

PRESCOTT MIDDLE SCHOOL STUDENT/PARENT HANDBOOK

2025 - 2026

**PRESCOTT MIDDLE SCHOOL
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WELCOME

We welcome you to a new school year here at Prescott Middle School. We would like to extend our warmest greetings to all our students and their parents/guardians. Please remember the rules and policies contained in this handbook DO NOT cover all situations that may develop during a school year. **Please refer to the Prescott School District Website for the latest, most complete, and most updated policies. The website takes precedence over this handbook. This handbook has a shortened version of the policies listed.**

It is the policy of the Prescott School District, pursuant to S.118.13, Wis. Stats, and PI 9, that no person based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefit of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program. **The Prescott School District is committed to equal educational opportunity for all students in the district.**

MISSION, VISION, AND VALUES

The Prescott Middle School mission is to provide a well-rounded, rigorous education in a safe learning environment with social and emotional support to empower all students to be productive community members. The vision for our students is learning today for a better tomorrow. We embrace what we call the 5 R's of **Respect, Responsibility, Relationships, Rigor, and Relevance**. The 5 R's drive our decision-making and shape the lessons we are working on with our students.

Student Activities and Leadership Team (SALT)

Prescott Middle School has a SALT program where 8th-grade students must apply and be selected to be a SALT team member. These 8th-grade students are trained to lead 6th-grade students through an orientation to middle school and follow a specific 6th-grade classroom throughout the school year, leading monthly activities. Students must apply and be selected in the spring of their 7th-grade year. Qualifications that we look for in 8th grade SALT members include:

1. Responsible enough to manage a group
2. Accountable to show up throughout all phases of the program during the year
3. Willing to take risks
4. Interested in helping others
5. Positive role models
6. Dedicated
7. Self-confident and self-directed
8. Respectful of diverse ideas and personalities
9. Enthusiastic

VISITING OUR SCHOOL

All visitors must be admitted through our security system and report to the office. Student visitors are not allowed to attend class, lunch, or dances.

SCHEDULE CHANGES

Students wishing to change their music/STEM class selection must request to do so within the first two weeks of a quarter (end of quarter 2 or start of quarter 3). To make a schedule change, parents/guardians must send a note or e-mail to the school counselor. Schedule changes for music/STEM in the middle of a quarter will not be allowed. All other schedule changes will be made at the discretion of the Prescott Middle School staff.

MEDIA CENTER

The library has books, magazines, and pamphlets for assigned study and recreational reading. It is open for student use at 7:30 a.m. **Fines are charged for materials overdue or lost at an established rate.**

CLOSED CAMPUS

The Prescott schools have a closed campus; students may only leave during the day with permission. Students who leave campus without checking out will be considered unexcused and/or truant and subject to disciplinary action. Students who have a legitimate reason to leave must provide written permission to the office. The parent/guardian should call the school office when they arrive and their student will be released.

BEFORE AND AFTER SCHOOL

1. No student should be in the building before 7:30 a.m. or after 3:30 p.m. unless requested by a teacher or their bus arrives early.
2. Students may return to school between 3:30 p.m. and 5:00 p.m. to retrieve books or materials if a parent or guardian accompanies them.
3. Groups using the building in the evening must use only the section of the building reserved for them and leave rooms and equipment in proper condition to resume school the next day.

OFFICE PHONE

The **OFFICE PHONE IS A BUSINESS PHONE** and should be used by students only in cases of emergency. Time on the phone should be limited to accommodate other students.

PERSONAL COMMUNICATION DEVICES

POLICY # 5136

Possessing or using personal communication devices on school grounds during school hours is prohibited unless a school official's written authorization is obtained. For purposes of this expectation, "personal communication device" includes, but is not limited to, computers, cell phones, smart watches, handheld gaming systems, and/or other web-enabled devices of any type. These items may be brought to school at the owner's discretion; however, **the middle school is not responsible for any stolen property.** Phones can only be accessed between classes and before and after school. These items should be locked in the student's locker from 7:50 a.m. to 3:20 p.m. unless there is a sponsored activity day for them. Teachers are directed to turn these devices over to the principal when students fail to meet expectations.

FOOD SERVICE MONEY

Money can be deposited into family accounts in one of the following ways:

1. Dropped off in the office and put in the designated gray lunch box.
2. Credit Card - online payment.

ALL MONEY RECEIVED BY 8:30 A.M. WILL BE AVAILABLE FOR LUNCH THAT DAY.

To ensure proper credit, having your family ID number on your check is recommended.

NO CASH PURCHASES.

Please refer to the Food Service Policy Letter for more information.

CAFETERIA RULES

1. No line jumping.
2. No littering.
3. Follow all directions from cafeteria supervisors.
4. No taking food or beverages out of the cafeteria anytime.
5. Must have money in your account to purchase a la carte.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

STUDENT DRESS AND PERSONAL APPEARANCE POLICY

Student dress and appearance promote a more effective climate for learning, increase campus safety and security, and foster school unity and pride.

The student dress code intends to eliminate "label competition," ensure modest dress, simplify dressing, and minimize expense to the parents.

The following rules apply to attendance during the school day or at school-sponsored events:

1. Clothing, body art, and personal effects must not create a distraction or present a safety hazard.
2. Apparel with alcohol, tobacco, ethnic or racial slurs, or references to sex is not suitable for school. Additional examples would be obscenities, or promotion of obscenities, promotion of establishments that serve alcohol, questionable language, double-meaning statements, or statements advocating pain, death, or suicide are not appropriate attire.
3. Bare feet or stocking feet are not allowed. Sunglasses, hats (including headgear such as bandanas), coats/jackets, may not be worn during the school day.
4. Sweatshirt hoods may not be worn up.

