

# PARK VIEW MIDDLE SCHOOL 2017-2018

*“Building A High Achieving and Caring School”*



## HOME OF THE MUSTANGS!

### *Mission Statement*

**Park View Middle School is dedicated to addressing the intellectual, social, emotional and physical needs of young adolescents.**

**Our goal is to encourage students to achieve their full potential in a school where students, staff, parents and community work together to provide a safe and positive learning environment.**

*A school we can be proud of!*

Dear Students and Parents:

Creating a climate of success for each student is our goal, and it begins with healthy relationships between students, parents, and school staff. It is our hope that each of you will become a community member that is actively involved in the educational process. The information contained within this handbook will help establish the **MUSTANG WAY**. The Mustang Way: Respect Yourself, Others, and your Environment creates a safe, friendly, and productive school

Consider the handbook that follows your guidebook to membership in our community. It's this idea of “community” that is the driving force behind our school. It's about having an atmosphere in our school that fosters respect for others and ourselves. It is about doing the right thing—not just when there is an adult watching.

**Mark E. Doome, Principal**  
**Lee M. Libeck, Associate Principal**











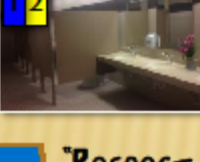
**PLEASE VISIT US AT:** [www.masd.k12.wi.us](http://www.masd.k12.wi.us)

*This plan book is organized in the following manner for your reference:*

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# STUDENT EXPECTATIONS

## The Mustang Way

		 <b>THE MUSTANG WAY</b> 			
		OUR EXPECTATIONS			
		Respectful Volumes	Respect Yourself	Respect Others	Respect Your Environment
Everywhere	 	*Be on time *Maintain personal space *Do your best	*Keep your hands, feet & other objects to yourself *Use positive & polite language *Be an Upstander!	*Be on time *Maintain personal space *Do your best	
	 	*Stay seated *Take your belongings with you	*Obey the driver *Use respectful language	*Keep your area clean	
Hallway	 	*Carry your Mustang Pass *Keep your locker organized *Use your own locker	*Walk at all times *Keep to the right *Be an Upstander!	*Pick up after yourself *Respect signs, posters, displays, etc.	
	 	*Wash your hands or use hand sanitizer before eating *Remain seated *Eat your own lunch	*Wait your turn *Use manners *Follow supervisors' directions *Include others Mix It Up!	*Include others Mix It Up! *Keep your table & floor area clean *Recycle	
Outside	 	*Dress for the weather *Stay in assigned areas	*Play safely by the rules *Include others *Be an Upstander!	*Sit on picnic table benches *Return equipment	
Locker Room	 	*Follow state laws for electronic device use *Keep locker locked *Use deodorant	*Give others privacy *Follow state laws for device use *Be an Upstander!	*Use your own locker *Turn in found items	
Bathroom	 	*Wash your hands *Maintain sanitary habits	*Remember to flush *Give others privacy	*Keep surfaces clean & unmarked *Dispose of your trash	

**"RESPECT YOURSELF, OTHERS, & YOUR ENVIRONMENT"**



# THE MUSTANG WAY

## Respect Yourself, Others, Your Environment



Park View Middle School students and staff would like to continue raising awareness of harassment and bullying problems throughout the school and surrounding areas. All students will learn if they are in a positive environment. We would like everyone in our school, along with our parents and visitors to pledge to respect yourself, others, and your environment.

### MUSTANG PASS

**Rationale:** Mustang Passes are intended as a school-wide procedure designed to provide students with positive rewards for responsible school behavior. The privileges granted by the Mustang Pass are intended as incentives for school and classroom behavior that we would like to see repeated and increased by each student. Students must have a valid Mustang Pass in order to:

- Travel during class time with teacher permission
- participate in Student Activity Night Programs (FAME)
- participate in the Spirit Point Trip
- participate in the 8<sup>th</sup> grade dance and the 8<sup>th</sup> grade field trip
- attend spectator sports at Park View Middle School.

Replacement cards are available in the main office at a cost of \$5.00 each.

**Criteria:** All students will receive a Mustang Pass at the beginning of each school year. Eighth grade will receive a gold and Seventh grade will receive a blue. If a student's Mustang Pass is revoked for any reason, it will be returned when the Mustang Pass privileges are restored.

**Expectations:** All Mustang Pass users must uphold the following expectations:

- Students must report to class and study hall for attendance prior to using their passes.
- When passes are called for in study hall, students holding a Mustang Pass must present it to the teacher and inform the teacher of his/her destination.
- The student must carry the Mustang Pass in a way that is visible at all times when in the hall.
- Students must not give their Mustang pass to any other student to use.
- If the Mustang Pass is used to see another teacher, the student must have previously checked with the receiving teacher before reporting to his/her room.
- Students can not use the Mustang Pass for wandering the halls. They must have a specific destination.

**Revocation:**

- Any infraction of the expectations for which the student receives an administrative disciplinary consequence can result in a revocation of the Mustang Pass for a period of time.
- The administration may also revoke a student's Mustang Pass for violations of bus rules that result in the student being suspended from the bus for one or more days.
- The final determination on all revocations of Mustang Passes will be made by the building administration.
- A Superintendent's Hearing for any reason will mean an extended revocation of the Mustang Pass.
- *Three Strike-Out Policy*- On the third office referral with an administrative disciplinary consequence, students can expect an extended revocation of the Mustang Pass.
- Extended revocation means that the pass is lost for the remainder of the year unless the student takes steps to improve his/her behavior and uses the appeal process to earn their Mustang Pass back.

### Appeal Process for Revoked Mustang Pass:

Under some circumstances, students may apply to have their Mustang Pass reinstated. Students who have not demonstrated an effort to improve their behavior or who have repeatedly failed to follow school rules and regulations,

endangered the safety of other students, failed to comply with the reasonable directives of staff members or received repeated in or out of school suspensions will not be permitted to appeal for Mustang Pass restoration. The following process is to be used:

1. The student will demonstrate his/her desire to improve his/her behavior by not receiving any administrative discipline referrals for at least 30 school days. Students wanting help with improving their behavior are to contact their guidance counselor, a teacher of their choice or a Park View administrator.
2. The student will obtain and complete an application form to have his/her Mustang Pass restored. Application forms are available in the Park View office. Completed application forms are to be returned to the principal. A student making application to be eligible to participate in a specific end of the year event must submit an application form at least four weeks prior to the date of the event.
3. The principal will appoint a committee to consider the student's request. The committee will consist of the principal and one teacher. Appeals must be approved by at least two of the three committee members.
4. The student will satisfactorily complete activities designated by the appeal committee. Activities could include the following:
  - Behavioral essays or think sheets
  - Letter(s) of apology
  - Hours of school or community service
  - Verification of improved behavior from teachers and other school personnel
  - Posters

#### Further Office Referrals:

If the student receives any office referrals during any stage of the appeal process, the appeal shall immediately become null and void. If the Mustang Pass is restored by the Mustang Pass Appeal Committee, another referral after reinstatement may be cause for permanent revocation for the remainder of the school year.

Mustangs at all times avoid these behaviors that affect others:

## HARASSMENT (Policy #5517)

Harassment is against the law! Harassment can take many forms. It is unwanted behavior, which interferes with your life. It limits and denies the rights of students to study work and play in the school setting. Harassment makes people feel bad. Everyone has a right to not be harassed and the staff in the Mukwonago Area School District feels strongly that all students should feel safe at school. If you are being harassed, tell the harasser to STOP and contact a staff member. There are school board policies, as well as state and federal laws, which prohibit harassment.

