSTRUCTION

Home instruction is the term given when students receive homework assignments from teachers during a student illness lasting less than thirty days. During this time the student's homework is exchanged between the middle school office and the parent/guardian. In those situations involving an illness related absence from school expected to last thirty or more days school, a teacher will be provided to assist the student with studies assigned by the student's regular teaching staff. To qualify for this added instructional support, a doctor's excused absence from school is required. Parents/guardians should contact the school Health services Office at (715) 232-2609 ext. 41104 for information pertaining to these programs.

NEW STUDENT ENROLLMENT

New student enrollment should be initiated at the Administrative Service Center. A parent/guardian must accompany all new students enrolling in Menomonie Middle School. Students will then be assigned a counselor for the purpose of assisting with course selection, providing an orientation to the middle school, and providing counseling as the need arises. The parent/guardian will be required to provide verification of residence and to provide authorization for the release of records from the previous school.

WIN – "WHAT I NEED" AT MMS

"One size does not fit all" is true at MMS. Our WIN model is about finding the solution that is right for each individual student, by providing scheduled time for additional learning and support. Every day our students have a 30 minute block of WIN (What I Need) time. During WIN all students participate in enrichment opportunities or intervention based on what the child needs. We look forward to supporting student learning through WIN this year!

WITHDRAWAL

Students wishing to be excused from school attendance, or transfer to another school, should secure a withdrawal form for the front office. Teachers and staff members will sign the withdrawal and the student and parent/guardian will take care of all obligations. Having withdrawal forms signed by all concerned is the student's responsibility and assurance that their records can be forwarded to another school. Unless all books are returned, chrome book is returned and all other obligations have been met, the withdrawal form cannot be signed. This procedure should be followed on the last day in which the student will be in attendance. Parents/guardians wishing to withdraw a student for home-based school must first request a form (PI 12-06) from the Wisconsin Department of Public Instruction. Students may not be withdrawn from the middle school prior to the receipt of the home-based school application from the state.

STUDENT RECORDS

Student records shall be maintained for each individual student in the district to assist certified staff in providing appropriate educational experiences, counseling and reporting. Administration and/or designee shall be responsible for maintaining the confidentiality of student records and for instructing staff members in the procedures required to assure confidentiality of student records.

CURRICULUM OPT-OUT

The curriculum of the School District of the Menomonie Area incorporates educational guidelines and standards to maximize the learning of all students. Situation may arise in which the parent or guardian would like to request that their child not participate in a particular instructional activity. A request for an alternate learning activity may be addressed in a timely manner to the classroom teacher and/or building administrator. All such requests will be considered at the discretion of the school district.

In the event that a student is to be excused from an activity, the teacher will:

A. Prepare an alternative activity in the general subject area on which the student can work independently to reinforce and/or extend acquired learning of content and/or skill or develop new knowledge skill.
B. Arrange for a work location for the student that is properly supervised and provide access to help, if and when needed.
C. Try to ensure that there are no repercussions for the student either academically or socially as a result of not participating in the regularly-scheduled activity.
D. Keep a record of the alternative activity for communication with the parents, if such information is requested.

FIELD TRIPS

Field trips are an integral part of learning and enhance the curriculum when used as a teaching experience.

Properly planned and executed field trips should:

A. Supplement and enrich classroom experience by providing learning opportunities outside the schools.
B. Bring the resources of the community: natural, artistic, industrial, commercial, governmental, and educational within the student's learning experience.

A field trip shall be defined as any planned journey by one or more students away from school district premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Other school district sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the school district's total educational program. Students may be charged fees for school district sponsored trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Any adult that accompanies a field trip must have a background check. The background check is a criminal history check of misdemeanor or felony violations. Forms can take up to a week to be processed and can be found on the district web site or obtained from each building in the district.

STUDENT ATTENDANCE

In accordance with state law, all children between the ages of 6 and 18 years of age, shall attend school regularly during the full period and hours that school is in session, religious holidays excepted, until the end of the school semester of the school year in which the child becomes 18 years of age unless they have a legal excuse as defined by the Board, fall under one of the exceptions outlined in state law, or have graduated from high school.

The administration and/or designee shall serve as school attendance officers. Attendance officers are empowered to approve a legal excuse to any student for the following reasons:

A. A showing that the child is temporarily not in the proper physical or mental condition to attend a school program but who can be expected to return to a school program upon termination or abatement of the illness or condition. The district may request the parent/guardian of the child to obtain a written statement from a licensed physician, psychologist, chiropractor, dentist, optometrist, or Christian Science practitioner as proof of the physical and mental condition of the child. Such excuse shall be in writing, shall state the period of time for which it is valid, and shall not exceed thirty (30) days.

B. Any student excused they the school board in accordance with the school board's written attendance policy and with written approval of the student's parent/guardian. The excuse

shall be in writing and shall state the time period for which it is effective, not to extend beyond the end of the current school year.

