



Pardeeville Middle School Student Handbook 2017-2018

“Education is the most powerful weapon which you can use to change the world.” ~ Nelson Mandela

Middle School Office
120 Oak Street
Pardeeville, WI 53954
(608) 429-2153

Mr. David Bell, Principal – ext. 265
Mrs. Barb Pulver, Administrative Assistant – ext. 386

This planner belongs to:

Name: _____

Address: _____

City: _____ Zip: _____

Locker Number: _____ Bus Route: _____

MISSION STATEMENT

It is the mission of Pardeeville Middle School to foster lifelong learning in a positive, supporting environment where all learners can achieve and succeed.

General Information

Middle School Faculty

| | |
|------------------------|-------------------------------|
| Mr. Mitch Beckett | Grade 5 |
| Ms. Patricia Bleich | Grade 6 |
| Mr. Michael Craig | Math 8 |
| Ms. Amber Denure | Social Studies 7-8 |
| Mrs. Angeline Edgar | Middle School Interventionist |
| Mr. Dan Evans | Band 5-8 |
| Mrs. Heather Falkner | Grade 5 |
| Mr. Alex Hammerschmidt | Health/Physical Education |
| Mr. Joshua Hemmerich | Keyboarding 5 |
| Ms. Amber Houslet | Library Media Specialist |
| Mr. Ron Hulberg | Physical Education |
| Ms. Amy Jenatscheck | Language Arts 7 |
| Ms. Nicole Jodarski | Spanish 8 |
| Ms. Megan Kopfhamer | Reading 8, Math 7 |
| Ms. Taya Larson | Chorus 5-8 |
| Mr. John Lindquist | Science 7-8 |
| Mr. Chris Lynch | Art |
| Ms. Courtney McGraw | School Counselor |
| Ms. Kristina McGuire | Special Education Aide |
| Ms. Kimberly Muniz | Special Education Aide |
| Ms. Lori Osterhaus | Grade 5 |
| Mr. Patrick Pape | Grade 6 |
| Ms. Amanda Seichter | Agriculture 7 |
| Ms. Erin Semrad | Special Education |
| Ms. Chelsea Showers | Grade 5 |
| Mr. Greg Wagoner | Grade 6 |

Bell Schedule – 7th and 8th Grade

Regular Schedule

| | |
|---------------|----------------------|
| 8:00 – 8:44 | 1 st Hour |
| 8:47 – 9:31 | 2 nd Hour |
| 9:34 – 10:04 | Homeroom/Snack Break |
| 10:07 – 10:51 | 3 rd Hour |
| 10:54 – 11:38 | 4 th Hour |
| 11:41 – 12:11 | Lunch/Recess |
| 12:14 – 12:58 | 5 th Hour |
| 1:01 – 1:45 | 6 th Hour |
| 1:48 – 2:32 | 7 th Hour |
| 2:35 – 3:19 | 8 th Hour |

Late Start Schedule

| | |
|---------------|----------------------|
| 10:00 – 10:34 | 1 st Hour |
| 10:37 – 11:11 | 2 nd Hour |
| 11:13 – 11:47 | 3 rd Hour |
| 11:50 – 12:17 | Lunch |
| 12:20 – 12:54 | 4 th Hour |
| 12:57 – 1:31 | 5 th Hour |
| 1:34 – 2:07 | 6 th Hour |
| 2:10 – 2:44 | 7 th Hour |
| 2:47 – 3:19 | 8 th Hour |



School Calendar Dates

| | |
|----------------------|---------------------------------------|
| September 1 | 5 th Grade Orientation |
| September 4 | No School – Labor Day |
| September 5 | 1 st Day All Students |
| September 20 | Late Start (10:00 Start) |
| October 11 | Late Start (10:00 Start) |
| October 19 | Parent/Teacher Conferences |
| October 20 | No School |
| November 3 | 1 st Quarter Ends |
| November 8 | Late Start (10:00 Start) |
| November 22 | Half Day of School |
| November 23 & 24 | No School- Thanksgiving |
| December 13 | Late Start (10:00 Start) |
| December 25 – Jan. 1 | No School – Holiday Break |
| January 2 | School Resumes |
| January 10 | Late Start (10:00 Start) |
| January 18 | 2 nd Quarter Ends |
| January 19 | No School – Teacher Work Day |
| February 14 | Late Start (10:00 Start) |
| February 22 | Parent/Teacher Conferences |
| February 23 | No School |
| March 14 | Late Start (10:00 Start) |
| March 23 | 3 rd Quarter Ends |
| March 26 – 30 | No School – Spring Break |
| April 11 | Late Start (10:00 Start) |
| April 20 | No School – Teacher Inservice |
| May 9 | Late Start (10:00 Start) |
| May 28 | No School – Memorial Day |
| June 6 | 4 th Quarter Ends/Half Day |