### **SEXUAL HARASSMENT**

Sexual harassment is **UNWANTED** behavior of a sexual nature. Some examples include: inappropriate gestures or touch, sexual remarks, name calling, or spreading rumors, making sexual comments about one's body, or drawing or displaying offensive pictures.

### **VERBAL HARASSMENT**

Verbal harassment is **UNWANTED** verbal comments, which make a person feel bad or unsafe. Examples include: teasing to cause embarrassment, or threatening to cause harm to the person, or teasing about a person's clothes or appearance.

### **RACIAL HARASSMENT**

Racial harassment is **UNWANTED** comments regarding a person's ethnic make-up. Examples include: ethnic name calling, inappropriate jokes, or making negative comments about a particular ethnic group.

### **PHYSICAL HARASSMENT**

Physical harassment is **UNWANTED** behavior of a physical nature. Examples include: pushing, striking another student, or causing harm. Physical harassment in some cases is against the law and is defined as battery, assault or disorderly conduct.

### **INTIMIDATION**

Intimidation is **UNWANTED** threats to cause harm. Telling someone to watch their back or that someone else is going to beat them up are examples of intimidation. Another example is getting in someone's personal space.

## BULLYING

Bullying is **UNWANTED** physical or verbal attempts to inflict injury or humiliation on another person over a period of time.

## CYBERBULLYING

Cyberbullying is **deliberate or intentional behavior** inflicted through the use of computers, cell phones, and other electronic devices. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, attacking, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate, humiliating, and/or hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, social media, and chat rooms.

## THREATS/HAZING

Students who threaten the safety of other students or staff or who make threats against the property of the Mukwonago Area School District may be subject to severe disciplinary consequences up to and including expulsion from school.

## HARASSERS BEWARE!

Any form of harassment is wrong. It will not be tolerated in Mukwonago Area Schools. Harassment is taken seriously and all complaints are completely investigated. Students who choose to harass another student can expect consequences, which may include: in-school suspension, parent contact, parent conference, out-of-school suspension and police referral.

## WHAT SHOULD STUDENTS DO IF THEY ARE BULLIED OR HARASSED?



- Do not accept this behavior.
- Tell the bully/harasser to stop.
- Tell a trusted adult (teacher, counselor, parent, or administrator.)

## WEAPONS & FIGHTING

No one shall possess, use or store a weapon or imitation weapon in school buildings, on school property, in a district vehicle or school bus, or at any school sponsored function or event. This will lead to school consequences and involvement of legal authorities. Students with knowledge of the weapon or imitation weapon but who fail to report it may also be considered for suspension.

The following procedure will be used for student(s) who physically assault one another while on school district property or at a school function.

## DISCIPLINE

The following practices in the PVMS Classroom Road to Respect (Discipline Ladder) are in effect during and immediately before and after school and at any school functions, on or off of school property (i.e. field trips, athletic events).

Good discipline begins in the classroom and halls under the supervision of staff-aided, supported and directed by the PVMS administration.



Corrective measures will be firm, consistent, and attempt to fit the nature of the offense. Since the development of discipline is a cooperative venture between home and school, parents are encouraged to be involved in the resolution of their child's behavior problems.

**DUE PROCESS STATEMENT** (Policy #5600)


To safeguard the rights of students, due process will be followed at Park View with a building administrator. Please consult School Board Policies. Copies of all school board policies can be found on the district's website ([www.masd.k12.wi.us](http://www.masd.k12.wi.us))

# "The Mustang Way"

## "The Road to Respect"


### Teacher/Student/Parent/Administrator Behavior Interventions

\*\*\*NOT ALL BEHAVIOR SITUATIONS WILL FOLLOW THESE STEPS AND IN THIS ORDER. IF A STUDENT'S BEHAVIOR IS MORE SERIOUS, A REFERRAL OR ANOTHER STEP MAY BE WARRANTED IMMEDIATELY.

1.  ***I will discuss my behavior choices & changes required with my teacher.***





Make a change.  
You can do it!

2.  ***I will communicate with my teacher & parents my behavior choices, changes & consequences.***

Whoa, stop and think  
about your choices!




3.  ***I will serve a detention or take a trip to the R.T.R. (Responsible Thinking Room) and fill out a behavior reflection form.***

4.  ***I will receive an office referral, meet with the associate principal; a consequence will be assigned, & my behavior must be modified.***



The choices you make today,  
shape your world tomorrow!

5.  ***I will have an administrative meeting, parent communication will take place, & a consequence assigned. My behavior must be modified.***

"Remember The Mustang Way - Respect Yourself, Others & Your Environment"

Revised 2/14 gvr

# ACADEMIC MISCONDUCT

The Mukwonago Area School District believe that academic honesty and integrity are fundamental to the purpose of education. The school district has the responsibility to promote academic honesty and integrity and to develop the procedures necessary to deal with academic misconduct. Students are responsible for the honest completion and representation of their work. Students who violate this area of their responsibility must accept the consequences for their action.

## DEFINITION OF ACADEMIC MISCONDUCT

Academic misconduct is an act in which a student:

- a. seeks to claim credit for the work or efforts of another without authorization or citation;
- b. forges or falsifies data, academic documents, or records;
- c. intentionally impedes or damages the academic work of others;
- d. engages in conduct aimed at making false representation of a student's academic performance; or
- e. knowingly assists other students in any of these acts.

## EXAMPLES OF ACADEMIC MISCONDUCT

The following are examples of academic misconduct/cheating, but are not limited to:

- looking at another student's examination, communicating with another student verbally, through the use of an electronic device (e.g. cell phone, any device connected to the Internet), by signal, or in any other manner information concerning the content of the exam, using any materials such as notes or other sources not specifically designated by the instructor for use during the exam period, or engaging in any other activity during an exam for the purpose of seeking aid not authorized by the instructor;
- collaborating with others in work to be presented contrary to the stated rules of the course or directions for the assignment;
- submitting a paper or assignment as one's own work when a part of all of the paper or assignment is the work of another;
- submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas;
- stealing examinations or course materials;
- submitting, if contrary to the rules of a course, work previously presented in another course;
- tampering with the laboratory experiment or computer program of another student;
- knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

## CONSEQUENCES FOR ACADEMIC MISCONDUCT

Described below are the disciplinary measures used by Park View Middle School in incidents involving the act of cheating. Instances of cheating will be referred to the administration on a referral form after the teacher has contacted the parent.

### FIRST VIOLATION

If this is the student's first violation of the academic misconduct policy at Park View, the teacher and the student will meet to discuss the issue, the student will receive a grade of "F" on the assignment which was involved, the teacher will contact the parent. The student will receive an office detention and a Mustang Pass revocation.

### SECOND VIOLATION

If this is the student's second violation for the academic misconduct policy while at Park View. In addition, the student will receive a grade of "F" on the assignment in question, the teacher will contact the parent. The student will receive an office disciplinary consequence and a Mustang Pass revocation.

### THIRD VIOLATION

If this is the student's third violation while at Park View, the student and his/her parent may be required to attend a Principal's Hearing. The student will also receive a grade of "F" on the assignment, the teacher will contact the parent. In-school suspension will occur along with an extended revocation of the student's Mustang Pass.