1. An illness in the immediate family, which requires the attendance of the student only during the period of time in which such attendance is required.
2. A death in the immediate family.
3. A quarantine as imposed by the public health office.
4. Transportation delay beyond the control of the student.
5. Inclement weather in situations when schools are not closed.
6. Other emergencies which prevent attendance, which are generally defined as an act of God or other circumstances beyond the control of the student which prevents school attendance, in the discretion of the attendance officer.
7. A bona fide suspension/expulsion pursuant to state law.
8. A bona fide religious holiday, in advance in writing.

C. Any student excused in writing by his or her parent/guardian before the absence. The school board shall require a student excused under this paragraph to complete any course work missed during the absence. A student may not be excused for more that all or part of 10 days in a school year under this paragraph without a doctor's note. These absences include:

1. Non-emergency medical appointments, in advance in writing.
2. A court appearance or other legal procedure, which requires the attendance of the student, in advance in writing.
3. Planned trip with parent/guardian, in advance in writing.
4. Other various appointments.

PROCEDURES TO ENFORCE ATTENDANCE POLICY

The appropriate attendance officer shall enforce school district attendance policies via the following means:

A. After receiving a report of unexcused absence, contact the parent/guardian by personal service, mail, or telephone call of which a written record is kept. Such a person shall be notified that the student is to return to school no later than the next day or a legal excuse is necessary.

B. In the event of further truancy, meet or attempt to meet with the student's parent/guardian to discuss the student's truancy.

C. Provide an opportunity for educational counseling to the student to determine whether a change in curriculum would resolve the student's truancy or have considered curriculum modifications provided for by the law.

D. Evaluate the student to determine whether the learning problems may be the cause of the student's truancy and, if so, placement of the student in the appropriate district program to overcome learning problems.
E. If all of the above measures fail to correct the attendance problem, the case will be pursued as outlined under ss. 118.16 by referral to designated law enforcement agency.

MAKE-UP WORK

Students with excused absences or suspensions are entitled to make up the work missed and are responsible for doing so.

EXTRA-CURRICULAR PARTICIPATION AND ATTENDANCE

A student must be in school attending classes during the entire day in order to participate in a school activity **UNLESS THE SCHOOL ADMINISTRATION IS NOTIFIED IN ADVANCE AS TO EXTENUATING CIRCUMSTANCES THAT MIGHT PREVENT COMPLIANCE.** A final determination as to whether a student will be allowed to participate in a school activity will be up to the discretion of the administration.

NOTIFICATION OF ABSENCE

The day students are absent from school, the parent/guardian is requested to notify the school of the absence by 9:00 am. The Attendance Office telephone number is (715) 232-1673 option 1. Parents/guardians are required to call or provide written explanation for any absence. Written notification must accompany the student when they return to school if not already prearranged.

APPOINTMENT DURING THE DAY

Whenever possible, students and parent/guardians are requested to schedule medical, dental, and other appointments during non-school hours. If an absence should be required during school hours, the student must present an excuse from a parent/guardian to the Attendance Secretary, stating the time and date of the appointment. A pass to leave the classroom will then be issued. The student my leave the classroom at the time listed on the pass. The student must wait in the front office for the parent/guardian to come in and sign the student out. Upon returning to school, the student must stop in the front office where a return to class pass will be issued. It is not necessary for the parent/guardian to come into the office upon the student's return.

Legal Reference – sections: 118.15 Wisconsin Statues: 118.153 Wisconsin Statues; 118.16 Wisconsin Statues; 118.162 Wisconsin Statues; 118.165 Wisconsin Statues: Dunn County Ordinance No. 42; Dunn County Ordinance No. 433.
Cross-Reference: Student Attendance Administrative Procedures; Children At Risk Plan; District Truancy Plan.

CLOSED CAMPUS POLICY

During the student's regular school day, they are expected to remain on campus. This includes the lunch periods. Students may leave for lunch only with their parent/guardian present and accompanying the student.

TRUANCY

All truancies will require an after-school detention or in-school suspension, as determined by administration. Truancy is defined as missing all or part of a day in a given semester. Habitual truancy is determined as missing all or part of 5 days in a given semester.

TARDINESS

A student will be marked tardy for a particular class if they are not present in the classroom when the bell rings. Any student entering the class after 10 minutes of the class without an acceptable excuse will be considered absent.

ERRORS IN ATTENDANCE

If you feel that an error has been made in the recording of attendance, please call the attendance office at (715) 232-1673, option 1.

ILLNESS WHILE IN SCHOOL

A student who becomes ill while in school should obtain a pass from a classroom teacher to report to the Health Service office. The Health Assistant will contact the parent/guardian and make arrangements for excusing the student from school.

RETURNING TO SCHOOL

Written notification or a phone call to the attendance office must accompany the student when they return to school. An admit slip must be obtained in the attendance office from the attendance secretary.

PREARRANGED ABSENCE

When an absence can be anticipated, the student must bring a written request from a parent/guardian prior to the absence stating the nature of the absence and the dates that the student will be absent. The attendance secretary will issue the student a planned absence request form. The student will present a copy of the pre-excused absence form to each of his/her teachers. The arrangements for schoolwork to be made up in advance of the absence or upon the return of the student and the teacher involved. A copy of the note will be placed in the student's file. This procedure is also followed for anticipated absence for one or more days for such things as family vacations.