Bell Schedule – 6th Grade

| | |
|---------------|--------------------------------|
| 8:00-9:00 | 1 st Hour |
| 9:00 – 9:11 | Breakfast Break |
| 9:14 – 9:39 | 1 st Hour continued |
| 9:43 – 11:08 | 2 nd Hour |
| 11:12 – 12:17 | 3 rd Hour |
| 12:20 – 12:50 | Lunch |
| 12:53 – 1:13 | 3 rd Hour continued |
| 1:17 – 1:44 | Homeroom |
| 1:48 – 2:32 | Band/Choir/Study Hall |
| 2:35 – 3:19 | Explore Classes |

Bell Schedule – 5th Grade

| | |
|---------------|-----------------------|
| 8:00 – 8:44 | Explore Classes |
| 8:44 – 8:56 | Breakfast Break |
| 9:00 – 10:28 | 1 st Hour |
| 10:31 – 10:46 | Homeroom |
| 10:49 – 12:17 | 2 nd Hour |
| 12:20 – 12:56 | Lunch |
| 1:00 – 1:44 | 3 rd Hour |
| 1:48 – 2:32 | Band/Choir/Study Hall |
| 2:35 – 3:19 | 4 th Hour |

Accidents

Accidents which occur on school property, at athletic events, practices, or at school sponsored trips should be reported immediately to the person in charge and the school office.

Board of Education Information

The Board of Education shall hold its Regular Meetings at 7:00 p.m. on the first and third Mondays of each month. Meetings will be at the site of the High School Library located at 120 Oak St., Pardeeville, Wisconsin. When circumstances require a change in the Regular Meeting time, date, and/or location, notice thereof shall be placed in the official meeting notice.

Board of Education Members

Ms. Margo Pufhal ----- President
Ms. Becky Levzow --- Vice-President
Ms. Karla Walker ----- Treasurer
Ms. Lynette Ives ----- Clerk
Mr. Harold Balsiger Mr. Matthew Smith
Mr. Daniel Pulver

Bicycles

Bicycles should be parked and locked in the middle school bike rack. The school is not responsible for stolen or damaged bicycles but will assist students in reporting theft and/or damage.

Cell phones/electronic devices

It is understood that cell phones have become part of our everyday modern society. However, as an instructional institution, we cannot allow cell phones to become a distraction to the educational process or to be used inappropriately. Therefore, the following policy will be enforced with the understanding that many students bring cell phones to school.

- The use of cell phones is prohibited during instructional hours (classes and hallways) unless part of the curriculum.
- Cell phones are strictly prohibited in locker rooms, bathrooms, or any other place where privacy is expected.
- Students are allowed to use cell phones/devices before and after school.
- iPods, MP-3 players, personal computers, other technology of this type will be treated the same.
- Misuse of a cell phone/device will result in the phone being turned over to school personnel until the end of the day.
- Repeat offenders will result in the phone/device being turned over to the principal and only returned to the student's parents.

Entering/Leaving the Building

Middle school students getting dropped off in the morning must enter the building through door 1 or door 18. High school students should enter the high school through door 14 and will not be allowed to cut through the middle school. The doors will open 10 to 15 minutes prior to the start of class.

After 3:25, students in the building are expected to be involved in an activity which is supervised by an adult. Students not involved in an after school activity should leave the building as soon as possible.



Emergency School Closing Information

When it becomes necessary to close school or delay the starting time due to weather conditions or other emergencies, you can receive this information by calling (608) 429-2153 beginning at 6:15 a.m. or view/listen to the following stations:

WMTV 15, WKOW 27, WISC-TV 3
WOLX 94.9 Radio Channel

Due to inclement weather, there may be a need to start school late (two-hour delay). In that case, **school will begin at 10:00**. Buses will pick up students two hours later than usual.

Fire/Tornado Drill

State law requires schools to conduct monthly fire drills and periodic tornado drills. Classroom teachers will instruct the students of proper procedures and exits. Students need to take all drills seriously and exit the building as rapidly as possible while walking quietly.

