



**PARKVIEW JUNIOR/SENIOR HIGH SCHOOL  
STUDENT HANDBOOK  
2016-2017  
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### **Parkview School District Mission Statement**

The mission of the Parkview School District, in partnership with family and community, is to provide through quality instruction and progressive curriculum a secure and challenging environment which will motivate all students to achieve their greatest potential and graduate individuals equipped to be responsible, productive citizens in our changing world.

### **Expectations for Students in the 2016-2017 School Year**

#### **Parkview Jr/Sr High Classroom Expectations**

- Be in your assigned seat/area ready to work before the tardy bell rings.**
- Have all needed materials for class every day.**
- Respect everyone's personal space and property at all times.**
- Use mutual respect in words and actions at all times.**
- Follow directions of all working adults in the school.**

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## NON-DISCRIMINATION AND HARASSMENT

The Parkview School District is committed to a policy of nondiscrimination in relation to race, religion, sex or sexual orientation, age, national origin, handicap, marital status, arrest or conviction record, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

The Parkview School District shall strive to maintain and ensure a learning environment free from any form of harassment or intimidation toward or between students, including sexual harassment. Harassment refers to physical or verbal conduct which interferes with a person's school performance, or which creates an intimidating, hostile, or offensive school environment.

Any person who believes he/she has been harassed or has knowledge that a policy violation has occurred may file a complaint with any Parkview School District administrator or school counseling staff. A complaint can be filed informally by discussing the situation with school staff or formally by providing a written statement regarding the complaint. For formal complaint procedures please see a school district staff member for a copy of the "Student Harassment and Discrimination Complaint Procedures", number 411.1-Rule, Parkview School District Board Policy.

## STUDENT RECRUITING INFORMATION

Two federal laws require local educational agencies (LEA or school) receiving assistance under the Elementary & Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the school that they do not want their students information disclosed without their prior written consent.

## INTRODUCTION

This handbook is an extension of Parkview Board of Education policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy.

### **Business Hours:**

Office Hours: 7:00 AM to 3:30 PM - weekdays  
LMC Hours: 7:00 AM to 5:00 PM (Mon. - Thurs.)  
7:00 AM to 4:00 PM (Fri.)

Buses arrive and students allowed in the building at 7:00 AM. Breakfast will be served from 7:00 – 7:40 AM. Period 1 warning bell at 7:45 AM. School ends at 3:09 PM

**Emergency School Closing:**  
 Emergency school closing will be announced over  
 WCLO Janesville, 1230 AM.  
 WEKZ Monroe, 1260AM 93.7FM  
 WMTV – Channel 15  
 WISC – TV Channel 3  
 WJVL – Janesville, 99.9 FM

**2016-2017**

**REGULAR DAY SCHEDULE**

**Mondays, Thursdays & Fridays**

<b>PERIOD</b>	<b>STARTS</b>	<b>ENDS</b>	<b>CLASS MINUTES</b>
1)	7:50	8:38	(48)
2)	8:42	9:29	(47)
3)	9:33	10:23	(50)
4)	10:27	11:14	(47)
EARLY LUNCH	11:14	11:44	(30)
5A)	11:18	12:05	(47)
LATE LUNCH	12:05	12:35	(30)
5B)	11:48	12:35	(47)
6)	12:39	1:26	(47)
7)	1:30	2:17	(47)
8)	2:21	3:09	(48)

**FLEXTIME SCHEDULE (A)**

**Tuesdays**

<b>PERIOD</b>	<b>STARTS</b>	<b>ENDS</b>	<b>CLASS MINUTES</b>
1)	7:50	9:18	(88)
2)	9:22	10:50	(88)
EARLY LUNCH	10:50	11:20	(30)
3A)	10:54	12:22	(88)
LATE LUNCH	12:22	12:52	(30)
3B)	11:24	12:52	(88)
4)	12:56	2:24	(88)
FLEX	2:28	3:09	(41)

**FLEXTIME SCHEDULE (B)**

**Wednesdays**

<b>PERIOD</b>	<b>STARTS</b>	<b>ENDS</b>	<b>CLASS MINUTES</b>
5)	7:50	9:18	(88)
6)	9:22	10:50	(88)
EARLY LUNCH	10:50	11:20	(30)
7A)	10:54	12:22	(88)
LATE LUNCH	12:22	12:52	(30)
7B)	11:24	12:52	(88)
8)	12:56	2:24	(88)
FLEX	2:28	3:09	(41)

## **DELAYED START SCHEDULE**

<b>PERIOD</b>	<b>STARTS</b>	<b>ENDS</b>	<b>CLASS MINUTES</b>
1)	9:50	10:22	(32)
2)	10:26	10:58	(32)
3)	11:02	11:36	(34)
EARLY LUNCH	11:36	12:06	(30)
5A)	11:40	12:12	(32)
LATE LUNCH	12:12	12:42	(30)
5B)	12:10	12:42	(32)
4)	12:46	1:18	(32)
6)	1:23	1:55	(32)
7)	1:59	2:31	(32)
8)	2:35	3:09	(34)

## **HOMEROOM SCHEDULE**

<b>PERIOD</b>	<b>STARTS</b>	<b>ENDS</b>	<b>CLASS MINUTES</b>
1)	7:50	8:34	(44)
2)	8:38	9:21	(43)
3)	9:25	10:11	(46)
4)	10:15	10:58	(43)
EARLY LUNCH	10:58	11:28	(30)
5A)	11:02	11:45	(30)
LATE LUNCH	11:45	12:15	(30)
5B)	11:32	12:15	(43)
6)	12:19	1:02	(43)
7)	1:06	1:49	(43)
8)	1:53	2:36	(43)
HOMEROOM	2:40	3:09	(29)

Students will be dismissed to the assembly from 8<sup>th</sup> hour by announcement. Teachers please bring your students to the gym and sit with your class.

**2016 - 2017**  
**1<sup>st</sup> SEMESTER EXAM SCHEDULE**

**REVIEW DAY - JANUARY 17, 2017**

**JANUARY 18, 2017**

<b>Period</b>	<b>Starts</b>	<b>Ends</b>	<b>Minutes</b>
EXAM 1	7:50	9:19 AM	89 min.
BREAK	9:19	9:29 AM	10 min.
EXAM 2	9:29	10:58 AM	89 min.
<b>EARLY LUNCH</b>	10:58	11:28 AM	30 min.
5A	11:02	11:28 AM	26 min.
<b>LATE LUNCH</b>	11:28	11:58 AM	30 min.
5B	11:32	11:58 AM	26 min.
EXAM 3	12:02	1:30 PM	88 min.
BREAK	1:30	1:40 PM	10 min.
EXAM 4	1:40	3:09 PM	89 min.

**JANUARY 19, 2017**

<b>Period</b>	<b>Starts</b>	<b>Ends</b>	<b>Minutes</b>
EXAM 5	7:50	9:19 AM	89 min.
BREAK	9:19	9:29 AM	10 min.
EXAM 6	9:29	10:58 AM	89 min.
<b>EARLY LUNCH</b>	10:58	11:28 AM	30 min.
5A	11:02	11:28 AM	26 min.
<b>LATE LUNCH</b>	11:28	11:58 AM	30 min.
5B	11:32	11:58 AM	26 min.
EXAM 7	12:02	1:30 PM	88 min.
BREAK	1:30	1:40 PM	10 min.
EXAM 8	1:40	3:09 PM	89 min.

**GENERAL EXAM RULES**

1. A semester exam can count no less than 15%.
2. Work Study will be suspended for the two test days. All students must adhere to the schedule.
3. Viking Hall will be a quiet study hall.
4. Ten minute break between exams.
5. No passes at all issued during test days.
6. Points will be deducted for tardiness to an exam. Tardiness will result in the reduction of the exam grade by a plus or a minus.
7. During exam days our campus is closed. As usual you will not be able to leave during the lunch periods.

**2016 - 2017**  
**2nd SEMESTER EXAM SCHEDULE**

**JUNE 5, 2017**

<b>Period</b>	<b>Starts</b>	<b>Ends</b>	<b>Minutes</b>
PERIOD 1	7:50	8:14 AM	24 min.
PERIOD 2	8:18	8:41 AM	23 min.
PERIOD 3	8:45	9:09 AM	24 min.
PERIOD 4	9:13	9:36 AM	23 min.
PERIOD 6	9:40	10:03 AM	23 min.
PERIOD 7	10:07	10:30 AM	23 min.
PERIOD 8	10:34	10:58 AM	24 min.
<b>EARLY LUNCH</b>	11:02	11:28 AM	26 min.
PERIOD 5A	11:02	11:28 AM	26 min.
<b>LATE LUNCH</b>	11:32	11:58 AM	26 min.
PERIOD 5B	11:32	11:58 AM	26 min.
EXAM 1	12:02	1:30 PM	88 min.
BREAK	1:30	1:40 PM	10 min.
EXAM 2	1:40	3:09 PM	89 min.

**JUNE 6, 2017**

<b>Period</b>	<b>Starts</b>	<b>Ends</b>	<b>Minutes</b>
EXAM 3	7:50	9:19 AM	89 min.
BREAK	9:19	9:29 AM	10 min.
EXAM 4	9:29	10:58 AM	89 min.
<b>EARLY LUNCH</b>	10:58	11:28 AM	30 min.
5A	11:02	11:28 AM	26 min.
<b>LATE LUNCH</b>	11:28	11:58 AM	30 min.
5B	11:32	11:58 AM	26 min.
EXAM 5	12:02	1:30 PM	88 min.
BREAK	1:30	1:40 PM	10 min.
EXAM 6	1:40	3:09 PM	89 min.

**JUNE 7, 2017**

<b>Period</b>	<b>Starts</b>	<b>Ends</b>	<b>Minutes</b>
<b>EXAM 7</b>	7:50	9:19 AM	89 min.
<b>BREAK</b>	9:19	9:29 AM	10 min.
<b>EXAM 8</b>	9:29	10:58 AM	89 min.
<b>DISMISSAL</b>	11:00 AM		

**OFFICE TELEPHONES**

**Office telephones are for business and emergency use only.** Messages of an emergency nature will be immediately delivered to students and staff. All other messages **will be delivered at the first available opportunity.** A telephone is available in the office for students to use for school related reasons.