## **DRESS CODE (Policy #5511)** **PERSONAL APPEARANCE DRESS AND GROOMING** **SCHOOL BOARD POLICY**

Dress for success. Personal pride and school pride should be major factors in determining proper dress. The Administration and Faculty of the Mukwonago Area School District feel that students should take pride in their dress and appearance. Dress with self-respect and decency in mind. Dress and grooming are two factors considered by employers in the hiring and retention of personnel.

Grooming is often closely associated with one's productive performance and positive behavior. Appropriate dress is the responsibility of the student with his/her parents or guardians. Clothing should reflect concern for the health and the safety of individuals in the buildings. It should also reflect respect for other individuals and school property or should not create a disruption.

Not all clothing is suitable for the learning environment. These guidelines will help you determine what is appropriate to wear to school. In all instances, if the wearing of specific clothing causes a disruption or interference with the educational process, the clothing will not be allowed.

### **The Standard:**

- A. Students must wear clothing, jewelry, and shoes that do not interfere with the health or safety of the student or others and do not cause damage to the building.
- B. Footwear must be worn at all times when in the school building or on the school grounds.
- C. Students shall have additional rules for dress for special classes (tech education, physical education, labs, etc.) to comply with safety codes for dress, safety equipment, and hair.
- D. Students must not:
  1. Wear clothing that:
    - a. displays expressions that are obscene, profane, or pornographic;
    - b. represents illegal behavior;
    - c. demeans on the basis of sex, race, color national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.
    - d. advocates pain, death, or violence;
    - e. advocates use of drugs, tobacco, or alcohol.
  2. Wear or carry coats or jackets during the school day. Students may, with teacher approval, wear sweatshirts or light jackets if the school is unable to maintain a comfortable level of warmth.
  3. Wear hats or other headwear (example: bandanas) during the school day. The principal of any school may allow exceptions to this policy for medical or religious reasons or in celebration of a specific pep rally, spirit day, or hat day.
  4. Wear sunglasses in the building during the regular school hours, unless the use of sunglasses indoors has been prescribed by a medical practitioner.
- E. The principal of any school may allow exceptions to this policy in celebration of a specific theme day.
- F. Sheer or see through clothing that reveals undergarments is unacceptable.
- G. In addition, students must wear clothing that adheres to the following guidelines:
  1. Students must wear shirts or blouses that cover the midriff when standing straight or sitting. A rule of thumb is that if the top cannot be tucked in it is not acceptable to wear to school
  2. Clothing must have shoulder straps on both shoulders, as well as cover sides, chest, and back. Shirts or blouses with a low cut neckline and/or are too revealing, should not be worn to school.
  3. Pants and skirts must be worn in a fashion in which undergarments and buttocks are not visible whether a student is standing, sitting, or bending.
  4. Pants and skirts must be worn at the waist level and secured with a belt when necessary.
  5. Shorts/skirts/dresses may pose a violation if they do not provide enough coverage.
    - a. Such as: Skirts and shorts that are worn below the waist line, or dresses, skirts or shorts so short that the buttocks show.



**Procedure for correction:**

Students dressed in a manner which violates or is not consistent with this policy shall be sent to the principal's/associate principal's office and shall be required to remove or change the particular articles of clothing in question. This may necessitate being sent home for appropriate clothing. In the event of a disagreement as to the appropriateness of the clothing in question:

- A. The student will remove or change the challenged apparel or comply with the direction of the principal;
- B. If the student disagrees with the enforcement of the policy. The parent/guardian is advised to contact school administration for review and/or explanation.
- C. The principal shall establish a committee of two (2) parents, two (2) staff members and two (2) students who have no direct or indirect interest in the outcome of the appeal to review the case. Parents of the student whose dress is being reviewed will be notified;
- D. The committee shall determine whether or not the questioned apparel is in violation of standards in this policy;
- E. The committee's decision is subject to appeal per established school procedure; and
- F. For the purpose of consistency, the same committee members should act on issues relative to this policy for one school year

## Mukwonago Area School District Acceptable Use Violation Student Discipline Ladder

Administration reserves the right to: Assign consequences other than those listed below Assign multiple consequences for multiple offenses immediately terminate access for those compromising system integrity Consequences include but are not limited to those listed below:

**LEVEL 1 INAPPROPRIATE USAGE** 1. Inappropriate use as defined by Acceptable Use Policy 2. Inappropriate language in Internet searches, Email, or documents 3. Accessing or attempting to access inappropriate material or websites 4. Using or attempting to install or use unapproved software Written warning Referral to Administration Loss of Internet and/or network access for a period of time to be determined

**LEVEL 2 CIRCUMVENTING SECURITY MEASURES** 1. Bypassing or attempting to bypass content filters & monitoring software 2. Using someone else's credentials to access system resources immediate termination of privileges Referral to Administration Loss of Internet and/or network access for a period of time to be determined

**LEVEL 3 DAMAGING SYSTEM RESOURCES** 1. Hacking or Security Related Events 2. Damaging System Files/Folders or Resources 3. Physical Vandalism to Technology Equipment Immediate termination of privileges Referral to Administration Referral to Law Enforcement Administrative hearing Suspension / Expulsion Restitution Loss of Internet and/or network access for a period of time to be determined

# PARK VIEW PROCEDURES

## ABSENCE HOMEWORK PROCEDURE

If your child is absent for only one day, please have him/her request missed work from teachers upon their return.

While at home the first day of absence the following are resources which student's access:

- Math homework assignments are posted on the Math website.
- Many teachers post all assignments on house or teacher websites that your student has access to online.
- Many textbooks are available online.
- Your student may contact a friend after school to ask about homework assignments.
- PVMS remains open until 7 p.m. every weekday, by using the North entrance (Pick N Save side of the building) you may come in get books and folders from their locker throughout the day or evening.
- Continue to progress on current homework that has already been assigned.

When your child is **absent for more than one day**, you may call the guidance office at 363-06292 Ext. 27411 (before 10a.m.) to request homework assignments on the morning of the 2nd day, which can be picked up after school.

- Folders with students' name on the front containing homework assignment lists, worksheets and materials may be picked up outside the main office between the hours of 2:30 p.m. and 7:00 p.m.
- The north entrance of the building remains open until 7:00 p.m., and all hallways are open so that you can access student lockers for books.
- A homework request can also be sent (before 10:00 a.m.) by using an **E-Form** which can be found on the Park View website.
- Homework can be requested **on or after the second day of absence** (students must be out at least two days to request homework). The policy for makeup work allows students to have the same number of days to make up work as the number of days absent.
- **The Planned Absence Form (for vacation or any other previously scheduled days out of school) should be filled out prior to the absence. This form can be located on the Park View website.**

## ASSIGNMENT NOTEBOOKS/PLANBOOKS

Students are required to use an assignment notebook on a daily basis in all classes. The assignment notebook promotes independent learning and communication between home and school. See the main office for a replacement.

## ATTENDANCE

**Regular attendance is one of the most important factors in achieving success in school.** Mukwonago Area School District encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents, students and school personnel must recognize their responsibilities to assure regular attendance.

Wisconsin State Law requires six to eighteen year olds to attend school unless excused by school board action, graduation has occurred, or the student is in a program leading to graduation. **Parents are to notify the school by 9:00 a.m. of the student's absence, through the 24-hour attendance line.**

Please notify for these **reasons**:

- Personal illness of the student (by State Statutes school administrators may require verification of medical excuses)
  - Religious holiday
  - Emergencies as determined on a case by case basis by the principal or his/her designee
- Failure to call regarding student absence, or doing so late, may result in the student being marked truant.

