

James Madison Middle School



Family & Student Guide 2026-2027

2020 South Carpenter Street
Appleton, Wisconsin 54915

<https://madison.aasd.k12.wi.us/>
(920) 852-5425



James Madison Middle School

Poyee V. Xiong, Principal

Andrew J. Schanke, Associate Principal

David R. Nitka, Associate Principal

August 3, 2026

Dear Parents and Guardians,

We hope this letter finds you and your family well. We have many exciting things to share and are looking forward to an outstanding 2026–27 school year!

We are thrilled to welcome you to a new year at James Madison Middle School. As we enter our third year as your administrative team, we remain honored to serve such a supportive and dedicated school community. Last year was filled with learning, growth, and collaboration, and we're eager to build on that momentum in the year ahead.

At Madison Middle School, we are committed to creating a safe, inclusive, and engaging environment where every student is valued and supported. Our team has been diligently preparing for the year and is ready to both challenge and inspire your child academically and socially. Middle school is a time of tremendous growth, and we are here to partner with you every step of the way.

We believe that strong partnerships between home and school are essential to student success. We encourage you to get involved in our school community—through volunteer opportunities, our parent-teacher organization, and by staying engaged in your child's learning journey.

Our **Open House** will be held on **Wednesday, August 26th, from 4:30–6:30 PM**. This is a great opportunity to meet your child's teachers, tour the school, and learn more about what to expect this year. We hope all families can attend!

We truly value the important role you play in your child's education and look forward to building a strong partnership with you. Thank you for your continued support and trust in our school. Together, we will make this a fantastic year full of opportunities and achievements for every student.

Please don't hesitate to reach out with any questions—we're here to help!

Warm regards,
The JMMS Administrative Team

Poyee V. Xiong

Poyee V. Xiong
Principal

Andrew J. Schanke

Andrew J. Schanke
Associate Principal

David R. Nitka

David R. Nitka
Associate Principal

Welcome to Madison Middle School for the 2026-2027 school year!

This Guide has been designed to be a year-long resource to provide information to make the year a successful one at Madison. If you have any questions or comments, please feel free to call the school office at (920) 852-5425 during the school day (7:30 a.m. to 4:00 p.m.). You are also welcome to visit Madison any school day by checking in at the school office.

CONTENTS

School Fees/School Pictures.....	5
School Supplies.....	6
Class Schedules/2 Hour Delay Schedule.....	8
Academic Information.....	10
drop & add policy/home & school communication/music ensemble-practice/infinite campus & canvas/Cat Tracks/chromebooks/Meet & Greet/conferences/LMC/textbooks/personal computing devices/grading & academic progress/awards/middle school grading scale	
Attendance Procedures.....	15
tardy to school/tardy between classes/reporting absences/homework requests/advance notice of absence/student appointments/student illness/unexcused absences/change of address or phone	
Madison School Rules.....	18
PBIS/behavior expectations/respect matrix/removal from class/reflection time/ behavior guidelines/SRO/ hall pass/bicycles/bus service/displaying affection/phy.ed. attire/fire & tornado drills, lockdown/spectator expectations/cell phones & electronic devices/cellphone matrix/student dress policy	
Additional Information.....	28
I.D.'s/lost & found/telephone use/lockers/decorating lockers/field trips/dropping off & picking up your child at school/student services/SAP/Informal Wednesday evening agreement/parent comments or concerns/standardized testing/Chartwells	
Calendar & Events Dates.....	38

[District Policies](#)

FIRST DAY OF SCHOOL

Please report to Madison Middle School no later than **7:35 A.M. on Tuesday, September 1, 2026**. When you arrive on September 1st, please use the door assigned to your grade level. Please see the map on the next page. Please do not drop off in the back of the school or staff parking lot unless you are a Grade 6 family. See the next page for more details.

If you have scheduling questions or concerns please wait until Wednesday, September 2nd to report to the office and have your questions addressed. Prior to school starting, if you notice an issue with your schedule [please fill out this Google Form!](#)

During the first two days of school, there will be a number of modifications to the schedule. The details for these two days will be presented to students when they report to their first class on the first day of school.

During the first two days of school students will participate in a number of activities under the direction of the staff that will include...

- Welcoming activities as a school
- Opportunities to get familiar with the school
- PBIS Stations to understand school wide expectations
- Picture Day–Wednesday, September 2nd.
- Core Team activities
- Modified class schedule
- Breakout sessions in different areas of the school introducing school wide expectations.
- Opportunities for questions to be answer

School pictures will take place on the second day of school, Wednesday, September 3rd.

MEETINGS WITH STAFF/ADMINISTRATION

Madison's staff is always interested in meeting with parents and values your feedback. Appointments with staff or administration may be made by calling or emailing the staff member(s). There are a number of important things happening during the school day so it may be difficult to meet with you if you show up to meet with someone without an appointment. Please call ahead to schedule.

If you are reaching out in regards to a complaint/concern please refer to the [AASD Complaint Procedure](#).

Please also refer to our [JMMS Parent Collaboration Meeting Norms](#).

SCHOOL PICTURES

Picture Day will be Wednesday, September 2nd during the school day. Make-up pictures will be Friday, October 2nd. The picture company will be Harmann Studios out of De Pere. If you have any questions, you can reach them at [\(920\) 983-6600](tel:9209836600) or visit their website <https://www.harmann.com/>. You will receive picture packet information at registration. **You will have your ID and yearbook picture taken even if you don't purchase a picture package.**

SCHOOL FEES AND OTHER PAYMENTS

School registration fees (\$40)

There are also a number of optional fees and supplies that may include...

- Picture Packages
- Ala Carte or extra food items
- Wildcat Wear available at open house
- Locker Shelf Rental available at open house

Yearbook (to be sold at a later date) – listen for announcements/read in newsletter

Band or Orchestra Instruments

\$120.00 per year (separate check made out to AASD), only for students who need to rent
\$60.00 per year for percussionists who need to rent

Athletics/Co-Curriculars Fees

\$40.00 per athletic season due before the first contest

\$120.00 per student yearly cap

\$160.00 per family cap (Joint Middle Level)

\$250.00 (Joint Middle School & High School family)

****Please notify the office when you have reached this family cap. Money for co-curricular activities should be turned directly into the office once teams are formed or paid through Infinite Campus.***

Also, the fees do not include the WIAA Student Benefit Plan. The Board of Education will continue to work with First Agency, Inc. to provide parents/guardians with an opportunity to purchase Student Accident Insurance. All other contacts will be between the company and the parent. The Appleton Area School District DOES NOT provide health or accident insurance for injuries incurred by your child at school. You are encouraged to review your present health and accident insurance program to determine if your coverage is adequate. The school district makes available accident insurance through First Agency, Inc. and their brochure/enrollment form is available online at www.1stAgency.com, where parents/guardians can print the PDF and enroll through the mail with a check or money order OR they may enroll online with a credit card.

JMMS SCHOOL SUPPLY LIST FOR 2026-27

Lockers will be used to store jackets, lunches, phones, and personal belongings.

Students should have a backpack as they will have limited access to their lockers throughout the day.

Students will be asked to stop at their locker before school, before & after lunch, and after school.

Universal School Supplies

All students will need the following

Chromebook and Charger (AASD Issued)

- ☐ Backpack
- ☐ Pencils - 48 regular or 12 mechanical with additional lead
- ☐ Pens
- ☐ 3 Highlighters - different colors
- ☐ Colored Pencils

- ☐ **Wired** Earbuds / Headphones
- ☐ Scientific Calculator (6th gr only needs a four function calculator)
- Suggestion: TI - 30Xa or TI - 30X IIS
- ☐ Two boxes of Kleenex
-1 to be given to your homeroom teacher
-1 to be given to your first encore class on student schedule

6th Grade

- ☐ 1 package of loose leaf paper
- ☐ 2 1" binders
- ☐ 4 notebooks - single subject spiral to match the folders
- ☐ 4 folders - different colors that match the notebooks

- ☐ 1 glue stick
- ☐ 1 package of post-its
- ☐ 1 thin black Sharpie
- ☐ large pencil pouch (optional)

7th Grade

Math - Science - Geography - ELA

- ☐ One package of loose leaf paper
- ☐ Three 1" three ring binders
- Geography - Science - ELA
- ☐ One Notebook and Folder
- Math

8th Grade

Math - Science - History - ELA

- ☐ One package of loose leaf paper
- ☐ Two 1" binders - Science & History
- ☐ Four Notebooks and Four Folders
- Math, History, ELA, Science
- ☐ Graph Paper - Math

Encore Quad Classes (one per quarter)

Art - Business - Family & Consumer Science.- Health - STEM - Tech Ed.

