2026-2027

# Student & Parent Handbook

PARKVIEW
MIDDLE SCHOOL

ASHWAUBENON SCHOOL DISTRICT



Updated: 8/1/2026

## Mission Statement

**Parkview Middle School is a place where everyone fits. We work together, believe in each other, and do work that matters. At Parkview, we do no harm, welcome all, and never give up on learning.**




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## STUDENT RESPONSIBILITIES

**Appropriate conduct in school, at school functions, and on the bus:** Students are responsible for observing all school rules and procedures. Behavior Expectations and Student Code of Conduct information sections are included in this Handbook.

**Daily Attendance:** Students are responsible for attending regularly scheduled classes unless officially excused.

**Appropriate Dress:** Students are responsible for dressing in a manner which provides for their health and safety and which does not cause disruption of the school program. Please review the policy on Student Dress in this handbook for more specific information.

**Homework:** Students are responsible for completing assignments and homework. Specific information is in the School and Board Policy section of this handbook.

**Preparation:** Students are responsible for coming to class prepared with a charged chromebook, appropriate books, paper and writing instruments.

## PARENT RESPONSIBILITIES

**Immunization:** Parents are responsible for fulfilling the immunization requirements for their children in accordance with State Law. Students enrolling in school for the first time must be immunized against diphtheria, tetanus, whooping cough, mumps, measles, rubella, and polio.

**Attendance:** Parents are responsible for their child's attendance at regularly scheduled classes. If a child is to be absent because of illness or death in the family, the parent must notify the school.

**Notification:** Parents are responsible for notifying the school of any change of address, custody, designated persons in case of student accident or illness, etc.

**Conferences:** Because teachers and parents form a valuable partnership in the education of a student, parents are expected to participate in parent-teacher-student conferences.

**Homework:** Homework is an essential part of school life. Parents are urged to check with their children and on PowerSchool to see that homework assignments are being completed properly and on time.

## SCHOOL RESPONSIBILITIES

**Safe Environment:** The school will maintain its building and equipment in safe condition. Rules of behavior are set and enforced to promote the health and safety of all. Tornado and fire drills are carried out in accordance with state regulations. Students who are ill will be sent home to protect others from illness.

**Appropriate Educational Programs:** The school will be responsible for regular testing and placement of students in educational programs suited for their ability and achievement.

**Notification:** The school is responsible for notification of students and/or parents of changes in the educational program of the student. The school will make a reasonable attempt to notify parents when a child is to be disciplined or suspended. The school authorities will notify parents in writing of a student's pending expulsion.

**Due Process:** School authorities have the responsibility of following due process procedures to protect the rights of a student who is suspended or expelled.

**Discrimination:** The school authorities are responsible that school personnel, students, or curriculum materials do not discriminate on the basis of race, sex, religion or national origin.

**Suspected Child Abuse or Neglect:** School personnel are required by law to report any suspected cases of child abuse or neglect to the welfare authorities.

## GENERAL SCHOOL INFORMATION

### ENROLLMENT AND EMERGENCY INFORMATION:

It is imperative that the office have up to date phone numbers and contact information in the event of an emergency involving your child. Please notify the office immediately if there are any changes in your work phone number, home phone number, address, contact persons, etc. It is important that students are instructed about this information so that they can be dismissed immediately without reservation in case of emergencies.

### *Enrolling at Parkview*

Students that are new to Parkview are required to enroll with their parents or legal guardians unless they are 18 years of age. When enrolling, the parents are required to bring:

A. a certified copy of the birth certificate or similar document
B. proof of residency
C. proof of immunization and/or appropriate waivers
D. custody papers from a court (if appropriate)

Students enrolling from another school will have records forwarded from that school. Those attendance and grading records are evaluated by the school counselor and administration.

Homeless students who meet the Federal definition of homelessness may enroll and will be under the direction of the District Homeless Liaison with regard to the enrollment process.

***Illness and Accidental Injury*:** If a student becomes ill or is accidentally injured at school, the teacher or supervisor needs to be informed and the office notified. The student will be sent to the office unless s(he) cannot be moved. Phone calls to parents concerning illness or injury are made by office personnel, not by the student. The office will contact parents or parties listed on the emergency record so the student may be taken home. If the illness or injury is serious and no one listed on the emergency record can be reached, school officials will act in the best interest of the child. In this case, they may call the rescue squad for transportation to the hospital emergency room for care. Efforts to contact parents will continue.

***Moving During the School Year*:** If your address changes, please contact the school office with your new address, phone number, etc. It is imperative that we have accurate information for students and parents/guardians.

If you move out of the Ashwaubenon School District during the school year and you wish to have your child continue school at Parkview in the Ashwaubenon School District, please notify the office immediately so you may complete a **Tuition Waiver form**. Without a Tuition Waiver form on file in the Parkview and District Office, the district may charge you tuition for your child to continue to attend school in Ashwaubenon. Under the Tuition Waiver Provision, tuition is waived; however, parents are responsible for providing transportation for their child so they may continue to attend Parkview.

Tuition Waiver will allow your student to continue to attend school in Ashwaubenon for the remainder of the school year. However, in February of the final school year of tuition waiver, parents must apply for Open Enrollment and be accepted, in order to continue to attend school in the Ashwaubenon School District.

The open enrollment application window for the 2027-28 school year will open on Monday, February 1, 2027, and will close on Friday, April 30, 2027, at 4:00 pm. If you have moved out of the school district during the school year, or are attending under a tuition waiver and wish for your children to remain in the Ashwaubenon School District, you must apply for open enrollment. Applications are accepted between these dates by contacting Jennifer Bower at the district office or by applying online at https://dpi.wi.gov/open-enrollment. By state law, the deadline for the 2027-28 open enrollment period cannot be extended beyond the date published. Applications must be submitted no later than Friday, April 30, 2027, at 4:00 pm to be considered for open enrollment for the 2027-28 school year.

**SCHOOL HOURS/ATTENDANCE/PROCEDURES/SECURITY**

Morning supervision on the west side of the building begins at **7:10 a.m**.
Entry bell – **7:30 a.m**.
Tardy bell – **7:35 a.m**.
**Regular school day hours – 7:35 a.m. - 2:48 p.m.**
Afternoon supervision outside of the building begins at **2:48 p.m**. until **3:00 p.m.**
**If there is a two hour delay, we will begin school at 9:30 a.m. which will be the third hour of the day.**

***Before School Supervision*:** Morning outside supervision begins at 7:10 a.m. Students who are taking part in our Breakfast program may enter the front doors at 7:10 am. Those with reason to be admitted earlier must either be enrolled in a specific co-curricular program or have an admission slip from a staff member. During fair weather, the students will remain outside until the 7:30 a.m. bell rings. During inclement weather, students will be allowed to enter the building at 7:10 a.m. and wait in their designated areas.

**We ask your cooperation in not dropping off or allowing your student to walk/bike to school prior to 7:10 a.m. since outside supervision does not start until this time.** This does not apply to students participating in a specific program or co-curricular that is supervised by a teacher.

***Visitor and Volunteer Sign-In Procedures*:** The Ashwaubenon School District uses Raptor, a visitor management system, as part of our school security procedures.

Anyone dropping off or picking up items in the school office does not need to show a driver's license.

All parents, guardians, and guests (visitors, volunteers, contractors, etc.), who enter a school building and want to proceed beyond the office during normal school hours need to:

1. Enter through the front office
2. Provide a driver's license or other US government-issued ID to an office staff member for scanning in the Raptor system to verify one's identification
3. If a visitor, parent, or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system
4. A background check is completed and the visitor will then receive a printed ID badge
5. A visitor/volunteer without identification will not be permitted to leave the office
6. Prior to leaving the building, visitors/volunteers need to stop in the office and check out with the office staff member
7. Visitors must use the Raptor system and present an ID to obtain a badge for every school visit

The Raptor system checks the visitor name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No data from the ID is shared with any outside agency.

***Building Security*:** For the safety of the students and staff, the building is secured during school hours. All doors will remain locked while school is in session. There is a buzzer at the first set of front doors, the far right door, which needs to be pushed in order to get into the main entrance of the school. Once in the main entrance, you will go to the visitor window attached to the office. All visitors must adhere to the 'Visitor and Sign-In Procedures' listed in the previous section.

Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building "Volunteer" or "Visitor" badge. They are also encouraged to question people who are in the building after school hours. Please understand that this is not meant to be rude or to make you feel unwelcome. It is simply meant to ensure the safety of students and staff members and the security of the building.

Any students leaving school before regular dismissal time must be signed out in the office by a parent or other designated adult listed on the child's emergency information. The school will not release any student to a person who is not listed on the emergency information. We appreciate you keeping this information up to date.

***Bus Students*:** Buses will drop bus students off in the morning in the parking lot on the west end of the school building. Students getting off the buses are then to go to their appropriate playground area until the first bell rings. At the end of the day, bus students will get on the bus at the same west area as they were dropped off in the morning. Any changes pertaining to which bus your child rides must be made with Lamers Bus Lines.

***Bus Stop Behavior***: When at their bus stop, students are considered representatives of our school district and their family. Appropriate behavior is expected of bus students at the bus stop at all times. Parents are expected to instill appropriate behavior in their children at the bus stop.

At no time are students to be on the property of others, chasing each other around, playing in the street, throwing things or causing a disruption for community members. Because bus stops are located off school property, if inappropriate or dangerous behavior is observed by a community member or homeowner, they have the right to contact Ashwaubenon Public Safety and request assistance.

School rules and consequences and bus company rules can be applied to students who misbehave at the bus stop. The help of our Police School Liaison Officer will also be enlisted if students at a bus stop refuse to behave acceptably. If persistent behavior problems continue at a particular bus stop, the school district and the bus company reserve the right to move the bus stop or eliminate it.

***Drop Off and Pick Up Procedures***: The following procedures were established to help ensure the safety of all Parkview students, parents and staff. Everyone's cooperation will help make it a safe year for all our children!

For the safety of our students, please obey all the signs around our school as it is posted. Please do not stop in the left traffic lane in front of the school as this is the pull out lane for parents after they drop off their student.

The parking lot at the west end of the school is only for our buses to enter and leave. Vehicles may use this entrance after 3:10 p.m. for activities scheduled for after school hours.

Students should not be dropped off or picked up on the EAST side of the school in the east parking lot as this is the Staff Parking Lot and can be dangerous due to the amount of traffic both before and after school.

Students being dropped off in the front of the school are to proceed around the outside of the building to the playground area west of the school upon their arrival unless they are participating in our breakfast program.

At the end of the school day, students who do not ride the bus will exit out the front of the building unless they live directly to the west of the school. In that case, students may exit out the door they enter in the morning.

For safety's sake, students are to be picked up along the sidewalk in front of Parkview on Willard Drive unless you made arrangements to pick up your son or daughter at a different location. Once again, it is asked that no vehicles be left unattended while waiting to pick up students in this area because it totally disrupts the traffic flow.

Students who are walking home must cross only at crosswalks following the directions of the Safety Patrol and Village Crossing Guards.

***Parking Lot*:** There are specially assigned parking spots for 30 minute visitor parking for parents/guardians in the east parking lot and in front of the school which remain free for your use during the school day. In order to keep students/drivers safe, neither the east or west parking lots are student drop-off or pick up locations.

To help traveling teachers remain on schedule, please do not park in the "Traveling Teacher" parking spaces during school hours.

***Attendance*:** Attendance in school is required by Wisconsin State Statute. Regular attendance is a responsibility that should be shared by parents, students, teachers and school. Wisconsin State Statute only allows students to compile 5 unexcused absences (absence for all or part of a school day) per semester. When a student has more than 5 unexcused absences, this information is shared with the School Liaison Officer and attendance team, who may contact the parent, issue a written warning, or issue a citation to the guardian for contributing to the truancy of a minor.

An absence of several days can be costly in terms of learning missed. Student participation in the school day, class discussions, activities such as experiments and demonstrations, and cooperative and hands-on learning activities cannot be recaptured when missed. While state law does provide for excused absences (see below),

please give serious consideration to the learning, school work and activities missed when your child is tardy or absent from school for reasons other than those allowed by state law.

It is very important for students to arrive at school on time- which means they should be **in their classroom** no later than 7:35am. Tardy students may miss important announcements and directions for the day's activities.

According to Ashwaubenon School District Policy (5200) and Wisconsin State Law (S 118.15) student absences are excused for the following reasons:

* Personal illness (Usually, a parental excuse will be accepted by the school. In certain situations, the school may require a doctor's excuse.)
* Funerals and religious services as requested by the parents
* Professional appointments that could not be scheduled outside of the regular school day
* Serious personal or family emergency
* Pre-arranged absences previously approved by the building administration

Please see the Attendance Policy (5200) listed on the District website under school board policies for more information.

***Absences*:** All student absences must be reported to the school office by phone by **9:00 a.m.** on the day of the absence (492-2945, Press 2). The parent/guardian needs to identify himself/herself, give the student's name and the reason for the absence. If we do not receive a call from you, our attendance secretary will initiate a call to your home and/or workplace. Please note that students who are absent from school on the day of a school dance or social event will not be allowed to attend the event unless special arrangements have been made with the Principal or Associate Principal. In addition, students need to be at school for at least one half of the day in order to participate in other extra-curricular activities such as sports, etc.

***Pre-Arranged Absences*:** If a student is going to be absent for any reason other than the first four listed above (Example- going on a family vacation), it is necessary for a parent to complete a Pre-Excused Absence form. Forms for Pre-Arranged Student Absence may be picked up in the school office. To be approved for an excused absence, the following stipulations must be met:

- Written requests should be made in sufficient time to allow for work to be made up in advance of the absence. It is suggested that **the request be submitted at least a week ahead of time**. Make-up work is provided at the discretion of the teachers and is to be completed before or very soon after the period of absence. The responsibility for this work rests with the student.
- After approval is granted, the pre-arranged absence may not be extended without approval by the building administration in consultation with the student's parents or legal guardian.
- A child may be excused by the parent for not more than 10 days in the school year under this provision.