Guest Request

Arrangements to bring a guest to Pardeeville Middle School must be made at least three days in advance. Students must get permission from the office to bring a guest and approval from all of their teachers. Guests will not be allowed the first and last three weeks of school. Guest are only allowed one day per semester. Guests must be school age, currently enrolled in a school in grades 5-8. Any guest causing disciplinary problems will be asked to leave immediately. The principal must approve all guest requests.

Library Services

The Middle/High School library is located in the high school. Students may check out books and other materials. The library staff will explain check out procedures and other services.

Students are expected to be considerate of others who are using the library for research, browsing, recreational reading, and quiet study. Students risk loss of library privileges if they fail to follow library rules.

Lost and Found

The lost and found area is located near the Middle School office and by the school counselors office. Items not claimed by the end of the school year will be donated to a charitable organization two weeks after the last day of school.

Lockers

A student locker is provided for storage of outer garments and school materials. Large sums of money and/or other valuable items should not be kept in student lockers. The middle school will provide locks for students to use if desired.

1. Student lockers may be opened by school authorities at any time.
2. The school cannot accept responsibility for valuables of students.
3. Keep your locker locked. Do not share your combination with other students.
4. Opened food and drink are not allowed in lockers.
5. Students are responsible for the condition and appearance of their locker
6. No items may be displayed on the outside of the lockers.
7. Students must pay for lost locks. The fee for a replacement lock is \$6.00.
8. Grade level teams will conduct monthly locker cleaning.

Lunch

Students may purchase school lunch or bring their own bag lunch. Hot lunch is available to students at a cost of **\$2.80** daily and milk is also available at a cost of **\$.30**. Prices may be subject to change. Each student will have a family account established at the school. Students must have money in their account in order to purchase food. Parents, please help your student to manage their food service account on a regular basis. Application forms for free or reduced lunch are available in the Middle School office at any time throughout the school year.

Students eat in the cafeteria and food is to remain in the lunchroom. Food and open drink containers are not permitted in hallways after lunch or during the school day.

Students are encouraged to stay hydrated throughout the school day but beverages other than water in clear containers are not allowed in classrooms.

Non-Discrimination Policy

It is the policy of the Pardeeville School District that no person shall be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's gender, race, religion, national origin, ancestry, creed, pregnancy, mental, emotional or learning disability as required by section 188.13 of the statutes. This policy also prohibits discrimination as defined by title IX of the Education Amendments of 1972 (gender), title VI of the Civil Rights Act of 1964 (race and national origin) and section 504 of the Rehabilitation Act of 1973 (disability).

Medication

Medication will be administered by designated school personnel with appropriate written permission. Over the counter medication shall only be given upon written permission from the parent/guardian. Students must provide their own medication and it must be presented to the office in the original container with the student's name on it.

Students who need to take prescription medicine while attending school should bring the medicine to the office in its original container. If medication needs to be administered during school hours, a medication form signed by the parents and the student's doctor, must be kept in the school office. Prescription inhalers and epinephrine pens may be carried by the student after approval by the office.

Phone calls and Messages

We prefer to keep interruptions of classes to a minimum. If you need to contact your parent, or parents need to contact their child, please call the middle school office, so the message can be relayed. **Please do not text your child during the school day.** If you child is not feeling well and needs to go home, the phone call should be made through the office, not a personal cell phone.

Wednesday Evenings

The school district attempts to refrain from scheduling activities on Wednesday night: school activities will conclude by 6 p.m. on Wednesdays.

Student Conduct

Attendance Policy

Good attendance is an important part of a good education. Students and parents should follow the attendance guidelines listed below.

Procedure for calling in absence

For unplanned absences a parent/guardian must call the office by 8:00 a.m. Parents who do not call the school to excuse their child will be called to verify their child's absence.

Pre-Planned Absences

Students who know in advance that they will be absent for funerals, medical appointments, etc. should bring a note to the office at least **one day** prior to the absence. Students should check with their teachers as to assignments they will need before the absence.

A pre-planned absence form must be completed for students who will be absent more than **two days**. This form is available in the middle school office.