## ATTENDANCE POLICY

### Attendance Law/Truancy

Parents are expected to telephone the High School Attendance Secretary at 879-2994 Ext 5125 and excuse their child **prior** to 8:30 AM the morning of an absence. A message can be left on the answering machine at any time at 879-2994 Ext. 5125

According to Wisconsin State Statutes, a child shall not be excused from school more than ten (10) days per year. Students will be allowed five (5) excused days per semester. Any absence beyond 5 days must be accompanied by legal, written documentation to be considered excused. *A pre-planned absence does count toward your total of 5 days per semester. Once a student is beyond the 5 days, an administrator can choose not to approve the days off and may not sign the pre-planned form. If the student still chooses to not attend school, these days will be considered unexcused and no work may be made up during this time.* **An absence of 1 period excused during the day, does count as 1 day toward the 5 day excused absences per semester.**

Failure to provide an excuse will result in an unexcused absence. Attendance records will not be changed for documentation received more than two (2) days (48 hours) after an unexcused absence.

It will be the school's responsibility to inform parents when their child has accumulated excused absences of five (5) days in any given semester.

The following exceptions will be considered excused absences with documentation after the five (5) day limit:

- Death or serious illness in the immediate family.
- Illness, hospitalization, or medical care—when certified by a qualified physician, dentist, etc.
- Medical, optical, dental or legal appointments—the building principal may require verification of the appointment.
- Approved school activities.
- Emergencies or other situations approved by the building principal.

### Make up Work Policy

Students with excused absences from school are responsible to make up work missed, including exams. Students are given two (2) school days to make up work for every day of absence. Students with unexcused absences will have the opportunity to make up tests and quizzes. They will not have the opportunity to make up missed assignments.

### Absence and After-School Activities:

A student must not be marked absent from school 1<sup>st</sup> period on the day of a contest and on days of practice and remain in school until school is out; in order to practice or compete in the activity. The following are exceptions:

1. Absence due to a school function
2. Permission granted by the administration or coach, or an exemption (i.e. doctor's appointment, dentist appointment, etc.) The student will need documentation of arrival and departure time for appointment. Student is expected to return to school after an appointment in a reasonable amount of time unless excused by a doctor. Abuse of time off for appointment may lead to administrative decision to record the absence as unexcused.

## **Pre-Planned Absences**

The Parkview District encourages parents to avoid extended periods of absence for their student(s). ***Pre-planned absences are included in their excused absences for the school year. This is in our school district attendance policy.*** Any absence beyond 5 days must be accompanied by legal, written documentation to be considered excused. *An administrator may choose not to approve the pre-planned absence if the student is beyond the 5 days of excused absences per semester. This means that assignments to be done during the period gone, cannot be made up, arrangements for a test can be made. Pre-planned absences during final exams will not be approved and will be considered unexcused.* **If a planned absence is unavoidable the student should follow the steps below:**

- Notify the High School Office about the specific dates and length of the absence.
- Notify the teachers so a plan can be discussed concerning work that will be missed.
- Administrative discretion will be used if circumstance renders advance notification impossible.

## **Student Arrival and Departure**

Students arriving after 7:50 AM and leaving before 3:09 PM must “check in” at the JR or High School Office. Students leaving the building during the school day must obtain a pass which will be issued only with permission from a parent and the school. Without the pass the absence will be unexcused. An absence of 1 period excused/unexcused during the day does count as 1 day toward the 5 day excused absences per semester.

**College/University Visitations:** Once during a student’s senior year, one excused exempt absence (not counting against the 5 day limit) will be given provided a pre-planned absence form is secured, signed by the principal/counselor and student’s teachers. A maximum of two visitations may be made during the senior year, only one visitation during the junior year on a school day. Additional visitations may be granted at the principal’s discretion. Students must follow the pre-planned absence procedure. Visitations must be documented in writing or by phone call from the college or university in order to not count toward the 5 day limit and to be excused. Students and parent are encouraged to visit post secondary schools during the weekends and/or on non school days such as vacations, in-service days, etc.

A great website for information on scholarships and other ways to make college more affordable is:  
[www.brokepiggy.com/resources-tools/how-to-go-to-college-for-free/](http://www.brokepiggy.com/resources-tools/how-to-go-to-college-for-free/)

## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)**

Positive behavior interventions and support (PBIS) is designed to create school environments that promote and support appropriate behavior of all students. These school environments have common behavioral expectations that are valued by the school community and can apply to all students. These expectations are directly and explicitly taught to all students to create an atmosphere in which students know what is expected of them at all times. Furthermore, in a PBIS framework, students are systematically and frequently acknowledged for their appropriate behavior. Undesired behavior, when it occurs, is responded to swiftly and consistently. A school environment is created that (a) teaches students skills to behave appropriately, (b) positively acknowledges students engaging in those behaviors, and (c) provides consistency and stability in interactions among students and staff members.

Parkview is at the beginning stages of PBIS implementation. We will continue to expand our implementations. Parents will be notified of any changes and additions via the school webpage. The behavioral matrix will be given to students the first day of school during grade level meetings. These behavioral expectations for all Parkview students in all school settings will be posted throughout the building.

## Tardy procedures

### Tardy to School

- If a student is tardy to school – they must stop in the office for an admit slip – teachers do not admit this student without an admit slip.
- If a student is tardy to school the following procedures will be followed:
  - Office will issue an admit slip and discipline if applicable.
  - A student is allowed 2 tardies to school per semester, after this all tardies will be considered unexcused and a 45 minute detention issued.
  - If a student is 10 minutes or more tardy to school this will count as an unexcused absence. The discipline rubric will be followed.

### Tardy to Class

- If a student is tardy 10 minutes or more to class – the student will be marked absent for the period.
- A student is allowed 2 tardies to class per quarter per class. The teacher will issue a detention on the 3<sup>rd</sup> tardy.
- Four or more tardies should result in office referrals submitted on Skyward.
- Repetitive tardies throughout the day/or a specific class establishing a pattern of behavior - will be considered insubordination. (Refer to page #8 for definition of insubordination).

## STUDENT DISCIPLINE AND CONDUCT POLICY

A school cannot function effectively unless students, teachers, and administrators work toward the same goals. Disruption of learning by disobedience, violence, or acts contrary to school rules, law or statute will not be acceptable. The individual has a responsibility to behave in a manner that will not interfere with the rights of others. Student behavior is governed by the school's obligations to parents, other students, the school, and the larger community. The school administration is directed by the district board of education to maintain a school environment free from distraction and disruption. At the same time, the school administration is delegated the power to make rules to govern student behavior from the board of education which receives its authority from state statutes.

\*The discipline policy is in effect when students are on school property or neighboring schools, participating at school sponsored extra-curricular activities, sporting events, field trips, or at a neighboring schools. **Please remember that you are representing PHS at all school functions home or away.**

All School District Code Violations will be addressed according to our Code of Conduct Rubric. This Code of Conduct Rubric is a guide to ensuring consistency when dealing with discipline issues and the Administrative Team may adjust or combine discipline consequences to best meet each particular incident's circumstance. Students subject to the discipline code may be prohibited from accessing co-curricular and extra-curricular activities due to the fact that these activities are a privilege. In the event of multiple infractions, the consequence for the more severe occurrence may be assigned. In the event of the first disciplinary infraction falling within a specific code, is very severe, the principal or designee may apply more significant consequences above the level within the rubric.

**\*When a student receives his/her 6<sup>th</sup> referral for the school year, all future referrals will be coded beginning at the minimum level of Repeated Refusal, in conjunction with actual discipline code violation. The higher level of consequence will be enforced, but the discipline referral will be written identifying both code violations. An Administrator may consider deviating from this process for improved behavior/elapsed time from last referral. Also contracts may be written with a specific student to come up with alternative plan to be followed.**

**\*An out-of-school suspension will require a parent/guardian meeting/contact with an administrator prior to student being allowed back in the classroom. This meeting can occur anytime during the suspension period. If meeting does not occur student will remain in In School Suspension until a re-admit meeting occurs.**

## **Detention Procedures**

### **Classroom detentions**

- The student receives a 20 minute detention and serves with the classroom teacher – they are given two days to serve detention. The staff member that issued the detention must notify the parents. Teacher keeps original white copy and gives carbon copy to the student. All detentions are entered into Skyward, including the date they were served.
- If the detention is not served within those two days, it is entered into Skyward that it was not served as an office referral; the detention slip is turned into the office – an administrative detention will be assigned, office will contact home and the student will be placed in closed lunch until the detention is served. Administrative detention will be assigned to the High School Office. Administrative detentions will be held Monday-Thursday.
- If the student does not serve Administrative detention – ISS will be assigned for failure to serve.
- Following administrative intervention, Repetitive detentions for the same offense may result in referral for Insubordination. Further non-compliance may result in referral for repeated refusal to obey rules.

### **Administrative detention**

- An administrative detention is any detention issued by an administrator or issued by a teacher, to a student that is not in your classroom – example (hallway, cafeteria, assembly).
- These detentions will be served in the High School Office
- These detentions will be 45 minutes in length.
  - During administrative detentions a student must be working and complying with staff directives or student will be removed from detention.
  - Same general rules apply for Administrative detentions as In School Suspension.
    - Consequences for noncompliance: detention will not count – following day In School Suspension will be assigned for failure to complete assigned detention. Continued noncompliance with detentions will result in referral for Insubordination
- Repetitive detentions for the same offense may result in referral for Insubordination. Further non-compliance may result in referral for Repeated Refusal to Obey Rules.
- Unserved detentions will result in not being able to attend extra-curricular events.

### **Office Referral Process**

- The teacher should enter all office referrals into Skyward at their earliest convenience.
- The student will be sent to the office when an office referral is sent.
- An administrator will determine what action is taken using the discipline rubric.
- The student will not be sent back to class that same class period.

## **Discipline Code Violations**

### **100 Level Offenses – Discipline code definitions**

101. Dress Code: Students must dress and be groomed in a manner that is compatible with the learning environment that neither creates a health or safety issue for the student, nor distracts or disrupts others in the learning environment.
102. Loitering: Being present in any school building at a time or in a manner not usual or permitted, included restricted times and locations.
103. Littering: Throwing or leaving waste, trash, debris or other litter on school property.
104. Trespassing: Being present on school premises without permission from school authority, or refusing to comply with the directive of a staff member to leave school premises.
105. Insubordination: Refusing to comply with a directive of any school personnel.
106. Unexcused Tardiness: Being late for school or class without an acceptable excuse.
107. Absenteeism/Truancy: Being absent from school, for a partial or full day, without an acceptable excuse (10 minutes or more)
108. Possession of Electronic device: Cell phone, iPod, mp3 player, etc: must not be a distraction, must be out of sight and not heard once school is in session. Teachers will determine how and when electronic devices can or will be utilized within the classroom. Staff members will address issue as appropriate using classroom interventions.
109. Endangering Health and Safety of any student or staff member on school property: Examples including but not limited to – throwing objects such as snowballs, use of a laser pointer, rocks, rough horse play, tripping, pushing etc.
110. Interfering with the Educational Process: Conduct which substantially interferes with the educational process.
111. Public Display of Affection: Hugging, kissing, intimate bodily contact – to be assessed at staff discretion.
112. Inappropriate Language: Obscene, vulgar, profane language (verbally or in writing), obscene gestures or conduct, not directed at anyone on school property.
113. Failure to Serve Detention: After two days of opportunity to serve detention student did not serve.
114. Possession or use of any tobacco product or related item such as a lighter, E-cigarette, or hookah devices.
115. Theft: The act of taking or concealing the property of another person on purpose, without that person's permission. (Less than 10\$ in value)
116. Failure to complete ISS: Student was removed from ISS for failure to comply with all In School Suspension expectations.

