



Lancaster
Middle School

Parent-Student
Handbook

2023-2024

Notification of Nondiscrimination Policy: State and Federal Combined

It is the policy of the Lancaster Community School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, national origin, religion, color ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap as required by s. 118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Lancaster Community School District. Any questions concerning this policy should be directed to: Rob Wagner, 925 West Maple Street, Lancaster, WI 53813 (608) 723-2175. Any questions concerning this policy relative to discrimination on the basis of handicap should be directed to: Dixie Dempsey, Director of Special Education, Lancaster Community School District, 861 West Maple Street, Lancaster, WI 53813 (608) 723-4066.

Dear Parents and Students,

WELCOME BACK TO SCHOOL!

Lancaster Community School District Vision Statement

We strive to create high levels of learning in a welcoming, collaborative environment that nurtures personalized success for all.

At LMS we strive to create a welcoming environment and you are a huge part of that environment. As you start the new school year, please bring a smile and a positive attitude with you. All of us together will make this a great place to work and learn.

The purpose of this handbook is to help you become better acquainted with the school. Contained in this handbook are descriptions of activities, rules and regulations, and ideals that promote standards of excellence.

Our school plays a very special role in the Lancaster Community. There is a strong commitment on the part of the Board of Education, the staff, and the community to provide a high quality educational program that meets your needs for academic achievement, career exploration and social development.

While a substantial effort is made by many people to offer a positive school experience, the primary responsibility for the success, which you experience, will depend on you. With that in mind, we ask that you give careful thought to the choices you make and to your application of efforts.

Best wishes for a successful school year!

Mr. Reynolds
Principal

**There is Nothing
Impossible
to They
Who Will Try
-Alexander the Great**

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Be Yourself,
Everyone Else is Already Taken

Anonymous

STUDENT RIGHTS AND RESPONSIBILITIES

The following rights and responsibilities listed here provide the basis for all other expectations and rules regarding student behavior and conduct in line with the belief that responsible behavior by all ultimately ensures others of their rights as individuals.

BASIC RIGHT OF EACH STUDENT

I have the right to learn in a safe environment, which encourages honesty and respect for self and others.

THREE MAJOR STUDENT RESPONSIBILITIES STEMMING FROM THE BASIC RIGHTS

1. I will attend school - prepared and on time.
2. I will respect the rights of others.
3. I will follow the rules of the school and individual classrooms.

TEN RIGHTS OF STUDENTS

1. Each student has the right to learn.
2. Each student has the right to use school facilities and participate in school programs according to school rules.
3. Each student has the right to have access to a copy of all rules to which he/she is subject.
4. Each student has the right to determine his/her own dress as long as it maintains good decorum and a safe, favorable academic atmosphere.
1. Each student has the right to express his/her views and opinions in an appropriate manner and through proper channels.
6. Each student has the right to courteous behavior from other students and staff.
7. Each student has the right to be free from assault, intimidation, and harassment.
8. Each student has the right to hold property free from theft or damage.
9. Each student has the right to seek and obtain help regarding alcohol and other drugs from school staff members.
10. Each students has the right to learn in an atmosphere which encourages honesty and respect for the rights and needs of all students and staff, and the respect of school property and school rules.

Essentials of a Positive Learning Environment

Learning takes place in a school or a school activity that is positive and supportive of the student and teaching process. It is the middle school's expectation that students and staff will work to establish and maintain a positive learning climate within the middle school, classrooms, and at all school activities. It is the goal of the middle school to provide an environment that is safe, where learning takes place, and every person is respected and accepted as important.

- 1) A positive learning environment (climate) is one where:
 - a. Everyone's property is respected and protected.
 - b. Everyone is helpful and cooperative
 - c. Everyone is accepted.
 - d. Teaching and learning takes place.
 - e. Everyone is responsible.

2) Being a Responsible Learner:

Students need to understand the importance of their accountability as an active and responsible learner in the teaching and learning process. This responsibility requires students to be prepared to learn. Teachers have the responsibility to provide appropriate, relevant, and well-prepared lessons for students.

3) Responsible learners are:

- a. to be where they are supposed to be, when they are supposed to be there.
- b. to remain in their assigned seat or area as directed.
- c. to listen and follow directions.
- d. to participate appropriately; take part in class activities in an appropriate way.
- e. to have classroom materials when needed.
- f. to complete assignments and activities on time.
- h. to always do their best.

