

PLATTEVILLE MIDDLE SCHOOL HANDBOOK



2017 - 2018

**PLATTEVILLE MIDDLE SCHOOL
STUDENT HANDBOOK**

MISSION STATEMENT

The Platteville Middle School staff and faculty believe that:

1. The middle school is an educational response to the needs and characteristics of youngsters during early adolescence and deals with the full range of intellectual and developmental needs.
2. Young people going through the rapid growth and extensive maturation that occurs in early adolescence need an educational program that is distinctively different from either the elementary or the secondary model.
3. This is one of the most important age levels because the determining factors of one's behavior as an adult (self-concept, learning interests, skills, and values) are largely formed in this period of life.
4. The academic needs of middle school students are affected greatly by their physical, social, and emotional needs, which also must be addressed directly in the school program.
5. In order to promote these beliefs we need:
 - Educators knowledgeable about and committed to young adolescents
 - A balanced curriculum based on student developmental needs
 - Comprehensive advising and counseling
 - Evaluation procedures in keeping with the nature of young adolescents
 - Cooperative planning
 - Positive school climate

The Platteville Middle School staff is committed to the idea that it is critical to incorporate these beliefs into our every day relationships with students because at Platteville Middle School "**The Kids Come First.**"

Platteville School District Non-Discrimination Statement

The Platteville School District is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. The Platteville School District does not tolerate discrimination in employment or in its educational programs and activities.

It is the rule of the Platteville School District 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 or employment because of the person's religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap or other bases prohibited under state or federal law. This rule also prohibits 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), and Section 504 of the Rehabilitation Act of 1973.

The Platteville School District does not tolerate acts of discrimination or harassment. These activities are offensive and inappropriate in the school environment. This is a serious issue not just for the district, but also for each individual. The district specifically prohibits discriminatory or harassing conduct, condoning such conduct by allowing it to go on, and prejudging harassment or discrimination complaints. District staff members may be held individually liable for harassment or for allowing students to harass each other, and may be subject to the penalties imposed upon employers under state or federal law. The district's rule prohibiting harassment applies to all students, staff members and volunteers whether at school, at school sponsored co-curricular, extracurricular or social functions, or otherwise. In particular, staff members should understand that they are "on duty" whenever they are with students, even if they are not at school or not at a school sponsored event.

Any district staff member who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is subject to immediate discipline, up to and including discharge. Any student who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is also subject to immediate discipline, up to and including suspension and expulsion from the district. Any volunteer who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, may be prohibited from volunteering for the district in any capacity.

If a student, parent, employee, or volunteer believes that he or she has been harassed or discriminated against or are aware of violations of the district harassment and discrimination policy, they should report the violations as soon as possible to the building principal or the Director of Student Achievement:

Brad Brogley, Director of Student Achievement
Platteville School District
780 N. Second St.
Platteville, WI 53818
(608) 342-4000, brogley@platteville.k12.wi.us

If the complaint involves the Director of Student Achievement, it should be reported to the Superintendent:

Connie Valenza, Superintendent
Platteville School District
780 N. Second St.
Platteville, WI 53818
(608) 342-4000, valenza@platteville.k12.wi.us

The district will investigate harassment and discrimination complaints promptly, thoroughly, and impartially. Complaint forms are available in all guidance counselors' offices, the main office of each school, and in the district office.

**PLATTEVILLE MIDDLE SCHOOL
TIME SCHEDULE**

5th & 6th Grade - Time Schedule

Period	5 th Grade	6 th Grade
1	Block 1 8:10 – 9:30	Specials 8:10 – 9:00
2	Pride Time 9:30 – 10:00	Specials 9:00 – 9:50
3	Specials 10:00 – 10:50	Block 1 9:50 – 11:10
4	Specials 10:50 – 11:40	Pride Time 11:10 – 11:45
5	HR 11:40-12:00 Lunch 12:00-12:30 Recess 12:30-12:40	Lunch 11:45-12:10 Recess 12:10-12:20 HR 12:20 -12:40
6	Block 2 12:40 – 2:00	Block 2 12:40 – 2:00
7	Block 3 2:00 – 3:20	Block 3 2:00 – 3:20

Arrival at school: To provide for proper student safety and supervision, the Middle School opens at 8:00 a.m. Our policy requests that students not arrive at school prior to that time and that they remain outside until the 8:00 a.m. bell if they do get to school early. (Students having before-school music and athletic practices may attend those.)

