






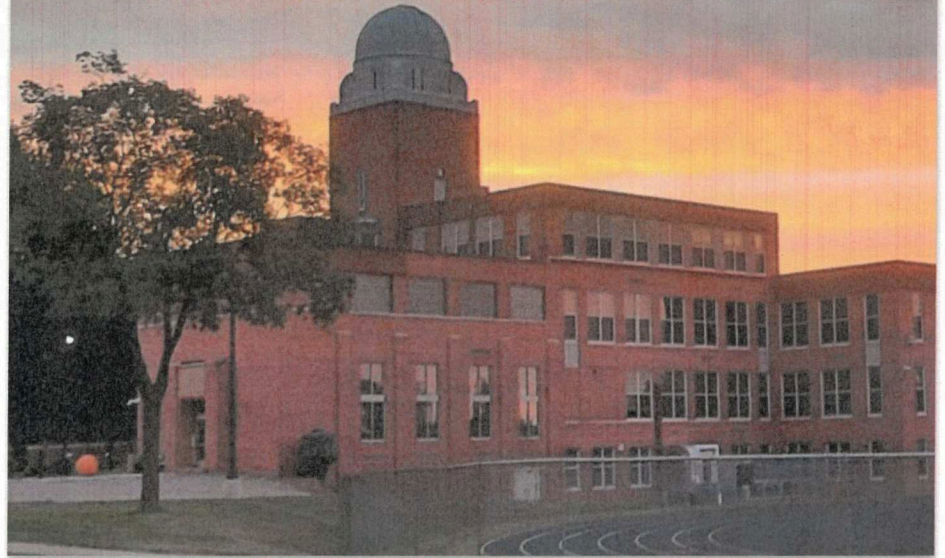
## **Tiger Trio:**

-  iPad/  
Headphones  
under chair
-  Fill out  
Assignment  
Notebook
-  Be in the  
correct seat

## **Core Values:**

- ❖ Respect
- ❖ Honesty
- ❖ Responsibility

# **MARSHFIELD MIDDLE SCHOOL**



\*Photo Credit: Anthony Wolf, MMS Staff

## **MISSION**

A student-centered middle school  
community committed to  
academic achievement and  
continuous growth for all.

## **VISION**

Empowering all students with innovative  
opportunities in order to be contributing  
members of society.

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**2025 - 2026**



Student Name:

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Grade:

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**MARSHFIELD MIDDLE SCHOOL  
STUDENT AND PARENT HANDBOOK  
2025-2026**

**District Mission Statement**

Working together to nurture excellence in a collaborative, inclusive, and supportive community.

Dear MMS Parents and Guardians,

On behalf of our staff, welcome to Marshfield Middle School! It will be our collective commitment to ensure your child's middle school experience is positive, productive, successful, and inspiring. I am excited to be starting my sixth year here as building principal. Philosophically, I believe in servant leadership that is based on meaningful and positive relationships, mutual trust, collaboration, continual improvement, accessibility, open lines of communication, and humility. The 2025-2026 school year is going to be an incredible year at MMS!

We have high expectations for our students academically and behaviorally as we guide, model, and continually re-teach our core values of respect, responsibility, and honesty. To this point, our intent with the "MMS Student and Parent Handbook" is to clearly articulate and outline to students and families the expectations, guidelines, and policies we will adhere to at MMS. Student and staff safety will always be our number one priority in order to ensure a positive and productive environment conducive to learning. It is our hope and expectation that families read and discuss this handbook with your child(ren). If you have any questions related to this handbook, please do not hesitate to contact me at (715) 387-1249, extension 3610.

Once again, it is going to be a great year at Marshfield Middle School. I am looking forward to meeting you and working with your child. Together, let's make it a memorable school year filled with learning, opportunity, connection, and achievement!

Sincerely,

Matt Biederwolf  
Marshfield Middle School Principal

Matt Biederwolf, Principal (715) 387-1249 Ext. 3610  
Kevin Fadrowski, Assistant Principal (715) 387-1249 Ext. 3611  
Kendra Kaiser, School Counselor (715) 387-1249 Ext. 3621  
Amanda Olson, School Psychologist (715) 387-1249 Ext. 8530  
Mike Pahl, Activities Director (715) 387-1249 Ext. 3615  
Georgette Teschner, School Social Worker (715) 387-1249 Ext. 3548  
Alyse Esser, Secretary to the Counseling Office & Activities Director (715) 387-1249 Ext. 3620  
Mary Holbrook, Attendance and Assistant Principal's Secretary (715) 387-1249 Ext. 3602  
Susan Schalow, Registrar and Principal's Secretary (715) 387-1249 Ext. 3600

