



2022 - 2023

Valders Middle School Hand Book

Mission Statement

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



MIDDLE SCHOOL

138 Jefferson Street, Valders, WI 54245
(920) 775-9520 • (920) 775-9509 (fax)
www.valders.k12.wi.us

Kelly Isselmann
Middle School Principal
Athletic Director

Dear Valders Middle School Parents and Guardians,

Welcome to the 2022-2023 school year! We are looking forward to another exciting and successful year. We are also excited to continue the 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 five 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 expect 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 continue to improve PBIS and look forward to implementing Tier 2 strategies this school year. 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 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. There will also be PBIS school wide awards.

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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STAFF	POSITION	EMAIL	EXT.	ROOM
Kelly Isselmann	Middle School Principal	kisselmann@valders.k12.wi.us	2005	
Brenda Schneider	Middle School Counselor	bschneider@valders.k12.wi.us	2209	
Jane Linzmeier	Middle School Secretary	jalinzmeier@valders.k12.wi.us	2000	
Nicole Schoenberger	5th Gd English Language Arts	nschoenberger@valders.k12.wi.us	2148	148
Keri Wendling	5 th Grade Math	kwendling@valders.k12.wi.us	2142	142
Justin Reynders	5 th /6 th Science	jreynders@valders.k12.wi.us	2150	150
Travis Hebert	5 th & 6 th Grade Social Studies	thebert@valders.k12.wi.us	2140	140
Kelle Zimmerlee	6 th Gd ELA 5 th & 6 th Gd Read 180	kzimmerlee@valders.k12.wi.us	2152	152
Alyssa Schwoerer	6 th Grade Math	aschwoerer@valders.k12.wi.us	2144	144
Michelle Toellner	6 th , 7 th , and 8 th Grade ELA	mtoellner@valders.k12.wi.us	2214	214
Traci Van Den Heuvel	7 th Grade ELA	tvandenheuvel@valders.k12.wi.us	2222	222
Margaret Hayes	7 th grade Math	mhayes@valders.k12.wi.us	2220	220
Kristin Siders	7 th & 8 th Grade Social Studies	ksiders@valders.k12.wi.us	2224	224
Cindy Dillman	7 th & 8 th Grade Science	cdillman@valders.k12.wi.us	2210	210
Connie Denk	8 th Grade ELA	cdenk@valders.k12.wi.us	4032	032
Sarah Andreini	8 th Grade ELA	sandreini@valders.k12.wi.us	4012	012
Jeff Riesterer	Algebra I	jriesterer@valders.k12.wi.us	4178	178
Amanda Pietroske	7 th and 8 th Grade Math	apietroske@valders.k12.wi.us	4174	174
Brett Newberg	8 th Grade Science	bnewberg@valders.k12.wi.us	4045	045
Tyler Martell	8 th grade Social Studies	tmartell@valders.k12.wi.us	4173	173
Shelly Collette	5 th and 6 th Grade LD	scollette@valders.k12.wi.us	2146	146
Jane Lea Brennan	7 th and 8 th Grade LD	jbrennan@valders.k12.wi.us	2226	226
Sara Aulik	5 th -8 th Grade EBD	saulik@valders.k12.wi.us	2143	143
Rebecka Oswald	5 th -8 th Grade ID	roswald@valders.k12.wi.us	4093	93
Ann Barry	Speech/Language	abarry@valders.k12.wi.us	4242	242
Christine Schoenberger	K-12 Math Interventionist	cschoenberger@valders.k12.wi.us	2216	216
Tim Woodcock	7 th & 8 th Grade Art	twoodcock@valders.k12.wi.us	4166	166
Kristen Sauer	5 th & 6 th Grade Art	ksauer@valders.k12.wi.us	2129	129
Emily Jams	5 th Grade Music	ejams@valders.k12.wi.us	2137	137
Damon Carlson	5 th through 8 th Grade Choir	dcarlson@valders.k12.wi.us	4177	177
Sandy Kaeiser	5 th , 7 th & 8 th Grade Band	skaeiser@valders.k12.wi.us	4182	186
Nicholas Stone	6 th Grade Band	nstone@valders.k12.wi.us	4184	186
Jesse Schneider	Physical Education	jschneider@valders.k12.wi.us	4067	gym
Kelley Mangin	Physical Education	kmangin@valders.k12.wi.us	4069	gym
Lynn Woelfel	Physical Education	lwoelfel@valders.k12.wi.us	4071	gym
Jeremy Benzinger	Physical Education	jbenzinger@valders.k12.wi.us	4065	gym
Austin Edge	8 th Grade Bus Ed 7 th Computer Tech	aedge@valder.k12.wi.us	4163	163
Dolores Strojny	7 th Grade Spanish	dstrojny@valders.k12.wi.us	4046	022
Nicole Wallander	8 th Grade FACE	nwallander@valders.k12.wi.us	4246	246

