

**Pardeeville  
High School  
Student Handbook  
2018-2019**



**Mr. Jack Hammer  
Principal**

**High School Office  
608-429-2153**

# Welcome to Pardeeville High School

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Welcome to another year at Pardeeville High School. The Pardeeville Board of Education, Teachers, Administrators and Support Staff are dedicated to providing a rewarding, satisfying and exciting high school experience. Although a small school, PHS provides a tremendous amount of opportunities for its students. The curriculum is comprehensive, the co-curricular activities are extensive and the entire staff is willing and able to respond to your needs as they provide a high quality education.

As a means to help make the educational experience a positive and productive one, we have put together this handbook as a reference and guideline for students and parents. The handbook also provides the rules and regulations necessary to ensure that the high school runs smoothly. PHS rules and regulations for students are written with this intention. Violations of these rules and regulations infringe upon the rights of others or create a disruption of the school's common goals. As a PHS student, you are responsible for following these rules and regulations; faculty members and other adults have been given the responsibility of monitoring student compliance with these things. Students are responsible for recognizing this assigned authority.

*Please recognize that this handbook does not cover all of the policies and procedures for the school and district. The administration reserves the right to change, add to, or modify this handbook at any time.*

These policies are meant to help make your time at Pardeeville High School a more enjoyable experience. Please follow them, and if you have questions or concerns, please feel free to contact me. We are all learners, and as such, there is always room for improvements. Our motto, "Learners today . . . Leaders tomorrow" is something that we hope every person who passes through this school aspires to be.

Together,

Jack Hammer, Principal

## **OUR SCHOOL MISSION STATEMENT**

***THE MISSION OF THE PARDEEVILLE AREA SCHOOL DISTRICT, A CARING, COMMUNITY-BASED LEARNING ORGANIZATION, IS TO PROVIDE ALL STUDENTS AN EDUCATION THAT IS A LIFELONG ASSET THROUGH ACTIVE PARTICIPATION WITH FAMILY, BUSINESS, AND COMMUNITY IN A POSITIVE AND CHALLENGING ENVIRONMENT.***

### **NON-DISCRIMINATION POLICY**

It is the policy of the Pardeeville School District that no person 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 sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation or physical, 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 (sex), title VI of the Civil Rights Act of 1964 (race and national origin) and section 504 of the Rehabilitation Act of 1973 (handicap).

### **BOARD OF EDUCATION INFORMATION**

The Board of Education holds its regular meetings at 7:00 p.m. the first and third Mondays of each month. Meetings will be in the High School Library, located at 120 South Oak Street, 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 Pufahl	President
Ms. Becky Lezvow	Vice President
Ms. Lynette Ives	Clerk
Ms. Karla Walker	Treasurer
Mr. Harold Balsiger	Director
Mr. Dan Pulver	Director
– open –	Director

## **Bell Schedules**

### **REGULAR START**

1 <sup>st</sup> Hour	8:00 – 8:44
2 <sup>nd</sup> Hour	8:47 – 9:31
GO Time	9:34 – 10:04
3 <sup>rd</sup> Hour	10:07 – 10:51
4 <sup>th</sup> Hour	10:54 – 11:38
5 <sup>th</sup> Early	Lunch 11:41 – 12:11 Class 12:14 – 12:58
5 <sup>th</sup> Late	Class 11:41 – 12:25 Lunch 12:28 – 12:58
6 <sup>th</sup> Hour	1:01 – 1:45
7 <sup>th</sup> Hour	1:48 – 2:32
8 <sup>th</sup> Hour	2:35 – 3:19

### **LATE START**

1 <sup>ST</sup> Hour	10:00 – 10:33
2 <sup>nd</sup> Hour	10:36 – 11:10
3 <sup>rd</sup> Hour	11:13 – 11:46
4 <sup>th</sup> Hour	11:49 – 12:22
5 <sup>th</sup> Early	Lunch 12:25–12:55 Class 12:58 – 1:31
5 <sup>th</sup> Late	Class 12:25–12:58 Lunch 1:01 – 1:31
6 <sup>th</sup> Hour	1:34 – 2:07
7 <sup>th</sup> Hour	2:10 – 2:43
8 <sup>th</sup> Hour	2:46 – 3:19

## **ACADEMIC DISHONESTY**

The administration and staff at Pardeeville High School believe that a student's commitment to his/her own learning is an asset and an 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 on-line" (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 of 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 may result in loss of credit for the work on which the dishonesty occurred. The impact of this forfeiture may result in course failure depending on the weight of the assigned work. Academic dishonesty incidences/referrals will be reviewed by the principal and may involve additional consequences.

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<b>PHS ATTENDANCE</b>
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## **ABSENCE 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 ABSENCES**

1. A parent/guardian should call the office by 8:00 a.m. to explain the student's absence. The administration will determine whether the absence is excusable based on State Statute.
2. Parents who do not call the school to excuse their child will be called.
3. Parents are reminded that they are allowed to excuse their child up to **ten** times during the school year (**five days during a semester**). After that, the absences will become unexcused and truancy may be filed. Please refer to the section labeled **TRUANCY** for further details.

## **PRE-PLANNED ABSENCES**

1. Students who know in advance that they will be absent for funerals, college visits, medical appointments, etc. are encouraged to get a pre-planned absence form from the office, circulate it amongst all their teachers, and obtain a parent signature.
2. This pre-planned form must be returned to the office 3 days prior to the absence for office approval. If not received in the office 3 days prior it may still be excused, but the student will appear on the ineligible list for that day; if the absence is on a Friday, the student will stay on the ineligible list for the duration of the weekend.