However, at times it may be necessary for parents to have their children arrive at school before 8:00 a.m. or the student may want to eat breakfast. In this case, students may go to the commons for breakfast or the following grade level locations:
 Playground – 5th & 6th Grade
 Gym – 7th & 8th Grade
 IMC – All grade levels, but reserved for quiet work time.

Students should not be in the entryways, hallways, at lockers, or in rooms prior to 8:00 a.m. unless they have made previous arrangements with the office or a teacher. Students who abuse these guidelines will be required to remain outside the building until 8:00 a.m. Students must be out of the building and leaving school grounds by 3:30 p.m. unless involved in a supervised activity.

Please contact the school if you have questions regarding arrival time and thank you for your help in maintaining a safe, supervised school environment.

7th & 8th Grade - Time Schedule

Period 1	8:10 – 9:00
Period 2	9:00 – 9:50
Period 3	9:50 – 10:40
Period 4	10:40 – 11:10 7 th /8 th Pride Time (Rtl)
Period 5	11:10 – 12:00
<u>8th Grade:</u>	<u>7th Grade:</u>
Lunch 11:10 – 11:35	HR 11:10 – 11:25
Recess 11:35 – 11:45	Lunch 11:25 – 11:50
HR 11:45 – 12:00	Recess 11:50 – 12:00
Period 6	12:00 – 12:50
Period 7	12:50 – 1:40
Period 8	1:40 – 2:30
Period 9	2:30 – 3:20

GOALS

Goals are not easily attained. To reach them requires work and sacrifice. At Platteville Middle School, five goals for which our students should strive are: **1.** Good Citizenship; **2.** Outstanding Effort; **3.** Regular Attendance; **4.** Academic Excellence; **5.** Physical Fitness.

School involves hard work. It also offers a great deal of fun and reward. Students get back from school what they put into it. School provides our students with opportunities for participation and exploration. Students provide effort and commitment.

SCHOOL CITIZENSHIP

At Platteville Middle School, all students are expected to demonstrate good citizenship. It is our goal to help students develop self-discipline and a strong sense of responsibility. In any large group setting, some general guidelines are necessary. Specifically, students must meet these obligations:

1. Attend all classes to which they are assigned.
2. Follow school and classroom rules at all times.
3. Help maintain all school equipment and property by refraining from destructive actions.
4. Respect the authority of teachers and school staff. Acts of disrespect, insubordination, or abusive language toward teachers, staff members or other students will not be tolerated and may result in disciplinary action.
5. Dress and grooming, like manners, reflect one's attitude toward self and others.
Students should dress appropriately for their role as students.

BE HILLMEN

Platteville Middle School is a PBIS (Positive Behavior Intervention and Supports) school. PBIS is a proactive approach for creating and maintaining safe and effective learning environments in schools. It is a process where students are taught what is expected of them. Then, the expectations are modeled and practiced, and success is acknowledged.

Our PBIS Mission:

The mission for the Platteville Middle School is to “make a difference” in the lives of our students. Our focus on making that difference will be demonstrated each day in our classrooms and lived out by our faculty and staff as positive and healthy role models for our students.

The academic and behavioral needs of middle school students are affected greatly by their physical, social, and emotional needs, which also must be addressed directly in the school program.

As a result of implementing PBIS at Platteville Middle School we plan to:

- Establish a consistent universal system for modeling and teaching appropriate and responsible behaviors
- Create a positive culture in our school, family, and community
- Reduce Office Discipline Offenses
- Hold students and staff accountable
- Create consistent response to behavioral needs
- Use data to guide decision making toward positive change

STUDENT EQUAL EDUCATIONAL OPPORTUNITY

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be unlawfully abridged or impaired because of a student's religion, sex, race, color, national origin, age, ancestry, creed, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States Military or state military forces, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap or other basis prohibited under state or federal law.

Accordingly, the Platteville School District specifically prohibits discriminatory or harassing conduct, condoning such conduct by allowing it to go on, and prejudging harassment or discrimination complaint. The Platteville School District will take immediate action to stop, remedy, and prevent recurrence of discrimination and discriminatory harassment and bullying.