Jeff Griffey	8 th Grade Agriculture	jgriffey@valders.k12.wi.us	4021	21
Ryan Zunker	8 th Grade Tech Ed	rzunker@valders.k12.wi.us	4018	18
Brenda Freiberg	Paraprofessional	bfreiberg@valders.k12.wi.us	2143	
Dena Miller	Paraprofessional	dmiller@valders.k12.wi.us	2146	
Chris Strouf	Paraprofessional	cstrouf@valders.k12.wi.us	4093	
	Paraprofessional		2226	
Christopher Burton	Paraprofessional	cburton@valders.k12.wi.us	4093	
	Paraprofessional		4035	

CALENDAR OF EVENTS - 2022-2023

Teacher Staff Development Days.....	Wednesday, August 24, 2022; Thursday, August 25, 2022
Labor Day.....	Monday, September 5, 2022
First Day of School.....	Wednesday, September 1, 2022
Picture Day.....	Thursday, September 15, 2022
Picture Retake Day.....	Friday, October 14, 2022
No School/Fall Break	Friday, October 28 and Monday, October 31, 2022
End of First Quarter.....	Friday, November 4, 2022
Teacher Work Day/Staff Development.....	Monday, November 7, 2022
Parent/Teacher Conferences.....	Thursday, November 10, 2022
.....	(4:00-8:00 p.m.)
.....	Friday, November 11, 2022
.....	(8:00 a.m. – 11:00 a.m.)
Thanksgiving Vacation.....	Thursday/Friday, November 24 & 25, 2022
Middle School Christmas Concert	Monday, December 19, 2022
	9:00 am 5/6 grade and 7:00 pm 7/8 grade
Holiday Break	December 23, 2022 to January 1, 2023
School Resumes After Christmas Vacation	Monday, January 2, 2022
End of First Semester	Thursday, January 19, 2023
Teacher Workday - (No Students).....	Friday, January 20, 2023
Parent/Teacher Conferences.....	Thursday, February 23, 2023
.....	(4:00-8:00p.m)
.....	Friday, February 24, 2023
.....	(8:00 a.m.–11:00am)
Staff Development	Friday, February 17, 2023
Staff Development.....	Monday, February 20, 2023
Music in Our Schools Concert (7:00 p.m.).....	Tuesday, March 21, 2023
End of Third Quarter	Thursday, March 23, 2023
Staff Development.....	Monday, March 28, 2023
Spring Break.....	Thursday, April 14-Monday, April 18, 2023
Staff Development.....	Friday, April 29, 2023
Spring Music Concert (9:00 a.m. and 7:00 p.m.).....	Thursday, May 18, 2023
Memorial Day.....	Monday, May 29, 2023
8 th Grade Promotion Ceremony (9:00 a.m.)	Monday, June 5, 2023
Last Day of School (11:30 dismissal)	Thursday, June 7, 2023
Summer School Begins & Swim Lessons	Monday, June 12, 2023
Last Day of Summer School	Friday, June 30, 2023

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.

