Dear Parents and Guardians:

Welcome to Marshfield Middle School where we are fully committed to making your child’s middle school experience a positive and successful journey. I personally would like to express to all parents how honored and humbled I am to serve as your child’s principal. We will continue to make changes and improvements to our Multi-Tiered Systems of Support (MTSS) and Positive Behavior Interventions and Support (PBIS) for the 2019-2020 school year to make Marshfield Middle School a great place for kids. We hold high expectations for our students academically, behaviorally and socially. We continue to instill our core values of Respect, Responsibility and Honesty as the central theme to developing productive members of society.

Our intent with the Student and Parent Handbook is to outline the expectations and guidelines for students and families. As a staff, we are committed to enforcing these policies to maintain a safe and orderly learning environment for all students. We expect families to read and discuss the guidelines and policies outlined in this handbook with their child. If you have any questions regarding the information in this handbook, please do not hesitate to contact me at (715) 387-1249 ext. 3135.

We will strive to serve you and your child to deliver the best possible educational experience. It is likewise essential that all students work together and participate in a positive and meaningful way to make the Marshfield Middle School experience positive and productive. Have a great school year.

Sincerely,

Michael J. Nicksic
Principal

Michael Nicksic, Principal (715) 387-1249 Ext. 3135
Kevin Fadrowski, Assistant Principal (715) 387-1249 Ext. 3132
Paige Hesselberg, School Psychologist (715) 387-1249 Ext. 3138
Kimberly Kolstad, School Counselor (715) 387-1249 Ext. 3137
Mike Pahl, Athletic Director (715) 387-1249 Ext. 3002
Mary Holbrook, Assistant Principal Secretary/Attendance Secretary (715) 387-1249 Ext. 3131
Sue Krogman, Principal Secretary/Counseling Office (715) 387-1249 Ext. 3136
Susan Schalow, Receptionist/Athletic Secretary (715) 387-1249 Ext. 3130
# PBIS at Marshfield Middle School

<table>
<thead>
<tr>
<th>We are...Responsible</th>
<th>We are...Respectful</th>
<th>We are...Honest</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classroom</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bring materials for class</td>
<td>Follow classroom rules and expectations</td>
<td>Do your own work</td>
</tr>
<tr>
<td>Complete assignments on time</td>
<td>Raise your hand</td>
<td>Answer questions honestly</td>
</tr>
<tr>
<td>Ask questions</td>
<td>Use appropriate language and good manners</td>
<td>Always tell the truth</td>
</tr>
<tr>
<td>Be on time</td>
<td>Keep body and belongings to self</td>
<td></td>
</tr>
<tr>
<td>Listen to speaker</td>
<td>Be helpful and caring</td>
<td></td>
</tr>
<tr>
<td>Raise your hand</td>
<td>Respond politely to staff</td>
<td></td>
</tr>
<tr>
<td>Bring and fill out assignment notebooks</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hallway/ Stairs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep moving at a safe pace</td>
<td>Keep body and belongings to self</td>
<td>Report concerns to adults</td>
</tr>
<tr>
<td>Walk directly to class</td>
<td>Use inside voices</td>
<td>Only touch your locker</td>
</tr>
<tr>
<td>Stay to the right</td>
<td>Be aware of others locker space</td>
<td></td>
</tr>
<tr>
<td>Help others in need</td>
<td>Help other students in need</td>
<td></td>
</tr>
<tr>
<td>Use one step at a time</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cafeteria</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pick up your area and work to keep the cafeteria clean</td>
<td>Allow any student to sit by you</td>
<td>Eat only the food you purchase</td>
</tr>
<tr>
<td>Leave your area cleaner than when you found it</td>
<td>Respond politely to staff</td>
<td>Take only what you pay for</td>
</tr>
<tr>
<td>Know your lunch number</td>
<td>Inside voices</td>
<td>Wait your turn and respect the lunch line (5 at a time-alia carte)</td>
</tr>
<tr>
<td><strong>Restrooms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flush toilets; twice if necessary</td>
<td>Use and dispose of bathroom supplies appropriately</td>
<td>Report concerns to an adult</td>
</tr>
<tr>
<td>Wash hands with soap</td>
<td>Respect privacy</td>
<td>Keep bathrooms free from graffiti</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use the nearest facility</td>
</tr>
<tr>
<td><strong>Locker Rooms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report concerns in the locker rooms, let an adult know right away</td>
<td>Keep cell phones and technology put away</td>
<td>Report concerns to an adult</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Leave other’s belongings alone</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td><strong>Special Events</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow school rules and expectations at school and away from school</td>
<td>Sit in assigned area and remain quiet</td>
<td>Leave other’s belongings alone</td>
</tr>
<tr>
<td>Make Marshfield proud</td>
<td>Keep cell phones and technology put away</td>
<td>Take only what you pay for</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bus</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow the rules of the bus when riding</td>
<td>Use manners when speaking to driver</td>
<td>Take the correct bus</td>
</tr>
<tr>
<td>Be polite and kind to the bus driver</td>
<td>Keep body and belongings to self</td>
<td>Honestly answer questions from the bus driver</td>
</tr>
<tr>
<td></td>
<td>Treat others as you wish to be treated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sit in assigned seat</td>
<td></td>
</tr>
<tr>
<td><strong>Arrival/ Departure Area</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrive to school on time</td>
<td>Move at an efficient pace to and from your locker</td>
<td>Go to cafeteria before school</td>
</tr>
<tr>
<td>Arrive and leave at the front door of the school</td>
<td>Be neat and tidy with your belongings</td>
<td>Be honest about needing to see a teacher before and after school</td>
</tr>
<tr>
<td>Report to the cafeteria until 7:30</td>
<td>Use an inside voice</td>
<td>Stay in designated area until practice begins</td>
</tr>
<tr>
<td>Leave the building by 8:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Athletic Events</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean up after yourself</td>
<td>Positive cheering</td>
<td>Report concerns to adults</td>
</tr>
<tr>
<td>Arrive on time for event</td>
<td>Show good sportsmanship</td>
<td>Follow the rules of the game</td>
</tr>
<tr>
<td>Bring your ID</td>
<td>Be courteous to athletes, fans, and officials</td>
<td>Take only what you pay for</td>
</tr>
<tr>
<td>Leave promptly at conclusion of event</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Table of Contents - Alphabetical