***Tardiness to School*:** Students not in their classrooms by 7:35 a.m. need to report to the office for a tardy slip. Students arriving ***after 9:35 a.m***. are recorded as one-half day absent.

***Tardiness to Class*:** Parkview will continue their uniform system policy for classroom tardies in grades 6th through 8th which includes the following guidelines. A copy of Parkview's tardy policy is located in the Appendix. After five tardies in a class period during a quarter, the student will need to stay after school for 15 minutes with that classroom teacher. Teachers will notify parents if their student has to stay after school. Once a student has accumulated five tardies in a class period during a quarter, they will be allowed three more tardies in that same class period and then will earn an Office Discipline Referral (ODR). Each teacher will

keep track of their own tardies for each class period. Tardies reset each quarter giving each student a new start.

***Truancy*:** If a student is absent from school without an excused absence, the student is considered truant. Under Wisconsin state law, a student is considered to be a "habitual truant" if (s)he is absent from school without an excused absence for part or all of 5 or more days on which school is held during a school semester. By using the terms “part or all”, this includes a combination of unexcused absences and unexcused tardies. Habitual truancy may result in penalties under s.118.16(5) and/or a referral to Social Services, a written citation from Ashwaubenon Public Safety, and/or referral to the District Attorney. Under Section 118.15(1)(d), "Compulsory School Attendance", a child's parents/guardians may request the school board to provide the child with program or curriculum modifications to address concerns and meet needs. Per board policy, parents will be kept informed of their child’s attendance record by letter.

***Early Dismissal/Release Time*:** Requests for early dismissal for doctor or dental appointments or special parent requests for other reasons must be in written form and presented to the office by 8:15 a.m. on the day of the release. The note signed by a parent or guardian should indicate the time of departure, destination, and the name of the person transporting the student**. Any student leaving before regular dismissal must be picked up in the school office.** Before leaving, the student must first drop off the release form AND the parent/guardian must sign them out in the Sign-Out Book. ***If returning to school that same day, the student picks up the release form from the school office and returns it to the classroom teacher.*** Students who arrive after or leave before 9:35 a.m. will be marked one-half day absent. For afternoon classes, if a student leaves before 1:35 p.m. and does not return before 2:20 p.m., one-half day of absence is recorded. Students leaving school during the school day before regular dismissal time must be signed out in the main office by a parent or legal guardian.

Students will only be released to parents and those people whose names are indicated on the school’s calling records completed by parents. It is important that parents keep this information up to date by contacting the school office with any changes as they occur.

IN NO CASE SHOULD A STUDENT EVER LEAVE SCHOOL DURING THE SCHOOL DAY WITHOUT HAVING A PARENT/GUARDIAN SIGN THE STUDENT OUT IN THE OFFICE.

***Emergency School Closing Plan*:** If it becomes necessary to close school after the start of the school day before the regular dismissal time, the announcement will be made on the local radio and TV stations. **The Ashwaubenon School District also utilizes the SCHOOL MESSENGER program to notify parents and guardians through computerized phone calls and emails when emergency school closings occur.**

***Severe Weather Closing*:** When Ashwaubenon Schools are closed due to severe weather, the announcement is made early in the morning on most local radio and TV stations. **The Ashwaubenon School District also utilizes a SCHOOL MESSENGER program to notify parents and guardians through computerized phone calls and emails of severe weather school closings.** If school is open during stormy weather, parents have the right and responsibility to decide whether their children can safely attend school. In the event parents choose to keep their student home for weather-related reasons, please call the attendance line.

***Snow Day Make-up Days*:** If it is necessary to close schools for severe weather more than the two days allotted in the district calendar, make-up days may be scheduled starting the day after the last regularly scheduled day of school in June. If this becomes necessary, notices will be sent home with students in the monthly school newsletter.

***Video Surveillance:*** The Board of Education has authorized the use of video surveillance equipment at various points at Parkview. Any person who takes action to block, move, or alter the location/viewing angle of a video camera shall be subject to disciplinary action.

**PARENT SCHOOL COMMUNICATION**

***Conferences***: Two regularly scheduled conference times are planned during the year in October and March. At any time, parents should feel free to request additional conferences with teachers. (See the School Calendar for dates of regularly scheduled Parent-Teacher Conferences.)

***Problem Solving*****:** Parent concerns can often be resolved with open communication between parent(s) and teacher. We appreciate parents using the following procedure to answer questions and/or resolve issues.

1. Parents need to first contact the teacher. If parents contact an administrator first, parents will be encouraged to take this first step of speaking with the teacher. The administrator will inform the teacher when contacted by a parent with a concern. Likewise, teachers have a responsibility to inform the administrator of any concerns.

2. If, after meeting with the teacher, the matter is not resolved, it is then appropriate for the parent or the teacher to contact the administrator for the purpose of scheduling a conference involving the parent, teacher, child, and administrator, and/or other school personnel.

Every effort will be made to come to a mutually agreeable solution in the student's best interest by using effective communication and conflict resolution strategies.

***Report Cards***: Report cards are emailed home after the end of each semester grading period for courses that are year long. Quarter class report cards will be emailed home after the end of each quarter grading period. Midterm reports are available to parents online. Hard copies will be provided to parents who wish to have one. Parents may access their child's progress online through Power School throughout the school year. Information about accessing reports online is included at the end of this handbook.

***Telephones***: School telephones are busy phones. Student use of the phone will be limited to times of absolute need. Please make your children aware of any change in their usual after school activities before they leave home in the morning.

**We will not interrupt classes with phone calls for students or teachers except in an emergency.**

We encourage parents to contact their child's teacher whenever there is a question. If a teacher is in class when you phone, you may leave a message on the teacher's voicemail. The teacher will return your call at her/his earliest opportunity.

***Visiting School*****:** Parents, you are most welcome to visit your child's school! We ask that you make arrangements with the classroom teacher in advance if you plan to visit since a special activity or schedule change may be taking place that could impact your visit. **When you arrive at school, please remember to sign-in at the office** to receive a Visitor Pass before proceeding to your child's classroom.

***Volunteering***: Parents and community members are encouraged to take an active part in the education of our children. There are a wide variety of activities in which you may choose to participate including being a classroom helper, a committee member, a field trip chaperone, etc. We encourage you to contact your child's teacher regarding activities in which you are willing to participate. We also encourage you to become an active member in the PFC (Parent Faculty Club).

In accordance with district-wide procedures, those persons interested in volunteering are required to complete a **Volunteer Agreement** form prior to the date you plan to volunteer. This needs to be done only once while your child is enrolled at Parkview. Because you will be working with children, part of the agreement requires that volunteers maintain student confidentiality at all times. Background checks are conducted on all volunteers.

When coming in to volunteer at school, **please remember to sign-in at the office** and pick up a Volunteer Pass before continuing on to your volunteer assignment. Thank you! Your help is much appreciated.

***Wednesday Weekly*:** Each Wednesday, a digital Wednesday Weekly envelope is placed on our school website. This digital envelope contains reminders from school, as well as information about various opportunities your child may be interested in participating in, both at school and in the community.

As a courtesy, email reminders about the digital Wednesday Weekly are sent to the parent email address on file. Parents who do not have access to the internet can request that a paper Wednesday Weekly envelope be sent home with their child each week.

***Parkview Newsletter:*** As a means of keeping parents and families informed about what's been happening, or about upcoming events at Parkview, we publish four newsletters throughout the year, according to the following schedule: Back-to-School: months of August, September, October; Winter: months of November, December, January; Spring: February, March, April, and End-of-Year newsletter covers May and June. If you do not have an e-mail address, you may request a hard copy of the newsletter to be sent home with your child.

**STUDENT INFORMATION**

***Care of the Building*:** The design and nature of Parkview Middle School requires that students be attentive to the care of the building. It is expected that each student will exercise reasonable care in the use and maintenance of all materials belonging to the school district. Lost or damaged materials will be the responsibility of the student, and the cost of their loss or damage rests with the student.

***Care of School Materials*:** It is expected that each student will exercise reasonable care in the use and maintenance of all materials belonging to the school district. Lost or damaged materials including science equipment and glassware will be the responsibility of the student and the cost incurred through loss or damage rests with the student. Replacement fees are to be paid in the office and a receipt will be given to the student.

***Behavior Expectations*:** Integrated into all aspects of our educational programs is our Parkview Pride initiative. Parkview Middle School has implemented building-wide standards for character education. The focus of these standards is to improve student understanding of their responsibilities as well as student behavior. These standards also aid teachers and administration in their goal of encouraging responsible citizenship in their students.

The four core values focused on in the **Parkview Pride Program** are:

- **Respect**
- **Expect**
- **Accept**
- **Lead**

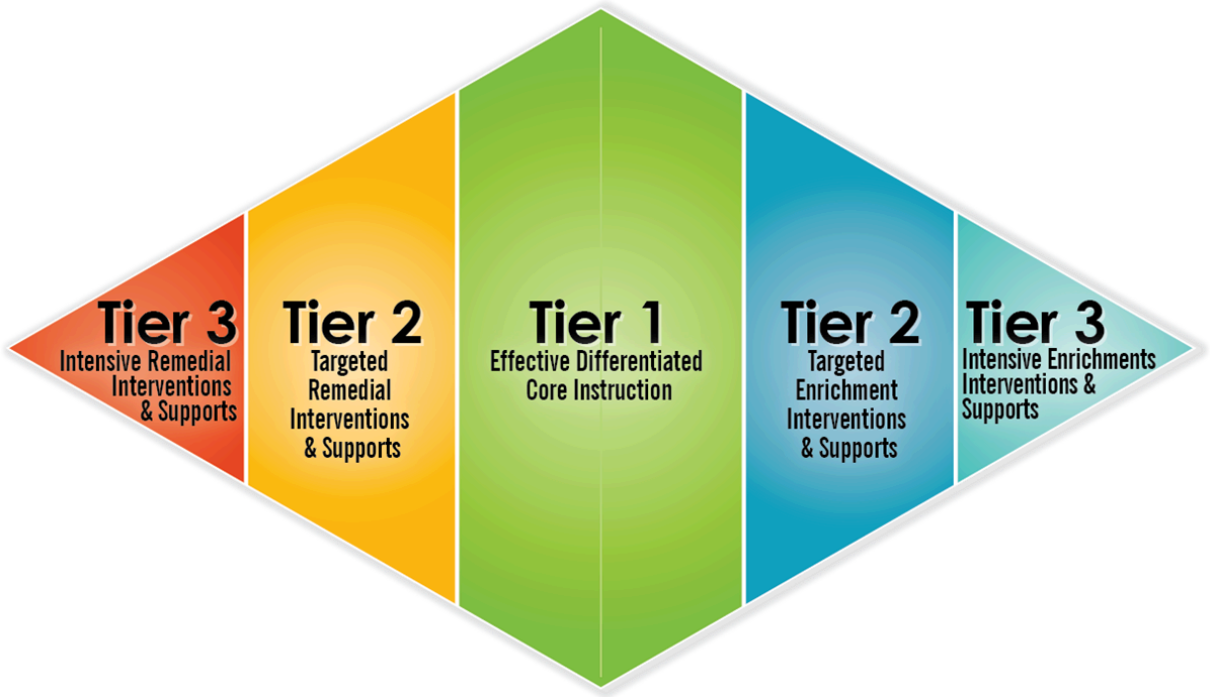
**See the *Keepin' It REAL Behavior Matrix*** ahead for expectations in each core value.

Various activities and lessons from school staff aligned with our implementation of PBIS will focus on these values throughout the year.

***PBIS (Positive Behavioral Interventions and Supports)*:** PBIS focuses on the positive behaviors our students display every day. Oftentimes, we see the majority of our students coming to school and fulfilling all of the academic and behavioral expectations set before them without any recognition. PBIS is a reward system that recognizes these students for their ongoing daily efforts. Students will receive Parkview Pride acknowledgements throughout the year for which they will be entered in weekly and quarterly drawings to win exciting prizes. There will be a PBIS school-wide kick-off the first couple of days of school in September and an ongoing focus on PBIS throughout the year.

## Why PBIS?

PBIS (Positive Behavior Interventions and Support) is a system-wide change that seeks individualized strategies for achieving social and learning outcomes in a safe and effective environment. The goal is to prevent problem behaviors among all students by explicitly teaching expectations in all areas of the building at the beginning of each year and again throughout the year as needed. Like RtI, we think of our students' behavioral needs in regards to a triangle:

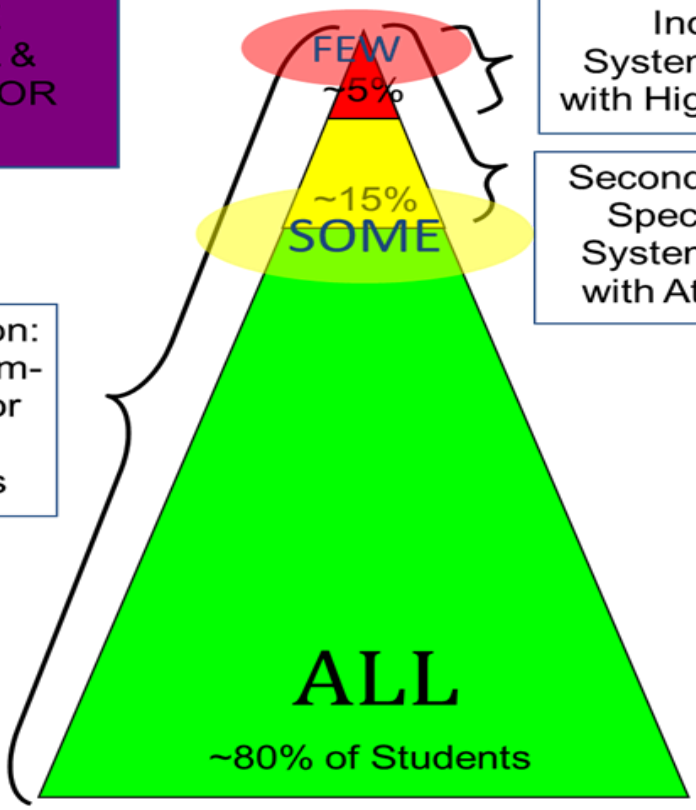


CONTINUUM OF SCHOOL-WIDE INSTRUCTIONAL & POSITIVE BEHAVIOR SUPPORT

Tertiary Prevention: Specialized Individualized Systems for Students with High-Risk Behavior

Secondary Prevention: Specialized Group Systems for Students with At-Risk Behavior

Primary Prevention: School-/Classroom-Wide Systems for All Students, Staff, & Settings




The main purpose of PBIS at Parkview is to improve learning for all students and to make all of our jobs easier.