Definitions

Discrimination: For purposes of this policy, “discrimination” means any action, policy, rule or practice, including bias, stereotyping and pupil harassment, that is detrimental to a person or group of persons and differentiates or distinguishes among persons, or that limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on religion, sex, race, color, national origin, age, ancestry, creed, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States Military or state military forces, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap or other basis prohibited under state or federal law.

Discriminatory Harassment/Bullying: For purposes of this policy, “harassment” means behavior towards students or staff members based, in whole or in part, on religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap or other bases prohibited under state or federal law, or any other characteristic identified above, that substantially interferes with a student’s school performance or a staff member’s work performance or creates an intimidating, hostile or offensive school and/or work environment.

Examples of Discrimination and Discriminatory Harassment/Bullying

Discrimination and harassment can arise from a broad range of physical or verbal behavior, which can include, but is not limited to, the following:

- a. The denial of admission to any public school;
- b. The denial of participation in, access to, or the benefits of any curricular, extracurricular, student services, recreational or other program or activity;
- c. The discriminatory and inequitable provision of resources among comparable curricular or extracurricular programs;
- d. Physical or mental abuse;
- e. Racial, ethnic or religious insults or slurs;
- f. Unwelcome sexual advances or touching;
- g. Sexual comments, jokes, stories or innuendos;
- h. Display of sexually explicit or otherwise offensive posters, calendars or materials;
- i. Making sexual gestures with hands or body movements;
- j. Intentionally standing close or brushing up against a student or employee;
- k. Inappropriately staring at a student or employee or touching his or her clothing, hair or body;
- l. Asking personal questions about a student or employee’s sexual life.

Discrimination and Discriminatory Harassment/Bullying Prohibited

The district's rule prohibiting discriminatory harassment/bullying applies to all students, staff members and volunteers whether at school, at school sponsored co-curricular, extracurricular or social functions, or otherwise.

- A. Any district staff member who engages in discrimination or discriminatory harassment/bullying, or retaliates against another person because of a discrimination or discriminatory harassment/bullying, report or participation in an investigation, is subject to immediate discipline, up to and including discharge.
- B. Any student who engages in discrimination or discriminatory harassment/bullying harassment, or retaliates against another person because of a discrimination or discriminatory harassment/bullying report or participation in an investigation, is also subject to immediate discipline, up to and including suspension and expulsion from the district.
- C. Any volunteer who engages in discrimination or discriminatory harassment/bullying, or retaliates against another person because of a discrimination or discriminatory harassment/bullying report or participation in an investigation, may be prohibited from volunteering for the district in any capacity.

Bullying is an issue that we are very concerned about at the Platteville Middle School and we have school wide rules against bullying. We want all students to be respectful of each other at all times. Bullying is deliberate, intentional or repeated behavior, using words or actions, intended to cause fear, intimidation, or harm.

1. We will not bully others.
2. We will try to help students who are being bullied.
3. We will make it a point to include students who are easily left out.
4. When we know someone is being bullied, we will tell an adult at school and at home.

ATTENDANCE

The Platteville Middle School educational program is based on the premise that regular school attendance is vital to a student's success in school. Parents play an important role in developing attitudes about school attendance and are encouraged to work cooperatively with school staff to positively influence pupil attendance. Regular school attendance is important because it contributes to the characteristics of responsible citizenship.

The following are reasons for excused absences:

1. Illness - The school may require the parent or guardian to obtain a written statement from a physician as proof of the student's condition.
2. Serious illness in the immediate family.
3. A death in the immediate family or funeral for close relatives.
4. Medical, dental, or other valid professional appointments.
Parents are requested to make such appointments during non-school hours.
5. Religious holidays.
6. Mandated court appearance or other legal procedures.
7. Family trips with prior school notification and approval.
8. A quarantine as imposed by a public health officer.
9. Special circumstances that show good cause which the school principal approves in advance.

Steps to follow when absent from school:

1. Parent/guardian must call the school by 8:30 a.m. on the day of the absence giving student's name and stating the reason for the absence. The Middle School Attendance number is 342-4015.
2. Upon returning to school, students must bring a written note signed by a parent/guardian stating the date(s) and the reason for the absence. If the absence has been 3 or more days, a doctor's excuse is required.
3. **Upon returning, it is the student's responsibility to check with teachers to complete missing assignments.**

A student whose absence does not fall under the reasons or guidelines listed above shall be considered **unexcused** and may or may not be permitted to make up missed assignments, as well as be subject to additional disciplinary actions. Unexcused absences are subject to state, county, and city truancy ordinances.