### **200 Level Serious Offenses – Discipline code definitions**

201. Use of Profanity or obscene gestures: Using vulgar, profane or obscene language, either verbally or in writing, or making obscene gestures directed toward school staff or other students.
202. False alarms or reports: Providing false information when warning about a possible bomb, fire, or other acts that endangers the health or safety of others, or falsely reporting incidents or making false accusations or giving false information to or about school personnel, this includes any false 911 calls.
203. Possession of fireworks or other explosive devices.
204. The intentional act, either verbally, in writing, or by gesture, or threatening to harm the well being, health or safety of another student.
205. Possession of a look-alike handgun, or rifle, other than a BB gun or pellet gun.
206. Possession of objects that may be used as a weapon: the possession of an object that may be used as a weapon and the threat to use it as a weapon, attempt to use it as a weapon, the intent to use it as a weapon, or the actual use of the object as a weapon.
207. Possession of ammunition, mace, pepper spray, smoke bombs or other non-educationally related dangerous substances.

208. Threatening to harm staff or other adults: The intentional act, either verbally, in writing, or by gesture of threatening to harm the well being, health, or safety of a staff member or other adult volunteer involved in supervising a school sponsored activity.
209. Gang activity that disrupts school -including gang graffiti: Antisocial group conduct that involves threats, force or extortion of another student, staff member or visitor. Participation in non-violent gang, cult or other group activity that disrupts school – using gang symbols or writings, wearing gang colors, writing graffiti, flashing gang signs, proclaiming or encouraging gang affiliation, etc.)
210. Electronic Device Internet Misconduct: (1) visiting chat rooms, chat groups, bulletin boards, or playing games without prior consent of a staff member; (2) playing music or other audible sounds without the sounds having specific educational purpose related to the assignment that has been given to the student; (3) viewing, exploring or printing of pornographic, obscene or otherwise inappropriate material; (4) taking photos of anyone with the explicit purpose to post to social media in order to tarnish their reputation.
211. Electronic Device/Computer Hacking: Unauthorized entry or use of the computer system, including all hardware, software, and any of the system component parts.
212. Disrespect: Insult, call names, dishonor, or in any manner abuse, verbally or in writing, any staff or student within the district.
213. Forgery, Cheating, Plagiarism: 1) Writing the name of another person or altering the name, date, grade, pass or permit of another. 2) Attempting to obtain answers or data dishonestly. 3) To copy the ideas and writings of another and claim them as your own without mentioning the name of the individual who provided the writing or ideas that you copied. 4) Attempting to provide or obtain answers contrary to the directions for the assignment.
214. Student Harassment: Engaging in any type of conduct that would substantially interfere with a student’s school performance or create an intimidating, hostile or offensive school environment.
215. Racial Harassment: Engaging in any type of racially-oriented conduct that would substantially interfere with a student’s school performance or create an intimidating, hostile or offensive school environment.
216. Sexual Harassment: Engaging in unwelcome physical contact, request or demands of sexual favors, verbal abuse, or displaying of sexual, graphic or illicit materials that would unreasonably interfere with another’s ability to learn or function in the school environment.
217. Bullying: Anyone intentionally, repeatedly and over a period of time inflicts or threatens to inflict physical or emotional injury or discomfort upon any person’s body, feelings or possessions. This type of intimidation may be subtle, but will not be tolerated.
218. Sexual Assault: The intentional and nonconsensual inappropriate touching of another, either directly or through clothing, if done for the purpose of sexually degrading the touched person, or arousing or satisfying the person doing the touching.
219. Participating in Sexual Activity: The consensual act of sexual act - (i.e. petting or fondling either through clothing or direct contact, simulated act of sexual intercourse etc.
220. Possession/or Observing of Pornographic Material: Pornographic materials include writings and visual images of a sexual nature that have no bearing upon the learning that occurs as part of the school district curriculum.
221. Gambling: Playing any game of chance or skill for money or other items of value.
222. Disorderly Conduct: Engaging in violent, abusive, profane, spitting, boisterous, unreasonably loud otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance (examples such as physical confrontation but no punches thrown – pushing shoving, kicking, grabbing in anger in a violent nature causing a disturbance in public setting).
223. Repeated refusal to obey school rules: Four or more non-violent violations of the student code within the same school year.
224. Theft: The act of taking or concealing the property of another person on purpose, without that person’s permission (\$10 dollars in value and above)
225. Possession of stolen property: Possessing or wearing items that belong to another person, organization or school system without the consent of the rightful owner.
226. Vandalism: The intentional destruction of, or tampering with, property belonging to others.

- 227. Inciting Violence: By words (taunting or baiting) or acts and deeds that give encouragement to others to fight, protest, demonstrate, or otherwise disrupt the school.
- 228. Physical attack on a student who does not defend himself/herself physically.
- 229. Fighting: Aggressive, hostile, physical bodily contact between two or more students.

### **300 Level Zero Tolerance**

- 301. Intentionally setting a fire.
- 302. Setting off fireworks or other explosive devices.
- 303. Possession of a knife or other cutting instrument of three inches or more in length with a locking blade.
- 304. Bomb related: (1) making a bomb threat, or threatening to set off another form of an explosive device (other than fireworks); (2) possession of a bomb or explosive device (other than fireworks); (3) setting off of a bomb or explosive device (other than fireworks).
- 305. The intentional act of physically making aggressive contact (e.g., push, shove, punch, kick, bite, slap, or any other form or inappropriate physical aggressive contact) with a school district employee or visitor.
- 306. Two incidents of fighting or other acts of physical violence during the same school year.
- 307. Major Sexual Assault involving penetration or the use of a weapon, force, threat, or coercion.
- 308. Participation in sexual intercourse and/or other acts of sexual gratification.
- 309. Engaging in physically violent gang and/or cult or anti-social group behavior, directed against students, staff or others at school, or away from school, but while under the supervision of school authority.
- 310. Possession of any type of Firearm, BB gun, or pellet gun.
- 311. Possession of drug paraphernalia – any legitimate equipment, product, or material that is modified for making, using or concealing illegal drugs.
- 312. Possession of an imitation controlled substance or illegal drug.
- 313. Possession of a controlled substance (not prescribed for the possessing student), illegal drug, or being under the influence of the controlled substance (including alcohol).
- 314. Participating in a transaction involving controlled substances, illegal drugs or alcoholic beverages
- 315. Possession of a controlled substance, illegal drug with the intent to deliver to another.
- 316. Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell alcohol, controlled substances, designer drugs or drug
- 317. Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell a look alike or counterfeit drugs or prescription drugs
- 318. Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell over the counter drugs.

## **Parkview Jr/Sr High Discipline Rubric**

**All School District Code Violations will be addressed according to our building rubric. This Code of Conduct Discipline Rubric is a guide to ensuring consistency when dealing with discipline issue and the Administrative Team may adjust or combine discipline consequences to best meet each particular incidents circumstance. Students subject to the discipline code may be prohibited from accessing co-curricular and extra-curricular activities due to the fact that these activities are a privilege. In the event of multiple infractions, the consequence for the more severe occurrence may be assigned.**

**\*When a student receives his/her 6<sup>th</sup> referral for the school year, all future referrals will be coded at minimum level of Repeated Refusal, in conjunction with actual discipline code violation. The higher level of consequence will be enforced, but the discipline referral will be written identifying both code violations.**

**\*An out of school suspension will require a parent/guardian meeting with an administrator prior to the student being allowed back in the classroom. This meeting can occur anytime during the suspension period. If meeting does not occur the student will remain in In School Suspension until re-admit meeting occurs.**

**Key for rubric: ISS – In School Suspension      OSS – Out of School Suspension**



### 100 Level Offenses

Code	Violation	Classroom Level Interventions	1st Offense Administrative Interventions	2 <sup>nd</sup> Offense Administrative Interventions	3rd Offense Administrative Interventions
101	Dress Code	Classroom Level intervention	Notify parent Ask student to change	Notify parent Ask student to change After School Detention – 1 day ISS	Notify parent Ask student to change 1-2 Days ISS/OSS *Further Violations will be written up as Insubordination
102	Loitering	Classroom Level Intervention	Conference with student – possible After School Detention	Notify Parent Detention after School	1-2 days ISS/OSS Conference with Parent/guardian
103	Littering	Classroom Level Intervention	Student assigned Clean up Duty	Notify Parent Detention after School	Notify Parent 1-2 days ISS/OSS
104	Trespassing	Classroom Level Intervention	Limit Building Access/meeting with parent/guardian Police Contact	1-2 days ISS/OSS Police Contact	2-3 days ISS/OSS Police Contact
105	Insubordination	Classroom Level Intervention	1 class period – 2 days ISS	1-2 days ISS/OSS	2-3 days OSS *Further incidents may be considered Code 223
106	Unexcused Tardiness *Refer to Truancy and Detention procedures	Teacher Assigned Detention – 20 minutes	Notify Parent/Guardian After School Detention	Notify Parent/Guardian After School Detention	Notify Parent/Guardian After School Detention
107	Absenteeism/Truancy	N/A	After School Detention – per period missed or ISS time Possible Referral to Police	After School Detention to ISS for period missed Possible Referral to Police	1-2 days ISS and Possible referral to Police
108	Possession of Electronic Device	Classroom Level Intervention	May be coded as 110 and result in After School Detention *Failure to cooperate with staff will result in a referral for Insubordination	May be coded as 110 and result in After School Detention *Failure to cooperate with staff will result in a referral for Insubordination	May be coded as 110 and result in After School Detention *Failure to cooperate with staff will result in a referral for Insubordination
109	Endangering Health/or Safety	Classroom Level Intervention	1 class period -2 days ISS	.5-2 days ISS/OSS	2 days OSS May recommend expulsion
110	Interfering with the Educational Process	Classroom Level Intervention	1 class period – 2 days ISS	.5-2 days ISS/OSS	2 days ISS/OSS May recommend expulsion
111	Public Display of Affection	Classroom Level Intervention	After School Detention Notify Parent/Guardian	After School Detention - 1 Day ISS	1 – 2 days ISS *Further Incident may be considered insubordination
112	Inappropriate Language	Classroom Level Intervention	After School Detention Notify Parent/Guardian	After School Detention Detentions - 1 Day ISS	1 – 2 days ISS *Further Incident may be considered Code 201
113	Failure to Serve Detention	Classroom Level Intervention	After School Detention Notify Parent/Guardian	1 Day of ISS	1 Day ISS Further Incidents may result in 1 day OSS and be considered Insubordination
114	Possession/Use of Tobacco products or related item	N/A	1 day of ISS Notify Parent/Guardian Police contact	1-2 days of ISS/OSS Police contact	2-3 days ISS/OSS *Further Incidents may be considered #223 Repeated Refusal to obey rules Police Contact
115	Theft (less than \$10)	N/A	Restitution and After School Detention	Restitution 1-2 days ISS/OSS Police Contact	Restitution 1-3 days OSS Police Contact
116	Failure to complete ISS	N/A	3 Day OSS	3Day OSS	3- 5 Day OSS *will be considered repeated refusal to follow school rules