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020 Daily Schedule</td>
<td>5</td>
</tr>
<tr>
<td>2019-2020 School Calendar</td>
<td>5</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>7</td>
</tr>
<tr>
<td>Accident, Injury, and Illness</td>
<td>8</td>
</tr>
<tr>
<td>Activities/Club Sports</td>
<td>8</td>
</tr>
<tr>
<td>Announcements</td>
<td>9</td>
</tr>
<tr>
<td>Area &quot;Off Limits&quot; During School Hours</td>
<td>9</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>9</td>
</tr>
<tr>
<td>Backpacks, Messenger Bags, and Purses</td>
<td>9</td>
</tr>
<tr>
<td>Bicycles/Skateboards</td>
<td>9</td>
</tr>
<tr>
<td>Building Hours</td>
<td>10</td>
</tr>
<tr>
<td>Bullying Policy*</td>
<td>10</td>
</tr>
<tr>
<td>Bus Behavior</td>
<td>11</td>
</tr>
<tr>
<td>Buses</td>
<td>11</td>
</tr>
<tr>
<td>Care of Property</td>
<td>12</td>
</tr>
<tr>
<td>Closed Campus</td>
<td>12</td>
</tr>
<tr>
<td>Control of Casual Contact</td>
<td>12</td>
</tr>
<tr>
<td>Counseling Office</td>
<td>12</td>
</tr>
<tr>
<td>Dance Information</td>
<td>13</td>
</tr>
<tr>
<td>Directory Data</td>
<td>14</td>
</tr>
<tr>
<td>Disciplinary Actions</td>
<td>14</td>
</tr>
<tr>
<td>District Acceptable Use Policy*</td>
<td>17</td>
</tr>
<tr>
<td>District Mission Statement</td>
<td>6</td>
</tr>
<tr>
<td>Doors</td>
<td>17</td>
</tr>
<tr>
<td>Dress and Grooming</td>
<td>17</td>
</tr>
<tr>
<td>Energy Drinks</td>
<td>18</td>
</tr>
<tr>
<td>Excused Absences</td>
<td>18</td>
</tr>
<tr>
<td>Fire and Tornado Drills</td>
<td>20</td>
</tr>
<tr>
<td>Fires, False 911 Calls, Fire Alarms, Explosives, Fireworks, and Spray Devices</td>
<td>20</td>
</tr>
<tr>
<td>Foreword</td>
<td>6</td>
</tr>
<tr>
<td>Gangs and Gang Related Activities</td>
<td>20</td>
</tr>
<tr>
<td>Grade Advancement Policy</td>
<td>20</td>
</tr>
<tr>
<td>Grading Clarification</td>
<td>22</td>
</tr>
<tr>
<td>Hall/Stair Behavior</td>
<td>23</td>
</tr>
<tr>
<td>Harassment Policy*</td>
<td>23</td>
</tr>
<tr>
<td>Honesty</td>
<td>24</td>
</tr>
<tr>
<td>Individuals with Disabilities and Limited English Proficiency*</td>
<td>25</td>
</tr>
<tr>
<td>Library Media Center</td>
<td>25</td>
</tr>
<tr>
<td>Locker Policy</td>
<td>25</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>25</td>
</tr>
<tr>
<td>Lunch</td>
<td>26</td>
</tr>
<tr>
<td>Lunch Room Behavior</td>
<td>26</td>
</tr>
<tr>
<td>Mandatory Reporting*</td>
<td>26</td>
</tr>
<tr>
<td>Marshfield Public Schools Discrimination Complaint Procedure</td>
<td>26</td>
</tr>
<tr>
<td>Medication*</td>
<td>27</td>
</tr>
<tr>
<td>Nondiscrimination Policy*</td>
<td>27</td>
</tr>
<tr>
<td>Passing Time</td>
<td>27</td>
</tr>
<tr>
<td>PBIS Matrix</td>
<td>2</td>
</tr>
<tr>
<td>Personal Communication Devices (PCD) and Other Electronic Devices*</td>
<td>27</td>
</tr>
<tr>
<td>Personized Learning Device - USDOM One-to-One Program</td>
<td>28</td>
</tr>
<tr>
<td>Positive Behavior Expectations (Please also reference the PBIS Matrix on page 2.)</td>
<td>29</td>
</tr>
</tbody>
</table>
Preparing Students ...........................................................................................................30
Presentation/Performance Conduct ...............................................................................30
Principal's Welcome Letter..........................................................................................1
Promotional Posters .....................................................................................................30
Public Displays of Affection ........................................................................................30
Public Information ........................................................................................................5
Registration and Fees ..................................................................................................31
Requesting Administrative Contact ..........................................................................6
Right to Privacy ...........................................................................................................31
Schedule Changes – Counseling Office ....................................................................31
School Cancellations .................................................................................................32
School Resource Officer (SRO)* ................................................................................32
Soft/Hard Lockdown Drills ........................................................................................32
Student Identification Cards ......................................................................................32
Study Hall Checkout ...................................................................................................33
Tardy Procedures .........................................................................................................33
Telephone Calls and Messages ...................................................................................33
Textbooks ....................................................................................................................33
Truancy ........................................................................................................................33
Unexcused Absences/Tardiness ................................................................................34
Use or Possession of Drugs, Alcohol or Controlled Substance* ................................34
Vending Machines .....................................................................................................35
Verbal or Physical Threats Toward District Employees .............................................35
Video Surveillance .....................................................................................................35
Visitors .......................................................................................................................35
Weapons* ....................................................................................................................35

*See related School Board Policies
2019-2020 School Calendar

August 20, 21 and 26, 27  Teacher In-Service
September 3  First Day of School - Welcome back!
November 1  End of 1st Quarter
November 4  NO SCHOOL
November 27 – 29  NO SCHOOL, Thanksgiving Break
December 23 – January 1  NO SCHOOL, Winter Break
January 2  Classes Resume
January 20  NO SCHOOL
January 21  End of 2nd Quarter
February 17  NO SCHOOL
March 25  End of 3rd Quarter
March 27  Noon dismissal for students (lunch served)
March 30 - April 3  Spring Break
April 10  Noon dismissal for students (lunch served)
May 25  NO SCHOOL, Memorial Day
May 31  Graduation
June 5  Last day of school, 11:30 dismissal (no lunch)
June 15 – July 24  Summer School

2019-2020 Daily Schedule

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>7:45 – 8:28</td>
</tr>
<tr>
<td>2nd</td>
<td>8:32 – 9:15</td>
</tr>
<tr>
<td>3rd</td>
<td>9:19 – 10:04 (Announcements)</td>
</tr>
<tr>
<td>4th</td>
<td>10:08 – 10:51</td>
</tr>
<tr>
<td>5th</td>
<td>10:55 – 11:38</td>
</tr>
<tr>
<td>6th</td>
<td>11:42 – 12:25</td>
</tr>
<tr>
<td>7th</td>
<td>12:29 – 1:12</td>
</tr>
<tr>
<td>8th</td>
<td>1:16 – 1:59</td>
</tr>
<tr>
<td>9th</td>
<td>2:03 – 2:50 (Announcements)</td>
</tr>
</tbody>
</table>

Public Information

Information about the Middle School and the School District can be found at the District website: https://www.marshfieldschools.org. Parents and members of the community who seek further information about Marshfield Middle School can inquire through the Middle School office at (715) 387-1249 extension 3136.
Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of the school year. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2019, the language in the most current policy or administrative guideline prevails.

Requesting Administrative Contact

Please know we are always more than willing to meet with parents but often administrator schedules do not allow for walk in requests. We do not want to have you wait an unreasonable amount of time. Please schedule an appointment to see an administrator by calling the main office at (715) 387-1249 extension 3136.

District Mission Statement

Providing the environment which cultivates maximum student potential.

Nondiscrimination Policy*

*Parents and students are encouraged to read the full text of the Board of Education policy governing Nondiscrimination 2260 available on the District website or by contacting the school main office.

The Board of Education is committed to providing an equal educational opportunity for all students in the district.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (“Protected Classes”) in any of its student program and activities.

It is the school’s policy that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person’s race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Marshfield Public Schools.

Marshfield Public Schools Discrimination Complaint Procedure

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy, may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extracurricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.
The Board designates the following individuals to serve as the District’s Compliance Officers.

Tracey Kelz  
Director of Student Services  
(715) 387-1101  
kelz@marshfieldschools.org

Nicole Laber  
Director of Human Resources  
(715) 387-1101  
labern@marshfieldschools.org

Academic Integrity

The School District of Marshfield values academic integrity very highly and does not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances a grade on an individual assignment or in a course. The following is a list of behaviors that constitute academic dishonesty. Academic dishonesty includes, but is not limited to:

Cheating on Assessments
- Copying from others (i.e., passing off someone else’s as your own personal work).
- Possessing or using notes, formulas or other information without the approval of the teacher.
- Possessing or using a communication device such as an electronic device to send or obtain unauthorized information.
- Taking an exam for another student or permitting someone else to take a test for you.
- Providing or receiving information about all or part of a test, quiz, or exam, including answers.
- Gaining or providing unauthorized access to examination materials.

Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be treated as cheating.

Plagiarism in Papers and Assignments
- Giving or getting improper help on an assignment meant to be your own work.
- Including the following:
  - Using the services of a commercial term paper company.
  - Using the services of another student.
  - Copying part or all of another person’s paper and submitting it as your own.
- Handing in a paper in more than one course without consulting both teachers (self-plagiarism).
- Making up data for an experiment (“fudging data”). Citing nonexistent sources, articles, books, etc., or sources that were not actually used to complete the assignment.

Misuse of Computers
- Copying bits and pieces from a variety of Internet sources and representing this as your own work.
- Misrepresenting your academic accomplishments such as tampering with computer records.
- Purposely circumventing internet blocks to access forbidden sites or write or read forbidden communications.

Other
- Violating copyright.
- Deceiving a teacher to get special consideration.
- Failing to promptly stop work on an exam when the time allocated has elapsed.
- Forging a signature.
- Hoarding or damaging library materials.

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.
Consequences
The consequences for academic dishonesty will be based on the severity and frequency of the violation. Consequences for lesser violations will be handled by the teacher and may range from having to redo and resubmit documents to total loss of credit for the test, paper or project. In repeat cases, or when it is clear that the dishonesty was premeditated and severe, the teacher will consult with a principal to determine the appropriate consequences. In every case, administrators and parents/guardians will be notified and the case documented.

Accident, Injury and Illness

It is extremely important that parents/guardians provide the school office with the current home, work, and emergency telephone numbers to be used should a student become ill or injured during the school day. Ill or injured students who cannot participate in routine classroom activities will be sent home. Children with a known fever of 100 degrees Fahrenheit or higher and complaining of not feeling well, will be sent home.

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school’s emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the nurse or office. The nurse or office staff will contact the parent/guardian should the student need to go home. No student will be released from school without proper parental permission.

A student who has been diagnosed with a concussion should consult with administration (or designee) to coordinate the return to the classroom. The administration (or designee) will suggest using select “Academic Strategies for Return to Learning Following Concussion” guidelines with consultation from the district athletic trainer or school nurse.

Lastly, any student who has a fever exceeding 100 degrees Fahrenheit or is suffering from diarrhea or vomiting should be kept home until he/she is symptom free for 24 hours.

