



Pardeeville Middle School Student and Family Handbook 2023-2024

“Make it a great day to be you.” ~Mr. Craig

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

Mrs. Amber Denure - Principal – ext. 265
Mrs. Lisa Black - 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, supportive environment where all learners can achieve and succeed.

General Information

Middle School Faculty

Mr. Mitch Beckett	ELA & Social Studies 7
Ms. Laura Bell	Math 7/Alg. 8
Ms. Lisa Black	Administrative Assistant
Ms. Patricia Bleich	Math/Social Studies 6
Ms. Kimberly Brees	Spanish
Ms. Beth Davenport	Spec Ed/Intervention
Mr. Michael Craig	Math 8
Ms. Amber Denure	Principal
Mr. Dan Evans	Band
Ms. Jamie Gosda	Educational Assistant
Mr. Alex Hammerschmidt	Health/Phy. Ed
Ms. Tammy Heck	Computer Apps. 7 & 8
Ms. Amber Houslet	LMS/Comp. Apps 5 & 6
Mr. Ron Hulberg	Phy. Ed.
Mr. Ross Kaufman	Special Education
Ms. Taya Larson	Beginning Choir/MS Choir
Mr. Tyler Lindert	Social Studies 7&8
Mr. Chris Lynch	Art
Ms. Nakicha Meinholdt	Educational Assistant
Ms. Lori Osterhaus	Science 7 & 8
Mr. Patrick Pape	Science/Social Studies 6
Ms. Judy Roth	ELA 5
Ms. Amanda Seichter	Foods/Ag 7 & 8
Ms. Morgan Serstad	Health/Phy. Ed.
Ms. Chelsea Showers	Sci/Soc. Studies 5
Mr. Justin St. Peter	ELA 8
Ms. Courtney Sturtevant	Counselor
Ms. Heather Thomas	Math 5
Ms. Megan Vujnovich	STEAM 7 & 8
Mr. Greg Wagoner	ELA 6

School Calendar Dates

September 1.....	5 th Grade Orientation
September 4.....	No School - Labor Day
September 5.....	1 st Day All Students
October 6.....	No School - Teacher Inservice
October 27.....	No School
November 22 - 24	No School-Thanksgiving
November 30	End of Trimester
December 1.....	No School - Teacher Inservice
December 4.....	No School - Teacher Inservice
December 25-29	No School Holiday Break
January 2.....	No School - Teacher Inservice
February 9	No School
March 6	End of Trimester
March 7-8	No School - Teacher Inservice
March 25-29	No School - Spring Break
April 1.....	No School - Teacher Inservice
May 27	No School - Memorial Day
June 5	End of Trimester- Last Day

Board of Education Members

Mrs. Margo Pufahl	President
Mrs. Becky Lezvow	Vice President
Ms. Karla Walker.....	Treasurer
Mr. Justin Nickel.	Clerk
Mr. Brett Achterberg	
Mr. Chad Bellis	
Mr. Paul Hees	

Board of Education Information

The Pardeeville Area School District Board of Education shall hold its regular meetings at 7:00 p.m. on the first and third Mondays of each month, with Open Forum on the third Monday. Meetings will be held in 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.

Bell Schedule

<u>5th Grade</u>	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
Explore → 8:00-8:55	Period 1 →8:00-9:00	Period 1 →8:00-9:00	Period 1 → 8:00-9:00
Breakfast → 9:00-9:15	Homeroom→9:03-9:32	Homeroom→9:03-9:32	Homeroom → 9:03-9:32
Block 1 → 9:20-10:30	Period 2 →9:35-10:35	Period 2 →9:35-10:35	Period 2 → 9:35-10:35
Recess → 10:30-10:50	Period 3 →10:38-11:38	Period 3 →10:38-11:38	Period 3 → 10:38-11:38
Block 2 → 10:55-12:05	Period 4 →11:41-12:10	Lunch → 11:10-12:10	Lunch → 11:10-12:10
Lunch → 12:10-12:40	Lunch → 12:10-12:40	Period 4 →12:14-1:14	Period 4 → 12:14-1:14
Music/ASK → 12:45-1:30	Period 5→12:42-1:14	Period 5→1:17-2:17	Period 5 → 1:17-2:17
Science/SS → 1:35-2:15	Period 4 → 1:17-2:17	Period 6→2:20-3:20	Period 6 → 2:20-3:20
Science/SS → 2:20-3:00	Period 6→2:20-3:20		
Agendas →3:00-3:20			

Accidents

Accidents that 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.

