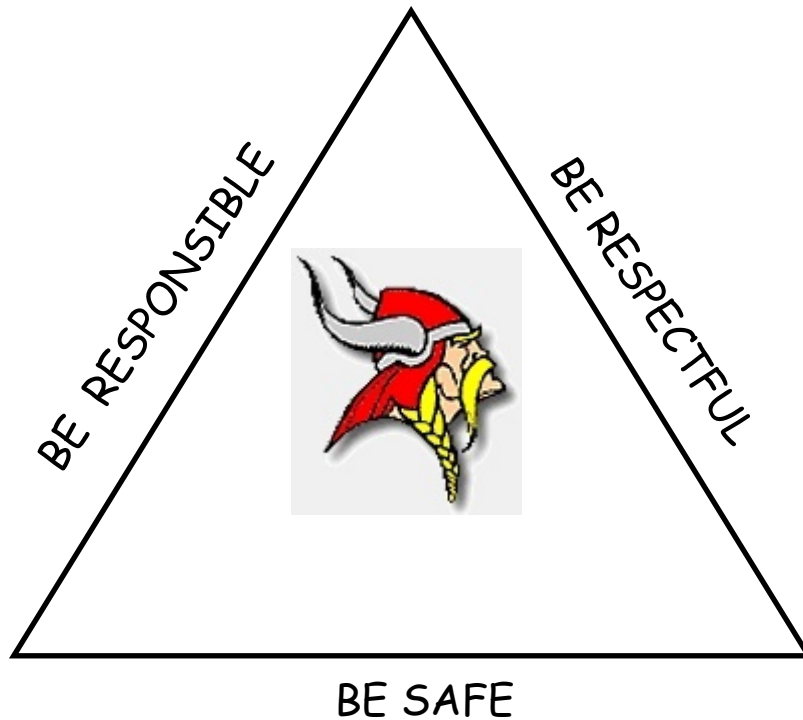


2020-2021 Valders Middle School Handbook



VALDERS MIDDLE SCHOOL MISSION STATEMENT AND GOALS

The Valders Middle School's Mission is to provide an engaging, positive, respectful and safe learning environment that promotes academic, physical, social, behavioral, creative, and emotional development for ALL of our students.

The Valders Middle School's Goals are:

Institute PBIS or Positive Behavioral Intervention Supports System.

Build positive relationships and make connections with the middle school students on a daily basis.

Ensure effective leadership for student and staff success.

Engage ALL students in effective, differentiated, personalized instructional practices.

Incorporate a Focus Room where students are able to self-regulate their emotions.

Provide extended learning through extra-curricular activities that engage and motivate students.

Implement organizational structures that maximize time for teaching and learning.

Ensure that the middle school staff have the needed support to meet the learning and developmental needs of middle school students.

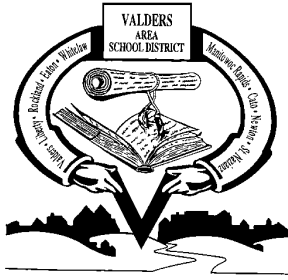
TABLE OF CONTENTS

Calendar of Events	2
Staff Listing	3
Message from MS Principal	4
Non Discrimination Policy/District Administration	5
Grade Check- Quarter/Semester Grades	6
Attendance	7
Truancy/Arrival/Departure from School	8
Bell Schedule	9
Medical	10
Lunch	11
Emergency Procedures	11
Bulletins and Announcements	12
Fees & Fines	12
PBIS	13-14
Bus Regulations	15
Harassment/Bullying	16
Tobacco Free Campus	16
Detentions/Suspensions	17-18
Student Appearances	18
Electronic Devices/Technology	19
Academics/Textbooks/Chromebooks	
Conferences/Student Services	21
Co-Curricular	21-23
If/Then Statements	24
Fees	25
Attachments:	
Physician/Parent Permission for Medication	
Planned Absence Form	

CALENDAR OF EVENTS - 2020-2021

Teacher Staff Development Days	Tuesday, August 25, 2020; Thursday, August 27, 2020
Labor Day	Monday, September 7, 2020
First Day of School	Tuesday, September 1, 2020
Picture Day	Friday, September 18, 2020
No School/Fall Break	Friday, October 30, 2020
End of First Quarter	Thursday, October 29, 2020
Teacher Work Day/Staff Development	Monday, November 2, 2020
Parent/Teacher Conferences	Thursday, November 12, 2020 (4:00-8:00 p.m.) Friday, November 13, 2020 (8:00 a.m. – 11:00 a.m.)
Thanksgiving Vacation	Thursday/Friday, November 26 & 27, 2020
Middle School Christmas Concert (9:00 a.m. and 7:00 p.m.)	Monday, December 21, 2020
Holiday Break	December 23, 2020 to January 1, 2021
School Resumes After Christmas Vacation	Monday, January 4, 2020
End of First Semester	Thursday, January 14, 2021
Teacher Workday - (No Students)	Friday, January 15, 2021
Parent/Teacher Conferences	Thursday, February 11, 2021 (4:00-8:00p.m.) Friday, February 12, 2021 (8:00 a.m.–11:00am)
Staff Development	Friday, February 19, 2021
Staff Development	Monday, February 22, 2021
End of Third Quarter	Friday, March 19, 2021
Spring Break	Monday, March 22-Friday, March 26, 2021
Teacher ½ Work Day, ½ Staff Development	Monday, March 29, 2021
Music in Our Schools Concert (7:00 p.m.)	Tuesday, March 30, 2021
No School (Vacation)	Friday, April 2, 2021
No School – Staff Development	Monday April 30, 2021
DARE Graduation (1:45 p.m.)	Tuesday, May 4, 2021
5 th Grade Orientation	Thursday, May 13, 2021
Spring Music Concert (9:00 a.m. and 7:00 p.m.)	Thursday, May 20, 2021
Memorial Day	Monday, May 31, 2021
8 th Grade Promotion Ceremony (7:00 p.m.)	Tuesday, June 1, 2021
Last Day of School (11:30 dismissal)	Friday, June 4, 2021
Summer School Begins & Swim Lessons	Monday, June 7, 2021
Last Day of Summer School	Friday, July 2, 2021

