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MONDOVI

MIDDLE SCHOOL

HANDBOOK

*We will be honest, respectful to ourselves and others,
and responsible for our own actions.*

The School District of Mondovi will not discriminate 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.

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MONDOVI MIDDLE SCHOOL HANDBOOK

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 included in the fall mailout and is available from the Middle School Office.

Teachers are responsible for maintaining student conduct in the hallways and classrooms. The principal/Dean of Students 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.

ATHLETIC CODE

A copy of the School District of Mondovi's Athletic Code is given to every student participating in our athletic program. Each student athlete and his/her parent/guardian is required to meet with the Athletic Director once a year to review the Athletic code and sign an agreement statement of support and compliance for the Mondovi Athletic Code of Conduct. If the student does not attend an Athletic Code meeting or sign an agreement statement, he/she is ineligible to participate in any MMS athletic program.

ATTENDANCE POLICY

Students enrolled in MMS are expected to be in school at all times during school hours unless the principal has approved a modified program. **If it is necessary to be absent, the student's parent/guardian should contact the Middle School Office at 926-3656 by 8:30 a.m. to report the student's absence and the reason for the absence.** Attendance will be taken every hour by the classroom teachers. If a student is reported absent and no contact has been made with the Middle School Office, the student's parent(s) will be called and told that the student is not at school.

Upon returning to school following an unplanned absence, the student must bring a signed note from a parent/guardian explaining the absence. This note needs to be brought to the Middle School Office before the student attends any class. The student will then be given an admit slip which they will be required to show to their

teachers before they receive any missed assignments or tests. Students are allowed two days for each day absent to make up any missed assignments. 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.

When a student knows in advance that they will be absent, a signed parental note explaining the reason for the absence should be brought to the Middle School Office. If the absence is approved, the student will be given a form for their teachers to list assignments on and sign. Once the form is signed by all the student's teachers, the completed form must be returned to the Middle School Office before the student leaves.

State law now requires that truancy proceedings be started if a student misses all or part of five (5) days in a semester without a legitimate excuse. Parents/guardians are allowed to excuse a student for any reason for up to five (5) days a year provided the excuse is presented PRIOR to the absence. Absences without prior notification will be excused or unexcused under the following guidelines:

Excused absences - illness; medical, dental, chiropractic appointments; legal proceedings; death in the immediate family; religious holidays; family emergencies; school field trips; and pre-arranged absences previously approved by the principal such as WIAA tournaments, family vacations, and hunting (proof of license will be required.) All assignments that will be missed during a pre-arranged absence are to be completed before the student leaves.

Unexcused absences - include, but are not limited to, work; babysitting; skipping; shopping; haircuts; beauty shop appointments; and personal business. Any unexcused absence applies toward truancy.

All students are expected to be in their classrooms or study halls on time. If a student is tardy for first hour or fifth hour, they should stop in the Middle School Office to explain the reason for the tardiness and receive an admit slip. Tardies during all other hours of the day will be recorded by the classroom teacher. If a student accumulates three unexcused tardies during a semester, a one-day detention will be issued. If a student is more than five (5) minutes tardy without a valid excuse, the tardiness is considered a skip, and the student will be issued a one-day detention.

CHEATING

It is expected that students at MMS 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 taking a test are all examples of cheating. Students found to be involved in cheating of any kind will receive consequences for their dishonesty. These consequences may include receiving no credit on the assignment or test, detention, or possibly suspension depending on the circumstances of the incident.

CLOSED CAMPUS

Parental contact, written or verbal, must be made before a student will be allowed to leave school for any reason. Students must sign out from the Middle School Office before leaving the school grounds. Leaving school grounds without permission or signing out is considered a skip. One detention will be assigned for each hour the student was absent without permission.

If a student wishes to walk home for lunch they must bring a signed note from their parents/guardians giving permission for the student to leave. Only those students who live within walking distance of the school and have signed permission notes on file will be allowed to leave during lunch. Students need to be responsible with this privilege--the privilege will be taken away if the student does not return to school on time.

DANGEROUS WEAPONS

At MMS, there is a ZERO TOLERANCE policy for dangerous items. 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 to be on school property, the school building, school vehicles, or school-sponsored activities. 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.

