

PARK VIEW MIDDLE SCHOOL



**COMMITTED TO LEARNING
AND GROWING TOGETHER**

2025-2026

Dear Students and Parents:

Welcome to Park View Middle School! We're excited to have you as part of our school community. This handbook is designed to support you as you navigate the middle school experience and to serve as a helpful guide throughout the school year.

At the heart of our school culture is the Mustang Way—a commitment to respecting ourselves, others, and our environment. These core values enable us to create a safe, supportive, and engaging learning environment where everyone has the opportunity to grow and succeed.

Inside this handbook, you'll find important information about school policies, expectations, and available resources. We encourage you to read through it carefully and refer to it as needed. By working together and upholding the Mustang Way, we can ensure a positive, inclusive, and successful school year for all.

Let's make it a great year—together!

Luke Spielman
Principal

Lee M. Libeck
Associate Principal

Ingrid Schultz
Dean of Students

PLEASE VISIT US AT: www.masd.k12.wi.us

PARK VIEW MIDDLE SCHOOL

CONTACT INFORMATION

SCHOOL PHONE - (262) 363-6292 (7:00 a.m. - 3:30 p.m.)

ATTENDANCE press 1 (24-Hour Line)

HEALTH SERVICES press 3

MAIN OFFICE press 0

STUDENT SERVICES press 4

Please dial the main phone number for Park View (above) unless otherwise noted. Choose one of the following options from the auto attendant: If you know your party's five digit extension, you can dial it any time (Please see the district directory to locate contact information for specific staff members:(www.masd.k12.wi.us/Staff-Directory/index.html).

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STUDENT EXPECTATIONS



The Mustang Way



At Park View, Students will Respect...

Themselves	Others	Their Environment
<ul style="list-style-type: none"> • Dress in a manner that is socially, culturally, and academically appropriate • Be in the right place at the right time • Display honesty, integrity and sportsmanship • Work hard and take pride in their achievements • Practice sanitary habits • Ask for help when needed 	<ul style="list-style-type: none"> • Ensure teaching and learning can take place without distractions • Report threats and suspicious activities to a trusted adult • Show care for their own property as well as that of the school and others • Be accepting of diversity and cultures within their school and community • Give others privacy in locker rooms and bathrooms (keep devices out of sight!) • Help others and... "Dude be Nice!" 	<ul style="list-style-type: none"> • Maintain safety for themselves and others in all school areas, including buses, field trips and athletic events • Use school and personal devices in the proper areas, and with teacher permission to complete academic tasks • Dispose of trash and recyclables in appropriate containers • Turn in found items • Follow the Mustang Way inside and outside of the school setting • Use an appropriate volume level for your environment

MARE AWARDS

MARE awards are a way for staff members to acknowledge and encourage students when they meet their expectations. By focusing on positive behaviors, staff help build students' confidence and motivate them to repeat those actions. Examples of behaviors that may be acknowledged include (but are not limited to):

- Quietly working during work time
- Using good manners
- Bringing all required materials to class
- Asking a great question

Students turn in their MARE awards to win prizes.

Park View students are expected to follow the Mustang Way at all times. The Mustang Way outlines school and classroom behavior that we would like to see repeated and increased by each student. The following privileges are granted to students who exhibit the Mustang Way:

- Participate in Student Activity Night Programs (FAME)
- Participate in the Spirit Point Trip
- Participate in the 8th grade celebration and the 8th grade field trip
- Attend spectator sports at Park View Middle School, such as basketball, wrestling, and volleyball



PARK VIEW PROCEDURES & GUIDELINES

ABSENCE HOMEWORK PROCEDURE

If your child is absent from school, please have him/her check Google Classroom for activities and homework from teachers. If you need assistance in gathering instructional supplies (i.e. textbooks) please contact Student Services at 262-363-6292 ext, 27400.

