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CALENDAR OF EVENTS - 2017-2017

Middle School Registration.....	Wednesday, August 10, 2016
Middle School Open House	Thursday, August 27, 2016 (4:30 - 6:00 p.m.)
Teacher Staff Development Days	Wednesday and Thursday, August 31 & Sept. 1, 2016
Labor Day.....	Monday, September 5, 2016
First Day of School.....	Tuesday, September 6, 2016
Picture Day.....	Wednesday, September 14, 2016
Staff Inservice (Early Release at 1:15 p.m.).....	Tuesday, September 27, 2016
No School/Fall Break	Friday, October 28, 2016
End of First Quarter.....	Friday, November 4, 2016
Teacher Work Day/Staff Development.....	Monday, November 7, 2016
Parent/Teacher Conferences.....	Thursday, November 10, 2016 (4:00-8:00 p.m.)
.....	Friday, November 11, 2016 (8:00 a.m. – 11:00 a.m.)
Thanksgiving Vacation.....	Thursday/Friday, November 24 & 25, 2016
Staff Inservice (Early Release at 1:15 p.m.).....	Wednesday, December 14, 2016
Middle School Christmas Concert (9:00 a.m. and 7:00 p.m.).....	Monday, December 21, 2016
Last Day Prior to Christmas Vacation	Friday, December 23, 2016
School Resumes After Christmas Vacation	Tuesday, January 3, 2017
End of First Semester	Thursday, January 20, 2017
Teacher Workday - (No Students)	Friday, January 23, 2017
Staff Inservice (Early Release at 1:15 p.m.).....	Tuesday, February 7, 2017
Parent/Teacher Conferences... ..	Thursday, February 23, 2017 (4:00-7:00p.m.)
.....	Friday, February 24, 2017 (7:45 a.m. - Noon)
Music In Our Schools Concert (7:00 p.m.).....	Tuesday, March 15, 2017
Staff Workday (No Students).....	Friday, February 20, 2017
End of Third Quarter	Thursday, March 29, 2017
Staff Inservice (Early Release at 1:15 p.m.).....	Thursday, March 30, 2017
Staff Development/Workday.....	Friday, March 31, 2017
Spring Break and Easter Vacation.....	Monday, April 13 - April 17, 2017
5 th Grade Orientation Night.....	Monday, May 9, 2017 (6:00 p.m.)
Spring Music Concert (9:00 a.m and 7:00 p.m.).....	Thursday, May 26, 2017
Memorial Day.....	Monday, May 29, 2017
DARE Graduation (1:30 p.m.).....	Monday, June 6, 2017
8 th Grade Award Ceremony (7:00 p.m.).....	Tuesday, June 7, 2017
Last Day of School (11:30 dismissal).....	Tuesday, June 6, 2017
Summer School Begins & Swim Lessons	Monday, June 12, 2017
Last Day of Summer School	Friday, June 30, 2017

STAFF	POSITION	EMAIL	EXT.	ROOM
OFFICE				
Mrs. Kelly Isselmann	Middle School Principal	kisselmann@valders.k12.wi.us	2005	
Mrs. Brenda Schneider	Middle School Counselor	bschneider@valders.k12.wi.us	2209	
Mrs. Jane Linzmeier	Middle School Secretary	jalinzmeier@valders.k12.wi.us	2000	
Grade 5 & 6				
Mrs. Pamela Emme	5th & 6th Grade Science	pemme@valders.k12.wi.us	2150	150
Mrs. Katie Pethan	5th Grade English Language Arts	kpethan@valders.k12.wi.us	2148	148
Mrs. Karen Riesterer	5th & 6th Grade Social Studies	kriesterer@valders.k12.wi.us	2140	140
Ms. Alyssa Schwoerer	5th & 6th Grade Math, 8 th Algebra	aschwoerer@valders.k12.wi.us	2144	144
Mrs. Kelle Zimmerlee	6th Grade English Language Arts	kzimmerlee@valders.k12.wi.us	2152	152
Grade 7				
Mrs. Mary Agnew	7th Grade Science/Reading	magnew@valders.k12.wi.us	2210	210
Mrs. Traci Van Den Heuvel	7th & 8 th Grade CA/Reading	blindholm@valders.k12.wi.us	2222	222
Mrs. Renee Bonick	7th Grade Math/Reading	rbonick@valders.k12.wi.us	2220	220
Grade 8				
Mrs. Kristin Siders	7 th & 8th Grade SS	ksiders@valders.k12.wi.us	2214	214
Mrs. Melissa Thews	8th Grade Science/HS Science	mthews@valders.k12.wi.us	2224	224
Mrs. Shelly Collette	5th & 6th Grade LD	scollette@valders.k12.wi.us	2217	217
Mrs. Jane Lea Brennan	7 th & 8 th Grade LD	jlbrannan@valders.k12.wi.us	2146	146
Mr. Tim Hanlon	5th-8th ED	thanlon@valders.k12.wi.us	2142	142
Ms. Rebecca Oswald	5th-8th CD	roswald@valders.k12.wi.us	2143	143
Mrs. Ann Barry	Speech/Language	abarry@valders.k12.wi.us	4093	93
Shared Staff				
Mrs. Kim Becker	7th & 8th Grade Art	kbecker@valders.k12.wi.us	4242	242
Mrs. Cathy Hagen	5th & 6th Grade Art	chagen@valders.k12.wi.us	4166	166
Mrs. Lisa Brandl	5th Grade Music	lbrandl@valders.k12.wi.us	2129	129
	7th & 8th Grade Choir		2137	137
Mrs. Sandy Kaeiser	5th, 7th & 8th Grade Band/Music	skaeiser@valders.k12.wi.us	4177	177
Mrs. Michelle Hussey	6th Grade Band	mhussey@valders.k12.wi.us	2182	186
Mr. Jesse Schneider	Phy Ed/Health	jschneider@valders.k12.wi.us	4184	186
Ms. Lynn Woelfel	Phy Ed/ Health	lwoelfel@valders.k12.wi.us	4067	228
Ms. Kelley Mangin	Phy Ed	kmangin@valders.k12.wi.us	4063	167
Mr. Matt Dirkmann	Phy Ed/Health	mdirkmann@valders.k12.wi.us	4069	212
Mrs. Adrienne Lundy	7 th grade World Cultures	alundy@valders.k12.wi.us	4073	226
Mr. Jeff Griffey	8th Grade Agriculture	jgriffey@valders.k12.wi.us	4246	246
Ms. Deb Runnoe	8th Grade Business Education	drunnoe@valders.k12.wi.us	4021	21
Mrs. Beth Groddy	8th Grade FACE	bgroddy@valders.k12.wi.us	4163	163
Mr. Ryan Zunker	8th Grade Tech Ed	rzunker@valders.k12.wi.us	4245	245
			4018	18

A MESSAGE FROM THE VALDERS MIDDLE SCHOOL PRINCIPAL

The staff and I welcome you to Valders Middle School. We are excited to be part of your educational and extra-curricular experiences. We have prepared this handbook to help you understand our school and what is expected of you as a Valders Middle School Student.