Administration of Medication in School

All prescription and nonprescription medications will be kept in locked areas to which students do not have access.

Prescription Medication

- A Prescription Medication Consent Form must be completed by the prescribing physician and be 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 medications 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.
- ALL nonprescription medication MUST be picked up by an adult and CANNOT be sent home with the student.
- Only those nonprescription medications that are provided by the parent/guardian with consent of the parent/guardian in the original manufacturer package which lists the ingredients and dosage in an eligible format may be administered.
- ALL nonprescription medication MUST be brought to the office by an adult and CANNOT be sent with the student.

Federal and State laws classify CBD oil as a Schedule 1 drug. The Drug-free Workplace Act and Safe and Drug-free School and Communities Act require schools, at a minimum, to prohibit the possession, use, or distribution of illegal substances on school property. Therefore PASD will not permit the use of CBD oil on school property.

Bicycles

Bikes 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 (8:00-3:20). Cell phones should not be used at any time during these hours.
- Cell phones are strictly prohibited in locker rooms, bathrooms, or any other place where privacy is expected.
- The use of any type of recording device is strictly prohibited.
- Smartwatches, iPods, personal computers, or 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 offenses will result in a parent conference and the cell phone being stored in the office during the day.

Due to security concerns around smart speaker devices (i.e. devices enabled with Siri, Alexa, or other voice command assistants) staff and students are not permitted to utilize these items on the school premises.

Entering/Leaving the Building

Middle School students getting dropped off in the morning must enter the building through Door 1. High School students should enter through the main entrance (Door 14) and will not be allowed to cut through the middle school. The doors will be 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 that is supervised by an adult. Further, students are expected to remain in the supervised area during an after-school activity. 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 viewing TV stations WISC-TV 3, WMTV 15, WKOW 27. You may also receive automated text messages from the district if you are subscribed to the service.

Fire/Tornado/Safety Drills

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

Lockers

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

1. Student lockers may be opened by school authorities at any time.
2. The school cannot accept responsibility for the valuables of students.
3. Keep your locker locked. Do not share your combination with other students.
4. Open food and drink are not allowed in lockers.
5. Students are responsible for the condition and appearance of their lockers.
6. No unapproved items may be displayed outside of the lockers.
7. Students must pay for lost locks. The fee for a replacement lock is \$10.00
8. Grade-level teams will conduct periodic locker cleanings.
9. Students should NOT access a locker that is not their own without permission from school staff.

Lost and Found

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

Lunch

Students may purchase school lunches or bring their own bag lunch. Hot lunch is available to students at a cost of \$3.15 daily. Each student will have a family account established at the school. Students must have money in their accounts in order to purchase food. Parents, please help your student manage their food service accounts on a regular basis. Application forms for free or reduced lunch are available in the High 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 the hallway after

lunch or during the school day.

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 during the first and last three weeks of school. Guests are only allowed one day per trimester. 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.

Phone Calls and Messages

We prefer to keep interruptions of class to a minimum. Students, if you need to contact your parent/guardian, or parents/guardians need to contact their child, please call the middle school office. Messages will be relayed at appropriate times. Please do not text your child during the school day. If your 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.

Water Bottles

Students may have **water (only water)** bottles in class but must adhere to the following guidelines:

- Water bottles must have secure caps.
- Students may not share water bottles.
- Empty bottles should be taken home and be recycled, cleaned, or sanitized for reuse on a regular basis.
- Students misusing water bottles will be subject to disciplinary actions and may have the privilege of having a water bottle during the school day revoked. Teachers have the discretion to determine the classroom use of water bottles.