WALKING TO SCHOOL

Students who walk to and from to school should remain on the sidewalk at all times and cross streets only at designated areas.

Bicycles, Skateboards and Rollerblades

Students who ride their bicycles, skateboards, and rollerblades to and from school may not use them during the school day on school property. Bicycles need to be parked in the bike racks. Students are encouraged to bring a bike lock to secure their bikes. Rollerblades should be removed upon arrival at school. Skateboards should be brought into the building and stored in cubbies/coat racks. The school assumes no responsibility for these items.

BUS TRANSPORTATION

Students using bus transportation are under the jurisdiction of the school while riding the bus. Please obey the following rules to insure a safe, comfortable ride for everyone.

A. Prior to loading all busses:
   1. Please be on time and wait patiently, courteously, and safely at your designated load area.
   2. Please follow the driver's directions for all boarding. (Especially those needing to cross in front of traffic)
   3. Please obtain (in advance) a permission note signed by parent/guardians and school officials to bring either guests or large, school-related, carry-on items on to the bus (with the exception of band instruments).

B. While on the bus:
   1. Please show respect to the bus driver, fellow pupils, and passers-by.
   2. Please follow the driver's directions (especially during emergencies) and do not divert the driver's attention in any way.
   3. Please ride in a quiet, safe manner without causing harm to yourself or others.
   4. Please assist in keeping the bus clean, safe, and free of vandalism. Monetary restitution may be required from offenders.

C. After leaving the bus:
   1. Please double-check your seating area for cleanliness and/or bags.
   2. Please report any concerns you had regarding your ride to the driver.
   3. Please follow the driver's directions regarding exiting the bus and proceeding safely to your destination.
   4. Please obtain (in advance) a written permission form signed by parents/guardians and school officials in order to exit the bus other than at your designated stop.

BUS CONDUCT DISCIPLINE PROCEDURES

A. First Written Report: Driver will talk to the violator, identify the infractions, and then write a report to the administrator. (The driver may also isolate the violator with a special seating assignment.) The administrator will then conference with the rider, review the rider's behavior record, and inform the parents/guardians. Riding privileges may be suspended for up to 5 days.

B. Second Written Report: The same procedure will be followed as in the first report. However, the riding privileges will be suspended from 3 – 5 days.

C. Third Written Report: The same procedure will be followed as in the previous reports. Ridding privileges will be suspended for 5 days. An additional letter will inform parents/guardians that a 4th report may result in a hearing with the potential for long term suspension.

D. Fourth Written Report: Upon principal evaluation, riding privileges will be suspended immediately. The term of suspension may range from 5 days through the remainder of the school year. If a student is being considered for suspension from bus riding for a period longer than 5 days, procedures outlined in state law regarding expulsion must be followed. Parents/guardians will be notified by registered mail regarding the details of such hearings.

A copy of the "School Bus Misconduct Report" is available upon request. Please note that the administrator reserves the right to move to higher levels of consequences for sever infractions.

GUIDELINES FOR PERSONAL APPEARANCE

Students and parents/guardians have the responsibility of exercising good judgment in maintaining an atmosphere for positive total education. Because appearance, proper behavior, and academic progress are individually and collectively important in the school community, students attending school should always appear neat, clean, and well groomed.

Wisconsin State Statue 120.13 (1) (a) grants authority to school boards to adopt rules regulating student dress and grooming. In cases of extreme temperature variations, unique classroom activities, or other situations impacting the educational environment, individual teachers may allow for variations. Failure to comply with reasonable directives will be considered acts of insubordination, and appropriate disciplinary action will be taken.

A. No backpacks, coats, hats, caps, hoods, bandanas or sunglasses may be worn.
B. Backpacks include string backpacks and handbags will not be allowed in classrooms, the commons, or locker rooms. Students can still bring backpacks into the building to their lockers at the start of the day and home at night if they so choose. Pencil cases/pouches and use of purses of the same size will be allowed for the organization of smaller necessities. Medical and other exceptions to this rule may be made with administrative approval on a case by case basis for individual students or specific classes.
C. Clothing should always completely cover the torso (i.e. no bare midriffs). When standing up, the shirt must touch the top of the pants or skirt.
D. Excessively short skirts or shorts are not allowed. A recommended length would be mid-thigh or longer when standing.
E. Clothing items such as backless tops, halter tops, strapless tops and spaghetti strapped tops are not allowed, except when being worn as a layering piece. All tops must have straps at least one inch wide on both shoulders and be high enough in front so that chest cleavage is avoided. Undergarments must be worn and shall not be visible.
F. Students choosing to wear low-rise pants need to make sure their undergarments are not exposed. In additions, pants need to be secured around the waist/hip area. Boxer shorts and/or briefs cannot be visible.
G. Shoes must be worn at all times.
H. Any fashion (dress, accessory, or hairstyle) that is distracting from the learning process or presents a safety risk; display suggestive, offensive, obscene, sexually degrading, or racially motivated graphics or statements (e.g., Hooters, Playboy, Confederate Flag); or pertains to drugs, alcohol or tobacco products is not permitted.
I. Gang colors, symbols, or identification my not be worn (this includes tattoos that are visible).