District Administration

Dr. Deb Hunt	Superintendent/Director of Special Education
Ms. Michelle Lillibridge	Director of Support Services
Mr. David Schmid	High School Principal/Director of Instruction
Mrs. Kelly Isselmann	Middle School Principal/Athletic Director
Mr. Jason Procknow	Elementary School Principal/Community Services Director
Mr. Ray Van Der Linden	Buildings & Grounds Director

School Board Members

Mr. Jamie Aulik	Mrs. Julie Laabs
Mrs. Kris Skyberg	Mr. Jeff Sabel
Mr. Steve Huebbe	Mrs. Brenda Platten
Mr. Travis Schisel	

Public Information

Information about the Middle School and the School District can be found at the district website: <https://www.valders.k12.wi.us/district/index.cfm> Parents and members of the community who seek further information about Valders Middle School can inquire through the Middle School Office at (920) 775-9520.

Parental Questions, Complaints and 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. These are best resolved at the most immediate level: teacher or staff member, then principal, and lastly the Superintendent.

Court Orders

For the protection of the child, the principal must be aware of any court orders in effect regarding custody and physical placement of children along with any restraining orders against parents or guardians. Please be sure to submit a copy of any current court order to the office so the school can be in compliance with it. Verbal messages or written notes are not sufficient. Please also note that unless we have a copy of a court order that specifies the parental rights of the non-custodial parent, the school will assume that both parents may continue to exercise parental rights.

Right to Privacy

The use of a digital recording device such as an audio-visual aid has proven to be effective as a teaching tool. As such, there may be times during the school year where a recording device is used in the classroom and music or athletic events. All parents and guardians have the right to exclude their child from participation or having pictures released to the media. Parents or guardians must request in writing that their child be excluded from digital recording activities in school. The request should be submitted to the district.

ATTENDANCE

Policy

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 V11 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

Illness: the parent or guardian of the student must call the Middle School office by 9:00 am the day of the illness at (920)775-9520. A request for homework may also be made at this time. The middle school office will gather assignments for students who are ill or absent or another acceptable reason. If it is not requested, the student has the maximum of days equating to number of days missed plus one additional day. Requested homework is expected to be completed when they return to school. Our voicemail is active 24 hours per day to receive messages. If a phone call has not been received by the office excusing the child for illness for that given day, the office staff will attempt to reach a parent/guardian b phone.

Medical Excuse Letter: A written statement from a physician or licensed medical practitioner may be required to be turned in to the office as a record of the physical or mental condition of the student.

Extracurricular Events: Student who have been gone from school due to illness for an part of the day may not attend that night's extracurricular activities without administrative permission prior to the absence.

Parent/Guardian Excused Absences: Definition: Based on Wisconsin State Statute 118.15 (3) [c], parent(s)/guardian(s) are authorized to excuse their student from school attendance for any or no reason, up to a maximum of (10) school days in a school year. (A school day is defined as all or any part of a school day.) Examples of absences that would fall under this category include: medical appointments, family vacation, college visits, court appearances, funeral services, state tournament games, hunting, and family emergencies.

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 (1360AM), WNFL (1440 AM), WLTU (92.1 FM), WROE (94 FM), WKTT (98.1 FM), WLTM (99.7 FM), WNCY (100.2 FM), WIXX (101.1 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.

Planned Absences

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

1. Students should pick up a Planned Absence form from the office. There is a form at the back of the handbook as well.
2. Student will take the Planned Absence form to their teachers and obtain assignments.
3. 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

Tardiness

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

Truancy

Truancy is defined as having more than five unexcused days per semester. This is a state law and will be strictly enforced. When a student has not been in attendance for 5 or more days the following actions will occur:

5 days-attendance letter sent home

10 days- attendance letter sent home. Mtwc County Sheriff will be notified after 10 unexcused absences

15 days-attendance letter sent home. Mtwc County Sheriff will be notified and personal notification made

20 days-attendance letter sent home. Mtwc. County Sheriff will be notified. Truancy may be issued.