TARDINESS

A LITTLE LATE IS STILL LATE! Tardiness may result in lunchtime detention. Repeated or frequent tardiness may be referred for truancy.

TO SCHOOL: If you arrive at school after 8:10 a.m., you must report to the office to obtain an 'admit to class' slip.

TO CLASS: If you are tardy to a class you must obtain a pass from the teacher who kept you late to get you into your next class. **DO NOT COME TO THE OFFICE** for a pass.

LEAVING SCHOOL EARLY

Students requesting permission to leave school early must present in the office a written note from their parent/guardian stating the time and the reason for the early dismissal. Students will be given a Permit to Leave Building slip to show the classroom teacher for dismissal at the appropriate time. Students should check in and out at the school office when they leave and return to school.

ILLNESS

A student who becomes ill during the school day must report to the office before missing a class or study period. Students should not use cell phones to call parents without first reporting to the office. The office will contact the school nurse, make arrangements to send the student home, or make other arrangements in the case of minor illnesses.

PLATTEVILLE SCHOOL DISTRICT STUDENT CODE OF CONDUCT

If a student or parent has questions or concerns related to student discipline and the application of the Platteville School District Code of Conduct, they may contact the Director of Student Achievement who serves in the capacity of **District Discipline Supervisor**.

Brad Brogley, Director of Student Achievement
Platteville School District
780 N. Second St.
Platteville, WI 53818
(608) 342-4000, brogley@platteville.k12.wi.us

The School District of Platteville shall not discriminate in standards and rules of behavior or disciplinary actions, including suspensions and expulsions, on the basis sex, race, religion, color, national origin, ancestry, creed,

pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap as required by s. 118.13, Wis. Statutes.

Accordingly, the Platteville School District prohibits all forms of unlawful discrimination against students, regardless of the legally protected classification or characteristic that serves as the basis for any prohibited discriminatory conduct, policy, or practice.

STUDENT BEHAVIOR EXPECTATION

Students have the right to instruction and related activities in an atmosphere where students can learn and teachers can teach without fear of physical threat of harm or verbal abuse.

Students are responsible for abiding by all district, building, and classroom expectations established by school officials. In addition, students are expected to practice common rules of courtesy and respect that are necessary in-group settings to avoid disruption to school activities and to protect school property and the health, safety, and welfare of students and staff.

Students are responsible for expressing their thoughts and feelings in a manner that does not offend, slander, or ridicule others and to refrain from conduct that does not respect the rights, dignity, and safety of all individuals.

The Platteville Middle School expects students to conduct themselves responsibly. Inappropriate behavior shall not be permitted in school or at school sponsored activities. Students exhibiting behavior that is disrespectful, rude, causes or may cause harm to self or others, or is detrimental to the learning environment of the school, will be subject to appropriate disciplinary action.

General Guidelines:

CLASSROOM

1. Show respect for self and others.
2. Be on time for class, prepared to work.
3. Be courteous and considerate of others.
4. Follow directions the first time they are given.
5. Be quiet in the hallways.

LUNCHROOM

1. Be orderly in the serving line.
2. Be courteous and respectful to food service personnel.
3. Leave the table and floor around you clean for others.
4. Return your tray after you have finished eating.
5. Cooperate with the student and staff supervisors.
6. All food must be eaten in the lunchroom. NO food/drink is allowed out of the lunchroom or on the playground.

PLAYGROUND

1. Stay away from areas where cars are parked.
2. Stay out of the street and out of neighbors' yards at all times.
3. No bikes, skateboards, roller blades, skates, or scooters.
4. Kicking of playground balls should take place only on the grass area.
5. Students should refrain from tackling or similarly dangerous activities.
6. Students must remain in sight of the supervisor.
7. Follow guidelines as established by the playground supervisors.
8. No throwing or kicking of snow.

INSTRUCTIONAL MATERIALS CENTER (IMC)

1. Work as quietly as possible to avoid disturbing others.
2. No more than four people at a table.
3. Remember due dates and return materials on time.
4. Reference books may be checked out after 3:00 p.m. and returned by 8:10 a.m. the next day.
5. Students may check out up to three items at a time.
6. Students must have a pass and have it signed by IMC staff before leaving.
7. Follow district and IMC guidelines for Computer Use.