***Behavioral Multi-Tiered Systems of Support (MTSS):***
Parkview Middle School is committed to helping all students learn at high levels. As part of that commitment, our school uses a structure known as Multi-Tiered Systems of Support (MTSS) in tandem with PBIS, to help instruct, role model, and reteach behaviors. Multi-Tiered System of Support (MTSS) is a layered continuum of behavioral support that meets the needs of ALL students.

This process allows Parkview to provide students across the continuum of need with a variety of behavioral supports based upon their lagging skills and antisocial behaviors. These supports are organized into three levels referred to as "Tiers." This helps our staff to respond appropriately and systematically to situations.

Tier 1 is the high quality behavioral instruction provided by general education teachers that provide students with the assistance they need as part of their regular school day. The goal is to prevent problem behaviors among all students by explicitly teaching expectations in all areas of the building at the beginning of each year and again throughout the year as needed.

- Tier 2 interventions are provided when the data in eduCLIMBER indicates a student needs additional behavioral support, reteaching, and practice. Classroom teachers and/or other school staff work together to provide this support to an individual or small groups of students. This support is provided in regular time increments and occurs during a designated time within a school day.

- Tier 3 support incorporates problem-solving structures and supports to address needs not met in Tier 1 or Tier 2 interventions.

***Keepin' It REAL Behavior Matrix***

| | **R**espect | **E**xpect | **A**ccept | **L**ead |
|---|---|---|---|---|
| All Settings | • Maintain proper personal space<br>• Be considerate of property<br>• Be respectful to all adults and peers | • Use respectful language and actions<br>• Be prepared<br>• Arrive/leave at designated times<br>• Use planner appropriately | • Own your choices<br>• Honor diversity | • Identify, stop, and report inappropriate behavior<br>• Model acceptable school and community behavior<br>• Offer assistance |
| Hallway/Stairs | • Keep hands, feet, and other objects to self<br>• Use 0 voice level during class time<br>• Use 0-2 voice level during passing time | • Plan your route<br>• Keep locker organized and locked<br>• Walk on the right side of the hallway or stairs | • Adjust for diverse mobility needs | • Keep our hallways clean<br>• Eyes only on hallway displays |
| Cafeteria/ Commons | • Eat your own food<br>• Use 1-2 voice level<br>• Use manners and be courteous to other students and staff | • Raise your hand<br>• Enter/exit commons in an orderly manner | • Be kind to everyone<br>• Include others | • Clean up after yourself |
| Outside | • Enter/exit in an orderly manner<br>• Pick up litter<br>• Return equipment properly | • Follow bus safety<br>• Carry skateboards/ walk bikes on school property<br>• Line up at the whistle<br>• Dress for the weather | • Include others<br>• Take turns and share equipment | • Be nice and play safe<br>• Play by the rules<br>• Get help when needed |
| Bathroom | • Respect privacy and property<br>• Use 0-1 voice level | • Use facilities properly<br>• Maintain sanitary habits | • Be considerate | • Treat school property with care and report vandalism/problems |
| Gym/Locker Room/Fitness Center | • Respect privacy<br>• Use 1-2 voice level in locker room<br>• Take care of equipment | • Use equipment safely and properly<br>• Dress appropriately for activities<br>• Follow locker room expectations | • Honor diverse abilities<br>• Report lost items | • Allow others into activities<br>• Participate to the best of your ability |
| Office | • Stay in front of the counter<br>• Use manners<br>• Use 0-1 voice level | • Follow office rules<br>• Enter quietly | • Wait patiently in line for your turn | • Respect the privacy of others |

***Parkview Discipline Ladder:***

***Parkview Proactive Approaches to Discipline***

*Belief Statement:* The most effective discipline system is based on proactive measures designed to prevent problems.

Parkview is committed to using proactive strategies to create an environment that maximizes student achievement. These include fostering positive student relationships, setting parameters for student behavior and monitoring student behavior.

***Fostering Positive Student Relationships***

*Belief Statement:* Students who feel cared for and valued by teachers are more likely to feel good about themselves and less likely to make poor choices resulting in disciplinary action.

Our teachers are expected to communicate positive expectations to all students and to show students that they care. The importance of this and its impact on discipline is reviewed with our new teachers and reinforced with our existing staff.

***Setting Parameters for Student Behavior***

*Belief Statement:* All students need clearly established parameters of acceptable behavior.

Building rules of conduct and team rules of conduct are established and explained to the students at the start of each year.

***Monitoring Student Behavior***

*Belief Statement:* Monitoring is one of the most effective ways to prevent discipline problems from growing.

It is expected that students remain on task and are attentive. It is also our goal to keep all students engaged in the classroom setting. Some examples of teacher monitoring techniques that are meant to let students know the teacher is aware of what they are doing and that any inappropriate behavior must stop immediately include:

- Teacher is present in the class
- Teacher calls on student(s) whose attention appears to be wandering
- Teacher looks in the direction of the disturbance
- Teacher moves in the direction of the disturbance
- Teacher pauses
- Teacher praises correct student behavior

***Parkview Leveled Intervention Approaches to Discipline:***

***LEVEL I. Instruction Maintained*:** At this level, the monitoring techniques described above successfully change student behavior. No consequences are required.

***LEVEL II. Instruction Disrupted But Matter Handled Within The Classroom*:** It is expected that children remain on task and are attentive. It is also our goal to keep all students engaged in the classroom setting. Some examples of teacher interventions at this level may include:

- Teacher requests a change in behavior (“I message”)
- Verbal reprimand
- Move student’s seat
- Isolate students within room or team area

Consequences at this level:

1. First Offense: Verbal warning.
2. Second Offense: Teacher documents behavior with use of a “minor” warning. Teacher conferences with students and/or students complete an accountability form or “think sheet” to reflect on disruptive behavior.
3. Third Offense: Teacher may contact parent and/or involve pupil services or administration.
4. Fourth Offense: Office Discipline Referral (ODR) is usually written /Parent contacted by teacher and administration.

Teachers reserve the right to modify discipline procedures with the child’s best interest in mind. Discipline is considered on an individual basis.

***LEVEL III. Administration And Other Staff Involved:*** It is expected that children take responsibility for their behavior. It is also our goal to keep all students engaged in the school setting. We believe each child is unique.

An office discipline referral (ODR or major) requires administrative intervention such as:

1. Conference with Student about behavior
2. Conference with parent and student
3. Referral to Counselor / Student Support Services / Social Worker / Police Liaison Officer

Consequences at this level may include:

- Denial of privileges
- Isolated lunch
- Exclusion from the classroom
- In-school suspension
- Individualized instruction given
- Individualized learning
- Out-of-school suspension

Administration reserves the right to modify discipline procedures with the child’s best interest in mind. Discipline is considered on an individual basis. Parents are contacted within 24 hours of any office referral.

***LEVEL IV. Authorities Outside of School Involved***

Some examples of basic outside agency interventions include:

- Referral to Ashwaubenon Public Safety
- Referral to Social Services
- Referral to Outside Counseling Agency
- Referral to Juvenile Justice system

Consequences at this level may include:

- Expulsion (action by Superintendent, School Board)

***Behavior Consequences / Office Discipline Referrals (ODR's or Majors)*:** It is suggested that any student having a problem should speak with the immediate adult on duty whether it is a noon duty supervisor, teacher, counselor or principal that is available. These people are here to help all students.

Periodically, it may be necessary for teachers or principals to discuss behavioral matters with parents so we may work together to provide guidance for your child in appropriate social skills. The following guidelines are available for assisting in handling these matters.

1. For the first offense, the student and school staff member will work together to resolve the situation.

2. In cases where the behavior concern arises once again, the staff member will contact parents. The associate principal and/or school counselor will also be informed of the matter.

3. If the concern persists, the matter may be referred to the school counselor who will work with the student, teacher, and parents to resolve the behavior concerns. The teacher or school counselor will inform parents of the situation. A conference with parents, teachers, school counselors, and/or principals, may be scheduled. The Police School Liaison Officer may be involved as deemed appropriate.

4. If a student commits a serious infraction or repeatedly refuses to comply with behavior expectations, a discipline referral to the associate principal or principal will be made. Further disciplinary action will be taken which, depending on the circumstances, may include consequences such as loss of recess, loss of other privileges, etc. In-school suspension, out-of-school suspension, or expulsion, etc. may also be considered as required by board policy. Parents will be contacted. The matter will be referred to the Police School Liaison Officer when appropriate and in accordance with board policy.

The district also has a Student Code of Conduct (Policy 5500) which is included in the School and District Policy section of this handbook for more information.

***Class Information*:**

***English Language Arts (ELA):*** Students will gain the literacy knowledge as described by the common core standards for English Language Arts. Using a balanced literacy approach, students will focus on reading, writing, speaking, and listening skills. Units are based on Calkins Units of Study that is built on best practice and frameworks. The Units of Study in Opinion/Argument, Information, and Narrative Writing, will foster high-level thinking, including regular chances to synthesize, analyze, and critique; develop and refine strategies for writing across the curriculum and support greater independence and fluency through multiple opportunities. ELA calls for students to read challenging informational text and literature in a wide variety of text types and genres. Vocabulary and grammar study are integrated throughout all units of study in ELA. Specific questions about the Parkview English Language Arts program can be directed to your child's English Language Arts teacher.

***Enrichment-Thrive Program:*** Students have the opportunity to expand their talents/gifts through a school wide Thrive program which provides a variety of enrichment activities for the entire school, as well as for identified individuals and groups. Enrichment activities may take place in the regular classroom, the Thrive classroom, and/or in building/community locations. The Ashwaubenon School District will be shifting from a gifted and talented model to more of a talent development model. To mark this change, we are changing the name of the program from GLOBE to Thrive. The goal of these changes are to expand the opportunities offered to students, not to take away opportunities that already exist.

The Ashwaubenon School District has adopted the Wisconsin Comprehensive Integrated Gifted Education Model for enrichment programming: regular classroom differentiation, special group programming beyond the regular classroom, and individualized programming services. Identification of students is made using multiple criteria with input from the student, parents, and teacher(s) as well as using assessment data. Individualized programming for identified students occurs on an on-going basis. Special event opportunities such as the Delta Kappa Gamma Writing Contest, Geography Bee, Artist in Residence, and other activities occur at various times throughout the school year. In addition, co-curricular offerings provide a variety of enrichment opportunities for students in different interest areas.

Contact person: Kristin Turnbull kturnbull@ashwaubenonk12.org

***Health Course Requirements***: According to the Wisconsin Department of Public Instruction mandates, all Wisconsin students must receive the equivalent to 1/2 credit in health education somewhere between grades 7 and 12. Ashwaubenon students are able to complete this requirement as part of their 7th grade curriculum.

Classes consist of general health education concepts which include, but are not limited to, basic nutrition, mental health, first aid and CPR training, personal hygiene, human reproduction, sexually transmitted diseases, and safe and healthy living.

Students who do not successfully complete the health course requirement at Parkview will be required to repeat the course during their high school career. Completion of this requirement, while at Parkview, enhances the flexibility with which students are able to schedule other elective class offerings during their high school years. Parents who would like to review course materials or who have questions regarding the specific topics covered should contact the course instructors.

***Physical Education Requirements***: Research has proven that there is a positive correlation between physical activity and academic achievement. It dictates that regular physical education produces physical, psychological and intellectual benefits and prevents various degenerative diseases. It stimulates emotional, social, physical and academic balance and, therefore, is an integral part of Parkview's total comprehensive program rather than an entity in itself.

All physical education clothing should be kept under lock in the locker room. However, only a school-purchased lock is allowed and can be purchased from Parkview's student council store. There is a uniform requirement for class. Students can either purchase a Physical Education uniform from the office or must wear green shorts and a gray crewneck t-shirt (with sleeves). Students are not required to purchase one if they have their own green shorts and gray t-shirt. All gym clothes must meet the school dress code. Tennis shoes must be worn during class and tied properly. "Slip-ons" or loafer types of shoes are not allowed because they do not provide the foot support necessary for active participation.

All students with asthma should have an inhaler at school. It can be stored in the main office or in the student's Physical Education locker. Students will be participating in vigorous activity on a daily basis in which they may need to have their inhaler. It is the student's responsibility to have their inhaler when needed.

Physical education is part of the required school curriculum and participation in class is mandatory. Therefore, a **physician's written excuse** is required in order to exempt a child from participating and should include the student's restrictions.