Business, FCS, Health, STEM, Tech ED

- ☐ 1 Notebook (for each class on student schedule)
 - ☐ 1 Folder (for each class on student schedule)
 - ☐
- *Family Consumer Science always welcomes donations of dish and hand soap.*

Art

- ☐ 12 wooden pencils (Ticonderoga preferred)
- ☐ Pink eraser
- ☐ 1 Fine black sharpie
- ☐ 1 Ultra-fine black sharpie
- ☐ 5 oz or 7.65 oz Elmer's Glue

World Language

French and Spanish

- ☐ Folder or 3 Ring Binder (1" - 1.5")

Physical Education

- ☐ Students will be expected to use the P.E. locker rooms to change into P.E. clothes.
 - ☐ A crew-neck t-shirt
 - No v-neck or scoop neck
 - ☐ Shorts or sweatpants
 - ☐ Tennis shoes
 - Can be the same as school shoes, if they are active shoes.
 - ☐ Roll-on/Stick Deodorant
 - No spray bottles of any kind.
 - ☐ Optional sweatshirt for outdoor activities

**Students will be issued a P.E. locker and lock*

Music

Band

- ☐ Essential Elements for Band Book 1 (*Hal Leonard*)
- ☐ 3 Pencils
- ☐ 3 Ring Binder
 - 1- 1½ " size with a clear plastic cover sleeve
- ☐ An instrument
 - See class syllabus for school instrument rental information
 - Percussionists need their own snare drum sticks. Bell kits & practice pads stay home for practicing.
- ☐ Care & Maintenance Items
 - Full Box of Reeds & Cleaning Swab (Woodwinds)
 - Valve Oil/Slide Grease (Brass)
 - Mouthpiece Brush (Brass, Clarinets, Saxophones)
- ☐ "Artist Black" Concert Attire
 - See class syllabus for details

Choir

- ☐ 3 Ring Binder
 - 1- 1½ " size with a clear plastic cover sleeve
- ☐ "Artist Black" Concert Attire
 - See class syllabus for details

Orchestra

- ☐ 3 Ring Binder
 - 1- 1½ " size with a clear plastic cover sleeve
- ☐ An instrument
 - See class syllabus for school instrument rental information
- ☐ Care & Maintenance Items
 - Rosin
 - Shoulder Rest (Violin/Viola)
 - Rock Stop/Xeros Strap (Bass/Cello)
- ☐ "Artist Black" Concert Attire
 - See class syllabus for details

Exploratory

- ☐ 3 Ring Binder
 - 1- 1½ " size with a clear plastic cover sleeve

CHANGE OF ADDRESS AND TELEPHONE

It is extremely important that the school be able to contact parents in case of an emergency. If, during the school year, a student moves to a different address this change must be made in Infinite Campus through Parent Portal. Likewise, a change in telephone numbers or the installation of a telephone should also be made through the Parent Portal. Please be assured that contact information will be kept confidential and at no time is released to others without the proper authority or your permission. **Please call the office at 920-852-5425 with any questions.**

2026-2027 SCHOOL DAY SCHEDULES

6th	FTE		1st, 2nd			TT	Lunch	3rd, 4th		5th (6)	6th (6)	7th (6)	
	10		7:50-8:53 8:56-9:56			9:59-10:29	10:32-11:06	11:09-12:09 12:11-1:11		1:14-1:54	1:57-2:37	2:40-3:20	
			Core 1 & 2			Target Time	Lunch	Core 3 & 4		Encore 1	Encore 2	Encore 3	
7th	FTE		1st, 2nd										
	11		7:50-8:53 8:56-9:56				3rd (7)	Lunch	4th (7)	5th (7)	6th & 7th		
			Core 1 & 2				10:32-11:12	11:15-11:45	11:48-12:28	12:31-1:11	1:14-2:15 2:18-3:20		
			Core 1 & 2				Encore 1	Lunch 1 11:15-11:45	Encore 2 11:48-12:28	Encore 3	Core 3 & 4		
			Core 1 & 2				Encore 1	Encore 2 11:15-11:55	Lunch 2 11:58-12:28	Encore 3	Core 3 & 4		
8th	FTE 11		1st (8)	2nd (8)	3rd (8)								
	11		7:50 - 8:30	8:33-9:13	9:16 - 9:56	4th & 5th		Lunch	6th & 7th				
			Encore 1	Encore 2	Encore 3	10:32-11:32 11:35-12:35		12:38-1:14	1:17-2:17 2:20-3:20				
						Core 1 & 2			Lunch	Core 3 & 4			

2 HOUR DELAY SCHEDULE

Students should be at school by 9:50am. Students will report to their Target Time on any 2 hour late start delay due to weather and follow their schedule from that point in the day.

SCHOOL DAYS

MORNINGS

A breakfast program will be offered from Chartwells. Times for serving breakfast are 7:20 – 7:45 A.M. Students are expected to eat breakfast in the cafeteria and wait to be dismissed.

Between 7:41 and 7:50 students are allowed to go to their lockers and report for their first hour.

If your student is not participating in the breakfast program, they will be allowed to enter the school at 7:41 through their entrance.

BREAKFAST/LUNCH

The **Free & Reduced** application is now available online through the Parent Portal (in Infinite Campus). Paper copies are still accepted, but the online method is preferred. **Food service online payments** may also be made through the Parent Portal.

Breakfast: \$1.65 (\$0.30 reduced) **Lunch:** \$3.35 (\$0.40 reduced)
Milk purchased separately is \$.50.

A lunch includes an entree, vegetable, fruit, and milk. Any snack items or milk alone is an additional cost.

As of June 2026, AASD has re-applied for the Community Eligibility Provision (CEP) program for all previously participating schools which includes Madison Middle School. We anticipate receiving confirmation in August. If we are eligible again for the 2026-27 school year, there would be no cost for breakfast or lunch.

You can find more information about the CEP program at:

<https://www.aasd.k12.wi.us/district/district-information/food-service/community-eligibility-provision-cep>

Students are expected to remain at school for lunch and eat in the lunchroom unless they have written permission to eat somewhere else. Violation of this rule will result in disciplinary action.

CAFETERIA GUIDELINES

Students should go to their locker BEFORE lunch. Be considerate of other students, supervisors, and cafeteria staff at all times. Eat all food in the area provided. Make sure to clean the area around you and throw away garbage in the appropriate trash containers. Exhibit expected behaviors as well as an overall respectful attitude.

- Students will be split during the lunch hour with half eating while the other half are outside. Students will switch half way through.
- Students may be put into assigned seats for the first two weeks of the school year.
- The school reserves the right to put student(s) back into assigned seats at any time.
- Students are asked to remain seated until a SUPERVISOR dismisses your table.
- **Students who have meetings during the lunch hour need to stay at the meeting place for the entire lunch hour.**

Options available after the lunch supervisor dismisses your table:

- Depending on the season, options may include use of the gym, auditorium or going outside to the assigned area. They must remain there for the duration of the time frame.
- While physical activity is encouraged, no rough play is permitted.

AFTER SCHOOL

At the 3:20 p.m. bell ending the school day, students are expected to leave the building as soon as possible unless they are participating in a school activity, have an appointment with a staff member, or are part of after school reflection time. **Students have until 3:27 p.m. (a bell will sound at this time) to exit the building through assigned doors and until 3:35 to leave school grounds.** Please provide transportation home immediately after school or sign up for the boys and girls club which is open until 6:00pm. Have a designated meeting spot each and every day.

After school athletic events begin at 4:00, 4:30, 5:00, 5:45. Student spectators are to report immediately to the auditorium until dismissed to the event. Please follow our spectator guidelines and show good sportsmanship toward both teams competing. Failure to follow these rules will result in loss of this privilege. If an event starts later than 4:00pm, students wanting to

watch an athletic event will need to leave school grounds and come back no earlier than 10 minutes before the contest or join the boys/girls club.