Activities/Club Sports

All students are encouraged to take part in the wide variety of activities offered at the Marshfield Middle School. The sports program has a no cut policy. Any student who wishes to go out for a sport does not have to worry about being cut. Please see the Marshfield Middle School athletic website for all athletic forms and information. All sports schedules for middle school and high school can be found at www.wisconsinvalleyconference.org.

Fall sports include: Cheer and Stunt, Cross Country – boys and girls, Football, Soccer – boys, Swimming – girls, Tennis – girls, and Volleyball - girls. Winter sports include: Basketball – boys (October – December), Basketball – girls (January – March), Bowling, Curling, Gymnastics (December – March), Swimming – boys (October – December), and Wrestling (November – February). Spring sports include: Baseball – boys, Golf – boys and girls, Soccer – girls, Softball – girls, Tennis – boys, and Track – boys and girls.

Club programs include: Archery, Art, Cribbage, Family Career & Community Leaders of America (FCCLA), Marshfield FFA, Mountain Bike, MMS Robotics, Science Bowl, Shimmer-n-Shine, Skills USA, and Student Council.

The following activities may take place as optional school activities: crime stopper video contest, Festival of Nations field trip, geography bee, reality store, school dances, spelling bee, student vs. faculty games and other individual contests.
Students should strive to make their two years at the Marshfield Middle School fun and exciting. Students who would like to see a new sport, club or activity started should let a principal know. Principals are always ready to listen and try new things. Almost anything is possible!

**Announcements**

Announcements will be read each morning and afternoon by the main office staff. Announcements to be read by students must be approved by the teacher in charge of the activity.

**Areas “Off Limits” During School Hours**

- Parking lots
- Stairwells and gymnasium balcony during non-class time. Students are not to be using the gymnasium balcony as a hallway at any time during the school day.
- Tennis courts and fields without adult supervision

**Attendance Policy**

Successful work in school depends on several factors, one of which is regular attendance. The state compulsory school attendance law stipulates that all students between the ages of 6 and 18 are expected to attend school during the full period and hours when school is in session to the end of the school term, quarter or semester of the school year in which he/she becomes 18 years of age.

In compliance with state school attendance laws, students enrolled at the Marshfield Middle School are expected to attend school every day as defined by school board policy 5200, State Statue 118.15-118.16 and/or defined by the principal. Students who are absent 10% or more of the school year will meet with an administrator and a follow-up letter will be sent home to the parents. The administrator/student meeting will focus on attendance and other concerns that might affect his/her success in the middle school.

**Backpacks, Messenger Bags, and Purses**

Students may use backpacks, messenger bags, and purses to bring books and supplies to and from school. For safety reasons, these items must stay in their **locked** locker during the school day. Any exceptions to this policy must have the permission of school administration.

**Bicycles/Skateboards**

Bicycles should be parked in bicycle racks in the front of the school. All bicycles should be locked as the school assumes no responsibility for loss or damage. Due to safety concerns, bicycles and skateboards may not be used on school property.
Building Hours

The doors to the building will open at 7:00 a.m. each day. Students are to report to the cafeteria until 7:30 a.m. The main office will be open between the hours of 7:15 a.m. and 3:45 p.m. daily. Teaching staff hours are from 7:30 a.m. to 3:30 p.m. each school day. Upon completion of the school day, students are to be in a supervised area. Students waiting for rides are required to remain in the main entrance area or outside. If at all possible, students should arrange for pickup by 3:20 p.m.

Bullying Policy*

*Parents and students are encouraged to read the full text of the Board of Education policy governing Bullying 5517.01 available on the District website or by contacting the school main office.

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school related functions or events; or while traveling to or from school or to and from school sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school sponsored, school-approved or school related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm.

Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student’s educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyber bullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes she/he has been or is the victim of bullying or believes that they have seen bullying behavior directed toward another student should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal. All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.
“Bullying” is defined in Board Policy. Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- Cyberbullies more easily hide behind the anonymity that the Internet provides;
- Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- Cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

- Posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
- Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;
- Using a camera phone to take and send embarrassing photographs of students;
- Posting misleading or fake photographs of students on websites.

The Bullying/Incident Report Form is available on the District website:  

Bus Behavior

The bus driver sets the standards for student behavior on the bus. Students who do not comply with the rules and any other specific regulations established by the bus driver, while waiting for the bus, while on the bus, or walking to or from the bus, will be disciplined, and may be suspended from riding on the bus. Please refer to the PBIS Matrix on page 2 for bus behavior expectations.

Buses

The Marshfield Bus Company operates all transportation for our school district. Students are transported under school board policy. City students may ride the bus at their own expense. Please contact the Marshfield Bus Company office at (715) 387-0101 for further information. The school administration, supervisor of transportation, private contractors, and drivers of the buses or vehicles are responsible for maintaining discipline and order in the vehicle while students are being transported in district-owned buses or contracted vehicles.
Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student’s parents/guardians.

Damage to or loss of school equipment and facilities wastes taxpayers’ money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Disciplinary Action Steps located on page 14. Criminal damage to property is considered grounds for either suspension or expulsion from school.

Closed Campus

Students, once in school, are to remain in the school building or on designated school property under adult supervision throughout the course of the school day. Students may not leave the building for lunch. Violation of this regulation may result in detention or suspension.

Control of Casual Contact

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents may be required to have their child’s blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Counseling Office

Counseling services of the Marshfield Middle School are offered to help students learn more about themselves and their futures. Wise choices in personal/social areas as well as informed educational and occupational decisions are essential in the world today. Students are encouraged to talk with their counselor about any problems they may have. The counseling office can be reached at (715) 387-1249 ext. 3137.

The counseling program provides individual counseling, educational planning, career planning and consultation/team meetings to help students in their academic, social and emotional pursuits in the middle school setting.
Listed below are a few of the services available to students from the counseling office:

- **Counseling** - advice and information for personal use.
- **Programming** - information relative to course selection and graduation requirements.
- **Records** - school progress records including test scores and grades.
- **Testing** - for school standardized testing programs as well as special testing related to achievement or academically at risk.
- **Academic Career Plans** - college and career planning and exploration used to help students with postsecondary plans.

We welcome students to make use of these and other counseling office services.

**Dance Information**

Each year, Marshfield Middle School groups host dances with proceeds going towards school organizations. An admission fee is charged at each dance along with concessions being available for purchase. Dances may include an open gym for recreational activities, a social lounge, movies, games, prizes, and a DJ. All school rules apply at the dance to protect the safety of all students. Please read the following information and discuss it with your child.

**School Performance**

Students who have incomplete or failing grades, school suspensions, or issued truancy warnings will not be permitted to attend the dance for that respective grading period. It is the expectation and responsibilities of each student to check his/her grades and remediate with his/her teachers if necessary. Students must confirm with school administration on the Friday of the dance that all grades are passing.

**Arrival Time**

Entrance into the school dance is from 6:00 p.m. to 6:15 p.m. and will remain closed until the dance concludes promptly at 9:00 p.m. If a student needs to arrive late or must leave early, a parent/guardian needs to provide a note with contact information to the school office by the end of the school day of the dance. Seventh grade students are required to enter the building through door number 1 facing Palmetto Avenue. Eighth grade students are required to enter door number 12 underneath the cafeteria.

**Closed Dance**

Only current Marshfield Middle School students are permitted to attend.

**Identification/Admission**

Dances are only open to Marshfield Middle School students. The cost of all dances is $5.00 with an ID or $7.00 without an ID, providing the student’s identification can be verified.

**Dance Attire**

Students who are not dressed according to the school dress code will be asked to find appropriate clothing or to call a parent/guardian for a ride home. The dance may have themes allowing students to wear costumes. All costumes must meet dress codes and cannot include masks or props.
**Dance Chaperones**
Not all dance chaperones are school employees. Parents wishing to chaperone dances are reminded to complete the required volunteer application found under the FAMILIES link on the district website. Please contact the main office at (715) 387-1249 to confirm the date of any dance you wish to chaperone. Students are required to follow directives given to them by all dance chaperones. Students who are asked to refrain from inappropriate dancing, behavior or language and continue to repeat the behaviors after a warning from any chaperone will be asked to leave the dance and to call a parent/guardian for a ride home.

**Dance Sponsors**
All themes and posters must be preapproved by administration.

**Directory Data**
Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal Law. The Board designates as student “directory information”: a student’s name; photograph; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

**Disciplinary Actions**
Authority to discipline lies with all of the adults employed at the school. This includes secretaries, assistants, custodians, cooks, teachers and school administrators. These people have the responsibility for enforcing school rules and regulations and must be respected. All disciplinary action taken by the school may include a referral to our School Resource Officer (SRO) for review and possible legal action.