Attendance Guidelines

1. Notes and phone calls to excuse students must be from a parent/guardian. Forgeries and fake calls will be handled according to discipline policy.
2. According to state truancy law, tardiness may be counted as an absence. If a student must be late the parent/guardian must call or send a note with the student.
3. Students absent for illness three consecutive days, must provide a doctor's excuse upon return.
4. Any student, who participates at any level in sports, any extracurricular activities, practices, concerts, dances, plays, etc., must attend school all day in order to be able to participate or attend any after-school functions. Exceptions may be made by the principal for funeral and medical appointments.
5. An effort should be made to schedule appointments after school or on days when school is not in session. Appointments for haircuts, tanning, etc., are not considered acceptable excuses to miss school.
6. Three tardies will result in an after school detention.
7. Skipping class will result in one detention. A student who chooses to skip a second class will be assigned an

Behavioral Expectations:

The following chart describes the expectations for all students in the various settings. In all situations it is important that students act in a safe, respectful, and responsible manner.

in-school suspension.

Daily Participation

A student must attend school **all day** in order to participate in that day's activity, practice or competition. In the event of a Friday absence, parental contact with the principal is required for the student to participate in Saturday's activity/event. The principal must approve any exception to the daily attendance rule. A student or parent must contact the principal in advance of an absence from the school in order to obtain a waiver.

Any student removed from the classroom during the school day for inappropriate behavior will not be allowed to participate in extracurriculars or activities that day.

Closed Campus

Pardeeville has a closed campus for all 5 - 8th grade students from 8:00 until end of school day dismissal. This is for everyone's safety and accountability.

Errands

Students **will not** be allowed to run home for forgotten articles without parent permission. Students may call home and have a parent bring the item to school.

Truancy

"Truancy" - means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. "Habitual truant" means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days per semester.

Truancy will be handled according to Wisconsin statute 118.16. A copy of this statute is available in the middle school office.

Expectations and Guidelines

Students learn best in an environment that promotes positive behavior and interactions. We believe students require logical and understandable consequences for inappropriate behavior.

Behavior and discipline guidelines have been established to: promote safety in our school and on the playground, to make students aware that we are each responsible for our own actions, to ensure that all people are treated with respect and courtesy, and to provide a positive atmosphere of order and discipline so that each student may concentrate on learning.

| I AM: | All Settings | Classroom | Hallways | Cafeteria | Bathroom | Playground/ Recess |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Safe | Keep your body in control Ask permission to leave any setting | Sit properly in chairs Keep hands to yourself Keep materials where they belong | Walk Stay to the right Keep hands to yourself | Walk Food is for eating | Flush Wash hands with soap and warm water | Keep hand, feet, and belongings to yourself Line up at the end of recess Wood chips stay on the ground |
| Respectful | Follow directions Use polite language Help keep the school clean Dress appropriately (follow dress code) Use cell phones only when given permission | Raise your hand to speak Take care of classroom materials Stay in assigned seat | Walk quietly so others can learn Quiet at lockers Pick up after yourself | Use inside voice Use proper manners Leave when excused Pick up after yourself Place trash in trash can | Put garbage in garbage can Use inside voice | Enter and exit school quietly Share and put away equipment Be a good sport Follow the rules |
| Responsible | Give your best effort Be a team player Participate Challenge yourself Be prepared | Be on time Be prepared with materials Fill out planner | Return to class promptly | Choose healthy options | Return to class promptly | Try to solve problems on your own first Try new activities Include others |

Citizenship Report Card

As a part of the behavioral expectations, students will receive feedback on reports as to who they are performing behaviorally in the classroom. The following categories will be used to help determine if students meet the expectations of the school, are approaching these expectations, or need improvement on how to behave appropriately. Students with multiple needs improvement marks will help in developing a behavioral intervention plan. These expectations follow our school wide PBIS program to help all students become more respectful, responsible, and safe.

Be Respectful:

- Students participates in all classroom activities.
- Student treats others with respect and kindness.

Be Responsible:

- Student completes and returns work in a timely manner.
- Student's effort is evident on all assigned work.

Be Safe:

- Student meets all classroom and school expectations.

Classroom conduct

Pardeeville Area School District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms. Students are expected to behave in a manner that allows teachers to effectively carry out lesson plans and allow students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration, and classroom teachers.

Student behavior that is dangerous, disruptive, or unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to long-term or permanent removal from class and placement as outlined in administrative regulations. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

Bullying and Harassment

The Pardeeville Area School District does not tolerate bullying and student harassment, including sexual harassment, in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the Pardeeville Area School District to maintain and ensure a learning environment free of any form of harassment or intimidation toward and between students.