Habitual truancy is defined by state statute 118.15 as a student absent from school without an acceptable excuse for pat or all of five(5) or more days on which school is held during a school semester. Habitual truancy will be referred to the Department of human Services or a municipal citation will be issued.

STUDENT AND FAMILY RESPONSIBILITIES

Announcements

Announcements are made at the beginning of the 3rd Period every day.

Bulletins

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

Newsletter

Each week a newsletter 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.

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.

Skateboards

No skateboards should be ridden on school property or on the 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.

Arrival and Departure from School

Students walking to school should not arrive before 7:45 am. Teachers use the time before school to prepare for their classes. If buses arrive early, student are to stay in the cafetorium or middle school commons. School will be dismissed at 3:16 pm. Student are to be out of the building by 3:30 pm unless they are under the direct supervision of a teacher, advisor or coach. Student who are not supervised will be required to contact his/her parent or guardian for pickup.

Visitors

We welcome visitors to Valders Middle School. All visitors should report to the Middle School office upon entering the building, sign-in and receive a visitors badge.

Bus Expectations

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 may assign seats.

These rules are not intended to be complete but are intended to serve as a guide for student. 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.

Care of District Property (policy 5513)

Students who deface school property or destroy items belonging to the 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.

Disciplinary Actions

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 student, 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.

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, RESPECTFUL, 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.

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 student. 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.

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 Teacher Care Plan Meeting.
6. Instituting PLAN B
7. Instituting Teacher Care Plan Meeting.
8. Minor referral in Skyward with a consequence.
9. 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.

IF/THEN STATEMENTS

- **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 three 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 shames another student, **THEN** a Room 42 will be assigned.
- **IF** a student is using the Focus Room more than three times, within 5 school days **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 is in an ISS three times, **THEN** each time after that will be OSS.
- **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
- **IF** a student misbehaves for a sub, **THEN** they will be assigned a double consequence.
- **IF** a student is interrupting the teachers teaching and other students learning in an extreme manner, **THEN** the student will be moved to an alternate learning space.
- **IF** a student is disruptive while leaving the room, **THEN** the next day they will be assigned an ISS.
- Unless absolutely necessary, the student should not be leaving the classroom to use the bathroom.

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 ack. 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.

Types of Suspension

In School

Students will be suspended in school if a parent cannot be contacted take the student home. They will not be allowed to have their phone on them or use technology.

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)

While fashions change, the reason for being in school does not. Students are in school to learn. 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, flags 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, etc. 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. Tank tops with at least 1" wide shoulder straps.

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

1. Clothing that does not completely cover the torso (front, back and sides).
2. Short shorts or skirts
3. Shirts/blouses/tops that are low-cut in the front and/or back. In particular, no cleavage should be visible.
4. Clothing otherwise deemed offensive, obscene, sexually degrading, perceived to be racially motivated or pertaining to drugs or alcohol.
5. Clothing making references to tobacco and/or alcoholic beverages, or serving as advertisement for an alcohol establishment. This includes any local establishments, clubs, or other establishments that earn a substantial amount of income from the sale of tobacco or alcohol.

6. Hat, hoods, or other head coverings, and sunglasses are not to be worn at school during the instructional day.

Students identified wearing inappropriate clothing will be asked to replace the clothing or a parent/guardian will be called to bring in the appropriate clothing. If they refuse to change, a phone call home will occur with the student needing to be picked up.

Drinks

Students are only allowed to carry non-glass, clear water bottles with them to the classroom. Any other beverages must be stored in the student's locker and placed so the beverage will not spill. Due to the health risks associated with energy drinks for students at the middle school level, the consumption and/or possession of energy drinks, caffeine pills or other product that have similar effects are banned.