**Parents may excuse their child for other reasons for up to 10 days in a year, including family trips, provided that the school principal receives a written excuse prior (at least twenty four (24) hours notice is requested) to the absence and provided that coursework is completed within the allotted time. Failure to follow this procedure may result in the student being classified as truant.**

## BACKPACKS

Students may use backpacks/book bags when coming to and from school each day; however, students are not allowed to carry backpacks/book bags from class to class during the school day.

## BUS-REQUEST TO RIDE ANOTHER BUS

Students are expected to ride their assigned bus each day. An exception may be made allowing a student to ride another bus on a given day when a request is made in writing by the parent. The request must be specific in its content, stating the bus number and first and last name of the person they will be riding with. The written request is due in the office before homeroom on the day of the request. Approval to take another bus is contingent upon the availability of space on the bus. Students may pick up the approved passes at dismissal in the office. Students may not walk to MHS and board their busses. Students must board at Park View. Students cannot ride their bus to MHS and then get off at the high school. Students may not exit the bus other than their assigned stop unless a parent or staff member meets them.

## **BRING YOUR OWN DEVICE/BYOD** **PVMS GUIDELINES FOR USE OF PERSONAL WIRELESS DEVICES**

School Board Policies IDCA and IDCA-R specify guidelines for use of personal wireless devices, which includes portable computing devices such as laptops, tablets, computers, cell phones, iPods/iPads/MP3 players, digital cameras, e-readers, and USB storage devices. Responsibility for the care of personal devices and behavior while using the device belongs solely to the owner. The district is not liable for loss, damage, or misuse of any personal device.

The district permits use of personal electronic devices by users in support of teaching and learning in order to further the educational aims of the district, increase accessibility to technology related curriculum and personalize learning. Students may bring personal devices into the district to access the district systems for the use of filtered internet access only. Users connecting to district systems should have no expectation of privacy. The district may review and monitor accounts, without notice, to ensure responsible technology use. The district reserves the right to confiscate and search personal devices if reasonable suspicion exists that district policies have been violated. Users found to be in violation of district policies and/or school guidelines using a personal device will be subject to disciplinary consequences deemed appropriate to the situation.

Use of personal electronic devices will be permitted pending use of said device is in compliance with the established school district acceptable use policies and guidelines specific to PVMS. When not in use, all personal devices should be put away and powered off.

<b>WP = with staff permission</b>	<b>Talking</b>	<b>Texting</b>	<b>Surfing</b>	<b>Pics / Recording</b>
<b>Classrooms</b>	No	WP	WP	WP
<b>Study Halls</b>	No	WP	WP	WP
<b>Lunchroom</b>	No	WP	WP	WP
<b>Hallways</b>	No	No	No	No
<b>Locker Room/Restrooms</b>	No	No	No	No

As per state statute, under no circumstances shall any personal device with photographic capabilities be used in locker rooms, bathrooms or other areas where privacy is expected. Personal devices shall not be used to photograph students or others without their permission and shall not be used to photograph any items that are confidential (i.e., testing materials).

## **CLOSING OF SCHOOL**

The Infinite Campus Messenger will be used to announce emergency school closings, and radio stations will also be notified prior to the opening of school and will be asked to announce such information periodically throughout the early morning. **WTMJ-AM - 620 (www.620wtmj.com).** *When school is closed all school activities for that day and evening are also cancelled.*

## COUNSELING/GUIDANCE

Counseling services are available to all students at Park View. Students can request an appointment by filling out a Counseling Request Form located at the entrance of the counseling center. Students can stop in before or after school or during passing time to make an appointment. Services are delivered on an individual, group and classroom format. Student support groups are available upon student need and request. If a parent does not want their child to participate in groups or individual sessions, they should send a written note to the building principal. Counseling services also offered are assistance with educational planning, test interpretation, occupation and career exploration and discussion of any school personnel or social concerns that impede learning. The counselor's goal is to provide the support and encouragement to motivate students to be happy and successful. Please feel free to visit our website. The counseling offices are located across from the main office. Parents can arrange an appointment with a counselor or the teachers by contacting the counseling office at **262-363-6292—press 4**.

## FIELD TRIPS

Field Trips are an extension of the classroom, and should be considered an expansion or enrichment of the regular curriculum.

The reason for the field trip requirements is to provide an environment that is productive for education, academic and social, and assures that Park View students will be welcomed back to all places they visit.

To be eligible for school-sponsored field trips, **students must have a valid Mustang Pass at the time of the trip.**

### ***End of the Year Reward Field Trips– Eligibility Policy***

- ☐ Students must have a valid Mustang Pass at the time of the trip.
- ☐ Students must be passing all year-long and 2<sup>nd</sup> Semester classes a week before the Spirit Point field trip.
- ☐ If a student's Mustang Pass is revoked between the times the registration is turned in and the date of the trip, they will not be permitted to attend.

## FREE FOOD SERVICE

If your family meets the standards for eligibility, please fill out and turn in the application for free lunch that can be found in the student registration packet. <http://www.masd.k12.wi.us/parents-students/masd-forms.cfm#general>

## HEALTH ROOM

If a student becomes ill during the school day and the student's condition is brought to the attention of the teacher, the student may be sent to the health room and attended to by a health room assistant. If necessary, the parents will be contacted regarding the student's illness. Student is required to stay home until symptom free from fever, vomiting, diarrhea or on an antibiotic for bacterial infection for a minimum of 24 hours. Students sent to school with any of the above symptoms may be detained in the Health Room until parent/guardian is able to pick their child up from school. It becomes the responsibility of the parent to see that a child is taken home in case of illness or for other reasons of dismissal.

## HEALTH ROOM FORMS

**Yearly Student Health Update:** *Required* yearly - to be completed by parent/guardian.

### **Over the Counter Medication**

All over-the-counter or non-prescription medications must be supplied by parent/guardian in the **original** sealed manufacturer's package and the package lists the ingredients and recommended therapeutic dose in a legible format. An "Authorization for NON-PRESCRIPTION medication" form must be completed for every over-the-counter medication and signed by the parent/guardian. Students in grades 7-12 may carry and self-administer non-prescription medications at school. Self-administration of non-prescription medications may be allowed upon completion of non-prescription medication forms.

### **Prescription Medication**

***THE MUSTANG WAY: MUSTANGS ALWAYS RESPECT EVERYONE & EVERYTHING!***

All prescription medication must be supplied by parent/guardian in the original *pharmacy-labeled* container; and the container must specify the name of the student, the name of the prescriber, the name of the prescription drug, the dose, the effective date, and the directions for administration in a legible format. An “Authorization for PRESCRIPTION medication” form must be completed for each medication by the prescribing doctor and the parent/guardian. All prescription medications must be stored in the School Health Room and administered by designated staff.

### Care Plan

For students with Severe Allergic Reaction, Asthma, Seizure Disorder, Diabetes, or any other Health Condition, completed care plans must be signed by Health Care Provider and Parent/Guardian.

Medication forms and Care Plans are available in the school health office or on our district website [www.masd.k12.wi.us](http://www.masd.k12.wi.us) under Services-Health Services-Health Forms.

Please contact the District Nurse if you have any questions: Laura Heidelmeier RN, BSN, 262-363-6292 EXT. 27515.