4) Maintain Order:

Maintaining an orderly environment is critical to establishing a positive learning climate. Students and staff are expected to conduct themselves in ways that maintain order, support a positive climate, and encourage learning.

5) Students who are orderly:

- a. Speak and behave in a considerate and respectful manner towards others.
- b. Respond respectfully and in a correct manner to requests and directions made by staff or adults in authority.
- c. Talk quietly when appropriate.
- d. Seek help from school staff or peer mediators to solve problems you cannot solve yourself.
- e. Use language, words, gestures, etc. which are not harmful, hurtful and/or disrespectful to others.
- f. Dress properly and appropriately so as not to distract from a positive learning climate.

Respect for Property:

A critical part of the Human Rights/Fair Discipline program is the important right of having your belongings respected, as well as your responsibility to respect the personal property of other.

6) Students who respect their property and the property of others:

- a. Return all books and materials to their source on time and in good condition.
- b. Keep books, desks, and other school property free from marks, graffiti, and/or other forms of damage or vandalism.
- c. Get permission to use the property of the teacher, school, or others.
- d. Report all damage property.
- e. Return all lost and found property to staff members or the office.
- f. Are responsible for any damage done by them.
- g. Keep school property clean and neat from trash and graffiti.
- h. Do not possess the property of others without permission.

- 7) Safety:
Safety in the middle school, at school activities, or on a school bus is crucial to developing an environment that frees the student to learn without fear. Students and staff have a right to feel safe from harm, harassment, and/or injury at school. Safety for students and staff will be maintained, protected and enforced.
- 8) In a safe environment, individuals are expected to:
- a. act in a safe and responsible manner.
 - b. solve problems with others peacefully.
 - c. bring only those materials to school which are safe to themselves and others.
 - d. use materials and equipment in a safe, appropriate, and responsible way.
 - e. respect and protect the rights of others to be free from injury, threats, intimidation, and/or harassment.
 - d. do not put themselves or others in danger.

WELCOME TO LANCASTER MIDDLE SCHOOL

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the staff, students, and the administration.

This information has been carefully prepared and presented so that it will be of great value in helping you adjust to school and become an integral part of it. Our school welcomes you to its ranks, and we hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things that will make it outstanding

POLICIES & PROCEDURES

ACCIDENTS AND ILLNESS - To ensure students who become ill while at school continue to receive care or are monitored, students will be allowed to go home **ONLY** after their parents, guardian, or an approved person has been contacted by the school office.

Students who are **INJURED** during the school day will be dealt with according to the individual situation.

You are required to report any injury immediately, to the teacher supervising you. Failure to do so may result in loss of payment by the school insurance carrier. Please ask the teacher to whom you report the injury to file an accident report with the office. If you are taken to the clinic or to the hospital, your parents or designee will be notified.

The school participates in a **BENEFIT PLAN** through a secondary carrier of student insurance. This plan provides two kinds of coverage for injuries – (1) injuries received **DURING** an athletic contest or practice and (2) injuries while at school. Accidents occurring on school buses must be reported to your principal and insurance filed with the school bus carrier. Other than injury, the school does not carry coverage for such items as broken glasses or lost and stolen materials. **Note that injuries resulting from fights are not insured by the school's carrier.**

In any case, the Benefit Plan is **not to be understood as a primary insurance plan nor does it provide full 100% coverage for costs incurred.** Whenever an injury occurs at school, at an athletic contest or practice, the **1st step** that needs to occur is the student's informing the supervisor of the injury. The **2nd step** that needs to occur is the supervisor's filing an accident report with the M.S. Office. The **3rd step** is the M.S. office personnel's submitting of a carrier claim form – based on and accompanied by the accident report to the insurance carrier. The **4th step** is the determination of whether any additional benefits are due, by the insurance carrier and the family's insurance company. **Please note: no claim form and no accident report can be filed if the supervisor is not informed of the accident.**

If, as a result of an injury received at school, you need to see a doctor outside of school time, the school office MUST be informed, so that proper forms can be filled out to ensure notification and documentation for insurers. An athlete must have a doctor's signed permission to return to practice; otherwise, the carrier insurance will not cover future claims. Board Policies 451, 453, 455

ATTENDANCE - Punctual and regular attendance is extremely important.

Acceptable reasons for school-excused Absences: In accordance with Board of Education policy relating to school attendance, the following are acceptable reasons for which students may be excused for absence under Wis. Stat. Section 118.15:

1. Evidence that the student is not in proper physical or mental condition to attend school. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the student's mental or physical condition.
2. Attendance at a funeral, as deemed necessary by the parent or guardian.
3. A court appearance or other legal procedure which requires attendance of the student.
4. A quarantine as imposed by a public health officer.
5. Special circumstances that show good cause which are approved in advance by the school attendance officer (principal), or designee.
6. Suspensions from school.