### 200 Level Very Serious Offense

Code	Violation	Classroom Level Interventions	1st Offense Administrative Interventions	2 <sup>nd</sup> Offense Administrative Interventions	3rd Offense Administrative Interventions
201	Profanity or Obscene Gestures	Classroom Level Intervention	1-3 Days ISS/OSS	1-5 Days OSS May Recommend Expulsion	1-5 Days OSS May Recommend Expulsion
202	False Alarm or Report	N/A	3-5 Days OSS Recommend for Expulsion Possible Police contact	3-5 Days OSS Recommend for Expulsion Possible Police Contact	5 Days OSS Recommend for Expulsion Possible Police Contact
203	Possession of Fireworks	N/A	Up to 5 days OSS Recommend for Expulsion Possible Police contact	Up to 5 days OSS Recommend for Expulsion Possible Police contact	Up to 5 days OSS Recommend for Expulsion Possible Police contact
204	Threatens to harm other students	Classroom Level Intervention	1-2 days ISS/OSS Possible referral to Police	2-3 days OSS Referral to Police May recommend for Expulsion	1-5 days OSS Referral to Police Recommend for Expulsion
205	Possession of a look- a-like handgun or rifle other than a BB or pellet gun.	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
206	Possession of objects that may be used as a weapon	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
207	Possession of ammunition, mace, pepper spray, etc...	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
208	Threatening to harm Staff	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
209	Gang activity that disrupts school – including graffiti	N/A	1-3 days OSS Police Contact	3-5 days OSS May Recommend for Expulsion Police Contact	5 days OSS May Recommend for Expulsion Police Contact
210	Electronic Device Internet Misconduct	N/A	1 day ISS Deny access for 1 week	1-2 days ISS/OSS Deny Access for a Month	Repeated or Severe 2 days OSS Deny access 9 weeks Possible referral to law enforcement
211	Electronic Device/Computer Hacking	N/A	2-3 days OSS Police Contact	3-5 days OSS Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
212	Disrespect	Classroom Level Intervention	1-2 days ISS/OSS	2-3 days ISS/OSS	3-5 days ISS/OSS May Recommend for Expulsion
213	Forgery, Cheating, Plagiarism	Classroom Level Intervention	1-2 days ISS/OSS	2-3 days ISS/OSS	3-5 days ISS/OSS
214	Student Harassment	N/A	1-2 days OSS	2-3 days OSS	3-5 days OSS May Recommend for Expulsion
215	Racial Harassment	N/A	1-2 days OSS	2-3 days OSS	3-5 days OSS May Recommend for Expulsion
216	Sexual Harassment	N/A	1-2 days OSS	2-3 days OSS May recommend for Expulsion Police Contact	5 days OSS May Recommend for Expulsion Police Contact
217	Bullying	N/A	1-2 days OSS	2-3 days OSS	5 days OSS May Recommend for Expulsion Police Contact

<b>Code</b>	<b>Violation</b>	<b>Classroom Level Interventions</b>	<b>1st Offense Administrative Interventions</b>	<b>2<sup>nd</sup> Offense Administrative Interventions</b>	<b>3rd Offense Administrative Interventions</b>
218	Sexual Assault	N/A	3-5 days OSS Police Contact May Recommend for Expulsion	5 days OSS Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
219	Participating in Sexual Activity	N/A	1-2 days OSS Police Contact	2-3 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
220	Possession of Pornographic Materials	N/A	1-2 days OSS	2-3 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
221	Gambling	N/A	1-2 days OSS	2-3 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
222	Disorderly Conduct	N/A	1-2 days OSS Police Contact	2-3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact
223	Repeated refusal to obey rules	N/A	2-3 days OSS	3-4 days OSS	3-5 days OSS May Recommend for Expulsion
224	Theft (\$10 or more)	N/A	1-2 days OSS Police Contact	2-3 days OSS May Recommend for Expulsion Police Contact	3-5 days OSS May Recommend for Expulsion Police Contact
225	Possession of stolen property	N/A	1-2 days OSS Police Contact	2-3 days OSS May Recommend for Expulsion Police Contact	3-5 days OSS May Recommend for Expulsion Police Contact
226	Vandalism	N/A	2-3 days OSS Restitution Police Contact	3-5 days OSS Restitution Police Contact	5 days OSS Restitution May Recommend for Expulsion Police Contact
227	Inciting Violence	N/A	1-2 days OSS Police Contact	2-3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact
228	Physical attack on a student who does not defend himself/herself	N/A	3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
229	Fighting	N/A	3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact

### 300 Level Zero Tolerance

Code	Violation	Classroom Level Interventions	Administrative Intervention 1 <sup>st</sup> Offense	Administrative Intervention 2 <sup>nd</sup> Offense	Administrative Intervention 3 <sup>rd</sup> Offense
301	Intentionally setting a fire	N/A	5 days OSS Recommend for Expulsion Police Contact		
302	Setting off fireworks or other explosives	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion Police Contact	Recommend for Expulsion Police Contact	
303	Possession of knife or other cutting instrument	N/A	5 days OSS Recommend for Expulsion Police Contact		
304	Possession of bomb or explosive device or bomb threat or setting of an explosive device	N/A	5 days OSS Recommend for Expulsion Police Contact		
305	Intentional physical aggressive contact with an adult	N/A	5 days OSS Recommend for Expulsion Police Contact		
306	Two Incidents of fighting or other acts of physical violence during the same school year.	N/A	5 days OSS Recommend for Expulsion Police Contact		
307	Major Sexual Assault	N/A	5 days OSS Recommend for Expulsion Police Contact		
308	Participation in sexual intercourse and /or other acts of sexual gratification	N/A	5 days OSS Recommend for Expulsion Police Contact		
309	Physically Violent Gang Behavior	N/A	5 days OSS Recommend for Expulsion Police Contact		
310	Possession of any type of Firearm, BB gun, or pellet gun	N/A	5 days OSS Recommend for Expulsion Police Contact		
311	Possession, of any Drug Paraphernalia	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion Police Contact AODA Assessment	Recommend for Expulsion Police Contact	
312	Possession of imitation controlled substances or illegal drugs	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion Police Contact	Recommend for Expulsion Police Contact	
313	Possession of controlled substances, illegal drug or alcoholic beverage or under the influence	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion Police Contact AODA Assessment	Recommend for Expulsion Police Contact	
314	Participating in a transaction involving controlled substances, illegal drugs or alcoholic beverages	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		
315	Possession of a controlled substance, illegal drug with the intent to deliver to another	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		

Code	Violation	Classroom Level Interventions	1st Offense Administrative Interventions	2 <sup>nd</sup> Offense Administrative Interventions	3rd Offense Administrative Interventions
316	Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell alcohol, controlled substances, or drugs	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		
317	Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell a look a like or counterfeit drugs or prescription drugs	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		
318	Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell over the counter drugs.	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		

### **Out-of-School Suspension Appeal procedures**

- Parent/guardian can contact the suspending administrator and discuss concern.
- If issue is not resolved, parent can contact the District Administrator and express concern within 24 hours of discipline.
- Further concerns regarding the concern can be brought to the school board in writing.
- During the appeal process the student will remain suspended; if discipline is dismissed or adjusted, discipline and attendance records will be adjusted accordingly to reflect decision.

### **STUDENT EXPULSION: PARKVIEW SCHOOL BOARD POLICY 447.3**

1. The discipline rubric will be applied and followed consistently for all students. Parents, students and staff have been provided with the discipline rubric and definitions, providing clear guidelines for all to follow. A student will be referred for a hearing when the rubric and the procedures outlined within this document dictate this action.
2. Before expelling a student, the School Board shall hold a hearing on the matter of which the parents and student will be given an opportunity to be heard. Both the student and the parent may be represented by legal counsel, if they desire. The School Board shall act as a hearing body. Failure on the part of the parents or guardian to attend such a hearing, however, will not prevent the School Board from expelling a student.
3. The School Board may expel a pupil from school whenever it finds him/her guilty of persistent refusal or neglect to obey the rules and is satisfied that the interest of the school demands his/her expulsion. Upon the ordering by the School Board of the expulsion of a pupil the school district clerk shall file a notice of such order with the parent or guardian of the pupil. Parent or guardian of an expelled pupil may appeal the expulsion to the State Superintendent. An appeal from the decision of the State Superintendent may be taken within 30 days to the circuit court of the county in which the school is located.

### **STUDENT SEARCHES**

The Parkview School District recognizes its responsibility to provide students and staff with a safe, drug-free environment that is conducive to learning. Searches of a student's person or personal effects will be undertaken when school authorities suspect that one or more students have in their possession something that could threaten or endanger themselves or others, or a substance prohibited on school premises. The search will be conducted by a school administrator and at least one other person. Searches by dogs trained to detect the presence of illegal or other inappropriate substances, may be conducted by law enforcement officials on school grounds at any time and without prior notice. School officials have the right to search vehicles parked on school property.

## BULLYING

The Parkview School District is committed to creating a safe, caring, respectful learning environment for all students and strictly enforces a prohibition against bullying or harassment of any kind. **For a copy of either the Parkview School Board Harassment or Bullying policies, please see your building principal.**

Bullying is defined as aggressive, intentional, or deliberately hostile behavior directed towards a student or students. Bullying consists of deliberately hurtful behavior, which occurs repeatedly over a period of time.