STAFF	POSITION	EMAIL	EXT.	ROOM
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	
Mrs. Pamela Emme	5 th & 6 th Grade Science	pemme@valders.k12.wi.us	2150	150
Mrs. Katie Pethan	5 th Gd English Language Arts	kpethan@valders.k12.wi.us	2148	148
Mrs. Karen Riesterer	5 th & 6 th Grade Social Studies	kriesterer@valders.k12.wi.us	2140	140
Mrs. Alyssa Schwoerer	6 th Grade Math	aschwoerer@valders.k12.wi.us	2144	144
Mrs. Kelle Zimmerlee	6 th Gd ELA/5 th & 6 th Gd Read 180	kzimmerlee@valders.k12.wi.us	2152	152
Mrs. Christine Schoenberger	5 th Grade Math	cschoenberger@valders.k12.wi.us	2142	142
Ms. Michelle Burdick	6 th and 8 th Grade ELA	mburdick@valders.k12.wi.us	2214	214
Mrs. Traci Van Den Heuvel	7 th Grade ELA	tvandenheuvel@valders.k12.wi.us	2222	222
Mr. Travis Hebert	5 th & 7 th Grade Math	thebert@valders.k12.wi.us	2220	220
Mrs. Kristin Siders	7 th & 8 th Grade Social Studies	ksiders@valders.k12.wi.us	2224	224
Mrs. Melissa Thews	7 th & 8 th Grade Science	mthews@valders.k12.wi.us	2217	217
Mrs. Rachel Lensmire	Algebra I	rlensmire@valders.k12.wi.us	4173	173
Ms. Amanda Pietroske	7 th and 8 th Grade Math	apietrocke@valders.k12.wi.us		
Special Education				
Mrs. Jane Lea Brennan	7 th and 8 th Grade LD	jbrennan@valders.k12.wi.us	2226	226
Mr. Tim Hanlon	5 th -8 th Grade EBD	thanlon@valders.k12.wi.us	2143	143
Ms. Rebecca Oswald	5 th -8 th Grade ID	roswald@valders.k12.wi.us	4093	93
Mrs. Ann Barry	Speech/Language	abarry@valders.k12.wi.us	4242	242
Ms. Shelly Collette	5 th and 6 th Grade LD	scollette@valders.k12.wi.us	2146	146
Shared Staff				
Mr. Tim Woodcock	7 th & 8 th Grade Art	twoodcock@valders.k12.wi.us	4166	166
Ms. Mallory Olson	5 th & 6 th Grade Art	molson@valders.k12.wi.us	2129	129
Mrs. Lisa Brandl	5 th Grade Music	lbrandl@valders.k12.wi.us	2137	137
Mr. Damon Carlson	5 th through 8 th Grade Choir	dcarlson@valders.k12.wi.us	4177	177
Mrs. Sandy Kaeiser	5 th , 7 th & 8 th Grade Band	skaeiser@valders.k12.wi.us	2182	186
Mr. Nicholas Stone	6 th Grade Band	nstone@valders.k12.wi.us	4184	186
Mr. Jesse Schneider	Physical Education	jschneider@valders.k12.wi.us	4067	228
Ms. Kelley Mangin	Physical Education	kmangin@valders.k12.wi.us	4069	212
Mr. Matt Dirkmann	Physical Education	mdirkmann@valders.k12.wi.us	4073	226
Ms. Lynn Woelfel	Physical Education	lwoelfel@valders.k12.wi.us	4071	228
	8 th Grade FACE		4246	246
Mr. Jeff Griffey	8 th Grade Agriculture	jgriffey@valders.k12.wi.us	4021	21
Ms. Deb Runnoe	8 th Grade Bus Ed/7 th Computer	drunnoe@valders.k12.wi.us	4163	163
Mr. Ryan Zunker	8 th Grade Tech Ed	rzunker@valders.k12.wi.us	4018	18
Mr. Tyler Martell	7 th Grade Cultures	tmartell@valders.k12.wi.us	4172	172
Mrs. Jayne Ruzek	Paraprofessional	jruzek@valders.k12.wi.us	2146	
Mrs. Sue Pederson	Paraprofessional	spederson@valders.k12.wi.us	4035	
Mrs. Chris Strouf	Paraprofessional	cstrouf@valders.k12.wi.us	4093	
Mrs. Taylor Pearson	Paraprofessional	Tpearson@valders.k12.wi.us	4035	
Mr. Christopher Burton	Paraprofessional	cburton@valders.k12.wi.us	2143	
Mrs. Amanda Holschbach	Paraprofessional	aholschbach@valders.k12.wi.us	4035	



Valders Middle School

138 Wilson St., Valders, Wisconsin 54245-9638

Voice: 920-775-9520 Fax: 920-775-9509 Web site: www.valders.k12.wi.us

Striving for Excellence!