## **ATTENDANCE GUIDELINES**

1. Notes and phone calls to excuse students for acceptable reasons must come from a parent/guardian unless the student has completed their eighteen year old option. Forgeries and fake calls will be handled as a discipline issue.
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. The administration will follow State Statutes except in cases of emergency.
3. Any student, who participates at any level in sports, any co-curricular activities, practices, dances, plays, etc. must attend school all day in order to participate in, or attend, that day's after-school functions. A parent/guardian must contact the attendance office in advance of an absence from school in order to obtain a waiver from this rule. On occasion, the principal may approve an exception to the daily attendance rule and that decision is final.
4. The school expects verification of appointments. Therefore students must return to school with their appointment verification if they wish to participate in after school activities (athletics, plays, competitions, etc.).
5. We ask that efforts be made to schedule appointments after school or on days when school is not in session.
6. In the event that a student will be absent from school on a Friday, the parent/guardian must contact the principal to gain permission for the student to participate in a Saturday activity or event.
7. Three tardies to the same class per quarter will result in an after school detention. One (1) detention will then be issued for each successive tardy to that class.
8. Students who have an unexcused tardy for more than ten minutes to any class will be issued a detention. Students who have an unexcused absence for an entire day will be issued two detentions and/or a truancy ticket.

9. Skipping class or classes will result in a detention(s). Skipping a class by leaving the building will result in a truancy citation.
10. A "senior skip day" may result in the cancellation of the senior trip for the class as a whole, or for individuals.

### **TRUANCY**

The reason behind our State and District attendance policies is to ensure academic success. When students are at school on a regular basis, they have a much greater chance of succeeding than when they are not here.

### **WISCONSIN STATE LAW ON SCHOOL ATTENDANCE**

According to Wisconsin Statute (Section 118.51), the parent or guardian is responsible for ensuring that students attend regularly until their 18th birthday. It is expected that excuses are sent within 24 hours of the absence. Beyond this time frame, students will be marked as truant, and notes (either parental or medical) may not be accepted.

### **GENERAL ATTENDANCE STATEMENT**

The purpose of policy relating to regular school attendance is as follows:

**State law requires that students attend regularly** and those parents/guardians having children between the ages of six and eighteen years under their control shall cause those children to attend regularly during full periods and hours when school is in session (Wis. Compulsory School Attendance 118.15).

**Under Wisconsin Compulsory Attendance Law (Wis. Statute 118.16), parents do not excuse students, only the school administration** which is so designated by a properly elected school board, may excuse students. Parents can only request that the absence be excused. If you are unsure whether the reasons for an absence is acceptable, call the school before the absence or before plans are made.

**Students who have reached eighteen** years of age during the school term (year), they are required to attend regularly during full periods and hours when school is in session with exception of the ten opportunities allowed under state law 118.15 if they wish to continue as a student of Pardeeville High School.

If a student becomes habitually truant (5 or more trancies), (s)he may be asked to sign a contract in which future trancies will cause a student to be withdrawn from the Pardeeville School District.

Seniors who have excessive absences (10 or more) may not be allowed to participate in the Graduation Ceremony. If a student reaches ten absences, a letter will be sent stating that the student may be ineligible to participate in the Graduation Ceremony and possibly requesting a meeting between the student, parents/guardians, counselor, and principal. If a meeting is held, a plan will be put into place for the student to improve attendance in order to earn back the privilege of participation in the Graduation Ceremony.

## **ATTENDANCE EXCEPTIONS OR EXEMPTIONS**

### **Parent Excused Absences**

Exemptions under state law 118.15 (3) (c) give parents the authority to approve a son's/daughter's absence up to ten (10) opportunities per year (five (5) times per semester). All excused absences shall either be approved prior to the absence or in writing within 24 hours upon the student's return.

### **Exempt Absences (Excused)**

The Board recognizes the following as approved excuses beyond the ten (10) parent excused opportunities:

- Religious Holiday
- Illness with a written medical excuse provided by a licensed physician, dentist, chiropractor, optometrist, or psychologist. Student must have visited with the physician in order for the excuse to be granted; a copy of the medical excuse must be provided to the office immediately upon the students return to school. Notes received late may not be honored as a medical excuse. In cases of multi-day absences due to medical needs, the school may request permission to speak with the respective physician.
- A death or funeral
- A court appearance or other legal proceedings
- School ordered suspensions
- Professional appointments (i.e. dental, physician, optometrist, etc.) If you have a dental or doctor appointment, present your appointment card or permission slip to the office. Be sure to sign out in the office before leaving the building. Whenever possible, make your appointments during your study periods or days off. Administration/Attendance Secretary will have discretion to excuse professional appointments only for the portion of the day in which the appointment is scheduled.
- Emergency in the family
- Approved school activity
- College Registration or required college meeting
- Special circumstances approved by the school administration.
- College Visit - up to 2 allowed per semester with an approved Pre-Plan.

### **Unexcused Absences**

Absences from school for reasons other than those listed above as determined by administration. Some common examples (but not limited to) of unexcused absences:

- Errands (Haircuts, Job interviews, Passports, etc.)
- Absences beyond those allowed for prearranged absences by parents
- Shopping
- Hunting
- Family Vacations
- Running late
- Extended or frequent tardiness
- Overslept
- Car problems



- Senior pictures
- Skipping classes

**Truancy** Wisconsin Statute 118.16 defines truancy as any absence of all or part of one or more days from school during which the principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of Statute 118.15. As such, it should be noted that a truancy ticket could be issued for an unexcused absence from all or part of just a single day.