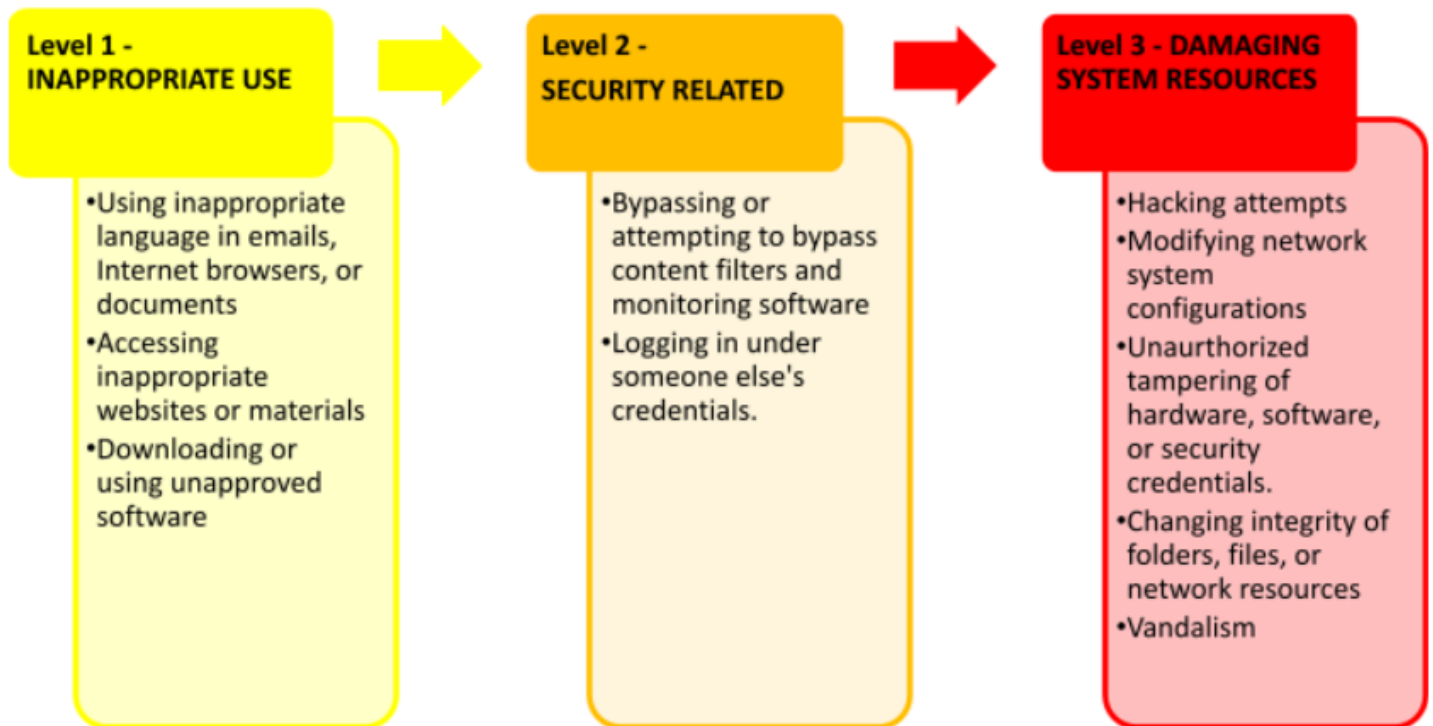
Classroom Communications can be found in this <https://bit.ly/3zzToiM>

The Planned Absence Form (for vacation or any other previously scheduled days out of school) should be filled out prior to the absence. This form can be found [HERE](#).

ACCEPTABLE USE POLICY

Each User is responsible for his/her use of technology while using District or personal technology resources on school property, in school vehicles, and at school-sponsored events, as well as using the District's technology resources via remote access. Each User must act in a manner consistent with school, District, and any federal, state, and/or local legal guidelines.

The use of any technology resource is considered an extension of the classroom. Therefore, compliance with all District policies, guidelines, rules, and acceptable standards of behavior are necessary and required. Any behavior considered inappropriate in the classroom is also inappropriate while using technology.



ALCOHOL AND DRUG PREVENTION (SCHOOL BOARD POLICY [#5530](#))

The School 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 chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. 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. Approval must be obtained from the School Board prior to any non-District event that has alcohol on District Property.

ASSIGNMENT NOTEBOOKS/PLANBOOKS

Students are encouraged to keep track of their assignments with either the use of a paper or digital assignment notebook on a daily basis. The assignment notebook promotes independent learning and communication between home and school.

ATTENDANCE

Parents are to notify the school by 9:00 a.m. of the student's absence on a daily basis either through our 24-hour attendance line or your parent Infinite Campus portal. To report [absences](#) via the Infinite Campus portal:

- Log into your Infinite Campus Portal App or from a computer (directions in link).
- Once logged in, click More, then Absence Requests
- Select your student(s)
- Select the reason from the drop-down menu
- Select the absence type
- Select the date(s)
- Add Comments
- Submit

Parents may notify the office of early dismissals through the attendance line or by sending a note with their student. Notes should be brought to the Main Office prior to the start of the day.

Please notify for these reasons:

- Personal illness of the student (by State Statutes school administrators may require verification of medical excuses)
- Medical, legal, or personal appointments that will result in a late arrival or require early dismissal
- Religious holiday
- Emergencies as determined on a case-by-case basis by the principal or his/her designee

Failure to report student absence or doing so late may result in the student being marked as truant.

BACKPACKS

Students may use backpacks/book bags to carry school supplies to and from school. Students are to put their backpacks in their lockers during the school day. Students are permitted to carry a pencil case-sized bag or purse for school supplies and personal items.

BIRTHDAY CELEBRATIONS

To maintain a supportive and inclusive environment at PVMS, the following are acceptable ways to celebrate student birthdays at Park View.

FOOD - If you choose to send a treat or gift for your student, please note that students do not have space to store flowers or balloons. Often, they stay in the office until the end of the day, and are not enjoyed by the student as intended. Food treats should be limited to items for the student only. Due to food allergies and the number of students in each lunch, it can create issues when large quantities of food are delivered for a small group of students to share.

LOCKER DECORATION - Families and friends are welcome to decorate student lockers with school-appropriate materials. Stop by the Main Office to pick up a locker decorating tag that explains the process and lets your student know who is responsible for the good wishes. Any such decorations, as well as the decorating tag, must be adhered to the locker by BLUE PAINTER'S TAPE. Any other kind of tape will strip the locker of its paint.