Bullying can include, but is not limited to, intimidation such as name calling or threatening; social alienation such as shunning or spreading rumors; written notes, phone calls or electronic messages that are offensive or hurtful, or physical aggression.

Once bullying has been reported, the principal and/or designee will contact, by phone or in person, the victim's parent the same day the incident was reported. The principal or designee will promptly and thoroughly investigate the alleged incident. The investigation will be completed within three (3) school days after the report or complaint is made. Where it is determined that inappropriate conduct has occurred, the principal will act promptly to: correct the problem behavior; prevent another occurrence of the behavior; and protect the target (victim) of the act. At the conclusion of the investigation, the principal will report back to the parents of the students involved.

\*Refer to attached policy.

## THE SCHOOL BUS

In order to ensure your child a safe and secure ride on the bus, the following rules have been adopted by the Board of Education:

### **The Bus Rider Shall:**

Be on time at the designated pick-up point and wait before approaching the bus or crossing a highway until the bus driver has signaled the road is safe to cross.

Move to the assigned seat without disturbing others and remain seated at all times.

Refrain from extending any part of the body, books, or other objects from a bus window or door.

Respect the bus, the driver, other riders and their property.

Remain quiet at all railroad crossings.

Emergency exit door is only to be used during emergency situations.

Keep the bus clean and orderly at all times. Consumption of food and/or beverages on the bus, without driver permission, is prohibited.

Keep the bus aisles clear and unblocked.

### **The driver has the authority to:**

Forbid students from bringing items onto the bus that pose a safety threat. Items that, if or when the bus is forced to stop suddenly, may endanger others by becoming a projectile present a liability issue.

Examples of such items would include a baseball bat, skateboard, and some kind of class projects. **A guideline for this would be if the item can be safely secured within a fully closed/zipped backpack then, in most cases, it can be brought onto the bus.**

Assign students to seats on the bus.

Expect the students to obey the rules and regulations as stated above and in the student handbook.

**The privilege of riding the school bus may be suspended or withdrawn if a student chooses to disregard the above stated rules. The parent will then be responsible for providing transportation. In the event the bus garage needs to be contacted, please call 879-9424.**

## **CONSEQUENCES FOR BUS MISBEHAVIOR**

Incident 1: Driver concern sheet will be completed and parent/guardian will be notified.

Incident 2: Driver Concern sheet will be completed and parent/guardian will be notified.

### **PRINCIPAL WILL:**

- meet with the student
- implement discipline rubric
- send copy of report to the parents

Incident 3: Driver Concern sheet will be completed and parent/guardian will be notified.

### **PRINCIPAL WILL:**

- meet with the student
- implement discipline rubric
- assess a 1 day to 3 week suspension from riding the bus
- contact parents

Incident 4: Driver Concern sheet will be completed and parent/guardian will be notified

### **PRINCIPAL WILL:**

- meet with the student
- implement discipline rubric
- assess a 3-week to entire-semester suspension from riding the bus
- contact the parents

**\*\*\*DEPENDING ON THE SEVERITY OF THE BEHAVIOR, THESE STEPS MAY NOT ALWAYS BE FOLLOWED IN ORDER.**

## **LOCKERS AND OTHER SCHOOL PROPERTY**

Lockers, desks, book and equipment are loaned to students and remain school district property while in the possession of the student. School property may be opened and inspected by school authorities at any time. Each student is assigned a locker for the storage of books and equipment. It is the students responsibility to see that their locker is kept locked and in good order. All lockers including the hall, P.E., sports team lockers ARE to have school locks on them. If not the case, other locks will be cut off. **LOCKERS ARE SUBJECT TO SEARCH AT ANY TIME BY SCHOOL AUTHORITIES.** Illegal items will be turned over to the police. Students should not share lockers. At the end of each year, students are responsible for the cleanout of the P.E. /sports, and hall locker. Students must remove all possessions as well as clean writing, remove stickers, magnets, temporary locker shelves from the interior of the locker.

(Note: per state statute K-9 units may enter school for presentations and/or searches. Wisconsin Statute 943.01, 943.20, 968.11 & 958.13)

## **ELECTRONIC DEVICES**

If the student is disrupting class, study hall, hallway, etc. with his/her electronic device school the staff member will address issue as appropriate using classroom interventions. Failure to cooperate with staff will result in discipline rubric being applied. No laser pointers are allowed in school. Teachers will determine how and when electronic devices can or will be utilized within the classroom. Teachers have the right to not allow electronic devices in their classroom.

The use of cell phones and other devices with photographic, video, and digital and imaging capabilities is strictly prohibited in locations where there is an expectation of privacy such as school locker rooms and bathrooms. Additionally, the use of cell phones and other devices with photographic, video, and digital imaging capabilities on school property without the express consent of the person being photographed is prohibited. The expectations extend to the publishing, release, and/or circulation of these images.

If your student is choosing to bring their own electronic device to school they must adhere to the (BYOD) Bring Your Own Device Policy 363.2. In the policy it states that the district is not responsible for lost, damaged or stolen personal technology devices. The student must bring back the signed Acceptable Use Agreement for Student use of Personal Technology Devices on School Grounds to Mrs. Buehl our LMC Director. They also must bring in the device to be evaluated and registered by Mrs. Buehl our LMC Director. Violation of this agreement for use may result in information technology, network, and internet privileges being restricted or revoked and/or school disciplinary actions. If the violation constitutes a criminal offense, appropriate legal action may be taken.

- Cell phones shall not be visible in the classroom; if cell phone is visible, student will be asked to put it in the designated area. If the student is non-compliant, the student will be sent to the office.
- Cell phones can be accessed before school, between classes, during lunch and after school. In case of an emergency where you need to reach your student, please contact the main office.

### **BACKPACKS**

Backpacks of any or all kinds, i.e. gym bags/large purses/totes are not allowed in classrooms at any time.



**iPAD AGREEMENT FOR THE CLASSROOM**

This agreement will be followed by all students issued an iPad at Parkview Jr/Sr High School.

Using iPads in the classroom is exciting and can be a fun way of communicating with each other and completing assignments. However, it is also important to understand how to use the iPads appropriately. You will need to read each statement below and initial each one and then sign at the bottom.

1. I understand that I have been given this iPad to use as a learning tool during the school day. \_\_\_\_\_
2. I understand and agree to the following costs:
  - \$40 Lost/Stolen/Destroyed Case \_\_\_\_\_
  - \$20 Lost/Stolen/Destroyed Plug \_\_\_\_\_
  - \$20 Lost/Stolen/Destroyed Power Cord \_\_\_\_\_
  - \$400 Lost/Stolen/Destroyed iPad \_\_\_\_\_
  - (Cost of Repair) Cracked/Broken Screen or Other Damages \_\_\_\_\_
3. I agree to take the best care of my iPad and keep it safe at all times to prevent it from being damaged. This includes keeping it safely on my desk (NOT stacked on top of books), carrying it from class to class in a safe and secure manner (the cover must be on it), making sure I place it in my locker in a safe and careful manner, making sure I place it in my school issued bag in a safe and secure manner, and I will make sure I place it in a safe place at my house. \_\_\_\_\_
4. I agree to only use the iPad in the way I am directed. I will not go to any website, app, or program that was not assigned during classroom instruction. \_\_\_\_\_
5. I understand that I am not allowed to go to any other app, website, or program without my teacher's permission. If I finish my assignment, I know that I should read my library book or use teacher approved apps. \_\_\_\_\_
6. I will not communicate with another person in an inappropriate way. This means using school-appropriate language and following the Acceptable Use Policy, as well as the agreements in the classroom (Safety, Respect, Responsibility, Honor). I will follow this even when I am at home. I will remember that the Parkview School District owns this device and I agree to ALWAYS communicate appropriately when using the iPad, no matter where or when I am using the device. \_\_\_\_\_
7. I understand that the Parkview School District can see EVERYTHING on my iPad. \_\_\_\_\_
8. I understand it is my responsibility to come to school every day with my iPad FULLY charged. I should take it home every day and charge it at home. This is part of the Parkview Way - Responsibility. \_\_\_\_\_
9. I understand that I am not allowed to use the camera or video feature during school unless I have been instructed to do so by a teacher for my classroom assignment. I will NOT use the camera/video in the hallways, lunchroom, bathrooms, or locker rooms. \_\_\_\_\_

- 10. I will NOT remove the iPad protective case, name tag or asset tag. The case will remain on my iPad at all times. I will not put any stickers or other decorations on my case or iPad. \_\_\_\_\_
- 11. I will not put a passcode on my iPad. \_\_\_\_\_
- 12. I will not use my personal Apple ID without authorization. \_\_\_\_\_
- 13. I will only download school-appropriate content on my iPad - pictures, videos, games, words, etc. \_\_\_\_\_
- 14. I understand that if I do not follow the agreements I may be asked to turn in my iPad and will have to complete my homework with paper and pencil (the old-fashioned way). I understand that I will lose my iPad privileges if I do not follow the agreements, BUT I am still responsible for completing my homework. \_\_\_\_\_
- 15. If I my iPad is taken away, I must complete an iPad violation form before my iPad is returned. \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Signature

iPad # \_\_\_\_\_

## **DRESS CODE POLICY**

### **Student Dress Guidelines:**

Clothing must be decent and not overly revealing. Clothing must cover private areas. No undergarments should be showing at anytime. Examples of clothing that would violate the dress policy would include but not limited to low cut shirts, strapless shirts, short skirts and shorts, shirts with enlarged armholes, excessively tight clothing. Shirts must have two armholes, and no off the shoulder shirts can be worn.

Pants, sweatpants and shorts must be worn at the waist.

Clothing must reflect our school as a place that strives to be alcohol, drug and harassment free. Therefore, clothing cannot advertise or promote alcohol, drugs, tobacco, bars, etc. Clothing cannot contain obscenities, or make reference to sexual activity, in either an overt or double-meaning message.

Clothing and accessory items must be safe. Therefore, chains over six inches of length, spiked items, and gang related items are prohibited.

Teacher-student eye contact is a fundamental part of education. Therefore, head coverings are not allowed during the school day, nor are sunglasses or any type of contact lenses that hide a student's eyes. Hoods may not cover the head.

Coats are not to be worn in class. **(For dress code violations - refer to discipline rubric) (page #10)**

## **PASSES**

All students in the halls while classes are in session **MUST** have a pass. If students do not have their handbook/hallway passport with them they forfeit their pass opportunity. Students who misuse the pass privilege will be put on the "No pass list."