Dear Valders Middle School Parents and Guardians,

Welcome to the 2020-21 school year! We are looking forward to another exciting and successful year. We are also excited to announce the ongoing implementation of Positive Behavior Intervention and Supports (PBIS) at Valders Middle School. A group of staff members, parents and community members have worked hard over the past three years implementing PBIS and learning the benefits of this system.

PBIS is not a program or a curriculum. It is a system to teach and reinforce behaviors that we want students to exhibit in all areas of our school. The school-wide system includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Our goal with implementing PBIS is to improve school climate and maximize academic achievement. We look forward to continuing our training in Tier 2. In order to improve school climate and maximize academic achievement, there is time set aside daily where teachers will teach PBIS lessons on behavior expectations. Students will practice what is expected of them behaviorally. You will see these behavior expectations posted throughout the school in hallways, the cafeteria, restrooms, classrooms and other locations.

As part of the PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. Behavior data will be documented using Skyward. The behavior data can be instantly accessed in tables, reports, and graphs allowing for staff members to easily monitor and analyze behavior trends at the school-wide, small group and individual levels.

To help students stay focused on the appropriate expectations and positive behavior, the students will have a chance to earn "Viking Points" that can be used in the school store and for a variety of other activities. Each quarter there will also be a PBIS school wide award.

Thank you in advance for your help in creating a positive atmosphere at Valders Middle School. Please take some time to look through the Valders Middle School Handbook for further information on PBIS. Please feel free to contact me at (920) 775-9520 ext. 2005 or kisselmann@valders.k12.wi.us if you have any other questions. Thanks again!

Sincerely,

Kelly Isselmann

Kelly Isselmann
Middle School Principal

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**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.

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District Administration

- Dr. Deb Hunt.....Superintendent/Director of Special Education**
- Mrs. Angela Erdman.....Director of Support Services**
- Mr. David SchmidHigh 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. Jamie Aulik | Mrs. Carol Glaeser | Mr. Jeff Sabel |
| Mrs. Kris Skyberg | Mr. Dan Griepentrog | Mrs. Brenda Platten |
| Mr. Travis Schisel | | |

Changes may be made upon the discretion of school personnel

**2020-2021
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 to be RESPONSIBLE, RESPECT, and SAFE. 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.

IF YOU DECIDE TO CHANGE YOUR CHILD'S MODE OF INSTRUCTION, THIS CHANGE CAN ONLY OCCUR AT MID-QUARTER OR END OF QUARTER.

**GRADE CHECKS AND QUARTER/SEMESTER GRADES
DUE DATES FOR 2020-2021**

Reports	Grade Period Ending	Grade Input End Date	Time
QUARTER 1			
Mid-Quarter Grade Check	Thursday, Oct. 1	Monday, Oct. 5	8:00 am
Qtr 1 Grades	Thursday, Oct. 29	Monday, Nov. 2	8:00 am
QUARTER 2			
Mid-Quarter Grade Check	Thursday, Dec. 3	Monday, Dec. 7	8:00 am
Qtr 2/Semester 1 Grades	Thursday, Jan. 14	Monday, Jan. 18	8:00 am
QUARTER 3			
Mid-Quarter Grade Check	Thursday, Feb. 18	Monday, Feb. 22	8:00 am
Qtr 3 Grades	Friday, March 19	Tuesday, March 30	8:00 am
QUARTER 4			
Mid-Quarter Grade Check	Thursday, April 29	Monday, May 3	8:00 am
Qtr 4/Semester 2 Grades	Friday, June 4	Friday, June 4	4:00 pm

GENERAL INFORMATION

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.

ABSENCES AND CALL-IN POLICY (775-9520 ext. 2000)

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. to explain. 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.

TARDINESS

In order to take advantage of the educational opportunities offered, students must be to school and class on time. Students must be in their seats when in the classroom. Three tardies will result in a lunch/recess detention. Repeated tardiness will involve parent contact.

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. Students should pick up a Planned Absence Form from the office. There is a form at the back of the handbook as well.
- b. Students will take the Planned Absence Form to their teachers and obtain assignments.
- c. 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 lunch detentions with the teacher until work is completed.
- d. Homework When Absent -The Middle School Office will gather assignments for students who are ill or absent or for another acceptable reason. **PLEASE call the office at 775-9520 before 10:00 a.m. to request the homework.** If it is not requested, **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 .)
- e. Requested work is expected to be completed when they return to school.

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, email or home visit.
- b. All missing work will need to be completed.
- c. The school will report all truancies to Manitowoc Social Services or School Resource Officer.
- d. Students will be referred to Student Services to develop a plan to remediate the issue so that it doesn't occur in the future.
- e. If a student leaves class or refuses to stop when asked, this will result in the student being marked truant.

ARRIVAL AT AND DEPARTURE FROM SCHOOL

Students walking to school should not arrive before 7:45 a.m. Teachers use the time before school to prepare for their classes. If buses arrive early, students are to stay in the cafetorium or middle school commons.

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.

Students who are not supervised will be required to contact his/her parent or guardian for pickup.

VISITORS

Due to Covid 19 this year, we are not allowing visitors in the building.

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.

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!!!**

TREATS

No food, snacks, or birthday treats will be allowed this year due to COVID 19. Every student should have a clear water bottle to use during the day.

Face Coverings

“Face covering” means a piece of cloth or other material that is worn to cover the nose and mouth completely. A “face covering” includes but is not limited to a bandana, a cloth face covering, a disposable or paper face covering, a neck gaiter, or a religious face covering. A “face covering” does not include face shields, mesh Face Covering, Face Covering with holes or openings, or Face Covering with vents.