BULLYING, HARASSMENT, and HAZING

The Mukwonago Area School District strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. The Mukwonago Area School District will not tolerate any form of pupil bullying, harassment, or hazing.

As such, the Mukwonago Area School District board has adopted three distinct policies prohibiting all forms of bullying, harassment, and hazing:

- [Student Hazing \(Board Policy 5516\)](#)
- [Student Anti-Harassment \(Board Policy 5517\)](#)
- [Bullying \(Board Policy 5517.01\)](#)
- [Speak Up. Speak Out Tipline](#)
- Tell a Trusted Adult (Parent, School Counselor, Teacher, Administrator, School Resource Officer, Support Staff)

BUS - REQUEST TO RIDE ANOTHER BUS

Students are expected to ride their assigned bus each day. Requests to ride a bus other than the student's assigned bus must be made in writing, signed by a parent or guardian, and presented to the Main Office prior to the start of the school day. Approved requests can be picked up in the Main Office after the final bell and presented to the bus driver when boarding the bus. Students may not walk to MHS and board their buses. Students must board at Park View. Students cannot ride their bus to MHS and then get off at the high school. Students may not exit the bus other than at their assigned stop unless a parent or staff member meets them.

BUS - RIDER EXPECTATIONS & DISCIPLINE PROCEDURES

Students are expected to follow the Mustang Way and respect themselves, others, and the bus environment at all times. The following guidelines are designed to ensure safe and orderly student transportation.

1. Leave home early enough to arrive at your bus stop five minutes prior to your scheduled pick up.
2. Wait for your bus in a safe place – well off the roadway.
3. Enter your bus in an orderly manner and take your seat.
4. Follow the instructions of your school bus driver.
5. Remain in your seat while your bus is in motion.
6. Keep your head and arms inside the bus at all times.
7. Keep aisles clear at all times.
8. Remain quiet and orderly.
9. Be courteous to your school bus driver and fellow passengers.
10. Be alert to traffic when leaving the bus

Mukwonago Area School District Bus Discipline Procedures Grade 7 – Grade 12			
Step #1 DRIVER'S STATEMENT ISSUED	Step #2 CONDUCT REPORT ISSUED	Step #3 SUSPENSION & CONFERENCE	Step #4 SUSPENSION & HEARING
Bus driver issues Driver's Statement Bus company informs parents of Statement via phone call Bus driver can assign a seat and a seatmate as needed No more than three Driver's Statements issued before moving to next step	Principal receives Conduct Report from bus company Principal investigates severity of behavior; meets with student Principal meets with students & informs parents of outcome. Principal will issue discipline, which can include a progressive suspension up to 1, 2, or 3 days*	Principal receives subsequent Conduct Report Principal investigates and arranges for a conference with student, parents, bus company, and MASD Director of Business Improvement plan is developed and enforced Suspension can be issued up to 5 days*	Principal receives subsequent Conduct Report Principal investigates and informs parents of recommendation to MASD Director of Business for hearing to determine a suspension of riding privileges from 5 days up to 30 days * Suspensions beyond 30 days are allowable if warranted Hearing is held with student, parents, bus company, principal, and MASD Director of Business

*Considerations for use and length of suspensions include: previous warnings, parent conference discussions, and severity of behavior. Each consideration can be taken alone or in combination.

These bus discipline procedures are aligned with MASD Board Policy 8600
Updated 02/25/2019

CHROMEBOOKS - SCHOOL ISSUED

Students are given a Chromebook and a charger for academic purposes. The charger should be kept at home. Students are asked to charge their device each night and bring it to school the next day, ready to learn. If a student forgets to bring their Chromebook to school, they can borrow one from the library for the day. Students will be allowed to borrow a Chromebook from the library on three occasions throughout the semester.

1st offense: Reminder of expectations from a staff member, the student receives a loaner device

2nd & 3rd offense: Reminder of expectations from a staff member, an email from administration, and the student receives a loaner device from the library

Additional offenses: The student will receive a printed copy of classroom work, or the student will be able to use a desktop computer in the library

If a student is having a problem with their charger or Chromebook, they should bring it to the library to be assessed. Our district damage, loss, or theft policy can be found [at https://bit.ly/3SCAHUm](https://bit.ly/3SCAHUm)

CLOSING OF SCHOOL

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

CODE OF CONDUCT

Mukwonago Area School District is committed to create, foster, and maintain a positive, orderly, and safe class environment, conducive to teaching and the learning process. Every member of the school community is expected to cooperate in this central mission. Students are expected to come to school, and to every class, ready and willing to learn. 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.

Mukwonago Schools should be as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily or, in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short-term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion. In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant long term removal from the class ("long-term removal"). Long term removal may, but need not always be for disciplinary purposes.

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct. In addition, long-term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed.