## HOMEROOM

Every student is a member of a Wednesday homeroom that will be utilized for distribution of various school materials. In the morning after going to his or her locker, the students report directly to his/her homeroom. During this time, after attendance and announcements, and a variety of activities are conducted. Under the direction of the homeroom teacher, the remaining homeroom days are utilized for organizing materials, studying, character education, Mustang Way activities, team building, and WEB leader activities

## INSURANCE

Student insurance may be purchased optionally by the parent for the school year. Information is available at the District Office.

## INTERNET

At the beginning of each school year, students will receive an Internet User Form in their registration packets. This form must be completed and signed by the student and parent within the first two weeks of school. This form will be kept on file at Park View. Please review the three school board policies. The Mukwonago Area School District monitors all details of students’ network and internet activity. The capability includes details such as tracking keystrokes contained in email messages, internet browsers and documents. Student’s violation the Acceptable Use Policy by abusing the network or internet are subject to disciplinary consequences and loss of internet privileges.

## LIBRARY TECHNOLOGY CENTER

The PVMS Library Technology Center (LTC) is the resource and technology center of the school as well as the place to find leisure reading materials. In the LTC, you will find computers, books, digital magazines, newspapers, maps, audio books, eBooks, digital recorders, cameras, iPads, Chromebooks, desktop computers, and a MakerSpace. A Library Technology Specialist is available to assist students in finding necessary materials to complete their assignments. The LTC is open at 7:00 a.m. and closes at 3:00 p.m. Students do not need a pass to use the library before or after school. Students are required to have a Mustang Pass on their person in order to come to the library during school hours. If their Mustang Pass has been revoked or lost, the student must obtain a written pass from one of their classroom teachers to work on a specific assignment in the LTC.

## LOCKERS

Students are assigned to hall lockers that are loaned to the student for safe keeping of materials related to school. Students are not allowed to change their locker or share with another student. It is the student's responsibility to keep his locker clean, the door locked, and **keep the lock combination confidential**. If you believe someone knows your combination, inform the associate principal. **Valuables or money** are not to be kept in lockers but rather turned in to the office for safekeeping. Immediately report to the office any missing items. **Clearly label all belongings**.

Students are allowed to go to their lockers before school, between classes (providing that using their locker does not make a student tardy to class), and at dismissal. Students must have a pass from their teacher to go to their lockers at any other time of the day.

The exterior of student lockers may only be used to display material relevant to a school sponsored activity (i.e., spirit signs). Placing decorations on the exterior of the locker may only be done with prior authorization. Magnets and blue painters tape are the only approved means of adhering items to the interior or exterior of lockers. Abuse of locker rules can result in locker privileges being revoked. Fines may be assessed for damage or to students who fail to clean out their lockers at the end of the year.

### **SEARCHES OF SCHOOL LOCKERS AND STORAGE AREAS**

School lockers and storage areas are the property of the Mukwonago Area School District. At no time does the Mukwonago Area School District relinquish its exclusive control of lockers or storage areas provided for the convenience of students. At the direction of the Board of Education, the administration will conduct random, unannounced general inspections of lockers and storage areas for any reason, at any time, without notice, without student consent, and without a search warrant. School officials may seize any or all items that are dangerous and/or illegal upon opening and searching the locker or storage area.

### **LOST AND FOUND**

Students are urged to put their first and last name on all personal belongings especially books, notebooks, gym clothes, calculators, and other school materials. Items of particular personal or monetary value are not to be kept in your locker but brought to the office for safe keeping. If articles belonging to someone else are found, they should be brought to the office. Items, which have not been claimed, will be given to charity.

### **LUNCHROOM BEHAVIOR**

To make the operation of the lunchroom smoother and more effective for both students and kitchen workers, to keep the lunchroom as clean and orderly as possible, and to serve the food as efficiently as possible, the following procedure is adhered to in the cafeteria:

1. Students are permitted to eat anywhere in the cafeteria as long as it does not cause a problem among peers.
2. Students may use their personal electronic device, after they are done eating.
2. Students remain at their tables until dismissed.
3. Students are responsible to see that tables and floors are clean. All students must return their own trays.
4. Students should keep their materials (books, folders, binders etc.) with them at all times.
5. All beverages are to be consumed in the lunchroom. There are to be no partially consumed beverages/containers taken into the halls, kept in your locker, or taken outside.
6. Once the students are done eating and choose to go outside, they are to remain outside until a supervisor coordinates the re-entering of the building and dismissal procedure to their next class.
7. Restrictions may be placed on seating and/or use of the outdoor area as a consequence for inappropriate behavior.
8. There will be no loitering in the halls or restrooms during the lunch period.
9. Students will observe appropriate outdoor behavior when granted to go outside.
10. Students will not have access to their lockers during lunch.

### **MUSTANG MALL**

Park View's own school supply store. The store sells items from pencils to PVMS lanyards in the main lobby near the courtyard.

### **PERMIT TO LEAVE THE BUILDING**

A student who must leave school for any reason during the school day should bring a parent note indicating the time to be excused and the reason for the excuse. The student should take this note to the main office before the beginning of



school and get a **blue pass** to leave school. If the child returns to school that day, he/she must check back in through the office.

If a student becomes ill during the school day and the student's condition is brought to the attention of the teacher, the student may be sent to the health room and attended by a health room assistant. If necessary the parents will be contacted regarding the student's illness. It becomes the responsibility of the parent to see that a child is taken home in case of illness or for other reasons of dismissal.

The Mukwonago Area Schools have a policy that pupils should be excused only upon the request of parents, because they do not wish to assume responsibility for injury to a pupil going to and from the place of his appointment during the school day.

## **PUBLIC COMPLAINTS (Policy #9130)**

The proper channeling of complaints involving instruction, discipline, or learning materials is as follows: teacher, principal, superintendent, and school board. When a parent has a complaint concerning district personnel, the individual is to first attempt to resolve the matter informally with the staff member. The resident may request the principal sit in on this meeting. If the complaint is not resolved at this level a written complaint is to be forwarded to the school principal.

## **PUBLICATION AND/OR LISTING OF STUDENT'S NAMES & PHOTOS**

From time to time for the purposes of bringing recognition to a student or to highlight a school program, students' names are listed on school bulletin boards, published in local papers or made known in other ways. **Any parents who object to the publication or listing of their child's name or photo in any school publication, website or release to the news media should notify the district administrator's office in writing within the first 14 days of the school year.** The school will comply with parental requests to exclude their child from any such listing.

## **SCHOOL HOURS**

Park View's student instructional day is 7:25 A.M. to 2:33 P.M. Monday, Tuesday, Thursday, and Friday. On Wednesday the student instructional day is 7:25 A.M. to 1:33 P.M. **Students are not permitted to leave the campus after they arrive at school.** Students arriving before this time are to wait inside the main entrance. Supervision is provided beginning at 6:45 A.M. All students except those under direct supervision of a teacher are expected to leave the building by 2:40 P.M. Students are not allowed to loiter neither inside the building nor on school grounds before school or after dismissal. Students waiting for a ride must do so immediately outside the north entrance or immediately inside in case of inclement weather.