## Table of Contents

<b>FOREWORD .....</b>	<b>5</b>
<b>PBIS MATRIX - MARSHFIELD MIDDLE SCHOOL .....</b>	<b>5</b>
<b>2025-2026 DAILY SCHEDULE .....</b>	<b>6</b>
<b>ATTENDANCE .....</b>	<b>7</b>
Attendance Policy .....	7
Absences .....	7
Tardy Procedures .....	8
Truancy .....	9
Closed Campus .....	9
School Cancellations .....	9
<b>STUDENT AND FAMILY RESPONSIBILITIES .....</b>	<b>10</b>
Administrative Contact Request .....	10
Announcements .....	10
Areas "Off Limits" During School Hours .....	10
Backpacks, Messenger Bags, and Purses .....	10
Bicycles/Skateboards .....	10
Bus Behavior .....	10
Buses .....	10
Care of Property .....	11
Disciplinary Actions .....	11
Dress and Grooming .....	14
Drinks .....	15
Hall/Stairwell Behavior .....	16
Locker Policy .....	16
Lost and Found .....	16
Lunch .....	16
Lunchroom Behavior .....	17
Materials Use and Registration Fees .....	17
Passing Time .....	17
Positive Behavior Expectations (Please also reference the PBIS Matrix on page 5) .....	18
Preparing Students .....	18
Presentation/Performance Conduct .....	19
Public Displays of Affection .....	19
Student Identification Cards .....	19
Study Hall Expectations .....	19
Telephone Calls and Messages .....	19
Textbooks .....	20
Vending Machines .....	20



<b>ACADEMIC EXPECTATIONS.....</b>	<b>20</b>
Academic Integrity.....	20
Grade Advancement.....	21
Grading Clarification.....	22
Library Media Center.....	23
<b>GUIDANCE.....</b>	<b>24</b>
Counseling Office.....	24
Individuals with Disabilities and English Proficiency*.....	24
Student Service Screeners.....	25
Schedule Changes - Counseling Office.....	25
Use or Possession of Drugs, Alcohol, Mood-Altering/Controlled Substances, Tobacco Products, and Vaporizers*.....	25
<b>HEALTH.....</b>	<b>27</b>
Accident, Injury, and Illness.....	27
Medication*.....	27
Non-Casual Contact Communicable Diseases.....	27
<b>SAFETY.....</b>	<b>28</b>
Building Hours.....	28
Bullying Policy*.....	28
Doors.....	29
Fire and Tornado Drills.....	30
Fires, False 911 Calls, Fire Alarms, Explosives, Fireworks, and Spray Devices.....	30
Gangs and Gang Related Activities.....	30
Harassment Policy*.....	30
Mandatory Reporting*.....	33
School Resource Officer (SRO)*.....	34
Soft/Hard Lockdown Drills.....	34
Verbal or Physical Threats Toward District Employees.....	34
Video Surveillance.....	35
Weapons*.....	35
<b>TECHNOLOGY.....</b>	<b>35</b>
District Acceptable Use Policy*.....	35
Personal Communication Devices (PCD)*.....	35
Personalized Learning Device – USDOM One-to-One Program.....	36
<b>POLICY AND PROCEDURES.....</b>	<b>38</b>
Discrimination Complaint Procedure.....	38
Nondiscrimination on the Basis of Sex in Education Programs or Activities.....	38
Nondiscrimination Policy*.....	39
Public Information.....	39

Complaints .....	39
Court Orders .....	39
Right to Privacy .....	39
Student Records* .....	40
Student Rights and Responsibilities .....	40
<b>MISCELLANEOUS.....</b>	<b>41</b>
Activities/Club Sports .....	41
Dance Information .....	41
Promotional Posters .....	42
Visitors .....	42

\*See related School Board Policies

## 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, 2024, the language in the most current policy or administrative guideline prevails.