1<sup>st</sup> offense: 4 weeks

2<sup>nd</sup> offense: 9 weeks

## **3-Step Removal from class**

Step 1 – Office Intervention, teacher/student/parent meeting - contract development

Step 2 – Office Intervention, teacher/student parent meeting – revisit contract/revise if necessary.

Step 3 – Student is recommended for alternative placement for that class period and no credit is given for the class for the semester.

\*All final decisions regarding the step process will be at the discretion of the Principal. Refer to Board Policy 443-Rule for further information.

## **CLOSED CAMPUS**

Students are to remain on school grounds during the school day with exception of those students who have administrative permission. Leaving campus without permission will result in detentions, in-school suspension and/or a truancy citation. Park property is under school supervision during the school day.

- Students can leave at lunchtime only if a parent picks them up at school
- Students may leave during lunch for doctor appointments, etc. with administrator's approval

## AGE OF MAJORITY

Even though a student is 18 years old the student must follow all rules at Parkview. Upon request, students who are 18 years of age or older, will be given a release form to be signed by a parent/guardian to allow the adult student to be responsible for their educational decisions at Parkview.

## CAFETERIA

Students are to eat in the cafeteria only unless they have been given a one-time pass from a teacher to complete work in the teacher's room. Milk will be sold in the cafeteria for students who bring sack lunches. Milk is sold by the individual half pint. If there are price changes adopted by the School Board, the changes will be announced through the monthly newsletter or through local newspapers. **If a student is caught not paying for food items the student will be charged with theft and discipline code will be followed.**

- **Non compliant behavior will result in lunch room clean up or closed lunch.**
- **Further non compliance in the lunch room will be considered insubordination; discipline rubric will be followed.**

## Bringing Food into the School

Parkview's contract with the Department of Public Instruction for Child Nutrition Programs provides that we have to control the sale of any competitive foods in the food service area during lunch periods. The DPI has advised the Parkview School District that the meals brought into the school for more than one individual are considered the sale of competitive foods and are prohibited by Parkview's contract.

The supervisor for Public Instruction School Nutrition Programs has advised the district that meals brought in from outside sources could pose a health liability to the school district. Students bringing food into the school for themselves assume the liability for that food but if they bring food for others the school assumes that liability. **Students may only bring food for themselves. Parents may bring food for family members only. No food or drink, with the exception of water in a clear bottle is allowed in classrooms.**

## Food Service Automated System

Money deposited into accounts may be made by personal check (made payable to Parkview School District) or by cash. Deposits can be made online on the district website by credit card. No charge cards or debit cards will be accepted at this time at the school. Accounts will be balanced and updated by 10:00 a.m. each day. Money deposited after 10:00 a.m. may not get credited until the next day. They will receive a pin number during registration and will be using this number to access funds when they come through the lunch line. There will be no charging for meals or ala carte items at Parkview Jr/Sr High School. Students who want to deposit money after 11:00 am will be sent to the office to make the deposit. Money will NOT be accepted in the cafeteria during lunchtime, students will be sent to the office to make the deposit. You may check your family's account on-line using your family's pin number. If you do not have internet access, please contact a building secretary or the Food service department at Parkview.

Jr./Sr. High Office – 879-2994 Ext. 5111.

Food Service – 879-2994 Ext. 6123.

## GUESTS

Parents and guardians are welcome at anytime. Please sign in at the main office so we can assist you. We have a "**no guest policy**" at Parkview. Exceptions to this rule are subject to approval by a principal well in advance of the proposed visitation. Because we do not have day care facilities, young children should not be brought to school.

## SCHOOL DANCES

School dances are for Parkview students only. Students wishing to bring a guest must have administrative approval by Wednesday prior to the day of the dance with the appropriate guest form submitted to the office. The student date at the dance can be no older than 19; also, if the student did not attend Parkview or is currently not attending another school, they will be required to have a background check completed before being cleared to attend the event. High school students cannot attend junior high dances, and junior high students cannot attend high school dances.

### DANCE DRESS GUIDELINES

Ladies:

- Strapless / spaghetti straps are allowed
- Dress and skirt length must reach the mid-thigh area
- No front slits, side and back slits no higher than fingertip length
- No tie halter tops
- No obvious exposure of undergarments
- Appropriately placed mesh cutouts are allowed
- No plunging necklines
- No full stomach exposure
- Appropriately placed lace is allowed

Gentlemen:

- Collared shirt and tie (Prom)
- Shirts must remain buttoned if no undershirt
- No exposed undergarments
- Dress pants or slacks
- Dress hats (e.g., fedoras, top hats; no baseball caps)

Once students are admitted into the dance, if they alter their attire in such a way as to violate the specified dress standards, they will be removed from the dance. Students who are unsure if their attire meets dress code standards should consult the Principal or Assistant Principal prior to the event. Students not meeting the dress code standards will not be admitted into the event; students will have the opportunity to go home and change.

### CRITERIA FOR HOSTING EVENTS OFFSITE

- All information/coordination of the event must go through the advisor and the principal
- The site must be approved by the principal one semester in advance of the date of the event
- All funding for the site must be raised before the site is selected
- All payments for the site must go through the school

Information to be submitted in original proposal:

- Pricing
  - Facility/Room Usage cost
  - Food & Beverage minimum required?
  - Parking charges
  - Security cost
  - Entertainment/DJ/Band cost

A parent meeting will be held one month prior to the event to discuss guidelines. Dress code will be discussed in advance based on current fashion trends.

## LOST & FOUND

Students who find items should turn them into the office. Students who have lost items should check with the office. If items are believed to be stolen a report should be filed with a principal.

## POSTERS

Students must submit items to be posted in school to the principal for approval. Posters are not to be attached to wood surfaces.

## AUTO USE POLICY

All student vehicles parked on school property must be registered in the high school office and pay the parking permit fee. All student vehicles registered must place the parking sticker on the lower left side of the front windshield. The student parking lot is the only approved area for student vehicles. Students are not allowed to be in the parking lots during school hours, including lunch times, without permission from the administration. Students who leave without proper authorization or have discipline issues related to their vehicle may have parking privileges suspended. School officials have the right to search vehicles parked on school property.

Student parking on school property may be denied for a period of time for disciplinary reasons.

## ACADEMIC INFORMATION

### MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS

Credits	2016-2017	2017-2018
English	4	4
Social Studies	3	3
Math	3	3
Science	3	3
Physical Education	1½	1½
Health	½	½
Success 101	N/A	½
Success 102	N/A	½
Electives	9 ½	8 ½
Total	24 ½	24 ½

Four full years of attendance are required.

A senior must complete all graduation requirements and meet the attendance requirement, which includes making up all time owed, in order to participate in the graduation ceremony.

Students are required to take a minimum of six academic courses each semester, not counting Physical Education, alternate day classes or Cooperative Education Program. Classes meeting every day for two semesters are worth one credit.

## LEARNING LAB/CREDIT RECOVERY

This learning lab will have multiple uses during the school day at Parkview. Students who have failed a course from the previous year and did not make up the credit during summer school will be placed in learning lab for credit recovery. Students may be taking a course not offered at Parkview online or taking a course that because of schedule conflicts is taking the course in the learning lab. This lab will be staffed with various teachers throughout the day. These classes will be small with more individual assistance available if necessary.

## **HIGH SCHOOL EQUIVALENCY DIPLOMA (HSED) GED 2**

The school is now offering preparatory classes for the GED test for students who are at least 17 years of age and one year behind their 9<sup>th</sup> grade class in credits. Formal meetings will be held to determine the appropriate educational program for the student prior to entering into a contract. The student must volunteer for the program and must meet at least 15 hours of specific course work per week to prepare for the final GED test which is taken at Blackhawk Tech at the student expense.

## **JUNIOR HIGH GRADE LEVEL ADVANCEMENT**

All junior high students will pass both semesters of math, social studies, science, and English/language arts in order to be promoted to the next grade. If a student fails a semester a student must take the semester/year of the failed course over in credit recovery during summer school and successfully complete the required work prior to beginning of the following school year.

## HIGH SCHOOL GRADE LEVEL PLACEMENT

To encourage students to make continuing progress toward graduation from Parkview High School, credit requirements have been established for grade level placement. The number of credits earned will determine the grade level placement and the grade classification for each student. Guidelines for minimal progress toward graduation are as follows:

<u>Semester</u>	<u>Credits Earned</u>
1	2.5
2	5.0
3	8.0
4	11.0
5	14.0
6	17.0

Therefore, a student must have earned 5.0 credits to become a sophomore, 11.0 credits to become a junior and 17.0 credits to become a senior.

Students who fail to meet the credit requirements for grade advancement at the high school level will remain in the same grade level the following school year. In some cases credit deficiencies may be made up in summer school.

At the end of first semester of each school year, parent/guardian(s) will be notified if a student is in danger of not advancing to the next grade level. At the end of second semester of each school year, parent(s)/guardian(s) will be notified if a student is not meeting grade level requirements.

Final determination of grade level placement will be made in August after summer school but before the opening of school. Students may not change grade levels during the school year. Students who fail to advance to the next grade level will be affected in terms of:

- Homeroom assignment
- Locker assignment
- Yearbook photo
- Class offices
- Student Council
- Homecoming participation that relates to class standing
- Prom participation that relates to class standing

Any student enrolled in an alternative education program who does not have the minimum number of credits to be classified with the grade level which coincides with the number of years he/she has been in high school may request to be reclassified. This request must be submitted to principal or assistant principal in the form of a written plan. The plan must outline the courses to be taken each year of high school until and including the year of intended graduation. This plan must be submitted by the second Friday of the school year. In order to be reclassified, a student must have taken the mandatory state assessment for any grade that is being skipped. *Note: A student may not use this process to avoid taking the required state assessments.*

A student who does not advance in grade level and who feels there are extenuating circumstances (long term illness, disability, family catastrophe, etc.) may request an exception to this policy. Exception requests will be decided by the principal and may be based on consultation with the school counselor and the student's teacher(s). If the parent(s)/guardian(s) objects to the decision of the principal, on the grade level placement, they may appeal this decision to the district administrator.



## YOUTH OPTIONS

Eligible juniors and seniors may participate in the Wisconsin Youth Options program. This program allows students to enroll in courses at colleges and or technical schools at school district expense. The courses must be different from those offered at the high school. Students must register with the school counselor in the fall for spring courses and in the spring for fall courses.