Each teacher has classroom expectations for students regarding grading, subject matter to be taught, and behavior. All students should be aware of these expectations and the consequences for failing to meet them. Teachers will refer incidents of major classroom disruptions and repeated misbehavior to the office for disciplinary action. Disciplinary action and/or corrective measures used will depend upon the nature of the behavior and the frequency and the degree to which the student is willing to try to correct the undesirable behavior. Disciplinary actions and corrective measures will normally begin at a minimal level and then proceed to more serious levels. In this way, it is possible to allow for the individual differences of students and situations, without altering the basic principle of uniform and impartial disciplinary action.

The Behavioral Consequences listed below are not all-inclusive. They are to be used as a preventative guide to assist students in making proper choices.

**Student Conference**
A meeting with the student, teacher and/or school administrator is held to discuss the student’s behavior and ways for correcting behavior and improving overall achievement.

**Parent Contact**
Depending on the violation, a student’s parent may be contacted by telephone or mail to inform the parent of the misbehavior and to request support for correcting the misbehavior.

**Parent Conference**
The principal, associate principal, counselor or teacher may request a parent conference to discuss the student’s academics and/or behavior and to work together to correct these concerns.
Referral to Counselor or Psychologist
The student may be referred to the school guidance counselor or school psychologist to seek help for the student in correcting misbehavior.

Referral to the Student Support Program
Evidence that a student’s behavior is being affected by the use of alcohol, drugs or mood altering substances will result in a referral to the School District of Marshfield Alcohol & Other Drug Abuse (AODA) educational program.

Restitution
Students and/or parents/guardians will be required to pay for damage done by the student to either school property, materials, or the personal property of individuals.

Detentions
If a student fails to serve a detention assigned by a teacher, the teacher will fill out a disciplinary referral, contact the parents/guardians and turn the disciplinary referral in to school administration. Students are to report to detention with study materials and work silently throughout the detention time. Failure to serve administrative detention time within two days may result in an in-school suspension. Being tardy to school may result in administrative detention time.

- **Administrative Detention**
  Students are assigned detention for violation of school regulations or unacceptable behavior. Rules pertaining to detention are as follows:
  - After school detention is held from 2:50 p.m. until 3:30 p.m.
  - At least 1/2 hour must be made up each time a student serves detention.
  - Bus students will need to make transportation arrangements with their parents or guardians.
  - If the detention obligation is not taken care of within two school days, additional disciplinary action may be taken at the discretion of the administration.

- **Teacher Detention**
  Detention given by a classroom teacher must be served with that teacher or in a team detention time. Failure to make arrangements with the classroom teacher to complete the detention will result in a disciplinary referral.

Disciplinary Referrals
A Disciplinary Referral is a discipline form students fill out when they have been sent to the office for disciplinary reasons. Besides requesting general information, students are provided an opportunity to write down their explanation of what took place. Repeated referrals may result in detention time or in-school suspension.

*Parents and students are encouraged to read the full text of the Board of Education policy governing Suspension and Expulsion 5610 available on the District website or by contacting the school main office.*

In-School Suspension
In-school suspension is a supervised room where students are isolated from their peers all day completing their assigned class work and/or reading. Lunch is eaten at a separate time from their peers. Students are allowed one morning and one afternoon bathroom break.

Students who fail to complete assigned work may have their in-school suspension time extended. The student may not take part in any school sponsored activity or athletic event beginning the day an in-school suspension is assigned and includes the day the suspension is completed.

A student may be assigned in-school suspension for failing to serve detention time within two days, aggressive physical action without throwing a punch, repeated disciplinary referrals or other violations of school rules.
**Out-of-School Suspension**
For a serious violation, or where in-school suspension has not assisted in correcting a student’s conduct, a school administrator may suspend a student from attending school for one to five school days. In all cases of out-of-school suspension, the parents/guardians are to assume the responsibility of the student during the suspension period. Students who are assigned out-of-school suspensions are not allowed to be on any school premises. The student may not take part in any school sponsored activity or athletic event beginning the day an out-of-school suspension is assigned and includes the day the suspension is completed. It is the student’s responsibility to make up any missed work.

Some examples of out-of-school suspension would include, but not limited to, possession of a nicotine product, involvement in a fight and throwing a punch, stealing, vandalism, or being in possession of, or under the influence of, drugs or alcohol.

The parent(s) or guardian of a minor student may, within five (5) days following the commencement of the suspension, request a conference with the superintendent. Wisconsin state statute 120.13 (1) (6) 4.

**Expulsion**
The Board of Education may expel a student from school when they find him/her guilty of repeated refusal or neglect to obey the rules, or find that he/she engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, or knowingly conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property, and is satisfied that the interest of the school demands his/her expulsion.

**Offenses That Could Lead to Suspension or Expulsion:**
The School District of Marshfield may suspend or expel a student for violating school rules or engaging in conduct which may endanger the student, other students, staff or employees of the School District or other individuals on the school premises or attending a school function. A student may also be suspended or expelled for damaging, destroying or otherwise causing the loss of school property.

A student engaging in any of the following behaviors or actions generally will be suspended from school and may be expelled:
- Possession of alcohol or any tobacco or nicotine based products including e-cigarettes.
- Being under the influence of any non-prescribed prescription drug, illegal drug or alcohol.
- Possession/use of illegal drug paraphernalia.
- Engaging in behavior that disrupts the learning environment of the student or other students.
- Fighting or unacceptable physical contact with others, inappropriate touching of others or any form of sexual assault.
- Use of obscene, indecent, lewd or profane language.
- Noncompliance or disrespect with any staff member-teacher, teacher assistant, custodial staff or cafeteria staff.
- Noncompliance with instruction, direction or rule established by district personnel.
- Engaging in conduct which may result in the destruction of or damage to school property.
- Engaging in an act of vandalism to school property.
- Engaging in misconduct while being transported by the school district or under the authority of the school district.
- Failing to follow school rules.
- Possession of pepper spray or any chemical that can be used as a weapon to intimidate the health and safety of a person and/or endanger a person or property.
- Attempts to extort students or staff.
A student engaging in any of the following behaviors or actions generally will be expelled:

- Possession, selling, delivering, use or being under the influence of alcohol or any tobacco or nicotine based product.
- Possession, selling, delivering, use or being under the influence of any non-prescribed prescription or illegal drug.
- Using a prescription drug in a non-prescribed manner to include dosage and method of ingesting.
- Possession of a firearm or weapon while at school or under the supervision of a school authority including any violation of the Gun Free School Act.
- Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others. Conduct that endangers a person or property includes making a threat to the health or safety of the person or making a threat to damage property.
- Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made to destroy school property by means of explosives or otherwise, or to make bomb threats.
- Repeated refusal or neglect to obey school rules.
- Possession of fireworks or other explosive or incendiary devices.
- Engaging in conduct which results in the destruction of or damage to school property, including the theft of school property.

Behavior that violates criminal law is referred to the Marshfield Police Department. This above list of offenses is not exclusive and the administration reserves the right to suspend or expel students for other non-enumerated behaviors.

**District Acceptable Use Policy**

*Parents and students are encouraged to read the full text of the Board of Education policy governing the District Acceptable Use Policy 7540.03 available on the District website or by contacting the school main office.*

**Doors**

In order to maintain order, safety and security, all building doors will be locked during the instructional period with the exception of the main entrance, which is staffed by district personnel. Students are not to open locked doors for any other students or non-staff members. At no time should a door be propped open. School consequences may be assigned for students who fail to follow this rule. For athletic practices and events, athletes and parents should use the back entrance (door 7) off the back parking lot and door 6 for handicap accessibility.

**Dress and Grooming**

*Parents and students are encouraged to read the full text of the Board of Education policy governing Dress and Grooming 5511 available on the District web site or by contacting the school main office.*

While fashions change, the reason for being in school does not. Students are in school to learn. To maintain student safety, prevent learning distractions and encourage a high quality learning environment, any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be tolerated. Marshfield Middle School students will follow these policies whether on school grounds or at any school sponsored activity. Students identified wearing inappropriate clothing will be asked to replace the clothing or a parent/guardian will be called to bring in the appropriate clothing.
If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Clothing should always completely cover the torso from above chest cleavage.

The following styles or manners of dress are prohibited:

- Clothing such as backless tops, halter tops, strapless tops, tube tops, fish net tops or any clothing that does not cover the midsection completely or is deemed overly revealing is considered inappropriate.
- Clothing that promotes or supports intolerance, alcohol, drugs, gangs or identification, profanity, sexual conduct or violence will not be tolerated.
- Clothing otherwise deemed offensive, obscene, sexually degrading, racially motivated graphics or statements (confederate flag or any reference to 4/20).
- Visible undergarments.
- Pants and shorts worn below the waistline (no sagging).
- Headwear, bandanas, sunglasses, sweatshirt hoods.
- All apparel that has spikes and wallet chains.
- Hats and hoods are not to be worn at school during the instructional day (7:45 a.m. – 2:50 p.m.).
- Head covers may be approved by administration for religious or documented medical purposes.