## PBIS MATRIX - MARSHFIELD MIDDLE SCHOOL

	<b>We are...RESPONSIBLE</b>	<b>We are...RESPECTFUL</b>	<b>We are...HONEST</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>- Bring materials for class</li> <li>- Complete assignments on time</li> <li>- Ask questions</li> <li>- Be on time</li> <li>- Listen to the speaker</li> <li>- Raise your hand</li> <li>- Bring and fill out assignment notebooks</li> </ul>	<ul style="list-style-type: none"> <li>- Follow classroom rules and expectations</li> <li>- Raise your hand</li> <li>- Use appropriate language and good manners</li> <li>- Keep body and belongings to self</li> <li>- Be helpful and caring</li> <li>- Respond politely to staff</li> <li>- Leave air pods/headphones in your locker</li> </ul>	<ul style="list-style-type: none"> <li>- Do your own work</li> <li>- Answer questions honestly</li> <li>- Always tell the truth</li> </ul>
<b>Hallway/Stairs</b>	<ul style="list-style-type: none"> <li>- Keep moving at a safe pace</li> <li>- Walk directly to class</li> <li>- Use one step at a time</li> <li>- Use your own locker and keep combination to Self</li> </ul>	<ul style="list-style-type: none"> <li>- Use inside voices</li> <li>- Use appropriate language and good manners</li> <li>- Keep body and belongings to self</li> <li>- Leave air pods/headphones in your locker</li> </ul>	<ul style="list-style-type: none"> <li>- Report concerns to adults</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>- Use proper handwashing/hand sanitizer throughout the day</li> <li>- Keep your area clean</li> <li>- Bring id with you (when you receive it) – memorize your lunch code</li> <li>- Keep all food in the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>- Respond politely to staff</li> <li>- Use inside voices</li> <li>- Stay in your seating area</li> </ul>	<ul style="list-style-type: none"> <li>- Eat only the food you purchased</li> <li>- Take only what you pay for</li> <li>- Wait your turn and respect the lunch line</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>- Flush toilets</li> <li>- Wash hands with soap, for at least 20 seconds</li> <li>- Use bathroom as intended</li> </ul>	<ul style="list-style-type: none"> <li>- Use and dispose of garbage appropriately</li> <li>- Respect other's privacy</li> <li>- Leave the restroom clean</li> </ul>	<ul style="list-style-type: none"> <li>- Report concerns to an adult</li> <li>- Keep bathrooms free from graffiti</li> <li>- Use the nearest facility</li> </ul>
<b>Arrival/Departure</b>	<ul style="list-style-type: none"> <li>- Arrive to school on time</li> <li>- Report directly to first hour</li> <li>- Leave building immediately upon dismissal</li> </ul>	<ul style="list-style-type: none"> <li>- Use inside voices</li> <li>- Refrain from social gatherings</li> <li>- Remove hats and hoods upon entering the Building</li> </ul>	<ul style="list-style-type: none"> <li>- Go directly to your classroom</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>- Follow the rules of the bus when riding</li> <li>- Be polite and kind to the bus driver</li> <li>- Stay in your seat at all times</li> </ul>	<ul style="list-style-type: none"> <li>- Keep body and belongings to self</li> <li>- Treat others as you wish to be treated</li> <li>- Use appropriate language and good manners</li> </ul>	<ul style="list-style-type: none"> <li>- Take the correct bus</li> <li>- Be truthful with the bus driver</li> </ul>
<b>Special Events</b>	<ul style="list-style-type: none"> <li>- Follow school rules and expectations at school and away from school</li> <li>- Make Marshfield proud</li> </ul>	<ul style="list-style-type: none"> <li>- Have all items needed for class out before class starts</li> <li>- Sit in assigned area and remain quiet</li> <li>- Keep cell phones in your locker</li> </ul>	<ul style="list-style-type: none"> <li>- Leave other's belongings alone</li> <li>- Take only what you pay for</li> </ul>
<b>Technology/Cell Phones</b>	<ul style="list-style-type: none"> <li>- Have iPads charged and ready for class</li> <li>- Be aware of the volume on your iPad</li> <li>- Cell phones may only be used at designated times (student handbook)</li> </ul>	<ul style="list-style-type: none"> <li>- Have phones silenced and put away for class time</li> <li>- Have headphones available when teacher directed</li> <li>- Take care of your iPad as if it is your own</li> </ul>	<ul style="list-style-type: none"> <li>- Use District email for schoolwork only</li> <li>- Use District iPads for schoolwork only</li> </ul>



## 2025-2026 Daily Schedule

### Grade 7

PERIOD	TIME
1 <sup>st</sup>	7:45 – 8:29
2 <sup>nd</sup>	8:32 – 9:16
3 <sup>rd</sup>	9:19 – 10:03
4 <sup>th</sup>	10:06 – 10:50
5 <sup>th</sup>	10:53 – 11:37
LUNCH	11:40 – 12:10
6 <sup>th</sup>	12:13 – 12:57
7 <sup>th</sup>	1:00 – 1:44
8 <sup>th</sup>	1:47 – 2:31
ADVISORY and Announcements	2:34 – 2:55

### Grade 8

PERIOD	TIME
1 <sup>st</sup>	7:45 – 8:29
2 <sup>nd</sup>	8:32 – 9:16
3 <sup>rd</sup>	9:19 – 10:03
4 <sup>th</sup>	10:06 – 10:50
5 <sup>th</sup>	10:53 – 11:37
6 <sup>th</sup>	11:40 – 12:24
LUNCH	12:27 – 12:57
7 <sup>th</sup>	1:00 – 1:44
8 <sup>th</sup>	1:47 – 2:31
ADVISORY and Announcements	2:34 – 2:55

# ATTENDANCE

## 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 the student 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 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 the student's success in the middle school.

If Marshfield Middle School maintains a 100% virtual learning option, student attendance will be based on participation and work completion using the Learning Management System.

## 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 8:00 a.m.** on the day of the illness at (715) 387-1249 extension 3602. A request for homework may also be made at this time; however, the majority of a student's work can be accessed using their iPad device via Canvas. 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.