### 2016 – 2017 ACT Test Dates

Test Date	Registration Ends	Late Registration Ends
September 10, 2016	August 5, 2016	August 6-19, 2016
October 22, 2016	November 16, 2016	September 17-30, 2016
December 10, 2016	November 4, 2016	November 5-18, 2016
February 11, 2017	January 13, 2017	January 14-20, 2017
April 8, 2017	March 3, 2017	March 4-17, 2017
June 10, 2017	May 5, 2017	May 6-19, 2017

### 2016 – 2017 SAT Test Dates

Test Date	Tests Offered	Regular Registration Closes	Late Registration Closes	
			Mail	Phone/Online
October 1	SAT & Subject Tests	September 1	September 13	September 20
November 5	SAT & Subject Tests	October 7	October 18	October 25
December 3	SAT & Subject Tests	November 3	November 15	November 22
January 21	SAT & Subject Tests	December 21	January 3	January 10
March 11	SAT only	February 10	February 21	February 21
May 6	SAT & Subject Tests	April 7	April 18	April 25
June 3	SAT & Subject Tests	May 9	May 16	May 24

## HONOR ROLLS

Highest Honors 4.0  
High Honors 3.5 – 3.999  
Honorable Mention 3.0 – 3.499

## **GRADING SCALE**

A	=	95 – 100%	4.0	A-	=	92 – 94%	3.67				
B+	=	89 – 91%	3.33	B	=	86 – 88%	3.0	B-	=	83 – 85%	2.67
C+	=	80 – 82%	2.33	C	=	77 – 79%	2.0	C-	=	74 – 76%	1.67
D+	=	71 – 73%	1.33	D	=	68 – 70%	1.0	D-	=	65 – 67%	.67
F	=	0 – 64%	0								

## **GPA CALCULATIONS**

The Grade Point Average GPA for all students 9-12 is calculated by the number of credits taken per semester and the grades received for these courses. The final GPA is affected by the number of courses you have taken – (example – two students have the exact same grades but because one student has taken more courses his/her grade point will be higher). If you have any questions ask your school counselor.

**8<sup>th</sup> GRADE PROMOTION CEREMONY – WEDNESDAY, MAY 17 @ 1:30 PM in the  
HIGH SCHOOL GYM**

**AWARDS ASSEMBLY DATE –WEDNESDAY, MAY 17 @ 2:30 FOR GRADES 9-11**

This assembly is to recognize academics and leadership. You will be sent a letter prior to the assembly inviting your family to attend.

**SENIOR AWARDS NIGHT DATE – WEDNESDAY, MAY 17 @ 7:00 PM**

Senior awards night recognizes academics, athletics and scholarship awards. You will be sent a letter prior to the awards night inviting your family to attend.

**SENIOR LAST DAY – THURSDAY, JUNE 1**

**SENIOR BREAKFAST – FRIDAY, JUNE 2 @ 8:30 AM**

Breakfast will be served @ 8:30 in the cafeteria followed by a mandatory graduation practice.

**HIGH SCHOOL GRADUATION DATE – SUNDAY, JUNE 4 @ 1:00 PM**

The ceremony will be held in the High School Gymnasium.

**GRADUATION CEREMONY GUIDELINES**

Students must have all fees paid prior to the graduation practice in order to be included in the commencement. Participation in the graduation ceremony is a privilege not a right; administration may revoke this privilege for disciplinary reasons. Parent/guardian will be notified prior to the graduation ceremony.

**VALEDICTORIAN DETERMINATION**

1. Student with top GPA is valedictorian with GPA calculated out to the thousandth decimal point.
2. If a tie occurs, the tie will be broken by the highest ACT score.
3. For further information, refer to board policy.

**(2<sup>nd</sup> Semester) Academic Performance Incentive Day for 2016-2017**  
**June 1, 2017**

**Grades 7 & 8 will earn the incentive day if the following criteria are met:**

1. Earn at or above 65% percentile or based on individual growth plan as determined by the Pupil Services Department and/or student's IEP on Spring MAP assessment.
2. Have passing grades in all classes

**Grade 9: Freshman will earn the incentive day if the following criteria are met:**

1. At or above the 65% percentile or based on individual growth plan as determined by the Pupil Services Department and/or student's IEP on Spring MAP assessment
2. Have passing grades in all classes

**Grade 10: Sophomores will earn the incentive day if the following criteria are met:**

1. At or above the benchmark for each category on the Mid-Year Aspire assessment
2. Have passing grades in all classes

**Grade 11: Juniors will earn the incentive day if the following criteria are met:**

1. Earn above the state average on the ACT in three tested subject areas of Math, Science and English
2. Have passing grades in all classes

**Grade 12: Seniors will earn the incentive day if the following criteria are met:**

1. Have passing grades in all classes
2. Student has no discipline referrals for the school year
3. Student does not violate the attendance policy for 1<sup>st</sup> or 2<sup>nd</sup> semester

**GENERAL EXAM RULES**

1. A semester exam can count no less than 15%.
2. Work Study will be suspended for the two test days. All students must adhere to the schedule.
3. Viking Hall will be a quiet study hall.
4. Ten minute break between exams.
5. No passes at all issued during test days.
6. Points will be deducted for tardiness to an exam. Tardiness will result in the reduction of the exam grade by a plus or a minus.
7. During exam days our campus is closed. As usual you will not be able to leave during the lunch periods.

## **ACADEMIC AWARDS**

Seniors achieving a 3.8 GPA or higher over the first three grading periods each year receive an academic patch and pin. Students receiving a 3.5 – 3.7 over the first three grading periods each year will receive an academic patch. Seniors achieving a 3.5 GPA or higher during the first seven semesters will receive an honor cord for graduation.

### **PARKVIEW JR/SR HIGH SCHOOL STUDY HALL EXPECTATIONS**

Students will be expected to:

- Bring appropriate materials to study hall including: study/reading materials and homework,
- Prior to class bring a pass from a teacher in order to sign out.
- iPads should only be used for school work or silent reading during study hall.
- Be engaged in Silent Sustained Reading if they are finished with their assignments.
- Follow staff directives regarding use of study hall time.
- Keep electronic devices, i.e. cell phones/gaming devices out of sight and put away, unless given permission from study hall instructor.
- Maintain an environment conducive for learning.

#### **Honor Study Hall**

1. Students may be removed from honors study hall for any type of attendance issue (including tardies) or behavioral concern related to disruptive classroom behavior, detentions, disciplinary referrals, or not following the Honor study hall rules.
2. Honor Study Hall students using the LMC must report to the LMC until the period ends.
3. Electronic devices are permissible during Honor Study Hall; however, using your cell phone to make phone calls is not allowed. If you need to make a phone call, please ask the office for a private location to talk.
4. Talking must be very low.
5. Card playing will be allowed but no gambling of any kind.
6. Students should have work or reading material with them.
7. Students leaving the Honor Study Hall area must sign in/out in the front office. You must carry the Honor Study Hall pass with you when checking in/out of the front office. Once you leave the front office you must have a pass.
8. Students must be seated and keep the area clean.
9. Students can use juice machines without asking permission.
10. This area is for Honor Study hall students only, please remind your friends not to stop and visit. This may jeopardize you remaining in Honor Study Hall.
11. To be eligible for Honor Study Hall a student must have earned a 3.6 the previous grading period.
12. An incoming freshmen must achieve a 3.6 grade point 1<sup>st</sup> quarter in order to be eligible for Honor Study Hall.

#### **Removal from Honor Study Hall**

1. Any disciplinary issue will result in an automatic removal and the length of the removal will vary depending on the severity of the offense
2. A student receiving a “D” on a progress report – 3 week removal
3. A student receiving a “F” on a progress report – 9 week removal
4. Attendance/tardy issues will be cause for removal
5. If you are out of the honor study hall area without a pass/signed out – you will be removed from Honor Study Hall for a week, repeated offense will result in the remainder of the quarter.

### **Re-entry**

1. A student will meet with the Principal for a re-entry meeting.
2. A student has one opportunity for re-entry, after this meeting a student may not reapply if they are removed from Honor Study Hall.

### **Teacher Aide Program**

Students can earn  $\frac{1}{4}$  credit assisting a teacher for one period each day. To gain credit the student must be actively assisting the teacher for the majority of the class period. To be eligible for the teacher aide program a student must have earned and maintained a 3.0 GPA. All students must be approved by the teacher, school counselor and building principal. Students who are not complying with contract will be removed.

### **HOMEWORK PICK-UP GUIDELINES**

Parents can pick up homework for students who are absent at the end of the day, provided the parent informs the school office by 10:00 AM that day.

### **Academic Intervention Parkview Junior/Senior High School**

- I. Purpose:  
Academic Intervention is a modified study hall in which students will be given structured one-on-one support. Academic Intervention is designed to identify student needs and target interventions based on those needs. On-going assessment and grade checks will occur to verify academic progress with the goal of transitioning to independent academic success.
- II. Criteria:  
Students in need of Academic Intervention are identified by having three D's or F's per quarter and/or has been placed by Student Services. Students are placed back into study hall when they have a grade of C or better in all classes and through recommendation by their Academic Intervention instructor.
- III. Late Work Intervention:  
Students who do not have their assignments completed for class will be sent to academic assistance, "Lunch Bunch," during the student's lunch period. The student will get his/her lunch, either hot or cold, and return to the Academic Assistance room to finish the assignment that he/she did not have completed. If the student does not report to the Academic Assistance room as directed by the classroom teacher, he or she will be given an after-school 45-minute detention in order to complete the missing work. If the assignment is completed before the lunch period, the student will make contact with the classroom teacher to turn in the missing work. If the student is in a class that meets after the lunch periods, he or she may be requested to stay after school with the teacher or report to "Lunch Bunch" the following day (if the assignment is completed by the next day, the student will need to contact the teacher so as to have the assignment documented as complete).

Disclaimer: If a student has an excused absence, the student will have two days to complete the missing work before he or she will be required to attend "Lunch Bunch."  
If a student has an unexcused absence, he or she will be sent to "Lunch Bunch" for the missing work.

#### IV. Student Expectations:

- Completion of Academic Intervention goal sheet.
- Follow teacher directives regarding use of Academic Intervention time.
- Bring necessary materials including assignment notebook.
- Use computers for academic purposes (no music or games).
- Remain in Academic Intervention for the duration of the period (no signing-out)
- Provide necessary proof for assignment/project completion.
- Be engaged in Silent Sustained Reading if they are finished with their assignments.

# Formative/Summative Assessment Procedures

## Parkview Jr/Sr High School

### *Guidelines for the Assignment of Homework and Responsibilities of Students, Staff and Parents*

#### **I. Purpose:**

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Parkview Jr/Sr High School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

#### **Homework assignments include:**

- Practice** exercises to follow classroom instruction
- Preview** assignments to prepare for subsequent lessons
- Extension** assignments to transfer new skills or concepts to new situations
- Creative** activities to integrate many skills toward the production of a response or product

#### **II. Time**

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are also encouraged to pursue non-assigned, independent, leisure reading.