Primary responsibility for discipline and student conduct is placed with the classroom teacher. Each teacher is expected to avail him/herself of every opportunity to emphasize student responsibility for respecting constituted authority and the

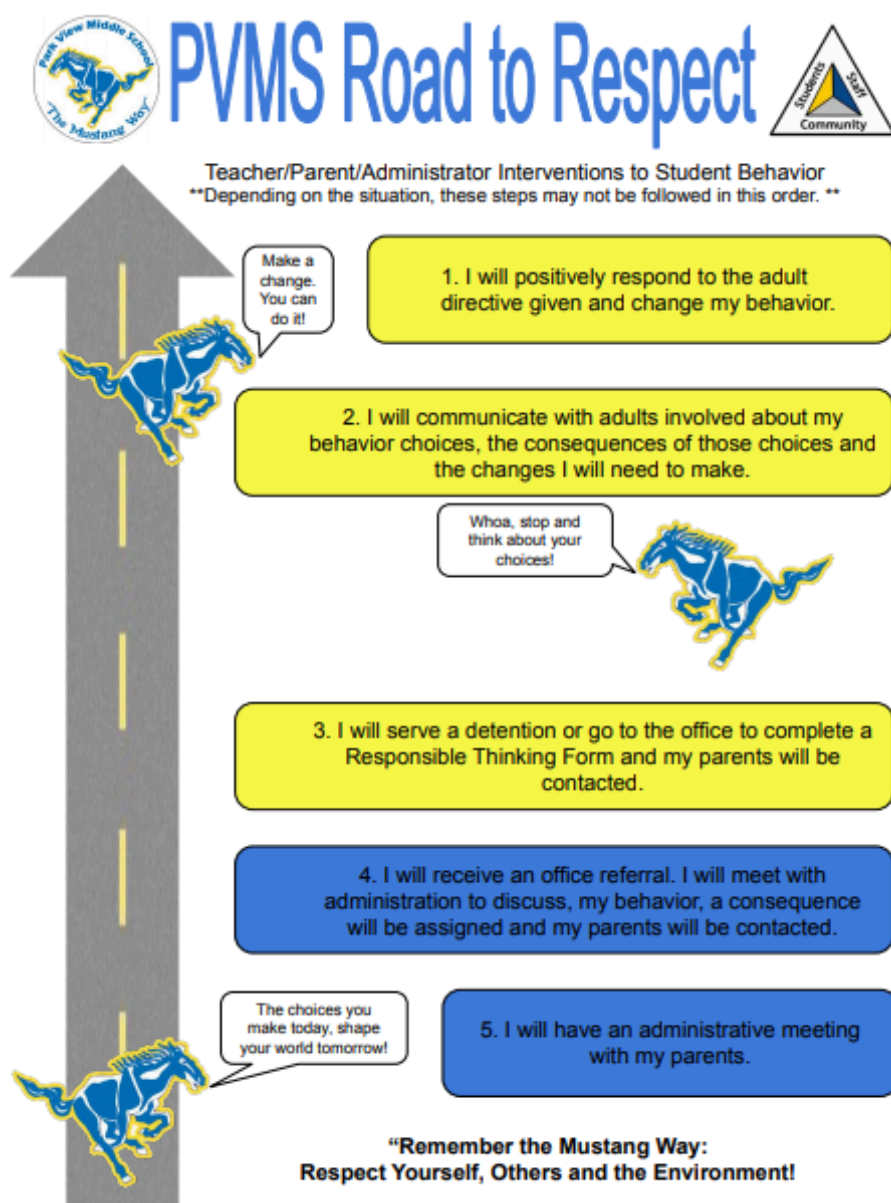
rights of others. Because we believe the most effective discipline takes place in the classroom at the time the incident occurs, options such as detention, revocation of student privileges, parental contact, or other appropriate measures are available to teachers.

Your child's total education is based on a working partnership between school and home. It is our responsibility to provide a stable and pleasant learning atmosphere for your child in the school setting. Our school staff members have developed a School Wide Discipline Plan. We have set up specific rules for playground, hallways, cafeteria and bus loading.

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

Good discipline begins in the classroom and halls under the supervision of staff--aided, supported and directed by the PVMS administration. Corrective measures will be firm, consistent, and attempt to fit the nature of the offense. Since the development of discipline is a cooperative venture between home and school, parents are encouraged to be involved in the resolution of their child's behavior problems.

Park View's Road to Respect outlines the corrective measures that will be taken for behavior infractions.



[Due Process and Disciplinary Procedures \(Policy #5600.01\)](#) To safeguard the rights of students, due process will be followed at Park View with a building administrator.

COMPLAINTS

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

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

DISTRICT>School Board >Board Policies <https://go.boarddocs.com/wi/masd/Board.nsf/Public?open&id=policies>

DRESS CODE

Dress for success. Personal pride and school pride should be major factors in determining proper dress. The administration and faculty of the Mukwonago Area School District feel that students should take pride in their dress and appearance. Dress with self-respect and decency in mind. Dress and grooming are two (2) factors considered by employers in the hiring and retention of personnel. Grooming is often closely associated with one's productive performance and positive behavior.

Appropriate dress is the responsibility of the student with his/her parents or guardians. Clothing should reflect concern for the health and the safety of individuals in the buildings. It should also reflect respect for other individuals and school property or should not create a disruption.

Not all clothing is suitable for the learning environment. These guidelines will help you determine what is appropriate to wear to school.