Valders Middle School is your school. It is our hope that you will participate in activities that will bring you enjoyment. We hope you will be proud of our school, our staff, and the programs that are offered to you.

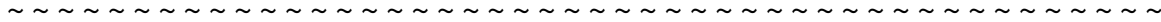
We hope you enjoy your years at Valders Middle School. To help you, we offer the following suggestions:

- Be responsible, respectful and safe.
- Get to know the staff.
- Become acquainted with your schedule.
- Follow the established expectations.
- Become involved in extra-curricular activities.
- Don't be afraid to make mistakes.
- Work hard.
- Be Positive.

Again, welcome to the Valders Middle School experience. If there is ever anything that I or any staff member can do for you, please don't hesitate to ask. Our best wishes for a successful and happy school year.

Sincerely,

Kelly Isselmann



SCHOOL DISTRICT NON-DISCRIMINATION POLICY

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, religion, race, national origin, sex, disability, age, color, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical, mental, emotional, or learning disabilities, or genetic information in its programs, activities, or employment.



AODA Coordinator Brenda Schneider
At Risk Coordinator Brenda Schneider
Superintendent..... Dr. Debra Hunt
Business Manager Timothy Matthias

District Administration

Dr. Deb Hunt.....Superintendent/Director of Special Education
Mr. Tim Matthias.....Director of Support Services
Mrs. Julie LaabsHigh School Principal/Director of Instruction
Mrs. Kelly Isselmann.....Middle School Principal/Athletic Director
Mr. Jason Procknow.....Elementary School Principal/Community Services Director
Mr. John Linzmeier.....Buildings & Grounds Director

School Board Members

Mr. Al Hrudka	Mrs. Carol Glaeser	Mr. Jeff Sabel
Mr. Ron Nesper	Mr. Roger Manke	
Mrs. Kris Skyberg	Mrs. Brenda Platten	

**2016-2017
VALDERS MIDDLE SCHOOL
CODE OF CONDUCT**

Students at Valders Middle School are expected to uphold high standards of behavior, academic, performance, and service to others. Although we have detailed policies that outline these expectations, they can basically be summarized in three words. They are RESPONSIBILITY, RESPECT, and SAFETY. All expectations held for you originate from these three words. These words are posted around the building to remind you of the importance of these characteristics. You are expected to uphold these expectations as a representative of the Valders Middle School community.

2016-2017 QUARTER/SEMESTER DATES

QUARTER	QUARTER BEGINS	MID-QUARTER	QUARTER ENDS
1	September 6, 2016	October 3, 2016	November 4, 2016
2	November 8, 2016	December 12, 2016	January 20, 2017
3	January 24, 2017	February 16, 2017	March 29, 2017
4	April 3, 2017	May 1, 2017	June 6, 2017

There will not be mid quarter reports printed this year, you will get a weekly grade report every Friday. End of Quarter report cards will be posted to Skyward within 3-4 day after the quarter ends.

I. GENERAL INFORMATION

A. ATTENDANCE

Wisconsin State Statute 118.16 and Valders Area School District policy 5200 places responsibility for regular attendance on the student's parents or legal guardian. In addition, regular school attendance facilitates better learning and more success in school. Please refer to Appendix VII to see a summary of attendance policy. Laws have been passed that define absences as "excused" and "unexcused/truancy". Truancy issues will be referred to Department of Social Services.

1. Absences and Call-In Policy (775-9520)

It is the responsibility of the parent to notify the school concerning the reasons for the student's tardiness or absenteeism. The parent should contact the school via the phone before 9:00 a.m. If we don't hear from the parent by this specific time, we will make parental contact at the home or at work. If the child must leave school for a doctor or dental appointment, please notify the school by phone or note as to the time of the appointment. Students who come late or leave early **must** sign in and out in the Middle School Office. It is encouraged that if your child is at a doctor or dental appointment to bring in a written medical excuse signed by the physician.

2. Planned Absences

The Valders Middle School recognizes the parent's right to prearrange absences for special family activities up to ten school days. The following procedure should be followed to help make this easier.

- a. Call the office or send a note designating the dates of absences.
- b. Students will be issued a Planned Absence form.
- c. Students will take Planned Absence form to their teachers and obtain assignments.
- d. Students should have all missing work completed within five days of returning or as recommended by his/her teacher. Work not completed will result in failure for that assignment.

3. Homework When Absent

The Middle School Office will gather assignments for students who are ill or absent for another acceptable reason. **PLEASE call the office at 775-9520 before 9:00 a.m. to request the homework.** In terms of completing missing homework, **the student has the maximum of days equating to number of days missed plus one additional day.** (For example: If a student missed three days of school, they would have four days to complete work without loss credit.)

4. Truancy

Truancy is defined as having more than five unexcused days per semester. This is a state law and will be strictly enforced. We will handle truancies in the following manner:

- a. Parents will be notified via phone, letter, or home visit.
- b. School time missed will be made up in terms of detention or homework club.
- c. All missing work will be completed.
- d. The school will report all truancies to Manitowoc Social Services.
- e. Students will be referred to Guidance Office to develop a plan to remediate the issue so that it doesn't occur in the future.

5. Arrival At and Departure From School

- a. Students walking to school should not arrive before 7:50 a.m. Teachers use the time before 7:50 a.m. to prepare for their classes. If buses arrive early, students are to stay in the cafeterium or middle school commons.
- b. School will be dismissed at 3:16 p.m. Students are to be out of the building by 3:30 p.m. unless they are under the direct supervision of a teacher, advisor, or coach. Athletes should clarify with their coach(s) exactly where they should meet.
- c. Students who are not supervised will be asked to leave the building.