Student harassment is behavior towards students based in whole or in part, on gender, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment and is considered a form of student discrimination according to state law.

Sexual harassment can be by a person, of the same or opposite gender, and is defined as any deliberate, repeated or unwanted physical sexual contact, sexually explicit derogatory statement, or sexually discriminatory remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance. Sexual harassment can take the form of, but is not limited to, any unwanted sexual or gender-related behavior ranging from leering, pinching, patting, offensive jokes, unwanted flirtations, graphic commentaries about a person's body, verbal comments, display of graphic or written sexual material, overt or implicit threats, bribes, or pressure for sexual activity.

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, social, through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- Physical - hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

- Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- Social - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- "Cyberbullying" - the use of information and communication technologies such as email, cell phone and page text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Consequences of Bullying and Harassment

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

Bus conduct

Riding the bus is a privilege, not a right. Improper behavior on the bus or at the bus stop may result in a student being denied bus services. Every effort is made to communicate with students and parents when bus behavior is inappropriate. Some inappropriate behavior will result in the student being suspended from riding the bus. The length of the suspension will be contingent upon the offense. Multiple offenses may result in the revocation of the student's bus privileges.

Students are to return home on their assigned bus route. If a student will be using a different bus route on a certain day, he/she must bring a signed note from a parent or guardian to give to their bus driver. Parents should also call Smith Bus Co. at 429 - 2732. **If Smith Bus Co. does not have a note, the student will need to ride his/her regular route.**

Questions and/or concerns about busing should be directed to Smith Bus Co. at 429 - 2732.

Code of Conduct

Our goal at Pardeeville Middle School is to provide a safe environment for all students that is conducive to learning. To accomplish this, it is important to teach our students our expectations for behavior.

The student code includes the types of behavior that will subject a student to disciplinary action. It is important to remember that school rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the school's staff and administration. Disciplinary action will be decided on a case by case basis and imposed only after review of the facts and or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to detention, suspension, and/or expulsion from school:

| <u>Minors</u> | <u>Majors</u> |
|------------------------|------------------------|
| Dress Code | Forgery/Theft |
| Disrespect | Truancy/Skipping Class |
| Inappropriate Language | Disrespect |
| Physical Contact | Abusive Language |
| Unprepared for Class | Fighting |
| Disruption | Disruption |
| Property Misuse | Vandalism |
| Tardy | Technology |
| Technology | Excessive Tardy |
| Lying | Harassment/Bullying |
| | Lying/Cheating |

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for student in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teacher to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are expected to abide by all rules of behavior established by the Board, administration and their classroom teachers.

Computer use policy/school equipment

The School District computers shall be used by students to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. Unethical and unacceptable behavior in violation of the computer usage rules shall be cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity.

Consequences for infractions will include but are not limited to the following:

- Suspension of District computer and network access
- Revocation of District computer and network access
- Suspension of Internet privileges
- Revocation of Internet privileges
- School suspension and/or legal action and prosecution by the authorities.

- 1st Offense - Warning
- 2nd Offense - 1 week suspension
- 3rd Offense - Semester suspension
- 4th Offense-Remainder of school year suspension

Proper use and respect for equipment is expected. Damage or abuse to any equipment will result in disciplinary action and payment for damages.

Dances

Dances are held periodically during the school year. Students must be in school all day to attend the dance. **Students receiving an office referral or detention during the week preceding the dance may not attend the dance.** Students are not allowed to leave the dance until it has ended. Parents must contact the office if their child is to leave the dance early.

Guest request arrangements must be made three days in advance. Students must get permission from the middle school principal to bring a guest to the dance. Guests must be of middle school ages (grades 5, 6, 7, 8).

Disciplinary Action

Based on the severity of the situation, administration will choose from consequences that may include, but are not limited to, detentions, in-school or out-of-school suspension, and expulsion. Some occurrences may involve restitution and/or replacement costs, and may be referred to the school police liaison.

Detention

Detentions are assigned for various rule infractions. If a student misses an assigned detention, they are ineligible for all activities until the detention is made up. This include such things as field trips, extracurricular activities, dances, game attendance, etc.

Detention is held on Tuesday and Thursday each week. Students are expected to study, work on homework, or read during detention. All detentions must be served before the student is eligible to participate in any extracurricular activity.