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 unplanned absence

For unplanned absences a parent/guardian must call 429-2153 ext. 386 or email blacli@pasdwi.org 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 Absence

Students who know in advance that they will be absent for funerals, medical appointments, elementary concerts, 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 for more than **three 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 to the office.
3. Students absent for illness for three consecutive days must provide a doctor's excuse upon return.
4. An effort should be made to schedule appointments after school or on days when school is not in session. Appointments for haircuts, etc., are not considered acceptable excuses.
5. Teachers are requested to refer cases of chronic tardiness to the principal.
6. Accumulation of six tardies during a trimester will result in after-school detention.
7. A student that skips multiple classes will be assigned consequences as deemed appropriate by the school administration, up to and including suspensions.

Closed Campus

Pardeeville has a closed campus for all 5th-8th grade students from 8:00 until school is dismissed for the day. This is for everyone's safety and accountability. Any student who leaves the school premises for any unapproved reason is subject to legal action.

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.

Errands

Students **will not** be allowed to run home for forgotten articles without parental 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.

Behavioral Expectations

The chart attached (Appendix A) at the end of this handbook describes the expectations for all students in various settings. In all situations, it is important that students act in a safe, respectful, and responsible manner.

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 the 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 toward 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 that 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, sexually discriminatory 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, extorting, or intimidation.
- "Cyberbullying" - the use of information and communication technologies such as email, cell phone, and page text messages, instant messaging (IM), and defamatory personal websites, 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. Inappropriate behavior may 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, they 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 their regular route.**

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

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.

Students' behavior that is dangerous, disruptive, unruly, or 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.

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 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 to 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 reviewing 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:

Minors

Dress Code
Disrespect
Inappropriate Language
Lying
Unprepared for Class
Disruption
Property Misuse
Tardy
Technology

Majors

Forgery/Theft
Truancy/Skipping Class
Drugs/Alcohol
Abusive Language
Fighting
Vaping/Possession of
Vandalism
Physical Contact
Harassment/Bullying

Computer Use Policy/School Equipment

The School District computers shall be used by students to support learning and 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 of 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 a major 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 age.

Disciplinary Action

Based on the severity of the situation, the 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 assigned detention, they are ineligible for all activities until the detention is made up. This includes such things as field trips, extracurricular activities, dances, game attendance, etc. Detention is held on Monday, 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, the administration may contact the police. These infractions include but are not limited to: fighting, vandalism, use and/or possession of tobacco, illegal drugs, extortion, skipping school, theft, and use of threatening language. Suspensions may be issued if these 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)

- Have 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 (Low-hanging pants that expose underwear, no bare midriffs, low-cut tops, mesh shirts, no undergarments exposed). 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 a student's hand hangs at his/her sides, the student's thumb should not touch the skin.
2. Clothing or accessories bearing obscene, sexually suggestive, alcohol or alcohol establishments, tobacco, gang-related, or drug-related slogans or symbols are prohibited. No slogans, logos, images, or language (implied or direct) that are in poor taste or demeaning to any person or group, or promote violence, will be displayed on clothing.
3. Students are required to wear shoes at all times. Appropriate footwear includes tennis shoes, dress shoes, and sandals. Slippers or steel-toed shoes are not allowed.
4. In the interest of safety and health, the school may require specific dress or grooming for certain instructional activities (e.g. tech ed., science labs, and physical education).
5. 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.
6. Sunglasses and headgear, (hats, bandanas, hoods, etc.) cannot be worn in the classroom, hallways, or other buildings except as required for health or safety purposes.
7. No pajamas, pajama pants, blankets, or other sleepwear.
8. Students should leave jackets or coats that are considered to be weather-protective gear in their locker while at school.

Dress Code (cont.)

9. Backpacks, large purses, and detachable chains are not permitted for safety reasons during the school day and should be left in lockers.
10. Jewelry such as spiked bracelets, chains, or chokers of a size or design that may be considered or used as a weapon, as determined by the school administration, may not be worn.
11. Costumes, including ears and tails, may not be worn, except on dress-up days.

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 the 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 have further consequences and have a parent/principal/student meeting as deemed appropriate by the administration.

