

# Mary Lou Mahone Middle School

## Stampeding towards Excellence...Believe...Achieve...Succeed!

Dear Mahone Family,

We hope this communication finds you and your family doing well and staying healthy. It is with great pleasure that I say 'Welcome Back to School' to all of our new and returning students and their families! The 2023-2024 academic school year begins Tuesday, September 5.

All students will receive/view their schedules through Infinite Campus beginning Wednesday, August 16. Both students and parents can see the student's schedule through either the student or parent portal in Infinite Campus.

Part of our students' success at Mahone relies heavily on the support offered both at school and at home. School success takes commitment and a willingness to do the work. At Mahone, we have a talented staff ready to assist students on their journey of success. When our students succeed, we all succeed!

We are excited about the coming school year and the many opportunities awaiting students to make a difference in their lives and the lives of their peers. We are committed to do what is best for our students. We will keep you informed, address your concerns and ensure that your child has the tools necessary to be successful.

There is a lot of information in this letter. Please take time to review this document with your child and talk with them about Mahone and specific procedures that allows everyone a year filled with academic achievements and many fun, memorable experiences. May you continue to enjoy the remaining weeks of summer. We look forward to a successful year for all of our students.

With warmest regards,

*Terri Huck*

*Steven Germain*

Terri Huck  
Principal

Steven Germain  
Assistant Principal

### MARK YOUR CALENDARS- IMPORTANT DATES FOR FALL

- ✓ AUGUST 30- OPEN HOUSE (5-6 PM)
- ✓ SEPTEMBER 5 – FIRST DAY FOR STUDENTS
- ✓ SEPTEMBER 7 – SCHOOL PICTURE DAY
- ✓ OCTOBER 10 & 12 – PARENT/TEACHER CONFERENCES (5–7 PM)
- ✓ OCTOBER 13 – NO SCHOOL FOR STUDENTS
- ✓ OCTOBER 18 – PICTURE MAKE UP DAY
- ✓ NOVEMBER 2 – END OF QUARTER 1
- ✓ NOVEMBER 3- NO SCHOOL FOR STUDENTS

## CALENDAR INFORMATION

**Mahone Open House:** Open House will be held on Wednesday, August 30<sup>th</sup> from 5:00pm – 6:00 pm. You can walk through the building, see where your classes are, meet your teachers, and put supplies in your locker.

**School Day Schedule:** The school office hours are 7:45 am to 4:15 pm. *Students enter the building at 8:10 am and proceed directly to their homeroom unless they are eating breakfast, which begins at 8:10 am.* **Please make sure your child dresses for the weather if they arrive to school before 8:10 am.**

**Friday Early Release:** Every Friday students are released at 2:53 pm, except for Teacher Professional Learning Days which are listed below, when there is NO SCHOOL for students.

**Half-Day Schedule:** There are two half-day schedules; May 24<sup>th</sup>, and June 12<sup>th</sup>. Students will be released at 11:35 am on these half days.

**Professional Learning Days:** This year middle schools will implement four Professional Learning Days. **Students do not report to school** on these days. They are Friday, October 13<sup>th</sup>, December 15<sup>th</sup>, February 16<sup>th</sup> and March 15<sup>th</sup>.

**Grading Periods:** Students receive letter grades in middle school. Please learn how to navigate Infinite Campus so you can monitor your child's grades. Quarter 1 runs from 9/5 to 11/2, Quarter 2 runs from 11/6 to 1/18, Quarter 3 runs from 1/22 to 3/27 and Quarter 4 runs from 4/8 to 6/12. Students receiving F's in their classes will be recommended for summer school.

## TECHNOLOGY INFORMATION

**Students will check out a chromebook each morning and return the chromebook at the end of the day.**

### **What is The DAN (Digital Assignment Notebook) and Infinite Campus?**

There are two electronic resources (the DAN and IC) that are invaluable to you and your child. Please take time to explore The DAN and Infinite Campus. The DAN is the present (e.g. what learning tasks your child is doing on a given day) where IC is in the past (e.g. grades are entered for the learning task).