Daily Bell Schedule

	VALDERS 5 th and 6 th Grade		VALDERS 7/8 th Lunch
1	7:55 – 8:40	1	7:55 – 8:40
2	8:44 – 9:29	2	8:44 – 9:29
3	9:33 – 10:18	3	9:33 – 10:18
L	10:18 – 10:48	4	10:22 – 11:07
4	10:52 – 11:33	L	11:07 – 11:37
5	11:37 – 12:22	5	11:37 – 12:22
6	12:26 – 1:11	6	12:26 – 1:11
7	1:15 – 2:00	7	1:15 – 2:00
8	2:04 – 2:49	8	2:04 – 2:49
VT	2:53 – 3:16	VT	2:53 – 3:16

Alternate Bell Schedules

Two Hour Late Start	
1 st Period	10:00 – 10:33
2 nd Period	10:37 – 11:10
5/6 Lunch	11:14 – 11:46
7/8 3 rd Period	11:14 – 11:46
7/8 Lunch	11:46 – 12:16
5/6 3 rd Period	11:46 -12:16
4 th Period	12:16 – 12:48
5 th Period	12:52 – 1:25
6 th Period	1:29 – 2:02
7 th Period	2:06 – 2:39
8 th Period	2:43 – 3:16

Two Hour Early Dismissal	
1 st Period	7:55 – 8:29
2 nd Period	8:33 – 9:06
3 rd Period	9:10 – 9:43
4 th Period	9:47 – 10:20
5 th Period	10:24 – 10:58
7/8	11:02 – 11:35
5/6 Lunch	11:02 – 11:35
7/8 Lunch	11:35 – 12:05
5/6 6 th Period	
7 th Period	12:05 – 12:38
8 th Period	12:42 – 1:16

MEDICAL ISSUES

IMMUNIZATION RECORDS (POLICY 5320)

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.

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.
- e. Medication must be in original packaging.
- f. A written note is needed for a student to have cough drops.

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

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

ILLNESS DURING SCHOOL DAY

1. If students become ill during the course of the school day, teachers will send them to the Middle School Office.
2. Their temperature will be taken. If there is no temperature students will be allowed to remain in the health room for 15-30 minutes. If they are not feeling better at this point, parents will be contacted to pick their child up within 30 minutes.
3. If there is a temperature (100.4), the secretary will call home and the child will need to be picked up within 30 minutes.

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.

****A student may not text their parents during the school day to pick them up.**

ACCIDENTS AND INJURIES

- a. Accident or injuries should be reported immediately to the person in charge and to the school office as soon as possible as an accident report form needs to be filled out.
- 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 school related 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...)

LUNCH POLICY

Any lunch payment dropped in the box by 9:00 a.m., will be credited to the account that day. You can also use “e-funds” as a payment option. Easy, automated, credits to their account within 15 minutes and no-charge if set up using your checking account. You can track your student purchases by logging into “parent access” on the district website. www.valders.k12.wi.us.

LUNCH RECESS

Recess is an opportunity to interact and socialize with one’s peers. The following recess expectations should be followed:

1. Walk behind the recess supervisor and to the right of the hallway when going out for recess.
2. Use the playground equipment safely and respectfully.
3. When grass is too wet, black top only will be used.
4. When the whistle blows, all activity must stop, and all equipment must be returned to the cart.
5. Walk to the right of the hallway when returning from recess.
6. Tell an adult if there is an issue.
7. Any game that is played needs to be done safely and respectfully.
8. No technology is allowed.
9. Face Coverings will need to be worn if unable to 6’ socially distance. A marked area will be created in the tennis courts where Face Covering may be taken off.

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

EMERGENCY PROCEDURES (policy 8420)

FIRES/TORNADO

For Fire and Tornado Drill Procedures, provided on request.

WINTER STORMS

In case of severe weather or snow, school cancellation announcements will be made by text and/or email. You can also listen to 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 School District.

It is the responsibility of parents to make arrangements if school closes early.

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 an academic concern; please talk first to the teacher. If it is a sport concern; contact the coach. 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.

FIELD TRIPS

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 or behavior referrals may be denied the opportunity to attend in order to make-up missing work.

Students are expected to ride the bus to field trips. No cell phones or technology on the bus or on the field trip unless approved by middle school principal.

Parents who chaperone field trips are required to fill out a volunteer form, which includes a background check, and to ride the bus and help to supervise the students enforcing school rules and regulations.

BULLETINS & ANNOUNCEMENTS

Announcements are made at the beginning of the 3rd period.

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

VIKING VOICE

Each week a newsletter entitled "Viking Voice" 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. Viking Voice will be emailed by Friday of each week.

FEES AND FINES

Fees

The Valders Public School District establishes fees for specific classes, textbook usage, 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. **** 8th Grade-all fees must be paid before the Promotion Ceremony.**

Fines

Fines are charged for overdue library books, lost locks, damaged material/items 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.

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 a replacement.

HOMEWORK

One missing assignment will constitute a lunch/recess detention. If the assignment is missing in the am the lunch/recess detention will be served the same day. If the assignment is missing in the pm, the lunch/recess detention will be served the next day.

Be Responsible, Be Respectful, Be Safe

PBIS-A General Overview

In our efforts to establish Valders Middle School as a safe, welcoming and purposeful environment, we have implemented a program called **Positive Behavioral Intervention and Supports (PBIS)**. PBIS actively encourages students to achieve their academic potential while also behaving with good character and doing the right thing. At Valders Middle School the focus is on teaching and encouraging appropriate behavior in all areas of school and concentrating on the instruction of our three core values: Being Responsible, Respectful and Safe. Students who are responsible, respectful and safe act appropriately so they maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates. Students are actively involved in learning what being responsible, respectful and safe means and looks like in all areas of the school setting through activities, lessons, cool-tools, demonstrations, videos and role-playing.