Also:

- Tattoos, which, by their content, violate any provision of this dress code, must be covered at all times while students are on school property and/or in attendance at school-sponsored activities.
- For safety reasons, shoes, sandals or boots must be worn on school grounds at all times. Footwear that may damage facilities is prohibited which includes shoes with rollers, cleats, spikes, heel plates, etc..
- Coats and other forms of outdoor wear are not to be worn or brought into the classroom. They are to be stored in one’s locker. If a student is cold, he/she should bring a sweater or sweatshirt to wear in class.
- Students will be bound by all safety regulations regarding clothing in all shop, gymnasium, classroom and laboratory areas.
- For repeat offenders of the dress code, parents may be requested to have a conference with school administration to prevent possible school suspensions for any reoccurring code violations.

The school administration will use their discretion to make appropriate decisions regarding the appropriateness of each student’s dress. It is our sincere hope that parents will continue to encourage appropriate school clothing that promotes a positive learning and school environment.

**Energy Drinks**

Due to the health risks associated with energy drinks for students at the middle school level, the consumption and/or possession of energy drinks, caffeine pills or other products that have similar effects are banned from school property.

**Excused Absences**

In order for an absence to be excused by the administration, it must comply with the definition and procedures of one of the following:

- **Illness**
  
  **Notification Procedure:** The parent or guardian of the student must call the Middle School office by 9:00 a.m. the day of the illness at (715) 387-1249 ext. 3131. A request for homework may also be made at this time. Our voicemail is active 24 hours per day to receive messages. If a phone call has not been received by the office excusing the child for illness for that given day, the office staff will attempt to reach a
parent/guardian by phone. (A less desirable option is for the student to bring a note from the parent or guardian excusing the absence upon returning to school.) **Verification:** The administration may choose to verify any questionable absences with additional phone contacts to parent/guardian and/or medical personnel.

**Medical Excuse Letter:** A written statement from a physician or licensed medical practitioner may be required to be turned in to the office as a record of the physical or mental condition of the student. Such statement shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.

**Extracurricular Events:** Students who have been gone from school due to illness for any part of the day may not attend that night’s extracurricular activities without administrative permission prior to the absence.

**• Parent/Guardian Excused Absence**

**Definition:** Based on Wisconsin State Statute 118.15 (3) [c], parent(s)/guardian(s) are authorized to excuse their student from school attendance for any or no reason, up to a maximum of (10) school days in a school year, provided they notify the school in writing prior to the absence. (A school day is defined as all or any part of a school day.) Examples of absences that would fall under this category include: medical appointments, family vacation, college visits, court appearances, funeral services, state tournament games, hunting, and family emergencies.

**Notification Procedure:** The parent or guardian of the student must notify the office in writing at least one (1) day prior to the time of absence.

**Preapproved Makeup Form on Future Absence(s):** Students are to pick-up, complete and return to the office a preapproved absence form prior to the day of absence, which indicates to the student what lessons and assignments will be missed. The form also allows the teachers to be aware of the student’s upcoming absence. (The pre-excused absence form is required for students missing three (3) or more consecutive days.)

**• School Event Excuse**

**Definition:** Students will be excused for school sponsored field trips and occasional athletic and other extracurricular competitions.

**Notification Procedure:** Advisors, teachers, or coaches will inform students of the planned event and respective information passed on to parents/guardians.

**Marshfield Middle School Field Trip Permit:** Teachers are to pass out a field trip form to all eligible students in their class(es). Students are to collect all the information required on the form, which includes a parent/guardian signature. Students then return their completed forms to their classroom teacher.

**• Other Absences**

**Definition:** There may be absences that arise on an unusual basis other than those specified above. For these absences, the individual circumstance will be considered by administration to determine expectations and requirements associated with the absence.

**Emergency or Other Illness:** Passes to leave the school building will be issued only upon a parental or guardian request in writing. In case of an emergency, a phone call from the parent or guardian is acceptable. Students shall not be allowed to leave the building unless the main office staff has reasonable assurance that the parent or guardian is in agreement with the student's request to leave. Students leaving school with passes must use the main entrance door.
**Fire and Tornado Drills**

In case of a fire, the fire alarm will be sounded. At that time, students are to vacate the building as quickly as possible according to the evacuation instructions posted in each room. **ALL** students must be at least 100 feet away from the building. An announcement will be made over the intercom system indicating an “all clear” before students should return to the building.

In case of tornado or other emergency, students are to immediately proceed to the shelter area of the building as designated by the evacuation plan posted in each room and/or follow the directions of their supervisor or announcement over the intercom.

Periodic fire and tornado practice drills will be held during the school year.

If a student has a physical handicap, he/she should report to the office at the beginning of the year for special emergency information.

Students are expected to stay with their teacher during the entire time period of the evacuation for fire or severe weather situations.

Students are expected to stay quiet and follow all directives of staff during periods of evacuation.

**Fires, False 911 Calls, Fire Alarms, Explosives, Fireworks, and Spray Devices**

A student who starts fires, makes false 911 calls, sets off fire alarms falsely, possess or detonates any kind of explosive or incendiary devices, including firecrackers, or uses or possess spray which is intended to incapacitate (i.e. pepper spray) will be immediately suspended and recommended for an expulsion review. Law enforcement will be notified.

**Gangs and Gang Related Activities**

Antisocial and criminal activities/behaviors/actions of gangs or gang like groups threatening the school environment and interfering with the educational process will not be tolerated.

The use of language, hand signals, graffiti, tattoos, haircuts, or the presence of wearing apparel, footwear, jewelry, accessory, or manner of grooming which by virtue of color, arrangements, trademark, symbol, or any other attribute indicates or implies membership and/or affiliation with such a group is prohibited.

Appropriate disciplinary action, which may include suspension and/or recommendation for expulsion, will be enforced. The district will also cooperate with law enforcement officials regarding any gang and/or gang related activities.

**Grade Advancement Policy**

Providing an environment that cultivates maximum student potential is a priority in the Unified School District of Marshfield. Achievement is the focus whether in the classroom, in co-curricular, or in the work force. In order to determine whether a student has successfully met academic performance expectations and will advance to the next grade level, the School District of Marshfield will utilize a sequential model. This approach provides a student with multiple means of demonstrating academic proficiency. The decision to promote or retain a student is made in the best interest of the student in recognition of the research regarding promotion and retention.
The primary factors in determining promotion/retention decisions will be based on:

- Pass 5 of the 8 core semester classes (Math, English, Social Studies, and Science).

  or

- Score Basic or above on all subtests on the state standardized tests for that grade level.

  o If the student does not meet either of these primary factors, then the student’s core team of teachers, school counselor, school psychologist, school interventionists, principal and special education, if applicable, shall meet.

  **Team Recommendation** — a review process may also include the following criteria in determining student promotion:

  - Student’s overall academic performance
  - Student progress report
  - Performance on district assessments
  - Attendance

  o Consensus is required to retain a student. If consensus is not possible, the building principal will be responsible for making the final decision regarding retention of the student. Should promotion be denied, summer school is required. Should the academic expectations determined by the recommendation team not be met in summer school, the student is retained.

  o This decision will be communicated via phone call and certified mail. If the parent/guardian does not agree with the final decision, an appeal may be made to the Superintendent (or his/her designee) and is required to be in writing, and submitted within five (5) working days of parental notification.

  o If the student is a child with a disability, as determined under the Individuals with Disabilities Education Act (IDEA), promotion/retention will be considered and determined by the Individualized Education Program (IEP) team. Any appeal would begin with the Director/Assistant Director of Pupil Services.

  o Any student who enters the district with a status of being retained or promoted within his/her last school district will be retained or promoted at the discretion of the Unified School District of Marshfield.

  o The Superintendent (or his/her designee) shall be responsible for the general supervision and management of the advancement of students under this policy.

The Superintendent (or his/her designee) shall develop, review, and recommend policies so that the schools of the District can help prepare students to satisfy the criteria in this policy and to otherwise implement this policy.

The Superintendent (or his/her designee) shall develop practices and procedures to inform students and parents/guardians of the policy requirements and to inform students and parents/guardians of the academic progress of students.
Grading Clarification

The following information serves the purpose of clarification to promote consistency in grading procedures in grades 7-12. All concepts are aligned with the current School District of Marshfield Grading Guidelines.

**Formative assessments** monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and students to improve their learning.

**Summative assessments** evaluate student learning at the end of an instructional unit by comparing it against a standard or benchmark.

- A minimum of two formative assessments must be given and scored with students earning over **70%** before the student may take the summative.

**Rationale:** In order for a student to take a summative assessment, a teacher must have reasonable confidence that a student has understanding of the material being assessed.

- Students who **do not earn at least 70% on a summative need to retake the summative**. This needs to be completed within the 5 days of the original summative. Students may or may not earn more or less than 70%.