**1.\*Digital Assignment Notebook (The DAN):** Parents, please refer to the Digital Assignment Notebook that is located on our web page under the PARENT tab, under house teams for any questions regarding assignments that are due or missed during an absence. House teachers update this electronic notebook on a weekly basis.

**2. Infinite Campus:** Infinite Campus is the district's student information system, which gives students and parents/guardians access to real-time information entered by teachers, counselors and staff so they may better understand and participate in the educational process. If you have a child entering sixth grade, you will want to become familiar with what you can see as a parent, such as grades, attendance, etc. Parents are able to log into the parent portal using Infinite Campus using their email address and created password. Classroom advisory teachers will instruct students how to log into the student portal in IC.

**3. Mahone Web Page:** The Mahone web site is [www.kusd.edu/mahone](http://www.kusd.edu/mahone). Here you can find a list of our faculty, contact numbers and email addresses, important daily announcements, upcoming events, school activities, sports, classroom projects and information about the history and practices of our school. We also have a Mahone Facebook page. Email is the most effective method of reaching teachers and administration without interrupting class.

**\*Daily Announcements:** Each day our all-school announcements are posted on the main page of our website under **ANNOUNCEMENTS** on our main page and on our Face Book page. These daily Announcements are posted by 3:00pm daily, please be sure to check this each day for upcoming events. Don't forget to check your child's house page in THE DAN for specific house announcements. Each house also has a link to our daily school announcements.

**\*Parent Newsletters:** We post a newsletter four times a year starting with October, as this registration letter has the September information in it. The newsletter will be posted on our Mahone website under the **Parent Link**. [www.kusd.edu/mahone/](http://www.kusd.edu/mahone/)

## **BREAKFAST & LUNCH INFORMATION**

**Breakfast:** Breakfast is available in the cafeteria from 8:10 am until 8:30 am. ALL STUDENTS RECEIVE FREE BREAKFAST.

**Lunch:** ALL STUDENTS RECEIVE FREE LUNCH. Students can also purchase snacks for additional cost. Parents can add money to student accounts online using [myschoolbucks.com](http://myschoolbucks.com) or cash or check in a deposit envelope available in the main office. Deposits must be made by 9:00 am each morning.

**Fast Food at School for Lunch:** We are asking parents to refrain from bringing in fast food for your child at lunch time. This type of food in the cafeteria causes a disruption with the other students in the cafeteria. If it is brought in, we will call your child up and have them eat in the office area.

## **ATTENDANCE & ILLNESS PROCEDURES**

**Absences:** Attendance is taken in every class. If your child is not present in class when attendance is taken, he/she will be marked Truant and you will receive a call. If your child leaves the classroom without permission, he/she will be marked truant and you will receive a call.

**Calling Students in for Illnesses/Doctor's Appointments:** The attendance line is 359-8101. Please use this number to leave any absence information regarding your child. We ask that all absences be reported first thing in the morning (or before 10:30am if possible). If your child has a doctor or dentist appointment, please bring in a slip from the doctor or dentist in order for the absence to be excused. Per the State of Wisconsin law, any student with more than 10 absences will not be excused without a doctor's note.

**Student Illness While at School:** If your child is sent to the office for illness, they will wait in a designated office area. Based on Wisconsin's Department of Health Services COVID guidelines, students displaying any one of the following symptoms: fever, cough, shortness of breath, difficulty breathing, loss of taste or smell, diarrhea, or vomiting will be required to go home. If your child is exhibiting two of the following symptoms: muscle/body aches, headache, sore throat, fatigue, congestion, runny nose, or nausea, you will be called to pick up your child. We ask that if you are called to pick up your child, you come as soon as possible to prevent possible spread of Covid-19 virus.