## **SCHOOL SECURITY PVMS**

The Mukwonago Area Schools welcome parents, community members and other interested persons to visit our schools. Our emergency protocols include procedures for many different types of events and as a school we practice our emergency drills throughout the school year to prepare our students and staff to respond in a calm, orderly and organized manner. The safety of our students and staff is a top priority at Park View Middle School. Parents and students are encouraged to report any safety/security concerns to a building administrator. Thank you for helping to make PVMS a safe environment. Remember the Mustang Way - respect yourself, others and your environment. Following is a list of security precautions in place at PVMS:

1. All exterior doors are locked during the school day from 7:25 a.m. - 2:33 p.m.
2. Students, parents and guests that arrive after 7:25 a.m. are directed to enter/exit via door #3 and register with the office. A form of photo identification is required to register as a guest. Visitors will be issued a badge which is to be worn and visible while in the building. While it may take extra time, this procedure allows us an opportunity to more effectively monitor traffic flow in our facility.
3. All staff members are required to wear photo identification badges.
4. All substitute staff are required to wear photo identification badges.
5. Over thirty interior and exterior surveillance cameras monitor activity inside and outside the building.
6. An exterior electronic door access system is in place at PVMS. At no time should any exterior doors be propped open.
7. All classroom door hardware should be kept in the locked position during the school day. As temperatures fluctuate, individual staff members may decide whether the classroom door is in the open or closed position.

8. Students must have a Mustang Pass or a written hall pass from a staff member to be in the hallway during class time. Students without one of these items will be asked to return to their classroom of origin. Students called to the Main Office, Guidance Office or Health Room may use one of the laminated passes distributed to staff at the beginning of the year. Each aforementioned pass is a different color and should be used only for the designated location. Staff supervisors will ask students they encounter in the halls during class times for their pass.
9. In collaboration with the Mukwonago Police and/or Fire Department, emergency drills/procedures are reviewed and practiced with both staff and students.
10. The Village of Mukwonago Police Department will conduct building walk-throughs with administration.
11. PVMS employs an after-school supervisor to monitor building traffic during the time our students are involved in after-school activities. The only students working with a staff member or participating in a supervised after school activity should be present in the building after dismissal time. Students waiting for a ride should be doing so in a responsible manner at the north doors/entrance #6 (Pick n' Save side of the building).
12. Any parent/guardian with a desire to volunteer must complete and submit the Mukwonago Area School District Volunteer Application Form. This form is required, and once approved, will be in effect for the current school year unless notified otherwise. Completed forms remain on file in the school office for the period a parent's child(ren) is/are enrolled at PVMS. All PVMS Volunteer Application Forms are rechecked on an annual basis. This applies to all situations including classroom work, chaperoning field trips, etc. Completed forms should be submitted to the building principal. Additional forms are available in the office or under the "Printable Forms" tab on the Mukwonago Area School District website. The list of approved volunteers is provided to staff as it is updated.

## **SECONDARY HOUSEHOLD MAILINGS/CUSTODIAL RIGHTS**

It is the responsibility of the parent to keep their Infinite Campus portal demographics updated. (i.e. divorce/move/new baby, etc.). You will need to complete the "Add New Household Member Form" located at [www.masd.k12.wi.us](http://www.masd.k12.wi.us) under "Enrollment/Registration Forms" to create a new household, this is not available through the portal. If you need to change existing student or parent information (i.e. address, phone number, email, etc.), please log in to Infinite Campus and go to Household Information and make the changes.

## **TARDINESS (TO SCHOOL)**

Students are to be in their classes at or before 7:25 A.M. Students arriving after 7:25 A.M. must report to the office to be issued a tardy pass to class. Unexcused tardies will result in students being referred to an administrator. **Three unexcused tardies per semester can result in a behavioral referral.**

## **TARDINESS (TO CLASS)**

Students are expected to be in the classroom when the bell rings. Students arriving late to class must have a signed pass. All other late arrivals are considered unexcused. The individual classroom teacher will handle unexcused tardies to class. In order to correct tardy problems, teachers will initiate phone calls to parents, issue after school detentions or other appropriate disciplinary action. If after parent contact and disciplinary consequences, tardiness continues, students will be issued an administrative referral.

# ACADEMICS

## GUIDELINES FOR PROMOTION OR RETENTION (Policy #5410)

The School Board 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.

A student will be promoted to the succeeding grade level when s/he has demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;

Promotion from Grade 4 and Grade 8

The Board directs the Superintendent to prepare a list of specific criteria for promoting students from the 4<sup>th</sup> and 8<sup>th</sup> grades. The criteria shall include:

- A. Academic performance on District learning targets and/or benchmarks;
- B. State assessments
- C. District assessments
- D. Individual Educational Program (IEP)
- E. Academic recommendations from the student's teachers and principal;
- F. Response to Intervention history.

## HOMEWORK (Policy #2330)

The School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

“Homework” shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

Homework is a learning activity to be completed by students. It is an integral part of the instructional process that has positive effects on achievement and character development while providing a vital link between the home and the school.

The Superintendent shall develop administrative guidelines for the assignment of homework according to these principles.

Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.

Homework should help students learn by providing practice in the mastery of skills experience in data gathering, and integration of knowledge, and an opportunity to extend or remediate learning.

Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgement.

The number, frequency, and degree of difficulty of homework assignments should be based on the age, ability, and needs of the student.

As a valid educational tool, timely feedback of homework assignments should be provided to the student. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

## HONOR ROLL

The honor roll is published at the conclusion of each quarter period. It is divided into two sections. Those students having a grade point average of 3.50 to 4.00 will be designated on the high honors portion; those with an average of 3.00 to 3.49 will be placed on the honors portion of the honor roll.

Grades are computed using the following point values:

A = 4	C = 2	F = 0
B = 3	D = 1	

The total points for all classes is then divided by the number of courses taken to arrive at the grade point. Physical Education, Band, Chorus, and Orchestra are counted as 1/2 credit because they meet every other day.

Example:	Math	C = 2
	Social Studies	B = 3
	Computer Science	A = 4
	Language Arts	A = 4
	Phy. Ed. (1/2)	B = 3 / 2 = 1.5
	Computers	<u>C = 2</u>
	Educational Technologies	16.5 total points divided by 5.5 credits = 3.00 GPA

## REPORT CARDS

Student progress will be reported to parents at the end of each quarter of the school year. Each student will receive a report card available for viewing and/or printing from Infinite Camps parent portal. Parents may request a paper copy of the report card to be mailed home. Teachers are responsible for keeping parents informed regarding the progress of their middle school students, especially in those instances where the student is in danger of failing course work. Grades should reflect how well the student has mastered the program as outlined on the "Individual Educational Plan."

### ACADEMIC PROGRESS:

Each student will receive two grades per course. The first grade will indicate the student's academic progress in the course. The grades "A, B, C, D, F, I, and E" are used. Letter grades will be used which meet the established standards. Each letter grade assumes attainment of the following standards:

<b>A=93 - 100</b>	The work is of superior quality. The student displays a mastery of the subject matter and has the ability to carry the assignments through to completion. The student shows superior achievement in subject mastery.
<b>B=85 - 92</b>	The work is above average and all of the required work is completed and handed in on time.
<b>C=76 - 84</b>	The work is of average quality and is usually handed in on time.
<b>D=70 - 75</b>	The work is below average but meets minimum standards.
<b>F=69 - below</b>	The work is below minimum standard. No course credit is granted for a final course grade of F.
<b>I=Incomplete</b>	The work is <u>incomplete</u> . The grade is given for reasons such as extended illness or other unavoidable circumstances. The teacher will set a date with the student to complete and turn in all missing work. At the end of this time period, the teacher will complete a "Grade Change Form" and issue the corrected grade that now applies. A copy of this form is sent to the parent and the corrected grade will appear on the next report card.
<b>E=Effort</b>	This special grading category is for students who need significant curriculum modifications. This grade is considered passing and carries full course credit.
<b>+ -</b>	Not calculated into GPA but given to indicate direction or progress. This notice is to be placed on the report card.