The Administration reserves the right to make judgments on items listed above as well as in this policy. All decisions made by the Administration are final.

Life Skills Report Card

As a part of grading and reporting, Pardeeville Middle School separates students' academic grades from their "Life Skills." These skills support all students to become successful in all that they do:

Commitment to Learning: Student displays effort, uses time wisely, participates in class, and is committed to doing their very best.

Organization: Student is prepared and has materials ready to go, maintains a clean workspace and employs a system to remain organized.

Work Completion/Timeliness: Student completes practice work, manages time well, and completes projects on time.

Respect: Student includes everyone, encourages, listens without interruption, is willing to work with anyone, uses manners, and uses an appropriate volume and tone for all situations.

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 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.

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, and/or holding hands.

Academics

Academic Dishonesty

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

One who submits another's work as their 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 assignments, quizzes, tests, or examinations.
- 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 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 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 incidents/referrals will be reviewed by the principal.

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 a replacement 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.

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.

Grades

Pardeeville Middle School will be utilizing a Grading for Learning System for all grades 5 through 8. This system allows students, parents, and teachers to have a greater understanding of all students' skills and abilities as it relates to their academic courses. Students will receive feedback their proficiency level:

- 4/A - Exceeding Expectations
- 3/B - Meeting Expectations
- 2/C - Approaching Expectations
- 1/D - Beginning to meet Expectations
- 0/F - No Evidence

Rubrics for each course will be utilized to determine a student's placement on this continuum. More information can be found on the MS webpage.

Homework

Students may be assigned work that is to be completed outside of 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 work with their teachers to determine what steps will be taken to complete the work. Options will include but are not limited to completing the assignment during a resource period, lunch recess, after school, or at home and returning promptly. If the student is unable to return the work in a timely manner, teachers will contact home suggesting the student attend a homework club to complete the work. A reflection of the ability to complete work will show in the Life Skills portion of the report card.

Homework Club

Homework club is available Mondays, Tuesdays, and Thursdays from 3:20 to 3:50 in the classroom of the teacher assigned to supervise.

PowerSchool

Parents/Guardians and students are able to view assignments and grade information on the PowerSchool website using assigned access codes. Parents/guardians 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 given to students approximately a week after the end of a trimester. They can also be printed from PowerSchool. Please contact the middle school office to obtain PowerSchool login information.



Pardeeville Bulldog Expectations

	I am... Safe	I am... Respectful	I am... Responsible
In the... Classroom	Be mindful of your and others' physical space Keep materials where they belong and clean up after yourself Stay in your assigned seat	Be an active listener Use an appropriate language/voice Raise your hand to speak Respect others' opinions, space, and property	Be on time and have materials Be on task and participate Be honest, do your best, and take pride in your work Use your agenda planner
In the... Hallways	Walk down the correct (right-hand) side of the hallway Stay to the right Keep hands and objects to yourself	Walk quietly so others can learn Respect property and personal space Pick up after yourself	Use time well and be on time to class Use your own locker and keep it clean Do the right thing even when no one's watching
In the... Cafeteria	Make healthy choices Eat your own food Walk Keep food on your tray	Be polite; use manners, and your inside voice Keep the area clean; place trash in a trash can Leave when excused	Clean up after yourself, your table and your area Avoid bringing food outside of the cafeteria
In the... Bathroom	Keep to yourself Maintain good hygiene Flush	Leave it better than you found it Use inside voice Hold each other accountable	Be mindful of the time and return to class promptly Put garbage in the garbage can Alert staff members of misconduct
In the... Playground/ Recess	Keep hands, feet, and belongings to yourself Line up at the end of recess Leave wood chips and snow on the ground Follow the rules	Enter and exit school quietly Share and put away equipment Be a good sport; give a compliment Use appropriate language Follow adult directions	Try to solve problems on your own first Try new activities Include others Be positive Enjoy free time
In... All Settings	Keep your body in control Ask permission to leave any setting	Follow directions Use polite language Help keep the school clean Dress appropriately (follow dress code) Use cell phones only when given permission	Give your best effort Be a team player Participate Challenge yourself Be prepared