**Medication:** Over the counter medication requires the parent signature only. Any prescription medication needs to have both the doctor and the parent signature. Medication will be dispensed at school only after this form has been completed and turned in to the office along with the medication, in its original bottle. Forms are available on the KUSD website as well as in the school office.

**Student Injury/Ice from Office:** Per our school nurse, ice will only be given for injuries that occur at school and cause swelling. Ice will not be given for previous injuries without a note from a doctor stating that ice needs to be given due to an injury. Ice is not given for pain so please talk with your child regarding this so they know if/when they will need ice.

**Student Sign Out:** All parents must sign their student out in the main office. Call the office 262-359-8100 before you leave your house/work and we will have your child will be in the office waiting for you when you arrive.

## **DAILY PROTOCOLS FOR STUDENTS**

**Student IDs:** All students will receive an ID and lanyard that verifies their status at Mahone, to check out library materials, to purchase lunch and entry into athletic/social events at Mahone. According to school board policy, **all students are required to wear them around their neck at all times during the school day**. Replacement costs for ID's are \$1.00. The lanyard and plastic holder are \$.50 each.

**7<sup>th</sup> & 8<sup>th</sup> Grade Parents:** Every student needs a TI-30XIIS calculator for math class. Please make sure your child has it every day for class.

**Assignment Notebooks:** Each student will be issued an assignment notebook. In this notebook, there are specific resources our teachers use for teaching. It also has the Student Code of Conduct outlining specific student expectations for school. Please review the Code of Conduct with your child. The notebook is also a great way to communicate with your child's teachers.

**Lockers:** Each student will be assigned a locker. However, students may carry a backpack with their belongings to each class. Backpacks on wheels will not be permitted. The school is not responsible for lost or damaged items.

**Student Fees:** The middle school fee of \$72.00 may be paid online through the Infinite Campus parent portal, or you can pay with cash or check at the school.

**Gym Clothes:** Students will not be changing clothes for gym class. However, students will be **required to wear athletic shoes during gym class.** Students with sandals, flip-flops, boots, slides, dress shoes, will not be allowed participation in class and their daily participation grade will be adjusted accordingly.

**School Supplies:** Please make sure to send the school supplies that are listed on the KUSD website with your child. These will be used throughout the year.

**Parties or Celebrations at School:** Please do not bring in cupcakes, pizza, etc. for your child to share with friends at lunch or in the classroom. We would love to celebrate your child's birthday with them but a limited number of cupcakes, pizza, etc. only creates disruption in the lunchroom for 400 students and classroom for 120 students who are not receiving the treats. If food is brought in, we will hold it in the office for you to pick up and take home. This also follows the new U.S.D.A.'s guidelines regarding food brought to school. Also, in order to be an 'Allergy Friendly Environment' in classrooms and on the buses, we ask that balloons and floral arrangements not be sent to individual students at school.

**Phone Use/Student Messages:** With our population of 1000+ students, it is difficult to handle personal telephone messages to individual students. **We ask that phone messages be restricted to emergencies only.** Please arrange for afterschool pick-up prior to the school day. **We will not deliver messages on a daily basis to individual students.** Due to the business of the office at the end of the day, any phone messages coming in for students after 3:15pm will not be delivered.

Also, if you receive a call from the main number and do not have a voicemail, please do not call the office asking who called. All phone lines show the main office number and we will not interrupt every class to find out who called or why.

**Electronic Devices:** Please be aware that students take a risk when they bring personal valuable items to school such as cell phones, hand held video games, IPODS, etc. **The school is not responsible for lost or stolen electronic devices or phones.**

**Cell Phones:** Although cell phones are allowed at school; they may not be used during the school day. **All cell phones need to be turned off and secured.** Any cell phones seen out or being used in class/school will be **confiscated and held** in the main office for a parent to pick up. Parents, please refrain from texting your child while he/she is in school so their phone is not confiscated by school staff.