DISTRIBUTION OF WRITTEN MATERIALS AND CIRCULATION OF PETITIONS

The posting, circulation, or distribution of written materials or petitions by any person or persons other than Menomonie Public School faculty or students is prohibited. The time to conduct such activities shall be approved by the Superintendent or his designated representative, and may not be disruptive of or interfere with the school program. Should the Superintendent, or his representative, find that the distribution of printed material or the circulation of petitions, disrupt or cause material interference with the educational program, and/or unduly intrude into the lives of others, such activity shall be ordered to cease, and the parties responsible shall be subject to disciplinary action.

HALL PASS

Students are required to use passes while moving throughout the building at time other than passing periods. Failure to do so will result in disciplinary action.

STUDENT BILL OF RIGHTS

SDMA STUDENT BEHAVIOR BILL OF RIGHTS

All students in the School District of Menomonie have a right to expect…

1. A safe learning environment in all school facilities and at all school functions.

2. Respect for individual freedoms, so long as they do not infringe on the rights of others in accordance with all associated laws, regulations, district policies and district rules.

3. Access to school rules and the possible consequences for any actions that violate the rules.

4. Access to teachers, school counselors, and other school personnel in accordance with any applicable laws and school district policies

5. The right to file a complaint in accordance with any applicable laws and school district policies.

STUDENT CODE OF CONDUCT

STUDENT BEHAVIOR/CODE OF CONDUCT

Philosophy

The School District of the Menomonie Area delegates student discipline to the professional discretion of the District Administrator and his/her staff. The District Administrator may provide guidelines in addition to, but not in conflict with, the guidelines in this policy. Students may be suspended or expelled where warranted in compliance with state law.

The mission of the School District of the Menomonie Area is "…preparing young people to be lifelong learners, caring individuals, and responsible citizens." In order to accomplish this in an atmosphere of respect and consideration, the district has adopted a code of conduct designed to encourage appropriate behavior. The district accepts its responsibility to create and maintain an orderly and safe environment, conducive to teaching and the learning process. Students, staff, parents and community are responsible for creating a positive learning environment.

Absent extraordinary circumstances, and when not inconsistent with law, the guidelines outlined below shall be followed:

1. All students shall be informed of the conduct policies and rules with which they are expected to comply.

2. Students are presumed to have the ability to control their conduct and to be responsible for misconduct.

3. Any student subject to possible disciplinary action shall be informed of the reason(s) for such action and be given an opportunity to express his/her version of the incident.

4. If, during the disciplinary process, it is discovered that particular programs or services could assist the student, referrals should be made according to the appropriate procedures.

6. Whenever possible, and when required by state law, the student's parent/guardian shall be notified when disciplinary action is taken. Administration and staff shall attempt to work with the parent/guardian to assist the student to conform to school rules and policies.

6. The School District of the Menomonie Area, pursuant to Section 118.13, Wisconsin Statutes, and PI-9, will not discriminate in standards, rules, and codes of conduct, including suspensions/expulsions, physical restraint, detentions, and other conduct issues on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. In addition, the board prohibits discrimination or harassment based on gender identity or gender expression (including transgender and gender nonconforming students). Discrimination complaints shall be processed in accordance with established district procedure and policy.

   Different rules and considerations apply for students identified as requiring special education services under IDEA or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to procedural safeguards, and cannot be made unilaterally by teachers or administration. In addition, many students covered by IDEA may have a behavior plan which will address (a) whether, and to what extent, the student should be expected to conform to the behavioral requirements applicable to non-disabled students, and (b) alternative consequences or procedures for addressing behavioral issues.

7. Notwithstanding these issues, students identified as requiring special education services under IDEA or Section 504 may, in general, be temporarily removed from the class under the same terms and conditions as non-disabled students. No change in placement for more than ten (10) school days may be made for a student with disabilities outside the IEP process. This ten (10) -day limit applies to out-of-school suspensions as well as days of removal.

8. Out-of-school suspension is a serious consequence which should be reserved for situations where the student's behavior is disruptive to the school environment, poses a safety or health danger to the student or others, is damaging to school property or the property of others, or shows repeated neglect or refusal to comply with school rules. Students will not be suspended out of school for tardiness or truancy.

9. Notice of in- and out-of-school suspension will be made in writing and attempted by phone. Records of suspension notices will be recorded in the school district's student management system as well as the school district's data tracking system.

10. For both out-of-school and in-school suspensions, students will be allowed to make up examinations and other class work missed during the suspension.

    Except when required by law, expulsion is the last resort after all other alternatives have been considered.

    When circumstances warrant a possible expulsion, the student may be referred for a pre-expulsion hearing. The pre-expulsion team, under the direction of the Director of Student Services, will conduct the hearing and the decision will be final. If the conditions of a pre-expulsion are refused by the student and/or guardian or agreed upon conditions are not met, the student may be referred for expulsion.

    A student will be referred to the District Administrator for possible expulsion when conduct endangers the property, health, or safety of the school, school district employees, school board members, students, or others at school or under the supervision of a school authority. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property. The District Administrator will review the circumstances and refer the matter to the School Board for expulsion consideration if the circumstance warrant.