PBIS SCHOOLS

PBIS schools emphasize a school-wide system of supports that includes strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. PBIS teaches behavioral expectations and rewards students for following them. A climate is established in which appropriate behavior is the norm and the focus is on the positive.

Observe Problem Behavior

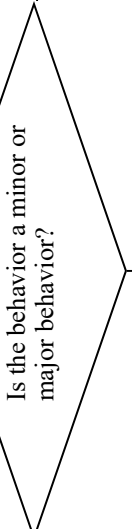
- 1st Response to Behavior**
- Reteach the unmet expectation 3 times in the classroom
 - Provide immediate positive specific feedback for expected behavior

- 2nd Response to Behavior**
- Send student to the Focus Room
 - Complete Restorative Questioning in the Focus Room
 - Send student back to the classroom, if student is ready
 - If the student is not ready, institute Plan B
 - Minor recorded in Skyward with possible consequence

- 3rd Response to Behavior**
- Contact parent/guardian to set up teacher care meeting
 - Revisit Plan B
 - Minor recorded in Skyward with consequence
 - A record of Plan B and Teacher Care meeting will be recorded in Skyward.

Minor

Major



- Minor Offenses**
- Can include, but not limited to....
- Defiance, Disrespect, Noncompliance
 - Disruptive behavior
 - Dress code violation
 - Electronics/Technology violation
 - Inappropriate language
 - Lying
 - Not prepared
 - 3 Tardies is a lunch/recess detention
 - 3 late assignments per class is a lunch/recess or after school detention

- Major Offenses**
- Can include, but not limited to....
- Disrespect/Insubordination
 - Defiance, Disrespect, Noncompliance
 - Aggression (physical/verbal)
 - Harassment/bullying
 - Possession of Tobacco/Vaping/Drugs/Alcohol/Weapon
 - Technology Violation/Cell Phone Use
 - Theft/Forgery
 - Vandalism
 - Physical contact
 - Inappropriate language directed towards individual or group

- Office Referral-immediate removal to office or taken after class
- Conference with principal
- Re-Teach
- Discuss desired behavior with students
- Consequences will be given with progressive discipline decided by the administrator
- Make contact with parent(s)/guardian(s)
- Offense will be recorded in Skyward with consequence

EVERYDAY IS A NEW DAY!!

Changes may be made upon discretion of school personnel

- Virtual 2nd Response to Behavior**
- Parent contact from teacher
 - Student Services contact

POSITIVE REINFORCEMENT SYSTEM

Teachers and other school staff will recognize and reward students for better-than-expected behavior. Staff members will issue Viking Points to students when they observe students in the act of behavior that is responsible, respectful and safe. Viking Points can be used to purchase a variety of items and they can also be used to put towards school-wide PBIS field trips and activities.

CLASSROOM MANAGEMENT

The key to a positive and effective learning environment is sound classroom management that addresses all aspects of the classroom. Routines will be taught to students at the beginning of each school year and revisited until it is clear that all students understand the routines and are able to perform them. Areas that may be addressed include getting the teacher's attention, using the restroom, sharpening a pencil, handing in work, organizing groups and any other routines that take place on a daily basis.

The techniques used by educators for addressing when a student is not following the routines are unique to each teacher. Although it is impossible to anticipate all possible situations, general plans will be in place for dealing with any behaviors that detract from the learning environment and will be used consistently. This includes the following:

1. Reteaching the unmet expectation three times in the classroom.
2. Sending the student to the Focus Room.
3. Asking the Restorative Questions, in the Focus Room.
4. Contacting parent via phone call will be made if student visits the Focus Room 3 times within a week.
5. Instituting PLAN B.
6. Instituting Teacher Care Plan Meeting.
7. Minor referral in Skyward with a consequence.
8. Major referral in Skyward with a consequence.

The classroom teacher will be the first line of defense when dealing with anything that occurs in the classroom.

MINOR BEHAVIOR VIOLATIONS

After repeated behavior instruction and intervention by the classroom teacher, some behaviors will rise to the level of a Minor violation. Minor violations are recorded in Skyward for the purpose of record keeping and school-wide behavior trend analysis and data. Teachers or other staff members submit minor referrals on-line, including their choice of a consequence. Please see the minor or teacher managed violations.

Classroom teachers may use any of the following consequences for a minor violation: discussion with the student, send student to Focus Room, parent contact, lunch detention, after school detention, reflection sheet and others.

MAJOR BEHAVIOR VIOLATIONS

Some behaviors and incidents require more immediate solutions and/or the attention of an administrator. These are called Major violations. Major violations are recorded in Skyward for the purpose of record keeping and school-wide behavior trend analysis and data. Teachers or other staff members submit Major violations in Skyward. The administrator will speak with the student and contact the parent if needed and determine an appropriate consequence. When the student returns to class, they will be welcomed back. A variety of factors are taken into account while processing a major report, therefore, the consequences that arise will vary from student to student. Please see the next sheet for major or office managed violations.

Administration may use any of the following consequences for a major violation: loss of privilege, lunch detention, time in office, conference with student, parent contact, after school detention, in-school suspension and others.