### EFFORT GRADE:

The second grade indicates the student's effort in his/her course. Student effort evaluation is based on the degree of performance in the following behavior and quality areas:

- Organization: Comes to class prepared with assignments, books, supplies, and specialty items (i.e. musical instrument, art supplies, physical education clothes, etc.); keeps materials organized
- Participation: Makes positive contributions (oral and written) in class
- Cooperation: Cooperates with teachers and peers; a positive influence in class
- Homework: Completes homework and meets deadlines.

### **CRITERIA FOR EFFORT GRADE:**

**(O) Outstanding-** Student always displays the behaviors or qualities necessary for successful achievement; student goes above and beyond expectations.

**(M) Meets Expectations-** Student usually displays the behaviors or qualities necessary for successful achievement; student meets expectations.

**(N) Needs Improvement-** Student inconsistently displays the behaviors or qualities necessary for successful achievement; student is capable of better performance and needs to improve.

**(X) Not Acceptable-** Student rarely, if ever displays the behaviors or qualities necessary for successful achievement; little or no effort seen.

### **STUDENT ATTITUDE:**

Student attitude is reflected in the comments that accompany the report card grade.

### **FINAL GRADE:**

The final grade for a yearlong course (such as language arts, math, science, social studies, world language, physical education, band, chorus, or orchestra) reflects progress that the student has made during the course for the school year. It is an average of all four quarters.

## **INFINITE CAMPUS PORTAL FOR PARENTS- ON-LINE GRADES & STUDENT INFORMATION**

The Mukwonago School District uses Infinite Campus for its on-line student information system. The Campus Portal allows parents/guardians and students to track a student's academic progress via the Internet. The Portal allows parents/guardians and students to view attendance, schedules, assignments, fees, lunch account information and grade information as well as providing the ability to contact students' teachers via email and the ability to update household information (phone #'s, email address, etc). Parents/guardians are able to view information for all of their children attending Mukwonago Schools.

**We encourage each parent/guardian to obtain an individual Portal account.** Detailed information on the Portal and instructions on how to obtain a Portal account can be found on the Mukwonago Area School District website at [www.masd.k12.wi.us](http://www.masd.k12.wi.us) under the header "Parents/Students", "Infinite Campus". New Park View Middle School students will be signed up for the Portal through their homerooms.

Parents/guardians and students DO NOT need to sign up for a new Portal account each year. Once a Portal account has been activated, the account will remain active until all of the children associated with a parent/guardian's account are no longer enrolled in the district or the student has withdrawn or graduated from high school. The username and password on the Portal account will not change unless the parent/guardian or student requests that a change be made.

The Portal is open during the school year for all registered users. The Portal closes near the end of June for the remainder of the summer and **will tentatively open in mid-September for the school year.** If you have any additional questions regarding the Campus Portal, please send an email to [helpdesk@masd.k12.wi.us](mailto:helpdesk@masd.k12.wi.us).

## **SPECIAL SERVICES**

In accordance with The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, Park View Middle School provides a continuum of services for children with an identified impairment that adversely affects their educational performance, and as a result need specially designed instruction and related services to access and progress in the general curriculum.

The goal of special education is to provide specially designed instruction and related services to students that give access to a free and appropriate public education. Specialized instruction addresses state standards and is adapted in content, methodology, and delivery of instruction to meet the needs of the student. An IEP Team, with parents as equal members, develops an Individualized Education Program for a student based upon the student's unique needs.

Parents are encouraged to contact their child's special education teacher, school psychologist or guidance counsellor for any additional information, concerns, or to request an IEP Team meeting. In addition questions regarding special education services can be directed to the school principal at (262) 363-6292 or Director of Pupil Services, Tim Lemke at (262) 363-6300.

## TESTING INFORMATION

**TESTING DATES:** WSAS testing will occur in the Spring. Park View students will also participate in two all-school writing assessments (one in fall and one in spring). Progress Monitoring testing in Reading and Math will occur in 7th and 8th grade three times during the school year. When a parent or guardian requests that the student be excused from participating in the Forward Exam, WAA-SwD or the DLM this request must be honored at grades 4, 8, and 10, per Wis. Stats. 118.30(2)(b)3. This request may come at anytime during the testing window. While not directly addressed by state statutes, districts may choose to honor parent requests to excuse their child from the Forward Exam WAA-SwD or the DLM testing at grades 3, 5, 6, and 7, at their discretion on an individual basis. All students excused by parent opt-out count as “not tested” students for determining school and district accountability. The parent opt-out excuses the student from participation in the entire Forward Exam, WAA-SwD or DLM. For more information, please see the Wisconsin DPI website <http://dpi.wi.gov/assessment/parent-info/faq>

# HONORS, CLUBS & ORGANIZATIONS

## PARK VIEW HONORS

Each spring, Park View holds an Honors Recognition Night in June for those students receiving academic awards. The Park View staff believes every student is capable of meeting the standards to become eligible for these academic awards.

### AWARDS PRESENTED AT PARK VIEW INCLUDE:

- **Principal's Award:** Each year the principal recognizes seventh and eighth grade students for being excellent, all-around students. The criteria listed below will be implemented effective with the 2011-2012 school year:
  1. The student will have earned a GPA of 3.500 or above in each grading period during the current school year.
  2. The student will have maintained their Mustang Pass without revocation during the current school year.
  3. The student will have been an active member of the PVMS Student Government program during the current school year. Having been elected/selected as an 8<sup>th</sup> grade officer or member of the 7<sup>th</sup> grade executive committee is not a requirement.
  4. In addition to being an active member of Student Government, the student will have participated in at least one other school-sponsored **extra-curricular** activity during the current school year.

The **first** year a student meets the above criteria they will receive a silver medal at the end-of-the-year Honors Recognition Program.

The **second** year a student meets the above criteria they will receive a gold medal at the end-of-the-year Honors Recognition Program.

- **High Honor Award:** This award is presented to any seventh grade student who maintains a cumulative grade point average of 3.500 – 4.000.
- **Honor Award:** This award is presented to any seventh grade student who maintains a cumulative grade point average of 3.000 – 3.499.
- **4.000 Medal:** This medal is presented to any seventh or eighth grade student who maintains a 4.000 cumulative grade point average.
- **Two Year High Honor Award:** This award is presented to any eighth grade student who maintains a cumulative grade point average of 3.500 – 4.000 **during their entire 7<sup>th</sup> grade year and through the fifth grading period of their 8<sup>th</sup> grade year.**
- **Two Year Honor Award:** This award is presented to any eighth grade student who maintains a cumulative grade point average of 3.000 – 3.499 **during their entire 7<sup>th</sup> grade year and through the fifth grading period of their 8<sup>th</sup> grade year.**



- **Student-Athlete Award:** The award is specific to 8<sup>th</sup> grade students. The student will have earned a cumulative GPA of 3.000 or above through eleven grading periods (7<sup>th</sup> Grade: GP1 – GP6 and 8<sup>th</sup> Grade: GP1 – GP5). The student will have participated in two or more school-sponsored sports during both years at PVMS. The student will have had no out-of-school suspensions during either of their middle school years.
- **Kiwanis Student-of-the-Year Award:** Each 8<sup>th</sup> grade house selects two nominees for this award presented by the Mukwonago Kiwanis Club.
- **Alpha Omega Award:** This faculty award is given by each teacher to one "all around student" for the school year.