PBIS (POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS) PROGRAM

Menomonie Middle School utilizes the PBIS program.
These are the core principles of PBIS-Positive Behavioral Interventions and Supports (PBIS)

1. **We can effectively teach appropriate behavior to all children.** All PBIS practices are founded on the assumption and belief that all children can exhibit appropriate behavior. As a result, it is our responsibility to identify the setting, events and environmental conditions that enable exhibition of appropriate behavior.
2. **Intervene early.** It is important to intervene before targeted behaviors occur. If we intervene before problematic behaviors escalate, the interventions are much more manageable and the behavior changes.
3. **Use of a multi-tier model of service delivery.** PBIS uses an efficient, needs-driven resource system to match behavioral resources with student need. To achieve high rates of student success for all students, instruction in the schools must be differentiated in both nature and intensity. To efficiently differentiate behavioral instruction for all students, PBIS uses tiered models of service delivery.
4. **Use of research-based, scientifically validated interventions to the extent available.** The purpose of this requirement is to ensure that students are exposed to curriculum and teaching that has demonstrated effectiveness for the type of student and the setting.
5. **Monitor student progress to inform interventions.** The only method to determine if a student is improving is to monitor the student's progress. Determining the effectiveness (or lack of) an intervention early is important to maximize the impact of that intervention for the student.
6. **Use data to make decisions.** A data-based decision regarding student response to the interventions is central to PBIS practices.
7. **Use assessment for three different purposes.** In PBIS, three types of assessments are used: 1) screening of data comparison per day per month for total office discipline referrals, 2) diagnostic determination of data by time of day, problem behavior, and location and 3) progress monitoring to determine if the behavioral interventions are producing the desired effects.

In a PBIS environment adults are using:

- Common Language
- Common Practices
- Consistent application of *positive and negative* reinforcement.

Behavioral Expectations
The primary emphasis of (PBIS) consists of rules, routines, and physical arrangements that are developed and taught by school staff to prevent initial occurrences of behavior the school would like to target for change.
The school team and classroom teachers build a matrix listing the behavioral expectations.

Expectations are identified and are: 1) taught, 2) modeled, 3) practiced, and 4) observed.

Expectations will be shared with families. Behaviors are addressed through the use of positive reinforces as well as discipline referrals.

GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS

A student may be removed from class for conduct or behavior which: (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous, or unruly; (d) otherwise interferes with the ability of the teacher to teach effectively; or (e) is incompatible with effective teaching and learning in the class.

Removal is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator or his/her designee may exercise his/her discretion and overrule the teacher's decision to remove the student and return the student to class.

A. **Behavior that violates the District's policies on suspension and expulsion**
   It should be noted that building administrators makes decisions regarding suspension and recommendations for expulsion are made by the District's central administration. Appropriate procedures and notifications, separate from the Code of Conduct requirements, must be followed. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily mean, that the student will also be suspended or expelled.

B. Behavior that violates the behavioral rules and expectations in the Student/Parent Handbook
   The Student/Parent Handbook contains behavioral expectations for the individual schools in the District. These rules and expectations are explained and discussed with the students at the beginning of each school year. Such discussions shall include an explanation of this Code and the District's policy regarding removal.

C. **Behavior that is disruptive, dangerous, or unruly**
   For the purposes of this Code, notwithstanding any inconsistent or contrary provisions in the District's policies or the Student Handbook regarding suspension and expulsion, the following behaviors, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly so as to warrant removal from class:
   1. Inappropriate physical contact intended or likely to hurt, distract, or annoy others, such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
   2. Inappropriate verbal contact intended or likely to upset, distract, or annoy others, such as name calling, teasing, or baiting.
   3. Behavior that may constitute sexual or other harassment.
   4. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.
   5. Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
   6. Inciting other students to act inappropriately or to disobey the teacher or school or class

rules, including without limitation, inciting others to walk out.

7. Destroying the property of the school or another student.
8. Loud, obnoxious, or outrageous behavior.

D. **Behavior that interferes with the ability of the teacher to teach effectively**
Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior that constitutes:

1. Open defiance of the teacher, manifest in words, gestures or other overt behavior.
2. Open disrespect of the teacher, manifest in words, gestures or other overt behavior.
3. Open behavior likely or intended to sabotage or undermine the instruction.

E. **Behavior that is inconsistent with class decorum and the ability of others to learn**
In addition, there may be grounds for removal for behavior that, though not necessarily violate of the provisions of (a) through (d) {above}, is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

OTHER NON-DISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS

In some cases, a teacher may believe that a student should be removed from class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not be, disciplinary in nature, and include for purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances, between the student and the teacher.