Student Lockers

Student lockers are the property of the school and subject to inspection at any time as determined necessary or appropriate. (policy 5771) Students will be cited for having illegal items in their lockers. Students are expected to:

- Keep lockers neat and in good working order.
- Use lockers for their possessions only.
- Keep lockers locked at all times to safeguard contents.
- No open containers are allowed in lockers.

Students may not:

- Change lockers without the approval of the main office staff.
- Attach any items to the outside of the lockers; Magnets should be used to attach any item to the inside of the locker. No Tape!!!
- Give the combination to friends or other students. Combinations are changed each summer.

Lost and Found

A lost and found area is located in the middle school office and by the gym. Students are encouraged to take necessary steps to protect against theft of valuable items or money. Students should never leave anything outside of their lockers in the locker rooms during class time or when attending practices.

Lunch

Any lunch payment dropped in the box by 9:00 am, 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 there is 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 Expectations

Recess is an opportunity to interact and socialize with one's peers. The following recess expectation 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.

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.

Cafeteria Prices:

	Daily	Week
Breakfast:	\$ 1.40	\$ 7.00
Lunch:	\$ 2.40	\$ 12.00
Adult Lunch Price:	\$ 3.50	
Milk	.35 each	

Bell Schedule

	5 th and 6 th Grade		7 th and 8 th Grade
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

**Grade Checks and Quarter/Semester Grades
Due Dates for 2022-2023**

Reports	Grade Period Ending	Grade Input End Date	Time
QUARTER 1			
Mid-Quarter Grade Check	Friday, September 30	Tuesday, Oct. 4	8:00 am
Qtr 1 Grades	Friday, November 4	Tuesday, Nov. 8	8:00 am
QUARTER 2			
Mid-Quarter Grade Check	Friday, December 9	Tuesday, Dec. 13	8:00 am
Qtr 2/Semester 1 Grades	Thursday, Jan. 19	Monday, Jan. 23	8:00 am
QUARTER 3			
Mid-Quarter Grade Check	Thursday, Feb. 23	Monday, Feb. 27	8:00 am
Qtr 3 Grades	Thursday, March 23	Monday, March 27	8:00 am
QUARTER 4			
Mid-Quarter Grade Check	Thursday, April 27	Monday, May 1	8:00 am
Qtr 4/Semester 2 Grades	Wednesday, June 7	Wednesday, June 7	4:00 pm

Public Displays of Affection

Public displays of affection are not appropriate in school and will not be permitted. This includes kissing, intimate hugging, hand-holding and inappropriate touching. 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/guardian. Further repetition of such inappropriate displays of affection shall result in a parent conference.

Requesting Administrative Contact

Please know we are always more than willing to meet with parents but often administrator schedules do not allow for walk-in requests. We do not want to have you wait an unreasonable amount of time. Please schedule an appointment to see an administrator by calling the main office at 920-775-9520.

Telephone Calls and Messages

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. If cell phones are being used improperly, the phone will be confiscated and parents will be called to pick up the cell phone.

Calls or messages to the students should be directed to the School Office at 920-775-9520. Jane will pass on the message to the student.

Textbooks

Valders Middle School furnishes textbooks and a chromebook to all students. Each student will be assigned a numbered textbook. These books must be covered. Students will be responsible for the loss or destruction of a book and will be required to pay for its replacement.

Vending Machines

Students may purchase beverages or food items from the vending machines before classes at the beginning of the day or after school. Vending machines should not be used during the school day.

Academic Expectations

Study Hall

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 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.

Assignment Books

Students, grades fifth through eighth grade purchase an assignment notebook to keep a record of their daily assignments. They are to have these in each class. Eighth grade students may purchase one for \$5.00. 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 morning the lunch/recess detention will be served the same day. If the assignment is missing in the afternoon, the lunch/recess detention will be served the next day.

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 would 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.