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, parent's fault, etc. Detention time will be assigned for all unexcused tardiness. In accordance with the law, students may be referred to the school resource officer who may refer them to Social Services or Marshfield Municipal Court.

### **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 their 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 truancy warning letter may be sent home from law enforcement.
- **Continued Offenses** – Progressive school discipline issued. In-school suspension and/or truancy citation will be considered.

### 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 secretary, 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 3<sup>rd</sup> 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. Open Enrollment status within the School District of Marshfield can and will be terminated due to habitual truancy as defined by state statute.

### 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.

### School Cancellations

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

## **STUDENT AND FAMILY RESPONSIBILITIES**

### **Administrative Contact Request**

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.

### **Announcements**

School related announcements will be read each morning and afternoon. 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

### **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.

### **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 5 for bus behavior expectations.

### **Buses**

Kobussen Buses, Ltd. operates all transportation for our School District. Students are transported under Board policy. City students may ride the bus at their own expense. Please contact Kobussen Buses, Ltd. 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 their 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 11. Criminal damage to property is considered grounds for either suspension or expulsion from school.

### **Disciplinary Actions**

Authority to discipline lies with all of the adults employed at the school. This includes secretaries, assistants, custodians, food service, 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/Guardian Contact**

Depending on the violation, a student's parent may be contacted by telephone or mail to inform the parent/guardian of the misbehavior and to request support for correcting the misbehavior.

### **Parent/Guardian Conference**

The principal, assistant principal, counselor, or teacher may request a parent/guardian 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 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.

### **In-school Discipline**

In-school discipline includes but is not limited to detention, in-school restriction, and in-school suspension. Such forms of discipline may be issued to any student who has violated any section of the Code of Conduct.

The Principal or designee is responsible for issuing in-school discipline. The Principal or designee shall inform the student of the reasons for the discipline. The Principal or designee shall provide the student's parent/guardian with notice of the decision. In-school discipline decisions may be appealed in accordance with the "Appeals" section.

### **Appeals**

Appeals of out-of-school suspensions and expulsions should be made in accordance with Board policy and Administrative Guidelines.

For matters concerning other disciplinary measures (e.g., in-school discipline) or summative grades, the student's parent/guardian may appeal the matter to the Principal. Before doing so, the student's parent/guardian should contact the staff involved in an attempt to resolve the issue. If no resolution is made, the student's parent/guardian should send the appeal in writing with an explanation to the Principal.

No staff or administrator of the District shall be permitted to retaliate against a person for requesting an appeal of any summative grade or disciplinary matter.

### **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 (2) 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 2:55 p.m. until 3:30 p.m.
- A minimum of 30 minutes 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.
- The school may utilize the lunch detention program.

- **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 with 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 Board policy 5610, Suspension and Expulsion, 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 (2) 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 (1) to five (5) 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 may include, but are 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 may expel a student from school when they find them guilty of repeated refusal or neglect to obey the rules, or find that they 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 conveyed or caused 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 the student's 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.
- 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.

### **Dress and Grooming**

*\*Parents and students are encouraged to read the full text of Board policy 5511, Dress and Grooming, available on the District website 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 permitted. 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 that does not completely cover the torso (front, back, and sides).
- Clothing that promotes or supports intolerance, alcohol, drugs, gangs or identification, profanity, sexual reference, or violence will not be permitted.
- Clothing otherwise deemed offensive, obscene, sexually degrading, perceived to be racially motivated or pertaining to drugs or alcohol. Examples include references to 4/20, the confederate flag, etc.
- Visible undergarments.
- All apparel that has spikes and wallet chains.
- Hats, hoods, other head coverings, and sunglasses are not to be worn at school during the instructional day. (Some 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, they 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.

Students who refuse to cooperate may receive school-issued consequences. The school administration will use their discretion to make 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.

### Drinks

Students are only allowed to carry non-glass water bottles with them to the classroom. Any other beverages must be stored in the student's locker and placed so the beverage will not spill. 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.

### Hall/Stairwell 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 stairwells safe. They include but are not limited to the following:

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

### 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.
- Share lockers without approval from administration.
- Attach any items that result in damage to the locker. If damage results, the student is responsible for the cost of repairs.
- Use tape on the inside or outside of a locker. Magnets are allowed.
- Write with pencil, pen, or marker on the inside of lockers.
- 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. Items not retrieved after a two-week period may be donated to a local shelter.

### 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 be made payable to Unified School District of Marshfield (USDOM) and have the name of the student written 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 5<sup>th</sup> period class and eighth graders will eat lunch after their 6<sup>th</sup> 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.

### **Lunchroom 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.
- No wandering around the lunchroom and only one trip to ala carte per lunch period.
- 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.
- Recycling is encouraged.