21st Century Learning Center run by Boys and Girls Club: If you would like to sign your student up for the Boys & Girls Club at James Madison, here is the [link](#) to do so. The Club program is completely free and provides time for students to do their homework and engage with other club members in different club programs.

Any student who wants to participate in after school co-curricular clubs needs to be signed up for the CCLC run by Boys & Girls Club. If there are any questions please reach out to the new director, Athena Martin at amartin@bgclubfoxvalley.org

ACADEMIC INFORMATION

DROP/ADD POLICY FOR ELECTIVE CLASSES

Within the first four weeks of a semester, any student wishing to drop/add/or change a class on their schedule should contact their Teacher of the course by the Drop/Add Period End Dates.

After discussion with the teacher, the parent/guardian needs to complete the [Schedule Change Request Form](#) and submit it to the Associate Principal. The teacher can assist with this process. The form must have a parent/guardian approval.

Please know that requests cannot be guaranteed and schedules can often be difficult to change based on a number of factors.

After the four week Drop/Add Period, class changes become much more difficult and will be handled on a case by case basis. The next time to switch classes may be as late as the following semester.

Teachers, students, and parents/guardians will work together to decide on a plan for completion of coursework on a case by case basis.

MUSIC ENSEMBLE/PRACTICE

In addition to a student's regularly scheduled music class, there may be scheduled times for large group ensembles or small group lessons in which students are pulled out from their classes. These scheduled times will be announced once the school year begins and will rotate throughout the year to limit time missed from a particular class.

INFINITE CAMPUS

Families are required to complete an Annual Update on Infinite Campus each year. The annual update comes from the AASD in July. Families are also required to complete an online registration through Madison Middle School. This information will come to you in early August. For families who need assistance (technical assistance or interpreters) with completing these registrations, we will send out a communication with a date for parents to come into JMMS. Call Madison at 920-852-5425 if you have questions.

CAT TRACKS

Our Cat Tracks newsletters are posted on the Madison website ([here](#)) and available via email. Cat Tracks will be posted and sent monthly. You may see other important information come home at various times. If you have any questions or concerns about receiving electronically, please contact our office at 920-852-5425.

CHROMEBOOKS

Madison students will receive a Chromebook to be used as a tool to enhance learning. Students will review the [Chromebook User Agreement](#) the first week of school. Linked here is the [Chromebook Student Handbook](#).

The focus of providing Chromebooks in the Appleton Area School District is to provide current tools and resources to today's learner. Effective learning and excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing student access to technology is essential and one of the current learning tools available is the Chromebook.

Individual use of Chromebooks supports student empowerment to engage in their personalized learning before, during and after school as they prepare for postsecondary education and the modern workplace. Research indicates that students who use devices in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and take an increased ownership in their personal learning. Chromebooks have the ability to make learning more engaging, accessible, and personal.

Student learning results from continuous interaction with educators, students, parents/guardians, and the extended community. Technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace. Students will sign the User agreement found below for your reference when they receive their Chromebook.

Student User Agreement

I agree that:

- I will take good care of my Chromebook and know I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended while in an unsecured or unsupervised location.
- I will never loan my Chromebook out to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place any decorations (stickers, markers, writing, etc.) on the Chromebook
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of the AASD.
- I will follow the policies outlined in the 1 to 1 Handbook and the AASD Board policies while at school as well as outside the school day.
- I will file a police report in case of theft or damage from vandalism/
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger/ and bag in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of the school year.

PARENT/TEACHER CONFERENCES

Conferences are an opportunity to discuss your child's grades and progress with individual teachers.

Tue. October 20 (4:15-7:45 P.M.)

Thur. October 22 (4:15-7:45 P.M.)

Tue. October 27 (4:15-7:45 P.M.)

February 18 (4:00-7:00 P.M.) – by invitation from staff or request from parents

LIBRARY MEDIA CENTER (LMC)

Students are encouraged to use the books and materials in the LMC for their class work and personal enjoyment. Students can visit the LMC **with a signed pass from their teacher or other designated times**. All materials taken out of the LMC must be checked-out. Student barcode ID cards are used to check out materials. Fines are assessed and collected for materials not returned on time or in good condition.

TEXTBOOKS

Students are provided with textbooks for their classes as deemed necessary and appropriate. The textbook rental fee that is collected at the beginning of each year does NOT cover neglect or carelessness. A fine may be assessed at the end of the school year when, in the judgment of the issuing teacher, that textbook has been damaged beyond what is reasonably expected from normal use. Students are expected to cover their textbooks and care for them to avoid paying fines.

GRADING/ACADEMIC PROGRESS

SEMESTER GRADES

Student report cards will be posted in Infinite Campus at the end of each semester. Parents/students are encouraged to check in progress grades in IC and Canvas at any time throughout the school year and communicate with staff if they have concerns. Information included on report cards and in-progress reports include...

- **Grade Point Average**-after semester grade only.
- **Tardy to classes**
- **Absences**-calculated each period/hour.
- **Course Title & Name of Instructor**-name of the course and the teacher's name.
- **In-Progress Grade**-available at any time in Infinite Campus or Canvas.
- **Semester Grades**-final grade for the semester on report cards.
- **Instructor Comments**-made by individual teachers about your child's performance in class.

Report cards and in-progress updates are available to parents/students on the Infinite Campus portal and Canvas. Each semester's grading period stands alone as a grading period.

GRADING PERIODS 2026-2027

Semester	Start	Mid-Semester	End
First Semester	9/1	10/29	1/14
Second Semester	1/19	3/25	6/4

NOTICE: ANY NON-CUSTODIAL PARENTS REQUESTING STUDENT INFORMATION (REPORT CARDS, ATTENDANCE, ETC.) MUST SEND THEIR REQUEST IN WRITING TO THE SCHOOL ON AN ANNUAL BASIS.

AASD MIDDLE SCHOOL GRADING SCALES: STANDARDS BASED COURSES

Classroom Standards-Based Assessment Rubric

Learning Mastery	Rubric	As specified by the course practice:
Mastery	4	As specified by the grade level/course level standard, the student demonstrates a solid understanding of knowledge and skills for which they use to both apply and analyze.
Competent	3	As specified by the grade level/course level standard, the student demonstrates an understanding of knowledge and skills for which they use to either apply or analyze.
Developing	2	As specified by the grade level/course level standard, the student demonstrates minimal understanding of knowledge/skills and is not yet able to apply.
Beginning	1	As specified by the grade level/course level standard, the student has not yet shown minimal signs of understanding.
Insufficient Evidence	0	As specified by the grade level/course level standard, the student has not yet submitted evidence to justify a passing level. Either whole pieces of evidence are missing or the submitted evidence is incomplete or inaccurate.

Proficiency Level

Mastery	88-100	A	4
Competent	75-87	B	3.33
Developing	63-74	C	2.83
Beginning	50-62	D	2.33
Insufficient Evidence	0-49	F	1.33

AWARDS AND RECOGNITIONS

Students at JMMS receive various recognitions and awards throughout the year. These awards and recognitions can be classroom, team, or schoolwide based on academic, character, and other positive achievements.

AWARDS CEREMONY

The end of the year awards ceremony will take place on **a date to be determined and shared out**. Participation in this ceremony is by invitation. The ceremony includes a number of academic, character, and athletic awards for outstanding achievement.

JMMS ATTENDANCE PROCEDURES

STUDENT ATTENDANCE

STUDENT ABSENCES

The District, in accordance with State law, requires that all students between six and eighteen years of age (and those students enrolled in 5-year-old kindergarten) attend school regularly during the full period and hours, religious holidays excepted, that the school in which the student is enrolled is in session, unless they have a reasonable excuse. Although not required by state law, students enrolled in 4-year-old kindergarten are expected to attend on a regular basis.

EXCUSED ABSENCES

A parent/guardian may excuse a student for up to 10 days during the school year. These 10 days include absences due to intermittent illness. After a student has been absent 10 or more days, the school may require a medical note for future absences to be considered excused.

Parents/guardians will be notified by letter if medical documentation is required for further absences. When students are absent from class due to school-related activities, this does not count towards the 10 days.

Parents/guardians are expected to notify the school of an absence each day that the student is not in attendance in order for the absence to be excused, including all preplanned absences (i.e. vacations and appointments). Notification can be submitted through the parent portal, by phone, or by email. If the school does not receive notice within 48 hours, the absence will be marked unexcused.