ELECTRONIC COMMUNICATIONS DEVICES

Student use of cell phones, telephones, ipods, and other communication devices is prohibited in classrooms, the lunch room, bathroom and hallways between the hours of 8:10 and the final bell unless authorized by a staff member. Any unauthorized device seen or heard during school hours will be confiscated: 1st Offense – student pick-up at the end of the day. 2nd Offense – Parent pick-up required. 3rd and Subsequent Offenses – 5 school day confiscation.

Students should not photograph or video other students without staff permission.

THREATS

The staff at MMS believes that the best environment for learning is a safe and orderly one. 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 even expelled depending on circumstances and the severity of the incident

HARASSMENT

Harassment will not be tolerated at MMS. Harassment is defined as any unwanted, deliberate, or repeated comments, gestures, physical contacts, or presentation of graphic materials which has the purpose or effect of substantially interfering with an individual's work or creating an intimidating, hostile, or offensive learning environment.

Specific examples of harassment include (but are not limited to):

1. verbal abuse or joking such as name-calling, insults, racist jokes, swearing, derogatory comments (“put downs”), slurs, threats of physical abuse, mocking speech or accents, ridiculing food or habits identified with a particular ethnic group;
2. physical conduct such as assault, impeding or blocking movement, physical interference with any activity, or damaging lockers or personal property;
3. 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)
4. 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)
5. 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)
6. showing sexually-oriented materials including, but not limited to, photographs and posters

Any student who believes he or 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, Dean of Students, guidance counselor, or a teacher. All complaints will be investigated.

If the district determines that harassment did occur, it will take necessary and appropriate disciplinary measures. Measures may include, but are not limited to, a warning, requiring a written or verbal apology, detention, suspension, or expulsion.

A complete copy of the “Harassment, Sexual Harassment, Definitions, and Complaint Procedure” policy is available from the principal, Dean of Students, guidance counselor, or the District Office.

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 is not allowed to stay in school and may not return to

school until his/her fever has been gone for at least 24 hours without the aid of fever-reducing medications.

- 2) Vomiting, Diarrhea, or Severe Nausea: These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school. Students who develop these symptoms during the school day will not be allowed to remain in school.
- 3) Infectious Diseases: Diseases such as impetigo, pink eye, 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, Sue Poeschel, should be contacted at 926-3645, with any questions regarding school health issues.

LOCKERS

Lockers are the property of the school and are provided to students for the purpose of protecting and storing books and personal belongings. Lockers should be treated appropriately—do not kick your locker door or pull excessively on the handle to open it. Students should always keep lockers locked and should never share their locker combination with anyone. Individual students will not be allowed to decorate the outside of lockers. Lockers may be opened and searched, if necessary, by the principal.

MEDICAL EXCUSE REQUIREMENT

Data proves that attendance and success in school are directly correlated. If a student is absent due to illness, it will be logged in the attendance system as "ILL". Students will be allowed twelve occurrences of illness per year (full or partial days). After the twelfth occurrence, a medical professional's written note may be required to excuse the absence.

Administration reserves the right to place a student on the medical excuse list if necessary. If a student is placed on the medical excuse requirement list, parents will be notified by mail. The expectation will then be a written note from the doctor stating that the illness caused the student to be absent from school. This note will need to list specific dates and times of the absences. Such a note will be required for each absence for the remainder of the year. If no note is presented to the attendance officer, the absence will be logged as **unexcused** and the student will be subject to discipline as outlined in the school truancy policy.

MEDICATIONS

Students are not allowed to keep medications in their locker or to carry medications with them from class to class. All prescription medications (including inhalers) are to be taken to the School Nurse with a completed Physicians Order for Prescription Medication and Parent/Guardian Authorization form. The form is included in the fall mailout and can be obtained from the School Nurse

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 one of the following:

1. their assignment notebook with an initialed pass,
2. a band pass,
3. a guidance office pass,
4. a blue pass from the nurse,
5. an admit slip, or
6. a slip from the Middle School Office for permission to leave school grounds.

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.