**Habitual Truancy** Wisconsin Statute 118.18 defines “**Habitual truant**” as a pupil who is absent from school without an acceptable excuse for part or all of five or more days (45 class periods) on which school is held during a school semester, for a total of ten (10) days per school year. If an absence is recorded as truancy, school officials will:

- Establish and give notice relative to detentions associated with the act(s).
- Start a record that will lead to legal action if the truancy becomes a habitual truancy, which involves notifying the student’s parents or guardian of the unexcused absence and reminding parents of their responsibility.
- Notify Law Enforcement for possible municipal truancy citations.
- Truancy reports will be handled according to Wisconsin Statute 118.16 and the Village of Pardeeville truancy ordinance. Copies of both documents are available in the High School Principal’s office.
- Pardeeville High School will follow these steps for truancy:
  1. The parent/guardian will be notified in writing when the student’s absences approach the allowed ten (10) days.
  2. The parent/guardian will be notified in writing when the student’s absences reach the allowed ten (10) days, and the school will note that any additional unexcused absences could result in the school recommending a truancy ticket be issued.
  3. Should the student reach thirteen (13) unexcused absences, the parent/guardian will be notified in writing and the school will recommend that a truancy ticket be issued to the student. In addition, a meeting will be scheduled with the student, parent/guardian, Principal, and School Counselor to develop a plan for the student to improve attendance.
  4. If the student reaches sixteen (16) unexcused absences, the school will recommend that a truancy ticket be issued to the parent/guardian. If the student reaches twenty (20) unexcused absences, the school will recommend that a habitual truancy ticket be issued.
- **Under state and local laws, penalties for truancy may include:**
  1. First offense - A fine of not more than \$500 or imprisonment for not more than thirty days, or both, may be ordered for parent or person in control of the child.
 

Note: Leaving school grounds without permission will result in an immediate truancy citation.
  2. A fine of \$1,000 or imprisoned for not more than ninety days, or both, for a second or subsequent offense. The court may require a person to perform community service work for a

- public agency or a nonprofit charitable organization in lieu of a fine or imprisonment.
3. The court may order any person to participate in counseling at the person's own expense or to attend school with his or her child or both.
  4. A habitual truant may be fined and have his/her driver's license suspended for a minimum of thirty days or up to one year.

## **EXTENDED ABSENCES**

### **EXTENDED MEDICAL ABSENCES**

**Only a doctor's excuse** justifies an extended absence of more than five (5) consecutive days from the classroom over and above the ten (10) opportunities allowed per year. If you have extended medical leave, you are responsible for contacting all of your instructors to obtain missed homework and get help in completing assignments. You should complete all assignments within the time frame set by each instructor.

### **EXTENDED LEAVE ABSENCES**

In the event you require an extended period of absence, it will be necessary to obtain special approval from the school for such absence. The following policy is to be observed if you plan to be absent for extended period of time:

- The request must be made to the principal in person or in writing before you leave school.
- This request should indicate the approximate period of absence.
- Material to be covered during the absence should be acquired (as much as possible) before you leave and should be turned in to each teacher within the amount of days absent plus one (1), not to exceed three (3) school days after returning to school.
  - Example: Student is absent from school for two (2) days, upon returning to school the student has three (3) school days to turn in missing work whether it was collected during the absence or not.
- Tests and other special projects covered by the class during the time of the absence must also be made up within a reasonable timeframe agreed upon by the teacher and student.
- Special consideration must be given by the principal to absences covering more than seven (7) school days, and consideration will be given in line with board policy regarding absences.

Securing make-up work is the student's responsibility, not the teacher's and should be requested by the student/parent when calling in the absence to the school.

## **ACCIDENTS**

Accidents, which occur on school property, at athletic events, co-curricular practices, or at school sponsored trips, must be immediately reported to the person in charge. A written report will be filed in the school office.

## **AFTER SCHOOL**

At the end of the school day students who are not involved in after-school

activities or working with school staff are asked to leave the building as soon as possible.

### **CLOSED CAMPUS**

Pardeeville schools have a closed campus for all high school students from the arrival at school until afternoon dismissal. This is for everyone's safety and accountability. Students leaving campus without permission will be disciplined.

### **ERRANDS**

Students will be allowed to go home for forgotten articles once per quarter. Parent/guardian permission is required before any student will be allowed to leave school. Students will first be encouraged to call home and have a parent/guardian bring items to school. Any student who needs to go home more than once per quarter may receive a detention and/or become ineligible for after school activities.

### **BULLDOGS DON'T BULLY**

There is a difference between someone who is being rude vs. mean vs. a bully.

Rude = Inadvertently saying or doing something that hurts someone else.

Mean = Purposefully saying or doing something to hurt someone once (or maybe twice).

Bullying = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

Harassment/bullying are defined as behavior intended to intimidate or humiliate another. Harassment/bullying behaviors are defined as, but are not limited to: physical, verbal, psychological and "cyber bullying".

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

**Verbal:** taunting, malicious teasing, insulting, name calling and making threats.

**Psychological:** spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

**"Cyber bullying":** the use of information and communication technologies such as e-mail, cellphone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Harassment includes verbal comments or other expressions that insult, degrade, or stereotype any person or group because of race, color, national origin, gender, sexual orientation, religion, creed, pregnancy, parental/marital status, disability, or age.

Students who believe they have been subjected to harassment or bullying, or parents/guardians who believe their child has been subjected to harassment or bullying, should report the incident to the building principal or guidance counselor

as soon after the incident occurred as possible. Establishing a school climate free of harassment/bullying begins with reporting incidents.

Consequences for harassment/bullying will vary, depending on the bullying behavior. Bullying behavior will be divided into 3 categories:

1. Verbal,
2. Physical,
3. Harassment

Consequences vary based on severity. Possible consequences can include: detention, in-school/out-school suspension, referral to law enforcement and other punishments deemed appropriate by administration.