6. Visitors

All visitors should report to the Middle School Office upon entering the building, sign-in and receive a visitors badge. The Valders Middle School discourages the visitation of students from other school districts because it causes a disruption of the learning process and routine school procedures.

7. Closed Campus

The Valders Board of Education has a closed campus policy for K-12. Students who leave the school property without administrative permission will be considered truant for the time missed and detention time or suspension will result for time missed.

8. Student Lockers

Student lockers are property of the school and may be searched at any time by designated school personnel. (policy 5771) Students will be cited for having illegal items in their lockers. **No items should be attached to the outside of the lockers. Magnets should be used to attach any item to the inside of the locker. No Tape!!!**

B. BELL-SCHEDULE

Grades 5 through 8

Enter Building: 7:40 a.m.

1st Period 7:55 - 8:41

2nd Period 8:44 - 9:30

3rd Period 9:33 - 10:19

Viking Time 10:19-10:40

4th Period 7/8 10:40 – 11:26

5/6 Lunch 10:40 - 11:10

7/8 Lunch 11:26 – 11:56

4th Period 5/6 11:14 – 11:56

5th Period 12:00 - 12:46

6th Period 12:50 - 1:36

7th Period 1:40 - 2:26

8th Period 2:30 - 3:16

Bus Departure 3:25 p.m.

C. MEDICAL ISSUES

1. Immunization Records

State Law requires that students be immunized against certain diseases within 30 days of admission. These requirements can be waived only for religious, health, or personal conviction exemption which must be on file at the school. Parents will be asked to provide documentation that the child has completed all immunization requirements.

2. Administration of Medication (policy 5330)

The State of Wisconsin has enacted legislation pertaining to the handling of the administration of medication to students attending our school. The Valders Board of Education has also adopted a policy that sets guidelines for the district to ensure compliance with the state law.

- a. Medication must be kept in the office in a secure place.
- b. Instructions for administering medication must be furnished.
- c. A parent and physician consent form must be furnished.
- d. A teacher, secretary, principal, or designated office employee must be present as a witness when medication is given.

While this may seem as an inconvenience to parents and physicians, it is necessary to comply with state law.

Copies of the necessary form are attached in the appendix of this handbook.

3. Health Room

If students become ill during the course of the school day, teachers will send them to the Health Room in the Middle School Office. Students will be allowed to remain in the office for 2 hour. If they are not feeling better at this point, parents will be contacted to pick their child up as soon as possible.

Parents are encouraged to evaluate health situations during the flu season. If a child is ill and running a fever, it may be in the best interest; to have the child remain home until they have recovered from the illness.

4. Accidents and Injuries

- a. Every accident or injury should be reported immediately to the person in charge or to the school office as soon as possible.
- b. Parents should be aware that the district carries a \$100.00 deductible insurance policy on all of the students. This policy provides secondary insurance coverage.
- c. All accidents and days lost due to accidents must be reported to the Middle School Office.
- d. Emergency Medical Attention - It may be necessary to ask for assistance of the local EMT Services. If an ambulance is called, it is the responsibility of the parents to assume the costs of care. It is equally important that all students have the names of their physician(s) and hospital on their emergency forms. This is especially true for any student who has a specific type of medical problem that may need emergency attention (i.e. bee stings, allergies, diabetes, epilepsy, etc...)

D. LUNCH HOUR

1. Closed Campus

The Valders Board of Education has a closed campus policy for students in Grades K-12. This means that students are not to leave school property without the permission of the office.

2. Lunch Ticket Policy

The Valders Area School District uses an automated system for paying for lunches.

3. Lunch Recess

Recess is a time for relaxation. It is an opportunity to get some fresh air, to participate in a game, or to socialize with one's friends. It is not a time to be running around the building. When outdoors, no tackle-type games are permitted, for safety reasons.

Lunch recess will be: 5/6th Grade: 10:40- 10:50 a.m.
 7/8th Grade: 11:40-11:52 a.m.

Students should bring the necessary outer garments in order to go outside. When the weather is inclement, the supervisory staff will provide an alternative activity to complete.

E. EMERGENCY PROCEDURES (policy 8420)

1. Fires/Tornado

For Fire and Tornado Drill Procedures, see Appendix III of handbook.

2. Winter Storms

In case of severe weather or snow, school cancellation announcements will be made on the following radio stations: WCUB (98 AM), WOMT (1240 AM), WGEE (1360 AM), WNFL (1440 AM), WLTU (92.1 FM), WROE (94 FM), WKTT (98.1 FM), WLTM (99.7 FM), WNCY (100.2 FM), WIXX (101 FM), and WQTC (102 FM). The announcement will also be made on the following television stations: WBAY Channel 2, WFRV Channel 5, WLUK Channel 11, WGBA Channel 26 and WUPN Channel 32. If severe weather necessitates the closing of school, all school activities and practices are automatically canceled for the Middle School.

It is advisable that parents arrange with friends, relatives, or neighbors a procedure to deal with school closing in which students must be sent home early.

F. PARENTAL QUESTIONS, COMPLAINTS & MISCELLANEOUS ISSUES (policy 9130)

If a parent has a question that deals with the welfare of his/her child, it is best to contact the person it concerns. If it is a sport, contact the coach. If it is an academic matter, please talk first to the teacher. Most areas of disagreement can be quickly solved if the concerned parties communicate their concerns openly and honestly. If an agreement cannot be worked out between the parties, then it is time to contact the Building Level Principal with the concern.

G. FIELD TRIPS

Field trips are intended to be for enrichment activities and related to the district curriculum. Students who go on a school sponsored field trips must have permission slips signed and to their advisor on the day requested. Any student who does not have a signed permission form will not be allowed to go on the field trip or activity. Students who are not making adequate academic progress may be denied the opportunity to attend in order to make-up missing work. Students are expected to ride the bus to field trips unless they are handicapped. No cell phones or cameras or video type apparatus on the bus.

Parents who chaperone field trips are expected to ride the bus and help to supervise the students and enforce school rules and regulations.