### **Materials Use and Registration Fees**

New students enrolling in the School District of Marshfield will be charged a one-time \$20 registration fee. Students previously enrolled and re-enrolling will not be required to pay the fee a second time. The materials use fee should be paid preferably online or in the office. A fine will be assessed in circumstances, in which intentional or extensive damage is caused to books or when books are lost. If a student withdraws, the following refund policy shall apply upon request:

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

If a student enrolls after the school year has begun, the following charges shall apply: Students entering in Semester 1 will pay the full materials use fee. Students entering in Semester 2 will pay 50% of the materials use fee.

Specific courses may have additional fees as approved by the Board.

### **Passing Time**

There will be a three-minute passing time between class periods. Tones will sound at the beginning and the end of each class 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 class period. The elevator is not for student use unless permission is granted from school administration.



### **Positive Behavior Expectations (Please also reference the PBIS Matrix on page 5)**

The following behavior expectations promote conditions that maximize learning:

#### **Be on time**

- If you are late 1<sup>st</sup> 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 5 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 are not allowed.

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

### **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.

### **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 \$5.00 through the main office.

### **Study Hall Expectations**

During the first ten minutes of Study Hall, students will be expected to read a physical book of their choosing. The book can be checked out from the Library Media Center (LMC) or one that is brought from home. Students will be expected to bring their book to Study Hall each day. Students who wish to go to the LMC, band rooms, or another teacher's room, will sign in for attendance and report directly to that room.

### **Telephone Calls and Messages**

Parents and guardians are asked to keep requests for relaying messages for emergency purposes 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

### Vending Machines

Students may purchase beverages or food items from the vending machines 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.

## ACADEMIC EXPECTATIONS

### Academic Integrity

*\*Parents and students are encouraged to read the full text of Board policy 5501, Academic Integrity, available on the District website or by contacting the school main office.*

The Marshfield School District regards academic integrity/honesty as vital to the academic, social, and emotional development of our students. Administrators, faculty, students, and families are all important contributors to upholding academic integrity in the school community.

Students are expected to reflect academic integrity by doing their own work, correctly citing others when their material is used, and refraining from providing access to materials or information so that others may dishonestly claim credit. All types of work are included in this policy including test taking, homework, class assignments, and the original creation of essays, compositions, term papers and research.

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 work 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.
  - The use of AI language models like ChatGPT (or others) to generate content for academic assignments/assessments is strictly prohibited unless pre-approved by the respective classroom teacher.
  - Not citing appropriate references.
- 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.

### **Grade Advancement**

Providing an environment that cultivates maximum student potential is a priority in the 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. As a last alternative and to help a student maintain their academic progress, teachers may request a student to attend school on a Professional Staff Development Day so the student can work on incomplete coursework.

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.
  - 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
- A 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.
  - 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 designee) and is required to be in writing and submitted within five (5) working days of parental notification.
  - 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.
  - Any student who enters the District with a status of being retained or promoted within their last school district will be retained or promoted at the discretion of the School District of Marshfield.
  - The Superintendent (or designee) shall be responsible for the general supervision and management of the advancement of students.

The Superintendent (or designee) shall develop practices and procedures to inform students and parents/guardians of the grade advancement 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 are absent (excused), have **five (5) days to take the summative exam or turn in a summative project they missed due to their absence.** On the 5<sup>th</sup> 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 five (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 5<sup>th</sup> day to finish whatever the student can to avoid a zero.
  - **Rationale:** When a student is absent, the class does not stop. An absent student should make-up any missed work as soon as possible – five (5) days being the most. This is done to ensure the student catches up to their 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 for missing work.
- Students who **do not earn at least 70% on a summative need to retake the summative.** This needs to be completed within the five (5) days of the original summative. Students may or may not earn more or less than 70%.
  - **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 five (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.

### Library Media Center

*\*Parents and students are encouraged to read the full text of Board policy 6152, Student Fees, Fines, and Charges, available on the District website or by contacting the school main office.*

The Library Media Center (LMC) is open for research, study, and recreational reading of library materials each school day. Should the LMC be closed for class use or testing, there will be an announcement indicating the date



and hours closed. Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Board policy 6152.

## **GUIDANCE**

### **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. Parents/guardians are encouraged, as well, to contact the counseling office if they have questions or concerns regarding their child's social/emotional learning.

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 related 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.

### **Individuals with Disabilities and English Proficiency\***

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

The Americans 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.

If a student is identified and assessed as an English Learner (EL) and determined to be eligible for services, the District will send written notice to the student's parent(s) within thirty (30) days of the start of the school year or within two (2) weeks of assessment (if the student is not identified prior to the beginning of the school year). Every effort will be made to obtain permission from the student's parent(s) to place the student in language instructional programming prior to the start of the school year or as soon as practicable after identification. The notice will include the information required by law.

### Student Service Screeners

The School District of Marshfield is interested in the behavioral-social-emotional well-being of our students. The District screens students to better determine behavioral and emotional strengths and challenges.