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 11:30 a.m. to 12:00 p.m.; and 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 receive a food service identification number. Students will enter their number into a computer as they go through the breakfast or lunch line. No student should give their 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; clean up table areas; and push in chairs when excused.

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.

If a MMS student would like to bring a guest to a dance, the guest must be a middle school student. A guest pass can be obtained from the Middle School Office and must be brought to the dance in order for the guest to be allowed in. Guests are expected to follow all school policies.

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 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 in the middle school office.

Students must ride school transportation to all co-curricular events. Students may return with their parent only if a permission form is signed by the parent and given to the coach or adviser. Permission forms can be obtained in the Middle School Office.

STUDENT DRESS

MMS students are expected to dress in a reasonable and appropriate manner. Students have the right to determine their 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 the educational process.

Some guidelines are in place to help students determine what will be acceptable attire. Students may not wear coats, caps, hats, or any other headgear during the regular school day. Clothing which promotes alcohol, tobacco, other mood-altering chemicals, and/or inappropriate language is also unacceptable.

Clothes shall be sufficient to conceal undergarments and cleavage at all times. See-through, sheer, see through lace, fishnet fabrics (clothing with large holes), halter tops, low cut tops, bare midriffs, and swimwear are prohibited. See through shirts may be worn over a t-shirt that meets dress code.

Students wearing short-shorts must be wearing a shirt or top that provides sufficient coverage of their backside. Leggings must be opaque and not see

through. The standard in all dress code violations will be staff judgment of appropriateness.

TEXTBOOKS

Textbooks are provided by the school district. All students are to cover their textbooks to help the books stay in good condition. Fines will be assessed for damage to textbooks that is beyond normal wear.

TOBACCO/ALCOHOL/OTHER DRUGS

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 only be used as prescribed by the student's physician (see Medications).

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.

GENERAL INFORMATION

DETENTION/SUSPENSION/EXPULSION

All discipline situations will be handled on a case-by-case basis. Each incident will be investigated and consequences will be issued consistent with the guidelines described below. Consequences will correspond to the severity of the misconduct and will become progressively more severe when the same misbehavior is repeated.

Detention: A detention may be assigned to a student by the principal or any member of the faculty for excessive tardies (see Attendance) or inappropriate or disruptive behavior while in school or at a school-sponsored activity. All detentions are recorded in the student's behavioral record.

Teachers may assign a student to detention to be served in the teacher's room before or after school on any given day. Failure to report to the teacher's detention will result in an office detention. All office detentions are served from 3:30 – 4:00 Monday through Thursday.

Students assigned to detention are to report on time to the room designated on the detention form. If a student is tardy to detention, the day does not count as being served. All assigned detention days must be served. Detention dates may be changed once but only with the prior approval of the principal. Students will not be excused from detention to participate in or attend a co-curricular practice or event.

Detentions are issued for the following offenses: using obscene or abusive language, improperly displaying affection, being tardy, skipping class, leaving school without permission, not having a required hall pass, and behaving inappropriately or disruptively.

Suspension: A student may be suspended from school for violating school rules, violating School Board rules, and for other conduct outlined in state law.

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 Athletic Code.

If the suspension is served in school, the student will be assigned to a 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 lunch in their assigned 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.

Expulsion: The School Board 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 misconduct outlined in state law and the Board is satisfied that the interest of the school demands the student's expulsion.

The expulsion process will begin with a 3- to 15-day suspension pending an expulsion hearing with the Mondovi School Board of Education and the student, his or her legal parent, the 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)). If a student is expelled by the Board, the district administrator will file a notice of the expulsion order with the parent or guardian of the student.

FIRE DRILLS/TORNADO DRILL/EMERGENCY EVACUATIONS

Fire Drills: Monthly fire drills are required by law 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 route. 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 roll to ensure that all students have safely left the building.

Tornado Drill (Emergency Disaster Procedure): In any case of emergency disaster such as severe weather, tornado, or other emergency, a warning signal of three (3) quick beeps will be repeated on the public address system. When this signal sounds, 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 walk 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 their teacher.

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. Authorities will be contacted to assist with prosecution and/or other disciplinary action.