**Rationale:** When a student is absent, the class does not stop. An absent student should make-up any missed work as soon as possible – 5 days being the most. This is done to ensure the student catches up to his/her classmates upon returning from an excused absence and is making up work that will lead to greater success on the concepts the class is currently exploring. Extended illness or other mitigating circumstances may be grounds for more time allowed to make up missing work.

- Students who are absent (excused), have **five days to take the summative exam or turn in a summative project they missed due to their absence**. On the 5th day, the student may be given up to 70% for taking it late and may be given an alternate assessment for taking it late as well. They have also forfeited their retake possibility if all 5 days are used. If the test is not complete or project not turned in, a student may earn a zero. It is recommended to use class time on that 5th day to finish whatever the student can to avoid a zero.

**Rationale:** Anytime a student is retaking a summative assessment their class is still moving forward through the curriculum. To allow the distraction of remediating a concept beyond 5 days may interfere with the students’ success.

- Teachers need to do all they can to enter grades in Skyward the same day they hand back summative work to students. Students who do not take advantage of the retake should be noted in Skyward.

**Rationale:** Our students and parents/guardians care about grades. They deserve to have the most accurate and up to date information possible. Parents/guardians should also be able to see if their student has not taken advantage of the retake opportunity.

- Teachers need to contact parents/guardians and guidance after multiple retakes have occurred, especially early in the year, and determine if the student is in the correct class.

**Rationale:** If a retake is necessary after each summative assessment it is an indicator that possibly the student has been placed in a class that is beyond their current skill level. Teacher, parent and a guidance counselor should communicate to see if the student’s placement should be changed.
Hall/Stair Behavior

The rules related to respect of others also apply in the halls/stairwells. There are, however, some very specific rules which must be followed to keep the halls and stairs safe. They include but are not limited to the following:

- All students are expected to walk quietly and quickly through the halls and stairs. Quiet talk is permitted, but yelling and screaming are not acceptable.
- Hall passes are required at all times except during passing times.

Harassment Policy*

*Parents and students are encouraged to read the full text of the Board of Education policy governing Anti-Harassment 5517 and Bullying 5517.01 available on the District website or by contacting the school main office.

Summary of Board of Education Policy

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging and reporting any form of unlawful harassment. This policy applies to conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Definitions

- Harassment - Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:
  - Places a student in reasonable fear of harm to his/her person or damage to his/her property.
  - Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits.
  - Has the effect of substantially disrupting the orderly operation of a school.

- Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

- Other forms of harassment such as race/color, religion, national origin, and disability are defined in the full text of the Board of Education policy.

- Bullying – Deliberate or intentional behavior using words or actions intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student’s sex (including transgender status, change of sex or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, physical, mental, emotional or learning disability or any other characteristic protected by Federal or State civil rights.
Reporting Procedures
Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a school staff member (teacher, counselor, or principal, for example) so the conduct can be addressed before it becomes severe, pervasive, or persistent. The District will investigate such complaints. Initiating a complaint will not adversely affect the complaining individual’s participation in educational or extra-curricular programs.

The reporting procedures are as follows:
- Any student, parent of a student, teacher, school staff member, or school community member is encouraged to report the alleged act(s) to the school principal or district compliance officer.
- The reporting party shall be encouraged to use a report form available in each school main office, but oral reports shall be considered complaints as well.
- To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school’s building principal will designate one male and one female staff person (designated as Complaint Coordinators) to receive reports of harassment prohibited by this policy.

Confidentiality
The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District’s legal obligation under state and federal law.

Sanctions and Monitoring
The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. A violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. In addition, legal consequences may be imposed. All disciplinary action will be taken in accordance with applicable law and the ages and maturity levels of the students.

Retaliation
The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by the Board of Education policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form or intimidation, reprisal, or harassment.

The Student Harassment Complaint Form is available on the District website:

Honesty
Honesty is a core value in the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as time sheets, job applications, pupil records, attendance records, grades, incident reports or any reports as directed by administration.
Individuals with Disabilities and Limited English Proficiency*

*Parents and students are encouraged to read the full text of the Board of Education policy governing Individuals with Disabilities 2260.01 and English Language Proficiency 2260.02 available on the District website or by contacting the school main office.

The American’s with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student but also to all individuals who have access to the District’s programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Director of Student Services.

Library Media Center

The Library Media Center (LMC) is open for research, study, computer access, and recreational reading of library materials each school day from 7:30 a.m. to 3:15 p.m.. Should the LMC be closed for class use or testing, there will be announcements and notices indicating the date and hours closed.

Locker Policy

Student lockers are the property of the school system and subject to inspection at any time as determined necessary or appropriate. Failure to follow this policy may result in disciplinary action. In locker rooms, all student belongings must be in the lockers and locked up. Nothing should be left on the floor or benches.

**Students are expected to:**
- Keep lockers neat and in good working order.
- Use lockers for their possessions only.
- Open and close lockers in a respectful manner.
- Keep lockers locked at all times to safeguard contents.
- Remove all items from locker walls and door at the end of the school year.
- No open containers are allowed in lockers.

**Students may not:**
- Change lockers without the approval of the main office staff.
- Attach any items that result in damage to the locker. If damage results, the student is responsible for the cost of repairs.
- Attach materials of an objectionable nature to the lockers.
- Give the combination to friends or other students. Combinations are changed each summer.

Lost and Found

A lost and found area is located in the main lobby. Students are encouraged to take necessary steps to protect against theft of valuable items or money. Students should never leave anything outside of their lockers in the locker rooms during class time or when attending practices.
Lunch

Students may put money in their accounts by bringing money to the main office or pay online using RevTrak. Please note there is an additional fee to pay lunch money via RevTrak. Checks should have the name of the student on the lower left-hand side of the check. Cash or coins need to be in an envelope with the name of the student on the outside of the envelope. These measures are necessary so money is deposited in the proper account. Money will be accepted on a daily basis. Money coming in after third hour will not be deposited until the next day. Students must enter their ID number in order to obtain a lunch. Items on the ala carte line can be purchased with either the ID card or with cash.

Seventh graders will eat lunch after their 4th period class and eighth graders will eat lunch after their 5th period class. Milk will be sold daily from the ala carte line. Large garbage and recycling containers will be located in the lunchroom. Our staff encourages recycling. Students are to remain in the lunchroom until the lunch period is over unless excused by a lunchroom supervisor. The middle school is a closed campus. Students are not permitted to leave school for lunch. Group lunches, cakes or other treats for multiple students are strongly discouraged. The students will not be allowed to have them in the cafeteria. Prior arrangements will need to be made and approved with the administration.

Lunch Room Behavior

The basic rules of respect also apply in the lunchroom. Some specific rules to the lunchroom include:

- You will need to enter your ID #.
- Wait your turn in line (no cutting).
- Be courteous to the food servers.
- Remain seated while eating.
- After disposing of lunch items, return to the same seat.
- Keep all food in the lunchroom. If you have food items for a bus ride home or contest, they need to be kept in your locker.
- Tables and surrounding floor areas must be clean before your table will be dismissed.
- Cooperate with the supervisors.
- No outside food can be brought into the lunchroom without administrator approval.
- Recycling is encouraged.

Mandatory Reporting*

*Parents and students are encouraged to read the full text of the Board of Education policy governing Nondiscrimination and Access to Equal Educational Opportunity 2260 and Student Anti-Harassment 5517 available on the District website or by contacting the school main office.

Wisconsin state law requires that school personnel, who in the performance of their duties, encounter a child they suspect has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury, to make a report to child protective services through the Human Services or Social Services department in the county in which the child resides. A report of suspected abuse or neglect of requires child protective services to respond, investigate, and, in some instances, notify law enforcement.

A report to authorities may not be delayed beyond the time the student leaves the supervision of school staff on the day that the suspected/threatened abuse or neglect occurs. Also, relaying suspicions to an administrator or other staff member does not absolve the individual from the responsibility of reporting to the appropriate child
protection service agency. Anyone who in good faith is participating in the making of a report or is participating in any pursuant investigation is immune from liability.

**Wood County Contact Information:**
Wood County Human Services Department/ACCESS – (715) 421-8600
Wood County Sheriff’s Department – (715) 421-8702
Marshfield Police Department – (715) 384-3113
Wood County Dispatch – (715) 387-4394
Wood County Human Services of Marshfield – (715) 387-6374

**Marathon County Contact Information:**
Department of Social Services – (715) 261-7556
Marathon County Sherriff’s Department – (715) 261-1200

**Clark County Contact Information:**
Department of Social Services – (715) 743-5233
Clark County Sheriff’s Department – (715) 743-3157

**Medication***

*Parents and students are encouraged to read the full text of the Board of Education policy governing Administration of Medication/Emergency Care 5330 available on the District website or by contacting the school main office.*

First aid supplies are kept in the main office and the nurse’s office. School personnel will not administer any medication unless the Medication Permission and Instruction Forms are completed by both the parent and physician and are returned to the school office. A new form must be completed each year and whenever a prescription changes. Students may be permitted to carry and self-administer certain medications provided that parental/guardian and physician consent forms are on file. Nonprescription medications (over-the-counter) will be administered only with parental approval as indicated by the written consent on the Medication Prescription and Instruction Form. These forms are available in the main office and on our website. When a prescription medication is to be taken at school, the prescribing physician must sign the School Medication Consent form. All medications must be in the unaltered original medication containers.