The BASC-BESS (Behavioral and Emotional Screening System) will be used at various levels to screen students annually. Parents will be informed prior to the administration of the BASC-BESS and will be given the option to have their child opt out of the screening.

Other screening tools may also be used on an as needed basis to assist staff in determining the best support for students experiencing challenges (including but not limited to suicide risk, substance use, and behavioral concerns).

### 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 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 (2) 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 (5) days of the semester AND must fit into their schedule without moving other classes.**

### Use or Possession of Drugs, Alcohol, Mood-Altering/Controlled Substances, Tobacco Products, and Vaporizers\*

*\*Parents and students are encouraged to read the full text of Board policy 5512, Use of Tobacco and Nicotine by Students, and 5530, Student Use or Possession of Intoxicants, Drugs, or Paraphernalia, available on the District website or by contacting the school main office.*

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event. The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors.

Students who are observed violating this policy shall be disciplined according to the provisions in the student handbook. Spectators or visitors who fail to abide by the policy shall be reminded by the principal, supervisor, or

designee, of the Board's smoking and tobacco use policy. If a spectator or visitor refuses to stop smoking or using tobacco products, they shall be asked by the principal, supervisor, or designee to leave the school premises.

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 a School District of Marshfield diversion/intervention program or service. This may include a screening tool. 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 recommended diversion/intervention program or service.

If a student faces expulsion and agrees to participate in the recommended diversion/intervention program or service, the expulsion review may be held in abeyance pending successful participation in the program.

Participation in the program includes complying with the recommendations made by the student services team member. If the student or parent/guardian refuses participation in the School District of Marshfield's AODA (Alcohol and Other Drug Abuse) educational program or does not complete the recommended services, then the student will be considered for expulsion. This would include possession, sales, or delivery of the substances listed above.

#### **Drug Abuse Prevention**

The Board recognizes that substance misuse is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent substance use disorders and help those with substance abuse disorders by educational, rather than punitive, means. Students expelled for drug related incidents may be required by the Board's expulsion order to submit to drug testing as a condition of early reinstatement throughout the term of the expulsion. Non-expelled students may be subject to drug testing if the parents, student, and District agree to such testing in writing. Drug testing, as ordered by the Board or agreed to by the parents or guardians/student, will be conducted by a third-party licensed practitioner and the parents or guardians/student will be responsible for the costs associated with such testing.

For purposes of this policy, "drugs" shall mean:

- all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- all derivatives of hemp. This includes Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e., inhalation, ingestion, injection, etc.);
- all chemicals which release toxic vapors;
- all alcoholic beverages;
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "look-alikes" or synthetics;
- anabolic steroids;
- any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.



## **HEALTH**

### **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. Under no circumstances should a student request to go home without first visiting the nurse's office. 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 they are symptom free for 24 hours.

Students are expected to complete any missed work during their absence from school. Assignments can often be accessed through Canvas and/or Skyward on their one-to-one device (iPad).

### **Medication\***

*\*Parents and students are encouraged to read the full text of Board policy 5330, Administration of Medication/Emergency Care, 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.

### **Non-Casual Contact Communicable Diseases**

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 their 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.

## **SAFETY**

### **Building Hours**

The doors to the building will open at 7:25 a.m. each day. Students are to report to the cafeteria until 7:37 a.m. if eating breakfast or inclement weather. 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 Board policy 5517.01, Bullying, available on the District website or by contacting the school main office.*

The Board 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, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Bullying is 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. 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 prohibited bullying behavior need not be based on any of those particular or other particular 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 who believes they have been or are 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 websites, and defamatory online personal polling websites, 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:***  
***<https://www.marshfieldschools.org/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=104>***

### **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.



### **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, they 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.

### **Harassment Policy\***

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

### **Summary of Board Policy**

It is the policy of the Board to maintain an educational environment that is free from all forms of 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 harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including 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 based on one (1) or more of the student's Protected Characteristics that:
  - Places a student in reasonable fear of harm to their person or damage to their property;
  - Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
  - 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 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, sexual orientation, or physical, mental, emotional, or learning disability or any other characteristic protected by Federal or State civil rights.

#### **Reporting Complaints of Harassing Conduct:**

Reporting procedures are as follows:

- Any student who believes they have been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator, or other employee.
- Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or Superintendent.
- Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall report the alleged harassment to one (1) of the Compliance Officers within two (2) days.
- Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator, or other employees.
- The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as



well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.

- To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the Board has designated both a male and a female Complaint Coordinator for receiving reports of harassment prohibited by this policy. At least one (1) Complaint Coordinator or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

A Compliance Officer (CO) will be available during regular school/work hours to discuss concerns related to harassment, and to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any District employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one (1) of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), or the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the Superintendent. In the case of a complaint against the Superintendent or a Board member, the CO will prepare recommendations for the Board Attorney who has been designated to serve as the decision-maker for such complaints. All District employees must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) days of learning of the incident.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the Superintendent, or Board President if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

#### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligation. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will instruct each person who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties any information that is learned or provided during the course of the investigation.