Severe Infraction

When an infraction is deemed severe administration may contact police. These infractions include, but are not limited to: fighting, vandalism, use and/or possession of tobacco, extortion, skipping school, theft, and use of threatening language. In-school suspensions may be issued with this infractions occur.

Each situation will be judged separately. The principal determines appropriate consequences.

Dress Code

The objective of Pardeeville Middle School's dress code is to provide a safe learning environment that is free from distraction and disruption. General habits of cleanliness and proper dress are of major importance in establishing patterns of school and social behavior. There is a correlation between the attitudes and conduct of students and their personal habits of cleanliness and dress. Proper dress is also necessary for reasons of health and safety.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

Standards for Appropriate Dress:

1. All clothing should provide adequate coverage (no bare midriffs, low-cut tops, mesh shirts, or shirts with sleeves cut off to the waist.) Pardeeville Middle School will use an "at rest" standard, meaning that if the clothing covers these areas while a student is "at rest," the clothing will generally not violate this standard. Shorts and skirts must cover legs judged by the "at rest" standard, i.e., when the student's hands hang at his/her sides, the student's thumb should not touch skin.
2. Shirts must not show excessive cleavage and have two straps (wider than spaghetti straps) sewn securely (no strapless or tube tops).
3. Clothing and accessories bearing guns, obscene, sexually suggestive, alcohol or alcohol establishments, tobacco, gang-related, or drug-related slogans or symbols are prohibited. No slogans, logos, or language (implied or direct) that is in poor taste or demeaning to any person or group, will be displayed on articles of clothing.
4. Students are required to wear shoes at all times. Appropriate footwear includes: tennis shoes, dress shoes, boots, and sandals. Slippers or steel toed shoes are not allowed.
5. In the interest of safety and health, the school may require specific dress or grooming for certain instructional activities (e.g. shop, science labs, and physical education).
6. Students acting as official representatives of the school in the band, chorus, state meetings, class activities, field trips, athletic teams or any other organization may be required to conform to a more rigorous dress code as determined by the school administration, staff, and advisors/coaches.
7. Sunglasses and headgear, including hats and bandanas, cannot be worn in the classroom, hallways, or other buildings except as required for health or safety purposes.
8. No pajamas, pajama pants, or other sleepwear.
9. Students should leave jackets or coats that are considered to be weather-protective gear in their locker while at school.

10. Low-hanging pants that expose underwear are considered inappropriate for school. Excessive holes in pants will also require a student to change.
11. Backpacks, large purses, and detachable chains are not permitted for safety reasons during the school day and should be left in lockers.

Consequences:

A student inappropriately dressed will be reminded of the dress code and directed to adjust and comply with the code. Non-compliant students will be sent to the office and given the following options, in this order:

- Change into another garment.
- Wear a garment provided by the school.
- Call home for other clothes to be delivered to school.

If a parent/guardian cannot be reached, or a student refuses to cooperate, ISS will be assigned until the issue is resolved.

Repeat offenders will be issued a detention, have a parent/principal/student meeting, or receive another consequence deemed appropriate by administration.

The Administration reserves the right to make judgements on items listed above as well as in area not specifically addressed in this policy. All decisions made by Administration on appropriateness of dress are final.

Fan Behavior

We hope you attend many of the Pardeeville activities and support your teams. This is your chance to show classmates you appreciate their efforts. It is also a time for you to socialize with your peers. Responsible behavior expectations include:

- Stand, remove your cap, and be attentive during the National Anthem.
- Show good sportsmanship!
- **Students must be in school all day to attend an after school activity. The principal must approve any exceptions to this rule in advance.**
- Students who do not follow the rules may be asked to leave the event and possible future events.

Field Trips

Almost all students have an opportunity to participate in a field trip. While field trips are an important part of the education experience, there are circumstances under which a student can be excluded from participating. If a student's conduct at school indicates that the student's presence on a trip would be a disruption to others, that student will lose the privilege of the field trip and remain in school on the day of the field trip unless accompanied by a parent. Students will be charged a fee for transportation for field trips plus admission costs when necessary. No student will be denied the opportunity to attend field trips due to cost.

Academics

Academic Awards

Academic recognitions are held quarterly and may include the following awards:

- High Honor Roll/Honor Roll
- Grade Level Academic Awards
- Presidential Award of Academic Achievement
- Presidential Award for Academic Excellence
- Citizenship
- Perfect Attendance

Academic Dishonesty

The administration and staff at Pardeeville Middle School believe that a student's commitment to his/her own learning is an asset and integral step to good education. It is expected that a student's own integrity requires that he/she independently do his/her class work.

