School Overview

Middle school is a vital bridge between elementary school and high school – it is also a period when young people, often for the first time in their lives, begin actively seeking a sense of purpose and place. It is our job to provide them with these opportunities, while also keeping them engaged, challenged and supported. Through the efforts of our entire school community, we can help them to develop their own unique skills and talents and prepare them for continued success far beyond their early adolescent years.

Toki is a rich learning environment for students from diverse backgrounds with a range of abilities, affinities and strengths. We strive to enhance students’ character development and social responsibility, increase every student’s level of academic achievement, engagement and motivation and involve families and other community members as partners in the learning process. By working together, we can continue to make Toki Middle School an even greater place to learn and grow.

Onward and Upward,

Nicole Schaefer
Principal

School mission statement
Toki is a thriving school in which every student and adult is recognized for their strengths, challenged to do better and supported to succeed. Organized around collaborative work and mutual accountability, we are also clearly focused on preparing all students to be college, career and community-ready.

Telephone
OFFICE: (608) 204-4740
FAX: (608) 204-0523
ATTENDANCE / SAFE ARRIVAL: (608) 204-4743

Address
5606 Russett Road
Madison, WI 53711

Web address
https://toki.madison.k12.wi.us
facebook.com/MMSDToki
Key Policies and Guidelines

School calendar
Events are posted on the Toki website calendar at https://toki.madison.k12.wi.us/calendar.

Childcare/after-school information
MSCR provides a variety of clubs at Toki based on student interest. Select after-school team sports are also offered and competition is with other MMSD middle schools. Due to facility and staff limitations, some sports which involve competing with other MMSD middle schools are for 7th/8th grade students only. Intramural sports and activities are organized within each school for 6th grade students. Fees may be charged for some clubs or sports. Registration is with Toki MSCR.

Traffic safety
Parents should use the designated area on Whitney Way when dropping off or picking up students during school hours.

Transportation
Madison Metro provides bus service at Toki. Riding the bus is a privilege that requires respectful behavior at all times. School route schedules are available in the office or at www.mymetrobus.com/school. Students can purchase 10-ride and semester bus passes in the office. Students are strongly encouraged to carry $1.25 to cover bus fare in case they forget, misplace or lose their pass. Metro requires bus fare for each ride; without a pass, cash fare is required.

Releasing children from school during the day
Students who must leave the building during school hours, due to appointments or family emergencies, must obtain an Outside Permit from the office. Students should bring a note, signed by parent/guardian, to the office before school on the day the permit is needed. Upon reporting back to school, the student reports directly to the office to receive a pass to class.

Anti-bullying
Everyone learns best in an environment that is physically and emotionally safe. Students who feel their health or safety is at risk are asked to report bullying and harassment. Report of Bullying Incident forms are available in every classroom and in the main office. If you as a family member have a concern, please fill out the form available at https://www.madison.k12.wi.us/bullying and submit to a staff member.

Dress code
Dress for success!

Student-led conferences
Toki considers the relationship between students’ families and the school to be of paramount importance. We invite students and their families to attend formal conferences during which portfolios are shared that show student progress and achievement. Students explain their progress toward and mastery of both academic
learning targets and character/learning skills during the student-led conferences. Students show evidence of their progress by leading their families through a portfolio of assignments culled from all classes. Students are held more accountable for their progress when they explain areas of strength and areas in need of improvement. The tone of the conference is positive with a focus on what can be done to ensure success.

**Family engagement**
Join the Toki PTA or consider volunteering at a PTA-sponsored activity. There are also opportunities to become a tutor/mentor at Toki.

**Electronic devices**
Electronics need to be off and locked securely away during the school day.

**Student personal property**
Lockers and locks are assigned to each student to lock personal property away during the school day.

**School Improvement Planning**
The Toki SIP (School Improvement Plan) may be found on the school website. Please refer to quarterly newsletters for progress and also consider attending family forums to submit feedback on our goals and progress.

**Student support services**
The student services group consists of our psychologist, social worker and counselor. This group meets on a regular basis to determine ways of meeting the needs of individual students. These services may include consultation regarding social, emotional and behavioral issues that may be interfering with learning. Students and parents are welcome to consult with these staff. They can provide students with help regarding personal and interpersonal problems, academic problems, school program issues and specialized testing.

**Behavior**
We guide students to follow the 3REs: Respect Education, Respect the Environment, Respect Everyone. At the start of each year, our students create a schoolwide social contract to identify what the 3REs look like and sound like.

*Find more information in the district policy guide, found at [www.mmsd.org/policy-guide](http://www.mmsd.org/policy-guide).*