### **BUS INFORMATION**

Riding the bus is a privilege, not a right. Improper behavior on the bus or at a bus stop may result in a student being denied bus service. Every effort is made to communicate with students and parents when bus behavior is inappropriate. Students will be issued a warning for inappropriate behavior. If the inappropriate behavior continues, the student will be suspended from transportation for the offense. The length of the suspension will be contingent upon the offense. Multiple offenses may result in a student's bus privileges being revoked.

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. These requests are usually approved on a space available status. Parents should also call Smith Bus Company at 429-2732. If Smith Bus Company 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 Company.

### **CLASS STATUS**

High school students will achieve class levels as listed below:

Freshman	entrance into high school
Sophomore	1 year in high school
Junior	2 years in high school
Senior	3 or more years in high school

As a guideline, all students need to earn a minimum of 6.5 credits yearly to stay on track for graduation.

### **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 their classroom teachers.

Student behavior that is dangerous, disruptive, 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.

### **COMPUTER USE/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. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Reviews of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. 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
  - 1<sup>st</sup> Offense – Warning
  - 2<sup>nd</sup> Offense – One Week suspension
  - 3<sup>rd</sup> Offense – Remainder of semester suspension
  - 4<sup>th</sup> Offense – Remainder of school year suspension

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

----- **PHS DISCIPLINE CODE** -----

### **CODE OF CONDUCT**

By state law, a Code of Conduct exists in the Pardeeville School District. This code sets procedures for removal of a student from class and offenses that can cause removal. It covers such things as short-term removal, long-term removal, and parent meetings. A complete copy of the Code of Conduct may be obtained from the office.

### **CODE OF CONDUCT INFRACTIONS**

Infractions include, but are not limited to, disruptive behavior, tardies, being in the

parking lot during school hours, swearing, dress code violations, threatening, intimidation and public displays of affection (PDA).

Consequences for infractions will include, but are not limited to 30 minutes after school detentions and a report sent to parents. If a problem continues, a student conference will be held. While parental conferences are always welcomed, continued misbehavior will lead to the principal calling a parent-child-school conference.

### **SEVERE INFRACTIONS**

Severe infractions include, but are not limited to, assaults, fighting, vandalism, theft, blatant insubordination or disrespect, use and/or possession of tobacco or alcohol, phone abuse, or extortion. Police may be notified with any severe infractions.

Electronic cigarettes look a lot like real cigarettes, are battery powered and often (but not always) contain liquid nicotine from tobacco plants. They allow a user to inhale the vapor – often a nicotine vapor – without fire, smoke, ash or carbon monoxide. Possession and or/use of these items are included under the category of severe infractions.

First occurrence – up to two days of suspension, partial to full restitution, apology as appropriate, and an agreed upon student behavior contract

Second occurrence – up to three days suspension, partial to full restitution, apology as appropriate, and an agreed upon student behavior contract

Third and greater occurrence – up to ten school days of suspension, partial to full restitution, apology as appropriate, and possible recommendation for expulsion.

**THE FOLLOWING BEHAVIORS WILL IMMEDIATELY INITIATE A SUSPENSION AND START EXPULSION PROCEEDINGS:** drug trafficking, drug use and/or possession, possession or use of drug paraphernalia, explosives, weapons, bomb threats, false fire alarms, inappropriate use of chemicals, and chemicals in school such as pepper spray.

In such cases, suspension time will last until the expulsionary hearing date. Each situation will be judged separately. Thus, the Principal has the right to deviate from this system.

### **DETENTIONS**

Detentions are issued to the student for a window of time so students are able to serve the detention(s) while also meeting other personal obligations. If a student misses a detention, he/she is ineligible for all activities until the detention is made up. This includes, but is not limited to, such things as co-curricular activities, dances, game attendance, class trips, etc.

## **DETENTION RULES**

1. Detention nights will be in teacher rooms from Monday through Thursday (3:25 to 3:55 PM).
2. Students assigned a detention are expected to quietly study, work on homework, or read independently.
3. Students who refuse to read, study, or do homework will not be given credit for serving detention.
4. Students assigned a detention are to serve the detention within a limited time span (usually 3 school days). Detentions not served within the set time may be doubled. If a student fails to serve the detention(s) parent contact may be made to resolve the detention.
5. Detentions must be served before a student is allowed to participate in co-curricular activities. Students participating in co-curricular events that receive a detention on the day of an away event, and cannot serve the detention that night because of an early dismissal from school, must serve the detention the following school day or the detention will be doubled and the student will not be eligible for the next event.

## **DRESS CODE**

The objective of Pardeeville High 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). PHS 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, bandanas, and hoods 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.
  12. Tattoos that, by their content, violate any provisions of this dress code must be covered at all times while students are on school property and/or in attendance at school-sponsored activities.

### **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 judgments on items listed above as well as in areas not specifically addressed in this policy. All decisions made by Administration on appropriateness of dress are final.***

### **DRIVING TO SCHOOL**

All students who drive to school must record their vehicle in the high school office. Vehicles will be parked in the south parking lot in an acceptable manner. Failure to do so may result in not being allowed to bring a vehicle to school. Reckless and/or dangerous driving on school property may result in the loss of parking privileges on school property. Students are not to be in the parking lot during the school day without permission.



## **ELECTRONIC DEVICES**

Students may listen to music on MP3 players, Ipods, cell phones, etc. through headphones before school starts in the morning, during passing time, at lunch and in study halls at the discretion of the study hall teacher. Students should not be sharing the devices, nor should they become a distraction. Electronic devices may be taken from the student by any staff member and held in the office until the end of the school day if it is felt the student is abusing this privilege. Failure to turn over the device will result in an automatic detention and the possibility of losing the privilege for the remainder of the school year.