In accordance with State Law, a student will be considered absent for a full day if they are gone more than two-thirds of a school day. In alignment with District Attendance Policies, individual period absences over multiple days cumulating to more than one day will also be counted as a full day absence.

CHRONIC MEDICAL ABSENCES

If a student has a chronic medical condition that impacts school attendance, the parent/guardian may request that a Chronic Medical Condition Absence form be completed by the student's medical provider or Christian Science Practitioner residing in the state and registered in the Christian Science Journal. This form is required to be updated every 30 calendar days and should be submitted to the School Nurse. [Chronic Medical Condition Absence Form](#)

TRUANCY

Wisconsin State Statute 118.16 defines truancy as a student missing part of or all of a school day, without an excuse from a parent or guardian. It also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

HABITUAL TRUANCY

Wisconsin State Statute 118.16 defines habitual truancy as a student missing part or all of five or more school days in a semester without an acceptable excuse.

TRUANCY PLAN

The following procedures are to be followed for notifying and meeting with parents or guardians regarding the unexcused absences of habitually truant students under Wisconsin State Statute 118.16(2)(cr):

If a student has five or more unexcused absences, all or part of a school day, in a semester, making them habitually truant, the school attendance officer may send a letter home by mail. The letter will include:

- A reminder that parents/guardians are responsible for making sure their child attends school regularly (as required by Wisconsin State Statute 118.15)
- Information about possible program or schedule changes that may better support the student
- Information about programs for students who may be at risk of falling behind
- A request for a meeting with the school staff to talk about the attendance concerns
- The name of the staff member to meet with
- A date, time, and location for the meeting
- Contact information if the meeting needs to be rescheduled
- Information about your rights and responsibilities under state law

CONTRIBUTING TO TRUANCY

Wisconsin State Statute 948.45 indicates that any person 17 years of age or older who knowingly encourages or contributes to the truancy of a person 17 years of age or under, as defined under s.118.16 (1) (c), could be issued a citation for contributing to the truancy of a minor.

TARDINESS

In grades 6–12, a student will be marked tardy, not absent, if they are not present at the start of an instructional period and are in the classroom within 10 minutes of the beginning of class. A student reporting to class 10 minutes or more after the start of class, or who leaves and does not return to class, will be marked out of compliance for the instructional period.

MEDICAL EXCUSE FROM ATTENDING CLASSES

Students who have a medical reason to be excused from specific classes shall obtain a written statement from their physician. The statement shall include the reason for the request and the period of time the student is to be excused. The statement shall include restricted activities, as well as any appropriate accommodations or alternative activities. It is suggested that the parent/guardian use the District document titled Physical Education/Recess Activity Excuse Form or provide documentation from the student's medical provider.

Attendance by the student through partial participation will be expected and encouraged. However, if the teacher, in consultation with the principal, believes that another educational setting in the school would be more appropriate during the class period, then the student may be reassigned.

Students in Grades 6 through 12 - Students who are excused by a physician for more than 10 school days in a quarter grading period may receive a Withdrawal, Incomplete, or grade that will be computed as part of the student's grade point average. Students who receive a Withdrawal will be required to retake the class if required for graduation. Students who receive an Incomplete will be required to complete the coursework within the designated timeline and subsequently receive a grade. The principal and teacher will determine which option will apply.

For more information, the complete Student Attendance Policy 430 can be found [here](#).

STUDENT EXPECTATIONS AND SCHOOL RULES

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

“The Wildcat Way”

Madison Middle School uses Positive Behavioral Interventions and Supports (PBIS), known as **The Wildcat Way**, to create a safe, respectful, and productive learning environment. PBIS is a school-wide approach that teaches, supports, and reinforces positive behavior so that all students can be successful academically, socially, and emotionally.

Our PBIS expectations are centered on **Respect, Responsibility, and Safety**. Students are expected to respect themselves, others, and their environment while demonstrating responsibility and making safe choices. These expectations are taught throughout the school year and reinforced through positive recognition and feedback. Specific expectations for different areas of the school are outlined in our Wildcat Way Matrix.

We believe that when students understand and practice positive behaviors, our school becomes a place where everyone can learn, grow, and feel supported.

Student Rights

Students have the right to:

- Receive a public education.
- Learn in a safe environment.
- Be treated with respect.
- Learn in a clean and well-maintained school.
- Receive help from counselors, teachers, and administrators.
- Have school rules applied fairly.
- Express their opinions in a respectful and appropriate manner.
- Choose personal dress within school guidelines.

Student Responsibilities

Students are expected to:

- Attend school regularly, on time, and prepared to learn.
- Respect the learning rights of others.
- Act in ways that are safe and do not threaten or harm others.
- Participate positively in class and school activities.
- Help keep the school clean and care for school property.
- Ask for help respectfully when needed.
- Follow school rules and staff directions.
- Treat students and staff with respect.
- Use appropriate and inclusive language toward people of all backgrounds.
- Express concerns about rules or decisions in a respectful manner.
- Dress appropriately for school.

THE WILDCAT WAY

ALL SCHOOL SETTINGS

BE RESPECTFUL

Be on time, two feet in the door

Show kindness and respect in words, actions and tone

Come prepared

Maintain personal space

Use school appropriate language and volume

Ask for help when needed

Report any unsafe behavior

Wear school appropriate clothing

Keep all areas clean

Follow technology policies

Use material appropriately

BE RESPONSIBLE

BE SAFE

Students will be held responsible for knowing and following the expected behaviors. This information will be covered various times throughout the school year. This is a partial list of general rules and is not meant to be exhaustive.

Even though we have rights and responsibilities, guidelines and procedures are still necessary to ensure that students do not deny the rights of others.

REMOVAL FROM CLASS PERIOD DUE TO DISRUPTIVE BEHAVIOR

At Madison, we are committed to maintaining a safe, respectful, and productive learning environment. While our staff uses proactive strategies to manage behavior, there are instances where a student's conduct significantly disrupts learning or poses safety concerns. In such cases, removal from the classroom may be necessary.

A student may be removed from class for reasons including but not limited to:

- Persistent disruptive behavior after redirection.
- Refusal to follow classroom expectations
- Unsafe or aggressive behavior
- Use of inappropriate or disrespectful language or gestures targeting an individual
- Behavior that significantly interferes with the learning of other students

When a student is removed from class:

1. The teacher will call the responsibility room to notify the staff member in charge that the student is on their way.
2. The student will be given a reflection form to fill out.
3. The teacher will document the behavior and notify the office.
4. Parents/guardians may be contacted depending on the nature and frequency of the behavior.
5. A restorative or problem solving conference may be scheduled before the student returns to class and/or consequences may be given.
6. Repeated removals may result in additional interventions or disciplinary action (in-school suspension, out of school suspension, parent meeting to develop plan, etc....), in alignment with school policies.

STUDENT REFLECTION TIME

Students who make poor behavioral choices may face consequences that occur during, before, or after the regular school day. Reflection time may be assigned by individual teachers or through the school office in response to violations of school rules. Teachers may require students to serve this time before school, during lunch, or after school. When a teacher assigns reflection time, the student is expected to report directly to that teacher as instructed. Failure to do so may result in a referral to the office for further disciplinary action.

If a referral is made to the office, the student may be assigned additional reflection time—typically served during lunch or after school—or other consequences as appropriate. Reflection time is not intended as punishment, but as an opportunity for students to reflect, grow, and receive support in addressing their behavior. Our ultimate goal is to help students return to class prepared to learn and contribute positively to the school community.

SUSPENSION GUIDELINES

IN-SCHOOL AND OUT-OF-SCHOOL

The administration reserves the right to use its discretion in applying the criteria to decisions regarding suspension. The frequency, history and severity of a student's inappropriate behavior as well as the cooperation and level of honesty of the student will also determine the level of consequences.