Chromebook Expectations

Valders Middle School furnishes chromebooks to all students. Each student will be assigned a chromebook, charger and case, labeled with their name. Fifth through Seventh grade students will check out their chromebook in the morning and return it to the assigned charging station at the end of the day. Eighth grade students will be able to transport their chromebooks to and from school. Students are responsible for the loss or destruction of their chromebook and will be required to pay for its replacement.

Expectations are as follows:

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 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 repair.
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.

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 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. Student who choose to do this will lose computer privileges. Violations will result in loss of internet usage.

Physical Education

Phy Ed Expectations:

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.

Field Trips

Students who go on school sponsored field trips must have permission slips signed and turned into the office 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.

School Counselor/Guidance

Student Services

Counseling services of the Valders Middle School are offered to help students learn more about themselves and their futures. Wise choices in personal/social areas as well as informed educational and occupational decisions are essential in the world today. Students are encouraged to talk with their counselor about any problems they may have. Parents or guardians are encouraged to call Mrs. Schneider, Middle School Counselor, at 920-7754-9520, ext. 2209.

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 parent or legal guardian.

Tobacco Free Campus (policy 5512 & 7434)

The Valders Area School Board prohibits the use of all tobacco products while on school district 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 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 for school for second offense, three day suspension for third offense, four day suspension 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.

Health

Accidents and Injuries

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.

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.

All school related accidents and days lost due to accidents must be reported to the Middle School Office.

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..)

Illness

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office staff or nurse will contact the parent/guardian should the student need to go home. No student will be released from school without proper parental permission.

Any student who has a fever exceeding 100 degrees Fahrenheit or is suffering from diarrhea or vomiting should be kept home until he/she is symptom free for 24 hours.

Students are expected to complete any missed work during their absence from school.

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 student 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.

1. Medication must be kept in the office in a secure place.
2. Instructions for administering medication must be furnished.
3. A parent and physician consent form must be furnished.
4. A teacher, secretary, principal, or designated office employee must be present as a witness when medication is given.
5. Medication must be in original packaging.
6. 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. A copy of the necessary form is attached in the appendix of this handbook.

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 15 minutes. 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.

Safety

Building Hours

The school entrances will not open until 7:30 am. Teachers use the time before school to prepare for their classes. If buses arrive early, students are to stay in the cafeteria or middle school commons. Entrances will be locked at 7:55 am. To enter push the call box on the side of the door, the secretary will unlock the door to let you in. (the second door from the left, will unlock)

School will be dismissed at 3:16 pm. Students are to be out of the building by 3:30 pm 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.

In order to maintain order, safety and security, all building doors will be locked during the instructional period. Students are not to open locked doors for any other students or non-staff members. At no time should a door be propped open. School consequences may be assigned for students who fail to follow this rule. For athletic practices and events, athletes and parents should use the high school entrance (door P) or off the back parking lot (door K).

Student Harassment (policy 5517)

Student Anti-Harassment (Policy 5517)

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (otherwise known as "Protected Classes")

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one (1) or more of the student's Protected Class that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Inappropriate harassment of any type must be reported promptly to the Complaint Coordinator, the building principal or the District Administrator. Students harassing others will be subject to reprimand, suspension, or possible expulsion. Involved students may be referred to proper local and state authorities for further prosecution. The Complaint Coordinator is Jason Procknow, Elementary Principal, or Kelly Isselmann, Middle School Principal.

Bullying (Policy 5517.01)

Bullying is not tolerated within any of the Valdars schools. Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident will be documented. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above. If the investigation finds that bullying has occurred, it will result in prompt and appropriate disciplinary action, including, but not limited to reprimand, suspension, or possible expulsion.

Cyberbullying (policy 5517.01)

“the use of information and communication technologies such as email, 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.

Emergency Procedures (policy 8420)

Fires/Tornado

In case of fire, the fire alarm will be sounded. At that time, students are to vacate the building as quickly as possible according to the evacuation instructions posted in each room. ALL students must be at least 100 feet away from the building. An announcement will be made over the intercom system indicating an “all clear” before students should return to the building.