Cell phones may be used by students in the morning, during passing time and at lunch. Cell phones are not to be used by students during instructional time (this includes study halls) and should be turned to silent. Failure to turn over the device will result in an automatic detention and the possibility of losing the privilege for the remainder of the school year. Cellphones can also be used as a musical device in certain situations but then must be in the student's pocket or sitting (untouched) next to the student listening to it. Students refusing to turn over their cell phone will automatically receive a detention. Students assume all responsibility for their electronic devices. The Pardeeville School District does not assume any responsibility for lost, stolen or damaged devices.

### **Consequences:**

**1<sup>st</sup> offense:** Phone turned into the office and held until the end of the school day. Documented as warning #1

**2<sup>nd</sup> offense:** Phone turned into the office and held until the end of the school day. Documented as warning #2 and one (1) detention will be issued.

**3<sup>rd</sup> offense:** Phone turned into the office and held until the end of the school day. One (1) detention will be issued and parent contact will also be made.

**4<sup>th</sup> offense:** Phone turned into the office and held until a student/parent/principal conference is held. One (1) detention will be issued.

All offenses after 4<sup>th</sup> will result in the phone being turned into the office and will result in an appearance before the superintendent and/or school board and all other concerned parties. The phone will not be returned until the appearance has occurred.

**Failure to hand over a cell phone for violation of the school rules can result in an escalation of the consequences listed above and include additional consequences at the discretion of the administration. Use of cell phones is a privilege during the school day and should be treated as such.**

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures usually through cell phone text messaging or social media. Such conduct is not only potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of

privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension or expulsion.

### **EMAIL & BYOD**

Information regarding proper email and BYOD etiquette can be found on the high school website.

### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various sites throughout the school. Any person who takes action to block, moves, or alter the location and/or angle of a surveillance device shall be subject to disciplinary action.

### **LASER POINTERS**

Students are not allowed to possess laser pointers in school or at school events (Wisconsin Act 157). This law places restrictions on the use of laser pointers and provides criminal penalties. Any student who is found to have a laser pointer will be asked to surrender it. If the student or parent would like the laser pointer returned, arrangements should be made with school administration.

### **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 viewing/listening to the following stations:

WMTV 15, WKOW 27, WISC-TV 3

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

### **FAN BEHAVIOR**

We hope you attend many of the Pardeeville activities and support your teams. This is your chance to show your 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/hat, and be attentive during the National Anthem.
- Show good sportsmanship!
- Students must be in school all day to attend a night's activity. The principal must approve any exception to this rule in advance.
- Beverages must be in resealable containers and kept closed when not in use.
- Students who refuse to follow the rules may be asked to leave the event.
- Misbehavior at an event may result in a student being banned from all upcoming events.

## **FIGHTING**

It is the responsibility of the school to provide a safe environment for students and staff. High school students are expected to act in a responsible, mature manner in school and on school grounds. Persons initiating or participating in any form of intimidation or physical aggression will be held accountable. Consequences for this major discipline violation are explained in the discipline section of this handbook.

## **FIRE/TORNADO DRILL**

State law requires schools to conduct monthly fire drills and periodic tornado drills. Classroom teachers will instruct the students of the proper procedures and exits. Students need to take these drills seriously.

If a fire alarm sounds during a non-class time such as lunch, or passing time, students should report to their 5<sup>th</sup> hour teacher at the designated location outside the building.

## **FOOD AND BEVERAGES**

Milk and other beverages are available in the food service lines during breakfast and student lunches. Beverages are not allowed in classrooms without approval from the teacher and/or administration, or other designated areas without approval from the administration. It is the student's responsibility to properly dispose of the empty containers. Abuse of this privilege may result in the vending machines being temporarily turned off or permanently removed from the school. Food is to be consumed only in the cafeteria and other designated areas. Food consumption in the classroom should be reserved for special occasions. No food or beverages in computer labs or around computers.

## **GRADING**

The following is the grading scale for Pardeeville Senior High School and the corresponding grade point values for calculating grade point average (GPA) and class rank.

100 – 96 = A = 4.00	86 – 84 = B– = 2.67	73 – 72 = D+ = 1.33
95 – 92 = A– = 3.67	83 – 82 = C+ = 2.33	71 – 68 = D = 1.00
91 – 90 = B+ = 3.33	81 – 78 = C = 2.00	67 – 65 = D– = .67
89 – 87 = B = 3.00	77 – 74 = C– = 1.67	64 – 0 = F = .00

Quarterly grades each carry a 42.5% of a student's final semester grade while semester exams count as 15.0% of the student's final semester grade.

## **Second Semester Final Exam Exemptions**

Second semester seniors with a cumulative grade point average of 3.33 or higher may be exempted from taking one second semester final exam. To be exempted the student must have earned an A- or higher in the course each quarter (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarter for year-long classes and 3<sup>rd</sup> quarter for semester classes). The student must also be currently earning an A- or higher in the course. Completed exemption requests must be turned in to the guidance office five school days before semester exams start.

## **GRADUATION REQUIREMENTS**

Pardeeville High School requires 26 credits to graduate.

The requirements for graduation include:

English = 4.0 credits

Science = 3.0 credits

Social Studies = 3.0 credits

Mathematics = 3.0 credits

Physical Education = 1.5 credits

Health = .5 credits

Personal Finance = 0.5 credits

Plus 10.5 credits of electives

A student will not be allowed to go through the graduation ceremony if:

1. He/she does not have the required amount of credits for their class.
2. He/she has not passed all the required classes.
3. Money is owed to the district.
4. Detentions and/or suspensions have not been served.