***World Language Program Option*:** A World Language Program is available for all students in the Ashwaubenon School District. Spanish and German are the languages taught. When students continue on to Parkview for middle school, they have two choices: continuing on with the language they are learning, or switching to either German or Spanish (whichever language they did not have at their elementary school) as 6th graders. The 41-minute classes will meet every other day throughout the school year. Students who complete Spanish I or German I while at Parkview will be able to enroll in either Spanish II or Spanish III or German II or German III as ninth graders at Ashwaubenon High School. Our world language teachers are Mrs. Charity Ramer, Mrs. Jamie Lasee, and Mrs. Frances Nazario. Parents and students who have specific questions regarding the content or objectives of either of our language offerings may contact one of those instructors at (920) 492-2945.

At any time during the 6-8 grade time period, parents may choose to have their child opt out of the World Language Program, if they so desire. However, parents need to be aware of the following when making this decision:

> If a child is participating in the program, (s)he may continue through middle school or until such time as the decision is made to opt out. However, once the parent decides to opt out, that student may not re-enter the middle school program because of the learning that would be missed.

***Access to Co-Curricular Activities:*** An extracurricular and recreational activities program shall be offered to students in the Ashwaubenon School District schools. Participation in these activities and programs shall be in accordance with established school activity codes. Students who violate school and/or activity codes shall be subject to the consequences. The District shall not discriminate in admission to any program or activity. Discrimination complaints shall be processed in accordance with established procedures.

***Co-Curricular Activities & Activity Fees:*** Students are encouraged to participate in the co-curricular activities program which consists of athletics, clubs, and other activities offered to students at Parkview Middle School. Participation in activities and programs offered is in accordance with established school district activity codes. Students participating in 6-8 grade athletics will be assessed an activity fee of $20.00, with a $75.00 limit for district families. The activity fee is a **one-time charge** for the entire school year regardless of the number of sports participated in. Details of the sport activity fees will be provided by the coach at the first practice for each sport. If you have concerns, please contact Jake Imig at jimig@ashwaubenonk12.org or ext. 4307 with questions.

***Interscholastic Athletics:*** The interscholastic athletic program is designed to be an outgrowth of our physical education program. Everyone is given the opportunity to participate and will receive significant playing time. Academic eligibility standards must be met and maintained. Our interscholastic teams are representative of our school. Therefore, specific rules of conduct are to be adhered to at all times by all participants. Information will be given to each athlete at the beginning of the season for each sport. A medical exam is required and must be on record. The exam is good for all three years at Parkview. Please contact Athletic Director Jake Imig at jimig@ashwaubenonk12.org or ext. 4307 with questions.

All Parkview athletes are required to have these items submitted in order to participate:

1. **Physical Card –** Must be signed by a doctor (One needed to cover all three years).
2. **Signed Training Rules Sheet** – Signed by parent and athlete (One needed each year).
3. **Athletic Fee Form** – One submitted each year (covers the entire year of activities).
4. **Athletic Fee -** $20.00 each year (Check made payable to Parkview Middle School).
5. **Athletic Permit Card** – ***One submitted for each sport to the coach.***
6. **Concussion Form** – One needed each year.

All forms will be handed out the first week of Physical Education class. Forms may also be picked up in the main office, filled out at Back to School Night, or printed from the Parkview activities website. The website also provides a calendar of all specific start dates, practices, games, and picture dates.

**The following information is in regards to athletics for the 2026-2027 school year:**

| Sport (grade) | Start Date | Time | Location |
|---|---|---|---|
| 8th Grade Girls Volleyball | September 3 | 3:00-4:00 | Parkview Gym |
| 7th Grade Girls Volleyball | September 3 | 4:00-5:00 | Parkview Gym |
| Soccer (Gr 6, 7, 8) | September 3 | 3:00-4:15 | West Side of School |
| Cross Country (Gr 6, 7, 8) | September 3 | 3:00-4:15 | East Side of School |
| 8th Grade Boys Basketball | November 3 | 3:00-4:30 | Parkview Gym |
| 7th Grade Boys Basketball | November 3 | 4:30-6:00 | Parkview Gym |
| 8th Grade Girls Basketball | October 6 | 3:00-4:30 | Parkview Gym |
| 7th Grade Girls Basketball | October 6 | 4:30-6:00 | Parkview Gym |
| Wrestling (Grades 6, 7, 8) | January 4 | 3:00-5:00 | Parkview Commons |
| 6/7 Boys/Girls Intramural Bball | February 16 | 3:00-4:15 | Parkview Gym |
| Track (Grades 6, 7, 8) | April 8 | 3:00-4:15 | Parkview Gym |
| Boys/Girls Tennis (6, 7, 8) | April 8 | 3:30-5:00 | TBD |

All Parkview athletes are required to have the following ***online*** items submitted in order to participate:

1. **PV Athletic Paperwork Online Forms** One per year

All Parkview athletes are required to have the following ***hard copy*** forms and payment submitted to the Parkview Main Office in order to participate.

1. Interscholastic Athletic Physical Examination Only 1 needed for all 3 years at Parkview
2. Athletic Fee Form One per year (covers all activities and sports)

***Interscholastic Policies:***

Students in all interscholastic activities are expected to be passing all courses they are enrolled in. Each Friday morning, a grade check is done to verify students with incomplete evidence towards meeting the standards in their classes. The athlete is suspended from all athletic events for the entire week. They may attend practices, but may not participate in games, matches, meets, competitions, or performances. Special circumstance decisions will be left to the professional opinion of the athlete's teachers, athletic director, and principal.

The Athletic Director will notify the coach or advisor of a suspended athlete's status. The athlete will be encouraged and supported by the coach/advisor during this time of suspension.

Students involved in interscholastics are representatives of our school and are expected to set forth a positive image at all times. Students can and will be removed from interscholastics for unacceptable behavior. Specifically, student athletes shall not be permitted to use, possess or be involved in the transfer or distribution of any mood altering substance and/or drug paraphernalia, nor shall they be involved in any type of unacceptable conduct.

Should a violation of the athletic training regulations take place, specific charges against the student athlete must be brought to the attention of the athletic director. A meeting of the accused students, parents and the athletic director will then be held. If, in the opinion of the athletic director, the student has violated the athletic training rules, the student will be suspended from athletic competition for a minimum of two games or contests. A second offense in any one year will bring about a suspension from all athletic events for the remainder of the school year. After a ruling to suspend athletic eligibility, the student athlete and his or her parents may formally appeal the decision in writing to the principal.
Contact Person: Athletic Director Jake Imig at jimig@ashwaubenonk12.org or ext. 4307.

***Clubs and Activities:*** Parkview provides opportunities for students to be involved in a variety of co-curricular activities. The following activities are available:

***Battle of the Books (a.k.a. B.O.B.):*** Battle of the Books is a reading-based contest that started at Parkview in 1984. "BOB" (as it is sometimes affectionately referred to) is an opportunity to experience the world of reading in a new and exciting way. Each year students form teams of 3 students to do battle against one another in recalling significant information and the authors of 40 designated books. In a battle, each team responds to 20 questions and is rewarded with points for correct answers. The top 4 teams (those with the most points after five battles) advance to a final tournament to determine the school champion. While BOB doesn't officially start until December, students are encouraged to begin thinking about forming teams and reading early - this gives you more time to get through all of the books. Lists of this year's titles are available on the library website and in the LMC. Students, check out these exciting titles and begin reading! Approximate season: Reading – All year with team sign up in December. Competition: January – March.
Contact Person: Mrs. Sawaski, ext. 4011 esawaski@ashwaubenonk12.org

***Drama Club***: Students with an interest in all aspects of a dramatic production will want to participate in Drama Club. Club members will become acquainted with basic stage directions and acting techniques at the beginner and intermediate levels. Drama Club participation is encouraged for students interested in becoming involved in the production and performance of the yearly school musical.
Contact Person: Paul Seymour pseymour@ashwaubenonk12.org

***Anime Club***: This club meets Mondays after school in room 309 from 3:00 until 4:15. Anime club shares the love of anime through discussion and watching anime. We discuss trends & current events in anime.
Contact Person: Michael Smits, ext. 4309 msmits@ashwaubenonk12.org

***Gaming Club:*** This group meets Friday after school from 3:00 until 4:00. We unplug and play a variety of tabletop games and card games (including Pokémon). We discuss good sportsmanship when playing any type of game. New games are brought and all are invited for a fun Friday!
Contact Persons: Corey Hansen, ext. 4210 corey_hansen@ashwaubenonk12.org & Michael Smits, ext. 4309 msmits@ashwaubenonk12.org

***Forensics***: The club is for everyone! Forensics is an extra-curricular activity designed to improve the students' speaking skills and self-confidence. Students who are afraid to speak in front of their class will benefit greatly from participating in Forensics. Students who enjoy public speaking or interpretive presentations will love Forensics! Some categories are designed for individuals; others may involve a small group. There is something for everyone's interest. Forensics begins in December and runs through mid to late February. Local and regional competitions are held. Practices are flexible.
Contact Person: Douglas Thompson, ext. 4302 dthompson@ashwaubenonk12.org

***Jazz Band***: Jazz band is open to 7th and 8th grade and exceptional 6th grade students on any instrument. Members meet one or two days a week beginning in late September and continue meeting through the spring concert in May.
Contact Person: Maddie Moreau, ext. 4202 mmoreau@ashwaubenonk12.org

***Triple Trio***: This group is open to any 7th or 8th grade student in band or chorus. Triple Trio meets one day per week after school and/or during the lunch hour as necessary. An audition is required to participate and students must commit to attendance at scheduled rehearsals and performances. Approximate season: October – May.
Contact Person: Jenny Hanna, ext. 4201 jhanna@ashwaubenonk12.org

***Show Choir***: Show Choir is open to any 7th or 8th grade student in band or chorus. The group meets one or two days per week after school and/or during the lunch hour, as necessary. Auditions are required. Students must commit to attendance at scheduled rehearsals and performances. Approximate season: October – May.
Contact Person: Jenny Hanna, ext. 4201 jhanna@ashwaubenonk12.org

***Solo & Ensemble***: S&E is open to 7th and 8th grade band and choral students. Students may participate individually or as a member of a group. This activity gives students an opportunity to prepare a challenging piece for critique and public performance at a conference festival. Students who sign up to participate in solo and ensemble must commit to attending and performing at the festival. Dates will be announced in class and on announcements. The festival is held in March. Please check schedules carefully and mark your calendars accordingly. Preparation: Nov – March.
Contact Persons: Madison Moreau, mmoreau@ashwaubenonk12.org, Colleen Cantlon-Marler, ccantlonmarler@ashwaubenonk12.org, and Jenny Hanna, jhanna@ashwaubenonk12.org

***Student Council:*** The Parkview Student Council is an all-volunteer council. Interested students can join in early fall. Full Student Council meetings are held after school from approximately 3:10 until 4:00 p.m. Council members operate the school store during all lunch hours and offer two-three Friday Socials per year. Members of Student Council receive leadership training and may have the opportunity to attend selected Wisconsin Association of School Council events. Approximate Season: September – May
Contact Persons: Sean Butler, ext. 4319 sbutler@ashwaubenonk12.org & Matt Wojtyla, ext. 4320, mwojtyla@ashwaubenonk12.org.

***Woodwind, Flute, Clarinet, Percussion & Brass Ensembles***: This group is open to any 7th and 8th grade band student. Members meet one or two days per week before or after school. Approximate season: October – May.
Contact Persons: Colleen Marler, ext. 4202 cmarler@ashwaubenonk12.org

***Ashwaubenon Music Parents Association (A.M.P.A.)****:* The Ashwaubenon Music Parents Association includes parents of music students in the Ashwaubenon School District, from Kindergarten through the 12th grade.

**What does A.M.P.A. do?** Offer scholarships to Ashwaubenon students attending summer music camps; Offer a college scholarship to a music student; Provide volunteer assistance to music teachers for special projects; Support all Ashwaubenon schools' music activities (band/chorus trips, district/state solo/ensemble medals, state honors' trips); Purchase musical items for use in classrooms.

**Where do A.M.P.A funds come from?** Dessert/beverage bar and program ad sales for the high school musical; Holiday Cookie Walk at Parkview; Concessions at the Resch Center; Food sales at Parkview spring concerts; Various different fundraisers as needed (flower bulbs and personalized cake pans are some previous fundraiser done).

A.M.P.A. meetings are held in the high school library. The specific dates can be found on the Ashwaubenon High School Calendar online. If you would like to know more about A.M.P.A. or want to become involved, please see your child's music instructor.

***Fire Drills/Tornado Drills/Emergency or Evacuation Procedures***:

Fire drills are necessary for the safety of all. Everyone should know the specific directions for reaching a point of safety from those areas of the school building which they may be in. Specific information for fire drills is posted in each room and will be explained by teachers. State Law requires that ALL people in a building leave during a fire drill. This includes visitors and volunteers. For their personal safety, visitors and volunteers are also asked to follow building procedures for tornado and other emergency drills.

Tornado drills are announced over the public address system and/or by having students respond to the tornado drill alarm. Teachers will instruct students on proper procedures.

Procedures for Emergency Lockdown or Evacuation will be explained by teachers. These types of drills are announced over the public address system. Procedures have been developed to prepare students and staff in the event of emergencies such as chemical spills in the community, serious accidents in the community affecting school operations, bomb threats, intruders, etc., by the District Safety Committee in collaboration with the Ashwaubenon Public Safety Department. Procedures for school evacuation are typically practiced once per year so that students are familiar with the evacuation process and how to reach our evacuation safe site.

***Emergency Response Procedures***

These procedures provide a uniform, planned and practiced response to any incident and set the foundation for a prepared school community. They are action-based, flexible, and easy to learn, providing a framework for responding to weather events, fires, accidents, intruders, and other threats to personal safety. This structure permits flexibility and encourages school leadership to use these guidelines as they navigate the evolving needs of a specific safety incident.