MANDATORY EXPULSION POLICY

The school board shall expel a pupil from school whenever it finds the pupil was in possession of a dangerous weapon, facsimile firearm (look-a-like), alcoholic beverage or illicit drug at school or at school functions.

The mandatory expulsion provision is meant to ensure that students and their parents take seriously district policy that prohibits the possession of dangerous weapons, facsimile firearms, alcoholic beverages, and illicit drugs at school and at school functions.

If you have any questions or concerns about this policy, please contact a school principal or the superintendent of schools.

POSSESSION OR USE OF TOBACCO PRODUCTS

The possession, use, sale, or furnishing of tobacco products, tobacco related devices, or electronic cigarettes anywhere on school premises or at school events is prohibited and subject to disciplinary and law enforcement action.

COUNSELING AND SUPPORTIVE SERVICES

The Platteville Middle School counselors are available to all students. Often, problems concerning both school and one's personal life appear overwhelming. Conferring with a competent, supportive person can often help these problems. Working closely with teachers, principals, parents, and other community agencies, the counselors encourage each student's academic and personal growth. The counselor may be reached by calling the middle school office at 342-4010.

GREY DAY - RED DAY

We classify our days as "**Grey Day**" or "**Red Day**" in our scheduling sequence. Grey Days will always be on Mondays and Wednesdays. Red Days will always be Tuesdays and Thursdays. The Friday of the week will either be a Grey or Red Day depending on what is needed to complete the week or the equal number of meeting times through out the year.

DISRUPTIVE MATERIALS

Students should not bring potentially disruptive materials to school. This includes, but is not limited to, items such as squirt guns, water balloons, noisemakers, disruptive clothing, laser pointers, pornography, smoke bombs, fireworks, and other flammable or combustible materials.

In addition, electronic items, such as games, DVD players, MP3 players, and iPods should not be brought to school. It is impossible to safely secure these items in lockers and they can be disruptive to the educational process. Cell phones that are brought to school are to be turned off and not used during the school day. Students may use electronic items (such as: cell phones, iPods, MP3 players, etc) before 8:10 AM and after 3:20 PM. These items will be confiscated if on or used during the school day. Card games should not be brought to school.

Students should use good judgment when bringing candy or gum to school. Individual teachers may use their own discretion in how they want to handle these items in their classrooms. **Candy and gum are not allowed in the hallways, resource areas, IMC, or computer labs. Also, students are not allowed to have opened containers of juice or soda in hallways or lockers.**

Students should not engage in bringing/selling of personal items at school. Students who wish to sell items as part of fund raising for out-of-school groups (Scouts, 4-H, etc.) must get prior approval from the office. The school cannot accept responsibility for missing product or money.

STUDENT DRESS

Students are expected to dress appropriately for school. The limits that are imposed relate to health, safety, cleanliness, distraction, or indecency. Students should be aware of certain requirements concerning their appearance. Clothing which could be reasonably expected to disrupt the school environment or distract from the educational process is prohibited. Prohibited clothing includes clothing with any of the following characteristics:

- Immodest or suggestive
- Promotes or advertise illicit drugs or alcohol
- Promotes or advertises tobacco products
- Promotes actions which are illegal or in violation of school policies
- Intends to harass, threaten, intimidate or demean an individual or group of individuals
- Displays obscene, lewd, or vulgar references
- Displays gang-related colors, symbols, or style
- Creates a safety concern
- Headwear is not allowed during school hours
- Pants or tops which expose the midriff
- Excessively baggy pants which expose the underwear or where underwear should be
- Clothing with excessive holes, cuts, tears, or otherwise revealing
- Tops which are low-cut, revealing or strapless; bra straps or where bra straps should be must be covered
- Short-shorts, short-skorts or mini-skirts; shorts must have at least a 2 inch inseam
- Coats and jackets should not be worn at all times
- Sunglasses should not be worn in school.
- Shoes must be worn in the building.
- Backpacks should be kept in lockers

Students who are dressed inappropriately will be asked to change and parents may be asked to bring proper clothing to school for their child.

EMERGENCY PROCEDURES

During emergency situations, such as a fire/tornado drill, students are expected to:

1. Be aware of building procedures.
2. Follow all teacher directions.

3. Walk quickly and quietly to the assigned area.
4. Keep hands and feet to themselves.

STUDENT FEE SCHEDULE

Registration Fee (5-8) \$25.00

Activity Participation Fee (each activity) \$10.00
(Plays, Intramurals, etc.)