The Pardeeville Area School District will comply with all applicable state and federal laws as they apply to students with disabilities under the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

### **Early Graduation**

Early graduation will be granted according to Board policy **5464**. The district policy on this topic is listed below:

#### **Policy 5464**

Notwithstanding state statute pertaining to compulsory attendance, it may occur that a high school pupil should be considered for graduation before completing eight semesters of high school attendance.

The school board will review and consider for approval, a pupil application for early graduation, if it is submitted to the high school principal for endorsement one semester before the proposed graduation, when:

1. Curriculum limitations at the high school constrain continued pupil growth and development; and
2. The applicant has formulated post high school plans which are consistent with continuous educational/vocational goals that will be facilitated by early graduation (e.g., acceptance into higher education or the military); and
3. The applicant provides evidence of admission to some post-high school training institution (or program); and
4. The applicant has been enrolled in the Pardeeville School District for their entire junior year; and
5. The applicant has completed all graduation requirements.
6. Exceptions to the above criteria will be reviewed by the Board on a case-by-case basis.

A student may apply for early graduation during the second semester of his/her junior year. All applications must be received no later than June 1<sup>st</sup> of their junior year.

### **GUIDANCE & COUNSELING SERVICES**

Guidance and counseling services are available for every student in the school. These services include assistance with educational and career planning, personal counseling, and interpretation of test results, and special help for students at risk of not graduating. Students are encouraged to seek out the counselor on a regular basis for academic, social, or emotional support.

### **HIGH HONORS PASS**

Each quarter, privilege passes will be offered to students who achieve high honors, and whose attendance and conduct are in good standing. See High Honors agreement for details.

### **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 the grade point average must be 3.00 to 3.66. No student can be on the high honor roll or honor roll if they have a D range grade or F on their current report card.

### **LIBRARY SERVICES**

Students are requested 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. The library staff will explain checkout procedures and other services.

### **LOCKERS**

A student locker is provided for student use by the school. It is wise to not keep large sums of money and/or other valuables in your hallway and gym lockers. Also, the locker is NOT the student's private property and may be opened and searched by school authorities at any time. The school does not accept responsibility for valuables of students.

Students should only access their locker in the locker room before school, during PE class, or after school.

Students are responsible for the condition and appearance of their locker. No items may be displayed on the outside of lockers unless approved by H.S. principal or administration.

It is strongly suggested that all students use a lock to secure their belongings at Pardeeville High School. The Pardeeville School District will provide a lock to students at no cost during fall registration. At the end of the school year students are expected to return the lock. If the lock is not returned a \$6 fee will be assessed. If a student opts to use a lock for their locker they are expected to use a school issued lock. Other locks will be removed. All students who use a locker in the locker room will be required to use a lock. These locks also must be school issued and loss of any lock will incur a \$6 replacement fee.

## **LOST AND FOUND**

The lost and found area is located in the high school office. Items not claimed by the end of each quarter will be donated to a charitable organization two weeks after the last day of each quarter.

## **LUNCH**

To minimize disruption to students having class while others are having lunch, students may be in the cafeteria or outside in the courtyard by door 11 (weather permitting). Students are not to be in the parking lot. Food and beverages other than water should be consumed either in the cafeteria or outside. Garbage being left outside after lunch may cause outdoor privileges to be revoked.

## **MEDICATION**

### **Prescription Medication**

- A ***Prescription Medication Consent Form*** must be completed by the prescribing physician and on file in the school office in order for any student to take medication at school.
- Only medication in the original prescription container, labeled with the student's name, date, and exact dosage will be administered.
- ALL prescription medication **MUST** be brought to the office by an adult and **CANNOT** be sent with the student.
- ALL prescription medication **MUST** be picked up by an adult and **CANNOT** be sent home with the student.

### **Nonprescription Medication**

- May be administered to a student during school hours only with the prior consent of the parent. This consent must be given on the student's Power School account under E-Registration-Health on the District website.
- Only those nonprescription medications that are provided by the parent/guardian and the E-Registration consent of the parent/guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.
- ALL nonprescription medication **MUST** be brought to the office by an adult and **CANNOT** be sent with the student.
- ALL nonprescription medication **MUST** be picked up by an adult and **CANNOT** be sent home with the student.

Prescription inhalers and epinephrine pens may be carried by the student after approval by the office.

## **PLANNERS**

At Pardeeville High School we want all students to experience success. To help students accomplish this, all students are issued an Agenda Planner and should use it 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. An agenda planner will be provided for each student on the first day of school at no cost. If lost, replacements must be purchased in the school office for \$3.00 while supplies last.

**Hall Passes** - 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.

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Students are asked to maintain appropriate decorum for the school place. Public displays of affection are not appropriate at school. Examples of PDA include, but are not limited to, embracing and kissing. See Code of Conduct Infractions for consequences for public displays of affection.

### **REPORT CARDS**

Quarterly, semester and exam grades are available online. At the end of each quarter, an email message will be sent to students and parents to inform them when grades and report cards are ready for viewing online. No paper copies of report cards will be printed unless the student or parent contacts the High School Office to request one.

### **SAFETY**

Safety glasses and other safety equipment are provided by the school district. In accordance with section 146.015 (4) of Wisconsin Statutes, students in lab areas where it is necessary, are required to utilize safety equipment as designated by the staff member in charge.

### **SCHEDULE CHANGES**

Students may only make changes to their schedule if there are extenuating circumstances (e.g. medical reasons, failure of courses, etc.). After the tenth school day you may drop a class with administrative approval only, but the grade remains for eligibility purposes. (If you drop a class with an "F", then that grade will be part of the next grading period grades.)