**Secure** - Used when there may be a need to safeguard people within the school building for a short or sustained period of time. All outside doors will be locked. Parents and visitors will typically not be permitted into the building. During this time, instruction and movement within a building is likely to remain normal as students continue to proceed through their educational experience. Typically, students will remain in the building and not be permitted outside. Administration will assess and determine how to monitor entrance/exit from their building for staff and students based on the situation.



**Hold** - Used to keep hallways clear of occupants due to a medical, behavioral, or other safety concern. Hold is followed by the directive: "In Your Room or Area". Students will remain in their current location and still participate in instruction or other activities in that location. Typically, students will not be moving throughout the building. Administration will assess whether to permit movement within the building based on their ability to monitor movement, and the nature of the safety concern. Parents and visitors will typically not be permitted into the building.



**Shelter/Storm** - Used in situations of storms, tornados, or other safety concerns where the best approach is to shelter in place until the safety concern subsides. The primary strategy is safety by relocating to the most secure locations within the building. Parents and visitors will typically not be able to enter the building.



**Evacuate** - Used to move people from one location to a different location in or out of the building. If students evacuate outside the building, they will go to a preapproved location. Administration will collaborate with emergency responders to determine when or if it is safe for the students to return to the school building. If the students are not permitted to return to the building, a reunification process may be initiated, including designated time and location. This information will be communicated to families as the situation permits.



**ALICE** - Alert, Lockdown, Inform, Counter, Evacuate. A dynamic response grounded in specialized training provided to district staff. Empowers those involved to make the best decisions given the specific nature and details available at the time.



**Family Reunification** - Implementing reunification provides a practiced, planned method for reunifying students with their parents/guardians. If reunification is required, communication will be provided regarding the location, the time reunification will begin, and who is permitted to pick up the child (legal guardians or emergency contacts). Identification will be required as part of checking in at the reunification site.

***Library Media Center***:

***Parkview Information and Technology Mission Statement:*** The mission of Parkview Middle School Information and Technology Program is to provide a program with opportunities for students and staff to become ethical, effective users and creators of ideas, information and technology. The program aims to promote life-long learning by providing diverse resources and technology that support the curriculum, instructional development, information and technology literacy, reading enrichment and literature appreciation.
Contact Person: Mrs. Sawaski, ext. 4011 esawaski@ashwaubenonk12.org

**Library Media Center Procedures:** The Library Media Center supports the school curriculum and related activities by providing access to all the print and non-print materials in the building. The Library Media Center and its staff are resources for reference, research and recreational reading. A majority of the time students will be pre-scheduled to visit the LMC with their teachers, as part of regular class activities. The Library Media Center staff will maintain an atmosphere that is respectful of all students using the LMC. Talking quietly in group work is permitted but disturbances and noise will not be tolerated. Students using the Library Media Center as a gathering place will be sent back to their classrooms. Students may not leave the Library Media Center for any reason except to return to their assigned area. Lavatory or locker permission must be specifically requested at the check-out desk, and failure to do so will warrant disciplinary action. **All students must have a Smart Pass when coming to the LMC and they are expected to sign in at the circulation desk upon arrival and sign out when leaving, unless they are part of a scheduled group.**

**NOTE: All students must utilize their student ID number to checkout materials from the LMC.**

**Material Loan Period** → Books: 3 weeks  Audio Books: 3 weeks  Reserve Books: 1 night

When students check out material from the library they are taking responsibility for that item and agreeing to return it by the due date in good condition. Therefore:

- **Late material**: Fines are collected for overdue books and materials. The fines are 5 cents per item, per school day. Students are also given the option to "read off the fines" if they so choose.

- **Damaged material**: Students are encouraged to carefully check the condition of each item and report any extraordinary wear, vandalism or damage prior to checkout and required to pay to replace items that have been damaged beyond repair.

- **Lost material**: Students must pay to replace any lost materials. Students who lose or damage materials will be advised that they may retain their borrowing privileges by paying the cost of the lost or damaged item, or they may delay payment and forfeit their borrowing privilege. If a lost book is found after payment has been made, the Library Media Center will refund the full payment price minus any overdue fine that accumulated before the item was paid for.

- Non-payment of fines or debts owed by students will result in loss of all borrowing privileges as long as they are in the Ashwaubenon School District until the fine or debt is paid.

**LMC Hours**
Monday: 7:15 a.m. to 3:15 p.m.
Tuesday: 7:15 a.m. to 3:15 p.m.
Wednesday: 7:15 a.m. to 3:15 p.m.
Thursday: 7:15 a.m. to 3:15 p.m.
Friday: 7:15 a.m. to 3:00 p.m.

***When there is a shortened school week, the LMC closes at 3:00 p.m. on the last day of the week and at 11:30 a.m. on early release days. Students returning books after hours may do so in the book drop located in the Commons at Parkview.**

**Follett Destiny—Online Card Catalog Home Access**: You can look up books & other resources in the Ashwaubenon School District by using the online card catalog. The **home** tab will provide students with access to numerous online research tools that they can use at school or from home. Students may obtain passwords from the Library Media Center to use these online databases, since they are paid for services. Note: Passwords can also be found in the school planner. The **catalog** tab will provide students access to the library's online card catalog.

***Lost and Found***: If students find something that does not belong to them, they are asked to take it to their teacher or the school office. Bulky articles such as clothing, lunch boxes, etc., will be placed in the "Lost and Found" table. Small articles such as rings, bracelets, wallets, etc. will be placed in the school office. This includes all money. Parents are welcome to periodically check the Lost and Found cabinet for items their child has lost. On occasion, items in the Lost and Found will be donated to a local charity so as the area does not become overly cluttered.

***Personal Belongings/Deliveries in School***: Students are asked to **NOT** bring valuable possessions to school, into the classrooms and/or on the bus because of the distractions they cause in a learning environment and the risk of getting lost or stolen. This includes and is not limited to: blankets, radios, hand held video games/iPads, cell phones, Airpods/earbuds/headphones, makeup and hygiene items, money, games, stuffed animals, toys, trading cards, etc. Hygiene products may be used in student locker rooms during Phy Ed classes only. Perfumes, colognes and other scented body sprays may not be sprayed in school hallways at lockers. The school will not be responsible for students' personal items that are lost or stolen. If brought to school/into classrooms, students will be directed to put any of these items in their lockers until taking them back home at the end of the day.

Any gifts or celebratory surprises delivered or dropped off for a student will be kept in the office until the end of the day for student pick-up.

Please see Cell Phones and Electronic Communications Devices Policy (5518) which is included in the School and District Policy section of this handbook for more information.

***Pets at School***: Since some of our students have moderate to severe allergies to the dander in pet hair and fur, we request that no animals with hair or fur be brought into the building. We want to keep our environment safe and comfortable for all our students. While we realize that in the past many students liked to bring along a pet when they were the "special person", we ask that they bring in pictures instead.

**This policy also applies to parents bringing pets on school grounds after school for dismissal.** Thank you for your cooperation. Because some students are fearful of animals, parents are asked to stay off of school grounds with pets. Thank you for your cooperation.

***Playground Safety*:** Recess time should be a safe and fun time for students. Remember that sports games are to be played according to the rules learned in physical education class. Tackling, pushing, pulling, "play

fighting", shoving, wrestling or similar behaviors are not allowed. No games where students are targets (such as ball tag, wall ball, etc.) are allowed.

In winter, students are NOT to throw snowballs, dig tunnels into snow piles, play on snow piles, or slide on ice. Pulling on another's clothes, taking hats or mittens, etc. is not allowed. It is important to follow these rules so all students can play safely and have an enjoyable time at recess. Safe play and respect for others and their belonging are expectations at all times.

***Problem Solving***: It is suggested that any student having a problem should first attempt to solve it by approaching the other student in a calm, respectful manner as they are taught in guidance classes, and talking it out with the other student involved. If that doesn't work, the next step is to speak with an adult supervisor, or staff member. These people are here to help all students. At no time is it acceptable to push, hit, or in any other way attempt to hurt another person. If a satisfactory resolution is not reached or the issue continues to be a problem, it is important to bring the issue back to the attention of your teacher, counselor, or principal.

***Pupil Services****:* Parkview Middle School's Pupil Services team includes two counselors, a psychologist, a social worker, and a speech therapist. Counselors will be available to groups or individual students. Students and parents should feel free to contact their counselor whenever they desire.
Contact Persons: Lori Bachman, ext. 4322 lbachman@ashwaubenonk12.org, Kari Breitenfeldt, ext. 4325, kbreitenfeldt@ashwaubenonk12.org

***Police-School Liaison Program:*** This is a joint venture between the Ashwaubenon School District and the village of Ashwaubenon. The purpose of the program **is not to put an armed guard in our school**, but rather to be another resource for our students, faculty, administration, and parents. We encourage our students and parents to use this resource for any legal, career, or personal questions they may have throughout the year as well as situations that occur outside of school and off of school property with a student(s). Although our liaison officers, **Chris Sands & Jeff Lade**, will have duties which may take them away from our building at times, they will maintain office hours at Parkview and can be contacted either by stopping in at school or calling them directly. They may also be contacted through the Ashwaubenon Public Safety Department at 492-2995.

***Safety Eyewear:*** Students are required to wear safety eyewear in some classes. Teachers will inform students at the beginning of the year, semester, or trimester if eye protection is required in their classes.

***Student Conduct & Disciplinary Consequences****:* Citizenship in a democracy requires respect for the rights of others and expects cooperation with all members of the school community. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work and achievements within the limits of one's ability shall be expected of all students. Likewise, attendance at school concerts, sporting events and dances, etc. is a student privilege. A student whose conduct violates school policies and procedures may have this privilege taken away.

In general, students are expected to show respect for authority and to conform to school rules and civil laws. Certain rules are inherent, rules which may not be a matter of written record; however, they constitute the common law of the school, community, and society in general (e.g. obedience to lawful commands, subordination, respect for civil law, respect for the property and the rights of others, etc.). Young people, while at school, are not immune to federal and state laws, nor local Ashwaubenon ordinances.

Certain other rules and regulations governing student behavior have been established to insure order, equality and safety for all members of the school community. See the student information section of the student and parent handbook for further explanation of these rules and regulations. Failure to obey these rules will result in disciplinary action.

***Suspension-in-School (ISS)***: In-school suspension is the act of prohibiting a student from attending classes for a period of no more than three consecutive school days. The student serves the suspension time in the school building in an area specified by the administrator. Students assigned to in-school suspension will receive work assignments from their teachers and be allowed to make up missed class assignments and tests unless an administrator assigns other work to students on in-school suspension. Students on in-school suspension will:

1. Sign in and out of their work space area.
2. Be held accountable for any vandalism of the work space area.
3. Be working quietly at all times.
4. Not be permitted to eat lunch with their classmates. However, they will eat lunch in the suspension room at the scheduled lunch hours.
5. Remain in their seat at all times.
6. Utilize passes provided to ask questions of the in-school suspension supervisor.
7. Cannot be on the school grounds after school to participate in school sponsored activities.

Non compliance with above rules may lead to out of school suspension or additional consequences.

***Suspension-Out-of-School (OSS):*** Students may be suspended from school for up to five days for noncompliance with school rules. Students who endanger the property, health, or safety of others may be subject to OSS. If a notice of expulsion hearing has been sent to a student, a student may be suspended for longer periods of time. In the case of out-of-school suspension, students cannot be on any school grounds or attend school sponsored activities.

***Use of School Materials/Equipment*:** Students are responsible for the care of all school materials/equipment assigned for their use. Lost or stolen items will be assessed a fee. Damage to school property such as student desks, lockers, and bathroom stalls, playground equipment, etc.; is considered vandalism. Appropriate consequences will be given to the student which may include restitution. Parents will be contacted.

The school has a well-equipped media center where your child will be able to check out books for personal use. Books should be returned promptly by the due date so that other children may use them. Other materials such as tapes, films, computers and reference materials are available for student use.

Textbooks, reading books and library books are supplied by the Board of Education and are the property of the school. Each student is expected to take the very best care of the books issued to them. Students are responsible for these books at all times and must pay for lost or damaged books.

Lockers are provided for student use for keeping their coats, jackets, boots, backpacks, cell phones, phy. ed. clothing, etc., during the day. Desks are provided for storing books, notebooks, supplies, etc. within the classroom. Lockers, desks, and totes are considered school property and are to be respected and cared for accordingly. School personnel retain the right to open and inspect/search student desks, totes, and lockers when there is suspicion or concern for what the student may have on school property that is unacceptable, illegal or that which may pose a danger to the student or others.

***Search and Seizure (Policy 5771)***

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

**School Property/Lockers**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use.The District retains ownership and possession control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, assistant principals, and/or Police Liaison Officer.

**Student Person and Possessions**

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student’s person or possessions is appropriate, school administrators should first attempt to contact the School Liaison Officer to conduct the search under the administrator’s direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

## ***Alcohol and Other Drug Abuse (AODA): Policy 5530 - STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA***

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;

B. all derivatives of hemp, except CBD products permitted by the school (see Policy 5330 - Administration of Medication/Emergency Care);

   This includes Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-0, and all other forms that cause psychosis; in all forms of delivery (i.e., inhalation, ingestion, injection, etc.).

C. all chemicals which release toxic vapors;

D. use of vapes;

E. all alcoholic beverages;

F. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

G. "look-alikes";

H. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

### *A. Student Use or Possession of Intoxicants, Drugs, or Paraphernalia:*

Any student using or in possession of intoxicants, drugs, or paraphernalia on school premises or at a school related activity will be subject to the following:

#### *1.* First Violation

Any student found to be in violation of this policy for the first time during his/her tenure in the Ashwaubenon Schools will receive an automatic three (3) day suspension, be referred to Public Safety and be required to meet with the guardian and Building Administration after the three (3) day suspension.