IMPORTANT

In order to create an environment conducive to learning we must remember that discipline procedures are not the answer to problematic behavior. It is the positive relationships we build as a learning community between students, families and staff. Punitive measures have little effect on student behavior and are more likely to increase instances of inappropriate behavior. The Valders Middle School staff strives to create a positive environment by making connections and building relationships with our students and families. Children learn best in the context of positive relationships and a safe, comfortable atmosphere. Our staff will explain appropriate behavior and procedures throughout the year and encourage all students to be responsible, respectful and safe.

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.
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 will assign seats. It is expected that family members will sit together.
12. Face Covering are required to be worn on the bus.

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 may be made by phone or email. A second violation will result in a lunch/recess detention(s) and a 3rd violation will result in 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..

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.

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, 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. Parental contact will be made and student will not have item returned except to legal guardian.

DISPLAYS OF AFFECTION

Students observed participating in inappropriate displays of affection shall be referred to the office. A conference shall be held with the student and the principal. Written notification will be documented in Skyward and be sent home to parents. Further repetition of such inappropriate displays of affection shall result in a parent conference.

STUDENT ANTI-HARRASSMENT (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.

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 School 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.

CARE OF DISTRICT (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. Students who steal school property could be suspended from school, pay restitution, and/or be reported to local law enforcement.

TOBACCO FREE CAMPUS (policy 5512 & 7434)

The Valders Area School Board prohibits the use of all tobacco products while on school district property or property under the jurisdiction of the school district as well as at all school-sponsored activities off school premises, policies 5512 & 7434. No student may possess or use tobacco products on school district property or property under the jurisdiction of the school district as well as at all school-sponsored activities off school premises. **For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes,**

pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Consequences for students who violate this policy will be one day suspension from school for the first offense, two day suspension from school for second offense, three day suspension for third offense, four day suspension from school for fourth offense. Subsequent violations of this policy may result in a recommendation to the School Board for expulsion from school. Additionally, the student may be referred to law enforcement for possible citation for each 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.**

STUDENT CODE OF ACADEMIC CONDUCT

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.

SUSPENSION & EXPULSION (policy 5610)

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 may be removed from the school as soon as possible, upon the parent/guardian being notified.

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.

CHEATING/PLAGIARISM

Cheating includes, but is not limited to, copying another person's work, allowing one's work to be copied, and plagiarism of material from printed sources or off the internet. It is the goal of all faculty to prevent this from happening. If cheating does occur, the following steps will be followed:

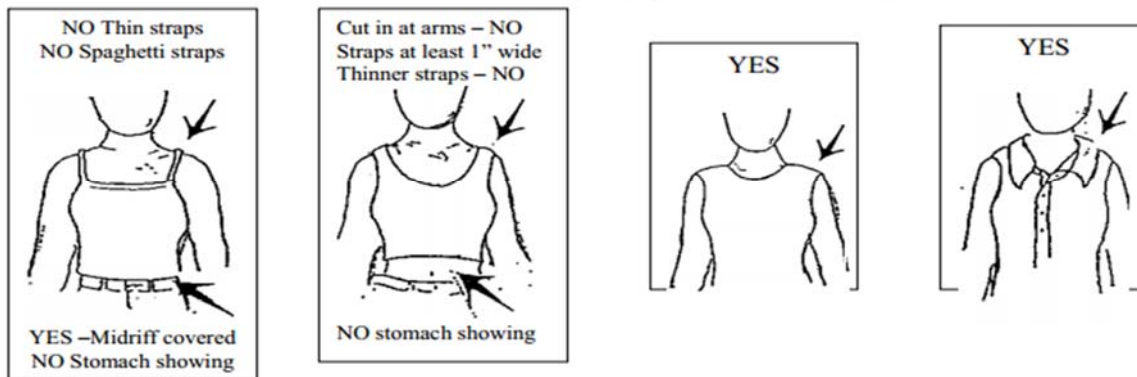
1. Student must restart the assignment and will be required to finish it.
2. Parents will be contacted.
3. One lunch/recess detention will be assigned.
4. Co-curricular code will be enforced.
5. Recorded in Skyward

CLOTHING AND 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/duffle bags 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.
9. An appropriate face covering is required to be worn. If a student refuses to wear a face covering, they will be sent home and it will count against their attendance.

TANK TOP POLICY (policy applies to boys and girls)



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. Shirts/blouses/tops that are low-cut in the front and/or back. In particular, no cleavage should be visible.
4. Caps, Face Covering, hats, bandanas, visors, hoods with the confederate flag or anything else that is inappropriate.
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, 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.

SKATEBOARDS

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

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. The bike is the responsibility of the student and should be locked up throughout the day.

GUM/CANDY

Gum and/or candy may not be chewed or eaten while in school unless otherwise approved by a teacher or as a reward. If you purchase gum and/or candy with Viking Points, it is to be chewed in the classroom for that one hour and then thrown away.

WATER BOTTLE

Only clear water bottles are acceptable.

Food

No food will be allowed in the lockers or classrooms.

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.

BREATHALYZER TESTING

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

MISUSE OF COMPUTER NETWORKING (policy 7540)

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.

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 person's password. This is a security issue. Students who choose to do this will lose computer privileges. Violations will result in loss of internet usage.

CELL PHONES

Cell phones are allowed on school property and should be shut off and kept in the students' locker (unless requested by a teacher for academic use). Students may check their cell phones between classes at their locker. Calls to the students should be directed to the School Office at 775-9520. Students may not text their parents to be picked up during the school day. If cell phones are being used improperly, the phone will be confiscated and parents will be called to pick up the cell phone. No technology at lunch.