**Headphones in School:** Due to increased issues and repeatedly asking students to remove headphones/earbuds; over the ear headphones/buds are not allowed anywhere in the building (before or after school). The only exception to this is if they are school issued headphones for testing or Spanish class. If a student needs headphones for a class per the directions of a teacher, they must be the 'in the ear' earbud style. Once the student leaves the classroom the earbuds must be out of sight. If any headphones/earbuds are seen or worn during the school day or visible in the hallways they will be confiscated and a parent will need to pick them up.

## **SPIRIT WEAR CLUBS, ACTIVITIES, ATHLETICS and PTO**

**School Spirit Wear:** Mahone Spirit Wear Store is open for adults and students. To see this year's items go to Mahone's website: [www.kusd.edu/mahone](http://www.kusd.edu/mahone). The deadline to order is September 15<sup>th</sup>.

**Clubs and Activities:** Please check the daily announcements and Mahone's website for information regarding before/after school clubs. These activities or clubs could begin the end of September.

**Y Achievers:** Sometimes it is the environmental challenges at home or school make it difficult to learn. Teachers will start identifying students who they see would benefit from additional academic support outside of the school day. Students participating in our Y-Achievers programs will receive 2½ hours of math and literacy instruction/support that connects to what they are learning during the school day along with learning about maintaining a healthy lifestyle and physical fitness activities 5 days a week. If you know that learning is difficult for your child, please reach out to their homeroom teacher and have their name put on a list to be recommended for the program. We will review your child's academic achievements and contact you if they qualify for the program.

**Athletics:** We offer a variety of sports for our students. Please check out our website [www.kusd.edu/mahone](http://www.kusd.edu/mahone) under the Athletic Tab for upcoming sports, try-outs, and paperwork deadlines. Students must have passing grades in order to try-out.

**Parent Teacher Organization (PTO):** Meeting dates will be announced at a later date.

## **TRANSPORTATION**

Students are assigned to either a yellow bus or a city bus number. Their assigned bus number will be the only bus they will be allowed to ride. Bus information and bus passes will be mailed home in August closer to the start of school. Any questions regarding your child's bus should be directed to the Office of Transportation at 359-6391. Riding a bus is considered a privilege by the District that may be taken away when a student becomes a disciplinary or safety concern. The District's Code of Conduct applies on the bus and bus stops just as it does at school.

**City Bus Passes:** Students who live east of HWY 31 will be assigned to ride a city bus. Each student who rides a city bus will be issued one free bus pass at the beginning of the school year. If your student loses that pass, a replacement pass can be purchased for \$2.00, however the pass comes from the Educational Support Center and takes a day or two to get to the school. Students will have to pay \$1.50 each way until the bus pass arrives.

**Yellow Bus Assignments:** Students who live west of HWY 31 will be assigned to ride a yellow bus. Each student who rides a yellow bus will receive a letter outlining their specific bus stop. Pay attention to the assigned AM and PM bus numbers in this letter because sometimes they are not the same assigned bus number.

**Yellow Bus Tracking APP for your smart phone:** Track your child's yellow bus route through First Student's new app, **FirstView**. Click on the link; [firstviewapp.com](http://firstviewapp.com) and get started!

**Parental Transportation to/from Mahone:** The safe arrival and departure is our priority. While dropping off is not nearly as congested as our dismissal, please consider your options: use ITHS's parking lot if ours is full or come and pick-up your child(ren) at 4:05pm Monday-Thursday and 3:05 pm on Fridays when all the traffic is gone. The crosswalks areas are monitored by staff to get our students safely to ITHS buses and parking lot. There are also staff assigned supervision during dismissal time.

We ask that vehicles do not block the entrances/exits to Mahone. Our buses are on a timed-scheduled and need to leave our grounds 10 minutes after the students are dismissed from school, which is 4:05 pm Monday-Thursday and 3:05 pm on Fridays. Please review the map by clicking on this link: [Parent Parking and Traffic Flow Map](#)

## **FAMILY LIFE CURRICULUM**

Please see the attached letter regarding the district's family life curriculum.