*2.* **Second Violation**

Any student found to be in violation of this policy for the second time during his/her tenure in the Ashwaubenon Schools will receive an automatic three (3) day suspension, be referred to Public Safety and be required to meet with the guardian and Building Administration after the three (3) day suspension. The student will be required to complete AODA remediation as outlined by Building Administration within thirty (30) days of the suspension.

*3.* **Third Violation**

Any student found to be in violation of this policy for a third time will be recommended to the Board of Education for expulsion from the Ashwaubenon Schools for a minimum of the remainder of the semester/trimester during which the offense occurs and the next full semester/trimester.

The student may, if expelled, receive no credit toward graduation for said semesters/trimesters. The District may provide a continuation of educational services during the duration of the expulsion, for which credit may be earned. Readmission will be subject to the provisions of Part C (below).

Administration reserves the right to put an Abeyance Agreement in place in lieu of moving to expulsion if the student is in agreement with all steps outlined in the agreement. An Abeyance Agreement may not be an option for all board policy violations.

***B.*** **Consequences for Selling, Dealing, Exchanging, Purchasing, or Giving Away Intoxicants, Drugs, or Paraphernalia**

Irrespective of the procedures set forth herein, any student found to be selling, dealing, exchanging, purchasing, or giving away of intoxicants, drugs, or paraphernalia on school premises, or while participating in or attending any school related activity, will be subject to the same penalty normally provided for a third violation.

Any student found to be selling, dealing, exchanging, purchasing, or giving away intoxicants, drugs, or paraphernalia regardless of the true nature, which such student has represented in any manner to be an intoxicating or mood altering drug, on school premises or while attending a school related activity, will be subject to the same penalty normally provided for a third violation.

Wisconsin law shall control when determining intent.

C. **Readmission to School**

Any student who has been expelled in accordance with Section A(2) and Section A(3) above under the provisions set forth in this policy may request re-entry into the Ashwaubenon Public School System via the building principal after expulsion for the balance of the semester/trimester and the next full semester/trimester. If such a request is made, the student will be required to display evidence that s/he has developed an attitude which clearly indicates that the individual will not again violate the Student Use or Possession of Intoxicants, Drugs, or Paraphernalia Policy as set forth herein. Administratively the re-entry process must be initiated by the building principal through the Superintendent to the Board.

In accordance with 120.13(1)(L)(h), the Board may reinstate the expelled student before the expiration of

the term of the expulsion.

If re-entry is approved after a third violation, it will be understood that any subsequent offense will result in immediate expulsion without the privilege of re-entry under this policy.

D. **Student Enrollment in Public or Non-Public Education During the Period of Rules Enforcement**

Any student who elects to enroll in any public or non-public education during the period of time affected by these rules and then chooses to re-enroll in the Ashwaubenon Public Schools will be enrolled only under conditions specified by the Board of Education upon consideration of recommendations by the school principal.

E. **Use of Intoxicants or Mood Altering Drugs Used for Purposes Other than those Prescribed by a Physician in a Student Owned/Operated Vehicle**

Any student who owns or operates a vehicle for attendance at school or school-related activities must accept responsibility for the behavior of others who use that vehicle on school premises or at any school-related activity.

This responsibility subjects the owner or operator student to the full ramifications of this policy.

***For further information, see the full copy of AODA policy #5530**

***Bicycles/Skateboards/Roller Blades/Scooters***: Bicycles must be parked in the bicycle racks provided. It is strongly recommended that all bikes be locked. Bicycle, scooter, skateboard riding and rollerblading on school grounds are not allowed between 7:10 a.m. and 3:10 p.m. On reaching the school grounds, riders should dismount and walk their bikes to the racks. On leaving, they should walk their bike to the curb. Roller blades must be removed prior to arriving on school property and carried onto school grounds. No bicycles, skateboards, roller blades or scooters should be used on the grass areas surrounding the school. Skateboards, scooters and rollerblades must be kept in the student's **locker and remain there until dismissal.** Shoes with retractable rollers are prohibited.

***CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES: School Board Policy 5518***

Cell phones can be brought to school, but must remain off and in the student's locker from 7:35 a.m. until 2:48 p.m. If a student needs to reach a parent or guardian, the phone in the office will be available to the student. If a parent has an emergency and needs to reach their student during the school hours, they should contact the school office at 920-492-2940. Students are only permitted to use cell phones with the permission of a teacher, administrator, counselor, nurse, or office staff. The use of cell phones at Parkview Middle School is restricted to emergency situations and other needs as deemed necessary by administration. Such possession or use of an ECD may not, in any way:

- Disrupt the educational process in the School District;
- Endanger the health or safety of the student or anyone else;
- Invade the rights of others at school;
- Involve illegal or prohibited conduct of any kind.

Possession of a cellular telephone, Apple watches or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this

privilege.  Violations of this policy may result in disciplinary action against the student, up to and including expulsion.

**Any student found violating this policy shall surrender the communication device and be subject to disciplinary action at the discretion of the building principal and the parent will be notified.**

- **First offense**: Phone is surrendered; student can pick it up after school from the office.
- **Second offense**: Phone is surrendered; a parent/guardian needs to pick it up at school from office.
- **Third offense**: Phone is surrendered, a parent/guardian needs to pick it up at school from office; and  one of the following occurs: student does not bring the phone to school for two weeks or student drops the phone off in the office every morning at the beginning of the school day for two weeks and picks it up at end of day.

Cell phones, wireless earbuds/Airpods/headphones need to be put away upon entering the building and kept in the student locker throughout the entire school day. These are also not allowed during breakfast or lunch.

Administration reserves the right to modify discipline procedures with the child's best interest in mind. Discipline is considered on an individual basis. Parents are contacted within 24 hours of any office referral. **Any student possessing an ECD shall be responsible for its care. At no time shall the District be responsible for preventing theft, loss or damage to any ECD.**

***SCHOOL ISSUED CHROMEBOOKS:***

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, Google Classroom announcements, calendars, LMC book check-outs, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher. The supplied device is an educational tool not intended for gaming, social networking, or high-end computing.

**Any student found violating this policy shall be subjected to disciplinary action at the discretion of the building principal and the parent will be notified.**

- *Tier 1*: Students with 3 minors related to technology misuse will be placed in the virtual "penalty box" for 7 days. This only allows students to access Google Suite, SmartPass, ClassLink, and other academic related content/materials at school and home. They will not be able to search the internet, play games, or watch Youtube videos.

- *Tier 2*: Students with 5 minors related to technology misuse will be placed in the virtual "penalty box" for 14 days. This only allows students to access Google Suite, SmartPass, ClassLink, and other academic related content/materials at school and home. They will not be able to search the internet, play games, or watch Youtube videos. Students will also meet with an administrator or counselor to create a success plan related to appropriate technology use. The parent or guardian will be notified of the plan and steps moving forward.

- *Tier 3*: Students with 7 minors related to technology misuse will be placed in the virtual "penalty box" for 30 days. This only allows students to access Google Suite, SmartPass, ClassLink, and other academic related content/materials at school and home. They will not be able to search the internet, play games, or watch Youtube videos. Students will also meet with an administrator or counselor to create a success plan related to appropriate technology use. The parent or guardian will be notified of

the plan and steps moving forward. That plan may include losing the ability to use a device while at school.

**Forgotten Chromebook:**

All students are required to take their Chromebook home each night throughout the school year for charging. If students leave their Chromebook at home, they must immediately phone a parent or guardian to bring the Chromebook to school. If a student is found to be repeatedly leaving their Chromebook at home, administration will meet with the student and/or the student's parents/guardians. ASD has purchased Chromebooks within a 1:1 model, which means that each student will be given one Chromebook to use for the year. The LMC and Technology Departments will have a few extras for maintenance purposes only. As such, loaner devices are not expected to be available this year for Parkview students who have forgotten their device at home, or who have come to school without a fully charged device.

**Uncharged Chromebook:**

All students are required to bring their Chromebooks to school fully charged. If students come to school with a Chromebook that is not charged, or if it dies throughout the day, they should bring it to the LMC to charge until it is ready for use. A Chromebook will typically be fully charged after 1-2 class periods.

LMC staff will keep a record of students requiring visits to the library for Chromebook charging, as a result of coming to school without a fully charged Chromebook. Repeated failure to come to school with a fully charged Chromebook may result in a meeting with the LMC Staff and/or Administration.

***Field Trips***: Field trips are approved, planned educational enrichment activities that involve students in learning experiences difficult to duplicate in a classroom setting. They are valuable educational experiences directly related to the instructional program of the students involved. Going on a field trip is also a privilege for our students. Because field trips are school sponsored events, students are expected to demonstrate appropriate behaviors on field trips as they would in school. **If students leave their designated groups without explicit permission, they may lose their field trip privileges with the next scheduled field trip or the remainder of the year.**

Parents are informed of all essential data for scheduled field trips on a Field Trip Permission Slip which children take home for a parent's signature. Students must return this form in order to participate in the field trip.

If parents deny their permission for their student to attend a field trip, students are expected to attend school on the day of the trip. Board policy assures that an appropriate alternative experience will be provided at school. A student's non-participation in a field trip will not affect their marks or grades.

Parents may also be asked by teachers to accompany the children as chaperones to provide additional supervision. Field Trip Chaperone Responsibilities are included at the end of this handbook for all Parkview families. Parents will find this information helpful when chaperoning field trips. We are certain it will make your experience more enriching to you and the students.

Because chaperones are responsible for the supervision of our students during the trip, younger siblings at home may not accompany chaperones. All chaperones must have completed a Volunteer Form prior to the day of the field trip so a background check can be conducted. Parents and/or legal guardians are eligible for

chaperoning field trips. With written parental permission grandparents or immediate caregivers may also chaperone.

***Homework***: Homework is an important part of the educational process. Practicing reading, learning new vocabulary words and basic math facts, and studying for spelling and other content area tests are important to the learning process. Students may also be periodically assigned other meaningful homework. Typically this work may be work not completed by the student during the school day, lesson extensions, or special projects related to the curriculum. Students are expected to complete homework within the time frame given and to return it to their teacher. They are expected to produce quality work commensurate with their ability and growth in learning. Parents are urged to check with their children to see that homework assignments are being completed properly and on time. A copy of Parkview Middle School Learning Guidelines can be found in this handbook.

**Recommendations:**

1. Provide a place for study that has favorable conditions and minimal possibility of distraction or interruption.
2. Help your child set aside time for homework every day. If there are no assignments on any day, this is a good time for reading. Long-term assignments and preparation for examinations are more successful if done in segments over a period of time.
3. Encourage your child to strive for quality and the completion of each assignment. Starting with the assignment considered most difficult and proceeding to the easier ones will help.
4. Assist your child while encouraging independence.
5. Show an interest in homework assignments by praising good study habits, fine quality work, and the completion of assignments.
6. Remind your child to seek make-up work after an absence from school.
7. Assist your child and reinforce the efforts of the school by supporting homework.
8. Contact the teacher if there is a problem.

Parents should remember that students learn and progress at individual rates. Comparing students with each other, exerting excessive pressure or doing homework for the student will not encourage growth in knowledge, skill, independence and responsibility.

If students are behind in homework on a regular basis they may not be allowed to participate in after school activities such as socials, athletics, and other co-curricular activities and clubs. In addition, lunch homework help may be utilized with those students behind on homework. Please see the Learning Guidelines on page 54.

***Laser Pointers***: The Ashwaubenon School Board prohibits any student from possession and using laser pointers at any time on school property, or at any school-sponsored activity either home or away. Laser pointers may only be used for instructional purposes by teachers or lecturers and shall not be loaned or checked out by students for their private use. Students in possession of laser pointers shall be subject to disciplinary rules and regulation procedures established by the Ashwaubenon School District Code of Conduct.

***Nutrition Policy****:* As passed by the Ashwaubenon School Board in August 2023, the Board, administrators, faculty, and staff of the District believe that students are our most precious resource and are dedicated to creating the ideal conditions for learning to occur. The District recognizes that student health has a direct impact on quality of life as well as academic performance. It strives to educate students about making healthy lifestyle choices which can be carried into and enrich their adult lives. In an effort to help each student achieve

optimum physical, social, and intellectual growth, the District is committed to providing an educational environment that promotes student wellness through regular physical activity and proper nutrition.

The Ashwaubenon School Board has adopted a recommendation which encourages parents to provide foods that are commercially prepared, individually wrapped or prepared by a licensed food vendor for birthday treats and special celebrations.

***Snacks/Treats/Beverages****:* Students have traditionally brought snacks for break. Teachers will determine an appropriate break time so as not to interfere with the students' lunch schedule. In keeping with our District Nutrition Policy, we ask that any snacks brought to school be healthy choices such as fruit, raw vegetables, crackers, etc. Candy and food items with high sugar content are not acceptable as a snack. Ramen noodles are not acceptable as a snack at school because of the mess made and the unhealthy way eaten. Parents are asked to please monitor the snacks your child brings to school.

Students bringing snacks are asked to bring them a day at a time. Classrooms do not have the proper storage for snacks over long periods of time and when kept in lockers, snacks tend to invite pesky critters into the lockers/classroom causing other health and sanitary concerns. Full-sized bags of snacks for self and/or to share with others are not allowed. Snacks should be brought in snack/sandwich-sized bags for individual servings.

For those students bringing a cold lunch to school, only caffeine-free beverages are allowed at school. Students have the option to purchase milk and water from the lunch program daily or may bring a water bottle to refill throughout the day. (Beverages not allowed at school include and are not limited to: coffees/frappes/coffee-based drinks, Monster, Alani, Celsius, Redbull, caffeinated sodas, energy drink water add-ins. Cirkuls with flavor cartridges are not allowed.)