STAFF REMOVAL OF A STUDENT FROM CLASS

A teacher of that class may temporarily remove any student from class under this Code. For the purpose of this Code, "student" means any student enrolled in the District.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented at the discretion of the building administrator or his/her designee. For the purpose of this Code, a "class" is any class, meeting or activity that students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study hall, lunch, or recess. "Class" also includes regularly scheduled District- sponsored extracurricular activities, either during or outside school hours. Such activities 28 include, by example and without limitation, District sponsored field trips, after- school clubs, and activities including sports and fine arts. A "teacher" is any certified instructor, counselor, nurse, or administrator in the employ of the District. A "teacher of that class" means the regularly assigned teacher of that class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon

STAFF REMOVAL OF A STUDENT FROM CLASS(continued)

informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

A "building administrator" means a principal of a school, or other individual(s) duly designated by the building administrator or the Superintendent of Schools.

PROCEDURES TO BE FOLLOWED WHEN TEMPORARILY REMOVING A STUDENT FROM CLASS

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from the class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

A. Instruct the student to go to the main office for the period of removal. In such case, the teacher should send a disciplinary referral with the student, or telephone the main office.
B. Obtain coverage for the class and escort the student to the main office.
C. Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the main office, the building administrator or his/her designee should give the student an opportunity to briefly explain the situation. If the building administrator or his/her designee is not available immediately upon the student's arrival, the student should be taken to the removal area, and the building administrator or his/her designee should speak to the student as soon as practicable thereafter. For the purposes of short-term removal, it is not necessary to obtain witnesses or to otherwise verify the student or teacher's accounts of the situation.

Within twenty four (24) hours or one business day of the removal, whichever is longer, the teacher shall submit to the building administrator or his/her designee a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building administrator or his/her designee.

It is expected that the parent/guardian contact will be made during the school day on which the student is removed from class, but no later than twenty-four (24) hours after the student's removal. The teacher, after notifying the building administrator or his/her designee, shall inform the student's parents/guardians that the student was removed from class. Such notice may be by telephone. The parents/guardians of the student shall be sent written notice of the removal from the building administrator or his/her designee and postmarked within two (2) business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or his/her designee shall keep written logs or records regarding unsuccessful attempts to contact the parents/guardians in accordance with this provision.

LOCATION OF STUDENTS DURING THE SHORT-TERM REMOVAL FROM CLASS

Each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (in-school suspension). Students who are removed by their teachers must immediately and directly go, or be taken to, the main office. For the duration of the removal the student shall stay in the short-term removal area. At the discretion of the building administrator or his/her designee, the student may instead be sent to another appropriate class, program, or educational setting, provided the student is supervised in this alternative setting. The building administrator or his/her designee should also take steps to ensure the student is supervised
while in the short-term removal area. In general, students should be required to do work of an academic nature while in the short-term removal area. Such work should ordinarily be related to the work in the class from which the student was removed or may be related to the student's misconduct (e.g. writing an apology or account of the situation). In no event should the student's time in the removal area be recreational or free time.

LENGTH OF TIMEFOR A SHORT-TERM REMOVAL

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least one class period (50 minutes). Prior to allowing the student to resume his/her normal schedule, the building principal or his/her designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or his/her designee shall either retain the student in short-term removal, or, when necessary, appropriate, and practicable, shall take steps to have the student sent home.

PROCEDURES FOR LONG-TERM REMOVAL

Long-term removal is an extremely serious step because it is for the remainder of the semester or marking period, and should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his/her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building administrator or his/her designee. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident. Unlike short-term removal, the ultimate decision regarding long-term removal rests with the building administrator or his/her designee.

Where a teacher believes that the best interests of the student and/or class require long-term removal, the teacher should notify the building administrator or his/her designee in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building administrator or his/her designee will convene an SAT (Student Assistance Team) meeting to consult with the teacher and/or other District staff. In most cases it is appropriate to invite the parents/ guardians of the student and the student involved in the long-term removal to the SAT meeting.

Following consideration of the teacher's statement and any other information, the building administrator or his/her designee shall, in his/her discretion, take one of the following steps:

A. Place the student in an alternative education program as defined by law;
B. Place the student in another class in the school, or in another appropriate place in the school;
C. Place the student in another instructional setting; or
D. Return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents/guardians of the student, and/or the student, shall have the right to meet with the building

administrator or his/her designee and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) business days of the request for a meeting. At the SAT meeting, the building administrator or his/her designee shall inform the parents/guardians and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator or his/her designee from implementing a removal to another class, placement, or setting prior to any meeting, and notwithstanding the objections of the parents/guardians or student.

REMOVAL OF STUDENTS WITH DISABLITIES

Some different rules and considerations apply for students identified as requiring special educational services under IDEA or Section 504. In particular, placement for such student is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by IDEA should have a behavioral plan which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectation and consequences.

Notwithstanding these issues, students identified as requiring special education services under IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out-of-school suspensions as well as days of removal.

PHYSICAL RESTRAINT

All staff shall stand in the position of parents/guardians to the student (in loco parentis). No district official, employee or agent may subject a student to corporal punishment, as defined by state law. School officials, employees and agents are not prohibited, however, from using reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person, to obtain possession of a weapon or other dangerous object within a student's control, for the purpose of self-defense or the defense of others, or the protection of property in accordance with state statutes, to remove a disruptive student from school premises, a motor vehicle or school-sponsored activity, to prevent a student from inflicting harm on him/herself, or to protect the safety of others.