CONDUCT AT ATHLETIC EVENTS

Policy # 5855

Students are encouraged to attend as many school events as possible without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, to ensure that students attending as nonparticipants are properly safeguarded, the School Board recommends that all MS school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration.

Students and members of the general public are reminded that good sportsmanship is practiced in the stands and on the playing surface.

EXTRACURRICULAR ACTIVITIES

The Prescott Middle School sponsors the following extra-curricular activities:

6th grade: Cross-country, wrestling, forensics, school musical, Destination Imagination

7th & 8th grades: Cross-country, football, volleyball, basketball, wrestling, track, forensics, school musical, Destination Imagination

CODE COVERAGE

Full Policy on Website

This code covers all students in grades 6-12 who represent the Prescott Schools in interscholastic competition as either a participant or a manager, performance activities, clubs, organizations, and leadership positions for one full year from the date the pledge is signed or they begin an activity. From now on, such participants will be referred to as “student.”

Students in the Prescott School District Activities have chosen to accept a set of additional responsibilities and rules above those required of the regular student body.

REQUIREMENTS FOR PARTICIPATION

1. Have a signed WIAA Physical Examination or Alternate Year Card, a pledge form on file, and signed DPI Concussion Agreement Form.
2. Parents and students **must** attend a code interpretation meeting **each year** their student goes out for a 6-12 activity.

Parents and students are strongly encouraged to attend special or team meetings.

ELIGIBILITY RULES (for athletes only)

A student must meet all eligibility requirements of the WIAA and Prescott Schools in order to represent Prescott Schools in any interscholastic competition.

ATTENDANCE

Policy # 5200

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the student's presence and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Parent Notification of Absence Required. The District Administrator shall require, from the parent of each student or from an adult student who has been absent for any reason, either a written or oral notification stating the reason for the absence and the period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. prolonged absence;
- B. absence of more than ten (10) days duration; or
- C. repeated unexplained absence and tardiness.

For the complete attendance policy please refer to Policy 5200 on the Prescott School District website.

STUDENT CONDUCT

Policy # 5500

All students are expected to respect students, staff, and property. This includes conformity to school rules and general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship are also expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, such as Facebook, Twitter, MySpace, YouTube, etc., when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall be reviewed and approved periodically.

SUSPENSION AND EXPULSION

Policy # 5610

The Board of Education recognizes that exclusion from the School District's educational programs, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

For purposes of this policy, "expulsion" means the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend to a maximum of the student's 21st birthday.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

SMOKING AND POSSESSION OF SMOKING MATERIALS/VAPING

Policy # 5512

In accordance with the state statutes and district policy, the use or possession of any tobacco or other products containing nicotine, by a student is prohibited in school buildings or on school grounds at any time, including after school and weekend events Any student using or in possession of tobacco or other products containing nicotine or devices used to dispense or distribute these products, will receive consequences at school and be referred to the police.

ALCOHOL AND OTHER DRUGS POLICY

Policy # 5530

The policy definition of drugs are as follows:

All dangerous controlled substances as so designated and prohibited by Wisconsin statute;

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"; Anabolic steroids; Any other illegal substance so designated and prohibited by law.

WEAPONS POLICY

Policy # 5772

The possession, storage, making, or use of any weapon in any school setting at any time is prohibited. 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.

Any student who violates this policy may face disciplinary action, up to and including expulsion, and may be referred to law enforcement.

Any student who has reason to believe that a person has or will violate this policy shall report the activity immediately to the principal or any staff member with as much detail as possible and not confront the person.

Items pre-approved by a principal as part of a class or individual presentation under adult supervision, are exempt only if used for the purpose and in the manner approved.

ANTI-HARASSMENT & BULLYING

Policy # 5517 & 5517.01

We strive to maintain an educational environment that is free from all forms of harassment and bullying (repeated harassment). This commitment applies to all programs and activities. All students have the responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or school setting or activity.

A student who believes they have been subjected to harassment may file a complaint, either orally or in writing with a teacher, principal, or other District employee. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however,

individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available.

The Board of Education is committed to providing a safe, positive, productive, and nurturing environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying towards a student is strictly prohibited and will not be tolerated.

SCHOOL CLOSINGS

Parents will be contacted by phone call, email, or through Infinite Campus, regarding school closings. This information will also be announced on the following television stations: WCCO-Channel 4, KSTP-Channel 5, or KARE-Channel 11. Many television stations offer a school closing notice service through email. Normally, decisions are called in by 6:00 a.m., but there can be delays in getting through or having the announcement read.

PLEASE MAKE SURE YOU INFORM THE OFFICE IMMEDIATELY WHEN YOUR PHONE NUMBER, EMAIL, OR ADDRESS CHANGES SO ALL RECORDS CAN BE MAINTAINED ACCURATELY.

All school activities are assumed to be canceled when school is closed and with an early dismissal. (This includes practices, rehearsals, open gym, games, concerts, Community Education, etc.)

School closings will be heard on the following radio and television stations:

Television:

WCCO TV	Channel 4	St Paul/Minneapolis
KSTP TV	Channel 5	St Paul/Minneapolis
FOX TV	Channel 9	St Paul/Minneapolis
KARE TV	Channel 11	St Paul/Minneapolis

Radio Stations:

WEVR AM 1550	River Falls
WEVR FM 106.3	River Falls
KDWA AM 1460	Hastings
KCUE AM 1250	Red Wing
KCUE FM 98.9	Red Wing

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