It is recommended that parents refrain from bringing fast food to school for their child to eat during the lunch period. However, we also recognize that there are some healthy choices on restaurant menus that can contribute to children learning how to make healthy choices for themselves. If parents do choose to bring in a fast food lunch, we ask that it is only shared with your child and not other children out of respect for what may be differing views of other parents about nutrition.

***No Food Birthday Treat Policy***

Parkview Middle School has a "No-Food Birthday Treat Policy" that supports the health, safety, and wellness of students in the Ashwaubenon School District. No food is to be distributed for birthday celebrations.

The first reason this policy was implemented is because of safety. With 1 in 13 of children having at least one food allergy, anyone serving food to children needs to be aware of food allergies and the potential for a life-threatening allergic reaction. More than 15% of school-aged children with food allergies have had an allergic reaction at school. These reactions range from mild to severe and even fatal. The safety of all students is our top priority. In addition, we want all students to feel included and sending in a food treat to the classroom to celebrate can exclude those children who have food allergies, diabetes or other dietary restrictions. And finally, this updated policy promotes a healthy lifestyle which coordinates with our district's Wellness Policy on making healthy choices.

Please know that we are not trying to take the fun out of birthdays. If families want to recognize their student on their special day, they can donate a book to the school library or classroom in honor of your student's birthday with their name inside or donate a ball (new or used) to the school for lunch recess.

***Physical Fighting, Threats and/or Assaults (School Board Policy 5520)***: Physical fighting, threats or assaults by a student toward a student, a district employee or a visitor are strictly forbidden. All physical fighting/threats/assaults will be reported immediately to the building administration. Such incidents will be reported by the administration to the Ashwaubenon Public Safety Department. Physical fighting may result in a Disorderly Conduct Ticket being issued by the Ashwaubenon Public Safety Department. Physical fighting/threats/assaults on a student, a staff member or a visitor will be subject to disciplinary action, possible suspension and/or expulsion.

***Prescription Drugs and/or Other Medications***: In compliance with state law and school board policy, all medication, including aspirin, cough medicine, etc. which students are to take during the school day must be kept in the school office. Students may not take any prescription or over-the-counter medication on their own. They will be allowed to consume medication only in the school office. The only exception to this policy is for inhaler medication, and only under certain circumstances (see below). In compliance with school board policy and state laws 118.29, the following procedure must be adhered to concerning prescribed medication:

1. Parent/Guardian Medication Request Form must be filled out and signed by parent or guardian for all prescription and non-prescription medication (This must be renewed annually or if there is any change).
2. Physician's Request for Medication Administration Form must be filled out and signed by the prescribing doctor for all prescription medication (This must be renewed annually or at any time the medication or dosage changes).
3. All medication must be in its original container and have the child's full name, name of drug and dosage, time and quantity to be given, and the physician's name clearly printed on the container in language understandable to the layperson.
4. The child will go to the office at the specified time to receive his/her medication.
5. An accurate Medication Record will be established and maintained by office personnel.

According to state law 118.291, a pupil may possess and use a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity or under the supervision of a school authority if all of the following are true:

a. The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
b. The pupil has the written approval of the pupil's physician and, if the pupil is a minor, the written approval of the pupil's parent or guardian.
c. The pupil has provided the school principal with a copy of the approval.

***Promotion/Grade Advancement***: Following state law, the Ashwaubenon School Board has established a Promotion Policy for middle school students. A copy of this policy can be found in the handbook..

***Safe Schools***:
In accordance with recent Wisconsin State Legislation (120.13) and the Ashwaubenon Student Code of Classroom Conduct Policy 5500, students may be removed from class for conduct or behavior which:

1. Violates the District's policies regarding suspension or expulsion;
2. Violates the behavioral rules and expectations set forth in the Parkview Student Handbook;
3. Is disruptive, dangerous or unruly;
4. Otherwise interferes with the ability of the teacher to teach effectively; or
5. Is incompatible with effective teaching and learning in the class.

Parents will be notified as soon as possible if their child is removed from class to the office under this policy. Depending on the seriousness of the cause of removal, additional consequences may result which might include suspension and expulsion. The purpose of this policy is to maintain an appropriate educational environment for the class and school as a whole. (If you would like a copy of the entire policy, please contact the school office at 492-2940.)

***Student Code of Conduct Policy 5500*:**
Because students have a right to learn and educators have a right to teach, the Ashwaubenon School District is committed to providing a safe and effective learning environment.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall include the following items:

- specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
- other student conduct that may be used by a teacher as a basis to remove a student from class; and
- procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

Removal of a student from a class that is consistent with the Code of Conduct does not constitute a report under Policy 8462.01 - Threats of Violence. If the staff member believes in good faith that the threat represents a serious and imminent threat to the health or safety of students, staff, or others, and the threat is a threat of violence made in or targeted at a school, staff must still report such threats as described in Policy 8462.01 - Threats of Violence.

**Student/Parent Responsibility**
The behavior and conduct of students attending the District Schools shall reflect standards of good citizenship, high morality, self- discipline, responsibility for one's own actions, and respect toward others.

This responsibility includes, but is not limited to, the following:

- Adhere to all District policies and to the individual rules of their schools and classrooms.
- Work toward academic achievement by attending school and class regularly, bringing appropriate material (books, pencils, paper, etc.) and completing all assigned class work.
- Respectfully communicate with all adult staff members at all times.
- Keep hands and feet to self and refrain from public displays of affection or friendship (hand-holding, hugging, kissing, walking arm-in-arm/around one another, etc.)
- Peacefully resolve conflicts and disputes with others.
- Respect the rights and property of others.
- Act responsibly and honestly, as an individual and as part of a group.
- Act responsibly with school property.
- Return, replace, or reimburse the school for lost or damaged school property, books, and equipment.

Parents should be aware of their children's activities, performance, and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

**Staff Responsibility**

School personnel are responsible for using their training, experience, and authority granted to create and maintain a positive learning environment.

**District Responsibility**

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment.

In addition, the District seeks to provide its students the opportunity to attend school free from unnecessary and unwarranted distraction and disruption. Therefore, a code of conduct shall be established for use in the District. The code applies to all students when they are:

- Present in or on property of the School District.
- At any school-sponsored activity regardless of the location.
- Traveling to and from school on the bus.

**Disciplinary Action**

Students who decline to conduct themselves according to these rules will be subject to discipline, which may include one (1) or more of the following:

- Removal from class
- School suspension
- Removal from school
- Placement in an alternative education setting
- Expulsion from the Ashwaubenon School District
- Disciplinary action, subject to administrative and legislative procedures under the operating policies of the Board.
- Criminal acts will require police intervention.

Due process will be afforded all students as required by law. This includes due process procedures regarding discipline for students with disabilities.

The Ashwaubenon School District shall not discriminate in standards and rules of behavior, including harassment, or disciplinary measures, including suspension and expulsion, on the basis of sex, race, national origin, color, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established complaint procedures.

***Student Anti-Harassment (Policy 5517)*:**

**Prohibited Harassment**

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

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

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female- to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals, students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams parent), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- Filing a malicious or knowingly false report or complaint of harassment.
- Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

**See full Board Policy 5517 for complete policy details.**

***Student Dress***: The Ashwaubenon School Board recognizes that each student's mode of dress and grooming is a matter of personal style and individual preferences. The responsibility for personal appearances shall rest with the students themselves and their parents/guardians unless their choices interfere with the learning environment. Accordingly, the following general guidelines have been established to promote discipline, maintain order, secure the safety of students and provide a healthy learning environment. Such guidelines shall prohibit student dress or grooming practices that:

- present a hazard to the health or safety of the student himself/herself or to others in the school.
- interfere with school work, create disorder/distractions, disrupt the school or class.
- cause excessive wear or damage to school property.
- prevent the student from achieving his/her own educational objectives because of restricted vision or movement.

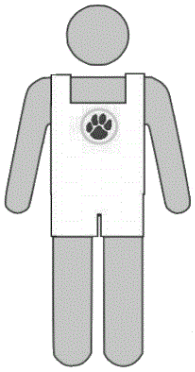
**In accordance with the above School Board Policy, Parkview Middle School has the following guidelines for student dress both at school and at school events**:

- Outdoor winter attire and/or any style hat are not permitted to be worn in classrooms or in the building during the school day.
- Attire may not be worn in such a way as to expose undergarments or skin around the midsection/private areas. All attire must cover front, back, and sides while standing, sitting, moving and bending on the gray shaded area. **(Please see the diagram below.)** Attire must have straps a minimum of two inches wide (or three adult finger widths).
- Hoods must be removed upon entering the building, walking in the hallways, in the cafeteria and in the gym and fitness center for the safety and visibility of all students and staff.
- Students may not wear clothing, jewelry, or personal items that:
    - are sexually suggestive, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, gangs, drugs, alcohol, tobacco, or drug paraphernalia.
    - demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups.
- Any attire or accessory which, by its design, use or intended use, could cause bodily harm, property damage, or intimidation to other persons (e.g., chains, leather straps, pet collars, spikes, etc.) are prohibited.
- In accordance with state health codes in public buildings, going barefoot or stocking-footed is prohibited. Footwear must be both safe and non-destructive to school property.

- In instances where the dress code is not upheld:
    - Students will be discreetly reminded of the expectation and asked to turn their shirts inside out or wear alternative clothing they may have in school.
    - Students may also be taken to the Parkview Boutique to choose something that aligns with the dress code. The Boutique has clean, new and gently used clothing.
    - This will be done before calling home in order to get the student back to class as quickly as possible.
- During the course of the school year, the administrators and staff may determine that new fads and modes of dress are disruptive to a safe and orderly learning environment. For example, certain accessories or styles may be gang-related or may convey non-verbal messages that are inappropriate for school. As a result, the dress code may be adjusted accordingly.
- Exceptions to student dress will be made for co-curriculars as appropriate (volleyball, dance, track, etc.) or announced when special dress days are planned such as School Spirit Day, Green and Gold Day, Crazy Hat Day, Pajama Day, etc.

**Image represents areas the attire must cover in front and back.**

All attire must cover armpit to armpit, front, back and sides on the white shaded area while standing, sitting, moving and bending.



Attire must have 2 inch (3 finger width) straps.

***Student Records*:**
In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.125, 46.22, or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and with respect to personally identifiable information, has not informed the school, in writing, that the information may be disclosed.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

**For more information refer to School Board Policy 8330.**

***Student Transportation*:** Riding a school bus is a privilege rather than a right. Only regularly scheduled bus students are to ride the school buses. Parents of students not in the regular busing areas may contract with Lamers to transport their child(ren). Bus rules are applicable to all students who ride the buses for field trips as well as for those students who use the bus as daily transportation to and from school.

The Ashwaubenon School District and the transportation contractor will have joint responsibility for the safety and conduct of the students from the time they board until they leave the buses. Parents and guardians will be responsible for the safety and conduct of the students prior to their boarding buses and after they leave the buses. Any misconduct regarding busing is subject to discipline by the school.

The following standards for student conduct are established to provide maximum safety to students while riding school buses and to effectively utilize the transportation system:

1. Students will conform to the same standards of conduct that are expected of them at school.
2. Students are expected to obey the bus driver. Refusal to obey the bus driver may result in a misconduct report and subsequent disciplinary action.
3. Damage done to seats or bus equipment by the student must be paid for by the student, parents, or guardian. Transportation may be suspended until restitution is made.
4. The bus driver has the authority to assign riders to designated seats.
5. Students should stand back in an orderly line at pick-up points until the bus comes to a complete halt, and opens the door.
6. Students are expected to be on time at designated bus stops. Buses will come to a full stop but will not wait for students.
7. Students must enter the bus in an orderly fashion, going directly to a seat and remain seated while the bus is in motion.
8. Prior to leaving the bus, students will remain seated until the bus is completely stopped. Then they may enter the aisle and go directly to the exit door.

9. The emergency door may not be used except in cases of emergency or safety drill.
10. Loud talking, scuffling, throwing objects, standing or changing seats are considered inappropriate student conduct.
11. Eating, drinking or tobacco use will not be permitted on the bus.
12. Profane or indecent language will not be tolerated from any student.
13. Horseplay will not be permitted on the bus.
14. Students will not extend their head or limbs out of a window at any time, nor throw anything out of the window.
15. Students will be quiet when the bus approaches a railroad crossing to facilitate safe crossing.
16. Animals or pets are not permitted on the bus.
17. Pupils will not be picked up or discharged anywhere but at an approved stop location.
18. Requests for a change in a student's transportation must be accompanied by a note signed by a parent.

***Bus Disciplinary Procedures*:** The following bus disciplinary procedures will be followed in cases of student misconduct:

The bus driver will fill out a misconduct report. This report must be given to the school office as soon as reasonably possible. The misconduct report will state the date of the offense and any previous misconduct warning, student's name, office committed, and driver's signature and route number. The driver will make a positive identification of the student or students involved, if requested.

After the issuance of a misconduct report, the following will occur:

**First offense** – Following a conference with the student(s), to determine the nature of the alleged misconduct, the principal, or designee, will inform the parent or guardian of the offense(s) and discuss what disciplinary measures are necessary to correct the situation.

**Second offense** - Following a conference with the student(s), to determine the nature of the alleged misconduct, the principal, or designee, will inform the parent or guardian of the offense and the student(s) may be denied transportation for up to five school days.

**Third offense** - Following a conference with the student(s), to determine the nature of the alleged misconduct, the principal, or designee, will inform the parent or guardian of the offense and the student may be denied bus transportation for an extended period of up to 30 days at the discretion of the administrator.