Examples of behavior that may constitute an In-School Suspension or Out-of-School Suspension

- Insubordination—deliberate refusal to follow reasonable requests or directive made by school staff/admin.
- Chronic violations of school rules
- Failure to comply with reflection time
- Inappropriate physical behavior
- Profanity
- Threats, intimidation, harassment, bullying

Examples of behavior that may constitute an Out-Of-School Suspension and/or Expulsion

- Insubordination while in in-school suspension
 - Threats, intimidation, harassment, bullying
 - Physical intimidation and threats to staff or students
 - Repeated insubordination
 - Possession, use, threat of use, or storing a weapon or look-alike weapon on school property, in a school facility, in a school vehicle or at any school-sponsored function
 - After three to five in-school suspension determinations within a semester
 - Possession and/or use of controlled substances, including alcohol and tobacco
 - Deliberate and premeditated actions which endanger the health and safety of students or staff, causing serious physical and/or psychological harm
- Only the administration **or** administration designee can determine in-school or out-of-school suspension.
 - Parents will receive a verbal and/or written notification of any in-school or out-of-school suspension.
 - In addition to suspension, students violating the law while on school property or at school sponsored events, may be cited accordingly, by police authorities.

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension (ISS) at Madison is used as needed to address serious infractions of school guidelines while keeping students on campus. The ISS room allows students to remain in school and continue their academic work in a supervised setting. This approach supports both learning and accountability by removing students from regular school activities while giving them the opportunity to stay current with their studies. Students in ISS are expected to remain quiet and focused on their assignments. The administration regularly monitors ISS usage to ensure it aligns with established behavioral and educational guidelines.

OUT OF SCHOOL SUSPENSION and/or EXPULSION

****See Board Policy in the AASD family guide and AASD website.**

[District Policies](#)

SPECTATOR EXPECTATIONS FOR AFTER SCHOOL EVENTS

It is the expectation of the Appleton Area Middle Schools that all spectators at our after school events will practice good sportsmanship and show respect for others at all times. This includes our own students and teams as well as the visiting students and teams, adults, and any other spectator. Students should follow whatever protocols are in place at each site. Students may purchase and consume snacks/beverages in the designated areas. Students are not allowed on the court/playing field at any time before, during, or after the contest. Please check with a supervisor before going under bleachers for any reason. Once you leave the building, you may not be allowed back inside the building. You must get picked up and dropped off in the designated area at each school immediately after the game/contest. Student spectators will be respectful of the game supervisors, parents, players, coaches, and other fans. Failure to follow these expectations may result in or being asked to leave the game, non-attendance at future games, and/or other disciplinary action from administration. Remember, being a spectator is a privilege.

MADISON'S SCHOOL RESOURCE OFFICER

Officer Dalton Lehrer of the Appleton Police Department is the School Resource Officer (SRO) at Madison MS. His presence in the school is designed to promote a safe learning environment while addressing police related issues such as theft/destruction of property, harassment, mental health concerns, and/or problems within the home. Officer Lehrer appreciates establishing a positive rapport with students and encourages students to seek him out if he can ever be of assistance. Any parents wishing to speak with him are urged to call him at his direct telephone line, 920-832-6095. Also available and new to the district is the usage of the ["Speak Up Speak Out" App Anonymous Tip Line](#).

HALL PASS

Students are not allowed in the halls during class time unless their teacher has given them specific permission. If this is the case, students should have a hall pass lanyard visible for staff to see. Students who have been in the office for school office business are provided with a time-stamped pass to their next destination. Please remember that when you are in the halls, parents and visitors are also in the halls. Act respectfully, safely and be sure to walk/move with a purpose and to use appropriate language.

BICYCLES

Bicycle racks are provided for students on the east side of Madison. Students bringing bikes to school are to proceed IMMEDIATELY to the bike racks for parking and locking their bikes. Students are not allowed to ride bikes once on school grounds. Please walk your wheels on JMMS property to ensure safety. Once the bike is secured for the day, students are to leave the bike rack area. Students are not to touch bicycles belonging to other students. Not following these rules may result in the suspension of bicycle privileges and other disciplinary action.

BUS SERVICE

Safety is the first consideration for bus transportation. Every student who rides a bus is provided with the rules and procedures for riding the bus. Students will lose the privilege of bus service if they misbehave while waiting for the bus, riding the bus, or departing from the bus. James Madison Middle School works closely with the Valley Transit and Lamers Bus Lines and can suspend bus privileges at any time for students not following the expected behaviors. [Click here](#) on the (electronic version) for more Valley Transit information.

PUBLIC DISPLAY OF AFFECTION

A key expectation for JMMS to maintain a safe school environment is that students keep their hands and feet to themselves. As a result, public displays of affection by students are inappropriate at school and school functions and may result in disciplinary action. Students should keep their hands and feet to themselves at all times.

PHYSICAL EDUCATION CLASS

Needed for class:

- Gym shoes & Socks
- Athletic shorts (please avoid shorts with loops, buckles or zippers) or sweatpants
- Athletic crew neck t-shirt with name written on back (no tank tops, muscle shirts, or v-neck or scoop neck shirts)

Optionally: sweatshirt and sweatpants (for colder, outdoor classes)

Note: Clothes worn for P.E. class should be different from what the student wears to school. The student should be changing clothes for class and back into their “street clothes” after class.

Students should also keep stick/solid deodorant, brush or comb, and a towel in their gym lockers.

Aerosol cans, glass containers and cell phones are NOT permitted in the locker rooms!

Locks and lockers: are the property of Madison Middle School. Students are assigned a small locker and a lock at the beginning of the year. A larger locker may be used during the time a student is in the gym for PE class. After class all belongings must return to the small locker assigned to him/her. Students are responsible for using and keeping track of the locks as well as their own personal belongings. If a student loses a lock they will need to replace it for \$8.00. Combinations should not be shared with friends and all personal belongings should be locked in the lockers at all times.

Medical Policy

- Parent note for up to 2 excused days – no penalty to grade
- Doctor's note is required for more than 2 days of non-participation – no penalty to grade
- Grade will be waived if more than two weeks

FIRE & TORNADO DRILLS/BUILDING INTRUDER LOCKDOWNS

School safety drills at regular intervals are required by law and are an important safety precaution (S.118.07). It is essential that when the signal is first given everyone clears the building by the prescribed route as quickly as possible. Classroom teachers will accompany their students out of the building. Students will be suspended and referred to legal authorities for interfering with the school's fire-fighting equipment (S.941.12) and for intentionally setting off a false alarm (S.941.13).

CELL PHONES & ELECTRONIC DEVICES

School Board policy (443.5) addresses student use of Personal Electronic Communication Devices (PECDs) on school grounds during the school day. Students possessing two – way communication, gaming or personal audio devices must be turned off and stored away during the school day or with their personal belongings during school activities. School administration may pre-approve cell phone use during the school day for medical, school, educational, vocational, or other legitimate use. The school assumes no responsibility for lost, damaged or stolen personal devices.

Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member. The inappropriate use of cameras or electronic communication devices includes but is not limited to the following examples. We are phone free and wireless head phone free from 7:50am to 3:20pm. Phones/airpods should be turned off and stored in a backpack or locker out of sight from students and staff. If a student is seen using a smartwatch to communicate with others, it will be treated as a phone.

Cameras or electronic communication devices shall not be used:

- in areas where one would reasonably expect privacy, i.e. locker rooms, bathrooms, etc
- to communicate test answers, photograph tests, or in any way enable students to cheat
- to engage in cyberbullying – placing cell phone calls or sending text messages that ridicule, threaten or harass another student

The inappropriate use of personal cell phones or other digital devices by students while on campus is subject to disciplinary action, which will include.

AASD Middle School Smartphone/Personal Device Expectations

[English Version of information](#)

[Spanish Version of information](#)

[Hmong Version of information](#)

Family support is essential to the success of the **AASD middle level's** new Smartphone/Personal devices expectations. Be sure to review the new expectations as a family.

- Proactively talking with your student about after school plans, lunch planning, appointments, or activities in advance of arrival to school.
- Reminding your student how they can reach family during school hours, and how you can reach them in case of an emergency through the school office.

- Emphasizing the importance of adhering to school rules regarding the new smartphone/personal device expectations to ensure consistency in expectations between home and school.
- Visiting [DPI of Wisconsin](#) for more information and resources about Smartphone/Personal devices use for your family.

Thank you for your continued support and cooperation in facilitating a safe and supportive learning environment.

What is the purpose of this new expectation?

To foster a purposeful, positive and engaging learning environment by minimizing distractions from Smartphone/Personal devices and promoting face-to-face interactions.