### **Remedial Actions and Monitoring**

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

### **Sanctions and Disciplinary Action**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent misconduct.

While observing the principles of due process, 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. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

***The Student Harassment Complaint Form is available on the District website:  
<https://www.marshfieldschools.org//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=104>***

### **Mandatory Reporting\***

*\*Parents and students are encouraged to read the full text of Board policy 2260, Nondiscrimination and Access to Equal Educational Opportunity, and 5517, Student Anti-Harassment, 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 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 Sheriff's Department – (715) 261-1200

**Clark County Contact Information:**

Department of Social Services – (715) 743-5233  
Clark County Sheriff's Department – (715) 743-3157

**School Resource Officer (SRO)\***

*\*Parents and students are encouraged to read the full text of Board policy 5540, The Schools and Governmental Agencies, and 5711, Search and Seizure, 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 will annually conduct safety drills. Communications will be sent to families when one is conducted. These drills are practiced regularly to protect students from external danger. A hard lockdown is a response to a potential 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.

**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 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.

### **Weapons\***

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

The Board 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, chemical agents, ammunition, and explosives.

## **TECHNOLOGY**

### **District Acceptable Use Policy\***

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

### **Personal Communication Devices (PCD)\***

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

Students may use PCDs before and after school, during after-school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be silenced and stored out of sight. PCDs with cameras or any other recording capabilities may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes which may include a classroom. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.



Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; or 2) engage in "sexting" - i.e., sending, receiving without informing Administration, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law. Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Failure to comply with these policies will result in confiscation of the device. Consequences shall be:

- 1<sup>st</sup> offense – confiscation of the device for remainder of school day, parent notification, and documentation is entered in Skyward.
- 2<sup>nd</sup> offense – confiscation of the device, parent must pick up device from school, and documentation entered in Skyward.
- Subsequent offenses – meeting with parent to develop plan for cell phone use in building which may include: no phone allowed, phone to be stored in the office during instructional day and returned to the student after school, and documentation is entered in Skyward.

### **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 be career ready.

To ensure an equitable learning experience, all students will be utilizing an iPad at school to enhance learning. Teachers curate a wide variety of resources including multimedia that make technology an essential component in classwork. We understand that some families may choose not to utilize the student issued iPad at home. In this case, students may complete their work 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. The District provides an iPad to all students at no cost including repairs due to product defects.

#### **Device Filtering**

iPad internet access is filtered for adult content as well as other categories through industry standard tools both on and off campus. Content filtering tools cannot guarantee that all undesirable content is blocked. Access to District resources from outside the US is restricted to prevent malicious network access. Students/families traveling outside the US should not expect access to District tools and resources.

#### **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 a 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**

Office 365 along with Google Drive 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**

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 digital literacy/digital citizenship and college/career readiness for students while also helping schools save paper. Printers are located in various common areas including computer labs and can be used to release print jobs by scanning the student ID.

#### **Online Communication and Collaboration Tools**

The District provides access to a variety of digital communication and collaboration tools including, but not limited to, Facetime, email, and Microsoft Teams. These tools support 21<sup>st</sup> century learning skills and college and career readiness. They allow for audio, written, and video communication between students and with District staff members. Apps are only available to students via a District managed apps store (self-service) which provides access to curated and reviewed tools for student use.

#### **Charging and Storage**

Charging options are available in the Library Media Center (LMC) as well as other common spaces. 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**

Reporting a lost or damaged iPad as quickly as possible helps prevent further damage and/or increases the chance of locating the device. Failure to timely report damage or loss may result in repairs and fees not covered by the District deductible. If it is believed the iPad has been lost or stolen and school staff is not available, report to the District Information Technology Department at (715) 384-2327 extension 4500 or email [support@marshfieldschools.org](mailto:support@marshfieldschools.org). All efforts to recover a lost or stolen device will be made utilizing location services. Devices are encrypted, and the serial number is registered to the School District of Marshfield.

#### **USDOM Damage/Loss Deductible**

The District deductible is based on the number of incidents per student and applies for one school year beginning with the start of the six-week summer school term and running until the end of the regular school year. The deductible will cover the District issued iPad for all families/students in the event of accidental damage, loss/non-repairable damage, or theft at the following rates:

- First incident of damage at no cost;
- A second incident of damage with a \$60 deductible;
- Or**
- One incident of loss or non-repairable damage with \$100 deductible.

The USDOM Damage/Loss Deductible does not cover:

- visible damaged cables or chargers;
- lost cables or chargers;
- District issued iPad case;
- intentional or neglectful damage and loss;
- damage that occurs when the iPad is out of the District issued case.



The replacement costs are based on current pricing from District vendors and will be updated at the beginning of each school year.