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.

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 MMS 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 before the guest student is brought to school.

WITHDRAWING FROM SCHOOL

A student who is withdrawing from school must bring a note from a parent/guardian or the parent/guardian must contact the Middle School Office. Once the office receives parental notification that a student is withdrawing, the student must report to the guidance office for an exit conference. During this conference the guidance counselor will ask the student to do the following: complete a withdrawal form, check on any fees or payments owed, return all books and other school property, and clean out his or her locker. Arrangements will also be made for the transfer of the student's records. Once the withdrawal form has been filled out, the principal's signature is required for final approval.

OPPORTUNITIES

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. Announcements will be made over the public address system to let students 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 given over the public address system.

Student Council members conduct fund raisers, coordinate community service projects, and help to organize dances and other social activities.

SERVICES

IMC/COMPUTER LAB/INTERNET/E-MAIL ACCESS

IMC: The IMC is open from 8:00 a.m. to 8:15 a.m. each morning, during each study hall, and from 3:30 p.m. to 4:30 p.m. New magazines can be checked out for use in study hall and returned to the IMC that hour. Magazines older than one month can be checked out for one week. The check-out time for books is two weeks, and students are allowed to renew books. Fines are assessed for lost books.

Students are asked 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 that school library books and public library books do not get mixed together.

It is very important that students using the IMC respect the other individuals in the area who may be studying or reading. Everyone needs to work together to maintain QUIET in the IMC.

COMPUTER LABS: Students wishing to work in any of the computer labs must present a pass from a classroom teacher and receive permission from the IMC personnel before beginning to work. There are also several computer stations located in the IMC area that are available for student use. A pass from a teacher is not needed to use these machines if a student is in study hall.

INTERNET/E-MAIL ACCESS: The computer labs have been equipped to provide students with Internet and e-mail access. Before a student may use these services, however, a signed Student Use Agreement form must be on file. Forms are kept for only one year; students and their parents/guardians must sign a new form every school year. Students are not allowed to just browse on the Internet; Internet access is for students working on a particular classroom research project. All students are responsible for knowing the rules and regulations related to using the Internet and e-mail. Anyone found violating the policies will have their Internet and e-mail privileges taken away.

Students must present a pass from a classroom teacher before they will be allowed to access the Internet or e-mail.

MESSAGES FROM HOME

Parents should feel free to call the Middle School Office concerning any matter dealing with their students and the school. Only in emergency situations, however, will students be called from class to take a telephone call. Other non-emergency messages from parents will be delivered to students in such a way as to not interrupt instruction in the classrooms.

SCHOOL INSURANCE

Students and athletes at MMS are covered under the school insurance benefit plan for injuries sustained 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 or she is to report the injury to the teacher in charge as soon as possible so an injury report form can be completed. This report must be filled out before any notification can be made to the insurance company.

An explanation of the school's insurance benefit plan and the extent of its coverage is included in the August mailout which is sent to every family in the district. Copies of this information are also available in the Middle School Office.

SCHOOL NURSE

If a student becomes ill at school; he or she will be referred to the School Nurse. The nurse will contact the parents if the child is to be sent home. No student will be sent home without parental approval or approval of the emergency contact person listed on a student's emergency form. If the student is sent home, the nurse will inform the Middle School Office.

STUDENT TELEPHONE USE

The telephones in the Middle School Office and in the teachers' classrooms are for school business only. Students will not be permitted to use these phones except in case of an emergency.

COMMUNICATIONS

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.

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.

POSTERS AND ANNOUNCEMENTS

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.

REPORT CARDS

Report cards are issued at the end of each quarter and include grades as well as teacher comments. Information about absences and tardies is also included. Parents/guardians receive the first- and third-quarter report cards at Parent/Teacher Conferences; report cards are distributed to students after second quarter and mailed home after the fourth quarter. Questions or concerns about a report card or attendance report should be directed to the Middle School Office at 926-3656.

In addition to report cards, progress reports are mailed home approximately five-weeks into each quarter if a student is having difficulty in a class or failing. Parents are encouraged to contact teachers at any time if a problem or a concern develops.