H. BULLETINS & ANNOUNCEMENTS

Announcements are made at the end of the 2nd Period. Students or teachers wanting an announcement made should email or bring it to the middle school office before school for approval by the principal. Only written announcements will be considered.

Bulletins or posters in the building must be approved by the principal. Unauthorized postings will be taken down.

I. MIDDLE SCHOOL NEWS

Each week a newsletter entitled "Middle School News" is sent home by email. This short document contains the major events occurring the next week, the school lunch menu, and information important for middle school parents. Middle School News will be emailed by Friday of each week. A copy of the Middle School News is posted weekly on our school website at www.valders.k12.wi.us.

J. FEES AND FINES

1. Fees

The Valders Public School District establishes fees for specific classes, text usage, milk (optional), assignment notebooks and locks. Fees are collected within the first two weeks of the school year. If parents are not able to pay the fees at that time, they should notify the office to make other arrangements. A fee schedule is included in Appendix IV of this handbook.

2. Fines

Fines are charged for overdue library books, lost locks, damaged material or lost textbooks. Fines are due on the specified dates. Books and materials are major cost items and students are expected to be responsible for the material entrusted to them during the year. The goal is to teach students to be responsible for the items they use.

K. ASSIGNMENT BOOKS

Students purchase an assignment notebook to keep a record of their daily assignments. They are to have these in each class. Assignment notebooks will cost \$3.00 for the generic replacement.

II. POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

A. POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

In the past, school wide discipline has focused on reacting to specific student misbehavior, by handing out punishment-based strategies. Research has shown that the implementation of punishment, and the absence of other positive strategies, is ineffective.

Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of middle school PBIS is to establish a climate in which appropriate behavior is the norm.

Viking Bucks will be handed out by staff as they see students doing things that follow the matrix. As they collect the Viking bucks they can be used to "purchase" items and extra activities.

VIKING BUCKS CAN BE SPENT ON:

Can be spent at the School Store	2 per item
Extra Day Homework Coupon	5
Seat Swap	5
Lunch away from cafeteria (supervised)	5
Chew gum in class for 1 hour	5
Listen to music in study hall	10
Ice Cream treat from the office	10
Play a game on technology in study hall	10
Share a joke during announcements	10
5 minutes extra recess on Fridays	10
Use gym during Activity Period	20
Choose game last 5 min. of Phy Ed	20
Gift Card worth \$5	30
Whole class incentive	30
(study hall-watch movie or play games on Friday or class party if teacher is willing, any other whole group SH activity)	

* You can pool your Viking bucks to earn an activity

*Viking Bucks can be saved and used from 1 year to the next!

Major/Minor offenses

The chart below shows the major and minor offenses. Minor offenses are handled in the classroom, with the teacher talking with the student about the offense, and an office referral sheet being filled out. These are recorded, but parent notification is not made. Major offenses are handled by the principal, an office referral sheet is filled out and recorded, and parent notification is made.

MINOR-TEACHER MANAGED	MAJOR-OFFICE MANAGED
*Not working	*Blatant insubordination
*Unfinished work	*Defacing property
*Not participating in group work	*Flipping off
*Making faces/rolling eyes	*Repetitive minor incidences
*Huffing/sighing	*Bullying
*Cheating/lying	*Lying
*Making noises	*Screaming/yelling
*Talking	*Teacher cannot teach
*Out of seat	*Students cannot learn
*Not listening	*Out of control behavior
*Misuse of technology	*Refuses to give up technology
*Earphones in	*Misuse of technology
*Leaves classroom without permission	*Leaving classroom without permission
*Negative talk	*Blatant swearing
*Name calling	*Offensive/harassing language
*Swearing	*Does not follow dress code
*Does not follow dress code	*Kicking
*Poking	*Spitting
*Tripping	*Fighting
*Bumping into another	*Pushing
*Minor vandalism	*Punching
*Throwing objects	*Vandalism
*Running	*Defacing property

TECHNOLOGY RULES

1. All technology should be on your desk upside down at the start of class.
2. Technology is to be used for educational purposes only.
3. Technology infractions will be counted as an afterschool detention. Two technology detentions will result in the loss of your reward.
4. The Valders Area School District is not responsible for lost/damaged items. Do not leave devices in classrooms, locker rooms, etc., unattended. It is not the school's responsibility if your unattended item is lost or stolen.
5. If a student is caught using the device improperly the device will be taken away and kept in the office for the parents to pick up.

BUS REGULATIONS

Bus transportation is a privilege provided to students at great expense to the taxpayers of our school district. Behavior on the bus is essential for the safety of all the students who ride the bus. Bus rules will be enforced and suspension will result if infractions occur. The rules are:

1. Bus riders must be at the bus stop ready to board the bus when the bus arrives.
2. Bus riders should not move to board a bus until it is completely stopped and the door is open.
3. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
4. Any damage to the bus will be paid for by the rider inflicting the damage.
5. Unloading will occur from the front of the bus first to the back of the bus. (Students are to remain in their seats at all times.)
6. Conduct on a bus is what is expected in a classroom situation which would include no profane language or disrespect to any bus rider or driver.

Observe Problem Behavior

- First Offense
- Re-Teach
 - Discuss desired behavior with student
 - Staff completes minor referral form

Offense recorded in SWIS

- Second Offense
- Re-Teach
 - Discuss desired behavior with student
 - Staff decides on discipline
 - Staff completes minor referral form

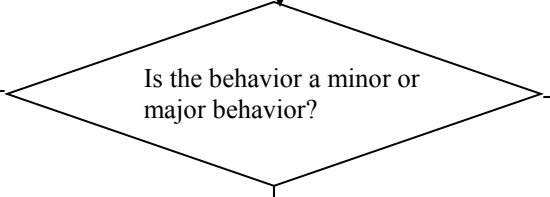
Offense recorded in SWIS

- Third Offense
- Re-Teach
 - Discuss desired behavior with student
 - Staff decides on discipline
 - Staff completes minor referral form

Offense recorded in SWIS

Possible email or phone call home to parent(s)/guardian(s)

Minor



Major

- Office Referral- Immediate removal to office or taken after class with major referral form.