#### **III. Late Work Procedure**

All work that is assigned is due at the beginning of the class period unless otherwise stated by the instructor. Work that is not submitted at this time will be considered late a 10% penalty per school day will be assessed, up to 5 days. After 5 days, the maximum achievable score will be 50%. By the end of the grading period (progress or quarter), if the assignment is not completed, it will be recorded as a zero.

Students who miss homework because of an excused absence will receive the opportunity to make up missed work. Students are given two school days for each excused absence. It is the students' responsibility to get work missed due to illness or absence.

#### **IV. Late Work Intervention**

Students who do not have their assignments completed for class will be sent to academic assistance, "Lunch Bunch," during the student's lunch period. The student will get his/her lunch, either hot or cold, and return to the Academic Assistance room to finish the assignment that he/she did not have completed. If the student does not report to the Academic Assistance room as directed by the classroom teacher, he or she will be given an after-school 45-minute detention in order to complete the missing work. If the assignment is completed before the lunch period, the student will make contact with the classroom teacher to turn in the missing work. If the student is in a class that meets after the lunch periods, he or she may be requested to stay after school with the teacher or report to "Lunch Bunch" the following day (if the assignment is completed by the next day, the student will need to contact the teacher so as to have the assignment documented as complete).

Disclaimer: If a student has an excused absence, the student will have two days to complete the missing work before he or she will be required to attend "Lunch Bunch." If a student has an unexcused absence, he or she will be sent to "Lunch Bunch" for the missing work.



## V. Major Projects

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the ordinary amount of time students spend working on homework. Students not completing major projects may develop a completion plan with their classroom teacher, receive additional assistance through academic intervention, and/or may be referred to student services for additional assistance.

### Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give timely feedback and/or correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops
- Syllabus outlining class expectations and grade breakdown will be developed for each class

### Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

### Responsibilities of Students:

- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.

## FIELD TRIPS

All students who intend to participate in school sponsored announced field trips arranged by classes or clubs, whether walking or transported in a vehicle, should have the appropriate field trip permission form signed by their parent or guardian filed with the teacher before leaving on the field trip. All students on field trips are responsible to the teacher and approved chaperones for the field trip. Students are responsible for work missed due to a field trip. (Discipline policy is in effect when students are on school sponsored activities). **Students are not allowed to drive without prior approval from a principal.**

**Note:** Students may be denied the privilege of participating in a field trip if they meet three out of four of the following criteria in one or more classes:

1. Excessive absences
2. Missing assignments
3. Current grade is an F
4. In or Out of School Suspension or chronic discipline issues

**PARENT CONFERENCES  
(NOVEMBER 10 & 14, 2016)  
(FEBRUARY 13 & 16, 2017)**

Parents are encouraged to make appointments with a teacher, counselor, the principal, or other staff members to discuss any matter relevant to a student's successful experience. Such appointments may be arranged by telephoning the secretary in the high school office. Appointments with school counselors may be arranged by calling the high school at 879-2994.

**EXTRA HELP**

All teachers are available to students for extra help. This will be available during the regular school day when teachers do not have specific class responsibility, and after school between 3:02-3:35 PM. Teachers can require students to stay after school to re-mediate. Assistance of this type is often the difference between a passing or failing grade.

**STUDENT SERVICES  
COUNSELING SERVICES**

Mrs. Mary Stelter– Student Services Director – district wide – (879-2994 Ext. 5116)  
Ms. Lisa Kempthorne – Grades 7 – 12, (879-2994, Ext. 5120)  
Guidance Secretary - Ms. Stacy Neal, 879-2783 or (879-2994, Ext. 5119)

**FAMILY ACCESS**

We encourage parents to complete the Family Access Form. This will allow parents access to their child's grades, attendance, fees, and discipline reports on-line. Contact Mrs. Buehl, 608-879-2994 ext. 5127 at the Parkview LMC to request a form.

**MID-GRADE AND PROGRESS REPORTS**

Mid-term progress reports will be available online or upon request mailed home to all students each quarter. Daily or weekly progress reports are available upon parental request. Parents can contact the school counseling office concerning the progress of their children.

Parents are strongly encouraged to monitor their child's grades via Family Access. Please see the above section to sign up for this important parental resource.

**COOPERATIVE EDUCATION PROGRAM**

The Cooperative Education Program is a vocational program for eligible high school juniors and seniors each of whom must have a stated career objective. The three components of the program are:

- Work based – learning
- School – based learning
- Connecting Activities

Contact the Parkview Business Department for more information.

**BLACKHAWK TECHNICAL COLLEGE  
UW-ROCK, BELOIT COLLEGE**

Options are available for students to attend Blackhawk Tech., UW Rock or Beloit College. See the school counseling department for more information.

## **OBTAINING A WORK PERMIT**

When you have obtained a job, you must submit to the **front office** the following items before a work permit can be issued:

1. A statement from your employer indicating that you will be working for them.
2. A statement from your parents giving their consent
3. A copy of your birth certificate or baptismal certificate.
4. A fee of \$10 payable by your employer.
5. A copy of your social security card.

## **WITHDRAWAL FROM SCHOOL**

Prior to withdrawing, students are to complete the following:

1. Present a written notice of withdrawal to the office from their parent/guardian.
2. Parent/student must speak with building principal before beginning the withdrawal process.
3. Turn in all textbooks to their teachers.
4. Pay library fines if applicable.
5. Return the "Student Withdrawal Form" to the office after it has been initialed by all teachers involved.
6. Be sure that your hall and gym lockers are cleaned out completely.
7. Indicate in writing where they are enrolling their student.

## **HEALTH PROCEDURES**

### **Health Office**

The School Nurse Consultant and all designated personnel provide assessment and care of ill and injured students. They also provide health education and consultation, dispense medication, maintain immunization records, and screen for communicable diseases. It is the responsibility of the parents/guardians to inform the Health Office if their student has any medical concerns that may require a health and/or procedure plan and to provide up to date health information on an annual basis.

### **Illness and Injury**

There is an illness/injury log in the Health Office. When a student is seen in the Health Office, the date of when they were seen and the purpose of the visit should be documented.

Please be sure that all injuries occurring during class or in a supervised school location are reported to both the teacher in charge and the Health Office. An injury report must be completed and given to the designated school personnel within 24 hours of the incident.

## **Emergency Care Information**

The safety and welfare of your child is of great importance to both you and the school. If your child should become ill or injured while under the school's supervision, the following steps will be taken on behalf of your child:

1. If your child has a minor accident, the following action will be taken:
    - a. First aid will be administered according to school-approved procedures.
    - b. Your child will be returned to class if he/she is all right.
  2. If your child is unable to go back to class because of illness or minor injury, the following steps will be taken:
    - a. You will be contacted and once arrangements have been made with you, your child will be allowed to leave the premises.
    - b. If you are not available, the emergency contact number found on the Emergency Card will be called.
    - c. Once contacted, you or the emergency contact will be responsible for providing the necessary transportation for your child to leave the school in a timely manner.
    - d. If we are unable to reach you or the emergency contact, your child will be kept in school, and continued attempts will be made to reach you or the emergency contact.
  3. If your child is in need of immediate medical attention, the following steps will be taken:
    - a. First aid will be rendered immediately according to school approved procedures.
    - b. 911 will be called and transportation to a medical facility will be arranged for your child.
    - c. You will be called. If you cannot be reached, the emergency contact(s) will be called.
- School personnel will not transport ill and injured students in need of emergency medical services.
  - Parents will be responsible for any medical costs incurred for emergency care provided by out of school personnel.

We need your cooperation in putting this plan into effect for each child. Please insure that the emergency contact information on your son's/daughter's registration card is accurate. In addition, please keep the school informed of any changes in information on this card.

## **Exposure to Bodily Fluids**

When students are in contact with a student in need of medical assistance, their first step should be to notify an adult. Unless it is an extreme emergency, students should not administer First Aid.

## **Medication Policy and Procedure**

Students distributing, selling, or consuming prescription medication at Parkview Jr./Sr. High School without proper office notification may be subject to discipline action including possible expulsion from school. The following guidelines will be followed when medication is administered to students.

### **Non-prescription Medication**

Non-prescription (over the counter) medications will be administered by the designated staff upon the receipt of:

- Written consent by the parent/guardian
- Medication supplied by the parent/guardian in the original container listing the name of the medication, the time to be administered, and dose to be administered
- Medication Administration Forms are available in the office upon request or on the district website. This form must be updated and resubmitted annually or if dosage or frequency of the medication change.

## Prescription Medication

All prescription medications are required to be kept locked in the Health Office. Prescription medication will be administered by the designated staff upon receipt of:

- ❑ Written consent by the parent/guardian
- ❑ Written instructions and signature of the healthcare provider
- ❑ Medications are supplied by the parent/guardian in the original container with the child's full name, name of the drug and dosage, time to be given and the healthcare provider's name
- ❑ Students with severe asthma may carry their inhalers with them.
- ❑ The order on the medication container must match the written instructions of the healthcare provider (child's full name, name of drug and dosage, and time to be given).
- ❑ It is the responsibility of the student, where appropriate given the student's age and developmental level, to report for his/her medication(s) at the designated time.
- ❑ Medication administration forms are available in the office upon request or on the district website. This form must be updated and resubmitted annually or if dosage or frequency of the medication change.
- ❑ All medication must be claimed at the end of the school year or it will be discarded.

## THE LMC INSTRUCTIONAL MEDIA CENTER

The LMC is a place of quiet study, research, and reading. It is open:

Mon. thru Thurs. 7:00 AM until 5:00 PM  
Fri. 7:00 AM to 4:00 PM

Any students may use the LMC before or after school. During school hours, students may choose to go to the LMC rather than an assigned study hall. Students have the opportunity to sign up to use the LMC before school.

The computer science and homework lab are also available for student use. LMC staff is available to help students with research, locating materials, and answering questions. Please feel free to ask for help at any time.

Since it is a privilege to use the LMC, any inappropriate behavior may result in the loss of LMC privileges for a time period.

## COMPUTER USE AT PARKVIEW

\* The Parkview School District Access to Technology Resources Consent form must be signed and on file in the LMC before a student can use the internet.

\*Parents need to indicate if a student's name, graduation date, photo, artwork and/or writing can be included on the web page/newspaper.

- The Parkview School District reserves the right to remove any user for inappropriate use of the internet and/or computer equipment. Issues concerning misuse of computers will be addressed using the discipline rubric.
- No food or drink in any computer labs or near any computer in the building.