- **Smartphone/Personal Device Restrictions:** Smartphone/Personal devices, smartwatches, earbuds, headphones, or any other sound making or listening device, etc., that connects to data/internet are prohibited from use at school from 7:50 AM-3:20 PM. This includes all school-related activities, whether on or off-campus, during the school day and during any school-sponsored events.
- **Students found with Smartphone/Personal Device:** If a student is found with a Smartphone/Personal device during school hours, it will be respectfully collected by school staff and securely held in the office. The student may pick up the device at the end of the school day at 3:20 PM.
- **Disciplinary Actions at JMMS:**
 1. **First Offense:** The Smartphone/Personal device will be collected by school staff and turned into the office with a minor ODR. The student will have a discussion with appropriate school staff and be allowed to pick the phone up at the end of the day.
 2. **Second Offense:** The Smartphone/Personal device will be collected by school staff and turned into the office with a minor ODR. The phone will be returned only to a parent/guardian.

*****Any additional offense** will result in communication with parents and may result in further consequences (including a plan to turn the phone over for a period of time during the school day) as determined by administration. Administration will make the final determination.

- **Emergency Contact:** In case of an emergency, parents/guardians can contact the school office at **920-852-5425** and messages will be promptly relayed to the student. Students may contact parents through the school office phone or classroom phone.
- **Cell Phone Accommodations:** In circumstances where a student would need to have or access their cell phone as an educational accommodation due to a disability related need, the use of or access to a cell phone must be specifically outlined in their educational plan (e.g., IEP, 504, EL accommodations).
- **Exceptions:** In rare cases where a student needs to bring a cell phone for a specific reason (e.g., health-related issues, situational need), a written request must be submitted to and approved by the school/AASD administration in advance.

- **Review and Enforcement:** These expectations will be reviewed annually to ensure it meets the needs of our school community.
- **Community Responsibility:** Students, parents/guardians, and staff are encouraged to work together to support and enforce these expectations.
- **Best Case Scenario:** Student does not bring any Smartphone/Personal device to school. Middle School staff encourages students and families to leave above mentioned devices at home to ensure a distraction free learning environment for all students.

For more information on FAQ's see [link](#).

AASD STUDENT DRESS CODE EXPECTATIONS

Appleton Area School District's student dress code supports equitable educational access. It is written in a manner that does not reinforce stereotypes and that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Appleton Area School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the district's intent to sustain a community that is inclusive of a diverse range of identities. The school district is responsible for ensuring that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students are responsible for knowing the student dress code and for complying during school hours and school activities.

We believe that:

- All students should be able to dress comfortably for school and engage in the educational environment.
- All students and staff should understand that they are responsible for maintaining their own personal distractions without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance/access to education.
- School staff should be trained to understand the dress code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

The goals of the AASD Dress code are the following:

- Maintain a safe learning environment.
- Allow students to wear clothing of their choice that is comfortable, allows them to express themselves (religion, self-identified gender, etc.) without fear of discipline or discrimination.

- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless actions, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Students must wear the following items of clothing at all times:

1. A shirt (with fabric in front, back, sides, under arms)
2. Pants/jeans or the equivalent (ex: skirt, shorts, sweatpants, leggings, dress, etc.)
3. Shoes/appropriate footwear

Students cannot wear:

1. Violent language or images
2. Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity)
3. Hate speech, profanity, pornography
4. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group
5. Accessories that could be considered dangerous or could be used as a weapon
6. Any item that obscures the entire face
7. Undergarments as clothing

Dress code enforcement:

To ensure effective and equitable enforcement of the dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

1. No student should be impacted by dress code enforcement due to racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
2. Staff shall be mindful of enforcing the dress code at an appropriate time that does not interfere with the student's attendance and access to necessary instruction.

3. Students will have three options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 - If necessary, students' parents/guardians will be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
4. Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. Shaming includes, but is not limited to:
 - Kneeling or bending over to check attire fit;
 - Measuring garment length or width;
 - Asking students to account for their attire in the classroom or in hallways in front of others
 - Calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others
 - Accusing a student of distracting others with their clothing.
5. These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities.
6. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Student Services department at their respective school. This includes being harmed or negatively impacted by another student wearing clothing with words, pictures or caricatures based on negative stereotypes.
7. A student who intentionally continues to wear clothing with imagery based on negative stereotypes, despite the awareness of the impact it is having on the reporting student, may be violating the District's Student Anti-Bullying Policy . In addition, the student negatively impacted may file a complaint under the District's Student Non-Discrimination Policy.
8. Authority of Principals and Consequences for Violations: If there is disagreement between students and/or parents and the staff regarding the appropriateness of clothing the principal or his/her designee will review the situation and make a decision.

ADDITIONAL INFORMATION

STUDENT I.D. CARDS

All Appleton Middle School students will be issued a photo I.D. cards. The cards will be issued when your picture is taken.. The I.D. card is the property of the Appleton Area School District and must be surrendered upon request.

- Students must carry the card while at school or any school function.
- Replacement cost to be paid by the student is \$5.00.
- LMC Books may be checked out only with the use of this "bar-coded" student I.D. card.
- Admission to Madison dances requires an I.D. Failure to present an I.D. will result in purchasing a new one for \$5.00.

LOST AND FOUND

The lost and found department is located in the cafeteria. Students should check in the cafeteria when they have lost something. Lost books are immediately turned over to the teachers; therefore, students should check with their teachers if they have lost textbooks.

MAKING CALLS FROM SCHOOL

There is a telephone for student use available in the office. We encourage families to pre-plan as much as possible, however, office telephones are available to students when needed. **If a student is feeling ill, we ask that they report to the office to call a parent and not to use their personal cell phone to call home.** This best allows us to assist the student in addition to ensuring the students safety. Parents who have emergency messages for their child should call the school office.

LOCKERS

Lockers will be assigned to each student. Students will use lockers to put jackets/phones away in the morning. Students are allowed to carry a backpack to each class with all of their materials. The following guidelines will apply:

Students are provided with lockers to be used solely for storage of outside garments and school materials. The locker is NOT the student's private property and may be opened and searched by school authorities at any time. Any unauthorized items found in the locker may be removed and/or confiscated.

Each student locker has a lock with an individualized combination. **Students should not reveal their locker combination to anyone for any reason.** The school will not be responsible for things stolen or missing from lockers. Valuable items should not be brought to school.

Lockers are to be kept clean and neat at all times. Regular locker clean-out times are held to provide students with time and assistance in maintaining their locker in an orderly fashion. Special care should be taken to keep books and personal items from protruding beyond the door frame and away from the locking mechanism. Locker doors should not be forced shut or damage may occur. Students that damage their lockers or locks will be held accountable for the repairs. Only school issued locks may be placed on lockers. No decals or pasted items are allowed inside or outside the lockers. Students will be charged \$8.00 for broken or replacement locks.

FIELD TRIPS

As conditions allow, the Madison staff arranges several field trips for the students. The student cost for the trip is calculated on the total cost of the transportation divided by the number of students planning on participating in the trip. In all of these instances, transportation must be arranged in advance. **If a student is unable to attend a scheduled field trip due to an absence or behavior, we still need the same number of buses and must pay the amount per bus. Therefore, we are unable to refund the transportation cost to the absent student.** In addition, we frequently must purchase tickets in advance and prepay for them for a discounted price. When a student does not accompany the trip, we often are unable to get a refund on the ticket. If we are able to get a refund on the admission, we will gladly refund that money to the student.

Please ensure that you carefully read the permission slip form and information sent home by the teachers as there will be important information to ensure planning, safety and logistics. To ensure proper planning and safety of all students, permission slips must be turned in by the due date listed. Please note: there may be instances due to the nature of the field trip (e.g. need to purchase a specific number of tickets to an event) when permission slips need to be returned earlier and this will be clearly specified on the information sent home by the teacher.

Students needing financial assistance for a field trip because your family is unable to afford the cost should contact the team teachers or principal. They will make the necessary arrangements for your child to attend. No child will ever be denied a field trip experience for financial reasons.

DROPPING OFF OR PICKING UP STUDENTS AT SCHOOL

The safety of our students, staff, and parents is of the utmost importance. Therefore, it is necessary that all students, parents, and staff. **READ CAREFULLY AND FOLLOW THE GUIDELINES LISTED BELOW.**

1. There is a designated dropoff area in the front of school on Carpenter St for Grades 7 and 8 families. Additionally parents can drop off/pickup their child on side streets but must follow all parking ordinances.
2. Behind the school is RESERVED ONLY FOR BUSES AND STAFF TRAFFIC, along with Grade 6 families before school only. **Parent traffic is not allowed in the parking lot or driveway in the back of school, except in designated drop off zone for Grade 6 families.**
3. After school hours (after 3:45pm) parents can utilize the parking lot and driveway off of Calumet street for after school events.
4. Do not park on our basketball courts during large events such as concerts, musicals, etc....