Conference with Principal

- Re-Teach
- Discuss desired behavior with students

- Consequences will be given with progressive discipline

- Phone call to parent(s)/guardian(s)

- Offense will be recorded in SWIS

Minor Offenses	Major Offenses
<ul style="list-style-type: none"> • Defiance, Disrespect, Noncompliance • Disruption in class • Dress code violation • Electronics/technology violation • Gum/Candy • Inappropriate hallway behavior • Inappropriate language • Not prepared • Physical contact • Tardy • Other small behaviors which do not meet school expectations 	<ul style="list-style-type: none"> • Disrespect/insubordination • Dress code violation major • Fighting (physical/verbal) • Gang affiliation • Harassment/bullying • Inappropriate language • Lying/cheating • Physical Aggression • Possession of tobacco/drugs/Alcohol/weapon • Technology violation/cell phone use • Theft/forgery • Truancy/repeated tardiness • Vandalism • Other major behaviors which do not meet school expectations

Please Note . . .

- All minor and major offenses should be reported.
- At any time during the consequence process, an office referral is acceptable at the discretion of the staff member.

Voice Level Key

0=Silent 1=Whisper 2=Table Talk 3=Presenter 4=Outside 5=Emergency

	CAFETERIA	HALLWAYS	CLASSROOMS	LIBRARY	RECESS	BATHROOMS	LOCKER ROOMS	BUS
RESPECTFUL	<ul style="list-style-type: none"> *say “please and thank you” *use positive language *keep voices at a 2 *practice proper table manners *do not budge in line 	<ul style="list-style-type: none"> *use positive language *respect others space *keep voices at a 2 	<ul style="list-style-type: none"> *follow directions the first time given *use positive language *respect the space of others *keep voices at a 2 	<ul style="list-style-type: none"> *say “please and thank you” *use positive language *return books in good condition *keep voices at a 1 	<ul style="list-style-type: none"> *respect the space of others *use positive language *no bringing food or drink out at recess 	<ul style="list-style-type: none"> *respect the privacy of others *keep voices at a 2 	<ul style="list-style-type: none"> *respect the privacy of others *keep voices at a 2 *use positive language 	<ul style="list-style-type: none"> *say “please and thank you” *use positive language *keep voices at a 2 *respect the space of others
RESPONSIBLE	<ul style="list-style-type: none"> *clean up after yourself *throw away your garbage 	<ul style="list-style-type: none"> *pick up after yourself *no food, gum or drink in the hallway *appropriate use of technology in the school 	<ul style="list-style-type: none"> *be on time *complete your work *be prepared *technology is to be placed upside down on your desk, a table or placed in a pocket chart 	<ul style="list-style-type: none"> *return books on time *pay any overdue fees 	<ul style="list-style-type: none"> *return all equipment to the bin *line-up when whistle blows 	<ul style="list-style-type: none"> *clean up after yourself *observe time limits 	<ul style="list-style-type: none"> *clean up after yourself *no technology use in the locker room 	<ul style="list-style-type: none"> *clean up after yourself *throw away your garbage
SAFE	<ul style="list-style-type: none"> *walk at all times *keep hands, feet and objects to self 	<ul style="list-style-type: none"> *walk at all times *keep hands, feet and objects to self 	<ul style="list-style-type: none"> *walk at all times *keep hands, feet and objects to self *no backpacks 	<ul style="list-style-type: none"> *walk at all times *keep hands, feet and objects to self *no backpacks 	<ul style="list-style-type: none"> *walk in the hallway when going out for recess *keep hands, feet and objects to self *exit out 	<ul style="list-style-type: none"> *use good hygiene *keep hands, feet and objects to self 	<ul style="list-style-type: none"> *lock all items in your locker *keep hands, feet and objects to self 	<ul style="list-style-type: none"> *keep hands, feet and objects to self *walk down the aisle *stay in your seat at all times

7. For everyone's safety, bus riders are asked to keep arms and heads inside the bus at all times.
8. Report any injuries to the bus driver immediately.
9. There will be no radios, head sets, i-pods, mp3, etc. allowed on the buses.
10. In order to promote the well-being and safety of all bus riders, there will be no eating or drinking on the bus.
11. A bus driver may assign seats.

(These rules are not intended to be complete but are intended to serve as a guide for students.)

For students who violate the rules, there will be a conference regarding the violation and parental contact will be made by phone or mail. A second violation will result in detention(s) or suspension from bus ridership up to three school days.

If conduct persists after this point, a recommendation will be made to the Board of Education for permanent removal from bus ridership.

Note: A student may be suspended from 1-5 school days in any instance when the act endangers the life and safety of other students i.e. fireworks on bus, assault and battery, throwing objects on the bus, etc..

C. TRESPASSING ON CEMETERY PROPERTY (State Statute 943.13)

Students should not be climbing the fence bordering the cemetery before, during, and after school. Students who do so will be assigned detention time and referred to local law enforcement agency.

D. SNOWBALLING

No snowballing will be allowed anywhere on school property. Offenders will be assigned detention time. If students injure another person by this activity, they are liable for the damage done.

E. UNDESIRABLE ARTICLES ON SCHOOL GROUNDS (policy 5772)

Certain items can present problems in school in terms of resulting in injury or endangering the safety and well-being of the students. Articles can also be stolen or broken resulting in loss to owner. **Students are not to bring toys, MP3 players, i-pods, shoes with wheels in them, skateboards, trading cards of any kind, laser pens, etc. to school.**

Dangerous items such as pocket knives, sling-shots, fireworks, etc. will be confiscated. A parental contact will be made and student will not have item returned except to legal guardian.

F. ASSAULT & BATTERY (policy 5517)

Students who engage in acts that endanger the physical well-being of other individuals will be suspended from school for 1-5 days. Students may be cited by the police for assault and battery, disorderly conduct, truancy, or vandalism. Students may also be cited for conduct that endangers the safety of other students, (i.e. throwing objects in the classroom or on the bus; throwing objects out of the window of the bus; putting foreign objects in food; etc...) If this pattern of conduct continues, recommendation will be made to the School Board for expulsion.

G. VANDALISM (policy 5513)

Students who deface school property or destroy items belonging to school district will be suspended from school and pay restitution to repair the damage.

H. THEFT (policy 5513)

Students who steal school property of another person will be suspended from school, pay restitution, and be reported to local law enforcement.