In all instances, if the wearing of specific clothing causes a disruption or interference with the educational process, the clothing will not be allowed.

The Standard:

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

3. Pants and skirts must be worn in a fashion in which undergarments and buttocks are not visible whether a student is standing, sitting, or bending.
4. Shorts/skirts/dresses may pose a violation if they do not provide enough coverage. Such as: Skirts and shorts that are worn below the waist line, or dresses, skirts or shorts so short that the buttocks show.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Procedure for Correction:

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

- A. The student will remove or change the challenged apparel or comply with the direction of the principal;
- B. If the student disagrees with the enforcement of the policy. The parent/guardian is advised to contact school administration for review and/or explanation;
- C. The principal shall establish a committee of two (2) parents, two (2) staff members and two (2) students who have no direct or indirect interest in the outcome of the appeal to review the case. Parents of the student whose dress is being reviewed will be notified.
- D. The committee shall determine whether or not the questioned appeal is in violation of standards in this policy;
- E. The committee's decision is subject to appeal per established school procedure; and
- F. For the purpose of consistency, the same committee members should act on issues relative to this policy for one (1) school year.

[School Board Policy #5511 - Dress and Grooming](#)

FAMILY ASSISTANCE

Below is the contact information for our community family assistance program. Our school social workers can help in locating resources specific to family needs. Please follow up with your school social worker for further assistance and support.

Family Assistance Contact Information: 211 First Call for Help Hotline for Parents 211/First call for Help for free confidential, anonymous assistance 24/7 Dial 2-1-1- or 262-547-3388 or 1-866-211-3380 (toll free) Web site www.impactinc.org

PVMS School Social Worker: (262) 363-6292 x27406

FIELD TRIPS

Field Trips are an extension of the classroom, and should be considered an expansion or enrichment of the regular curriculum. The reason for the field trip requirements is to provide an environment that is productive for education, academics, and social interactions. It ensures that Park View students will be welcomed back to all places they visit.

Students whose privileges are revoked at the time of a school-sponsored field trip will not be eligible to attend. If a student's privileges are revoked between the time the registration is submitted and the trip date, they will not be permitted to participate.

For non-academic field trips, students must meet the criteria outlined in the field trip permission form for academic and behavioral expectations.

FREE FOOD SERVICE

If your family meets the standards for eligibility, please fill out and turn in the application for free lunch that can be found at this web address: <https://drive.google.com/file/d/1MG4PhukMZ6K44TIFWmYLkFd2IIXNv7sc/view>

HALL PASSES

Students' whereabouts must be accounted for throughout the day.

- Students must report to all classes for attendance before requesting a pass.
- Students will need prior permission from their teacher to leave the classroom.
- Students sign out of the classroom before leaving.
- Students are expected to report to their destination and return in a timely manner.
- Students must carry a hall pass while traveling in the hallway during class time.
- Students must sign back into the classroom upon returning.

HEALTH ROOM

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

HEALTH ROOM FORMS

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

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

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

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

Medication forms and Care Plans are available in the school health office or on our district website found [HERE](#).

Please contact the District Nurse if you have any questions: Noel Menghe, RN, BSN, (262) 363-6292 x27515.

HOME-SCHOOL COMMUNICATION

Communication between home and school is crucial for student success. Park View sends out a family newsletter on a

bi-weekly basis through email. Additionally, Park View regularly shares information via social media. Teachers and staff are in regular communication with parents regarding their child's academic progress. Teachers maintain Google Classrooms and/or [Classroom Agendas](#), where they house class information, such as assignments, due dates, and resources. That information can be found on our Park View homepage under the "Academics" section. Parents can also stay informed on their child's academics through our Infinite Campus Parent Portal. In addition, Mukwonago School District offers workshops and resources for our parents. Information regarding these workshops can be found on our district homepage.

INSURANCE

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

INTERNET

At the beginning of each school year, parents have to check the Acceptable Use box in their online annual update for their students that gives them permission to use the internet. This annual update must be completed within the first two weeks of school. Please review the three school board policies. The Mukwonago Area School District monitors all details of students' network and internet activity. The capability includes details such as tracking keystrokes contained in email messages, internet browsers and documents. Student's violation of the Acceptable Use Policy by abusing the network or internet are subject to disciplinary consequences and loss of internet privileges.

LIBRARY TECHNOLOGY CENTER

The PVMS Library Technology Center (LTC) serves as the school's resource and technology hub, also providing access to leisure reading materials. In the LTC, you will find computers, books, databases, newspapers, maps, audiobooks, eBooks, digital recorders, cameras, iPads, Chromebooks, desktop computers, and recording studios. A Library Technology Specialist is available to assist students with their technology needs and to help them locate the necessary materials to complete their assignments. If a student experiences a technology issue with their school-issued Chromebook, they should visit the library for assistance. Students are required to have a pass from one of their classroom teachers to work on a specific assignment in the LTC, but will also be used with classroom teachers at times throughout the year. The library is available to students starting at 7:00 am.

LOCKERS

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

Students are allowed to go to their lockers before school, between classes (provided that using their locker does not cause them to be tardy to class), and at dismissal. Students must obtain a pass from their teacher to access their lockers at any time other than between classes.