SPEED LIMIT RESTRICTIONS AT CERTAIN INTERSECTIONS AND OTHER LOCATIONS MARKED WITH SCHOOL CROSSING SIGNS

According to W.S.A. 346.57(4)(b), a 15 miles per hour speed limit is enforced when passing an intersection or other location properly marked with a “school crossing” sign when any of the following conditions exist:

- Any child is present.
- A school crossing guard is within a crosswalk at the intersection or the other location or if no crosswalk exists, is in the roadway at the intersection or the other location.
- A school crossing guard is placing in or removing from the roadway at or near the intersection or the other location a temporary sign or device that guides, warns or regulates traffic.

Please note that only one child needs to be present for a violation to occur. However, a child need not even be present if the school crossing guard is within the crosswalk or if no crosswalk exists then on the roadway. Just for your information crosswalk only applies to the roadway; it does not include the sidewalk or curb. Therefore, if the crossing guard is just standing on the sidewalk with no children present, then a vehicle is not restricted to 15 mph (unless some other law applies). Also, there has been some confusion as to what “the other location” includes. Although most, if not all crossing guards in Appleton, are stationed at intersections within a school zone, the term “the other location” may apply to areas where you have a school crossing that is not located at an intersection or an area that is not within a school zone but is used as a school crossing.

STUDENT DROP OFF & PICK UP: WHAT THE SIGNS MEAN

No Stopping, Standing or Parking: Students may not be dropped off or picked up in this area. Penalty: \$43.00 parking ticket, or \$132.00 traffic citation. Dropping off or picking up students is not allowed on the entire West side of Carpenter Street from Calumet Street to Murray Avenue, and the first portion of Coolidge Avenue and Murray Avenue. These areas are marked with appropriate signage and this is for the safety of students. This will be strictly enforced.

No Parking: Vehicles may stop and stand in this area to drop off or pick up. You may not park and leave your vehicle for any reason.

Red is either marked

- No Standing, Stopping or Parking Anytime
- No Standing, Stopping or Parking during school hours from 7:30am-4:30pm

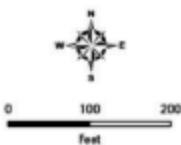
Blue is either marked

- Drop off/pick up zone
- 10 minute loading zone from 7:30-4:30 on school days
- No Parking 7:30-4:30 on school days--can drop off in these zones but not in the middle of the street, must pull over to the curb.

Parent Parking Procedures

James Madison
Middle School

- 7th and 8th Grade Drop-Off Zone
- 6th Grade Only Drop Off Zone
- Parent/General Parking
- Bus Loading Area
- No Parking
- ADA Parking
- Bike Rack



Source:
Base data/imagery provided by Outagamie County 2021.
SRTS data provided by ECWRPC 2024.

This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. East Central Wisconsin Regional Planning Commission disclaims all liability regarding fitness of the information for any use other than for East Central Wisconsin Regional Planning Commission business.

PREPARED AUGUST 2024 BY:



The map above is meant to be a general guide. Please follow all posted signs

STUDENT DROP OFF & PICK UP: WHAT THE SIGNS MEAN CONTINUED

The aerial map shows Madison Middle School general parking, no parking, drop off zones. Please see the key on the previous page. In a constant and ongoing process of trying to provide safety for the students here at Madison Middle School, please make note of the appropriate areas for dropping off your students.

- No Stopping, Standing, or Parking - NO vehicles should be in that area during the times posted
- Drop Off Area - Will be posted with either “No Parking” or “10-minute loading/unloading”
- No Parking (anytime or during certain hours) - vehicles cannot park in that area, but are permitted to “Stop” or “Stand”
 - Must pull over to curb if dropping off.
 - Vehicles are also prohibited from “Double Parking” which is stopping in the roadway for loading or unloading.

Violations are punishable by parking tickets or traffic citations ranging from \$20.00 - \$132.00. These parking arrangements have been put in place to increase the safety of our students and cooperation is essential in order to achieve this. We would like to thank you for your cooperation in our ongoing effort to create a safe environment here at Madison Middle School.

STUDENT SERVICES

The Department of Student Services provides a variety of assessment, counseling, and instructional services to the district's students. Through an integrated, building-based student services model, students receive services specific to their needs, interests, and abilities. Student services staff members work cooperatively with other individuals and groups to ensure that students receive a comprehensive educational program that enhances not only their academic achievement, but also their psychological, social, and physical well-being.

Programs and services available at the elementary, middle and/or high school levels include: School Guidance and Counseling, School Social Workers, School Nursing and Health Services, School Psychologists, Alcohol and Other Drug Abuse Programs, Pupil Discrimination Complaint Investigations (S.118.13), and School Age Parent Services.

Special Education Services: Autism, Physical Therapy, Learning Disabilities, Other Health Impaired, Special Physical Education, Emotional Disabilities, Speech and Language, Traumatic Brain Injury, Cognitive Disabilities, Orthopedically Impaired, Occupational Therapy, Visually Impaired, and Hearing Impaired.

Additional information regarding the above services, including eligibility and accessibility, should be directed to the school Principal or the Department of Student Services at the Scullen Leadership Center.

STUDENT ASSISTANCE PROGRAM (S.A.P.)

Madison Middle School has a program for students who are experiencing problems with alcohol, drugs, and other concerns. Free community referral services exist for those students who are experiencing difficulties in their daily lives due to their own or someone else's abuse of alcohol or other drugs. Contact your child's counselor for further information.

INFORMAL AGREEMENT TO RESERVE WEDNESDAY EVENINGS FOR FAMILY ACTIVITIES AND RELIGIOUS EDUCATION

As a commitment to community life and in cooperation with community groups and religious educators, the Appleton Area School District makes every attempt not to schedule extra-curricular events on Wednesday evenings past 5:30pm. This is done so that students and families can be involved in non-school activities on Wednesday evenings.

PARENT COMMENTS OR CONCERNS

Do you have a question about what is happening at Madison? Parents and students are urged to read the [Student & Parent Handbook](#) or a current [CAT TRACKS](#) for information. If you still have a question, please call the school office for clarification. If you have a comment or concern about what is happening at Madison, please follow this sequence:

- First contact the teacher or staff member directly involved.
- If your concern is not resolved, then contact the principal/associate principal at 920-852-5425.
- If it still isn't resolved at the building level, contact the Assistant Superintendent, Sheree Garvey, for AASD Middle Schools.

Here at Madison Middle School, we believe our staff is highly committed to the success of our students. We also believe in having a highly engaged workforce which includes parent engagement and communication. That being said, staff may not respond to emails after 4:00 pm or before 7:30 am, and on the weekends. In addition, we ask that you demonstrate patience with the staff as they are working diligently during the school day to meet the needs of students. As a result, you can expect our staff to respond by the end of the next business day. We will always try our best to be responsive to parents, but please also consider that staff may not be available for meetings that have not been scheduled ahead of time. If any communication is more critical or timely, please contact the office by phone and we will route the issue to the most appropriate person on our staff. Parent and student input is always welcome. Consistent with Appleton Board of Education policy, anonymous calls and letters are discouraged and disregarded. Please also refer to our [JMMS Parent Collaboration Meeting Norms](#).

STANDARDIZED TESTING

The Appleton Area School District staff administer a variety of different assessments to its students in its pursuit of ensuring high-quality educational programming for each student. Each of these accountability measures provide valuable data that assist classroom teachers with making instructional decisions that maximize student learning. When viewed collectively, the various assessment data provides a comprehensive picture of a student's achievement level.

WI Forward Exam - ELA, Mathematics, Science and Social Studies Assessments

In its second year, this is a statewide summative assessment for grades 3-8 and 10. This exam will assess English Language Arts and mathematics in grades 3-8; science in grades 4 and 8, and social studies in grades 4, 8 and 10. These assessments will be administered to students during the spring.

iReady

iReady on-line mathematics, reading, and language usage assessments identify a student's instructional level and measure academic growth from year to year. These assessments provide students, parents, and teachers with valuable information to assist with improved teaching and learning. There are also individualized lessons that can/will be assigned to students to help increase targeted math/literacy skills.