I. SMOKING (policy 5512)

Students caught smoking on school property will be suspended from school from 1-3 days and be subject to a co-curricular violation.

*** A Wisconsin law went into effect on April 1, 1992. It states that all minors can be fined \$25.00 for possession of tobacco products. Tobacco products are currently banned within a radius of 500 feet from all schools. This law preempts that ban for minors, making it unlawful even to possess tobacco products.**

J. HARASSMENT/BULLYING (policy 5517 & 5517.01)

Physical or verbal harassment is not acceptable under any conditions. Physical harassment could include such actions as purposely blocking a persons pathway in the hallway, pushing/bumping/shoving another student, knocking books out of another student s hands, aggressive behavior while playing at recess, pulling pants down in physical education class, or inappropriate touching of another person, etc... Verbal harassment may include constant teasing, comments of a sexual nature, spreading rumors, computer messages of a threatening nature, sexual comments about a person, etc.... (These are examples and are not intended to include all possible cases of physical or verbal harassment). Persons who commit these actions may be referred to the guidance counselor, the principal, or the police depending on the nature of the action. Persons could be assigned detention time, be suspended or expelled depending on the severity of the situation and the number of times the incident has occurred.

Cyberbullying-(Board policy 5517.01) “the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.”

The school will not become involved when an incident occurs outside of school hours.

K. DETENTIONS

Detentions will be assigned for poor behavior. These detentions will occur on Mondays or Wednesdays from 3:25 until 4:00 p.m. Parents will be notified via phone, e-mail, or letter. It is the responsibility of the parent to provide transportation for after school detentions. Participation in a co-curricular activity is not a reason to miss a detention.

L. SUSPENSION

Students shall have a due process in the following manner:

1. Shall be advised of the reason for the proposed suspension.
2. Shall have an opportunity to explain his/her version of the incident.
3. Every legitimate attempt will be made to notify parents immediately following a suspension.
4. Parents are required to meet with Building Level Administrator for an out-of-school suspension.

Students may be suspended up to five consecutive days from school or lose privileges.

Types of Suspension

In-School

Students will be suspended in-school if a parent cannot be contacted to take the student home.

Out-of-School

Student is excluded from the school immediately. The parent is called to pick up the student.

M. EXPULSION

A student may be referred to the Board of Education when his/her conduct severely infringes on the educational process via repeat violations of school rules or actions that endanger the life, safety, or property of others. Due-process will be followed according to the district policy.

It is a school board policy (5610) that a student who is under the influence or in possession of any type of drug (including any alcohol product) will be suspended from school and referred to the Board of Education for possible expulsion.

N. GAMBLING

Gambling is not permitted on school property. This includes any type of card playing/games.

O. TARDINESS

In order to take advantage of the educational opportunities offered, students must be to class on time. Three tardies will result in a detention. Repeated tardiness will involve a parent conference and possible suspension.

P. CHEATING

Cheating includes, but is not limited to, copying another persons work, allowing ones work to be copied, plagiarism of material from printed sources or off the internet. Students involved in this type of activity really destroy their own self-concept. It is the goal of all faculty to prevent this from happening. If cheating does occur, the following steps will be followed:

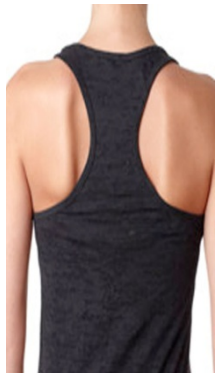
1. A zero will be recorded in the grade book.
2. Parents will be contacted.
3. One detention will be assigned.

Q. STUDENT APPEARANCE (policy 5511)

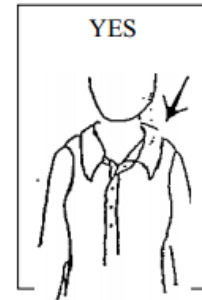
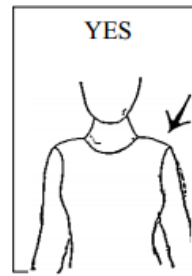
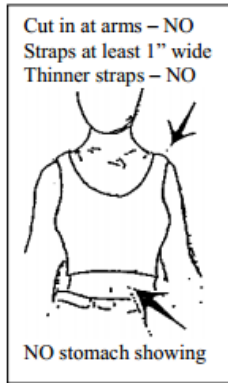
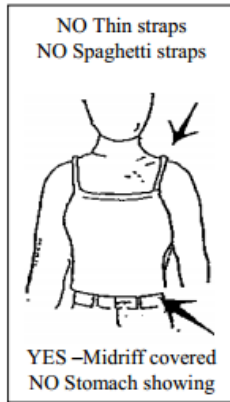
Recognizing the correlation between dress and personal appearance and the way students conduct themselves in school, the following guidelines on student dress and appearance are adopted as school policy:

1. Cleanliness and dress are vital not only to the individual but also to those with whom the student shares a classroom.
2. Students will not wear clothing, hair, or accessories that can be hazardous to them or others during school activities, such as shop, laboratories, athletics, physical education, art, etc. Grooming and dress that prevent the student or others from doing their best work because of blocked vision, restricted movement, or exposure to danger will not be allowed.
3. Dress and grooming styles (extremely short skirts or shorts) that create a disruption of the learning process within the classroom must be avoided.
4. Clothing articles that cause excessive floor marking or trousers with metal rivets that scratch furniture, must be avoided.
5. Heavy coats/jackets are not to be worn to classes unless necessitated by heating problems in classrooms.
6. Backpacks/purses are to be left in student lockers, unless permission is granted to a student due to medical necessity.
7. All clothing must be worn in an appropriate manner according to the way it is designed, including underwear, which should remain under garments without being visible, including boxers.
8. Some form of footwear will be worn at all times.

TANK TOP POLICY (policy applies to boys and girls)



No Razor Backs



These items are not to be worn in school at any time:

1. Shorts that are so short as to be disruptive to the learning process.
2. Tops with bare midriff or see through shirts/blouses/tops with thin spaghetti straps (sleeveless tops must have straps at least 1-inch wide)
3. Tank tops, Razor back shirts or shirts/blouses/tops that are low-cut in the front and/or back. In particular, no cleavage should be visible.
4. Caps, hats, and visors. Principal or his/her designee will determine the appropriateness of scarves, bandannas, or other headgear.
5. Clothing apparel that has obscene, vulgar or suggestive language or pictures on it.
6. Clothing making references to tobacco and/or alcoholic beverages, or serving as advertisement for an alcohol establishment. This includes any local establishments, Hooters, or other establishments that earn a substantial amount of income from the sale of tobacco or alcohol.
7. Clothing apparel referring to illegal drugs in the pictures and /or slogans.