In case of tornado or other emergency, students are to immediately proceed to the shelter area of the building as designated by the evacuation plan posted in each room and/or follow the directions of their supervisor or announcement over the intercom.

Periodic fire and tornado practice drills will be held during the school year.

Video Surveillance

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Parents/students shall have no expectations to access or review video surveillance.

Miscellaneous

Co-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 re 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 through 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. Co-ed Soccer (Grades 7 and 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, and 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 other year) by a medical doctor. This card must be on file before a student is allowed to practice. A physical taken after May is good for the next year.

The Valdres School Districts 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 Valdes 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 quarter, he/she will be ineligible to compete in competition for 21 day 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.

School Fees 2022-2023

	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
Field Trip Fee	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
Phy Ed Fee	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00
Class Fees:				
Art Fee	\$ 5.00	\$ 5.00		
Math Workbook	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
FACE				\$ 5.00
Tech Ed Fee				\$ 5.00
Total:	\$ 72.00	\$ 72.00	\$ 67.00	\$ 77.00
Band Book	\$ 11.50	\$ 11.50	\$ 11.50	\$
Total with Band:	\$ 83.50	\$ 83.50	\$ 78.50	\$ 77.00
Art Fee (<i>optional</i>)	\$	\$	\$ 10.00	\$ 15.00

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.

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.

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 not liable 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.

***Medication must be transported to school by the parent/guardian. According to school policy and DPI, 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: _____

Physician Signature: _____ **Date:** _____

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>

VALDERS AREA SCHOOL DISTRICT
Formulario de autorización de medicamentos

Nombre del/de la Estudiante _____

Fecha de Nacimiento _____

Grado _____

Nombre de Padre o Madre/Tutor _____

Número de teléfono _____

Número de celular/Trabajo _____

El Distrito Escolar del Área De Valders **se require** tener consentimiento por escrito de los padres o tutor legal para **cualquier medicamento** que debe ser administrado por el personal del distrito escolar. Los medicamentos recetados requieren las instrucciones y la firma del médico. Esta orden es válida solo para el año escolar 20____ - 20____ incluida la sesión de verano.

PADRES

Solicito que mi hijo reciba el siguiente medicamento administrado por personal escolar debidamente capacitado según lo autorizado por mí (y mi médico, si el medicamento es recetado). Un miembro del personal profesional que atiende a la escuela puede comunicarle al médico preguntas / inquietudes específicas.

Nombre de Droga	Dosis	Hora de Administrar	Medio de Dar	Duración

Además, acepto que el Distrito Escolar del Área de Valders y todos los empleados no sean responsables de ninguna y todas las reclamaciones que surjan de la administración de este medicamento en la escuela. Estoy de acuerdo en notificar a la escuela por escrito sobre la terminación de esta solicitud o de cualquier cambio en la medicación.

*** Los medicamentos deben ser transportados a la escuela por el padre / tutor. De acuerdo con la política de la escuela y el DPI, todos los medicamentos recetados deben estar en una botella de farmacia debidamente etiquetada y los medicamentos de venta libre deben estar en sus envases originales.**

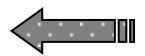
Firma de Padre o Madre / Tutor _____

Fecha _____

Atención: Cualquier cambio en la medicación requerirá un nuevo formulario. **Para los medicamentos de un año, el consentimiento para administrarlos vence al final de cada año escolar.** ****Se requiere que los padres recojan todos los medicamentos en la escuela cuando se suspenden o al final del año escolar. La medicación que quede 3 semanas después de este tiempo se desechará correctamente.****



ATENCIÓN PADRES/TUTOR: Lo siguiente debe ser completado por el médico del/de la estudiante antes de dispensar el medicamento recetado en la escuela.



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

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

- Side effects (expected or predicted): _____
- Purpose of the medication: _____

CONTINUES ON BACK SIDE

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