**Passing Time**

There will be a four minute passing time between periods. Tones will sound at the beginning and the end of each period. Teachers, not the tones, dismiss the students. Students should plan their day and materials needed as carefully as possible to avoid going to their lockers between each period. The elevator is not for student use unless permission is granted from school administration.

**Personal Communication Devices (PCD) and Other Electronic Devices***

*Parents and students are encouraged to read the full text of the Board of Education policy governing Personal Communication Devices 5136 available on the District website or by contacting the school main office.*

Unless for academic purposes directed by the teacher, electronic devices and/or accessories are not allowed in a classroom. Cell phones are to be out of sight and powered off during instructional periods. Cell phones may be used before school, during one’s lunch period, and after school.
Failure to comply with these policies will result in confiscation of the device. Consequences shall be:

- **1st offense** – confiscation of the device for remainder of school day, parent notification.
- **2nd offense** – confiscation of the device for 24 hours.
- **Subsequent offenses** – loss of privilege, in-school suspension.

Use of electronic devices is specifically and continuously prohibited in locker rooms, bathrooms and other areas where privacy is assumed.

**Personalized Learning Device – USDOM One-to-One Program**

The School District of Marshfield maintains a 1:1 learning environment by providing each student with an iPad to support learning. The iPad supports access to digital resources as well as the ability to participate in the learning process in new and exciting ways. Students will also develop the digital literacy and citizenship skills that are essential to graduate college and career ready.

To ensure an equitable learning experience, all students will be learning with and using an iPad at school. We understand that some families may choose not to utilize the student issued iPad at home. In this case, students may complete their schoolwork using their iPad at school or other technology available at home to access district digital resources.

IPads are the property of the School District of Marshfield and are issued with a lightning cable, power adapter and case for use during the school year. Students who graduate early, withdraw, un-enroll or for any other reason leave the School District of Marshfield must return the district iPad, case, and charging accessories.

**Device Passcode**

Digital identifications, which include email addresses, and the usernames and passwords for online systems and accounts, are for the student’s use only and should not be shared. Using the passcode to secure the iPad will prevent unauthorized access to the device and data. Students are required to utilize the district provided “lunch pin” as a passcode. This unique four digit number is available on both Skyward Student and Family Access via the “Food Service” tab.

**Data**

Google Drive along with Office 365 are the primary tools providing online storage and access across many devices. Teachers may also provide other options for specific learning activities. Storage space is available on the iPad, however, online storage will ensure your data is backed up. The school district is not responsible for the loss of content including but not limited to music, photos, and videos.

**Printing**

The district will not support in school printing from an iPad. Digital resources will be used removing much of the need for students to print. Students are encouraged to use Google Drive/Office 365/Canvas Learning Management System to share documents and files with their teachers whenever possible. This supports college/career readiness for students and will help schools save paper. Computer labs with printing capability will be available when needed to support learning.

**Charging and Storage**

Charging options are available in the Library Media Center (LMC) as well as Study Hall. Students may store iPads at school to charge securely in the LMC. The expectation is that ALL students have a charged iPad that is ready for use each class period every school day.
**Damaged, Lost or Stolen iPads, and Accessories**

If the iPad is lost or stolen, report it to the building LMC within 24 hours or the following school day. Failure to timely report damage may result in fees for repairs. If it is believed the iPad has been stolen and school staff is not available, report to the district Information Technology Department at 715-384-2327 X4500 or email support@marshfieldschools.org. The school district will work with local law enforcement and utilize location services to aid in the recovery of the device when necessary. The device is encrypted and the serial number is registered to the School District of Marshfield.

**USDOM Damage/Loss Deductible**

The district deductible will cover all families/students both in and outside of school in the event of accidental damage, loss/non-repairable damage, or theft at the following rates.

- One incident of accidental damage at no charge
- A second incident of accidental damage with a $40.00 deductible
- One incident of loss with $100.00 deductible

Any additional incidents that require repair or replacement will be the responsibility of the student/family. If the iPad is intentionally damaged, the student/family is responsible for the full cost of replacement/repair. All efforts to recover a lost or stolen device will be made prior to a replacement claim.

The USDOM Damage/Loss Deductible does not cover:

- Damage to cables or chargers
- Loss of cables or chargers
- Intentional or neglectful damage
- Damage that occurs when the iPad is out of the district issued case
- Loss as a result of willful negligence
- Any damage beyond the second incident of damage or one incident of loss

The replacement costs are based on current pricing and will be updated to reflect current value. Prices below are a guideline.

- Case ($35), Lightning Cable ($20), Power Adapter ($20), iPad [Gen 6] 32GB ($244)

**Positive Behavior Expectations (Please also reference the PBIS Matrix on page 2.)**

The following behavior expectations promote conditions that maximize learning:

**Be on time**

- If you are late 1st hour, you must report to the office.
- Be in your scheduled room or assigned seat, if required by your teacher, when the tone sounds. Teachers may assign you detention time for tardiness to class.
- Manage your time so hurrying on the stairs and in the hallways is not necessary.

**Be prepared**

- Bring everything needed for class: materials, assignments, homework, etc..
- Maintain an organized locker.

**Use appropriate language**

- Profanity will not be tolerated.
- Sexually implied/explicit language, actions, and gestures are inappropriate and will not be tolerated.
Respect self, others, and property

- The teacher’s responsibility is to plan, structure, facilitate, and assess learning activities. Student behavior(s), which interfere with this responsibility, will be considered disrespectful to the teacher and to others in the classroom.
- Students will provide their full names when asked.
- Responding appropriately and respectfully to any adult in the building is expected.
- Appropriate attire is required. Students with inappropriate attire will be referred to the office.
- Keeping the school and grounds free of litter is expected.
- Opening a locker assigned to another student (even with permission) will be considered trespassing/abusing the property of others.
- Taking the property of others is prohibited.
- Name calling or put-downs of students or staff will not be tolerated.
- Hitting, pushing or tripping will not be tolerated.
- Threatening or intimidating others will not be tolerated.
- Vandalizing, including writing on lockers, is prohibited.
- Possessing, distributing or using tobacco, alcohol, or other drugs during any school-related activity is prohibited.

Preparing Students

School rules will be reviewed and discussed at the beginning of each school year. Further, the PBIS Matrix on page 2 clearly defines behavioral expectations. Students will have the opportunity to ask questions. Students who know the rules and understand the consequences have the best possible chance of being successful.

Presentation/Performance Conduct

All students have the right to enjoy presentations and performances in our school and not be distracted, interrupted, or embarrassed by other students. Please follow these guidelines:
- Enter and leave the area in an orderly manner under the direct supervision of the adult in charge.
- Remain in assigned seat.
- Show appreciation for the programs with applause and with other positive responses.
- Do not throw objects or litter.
- Laser lights are prohibited (this applies school wide).
- Eating and drinking is not allowed.

If you choose to act irresponsible during any presentation, appropriate disciplinary action will be taken including removal from the presentation.

Promotional Posters

Posters are an acceptable means of promoting school spirit and advertising upcoming events. The activity advisor must approve posters pertaining to Marshfield Middle School activities. Posters may be attached to any tile surface but not to paint or fiber walls or any wood or glass surface. Posters from all outside sources need prior approval from the building administrator. Flyers from outside sources intended for student distribution must be approved by central office.
Public Displays of Affection

Public displays of affection are not appropriate in school and will not be permitted. This includes kissing, intimate hugging, hand-holding and inappropriate touching. Students who violate this policy will initially be warned and may be subject to disciplinary action. The severity of the violation may result in immediate parent notification and/or disciplinary action.

Registration and Fees

All students are required to register at the middle school sometime during registration week. The materials use fee must be paid at this time. If a student transfers, withdraws, or leaves school for any reason, the following refund policy shall apply:

- Withdrawal during the first month - 70%
- Withdrawal from the first to the fourth month - 50%
- Withdrawal after four months - no refund

A fee is assessed for participation in each sport. This fee must be turned in to the office staff before the first day of practice. Specific courses may have additional fees as approved by the Board of Education.

Right to Privacy

Digital Recording

The use of a digital recording device such as an audio visual aid has proven to be effective as a teaching tool. As such, there may be times during the school year where a recording device is used in the classroom and music or athletic events. The School District of Marshfield has adopted a policy whereby it guarantees that the rights of individual students are not abridged during the course of the recording process. All parents and guardians have the right to exclude their child from participation or having pictures released to the media. Parents or guardians must request in writing that their child be excluded from digital recording activities in school. The request should be submitted to the district.