Participation Fee Refunds: When a student withdraws before the end of the activity, fees will be refunded according to the following schedule:

- 100% refund within the first 2 weeks
- 50% refund within the 3rd or 4th week
- No refund after the 4th week

Unpaid fees or fines are carried over from year to year. Debts that have not been paid by the end of 8th grade shall carry over to the High School.

INCLEMENT WEATHER

In the event that weather conditions necessitate the cancellation of school, an announcement will be aired over several area radio and Madison television stations.

WPVL - FM 107.1 (Platteville)
- AM 1590
KGRR - FM 97.3 (Dubuque)
KAT - FM 92.9 (Dubuque)
KLYV - FM 105 (Dubuque)
WGLR - FM 97.7 (Lancaster)
- AM 1280
KDTH - AM 1370 (Dubuque)
KIYK - FM (Platteville)

WMTV 15
WISC TV 3
WKOW TV 27

SEARCHES

According to School District policy, students, their possessions, and school property may be searched if there is reasonable suspicion to believe the search is necessary to maintain school safety, discipline, and/or order. Searches may include police officers and/or canine units as appropriate.

Student refusal to consent to a search will be considered an act of insubordination and may constitute grounds for further consequences.

LOCKERS/DESKS/PROPERTY

A student locker is provided solely for the storage of outer garments and school materials. Lockers and desks remain the property of the school and may be inspected by school officials any time there is reasonable suspicion to believe that any locker/desk might contain stolen items, weapons, drugs, or other dangerous or disruptive material. Random locker searches may be conducted at the school's discretion. Students have no right to assume privacy in their lockers/desks.

Do not leave valuable personal articles in your locker! The school will not be responsible for items stolen or missing from lockers. Locks are optional, however if you put a lock on your locker, the combination or an extra key must be turned in to the office.

School property, including books and equipment, are provided for the convenience of students and vandalism to school or other students' personal property will not be tolerated. Students will be required to reimburse the school district for damage to school property, or for the loss or theft of such property.

LOST AND FOUND

Students need to be very careful with their personal belongings and articles of value. Do not leave valuable articles in your locker! Take them to the office for safekeeping.

When articles are found, they should be turned in to the office where the owner may reclaim them by proper identification. The Platteville Middle School assumes no responsibility for lost, stolen, or damaged property.

MEDICATION

School personnel will not administer any type of medication, including aspirin or cough drops, without a signed parental consent form on file. These forms are available in the office. All medication must be stored in the office in the original container.

Any prescription medication given at school must have a written doctor's order on file in the school office in addition to the parental consent. The form for this is obtained at the doctor's office. Please request that the doctor fill out his/her portion of the form when the medication is prescribed. The lower portion of the form should be completed by the parent/guardian, and the entire form brought to the school office with the medication.

COMPUTER USE

Students have access to the network, software, and computer equipment in accordance with the guidelines of the computer use contract. Acceptable computer use must be in support of education and research and consistent with the objectives of the School District of Platteville. Consequences for inappropriate use include revocation of computer privileges.

ELECTRONIC SURVEILLANCE

Video camera surveillance will be used for the purpose of maintaining a safe and orderly school environment, for identifying misconduct, for minimizing theft and vandalism and for enforcing school policies and rules.

PHYSICAL EDUCATION

Fifth grade physical education is very similar to the elementary program. It meets every other day and does not require a change of clothing. Students should wear gym shoes.

6-8 grade students are required to have an outfit specifically worn for P.E. class. Students must provide gym shoes (can be the same shoes worn to school) and an appropriate shirt and shorts. These students will also have a Physical Education lockers assigned and school locks can be purchased by students at a cost of \$4.00 for a new lock or \$1.00 for a used one. The same lock may be used each year in the Platteville system.

GRADING FOR LEARNING & LEARNER QUALITIES

Students receive report cards at the end of each quarter (4 times) during the school year. Students receive grades, which reflect progress toward district standards and benchmarks and reflect assessment of test scores/skill mastery.

Grading for Learning is represented on a scale as follows and refers to the student's understanding on standards:

4	Distinguished Command
3	Strong Command (Proficient)
2	Moderate Command (Developing)
1	Partial Command (Beginning)
NA	Not Assessed

Learner Qualities refer to the student's behavior/work habits and daily work/participation. These Learner Qualities are represented on a scale as follows:

C	Consistently
S	Sometimes/Progressing
N	Needs Attention
NA	Not Assessed

Information regarding student progress is also available on-line via the Family Access webpage. For information concerning access to this site, please contact the Middle School Office.