Further, school officials, employees or agents are not prohibited from using incidental, minor or reasonable physical contact designed to maintain order and control.

SDMA STUDENT BULLYING BILL OF RIGHTS

SDMA STUDENT BULLYING BILL OF RIGHTS

All students in the School District of Menomonie have a right to expect…

1. A safe learning environment, free from discrimination, harassment, bullying, and bigotry.

2. Respectful treatment from others regardless of race, class, creed, color, gender identity, national origin, citizenship/immigration status, physical appearance, sexual orientation, disability, and any classifications protected by state and federal laws.

3. Student beliefs about issues including, but not limited to religion, politics, gender, gender identity, or sexual orientation will be respected so long as they do not infringe on the rights of others.

4. Students will be presented with a clear list of consequences for actions that violate the rights of their classmates.

5. Any school district employee who becomes aware of and/or suspects or witnesses harassment and/or bullying will intervene and report the incident in accordance with school district policy.

6. Students have the right to file a complaint in a confidential and safe manner if they feel that their rights have been compromised.

7. Student complaints to school district employees will receive a prompt response in accordance with applicable policies, procedures, and laws.

Access to school counseling services and advice for emotional, social, behavioral, educational, career, and vocational development.

HARASSMENT AND/OR BULLYING OF STUDENTS

Harassment and/or bullying of students will not be tolerated in the School District of the Menomonie Area, which includes any property or vehicles owned, leased or used by the schools. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.

For more information on Harassment and/or Bullying of Students see under Board Policies 411.1

MMS IS A BULLY FREE SCHOOL ZONE

Principals, teachers, counselors, and other staff members at Menomonie Middle School are always willing to listen to and consider the ideas, concerns, and needs of our students and parents/guardians. Several options for communication exist:

- **Talk to an adult you trust face to face**
  Choose an adult staff member you trust and talk! We like talking with students and parents/guardians! If the adult you trust seems busy, ask to set up an appointment to share later.
- **Call an Adult You Trust**
  Using the telephone to communicate is perfectly OK!
- **Write to an Adult You Trust**
  If talking face to face or on the telephone is too hard, write a message to an adult you trust. Written messages can be delivered to an office or classroom. We will respond to you in a timely manner.
- **Use Our MMS Idea Box**
  Written messages can be dropped off in our Idea Boxes located in the middle school hallways. Paper forms are available next to each box.
- **Send an Email to an Adult You Trust**
  Sending an email to an adult you trust is a safe and easy way to share. We will respond in a timely manner.

All students should feel safe at school! No concern is too small! "Stand up" for yourself and "stand up" for your friends and peers. Together, we can eliminate bullying in our school!

We are looking forward to an exciting new school year! Parents play an important role in their child's education so please take the time to review this document. If you have questions specific to your child's school, please contact that school's office directly.

- ***Please refer to the MMS web site for details about our PBIS STEP student conduct system.***
- ***Please refer to the SDMA website for current Board Policy.***

School District of the
Menomonie Area

Behavior Consequence Matrix

To achieve the mission of the School District of the Menomonie Area to prepare ALL students to become lifelong learners, caring individuals, and responsible citizens the district has established and will enforce reasonable student expectations. Students must conduct themselves in a manner that maintains the climate in which learning can take place. This portion of the handbook is intended to address questions and expectations for students in the Menomonie Area School District.

This matrix provides guidelines for administrators in enforcing student discipline procedure and policies. In most cases, the consequence(s) listed in the matrix will apply. However, the administrator must consider other circumstances, such as laws (e.g Special Education), policies, regulations and previous behavioral contacts with the student in making a final determination and has flexibility in applying disciplinary consequences.

POLICY#	BEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
443	**Academic Misrepresentation** (cheating, plagiarism, and/or falsification of records)	Consequences assigned by the teacher including no credit for work; Parent contact; Possible detention or suspension; Report to building administrator. May be allowed to complete work for partial credit.			
443	**Arson:** (intentionally setting fire with intent of causing injury or property damage)	Parent contact; Police referral; Up to 10 days out of school suspension; Possible expulsion			
443	**Assault:** (physical- directed at staff)	Parent contact; police referral; In/Out of school suspension; Possible expulsion			
443	**Assault:** (physical attack/fighting)	Parent contact; In-school suspension; Possible Out of school suspension; Possible police referral	Parent contact; Possible police referral; In/Out of school suspension; Possible police referral; Possible expulsion		
411.1	**Bullying/Harassment:** means **repeated acts** (verbal and non-verbal expressions and behaviors, including written statements and/or electronic transmissions and/or 'cyber bullying') that are coercive and intimidating and inhibit a positive and supportive learning environment	Parent conference with student; Parent contact; Possible in/out of school suspension		Up to 5 days out of school suspension	Possible expulsion
443	**Burglary, Theft, Vandalism**	Parent contact; Possible police referral; Up to 5 days in/out of school suspension; restitution	Parent contact; Possible police referral; Up to 5 days in/out of school suspension; restitution Pre- expulsion	Parent contact; police referral; Up to 5 days in/out of school suspension; restitution Pre-expulsion	Possible expulsion