[For additional information please visit the district's website on assessment.](#)

HEALTH CURRICULUM

The AASD Health curriculum has a Human Growth and Development Unit that has been integrated with the 6-8 health classes.

For this unit, a teacher resource called Human Sexuality: Values and Choices is being used. Main topics included are: self-esteem, puberty, male and female reproductive system, feelings of attraction, sexism, dating, saying no to peer pressure, pregnancy and birth, contraceptives, sexually transmitted diseases, and sexual abuse.

Should you find any of this objectionable, you have the right to request that your child opt-out from this unit. If this is your desire, you must write to the principal, Poyee Xiong, that you want your child to opt-out and what you object to. An alternative unit will be given to your child and there will be no penalty in the assessment of your child's work.

AASD ALTERNATING FRIDAY SCHEDULE 2026-27

<u>Monday/Wednesday</u>	<u>Tuesday/Thursday</u>
September 4	September 18
September 11	October 9
October 2	October 23
October 16	November 13
November 6	December 4
November 20	December 18
December 11	January 22
January 8	February 5
January 29	February 26
February 12	March 12
February 19	April 16
March 5	April 30
March 19	May 14
April 9	
April 23	
May 7	
May 21	
June 4 (½ Day)	

MUSIC CONCERTS AND DRAMA PRESENTATIONS SCHEDULE

The schedule for concerts and drama presentations have been set up by the music and drama departments. They are as follows:

BAND CONCERTS

December 8
January 7 - 9 Middle Level Honor Band
May 11
May 27 - 8th Grade Beyond the Notes Music Festival

ORCHESTRA CONCERTS

November 19 - 8th Grade
December 15
May 18

CHORUS CONCERTS

October 22 - 8th grade - Eastside Choral Festival
December 1 - 6th & 7th grade
February 9 - 8th grade
May 25 - All grades

DRAMA PRESENTATION

November 12-14 (School Play)
April 8-10 (School Musical)

MADISON SOCIAL FUNCTION/DANCE DATES

Dances will be held on.... **Thursday, October 29 & Friday, February 12th**

- Dances will run from 4:30-6:00pm for 6th graders
- Dances will run from 6:30-8:30pm for 7th and 8th graders
- Please make sure you are here to pick up your child by the dance end time

GUIDELINES

Madison has several functions throughout the year. There are well-established and well-enforced guidelines for these functions:

- Dances are considered a school activity so all school rules also apply.
- Only Madison students may attend. **Guests are not allowed.**
- **Madison students are required to present their I.D. card upon entrance to the dance.** Failure to hold a valid I.D. will result in: 1) calling parent to bring their I.D.; 2) calling parent to bring student home; or 3) buying a replacement I.D. at \$5.00 (if a student receives a receipt from the LMC before 3:30 P.M. the day of the dance, this will serve as an ID until the replacement is received).

Dances (continued)

Students will not be allowed to attend the dance(s) if...

- o they have been in-school suspension or out-of-school suspension since the previous dance.
- o they have received three or more unexcused absences and/or tardies (1st hour) since the last dance.
- o they have been absent for 1/2 or more of the school day on the day of the dance.

Doors are locked one-half hour after the start of the function. Once a student is in the school building, he/she is not allowed to leave unless prior written permission has been obtained from the principal or associate principal. Permission is obtained by a parental written request, agreed on by the administration BEFORE the evening of the dance. The same procedure is required for late entrance to the dance. Leaving without permission will result in disciplinary action and the loss of the privilege to attend future functions.

- Telephones will be used for emergencies only. Cell phones should not be out and used until the end of the dance.
- Students are to make arrangements in advance for rides home. **We ask that parents please be prompt when picking up their children.** Dances begin at 6:30 and end at 8:30.
- Students need to show respect to all chaperones.
- There will be no dangerous or inappropriate behavior allowed.
- No use of alcohol, drugs, or smoking on the way to, at, or on the way home from the function is allowed.
- Inappropriate dancing or inappropriate displays of affection are not allowed.
- Parents will be called and asked to pick up students who violate the guidelines.

We strongly enforce these guidelines so parents feel safe and comfortable sending their children to Madison dances. Violation of any of the above rules may result in the suspension of the privilege of the student to attend future Madison dances. Our School Police Liaison Officer and an administrator, in addition to the staff and parent supervisors, are in attendance. PARENTS ARE ALWAYS WELCOME AT ALL FUNCTIONS AND ARE ENCOURAGED TO STOP IN ANY TIME.

2026-27 JMMS CALENDAR OF EVENTS

Date	Event	Time	Location
Wed., August 26	Open House	4:30-6:30	
Tues., September 1	First Day of School		
Wed. September 2	Picture Day		
Mon., September 7	No School - Labor Day		
Wed., September 23	Fall Sports Picture Day	3:30	Gym
Fri., September 25	No School - Staff Professional Development		
Fri., October 2	Picture Retake Day	8:00-12:00	
Tues., October 20	Parent/Teacher Conferences	4:15-7:45	
Thur., October 22	Parent/Teacher Conferences	4:15-7:45	
Thur., October 22	Eastside Choral Festival - 8th Grade only	7:00	Lawrence Chapel
Tues., October 27	Parent/Teacher Conferences	4:15-7:45	
Wed., October 28	Boys Basketball Pictures	3:30	Gym
Thur., October 29	School Dance	4:30- 6 6th gr 6:30-8:30 7th/8th	
Fri., October 30	No School - Staff Professional Development		
Wed., November 12	School Play	7:00	
Thur., November 13	School Play	7:00	
Fri, November 14	School Play	7:00	
Thurs., November 19	Orchestra Concert - 8th Grade only	7:30	East Auditorium
Wed. November 25	No School - Thanksgiving Break		
Thur., November 26	No School- Thanksgiving Break		
Fri., November 27	No School- Thanksgiving Break		
Tue., December 1	Choir Concert - 6th & 7th Grade	6:30/7:30	Auditorium
Tues., December 8	Band Concert	6:15: 5th & 6th 7:30: 7th, 8th	Auditorium
Tues., December 15	Orchestra Concert	7:30	Auditorium
Thur., December 24	No School - Winter Break		
Fri., December 25	No School - Winter Break		
Mon., December 28	No School - Winter Break		
Tues., December 29	No School - Winter Break		
Wed., December 30	No School - Winter Break		
Thur., December 31	No School - Winter Break		
Fri., January 1	No School - Winter Break		

Thur., January 7	AASD Middle Level Honor Band Concert	7:00	Auditorium
Fri., January 15	No School - Staff Professional Development		
Mon., January 18	No School - Martin Luther King Jr. Day		
Wed., January 20	Girls Basketball/Wrestling Pictures	3:30	Gym
Tues., February 9	Choir Concert - 8th Grade Only	7:30	Auditorium
Fri., February 12	School Dance	4:30- 6 6th gr 6:30-8:30 7th/8th	
Mon., February 15	No School - Staff Professional Development		
Thur., February 18	Parent/Teacher Conferences (invitation only)	4:00-7:00	
Fri., March 26	No School - Spring Break		
Mon., March 29	No School - Spring Break		
Tues., March 30	No School - Spring Break		
Wed., March 31	No School - Spring Break		
Thur., April 1	No School - Spring Break		
Fri., April 2	No School - Spring Break		
Mon., April 5	No School - Spring Break		
Thur., April 8	Musical	7:00	Auditorium
Fri., April 9	Musical	7:00	Auditorium
Sat., April 10	Musical	2:00 & 7:00	Auditorium
Thur., April 15	Track & Volleyball Pictures	3:30	Gym
Tues., May 11	Band Concert	6:15 6th & Jazz 7:30 7th & 8th	Auditorium
Tues., May 18	Orchestra Concert	7:30	Auditorium
Tues., May 25	Choir Concert	6:30/7:30	Auditorium
Thur., May 27	8th grade Beyond the Notes Music Festival	All day	Kalahari
Fri., May 28	No School - Staff Professional Development		
Mon., May 31	No School - Memorial Day		
Tues., June 1	8th Grade Send-Off	6:30-8:30	
Fri., June 4	Last Day of School - half day	11:50 Dismissal	