R. SKATEBOARDS

No skateboards are to be on school property or on buses.

S. BICYCLES

Students are allowed to ride their bicycles to school. Stunts and tricks with the bikes will not be allowed. Students must be responsible riders. Bikes should be placed in the bike rack once the student arrives and are not to be taken out of the bike rack until the end of the school day.

T. GUM

Gum should not be chewed while in school or at any school supervised activity, (i.e. field trip, play, etc....)

U. HATS/BANDANAS/SCARVES

These items are not to be worn at school, unless it is for a dress up day.

V. BASEBALL CARDS/FOOTBALL CARDS/BASKETBALL CARDS/POKEMAN CARDS & ALL TRADING TYPE CARDS

Students are not to have sports cards or Pokeman cards in school or to be trading these cards.

W. HARASSMENT

No student or staff should be subjected to sexual/physical/verbal harassment. This topic is

defined in School Board Policy 5517. The harassment policy does include harassment by usage of cell phone, texting, or computer e-mail.

X. BREATHALYZER TESTING

The school may administer a breathalyzer test if there is reasonable suspicion that a student is under the influence of alcohol or any other controlled substance.

Y. MISUSE OF COMPUTER NETWORKING

Electronic mail cannot be used to threaten or intimidate a student or staff member. Misuse of electronic technology will result in loss of operating privileges and possible suspension from school. Students are not to have magnets in the computer lab or near any type of monitors.

Z. INTERNET POLICY (policy 7540.03)

Students will be given an Internet Contract to sign. Students are to only search areas as defined by the contract. It is illegal to log onto the network using another persons password. This is a security issue. Students who choose to do this will lose computer privileges. Violations will result in loss of internet usage.

AA. PERMANENT REMOVAL OF STUDENT FROM CLASS

See appendix for School Board Policy 5500. This defines a variety of situations in which a student may be removed from class. This is not meant to cover every possible situation.

AB. CELL PHONES

Cell phones are allowed on school property and should be shut off and kept in the students locker. Calls to the students should be directed to the School Office at 775-9520. If cell phones are being used improperly, the phone will be confiscated and returned to the parents.

III. ACADEMICS

A. STUDY HALLS

Study hall is work time. If you need help, please ask the teacher in charge to help you. You should bring sufficient work to the study hall as passes will not be issued to go to your lockers. The atmosphere of the study hall shall be conducive to learning.

B. REPORT CARDS & GRADES

The Valders Middle School uses the A-B-C-D-F system of grading. While it is important for our students to achieve as well as they possibly can, we must remember that we have a cross-section of students who have different abilities and levels of motivation. While not every student can achieve the goal of high grades in all subject areas, we hope that each student reaches their maximum level of learning. Grades can be previewed anytime by entering the district website and using parent log ins to view student classes and grades.

C.

D. RETENTION

Students may be retained at present grade level if their work is below grade level and their effort is not satisfactory. Parents will be notified under the District Retention Policy 5410. Students should understand if effort is not put forth, retention is an alternative. Students need to pass three of the five core academic areas in order to be promoted to the next grade level.

E. TEXTBOOKS

Valders Middle School furnishes textbooks to all students. Each student will be assigned a numbered textbook and is responsible for the care of the books issued. Because of the high cost of replacing worn textbooks, book covers should be used to protect the books from everyday "wear" and "tear". Lastly, students will be responsible for the loss or destruction of a book and will be required to pay for its replacement.

F. PHYSICAL EDUCATION

1. Physical Education is required for all students unless a written excuse from a physician is on file.
2. Any physical limitation should also be on file with the Phy Ed teacher and school office.
3. A note from a parent excusing their child from Phy Ed will be accepted for a 2 day period. Beyond this a doctor excuse will be required.
4. Only school issued locks should be on school lockers. Non-school locks will be removed.
5. IF your student doesn't participate in Phy Ed, they can not participate in after school sports practice.

G. PARENT CONFERENCES

Parent Conferences are held at the end of quarter one and during quarter three of the school year. In addition, anytime a parent has a question, we encourage them to call and/or arrange a conference with the teacher(s).

H. GUIDANCE SERVICES

Guidance Counseling service is available to all Middle School students. Many problems can be helped or solved by spending time with the Guidance Counselor. You are encouraged to seek help and advice when problems seem too big to handle. Parents are encouraged to call Mrs. Schneider, Middle School Guidance Counselor, at 775-9520, ext. 2209.

I. STUDENT AT RISK PROGRAM

The Valders School District has developed a plan to identify and assist students who may be "at risk". This program will closely monitor the activities of students who run a greater chance of dropping out of school because of their poor grades, attendance, discipline, etc. If your son or daughter falls under this "at risk" category, you will be contacted by the school to help us modify the behavior of your child before it becomes a crisis situation.

If you have a concern about your child and their behavior, please feel free to contact any of our guidance people for assistance.

Richard Bahnaman (Elementary School)	775-9510
Brenda Schneider (Middle School)	775-9520
Tara Bruckner(High School)	775-9530

J. HOMEWORK CLUB

A supervised study hall will occur on Tuesday and Thursday nights from 3:25 - 4:00 p.m. Students will be assigned to this supervised learning activity if they are experiencing behavior or academic difficulties. Students are to bring work to complete. It is the responsibility of the parent to provide transportation.

IV. CO-CURRICULAR ACTIVITIES

A. SUGGESTED RULES FOR EXTRA CURRICULAR ACTIVITIES

All students are reminded that all school rules and policies are applicable at all school-sponsored activities. These activities include: dances, club meetings, concerts, and all sports events.

Special areas of concern are those involving student fans at sports events.

1. Students are not to be in the building or at the athletic field unless their intention is to attend the sports activity.
2. Students are expected to remain in their seats during the activity. Students who have purchased tickets but do not attend the activity, will be asked to leave.
3. Elementary school children are expected to be accompanied by adults and are to be seated with them.
4. Any uniform issued to student athletes cannot be worn by other students.
5. Repeated violations of these rules may result in a student being refused admission to future school activities.