III. ACADEMICS

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.

STANDARDS BASED GRADING

Traditionally teachers focus on teaching, the attempt to deliver knowledge. In SBG they also measure student learning, to understand the effectiveness of instruction. Instead of a single overall grade, SBG breaks down the subject matter into smaller “learning targets.” Each target is a teachable concept that students should master by the end of the course. Throughout the term, student learning on each target is recorded. Teachers track student progress, give appropriate feedback, and adapt instruction to meet student needs.

PROMOTION, PLACEMENT AND RETENTION (policy 5410)

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

TEXTBOOKS/CHROMEBOOK

Valders Middle School furnishes textbooks and Chromebooks to all students. Each student will be assigned a numbered textbook and Chromebook and is responsible for the care of these items. Lastly, students will be responsible for the loss or destruction of a book/Chromebook and will be required to pay for its replacement.

CHROMEBOOK EXPECTATIONS

1. Chromebooks should be carried with both hands and with the lid closed.
2. Chromebooks should be placed securely on a hard surface when in use.
3. The Chromebook screen should not be touched.
4. Do not place any stickers, markers, graffiti, etc. on the Chromebook.
5. Always log off your Chromebook when not in use.
6. Only use the Chromebook with your name on it.
7. Let a staff member know if your Chromebook needs repairs.
8. Only use the websites that are allowed by the staff member.
9. Ensure that your Chromebook is fully charged at the beginning of each day.
10. Do not share your password with anyone.

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 or games.
6. Changing for phy ed is a requirement, if they refuse to change one lunch/recess detention will be assigned.

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).

STUDENT SERVICES

Guidance counseling services are available to all Middle School students. Many problems can be helped or resolved by collaborating with the School Counselor. Students are encouraged to seek help or advice when concerns arise. Parents are encouraged to call Mrs. Schneider, Middle School Counselor, at 775-9520, ext. 2209.

CO-CURRICULAR ACTIVITIES

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.

ATHLETICS

The following athletic programs are available for Middle School student athletes:

1. Boys and Girls Basketball (Grades 7 & 8)
2. Girls Gymnastics (Grades 7 & 8)
3. Track (Grades 6, 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)

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, emergency form.
3. Attend a co-curricular code meeting.
4. Concussion testing (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.

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 a 1.5 grade at mid-quarter or end of 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.

CO-CURRICULAR ACTIVITIES

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.

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.

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.

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.

Battle of the Books

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

School Newspaper

Students are encouraged to write and edit articles for the school newspaper. Students from all four grade levels are encouraged to participate.

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
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.
5. No food/soda or students are to be on the stage area.
6. Students can not stay at school from school dismissal until the start of the dance.

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.

WEDNESDAY NIGHT PRACTICES

There will be no Wednesday night school sponsored activities after 6:00 p.m.

IF/THEN STATEMENTS

- **IF** a student leaves a classroom without asking, **THEN** the office should be called. The student will be marked truant and a Room 42 will be assigned.
- **IF** a student walks away, when called back, **THEN** a Room 42 will be assigned.
- **IF** a student refuses to put their hood down, or take their hat off, **THEN** a phone call home will be made.
- **IF** a student refuses to follow the expectations in the Focus Room, **THEN** the principal or school counselor will be called.
- **IF** a student misuses the Focus Room intentionally, **THEN** a phone call home will be made.
- **IF** lewd or lascivious behavior is occurring, **THEN** the office will be called. The student will be removed. The teacher will call Child and Family Services. Mrs. Isselmann will call the parents.
- **IF** a student does not bring their homework to Room 42, they will not be sent back to get it.
- **IF** a student is commenting inappropriately, **THEN** a Room 42 will be assigned.
- **IF** a student is missing one assignment, **THEN** Room 42 will be assigned one time.
- **IF** a student has three tardies, **THEN** Room 42 will be assigned.
- **IF** a student has three hallway infractions, **THEN** Room 42 will be assigned.
- **IF** a student does not change two times for physical education, **THEN** a Room 42 will be assigned.
- **IF** a student refuses to go to Room 42, or if a student does not follow the expectations in Room 42, **THEN** the student will receive an in-school suspension the next school day.
- **IF** a student refuses to sit in the assigned seats at lunch, **THEN** a Room 42 will be assigned.
- **IF** a student refuses to wear a face covering, **THEN** the student will be sent home.
- **IF** a student is wearing an inappropriate face covering, **THEN** they will be given an appropriate one to wear.
- **IF** a student does not attend class virtually at their scheduled time, **THEN** the student will be marked absent.

- **IF** a student is unable to wear a face covering due to a medical condition, **THEN** a face shield may be worn. A doctor's note needs to be provided.
- **IF** a student sneezes into their face covering, **THEN** the student needs to change their face covering.
- **IF** the students can't 6' socially distance at recess, **THEN** a face covering needs to be worn.
- **IF** a student would like to take their face covering off at recess, **THEN** they can stand in the marked off spots in the tennis court.
- **IF** students are 6' socially distanced in the classroom, **THEN** a face covering break for 10 minutes will occur at the same time.
- **IF** students are not 6' socially distanced in the classroom, **THEN** a face covering break of half the students will occur for 10 minutes at the same time. This will be followed by the other half of students having a face covering break for 10 minutes at the same time.
- **IF** a student blatantly coughs on another student, **THEN** the student will be sent home.
- **IF** a student shames another student, **THEN** a Room 42 will be assigned.
- **IF** a virtual student is not meeting the classroom expectations, **THEN** the teacher will contact the parent/guardian. **IF** the virtual student continues to not meet the classroom expectations, **THEN** student services will contact the parent/guardian.
- **IF** a student is using the Focus Room more than three times in one day, **THEN** the Focus Room staff member should call the staff member that just sent them. This staff member should call the student's parent/guardian.
- **IF** a staff member is not in the Focus Room when you call extension 2153, **THEN** the student should be sent to the office. Extension 2000 should be called when sending the student to the office.
- **IF** a student leaves the classroom without asking, **THEN** the office should be called. The student will be marked truant and assigned a Room 42. If the office does not answer, the following numbers should be tried:
Office-2000
Mrs. Isselmann-2005
Mrs. Schneider-2209
Dr. Hunt-5003
- Unless absolutely necessary, the student should not be leaving the classroom to use the bathroom.