Directory Data

Directory information can be given to any person or organization for noncommercial or nonbusiness purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. The Board designates as student "directory information": a student’s name; address; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Schedule Changes - Counseling Office

Before the school year begins:
Schedules are computer generated during the summer. Students may pick up their schedules during registration week in mid-August. At that time, classes may be dropped and other classes may be added ONLY for one of the following reasons:

- There is a computer error on the student’s schedule.
- There are unassigned classes on the student’s schedule, which means a requested course did not fit.
- Two study halls in one semester and none in the other.
- There are documented health concerns that necessitate a change.
- Student IEP requires a modification.
After the school year begins and at the semester (January):
Students will be allowed to drop classes if they make the request during the first two weeks of each semester and if they continue to have 6.50 credits without the dropped class. If they need to add a class to reach the required number of credits, the class must be added during the first five days of the semester AND must fit into their schedule without moving other classes.

School Cancellations

Before the start of the day or during the day when school is cancelled, all sports activities, club meetings, rehearsals, and all other school activities are also cancelled. Cancellations are posted on the district website, WDLB and WIFC radio station websites. Further, the district will send out cancellation notices via electronic means.

School Resource Officer (SRO)*

*Parents and students are encouraged to read the full text of the Board of Education policy governing The Schools and Governmental Agencies 5540 and Search and Seizure 5771 available on the District website or by contacting the school main office.

The City of Marshfield Police Department, with the cooperation of the School District of Marshfield, assigns an officer to the Marshfield Middle School. This School Resource Officer (SRO) has an office in the middle school and is present during much of the school day. The SRO is available to assist students, teachers, administration, and parents and neighbors with law related concerns. The SRO’s primary function is to assist victims and prevent criminal activity through presence, education and intervention. The SRO investigates violations of law involving middle school students and makes arrests or court referrals when appropriate. Students may be referred to the SRO through the Disciplinary Referral System. The SRO may speak with students to investigate a student’s possible misconduct or for information gathering purposes. Students may receive discipline from school administration and also from law enforcement.

The SRO will notify parents/guardians when the situation with their child results in a written warning, municipal court citation, a referral to the Department of Social Services, or any other enforcement actions.

Soft/Hard Lockdown Drills

The middle school has a procedure that is practiced regularly, to protect students from external danger. A hard lockdown is a response to an actual emergency situation. This type of lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior and main interior doors, staff can make it more difficult for dangerous person(s) in the vicinity to gain access to students and staff. This type of lockdown further requires that all students and staff seek as much safety from physical assault as possible, by using barriers to sight as well as physical barriers. Soft lockdown requires students and staff to remain in their classrooms but instruction can continue. The school will make every effort to make sure students are supervised and safe.

Student Identification Cards

At the time of registration, each student will be issued an identification card. Every card will include a student picture, name, and bar code. This card may be needed for lunch and LMC checkout. With the identification card, the student is admitted to all high school home sporting events (with the exception of hockey and WIAA playoffs) free of charge. Lost cards may be replaced for a cost of $2.00 through the main office.
Study Hall Checkout
Students who wish to enter the LMC, CRC, or band rooms will report directly to that room and sign in for attendance.

Tardy Procedures
Any student that is tardy to class without an excuse or pass will be marked “T” for tardy. Tardy means that a student is not physically in the room when the bell rings. Teachers can use discretion and professional judgement in extenuating cases.

- **First Offense** – Teacher records “T” and informs student that this is his/her warning.
- **Second Offense** – Teacher records “T” and issues the student a 15 minute detention. This detention is served with the teacher either before or after school. No office referral.
- **Third Offense** – Teacher records “T” and contacts the office. A 30-minute detention is issued.
- **Fourth Offense** – Teacher records the “T” and contacts the office. A 30-minute detention is issued. The assistant principal will meet with the student and a letter will be sent home.
- **Continued Offenses** – Progressive school discipline issued. In-school suspension and/or truancy citation will be considered.

Telephone Calls and Messages
Parents and guardians are asked to keep requests for relaying messages for emergency purpose only to avoid unnecessary interruption of classes. Students will not be called from class to take telephone calls except in case of emergency. Parents are asked not to text or call students on cell phones during the school day.

Textbooks
Students attending the Marshfield Middle School rent textbooks. These books must be covered. The condition of the textbook is checked at the time of distribution and again when it is returned. Fines are assessed when books are lost or damaged beyond use. Following is a schedule of replacement costs:

- New books lost - 100% of replacement cost
- 1 year old book - 80% of replacement cost
- 2 year old book - 60% of replacement cost
- 3 year old book - 40% of replacement cost
- 4 year old book - 20% of replacement cost

Truancy
Truancy is defined in Board Policy 5200. A student will be considered truant if she/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant. The definition of “pupil who is absent from school” shall also include a pupil, who, while remaining on school property, fails to attend and/or who is absent without an
acceptable excuse from a part or all of any class or other school activities the pupil had previously been assigned to attend.

Truant students will be disciplined in one of the following ways:
- Receive a warning, detention or municipal citation and be counseled to change behavior.
- Receive in-school suspension and parent contact will be made by a building principal.
- Upon the 3rd offense, student will be cited by the School Resource Officer (SRO) for truancy. Student will appear with parent/guardian at municipal court.

Habitual truancy is defined by state statute 118.15 as a student absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. Habitual truancy will be referred to the Department of Human Services or a municipal citation will be issued.

Unexcused Absences/Tardiness

An unexcused absence or tardy is one that school authorities do not approve. All schoolwork and/or time missed will be made up at the discretion of the teacher for the days absent. Students with unexcused absences or tardiness may be considered truant as defined under SS118.15-16 and may be assigned detention or in-school suspension. Reasons that are considered unexcused tardy are, but not limited to: oversleeping, alarm not going off, running late, no reason, parents running late, parents fault, etc.. Detention time will be assigned for all unexcused tardiness. In accordance with the law, students may be referred to the police liaison officer who may refer them to Social Services or Marshfield Municipal Court.

Use or Possession of Drugs, Alcohol or Controlled Substance*

*Parents and students are encouraged to read the full text of the Board of Education policy governing Use of Tobacco by Students 5512 and Drug Prevention 5530 available on the district website or by contacting the school main office.

Smoking, the use of other tobacco products, look alike cigarette products, chewing tobacco, snuff, cigars, vaporizers, alcohol, and other drugs shall be prohibited on school district property. This shall include school buildings, school grounds, school owned vehicles or school leased vehicles.

The Board of Education is committed to providing students, staff, and visitors with an alcohol, tobacco, and drug free environment. Parental awareness and responsibility to ensure our schools remain alcohol, tobacco, and drug free is imperative to the district mission regarding Drug Free Schools. If parents do not accept this responsibility and are suspected of contributing to the delinquency of a minor, they may be referred to a School Resource Officer for a possible municipal citation for contributing to the delinquency of a minor.

Students found to be in violation of the student code of conduct must complete the School District of Marshfield’s AODA SBIRT screening educational program. Students and parents/guardians have a right to opt out of any screening at the expense of losing eligibility to participate in any future school sponsored programs. Future eligibility is contingent on the successful completion of the SBIRT screening.

If a student faces expulsion and agrees to participate in the School District of Marshfield’s AODA SBIRT screening educational program, which is designated to help students cope with alcohol and other drug issues, the expulsion review may be held in abeyance pending the successful participation in the program. Participation in the program includes completing an alcohol and other drug screening and complying with the recommendations made by the program’s coordinator. If the student or parent refuses participation in the School District of Marshfield’s AODA
educational program or does not complete the SBIRT screening, then the student will be considered for expulsion. This would include possession, sales or delivery of the substances listed above.

**Vending Machines**

Students may purchase beverages or food items from the vending machines before classes begin for the day and after school dismissal. The vending machines will be turned off during class instruction time. Students leaving early for athletic events may use the vending machines prior to departure.

**Verbal or Physical Threats Toward District Employees**

After investigation of a student for verbally or physically threatening a school employee, an immediate suspension may be administered and the student may be recommended for expulsion to the Superintendent.

**Video Surveillance**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Parents/students shall have no expectations to access or review video surveillance.

**Visitors**

All visitors MUST report to the main office to obtain a visitor identification badge and sign in. New students and their parents or guardians may arrange a guided tour of the school through the guidance office. Due to liability and safety reasons, no student visitor passes will be issued.

**Weapons***

*Parents and students are encouraged to read the full text of the Board of Education policy governing Weapons 5772 available on the District website or by contacting the school main office.

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school sponsored event, or in a District vehicle, to the extent permitted by law.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to: firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, explosives and any chemical (pepper spray).