## **POLICY AND PROCEDURES**

### **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.

Matt Biederwolf Principal (715) 387-1249 <a href="mailto:biederwolfm@marshfieldschools.org">biederwolfm@marshfieldschools.org</a>	Tracey Kelz Director of Student Services (715) 387-1101 <a href="mailto:kelz@marshfieldschools.org">kelz@marshfieldschools.org</a>	Nicole Laber Director of Human Resources (715) 387-1101 <a href="mailto:labern@marshfieldschools.org">labern@marshfieldschools.org</a>
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### **Nondiscrimination on the Basis of Sex in Education Programs or Activities**

The Board of the Marshfield School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admissions and employment. The District's Title IX Coordinator(s) is/are:

Matt Biederwolf Principal (715) 387-1249 <a href="mailto:biederwolfm@marshfieldschools.org">biederwolfm@marshfieldschools.org</a>	Tracey Kelz Director of Student Services (715) 387-1101 <a href="mailto:kelz@marshfieldschools.org">kelz@marshfieldschools.org</a>	Nicole Laber Director of Human Resources (715) 387-1101 <a href="mailto:labern@marshfieldschools.org">labern@marshfieldschools.org</a>
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Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.



### **Nondiscrimination Policy\***

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

The Board 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 programs including curricular, co-curricular, and extra-curricular 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.

### **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.

### **Complaints**

If parents have a concern or complaint, these are best resolved at the most immediate level: teacher or staff member, then principal, and lastly the Superintendent.

### **Court Orders**

For the protection of the child, the principal must be aware of any court orders in effect regarding custody and physical placement of children along with any restraining orders against parents or guardians. Please be sure to submit a copy of any current court order to the office so the school can be in compliance with it. Verbal messages or written notes are not sufficient. Please also note that unless we have a copy of a court order that specifies the parental rights of the non-custodial parent, the school will assume that both parents may continue to exercise parental rights.

### **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.

#### **Student Records\***

*\*Parents and students are encouraged to read the full text of Board policy 8330, Student Records, available on the District website or by contacting the school main office.*

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

#### **Student Rights and Responsibilities**

The Board recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time the Board recognizes that no student may be deprived of the basic right to equal access to the educational program and their constitutional right to due process and free expression and association as appropriate for the school environment.

With the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

## **MISCELLANEOUS**

### **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](http://www.wisconsinvalleyconference.org).

**Fall sports** include: Cheer, 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 (January – March).

**Spring sports** include: Baseball, Golf – boys and girls, Soccer – girls, Softball, Tennis – boys, and Track – boys and girls.

Club programs include: Archery, Art, Chess, Cribbage, Family Career & Community Leaders of America (FCCLA), Fellowship of Christian Athletes (FCA), French, Marshfield FFA, Mountain Bike, Robotics, Science Bowl, Skills USA, and Student Council.

The following activities may take place as optional school activities: career exploration, Festival of Nations field trip, geography bee, heavy metal tours, 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 contact the Activities/Athletic Director. Administration is always ready to listen and try new things. Almost anything is possible!

### **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 with 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 responsibility of each student to check their grades and remediate with their 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 5:30 p.m. to 5:45 p.m. and will remain closed until the dance concludes promptly at 8:00 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 2 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.

### **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. Additionally, the middle school has many magnetic whiteboards displayed in various spots around school to hang pre-approved posters for events and activities. Posters from all outside sources need prior approval from the building administrator. Flyers from outside sources intended for student distribution must be approved by the central office.

### **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.

# Quick \$50 Cash!

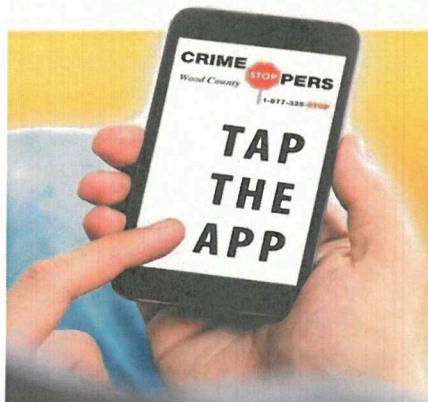
## CRIME PERS

*Wood County*

1-877-325-**STOP**  
(7867)

**www.woodcountycrimestoppers.com**

**Help get Drugs, Alcohol and  
Weapons OUT of your School!**



**Download the FREE P3 Tips app  
from the Apple Store or Google Play  
&**



**TAP THE APP  
to report a crime**

### **If you are in emotional distress and need help...**

- Talk to a trusted adult (parent, school counselor, teacher, family friend)
- Contact a 24/7 helpline:
  - Call or text **988** Suicide and Crisis Lifeline
  - Wood County (Northwest Connections): 1-888-552-6642
  - Marathon County (NCHC): 715-845-4326
  - Clark County Crisis: 715-743-3400
  - Live Chat <https://988lifeline.org/chat/>
  - Text HOPELINE: 741741
- **For Immediate or Emergency Safety concerns dial 911**