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

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

[School Board Policy #5771 - Search and Seizure](#)

LOST AND FOUND

Students are urged to put their **first and last names on all personal belongings**, especially books, notebooks, gym shoes, water bottles, lunch boxes, calculators, and other school materials. Items of particular personal or monetary value are not to be kept in your locker but brought to the office for safekeeping. If articles belonging to someone else are found, they should be brought to the office. Items that have not been claimed will be given to charity.

LUNCH BEHAVIOR

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

1. Hand sanitizing stations are available throughout the cafeteria.
2. Students will sit in an available seat (12 per table for supervision purposes).
3. Students remain at their tables until dismissed.
4. Students are responsible for seeing that tables and floors are clean. All students must return their trays.
5. Students should store materials in their locker or their class before coming to the cafeteria. Students should not bring materials such as books, folders, or computers to the cafeteria.
6. There are to be no partially consumed beverages or food taken into the halls, kept in your locker, or taken outside.
7. Once the students are done eating and choose to go outside, they must remain outside until a supervisor coordinates the re-entry of the building and the dismissal procedure to their next class.
8. Restrictions may be placed on seating and/or use of the outdoor area as a consequence for inappropriate behavior.
9. There will be no loitering in the halls or restrooms during the lunch period.
10. Students will observe appropriate outdoor behavior when granted permission to go outside.
11. Students will not have access to their lockers during lunch.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of the Mukwonago Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Rachel Hermann
Director of Human Resources
(262) 363-6300 x24500
385 E. Veterans Way, Mukwonago, WI 53149
hermara@masd.k12.wi.us

Ben Kossow
Coordinator of Student Assessment Data and Analysis
(262) 363-6300 x24410
385 E. Veterans Way, Mukwonago, WI 53149
kossobe@masd.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s) and/or the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/wi/masd/Board.nsf/Public>. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

Any person may report sex discrimination or sexual harassment to the Title IX Coordinator(s) in person or via email or via

telephone. The training materials used to train our Title XI Coordinator(s) can be found [here](#).

PARENTAL RIGHTS TO INSPECT INSTRUCTIONAL MATERIALS

Per [School Board Policy 5780](#), parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional material means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

PERMIT TO LEAVE THE BUILDING

A student who must leave school for any reason during the school day must have a parent or guardian call the 24-hour attendance line to report the absence, bring a note from a parent or guardian indicating the time to be excused and the reason for the excuse, or use their Infinite Campus Parent Portal. The student should visit the main office before the start of the day to obtain a blue pass, which is required to leave the school. If the child returns to school that day, he/she must check back in through the office. Parents or guardians must check their child out through the main office. Students will not be permitted to exit the building without a parent or guardian.

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

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

PERSONAL COMMUNICATION DEVICES (PCDs)

Personal wireless devices include portable computing tools such as laptops, tablets, cell phones, iPads/MP3 players, digital cameras, e-readers, and USB storage devices. Individuals are solely responsible for the care, security, and appropriate use of their personal devices. The district assumes no liability for the loss, damage, or misuse of any personal device brought to school.

In order to avoid disruption of the educational environment and protect students' right of privacy, student use of PCDs are prohibited on school grounds during school hours. **All PCDs will be powered off during the school day and stored in a vehicle, backpack, pocket, purse or other location that keeps the PCD where it will not be seen in the school environment. Earbuds, headphones, and other portable listening devices are not allowed in the hall.** Wireless listening devices (Beats, airpods, etc) are not allowed to be used between the hours of 7:00 am and 2:33 pm without staff approval.

The use of a PCD to engage in non-education-related communications is expressly prohibited. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds

(i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

[Board Policy 5136 Personal Communication Devices](#)

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

confidential (i.e., testing materials).

PUBLICATION AND/OR LISTING OF STUDENT NAMES & PHOTOS

From time to time for the purposes of bringing recognition to a student or to highlight a school program, students' names are listed on school bulletin boards, published in local papers or made known in other ways. Any parents who object to the publication or listing of their child's name or photo in any school publication, website or release to the news media should check the appropriate opt out box when completing the required online annual update under Release Agreements. The school will comply with parental requests to exclude their child from any such listing.

RELIGIOUS BELIEFS POLICY

The Mukwonago Area School District Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specific reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

This notice is excerpted from [Board Policy 2240 \(Controversial Issues in the Classroom\)](#)

SCHOOL HOURS

Park View's student instructional day is 7:25 a.m. to 2:33 P.M, Monday through Friday. Students are not permitted to leave the campus after they arrive at school. Students arriving before this time are to wait inside the main entrance. Supervision is provided beginning at 6:45 a.m. All students except those under the direct supervision of a teacher are expected to leave the building by 2:40 p.m. Students are not allowed to loiter either inside the building or on school grounds before school or after dismissal. Students waiting for a ride must do so immediately outside the north entrance or immediately inside in case of inclement weather.