## SCHOOL SPONSORED ACTIVITIES AND ATHLETICS

### Athletics

#### Fall Sports

Girls' Basketball  
Girls' Cross Country  
Boys' Cross Country  
Pom & Dance  
Gymnastics

#### Winter Sports

Boys' Basketball  
Wrestling  
Girls' Volleyball

#### Spring Sports

Girls' Track  
Boys' Track

### Activities

Art Honors	S.A.V.E. Club
Battle of the Books	Science Club
Best Buddies	Ski Club (Dec. – Feb.)
Bowling Club	Student Government
DECA	The Hitching Post (newspaper)
Drama Club	Trap Shooting
FCA + A	VEX Robotics
Fuel Up to Play 60	Park View VOICES
Garden Club	WEB Leaders (8 <sup>th</sup> grade)
Jazz Band	Yearbook
Mustang TV	

\*More specific information can be found on the school website under the ATHLETICS/ACTIVITIES tab

## ATHLETIC FEES

### **RULES FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS**

1. A student may not participate in interscholastic athletics until he/she has an **Athletic Participation Card** on file with the building athletic director attesting to a) parental permission, and b) physical fitness as determined by a licensed physician.
2. A student shall be ineligible for interscholastic athletics throughout the duration of any office disciplinary probation or suspension.
3. Park View Middle School students must maintain a 1.80 grade point average or better and be passing at least 80% of their classes, based on each quarter grading period to be able to participate in interscholastic athletics.
  - a) Seventh graders enrolled in school will be eligible the first nine (9) weeks. Thereafter the regular eligibility rules will apply.
  - b) Eighth grade students will have eligibility based on their final seventh grade nine (9) week's grade.
  - c) Students that do not have a 1.80 grade point or better, or are not passing 80% of their classes will be ineligible for 20% of their Athletic season. At that time they must present documentation of their improved current grades in all classes to the building athletic director before eligibility is restored.
  - d) Athletes that average less than a 1.80 grade point average may retain their eligibility if they are performing at or near their anticipated grade equivalent.
4. Students pay a \$75.00 sports fee for each sport they participate in at Park View (\$300 maximum per family/year at Park View and \$400 per family/year with children at both Park View and MHS)

### **RULES FOR ATTENDANCE AT PARK VIEW ATHLETIC EVENTS**

1. Students **must** have a current Mustang Pass with them to attend.
2. A student may not leave the building and return for the event.
3. Students absent during the school day may not attend an event.

4. Any student on office probation, suspension may not attend an event.
5. Students are to remain in the stands except between halves, matches, or games.
6. All school rules are in effect during after school, evening and weekend events in addition to rules that are specifically
7. posted for evening or weekend events.
8. Any infraction of these rules can result in not being able to attend Park View athletic events.

### **RULES FOR ATTENDANCE AT MUKWONAGO HIGH SCHOOL ATHLETIC EVENTS**

Park View students **must** have an adult accompany them to any/all high school activities or events.

### **STUDENT GOVERNMENT**

Student Government is the voice of the students in the overall operation of the school. All students are members and can choose to be involved. Student Government is as active and as meaningful as the students make it. Student Government meets regularly during lunch and their meetings are open to all students. Get involved in your school. Support and take part in **your** Student Government.

The **PURPOSES** of the Student Government are to:

1. promote and develop leadership skills in all students.
2. encourage school spirit and involvement in school activities.
3. provide students with an active voice in decision making.
4. participate in a variety of community service projects.

# **PARK VIEW MIDDLE SCHOOL CONTACT INFORMATION**

**SCHOOL PHONE - (262) 363-6292  
(7:00 A.M. - 3:30 P.M.)**

**ATTENDANCE press 1 (24 Hour Line)  
HEALTH SERVICES press 3  
GUIDANCE DEPARTMENT press 4  
MAIN OFFICE press 0**

Please dial the main phone number for Park View (above) unless otherwise noted.  
Choose one of the following options from the auto attendant:  
If you know your party's five digit extension, you can dial it any time  
(Please see the list in the student registration packet  
or on the Park View Website: [www.masd.k12.wi.us](http://www.masd.k12.wi.us) ).

**211 First Call for Help Hotline for Parents  
211/First call for Help for free confidential, anonymous assistance 24/7  
Dial 2-1-1- or 262-547-3388**

**414-773-0211 or 1-866-211-3380 (toll free)  
Web site [www.impactinc.org](http://www.impactinc.org)**

## **Home-School Communication**

Home / School communication is very important to student success. Parents can bring concerns/complaints to the attention of teachers, administration and or the school board. Information on how to resolve concerns and or file complaints is available on the district website [www.masd.k12.wi.us](http://www.masd.k12.wi.us) under the following links:

**Parents / Students> Annual Notices**  
<http://www.masd.k12.wi.us/parents-students/masd-annualnotices.cfm>

**Parents / Students> Parent Workshops and Resources**  
<http://www.masd.k12.wi.us/parents-students/masd-parentworkshops.cfm>  
[http://www.masd.k12.wi.us/cms\\_files/resources/Advocacy%20Resources%20for%20Parents.pdf](http://www.masd.k12.wi.us/cms_files/resources/Advocacy%20Resources%20for%20Parents.pdf)  
[http://www.masd.k12.wi.us/cms\\_files/resources/ocr-familyrights-revised11-3-11.pdf](http://www.masd.k12.wi.us/cms_files/resources/ocr-familyrights-revised11-3-11.pdf)

**DISTRICT>School Board >Board Policies**  
<http://www.masd.k12.wi.us/district/masd-boardpolicies.cfm>

**Community Resources**  
Association for the Rights of Handicapped Citizens ARCh  
<http://www.waukeshaarch.org>  
(262-542-5280)

For assistance or further information on how to address concerns, contact the school Principal or the Pupil Services Director (262-363-6300 x4). If you do not have access to a computer, you may request copies of documents by contacting the school office or Pupil Services Director.

## **MUKWONAGO AREA SCHOOL DISTRICT NON-DISCRIMINATION STATEMENT**

It is the policy of the Mukwonago Area School District, pursuant to Section 118.13, WI Statutes., and PI9 that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, religion, physical, mental, emotional or learning disability or handicap in its educational programs or activities. The district further complies with federal laws that also prohibit discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (disability), and by the Age Discrimination Act of 1975 (age).

The Mukwonago Area School District also prohibits discrimination in employment on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, political affiliation or belief, arrest, or conviction record, or membership in the national guard, state defense force, or any reserve component of the military forces of the United States.

Questions regarding compliance should be addressed to:

Tim Lemke - Equal Opportunity Officer  
385 E. Veterans Way  
Mukwonago, WI 53149  
Tel. No. (262) 363-6300 ext. 24200



Andy Trudell - Title IX  
605 W. Veterans Way  
Mukwonago, WI 53149  
Tel. No. (262) 363-6200 ext. 25581

(Revised 7-17-07, 6-30-09, 7/14/09 by M. Towle)  
(Reviewed 5-17-04, 7-13-05)