Phone Call and Note Explaining Reasons for School-Excused Absence:

Parents, if your son or daughter is absent (such as for illness or funeral), Please note that we require BOTH (1) a parent call on each day of absence and (2) a note when the student returns to school. Please call the school before 9:00 AM to notify us of your student's school-excused absence. Without your call, we are wondering if something happened to your student between home and school.

Parent-Excused Absences: In addition to the reasons above, a parent or guardian may excuse a student up to 10 (ten) days in a school year provided the excuse is made verbally or in writing and is received prior to the absence. For a full day of absence, the M.S. Office must be notified before 8:08 AM on the day of absence. Parents may leave a voice mail message at 723-6425, ext. 216 or 218, before 8:08 AM in emergency situations when you cannot provide written notice in advance. Examples of the types of activities for which a parent may excuse absence include: hunting, weddings, attending state tournaments, church functions, and family trips. Please note that the "ten days" means "part or all of ten days" not an accumulation of time equal to ten days.

Make-up work for Absences: Finally, for all absences – regardless of length, all work must be make-up. If your absence is excused, you may receive credit. For homework assignments, please check the website for your child's teacher or call before 12:00 noon (we will do our best to gather assignments.)

Unexcused Absences: Unexcused absences will result in a zero for each class period missed unless the principal or designee decides otherwise.

Procedures When Returning to School: Upon returning to school after an absence, the student must report to Office with a note from the parent (except for Parent-Excused Absences) stating the reason for and dates of the absence in order for a determination of whether the absence will be recorded as excused or unexcused.

Medical Excuses: Medical excuses are required for (1) non-participation in Phy. Ed. beyond missing one day; (2) application for exemption from the 85% rule as outlined below and in the Attendance Policy; (3) absences of three or more consecutive days.

Absences and Participation in After School Activities: PUPILS ABSENT FROM ANY PORTION OF THE SCHOOL DAY WILL NOT BE PERMITTED TO ATTEND OR PARTICIPATE IN ANY SCHOOL-RELATED ACTIVITY AFTER THE SCHOOL DAY WITHOUT THE EXPRESSED APPROVAL OF THE PRINCIPAL. (Note: excused-in-advance appointments are exempt, but IF YOU ARE ILL PART OF THE DAY, MISS CLASSES, AND DO NOT HAVE PRINCIPALS APPROVAL, PARTICIPATION WILL NOT BE PERMITTED.) If you have any questions regarding this, call the Principal during the day missed, preferably before 8:00 AM if possible.

Late Student Arrival or Early Student Departure: Any time a student leaves the building early or arrives late, the student is required to notify the office and secure the appropriate written note (Permit to Leave Building Pass, Absence Slip, or Tardy Slip). For students who are planning to leave the building, such as for an orthodontist appointment, you are expected to inform in advance both the office and any teacher whose class will be affected by your absence for part or all of a class period.

85% Rule: A student who does not attend class a minimum of 85% of the time—77 of 90 days (or 38 of 45 days for alternate day courses) forfeits credit in that class for the semester if the compensatory work assigned by the teacher is not completed. Extended illness (three or more consecutive days) verified in writing by a physician or licensed practitioner may be exempted from the 85% requirement upon application for such exemption and approval by the principal.

Advance Notification of Absence in order to Complete Make-Up work:
If a student knows he/she will be absent for an extended period, an advanced coursework make-up slip should be requested. All work should be completed before leaving.

Board Policies 322, 412.1, 434, 434.1, 453.3;
Grant County Truancy Ordinance, Chapter 27;
WI Statutes 118.15, 118.53, 118.16, 118.18, 120.10, 120.12-13, 121.02-03;
WI Constitution Article X, Section 3; and
U.S. Public Law 94-142

If your child will not be able to attend school for any reason, we request that you notify the school either before or the morning of the absence. Please do so no later than 9:00 am. You may do so via email, written note or phone call. If your student is unable to attend school face to face or virtually three or more days due to an illness, a doctor's note will be required before your child can return. Absences need to be reported whether you child is face to face or virtual.

ATTENANCE/TRUANCY POLICY

LANCASTER COMMUNITY SCHOOL DISTRICT **SCHOOL ATTENANCE/TRUANCY POLICY ADMINISTRATIVE PROCEDURE** **Policy 431.1R**

1) "Truancy" means a pupil absence from school without an acceptable excuse for part or all of any day on which school is held.