SCHOOL SECURITY PVMS

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

1. All exterior doors are locked during the school day from 7:25 a.m. to 2:33 p.m.
2. Students, parents, and guests who arrive after 7:25 a.m. are directed to enter and exit via door #3 and register with the office. A form of photo identification is required to register as a guest. Visitors will be issued a badge, which must be worn and visible at all times while in the building.
3. Interior and exterior surveillance cameras.
4. In collaboration with the Mukwonago Police and/or Fire Department, emergency drills/procedures are reviewed and practiced with both staff and students.
5. PVMS employs an after-school supervisor to monitor building traffic during the time our students are involved in after-school activities. Only students working with a staff member or participating in a supervised after-school activity should be present in the building after dismissal time. Students waiting for a ride should do so in a responsible manner at the north doors/entrance #6 (located on the Metro Market side of the building).
6. Any parent or guardian interested in volunteering must complete and submit the online [Mukwonago Area School District Volunteer Application Form](#). This form is required, and once approved, it will be in effect for two years unless notified otherwise. All PVMS Volunteer Application Forms are rechecked on an annual basis. This applies to all situations, including classroom work and chaperoning field trips.

SECONDARY HOUSEHOLD MAILINGS/CUSTODIAL RIGHTS

It is the parents' responsibility to keep their Infinite Campus portal demographics updated. (i.e. divorce/move/new baby, etc.). You will need to complete the online Annual Update over the summer, and if you need to change existing student or parent information (i.e. address, phone number, email, etc.), please log in to Infinite Campus and go to Household Information and make the changes.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. More information about rights and student records is available [here](#).

STUDENT SERVICES

Student Services staff are available to support all students at Park View. The Student Services office is located across from the main office. Within this office, Park View has two school counselors, a school psychologist, and a school social worker. Parents can arrange an appointment with a Student Services member by contacting the Student Services office at 262-363-6292 and pressing 4. Parents can also email Student Services staff. All contact information can be found on the Student Services website. Students can request an appointment by completing a Student Services Meeting Request form, which is located on the school's website. Students can stop by before or after school, or during passing time, to schedule an appointment. Services are delivered in an individual, group, and classroom format. Student support groups are available as needed. If a parent does not want their child to participate in groups or individual sessions, they should send a written note to the building principal. Student Services can offer support in the following areas, but are not limited to, assistance with educational planning, occupation and career exploration, and discussion of any school, personal, or social concerns that impede learning. The goal of Student Services is to provide the support and encouragement necessary to motivate students to achieve happiness and success. Please visit our website for more information.

SUICIDE PREVENTION RESOURCES

The Mukwonago Area School District prioritizes the safety and well-being of all students. The school district offers online suicide prevention resources [here](#). MASD is proud to partner with the Wisconsin Department of Justice to use the [Speak Up. Speak Out \(SUSO\)](#) confidential reporting system. SUSO allows students and parents to report weapons, threats of violence, bullying, sexual harassment, threat of suicide, drugs, and any other activity that could potentially endanger students, staff, and property. By using SUSO, students and parents can help keep schools safe, and it's completely confidential. **If there is an emergency, please call 911 immediately.**

TARDINESS (TO CLASS)

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

TARDINESS (TO SCHOOL)

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

ACADEMICS

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

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

Promotion from Grade 4 and Grade 8

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

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

[School Board Policy #5410 - Promotion, Placement, and Retention](#)

ACADEMIC HONESTY

The Board values honesty and expects integrity in the District's students. Violating academic honesty erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results from an artificial intelligence platform as one's own (See Policy 7540.08 - Artificial Intelligence (AI));
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others;
- L. intentionally accessing another's work for the purpose of presenting it as one's own;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

Faculty and Administration have the responsibility for monitoring students' work for compliance with this policy.

All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity. Such education shall reference this Board policy.

Students who violate this policy are subject to disciplinary consequences.

[School Board Policy #5505 - Academic Honesty](#)

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

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

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

THIRD VIOLATION If this is the student's third violation while at Park View, the student and his/her parent may be required to attend a Principal's Hearing. The student could also receive a grade of "F" on the assignment, the teacher will contact the parent. The student will receive an in- school suspension.

HOMEWORK

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

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

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

The District establishes the following standards for the assignment of homework:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to extend or remediate learning.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the age, ability, and needs of the student.
- E. As a valid educational tool, timely feedback of homework assignments should be provided to the student.
- F. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

[School Board Policy #2330 - Homework](#)

HONOR ROLL

At the end of the school year, students who have a grade point average of 3.50 to 4.00 will be recognized for high honors. Those with an average of 3.00 to 3.49 will be recognized for honors.

Grades are computed using the following point values: A = 4 B = 3 C = 2 D = 1 F = 0 The total points for all classes is then divided by the number of courses taken to arrive at the grade point. Physical Education, Band, Chorus, and Orchestra are

counted as 1/2 credit because they meet every other day. + - Not calculated into GPA but given to indicate direction or progress. This notice is to be placed on the report card. Example:

Math A = 4

Social Studies B = 3

English Language Arts A = 4

Science B = 3

Art A = 4

Educational Technologies B = 3

Phy. Ed. (1/2) A = 4 / 2 = 2.0

Band (1/2) B = 3/2 = 1.5

24.5 total points divided by 7.0 credits = 3.5 GPA

HONORS and AWARDS

Each spring, Park View recognizes students for their outstanding accomplishments. Awards are presented for academic, athletic, and extracurricular achievements. The Park View staff believes every student is capable of meeting the standards to become eligible for these academic awards.