### **SEXUAL HARASSMENT**

Sexual harassment is defined as unwanted, unwelcome behavior of a sexual nature. It limits, denies and interferes with the rights of students. What can students do? Say stop; tell someone; keep records; and take action to get help. The Pardeeville Area School District sexual harassment policy (number 113) states that any complaints should be made in writing to the superintendent of schools.

### **SKATEBOARDING / BICYCLES / ROLLERBLADING**

While we understand that skateboards may be a preferred means of transportation to school, skateboarding on school grounds is prohibited and students are asked to carry these boards while on school grounds, storing them in their hallway locker.

Bicycles may be used for transportation to and from school, or during approved instructional programs. Bicycles are not to be ridden during the school day. Helmets are to be worn at all times during school sanctioned bicycle activities and are encouraged to be used any time a bicycle is ridden. As with all other valuables, students are urged to lock their bikes into our bike racks.

Failure to exercise safe conduct or wear appropriate safety equipment will result in the student being ineligible to participate in these activities.

## **STUDY HALLS**

It is our intention to limit a student's number of study halls to one per day. In this way, productive school work can be done but the temptations in making study hall a time for socializing can be minimized. Study Hall teachers may set their own expectations and rules in addition to those listed below. Students are expected to adhere to those rules.

### **Study Hall and Expectations\***

1. Study halls are a quiet place to study. Just because you don't have work to do on a particular day doesn't mean you can talk to your neighbor.
2. **NEVER** come to study hall empty handed. Your agenda should always be with you. If you don't have your agenda, don't expect to leave study hall for any reason.
3. If you want to work together with another student you must get permission from the study hall teacher. Voices should never rise to the level of distracting other students or be easily audible by the other people in study hall.
4. Computers will be used for school work only, no non-educational game play allowed.
5. You will not be allowed to go to another teacher's classroom unless you have a pre-signed pass from that teacher.
6. You have to sign in and out of study hall for any reason. Failure to do so may negate the ability to leave study hall.
7. ALL STUDENTS MUST be in their assigned seats at the beginning of study hall or they will be marked tardy.
8. ONLY one person at a time may leave the study hall to go to the bathroom.
9. Listening to music on MP3 players or cell phones may occur during study hall at the discretion of the study hall teacher. If they are being used, there should be no sharing of ear buds and the noise level should be such that the teacher and other students cannot hear it. Watching videos and playing games is not permitted. If this becomes a problem all MP3 players and cell phone will no longer be allowed.
10. NO CELL PHONES CAN BE USED, except to listen to music as in #9 above. If caught you will have it taken away and turned into the office.
11. Failure to hand over your cell phone to a staff member is grounds for an immediate detention.
12. The number of students allowed in the LMC is limited. Abuse the right to go to the LMC and it will be taken away. All students going to the LMC should arrive at the same time.

\*These are general guidelines for study halls. Additional study hall expectations and rules will be distributed the first day of each semester.

## **TELEPHONE**

Students who need to call home or to contact a relative should report to the high school office to use the phone. Students are not to use classroom phones.

## **WEDNESDAY EVENINGS**

The school district attempts to refrain from scheduling activities on Wednesday nights. All school activities will conclude by 6:00 P.M. on Wednesdays.



## WHOM SHOULD I CONTACT?

Parents often have questions or concerns and are unsure whom they should contact in the school district. While everyone in the Pardeeville School District is willing to be of service to you, the following chart may be of help. We encourage you to contact us whenever you have a concern. If after making the initial contact you feel you need more clarification, contact the next person listed. If you care to pursue your question/concern further make the third contact.

<b>QUESTION/CONCERN</b>	<b>FIRST CONTACT</b>	<b>SECOND CONTACT</b>	<b>THIRD CONTACT</b>
Concern with a student's academic progress in a particular class?	Teacher of class	Guidance counselor	Principal
Regarding student's class schedule?	Guidance counselor	Principal	
Best course of study during high school?	Guidance counselor	Principal	
Grade a student received in a course?	Teacher of the class	Guidance counselor	Principal
Standardized test results?	Guidance counselor	Principal	
Selection of colleges, college scholarships, or post secondary plans?	Guidance counselor	Principal	
Concern over personality changes, perceived problems?	Guidance counselor	Principal	
Student's extra-curricular activities?	Coach/Advisor of the activity	Guidance counselor	Activities Director
Sanction placed on a student because of discipline in a particular class?	Teacher of the class	Principal	Superintendent
Discipline situation not related to a particular class?	Principal	Superintendent	
Bus issues?	Bussing Company	Principal	Superintendent
Fees or fines?	Administrative Assistant	Principal	Financial Manager
Athletic program or particular sport?	Coach of the sport/activity	Activities Director	Principal
Alcohol/drug use or abuse?	Guidance Counselor	Principal	Police School Resource Officer

## Community Service Honor Cord Guidelines and Requirements

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Pardeeville High School students that earn at least 200 hours of community service will be eligible to wear an Honor Cord at Graduation that signifies this outstanding achievement. Community service work is that which benefits others in the school, the neighborhood, and/or the broader community. In order to qualify, service work cannot be paid, court-ordered, graded or for credit, or part of general household chores. The student may count service work that is done outside a normal meeting as part of another school organization (Student Council, National Honor Society, FFA, etc.)