Parent/Teacher conferences are held two times throughout the school year. Check the school calendar for specific dates.

Parents/Guardians who would like further information regarding their child's progress are encouraged to contact the teacher of that particular subject.

RELEASE OF STUDENTS AND RECORDS

Students being released from school are released to their parents/guardians or are released by parent permission.

In the case of parents who are separated or divorced, the school will send progress materials and other school-related information to the custodial parent. However, both custodial and non-custodial parents may discuss student progress with the educational staff, review student records, and receive copies of progress reports.

If the court has issued orders that restrict the non-custodial parent from requesting grade reports, visiting the child or the child's teachers, or picking up the child at school, a copy of this report needs to be furnished to the principal by the custodial parent.

Students are released from school ONLY on permission of a custodial parent unless a note indicating the rights of a non-custodial parent is on file.

SCHEDULE CHANGES

Student schedule changes are granted only during the first two weeks of classes each semester, and then only for very specific reasons. To initiate a schedule change, students must obtain an Add/Drop form from the School Counselor.

MIDDLE SCHOOL STUDENT COUNCIL

The Student Council plays an important role in the middle school. It meets on a regular basis and is involved in planning and supervising many activities throughout the year, both in school and in the community.

Elections or student-filed applications determine homeroom and/or at-large representatives from each grade level. Student Council members learn about parliamentary procedures and service, as well as addressing school issues and concerns.

It is an honor and a privilege to be a member of the Student Council. Behavior or disciplinary referrals may result in a suspension or removal from the Student Council.

TELEPHONES

During normal school hours students who need to use a telephone should report to the office and secure permission from office personnel. A free student-use phone is located across from the office and should be used after 3:20 PM. **Students should not use cell phones during the school day, except by permission and use in the office.**

SCHOOL VISITORS

Parents, guests and visitors are welcome at the middle school, but must have permission through the principal's office before moving through the building. All areas of the school are handicap accessible. Handicap parking is also available. More specific information is available in the school office.

Students who wish to visit the middle school or Platteville Middle School students who wish to have a friend visit school with them need to seek permission in advance from the principal. Due to the importance of classroom instruction and value of small class sizes, most student visitations will be limited to the lunch period and homeroom time.

STUDENT TRANSPORTATION

The safe transportation of students to and from school is of primary concern; however, the right of a student to transportation is a QUALIFIED right, dependent upon the student's behavior.

Bicycles, roller blades, scooters and skateboards:

Students who bike or skate to school are expected to observe the following:

- A. Follow appropriate safety rules.
- B. Walk bikes, boards, or roller blades on school property.
- C. Lock bikes in appropriate bike racks. (The school assumes no responsibility for any losses that may occur.)
- D. Store skateboards, scooters, or roller blades in your locker or the office during the school day.

Bus riding:

The school bus ride is an extension of the school day; therefore, typical school rules, general rules of respect and courtesy, and the Transportation Handbook govern student expectations. All rules of conduct that apply on other school property also apply on the bus.

General guidelines:

1. Students are to ride their assigned bus at all times and enter and exit only at their assigned stop.
2. Students should be on time at the bus stop and should wait until the bus comes to a complete stop before attempting to enter.
3. Listen to directions from the driver. The driver has the authority to make and enforce rules for those for whom he/she is responsible.
4. Remain in your seat while the bus is moving and keep the aisle clear of obstructions.
5. No part of the body is to be extended from the bus at any time.
6. Damage to the bus or any of its equipment is the responsibility of the individual(s) or the parent/guardian.
7. Help keep the bus safe and clean.
8. Riders are to create no disturbance that may distract the driver's attention from his/her driving.
9. Students wishing to bring guests home on the bus need to bring a parent permission note to the driver in advance.
10. Be courteous and respectful to others at all times while traveling on the bus.

Parents/guardians will be notified when student misbehavior occurs on the bus. Severe or continued behavioral incidents may result in the suspension of a student's right to ride the bus for a specified period of time. See the district School Bus Transportation Handbook for additional information.

STUDENTS WHO NEED SPECIAL EDUCATION

State and federal laws require school districts to locate and identify all children with special needs who are not receiving special education.