INFINITE CAMPUS (PORTAL FOR PARENTS - ONLINE GRADES & STUDENT INFORMATION)

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

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

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

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

REPORT CARDS

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

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

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69
F = 59 - below

I = Incomplete - The work is incomplete. The grade is given for reasons such as extended illness or other unavoidable circumstances. The teacher will set a date with the student to complete and turn in all missing work. At the end of this time period, the teacher will complete a "Grade Change Form" and issue the corrected grade that now applies. A copy of this form is sent to the parent, and the corrected grade will appear on the next report card.

E = Effort - This special grading category is for students who require significant modifications to the curriculum. This grade is considered passing and carries full course credit.

ATTITUDE/EFFORT GRADE: The second grade indicates the student's attitude and effort in their course. Student attitude/effort evaluation is based on the degree of performance in the following behavior and quality areas:

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

CRITERIA FOR ATTITUDE/EFFORT GRADE:

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

(M) Meets Expectations – The student usually displays the behaviors or qualities necessary for achievement, meeting expectations.

(N) Needs Improvement— Student inconsistently displays the behaviors or qualities necessary for successful achievement; students are capable of better performance and need to improve.

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

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

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

SPECIAL SERVICES

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

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

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

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

TESTING INFORMATION

TESTING DATES: The Wisconsin Student Assessment System (WSAS) testing will occur in the Spring. Progress Monitoring testing in Reading and Math will occur in the 7th and 8th grades, three times during the school year. When a

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parent or guardian requests that the student be excused from participating in the Forward Exam, WAA-SwD, or the DLM, this request must be honored at grades 4, 8, and 10, per Wis. Stats. 118.30(2)(b)3. This request may come anytime during the testing window. While not directly addressed by state statutes, districts may choose to honor parent requests to excuse their child from the Forward Exam WAA-SwD or the DLM testing at grades 3, 5, 6, and 7, at their discretion on an individual basis. All students excused by parents opt out count as “not tested” students for determining school and district accountability. The parent opt-out excuses the student from participation in the entire Forward Exam, WAA-SwD, or DLM. For more information, please see the Wisconsin DPI website <http://dpi.wi.gov/assessment/parent-info/faq>

CLUBS & ORGANIZATIONS

PARK VIEW SPONSORED ACTIVITIES AND ATHLETICS

- Fall Sports: Girls’ Basketball, Girls’ Cross Country, Boys’ Cross Country, Gymnastics
- Winter Sports: Boys’ Basketball, Wrestling, Girls Volleyball
- Spring Sports: Girls’ Track, Boys’ Track, Boys Tennis, Girls Tennis
- Art Honors
- Battle of the Books
- Best Buddies
- FCA + A Park View
- Garden Club
- Girls in Gold
- Guys in Ties
- Jazz Band
- Musical
- Outdoor Club
- Ski Club (Dec. – Feb.)
- Student Government
- Voices
- WEB Leaders (8th grade)
- Yearbook

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

RULES & FEES FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

1. A student may not participate in interscholastic athletics until he/she has an Athletic Participation Card on file with the building athletic director attesting to a) parental permission, b) physical fitness as determined by a licensed physician, and c) concussion awareness agreement
2. A student shall be ineligible for interscholastic athletics throughout the duration of any office disciplinary probation or suspension.
3. Park View Middle School students must maintain a 1.80 grade point average or better and be passing at least 80% of their classes, based on each quarter grading period to be able to participate in interscholastic athletics.
 - a) Seventh graders enrolled in school will be eligible the first nine (9) weeks. Thereafter the regular eligibility rules will apply.
 - b) Eighth grade students will have eligibility based on their final seventh grade nine (9) week’s grade.
 - c) Students that do not have a 1.80 grade point or better, or are not passing 80% of their classes will be ineligible for up to 25% of their Athletic season. At that time they must present documentation of their improved current grades in all classes to the building athletic director before eligibility is restored.
 - d) Athletes that average less than a 1.80 grade point average may retain their eligibility if they are performing at or near their anticipated grade equivalent.
4. Students pay a one-time \$100 fee per student.

RULES FOR ATTENDANCE AT PARK VIEW ATHLETIC EVENTS

1. Students absent during the school day are not permitted to attend any school-related events.
2. All school rules are in effect during after-school, evening, and weekend events, in addition to the rules posted explicitly for these events.

3. Any infraction of these rules may result in being unable to attend Park View athletic events.

RULES FOR ATTENDANCE AT MUKWONAGO HIGH SCHOOL ATHLETIC EVENTS

1. Students absent during the school day are not permitted to attend any school-related events.
2. All school rules are in effect during after-school, evening, and weekend events, in addition to the rules posted explicitly for these events.
3. Any infraction of these rules may result in being unable to attend Park View athletic events.
4. Park View students must have an adult accompany them to any/all high school activities or events.

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

1. Promote and develop leadership skills in all students
2. Encourage school spirit and involvement in school activities
3. Provide students with an active voice in decision-making
4. Participate in a variety of community service projects