2020-2021 School Fees

	Grade 5	Grade 6	Grade 7	Grade 8
Supply Fee	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00
Assignment Notebook	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Technology	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Lock Fee	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Class Fees:				
Art Fee <i>(optional)</i>	\$ 5.00	\$ 5.00	\$ 10.00	\$ 10.00
Math Workbook	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
FACE				\$ 5.00
Tech Ed Fee				\$ 5.00
Total:	\$ 41.00	\$ 41.00	\$ 46.00	\$ 56.00
Band Book	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Total with Band:	\$ 51.00	\$ 51.00	\$ 56.00	\$ 66.00
Band instrument Rental Fee: \$30.00 per semester				
(Applies only to students using a school-owned instrument)				
Solo and Ensemble Accompanist Fee: \$15.00				
Sport Fee: \$40.00 per sport **Please do not pay until sports season begins.				
<p>School Fees are due the first day of school. Payments can be made in smaller amounts throughout the year. 8th graders must have all fees paid to participate in the awards program.</p>				
Cafeteria Prices:				
	Daily	Week		
Breakfast:	\$ 1.40	\$ 7.00		
Lunch:	\$ 2.40	\$ 12.00		
Adult Lunch Price:	\$ 3.45			
Milk	.30 each			

VALDERS AREA SCHOOL DISTRICT
Permission to Administer Medication at School

Student Name _____ D.O.B. _____ Grade _____

Parent Name _____ Home Phone _____ Work/Cellphone _____

The Valders Area School District is **required** to have written parental/guardian consent for **all** medication administered at school. Prescription medication requires physician directions and signature. This order is valid only for the school year 20____ - 20____ including the summer session.

PARENT

I request that my child receive the following medication administered by appropriately trained school personnel as authorized by me (and my physician if prescription). Specific questions/concerns may be communicated to the physician by a professional staff member serving the school.

Drug Name	Dosage	Time	Route	Duration

I further agree to hold the Valders Area School District and all employees harmless in any and all claims arising from the administration of this medication at school. I agree to notify the school in writing at the termination of this request or of any change in medication.

***It is highly recommended that medication be transported to school by the parent. According to school policy, all prescription medications must be in a properly labeled pharmacy bottle and over the counter medications must be in their original containers.**

Signature of Parent/Guardian **Date**

NOTE: Any change in medication will require a new form. For year-long medications, consent to administer will expire at the end of each school year. ****Parents are required to pick up all medication at school when discontinued or at the end of school year. Medication left 3 weeks after this time will be properly disposed of.

PHYSICIAN: (for prescription drugs only)

Prescribing Physician _____ MD Phone _____ MD Fax _____

The following is to be completed by the child's physician prior to administration at school.

Medication	Dosage	Time	Route	Duration of Medication

1. Is this medication a PRN drug? _____ YES _____ NO
2. Under what conditions or schedule the drug should be given and repeated: _____

3. Side effects (expected or predicted): _____
4. Purpose of the medication: _____

SELF CARRY/SELF ADMINISTRATION OF EMERGENCY MEDICATION AUTHORIZATION

Self carry/self administration of **emergency** medication may be authorized by the prescriber if approved by the school nurse.

<p style="text-align: center;">PRESCRIBING PHYSICIAN</p> <p>Prescriber's authorization for self-carry/self-administration of emergency medication (initial): _____ yes _____ no</p>	<p style="text-align: center;">SCHOOL NURSE</p> <p>Approved by School Nurse for self-carry/self-administration of emergency medication (initial): _____ yes _____ no</p>
<p>_____ Signature of Prescribing Physician Date</p>	<p>_____ Reviewed by School Nurse (sign and date) Date</p>

PLANNED ABSENCE

Date _____

StudentName: _____

will not be in school from Dates: _____ to _____

Reason for Absence: _____

<u>Teacher Approval</u>	(please initial)	<u>Class</u>	<u>Recommendations</u>
_____ 1.	_____	_____	_____
_____ 2.	_____	_____	_____
_____ 3.	_____	_____	_____
_____ 4.	_____	_____	_____
_____ 5.	_____	_____	_____
_____ 6.	_____	_____	_____
_____ 7.	_____	_____	_____
_____ 8.	_____	_____	_____

Parent Approval _____ Date _____

Office Approval / Date _____

Teacher Recommendations

1. The student must make up all assignments before he/she leaves.
2. The student must make up all assignments after he/she returns and before _____
Date
3. The student might be assigned additional work in lieu of the material covered in class on the days missed.
4. The work cannot be made up and an alternate assignment will be provided.
5. The student should not leave as his/her grade is low and an absence could prevent passing the class.

This completed form must be returned to the middle school office BEFORE leaving. Failure to do so will result in an unexcused absence.