**Any subsequent offenses** may result in denial of transportation and shall be carried out consistent with State Law.

After holding a conference with the student(s) and determining that a major violation of student conduct occurred while on the school bus, the principal or designee may implement a disciplinary action specified for a second or third offense, regardless of any prior misconduct of the student.

***Technology*:** Technology is the property of the Ashwaubenon School District and is provided for students and staff to help achieve excellence in education. Technology includes computer hardware and software, iPods and iPads, phone and voicemail systems, audio/video equipment, networks, telecommunications, and related services. Complying with the Children's Internet Protection Act, technology protection measures/internet filters are used to block access to inappropriate information. In addition, members of the Ashwaubenon District staff supervise and monitor usage of the online computer network and access to the Internet.

Using technology is a privilege, not a right. Users are responsible for their behavior and communications while using district technology. They are also responsible for reporting occurrences of unacceptable use. User accounts may be treated like school lockers in that technology administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Unacceptable use of technology includes such things as sending or displaying offensive messages or pictures, using offensive or obscene language, harassing, insulting, threatening or attacking others, damaging equipment, violating

copyright laws, using other's passwords, trespassing in other's files, or intentionally wasting resources. Unacceptable use of technology may result in loss of access and/or files as well as additional disciplinary action. When applicable, law enforcement agencies may be involved.

***Theft/Vandalism***: It is against the law as well as school rules for students to take or destroy the property of others. Theft and vandalism may be reported by the administration to Ashwaubenon Public Safety when appropriate. Disciplinary action may include restitution (complete or partial), loss of privileges, or suspension.

***Use of Videotapes, Audio Tapes, Photographs, and Social Media***: The video recorder, video camera, tape recorder, and photographic as well as computer cameras have become very important and useful tools in teaching. Throughout the school year teachers may choose to make videotapes, audiotapes, or take pictures of student work or activities, class projects or performances. The resulting tapes or pictures are used for instructional purposes within the school building. In addition, when appropriate, your child's teacher may use a video (including those rated PG) or video clips to enhance instruction in the classroom. Videos are used to supplement the curriculum and serve as a tool to support a lesson's objectives.

Our educational cable channel or local TV stations occasionally request to tape groups of students on the playground, in their classrooms, etc. They may be asked by the school to publicize certain events or activities recognizing the accomplishments of our students. These videos may then appear on our educational cable channel, local TV news shows and/or our Facebook page pictures.

**Any parents who object to their child participating in any or all of these types of activities should notify the school in writing.**

***Weapons (School Board Policy 5772)***: The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The Superintendent is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The Superintendent will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers (as outlined in Federal Law Enforcement Officers Safety Act of 2004), off-duty law enforcement officers, or out-of-state law enforcement officers;

B. items pre-approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved); and

C. theatrical props used in appropriate settings.

Any student who has reason to believe that a person has or will violate this policy shall report to the Superintendent or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

**BREAKFAST AND LUNCH PROGRAM**

***Procedures***: A computerized lunch system is used at Parkview. A pre-deposit of lunch money is made into a family lunch account. Students eating hot lunch or purchasing milk for cold lunch will be given a lunch number. This number will be entered into the computer at the cashier's desk, and the amount of the purchase is subtracted from the balance in the family account.

**Lunch Times:**

- 6th Grade: 10:38 - 11:08
- 7th Grade: 11:22 - 11:52
- 8th Grade: 12:06 - 12:36

The Ashwaubenon Food Service Program supports student achievement by efficiently providing high quality food and services. Our innovative, nutritious and cost effective meals strive to encourage a lifetime of good nutrition. Meals are made on site; from oven to table within minutes. Both our breakfast and lunch programs meet the Healthy, Hunger Free Kids Act of 2010 regulations (see district website for complete details). These programs include operational and support personnel totaling about 26 people in the five school kitchens. We work with area farmers, in collaboration with Brown County's 54218 Program, to procure locally grown produce and bring education into classrooms. More details at: http://www.live54218.org. We truly teach lunch and sell nutrition.

**Breakfast:** Breakfast is available every day, including on early dismissal days.

**Lunch:** Lunch is available the first day of school and all full class days. Multiple fruit and vegetable choices on our produce bar, whole grains, and entrées options are offered daily. A Domino's pizza entrée, which meets federal meal regulations, will be offered at least once a month.

**Prices:** Breakfast is free again this year. Lunch meal cost is $3.75; free to those approved for a free meal and $.40 for a reduced meal.

**Free and reduced meal application:** This document must be completed and approved prior to taking meals. The application can be found on the district webpage, school office, or district office.

**Payment options:** Electronically deposit a payment to your family account from a checking account or credit card. The Food Service Site can be found on the district webpage: www.ashwaubenon.k12.wi.us. Phone in a credit card to the district office at 920-492-2905 ext. 1006. Mail payment, checks preferred, to Ashwaubenon Food Service, 1055 Griffiths Lane, Ashwaubenon, WI 54304. Family accounts: Accounts with a zero balance are offered reimbursable meal choices only. If the balance falls to a negative $15, meal cards become inactive.

**Food/drink before school:** We welcome all students into the building for free breakfast before school. Because we offer a breakfast program for all students, we do not allow food and/or drinks from outside establishments/vendors/restaurants/gas stations and homes. If not participating in our school breakfast program, we ask that students eat and drink breakfast before arriving at school by bus/vehicle/walking. Food and drinks are not allowed on the playgrounds or drop-off locations before school and need to be consumed before arriving at school.

## SCHOOL INSURANCE

Medical insurance is available to all students from Student Assurance Services. A packet will be sent home with each student the first week of school. Purchase of this program is optional; however, we ask that parents/guardians, who do not want the additional coverage, sign a waiver indicating their intent to decline purchasing the insurance.

**Parkview Middle School**
**School**
**Chaperone Responsibilities**



Dear Chaperone:

Thank you for volunteering to assist us in this very important service. To help you, we have put together the following to better acquaint you with the role/responsibility of being a chaperone.

Our board policy defines field trips as approved, planned educational enrichment activities that involve students in learning experiences difficult to duplicate in a classroom setting. These educational experiences are directly related to the instructional program of the students involved. In your role as a chaperone you will have the same type of authority and responsibility for the safety and welfare of students as a teacher in a classroom situation. To best function in this role, please abide by the following:

All chaperones must be approved through a background check prior to the trip. Forms are available in the office.

Chaperones will:

a. Be directly responsible to the staff member in charge of the scheduled activity.
b. Refrain from bringing preschool siblings/other children on the trip. Students need your full attention to enhance their supervision and safety as they participate in this learning activity.
c. Assume only those responsibilities as designated by the staff member in charge.
d. Ride to and from the destination with the students in the same means of transportation provided for the students unless otherwise pre-arranged.
e. Abide by the procedures outlined by the staff member in charge in cases of emergency.
f. Refrain from transferring your role of a chaperone to another person during the activity.
g. Abstain from the use of alcohol, controlled substances, vapes, or tobacco while on school property, at a school sponsored activity, and during the entire time they are responsible for supervision of students.

In addition to the responsibilities listed above, the following set of guidelines should assist both the teacher and the chaperone before, during and after the event.

**Prior to Trip**

- Please familiarize yourself with information about the trip, behavior expectations, bus rules, and all safety rules.
- Since field trips are school sponsored events students are held to the same behavior expectations as they would be at school.

**At School**

Please assist, as requested, with lunches, name tags, last minute visits to the restroom, and so forth.

**On the Bus**

- Please sit with the children assigned to you.
- Make sure your students understand and adhere to proper bus behaviors and all safety rules.
- Try to engage the students in conversation. They're always happy to share their thoughts and ideas. Be sure the students understand all instructions.

**At the Destination**

- Please keep the children assigned to you together and throughout the trip, take head counts.
- Determine a designated place to meet in case a child gets lost.
- Remind the children to be good listeners and to demonstrate politeness toward guides, fellow students, and adults.
- Be visible at all times to ensure proper supervision of students is maintained.
- Be ready to assist students with any situation where assistance may be needed.
- Stay in contact with the group of students who were assigned to you.

**Back at School**

- Children are not allowed to leave school early when their parents are chaperones on the field trip unless they have obtained an early dismissal slip from the office the morning of the trip.
- Please stay with the children assigned to you until the teacher assumes responsibility for the whole group.

We appreciate your cooperation in assisting us as we strive to provide a productive and positive educational experience for our students.

**Promotion from Grade 8: For Unified, Common and K-8 Districts**

The Board directs the Superintendent to prepare a list of specific criteria for promoting students from the 4th and 8th grades. The criteria shall include the student's score on the 4th and 8th grade examination, unless the student has been excused from taking the examination; the student's academic performance; the recommendations of teachers which shall be based solely on the student's academic performance; and any other academic criteria recommended for Board consideration.

The criteria shall be submitted for Board approval prior to September 1, 2018. The criteria shall apply to charter schools in the District.

118.33(6), Wis. Stats.

**Power School Parent/Student Access Reminders**

## POWERSCHOOL PARENT/STUDENT ACCESS

Since May 2015, we implemented PowerSchool's Parent Single Sign-On (SSO) feature for parents of Grades K-12 students. With SSO, parents create their own account and link their children to that account. SSO has no effect on students' PowerSchool logins, so those remained as-is, without any changes.

Parents and students who are new to Ashwaubenon for the upcoming school year will get account setup instructions and Access information emailed to them around the start of the school year.

Parents of returning Ashwaubenon students had the ability to create their parent account this past May.

- If they created their account and don't remember the username or password they entered, they can click 'Having trouble signing in' and choose either 'Forgot Username' or 'Forgot Password'.
- If they haven't yet created their account and need the instructions and Access information resent, they can email powerschool@ashwaubenon.k12.wi.us and specify their name, email address, mailing address and child(ren)'s name(s).

The PowerSchool Parent/Student Access sign-in screen is at
**https://powerschool.ashwaubenon.k12.wi.us/public**

For more information, please refer to that webpage since it includes additional documentation.

**Classroom Tardy Policy**: 6th through 8th grade will continue their uniform system for classroom tardies. Tardies reset each quarter giving each student a new start.

- After five tardies in a class period during a quarter, the student will need to stay after school or at lunch for 15 minutes with that classroom teacher.
- Teachers will notify parents if their student has to stay after school.
- Once a student has accumulated five tardies in a class period during a quarter, they will be allowed three more tardies in that same class period and then will earn an academic discipline referral.
- Each teacher will keep track of their own tardies for each class period.

**Parkview Middle School Learning Guidelines**

**Expectations for all students:**

- Students will be expected to take ownership of their learning and be responsible to meet all expectations and deadlines laid out by the classroom teacher.

**Late Work:**

- It is our belief that assigned work must be completed promptly for students to benefit fully from the curriculum.
    - Students who at any time have three or more missing assignments will be required to attend an after school work session until all work is in unless they have passed the associated summative assessment.
        - A parent/guardian contact will be made by phone or email once a student has three or more INCOMPLETE assignments to inform the parent/guardian of this requirement and make the necessary arrangements.
        - Students who do not attend the required after school work session after arrangements have been made will receive an office referral.

- Work that is not completed to show progress towards learning the standards in each class will receive an INCOMPLETE until the work is completed.

- If a summative is failed, a retake is conditional upon completion of all missing work.

- Students who are absent will receive a deadline extension equal to the number of days they missed school.

## 5517.01 - BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

**Definitions:**

**"Bullying"**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and

4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. hacking into or otherwise gaining access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

- posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
- sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
- using a camera phone to take and send embarrassing photographs of students;
- posting misleading or fake photographs of students on websites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

**Complaint Procedures**

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the Superintendent.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the

principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

**Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

**Notification**

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having

cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure. The School District will also provide a copy of the policy to any person who requests it.

**Records and Reports**

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy. An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

**Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The Superintendent shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

## NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

*Policy: 2260*

The Ashwaubenon School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. The Board is also committed to equal employment opportunity in its employment policies and practices.

The Board designates the following individuals to serve as the District's Compliance Officers for discrimination complaints; including Title IX complaints:

Tammy Nicholson
Title IX Coordinator
Director of Pupil Services
920-492-2905 x1010
tnicholson@ashwaubenonk12.org

The Ashwaubenon School Board's Nondiscrimination and Title IX policies and grievance procedures can be located at https://www.ashwaubenon.k12.wi.us/district/policies.cfm. To report information about conduct that may constitute discrimination of a protected class or to make a complaint of sex discrimination under Title IX, contact Tammy Nicholson or Keith Lucius or complete and return a complaint form.

Discrimination Complaint Form:
https://docs.google.com/document/d/1K78smaXB4xq8wHT1G0wcrNX-vnGGkXcpXLlTN9ef9HI/copy

Title IX Complaint Form:
https://docs.google.com/document/d/1bFCKYHeJlbl8U-Tncww4UhJsRUTpTau2wRfYYgICkqo/copy

## SCHOOL BOARD POLICIES

All school board policies can be found at our website:
https://www.ashwaubenon.k12.wi.us/about-our-district/school-board/policies

## DISTRICT OFFICE

District Office—920-492-2900

Superintendent—Dr. Andrew Bake

Director of Curriculum and Instruction—Michael Heim

Director of Pupil Services—Tammy Nicholson

Director of Business Services—Janelle Marotz

School Board Members:

| | |
|---|---|
| President— Jennifer Vyskocil | 920-634-2352 |
| Vice-President— | 920-499-5565 |
| Treasurer—Michelle Garrigan | 920-362-7300 |
| Clerk— Brett VandeWalle | 920-309-3274 |
| Member—Brian Anderson | 414-687-1543 |
| Open Enrollment Rep—Matthew Rotter | 920-246-2893 |