The School District of Platteville provides a full continuum of special education to children with disabilities (CWD) with the following impairments: learning disability, emotional disturbance, speech/language impairment, cognitive disability, autism, visual impairment, hearing impairment, traumatic brain injury, orthopedic impairment, other health impairment, and significant developmental delay.

Related services or supportive services may be provided to assist children with disabilities to benefit from special education. These are: orientation and mobility, psychological services, social work services, occupational and physical therapy, speech/language therapy, counseling, recreation, audiological services, transportation, medical services for diagnosis and evaluation, educational interpreting, school health services, and rehabilitation counseling.

The School District of Platteville solicits and receives referrals on students and children with suspected impairments or disabilities from all persons who have a reasonable cause to believe that such a need or condition exists. Prior to making a referral, the person who submits the referral must inform the parents of their intent to submit the referral.

After a referral is made, parent consent for an evaluation is requested. A team is appointed to evaluate the child. The evaluation team includes the parent, at least one of the child's regular classroom teachers, a special education teacher, a representative of the district who is authorized to commit resources, an individual who can interpret the implications of evaluation results, other individuals who have special expertise or knowledge regarding the child, and whenever appropriate, the child. There is no charge for these evaluations and the results are kept confidential. If a child is found to be eligible for special education, an Individual Education Program (IEP) is developed. Parents are participants in the development of the plan and their consent is required to implement the IEP.

Persons who know of a child from the ages of birth through 21 years who may need special education may call Robin North at 342-4025.

CURRICULUM

There are two components of the curriculum: required classes and elective classes. Required classes (except P.E., which meets every other day) meet every day. Elective classes generally meet every other day for either a semester or for the entire year. The middle school curriculum is designed to teach students basic skills as well as to allow them an opportunity to explore new areas.

	Required Classes	Elective Classes
Grade 5	Reading Language Mathematics Science-Technology Social Studies Physical Education/Health Art Music	Strings
Grade 6	Reading Language Mathematics Science -Technology Social Studies Physical Education/Health Art Music	Strings Band Choir
Grade 7	Reading Language Mathematics Science Social Studies Physical Education Gateway to Technology 7	Band Choir Strings Art Spanish A Technology Education 7 Lifetime Fitness 7 Explo Spanish
Grade 8	Reading Language Mathematics or Algebra Science Social Studies Physical Education Gateway to Technology 8	Band Choir Strings Art Lifetime Fitness 8 Spanish B Explo Spanish

**Platteville Middle School Emergency Medical Treatment
Parent/Participant Acknowledgement Form**

PARTICIPANT:

I hereby acknowledge that I have read the Student Code of Conduct and Activities Code of Conduct if applicable and understand the rules and penalties for infraction of the rules as stated in the Codes. I hereby agree to abide by these rules and regulations.

Student Name	Grade	Date
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PARENTS:

*List health conditions:

*List Allergies:

*List current medications:

*Date of last tetanus shot: _____

Please list an emergency contact person/phone number that we can contact if needed:

Name: _____ Contact # _____

Health & Dental Services

I, the undersigned, do hereby authorize officials of Platteville School District to contact directly the persons named on the student information form, and do authorize the named physician or dentist to render such treatment as may be deemed necessary in an emergency for the health of said child. In the event physician or other persons named on this form cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgment, for the health of aforesaid child. I will not hold the school district financially responsible for the emergency care and/or transportation for said child. I understand that this form will be shared with all school personnel that need to know this information to protect the life and safety of said child. This authorization will be renewed annually.

Field Trips

I, the undersigned, grant permission for my child to attend field trips and class excursions that are sponsored by the school.

Student Handbook & Student Code of Conduct

I, the undersigned, have been made aware of the Student Handbook and the district Code of Student Conduct. I am aware that these documents contain rules, policies, and procedures that govern the operation of the School.

Student Activities Code

As parent or guardian of the above activities participant, I acknowledge that I have reviewed the Activities Code and understand the rules and regulations set forth for all participants. I give my son/daughter permission to participate under those conditions. I also give permission to the attending physician at a school event to give first aid and care to my child should he/she require such assistance or emergency first aid by the coach or advisor.

Parent/Guardian Signature	Date
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Parent Cell Phone # _____

Parent Home Phone # _____

Parent Work Phone # _____

This form must be signed and returned to the school office.