One who submits another's work as his/her own is engaging in academic dishonesty. Academic dishonesty is any form of cheating or misrepresentation of one's work and includes but is not limited to the following:

- Sharing, or receiving of questions/answers on tests and/or homework assignments
- Using a source specifically not allowed for school assignment, quiz, test, or examination.
- Copying or using written or downloaded information or works of art or music without giving credit for the source (plagiarism).
- "Works found online" (articles, photographs, charts, graphs, pictures, music, animation, websites, or any part of) may not be downloaded except for educational purposes under the supervision of a teacher. Downloaded materials cannot be represented as one's own in assignments.

Communication this policy through this handbook is considered a warning. Students found to have participated in academic dishonesty will receive a disciplinary referral and consequence. The consequence for the first offense will result in no credit given for the assignment and the requirement to complete a new assignment. The impact of this may result in incomplete grades recorded until an independently created assignment is completed. Academic dishonesty incidences/referrals will be reviewed by the principal.

Academic Honor Roll

To be on the high honor roll a student must have accumulated a grade point average of 3.67 or higher. To be on the honor roll it must be 3.00 to 3.66. No student can be on high honor roll or honor roll if they have a D or F on their current report card.

Agenda Planner

At Pardeeville Middle School we want all students to experience success. To help students accomplish this, all students will use an agenda planner daily. This agenda planner is intended to help students with organization, develop better work habits, and complete assignments on time. Students must take their agenda planner with them to every class. Parents are asked to check the

agenda planner weekly. An agenda planner will be provided for each student on the first day of school. If lost, replacements must be purchased in the school office for \$5.00.

Hall passes are included with the agenda planner. A student is not allowed in the hallways during class periods without a signed agenda planner pass.

The agenda planner program includes quarterly incentive rewards. The incentive criterion is correlated with agenda planner use and modeling responsible behavior.

Grades

For the 2017-18 school year, the Pardeeville Middle School will be using the following grading scale and corresponding grade point values to calculate graph point averages. In future school years a standards based grading and reporting system will be adapted.

| | |
|---------------------|---------------------|
| 100 - 96 = A = 4.00 | 81 - 78 = C = 2.00 |
| 95 - 92 = A- = 3.67 | 77 - 74 = C- = 1.67 |
| 91 - 90 = B+ = 3.33 | 73 - 72 = D+ = 1.33 |
| 89 - 87 = B = 3.00 | 71 - 68 = D = 1.00 |
| 86 - 84 = B- = 2.67 | 67 - 65 = D- = .67 |
| 83 - 82 = C+ = 2.33 | 64 - 0 = F = 0.00 |

Homework

Students may be assigned work that is to be completed outside the classroom. The purpose of this work is to supplement, support, and extend the learning that takes place in the classroom. Parents play a key role in helping students complete this work.

When homework is not completed on time, students will be required to determine what steps will be taken to complete the work. Options will include, but are not limited to: completing the assignment during study hall, lunch recess, after school, or at home and returned promptly. If the student is unable to return the work in a timely manner, teachers will have students attend homework club to complete the assignment.

Homework Club:

Homework club is provided on Monday, Tuesday, and Thursday from 3:20 to 3:50 in the classroom of the teacher assigned to supervise.

PowerSchool

Parents and students are able to view assignments and grade information on the PowerSchool website using assigned access codes. Parents are required to sign a consent form before they are given access codes to PowerSchool. Access codes are available in the middle school office. Additional PowerSchool information is available at www.pardeeville.k12.wi.us.

Report Cards

Report cards will be made available to families at the end of each quarter and will be mailed home upon request. Parents will be able to view on PowerSchool at the conclusion of each term, at www.pardeeville.k12.wi.us, contact the middle school office to obtain login information.

Study Halls

Study hall will be held in grade level classrooms. Students should check their class schedule for room location.

Study Hall Expectations:

1. Study halls are a quiet place to study.
2. Never come to study hall empty handed
3. Get permission before working with another student.
4. Chromebooks can be used for school work only.
5. A pre-signed pass is required to go to another teacher's classroom.
6. Students who are on restrictions (receiving a D or an F the previous quarter) must have a pre-signed pass to leave the assigned study hall.