The following guidelines are in place for this Honor Cord Policy:

- The student must complete at least 200 hours of service to the community during his/her 4 years of high school. If a student transfers to Pardeeville, the hours may be prorated.
- A maximum of 50 hours will be counted from on-campus activities that occur during regular school hours. This means that 150 hours must be completed during off-campus activities that occur outside of the regular school day hours.
- This program aims to instill a lifetime desire and continuous commitment to serve others. Therefore, students should spread out their hours over all 4 years of high school and complete *at least* 30 hours of community service each year that they are in high school.
- No single activity can count for more than 25 hours each year. For example, if a student goes on a week-long mission trip each year, only 25 hours per year would count (not the whole time the student is on the trip).
- The community service hours and the documentation of the hours must be completed and submitted to the Principal on or before May 15th *each* year. During the student's senior year, the hours and documentation must be submitted by May 1st. No hours or documentation will be accepted after those dates. It is suggested that the student keep a log of his/her service hours that can be used to complete the documentation each year. The name and signature of the supervisor of the community service activity will be required, along with a brief description of the work completed and the date(s) it was completed. The High School Principal will have the final discretion in approving any community service hours.

A list of community service opportunities will be developed and kept up-to-date on the school's website.

The number of hours expected of each class for the fulfillment of the service hours will be phased in over 4 years.

The Class of 2019 will be required to have at least 100 hours.

The Class of 2020 will be required to have at least 150 hours.

The Class of 2021 and beyond will be required to have at least 200 hours.

SCHOOL SONG

*We've got the old Pardee pep,  
We've got the team with the rep,*

*We're gonna show one and all,  
We've got the team that never falls,*

*We'll fight for old Pardee High  
We've got the banners in the sky*

*We're a bunch with a hunch that you're gonna  
get a trimmin' from old Pardee High*



**HIGH SCHOOL FACULTY**

Ms. Amanda Seichter ..... Agriculture  
Mr. Bruce Brey..... Alternative Education  
Ms. Nicole Leach ..... Science  
Mr. Mike Craig..... Math  
Ms. Katie David ..... English/Social Studies  
Mr. Dan Evans ..... Band  
Ms. Lorrie Fundingsland..... EEN Assistant  
Mr. Alex Hammerschmidt ..... Physical Education/Health  
Ms. Barbara Hein ..... Math  
Ms. Stacy Henaman ..... Social Studies  
Mr. Chad Hineman..... Science  
Ms. Carrie Hirst.....English  
Ms. Amber Houslet..... Library  
Mr. Ron Hulberg .....Physical Education/Health  
Mr. Jesse Huset..... Technology Education  
Ms. Nicole Jodarski.....Spanish  
Ms. Taya Larson ..... Chorus  
Mr. Chris Lindert ..... Social Studies  
Mr. Chris Lynch ..... Art  
Ms. Laurie Prochnow ..... Special Education  
Ms. Bev Muhlenbeck ..... Health Services  
Mr. Joe Guenther..... Media Assistant  
Ms. Kendra Avery .....English  
Ms. Janette Sheeks ..... Health Services  
Ms. Tammy Heck .....Business Education  
Open at time of printing ..... Math  
Ms. Margaret Waldinger ..... Social Studies

**DISTRICT OFFICE PERSONNEL**

Mr. Gus Knitt..... Superintendent  
Ms. Kim Sommers ..... Bookkeeper/Activities Funds  
Ms. Jane Clemmons..... District Administrative Assistant

**HIGH SCHOOL OFFICE**

Mr. Jack Hammer ..... High School Principal  
Ms. Taber Hodgson ..... HS Administrative Assistant  
Ms. Linda Manteufel .....Lunch/Attendance Secretary

**ACTIVITIES/ATHLETIC OFFICE**

Mr. Alex Hammerschmidt ..... Activities Director  
Ms. Barb Pulver ..... AD Administrative Assistant

**STUDENT SERVICES OFFICE**

Ms. Crystal Huset .....Counselor (9 - 12)  
Ms. Donna Hillman ..... Administrative Assistant

**BUILDING AND CUSTODIAL STAFF**

Mr. Ted Krueger..... Director of Buildings and Grounds  
Mr. Bryan Oosterhof.....Maintenance Technician  
Mr. Jim Housner .....Maintenance Technician  
Ms. Kim Hutzler ..... Custodian  
Mr. Herbert Maier..... Custodian  
Ms. Sherry Schnelle ..... Custodian

**FOOD SERVICE STAFF**

Ms. Jeanni Kerrigan .....Food Service Supervisor  
Ms. Merna MacKenzie ..... Cook  
Ms. Linda Wolsdorf ..... Cook

**TECHNOLOGY SERVICES**

Ms. Tina McElroy ..... Technology Coordinator

**SCHOOL CALENDAR DATES**

September 3	No School –Labor Day
September 4	Freshman Orientation
September 5	First Day of School – All Students
October 25 & 26	No School
October 25	Parent/Teacher Conferences
November 6	1 <sup>st</sup> Quarter Ends
November 21-23	No School – Thanksgiving
December 24-January 1	No School – Winter Break
January 2	School Resumes
January 17	2 <sup>nd</sup> Quarter Ends/Semester One Ends
January 18, 21	No School
February 21	Parent/Teacher Conferences
February 21 & 22	No School
March 22	3 <sup>rd</sup> Quarter Ends
March 25 - 29	No School – Spring Break
April 1	School Resumes
April 19	No School
May 25	Graduation
May 27	No School – Memorial Day
June 7	4 <sup>th</sup> Quarter Ends/Half Day

*Dates are subject to change. Please check the school website for updates, changes and sports schedules.*

**Pardeeville Area School District  
Parent and Student Agreement**

**Student**

I agree to abide by the rules and regulations as set forth in the Pardeeville School's **2018-19** Student Handbook. I also agree to assume full responsibility for all consequences given to me as a result of not following the handbook guidelines.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

**Parent/Guardian**

I, as parent or guardian of \_\_\_\_\_, agree to uphold and abide by the rules and regulations set forth in the Pardeeville School's **2018-19** Student Handbook. I will do my part to aid the staff of Pardeeville School District in seeing that he/she follows these rules and also takes responsibility for any consequences that may be as a result of noncompliance.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date