B. ATHLETICS

The following athletic programs are available for Middle School students:

1. Boys and Girls Basketball (Grades 7 & 8)
2. Girls Gymnastics (Grades 6 through 8)

3. Track (Grades 7 & 8)
4. Volleyball (Grades 7 & 8)
5. Cross Country (Grades 5 through 8)
6. Football (Grades 7 & 8)
7. Wrestling (Grades 5 through 8)
8. Community sponsored Swimming and Soccer (Grades 5 through 8)

All students who are involved in co-curricular events, both academic and athletic, are required to have a co-curricular code on file before participating. Students in athletics must also do the following:

1. Pay your sport fee. (\$40)
2. Turn in your physical exam or alternate year card.
3. Attend a co-curricular code meeting.
4. Concussion Testing (5th and 7th grade)

Students must have a physical exam card on file. Students are required to have a physical (every 2 years) by a medical doctor. This card must be on file before a student is allowed to practice. A physical taken after May 1 is good for the next year.

The Valders School District's Co-Curricular Code will be strictly enforced. Students and parents should read the document very carefully before signing the code.

Coaches have the right to suspend students for violation of team rules or actions detrimental to the team or school. If the action of the student violates the co-curricular code, the code will be applied. Due process will be followed and parents will be notified by the coach in reference to the offense and subsequent penalty.

Co-curricular activities offer the student the opportunity to represent the Valders Middle School. This is a privilege. Please represent our school well.

C. INELIGIBILITY

A student loses eligibility if they violate the co-curricular code. Please have your parents read this document very carefully. If a student is ineligible because of receiving an "F" grade at quarter, he/she will be ineligible to compete in competition for 21 days and nights. At this time the grade will be checked to see if the person is now academically eligible. During this 21 day ineligibility, the student is still expected to practice and attend any activity in which the team participates.

Any violation(s) which occur during the Middle School years will be eliminated from the student's record once they enter the 9th grade. The student will start their high school years with a clean slate.

D. CO-CURRICULAR ACTIVITIES

1. Memory Book
Valders Middle School has its own mini-yearbook called a Memory Book. Students representing all four grade levels will work with the Memory Book Advisor to create a pictorial summary of your school year.
2. Student Council
Student Council activities are an integral part of the middle school experience. Members will be elected by homeroom groups at the 5th through 8th grade level. They

will work with the Student Council advisor in establishing activities and purchasing items for the school. Representatives should be responsible leaders and good communicators. Students should choose their homeroom representatives carefully.

3. **Music/Solo & Ensemble Contest**

Students are offered the opportunity to participate in Band lessons and Band Arrangements for lessons should be completed with the Music Department with office approval.

Seventh and eighth grade students are also eligible to participate in solo & ensemble. Students should check their sports and family social calendars before signing up for solo and ensemble to avoid conflicts on the contest weekend.

4. **Forensics**

Seventh and eighth grade students are encouraged to participate in the Forensics Program. Categories are Declamation, Poetry, Prose, Story-telling, Extemporaneous Speaking, and Demonstration.

F. **Battle of the Books**

A building level contest is held during January and February. Students are quizzed on a pre-selected series of books.

G. **School Newspaper**

Students are encouraged to write articles and learn the basics of how to put together a school newspaper. Students from all four grade levels are encouraged to participate.

F. **DANCES, MOVIES, YOUTH ACTIVITIES**

Dances are recognized as a positive social gathering for young adults. The following expectations are for all dances sponsored by the middle school or held on school property:

1. All regular school rules apply.
2. Only Valders Middle School students can attend (no high school or students from other schools can attend).
3. Students are to stay at the dance the entire time. Students are not to leave the dance for any reason.
4. No Carry-in drinks such as soda, power or energy drinks.
5. No food/soda or students are to be on the stage area.
6. Students are not to be hanging out around school from school dismissal time to the start of the dance (3:15 p.m. - 7:00 p.m.)

Students who cannot obey the rules will be asked to call parents to take them home and they will lose the opportunity to attend future dances.

G. **WEDNESDAY NIGHT PRACTICES**

There will be no Wednesday night school sponsored activities after 6:30 p.m.

School Fees for 2016-2017 School Year

GRADES 5 & 6

Book Fee	\$15.00
Art Fee	\$ 5.00
Lock Fee	\$ 1.00
Technology Fee	\$ 5.00
Assignment Notebooks	<u>\$ 5.00</u>
	\$31.00 Total

Milk Fees - 5th and 6th grade students are allowed a milk break each day.
They are charged \$.25 for milk.

GRADE 7

Book Fee	\$ 15.00
Lock Fee	\$ 1.00
Technology Fee	\$ 5.00
Assignment book	<u>\$ 5.00</u>
Total	<u>\$ 26.00</u>
Art Fee	<u>\$ 10.00</u>
Total w/Art	\$ 31.00

Grade 8

Book Fee	\$ 15.00
Lock Fee	\$ 1.00
Assignment book	\$ 5.00
Tech Ed Fee	\$ 5.00
Technology Fee	<u>\$ 5.00</u>
Total	<u>\$ 31.00</u>
Art Fee	<u>\$ 10.00</u>
Total w/Art	<u>\$ 41.00</u>
Spanish book	<u>\$ 17.00</u>
Total w/Art & Spanish	\$ 58.00

BAND INSTRUMENT RENTAL FEE: \$20.00 per semester
(Applies only to students using a school-owned instrument.)

7 & 8 GRADE SPORT FEE: \$40.00 per sport. Please do not pay until sport season begins.
Sport fees must be paid for the following sports:

Girls Volleyball, Boys Football, Girls Basketball,
Boys Basketball, Girls Track, Boys Track, Boys Cross Country, Girls
Cross Country, Girls Gymnastics, Boys Wrestling

PLEASE MAKE OUT LUNCH CHECKS SEPARATELY!!!

BREAKFAST PRICES :	\$ 1.30 (daily)- \$ 6.50/week
LUNCH PRICES :	\$2.20 (daily) - \$11.00/week
Adult Lunch Price :	\$ 3.10