POLICY#	BEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
443	**Chemical Use / Abuse:** Possession and/or use of illicit drugs or alcohol	Parent contact; Police referral; Up to 3 days in/out of school suspension; **Recommendation** for alcohol / drug use evaluation / assessment; Possible expulsion/exclusion	Parent contact; Police referral; Up to 5 days in/out of school suspension; Completion of alcohol/drug use evaluation assessment; Possible expulsion/exclusion	Parent contact; Police referral; Up to 10 days in/out of school suspension pending possible Expulsion; Mandatory completion of alcohol/drug use evaluation/assessment	
443	**Chemical Distribution:** Distribution or the intent to distribute illicit drugs or alcohol.	Parent contact; 5 day out of school suspension; police referral; possible pre-expulsion; possible expulsion; Recommendation for alcohol/drug use evaluation/assessment	Parent contact; Police referral; possible expulsion		
441.1	**Tobacco and/or nicotine use or possession:** (vapes, e-cigarettes, or any electronic smoking device, or look-alike)	Parent contact, Police referral, Minimum one day suspension	Parent contact, Police referral, minimum 2 days suspension	Parent contact, Police referral, minimum 3 day suspension, possible pre-expulsion	
443.5	**Computer/Technology:** (misuse of equipment, Internet access, hacking, or inappropriate use of social media)	Parent contact; Discipline under other appropriate school district policies, including in/out of school suspension or expulsion; suspension or cancellation of use of access privileges; damage repairs; restitution: civil or criminal liability under other applicable laws or restorative practice			
443.5	**Cell Phone:** (Inappropriate use of cell phone or electronic device during the school day)	Cell phone or electronic devices are held in the office until the end of the day. Student will pick this up and have a conversation with an administrator.	Cell Phone or electronic devices are held in the office until the end of the school day. The student's parent/guardian will have to come and pick it up from the office.	Cell phone or electronic devices are held in the office until the end of the school day. The student's parent/guardian will have to come and pick it up from the office. The student will be issued a school consequence up to in-school suspension.	Cell phone or electronic devices are held in the office until the end of the school day. The student's parent/guardian will have to come and pick it up from the office. The student will be issued a school consequence up to in-school suspension. The student may not be able to bring their cell phone or electronic device to school anymore.
443	**Dangerous Actions:** Endangering self; others and property	Warning; Parent contact; Possible police referral; Restitution or restorative practice; in/out of school suspension; Possible expulsion/exclusion; Possible referral to counseling or other outside agency			
443	**Disruption, Interference, Obstruction of Learning During the School Day:** (including inappropriate use of cell phone, camera, video and other electronic devices, social media, and Public Displays of Affection)	Parent contact; Detention; Possible in/out of school suspension; Confiscate device; Possible police referral		Parent contact; Possible in/out of school suspension; Possible police referral; Possible expulsion/exclusion	

POLICY#	BEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
443	**Dress:** (inappropriate)	Possible parent contact; Change clothing or sent home		Parent conference; in/out of school suspension	
443	**False Alarm:** (911 or fire call, unauthorized discharge of fire extinguisher, etc.)	Parent contact; Police Referral; Restitution		Parent contact, Police referral, Other intervention as appropriate up to expulsion/exclusion; Restitution	
443	**Forgery:** (altered note, permission slip, false call, etc.)	Parent contact; Minimum detention/in school suspension, Restitution			
443	**Insubordination/ Dishonesty:** (disrespect to authority)	Parent Contact; possible detention; possible in-school suspension	Parent Contact; possible detention; possible in/out of school suspension	Parent Meeting: minimum detention; possible in/out of school suspension	Parent Meeting: minimum in-school suspension; possible out of school suspension; possible behavioral meeting and/or contract.
443	**Profanity:** (cursing, obscene gestures, symbols, verbal abuse)	**Indirect:** Warning, possible detention, possible in-school suspension for repeated violations along with parent contact			
		Direct profanity: minimum detention in-school suspension	**Direct profanity:** Parent contact; in/out of school suspension, possible police referral		
443	**Robbery / Extortion**	Parent contact; Suspension; Restitution; Police referral	Parent contact; 3 day suspension; Restitution; Police referral	School suspension 5 days and restitution; Police referral	Possible expulsion/ exclusion; Police referral
723.4	**Terroristic Threats:** (examples include but are not limited to: verbal or written threat to kill or seriously injure another, a hit list, plans to kill or seriously injure, bomb threat, social media threats, or spreading/aiding threats)	Parent Contact, Police Referral, Suspension, Pre-expulsion or Possible Expulsion			
443	**Trespassing**	Parent contact; Trespass notice to parents, student, and police; Possible in/out of school suspension	Parent contact; Possible in/out of school suspension; Police referral	Up to 5 days in/out of school suspension; Police referral	Up to 10 days in/out of school suspension; Possible expulsion/ exclusion; Police referral
443	**Weapons**	Parent/guardian notification; Confiscation of the weapon; Police referral; Possible out of school suspension; Possible pre-expulsion or expulsion/exclusion. Discretion will be used if a look-alike item is brought to school.			