2) A student will not be regarded as truant when parental explanation of an acceptable excuse or acceptable reason for the absence is given on the day of the absence or by the time the pupil returns to school.

3) Acceptable Board of Education reasons for which pupils may be absent (excused) by parent (or guardian) under Section 118.15 of Wisconsin Statutes, other than illness:

a) Evidence that the student is not in proper physical or mental condition to attend school an educational program. The district may request the parent or guardian to obtain a written statement from physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing and shall state the time period for which it is valid not to exceed 30 days.

b) Attendance at a funeral, as deemed necessary by the parent or guardian.

c) A court appearance or other legal procedure which requires attendance of the students.

d) A quarantine as imposed by a public health officer

e) Special circumstances that show good cause which are approved in advance by the school attendance officer, or designee.

f) Suspensions from school

4) In addition, the parent or guardian may excuse a pupil for up to ten (10) days in a school year provided the excuse is in writing and is received prior to the absence. Examples of absences included in the ten (10) days would be hunting, attendance to State tournaments, college visits and family trips.

Attendance Requirements

1) When a pupil is truant from class three (3) times in a semester and does not complete the compensatory work assigned by the teacher and serve the assigned detentions beginning on the day of return to class and on a daily basis until detentions are completed or serve the assigned Saturday Attendance or in-school suspension, he/she forfeits credit in that class for the semester. Students who complete make-up work and serve the detentions beginning the day of return to school and on a daily basis until detentions are completed or the assigned Saturday attendance will not lose credit.

2) A pupil who does not attend class a minimum of 85% of the time 77 of 90 days or 38 of 45 days for alternate day courses forfeits credit assigned by the teacher is not completed. Extended illness (three or more consecutive days) verified in writing by a physician may be exempted from the 85% requirement. Required form for physician's statement is available in the office. School sponsored activities are not counted against this requirement.

3) Truancy from a class, study hall, or homeroom results in a detention penalty also. Failure to serve detentions as soon as reasonably possible will result in further action by school authorities.

4) Students who are absent for extended illnesses (three or more consecutive days) are required to provide a physician's statement or a request for exemption from the attendance requirements for each illness. Required form for physician's statement is available in the office. The student must initiate requests for exemption from attendance requirements.

5) Students who accumulate excused absences of 15% of a school semester (or 13.5 days of a 90-day school semester) will be required to provide a physician's statement for any subsequent absences for illness during the school year unless exempted by the principal or designee because of a known extended illness or chronic illness.

6) Please note that both a parent call before 9:00 am on each day of absence and a note explaining the reason for the absence when the student returns to school are required.

Phone Call and Note Explaining Reasons for School-Excused Absence: Parents, if your son or daughter is absent (such as for illness or funeral), please note that we require both (1) a parent

call on each day of absence and (2) a note when the student returns. Please call the school before 9:00 AM to notify us of your student's school-excused absence. Without your call, we are wondering if something happened to your student between home and school.

Parent-Excused Absence: In addition to the reasons above, a parent or guardian may excuse a student on up to ten (10) days in a school year provided the excuse is made verbally or in writing and is received prior to the absence. For a full day of absence, the M.S. Office message at 723-6425 extension 218 before 8:08 AM in emergency situations when you cannot provide written notice in advance. Examples of the types of activities for which a parent may excuse absence include: hunting, weddings, attending state tournaments, church functions, and family trips. Please note that the "ten days" means "part or all of ten days" not an accumulation of time equal to ten days.

BICYCLES - Students must walk their bikes on school sidewalks particularly before and after the school day. Park bicycles in the racks provided on the on the east end of the building. Students operating bicycles are expected to know and obey all traffic laws, and to have bicycles inspected. Your bicycle should be kept locked when parked. The school cannot be responsible for the loss of bicycles or any of their parts, when they are parked on the school grounds. Keep at home a physical description of your bicycle with brand, paint schemes, tire diameter, serial number, model number, and special attachments, in case of theft. Secure your bicycle any time you park it on school property with a lock.

BULLYING PREVENTION POLICY

LANCASTER COMMUNITY SCHOOL DISTRICT BULLYING PREVENTION POLICY Policy 456

Bullying

It is the intent of the Lancaster Community Schools District to provide all students with an equitable opportunity to learn. To that end, the District has a significant interest in providing a safe, orderly and respectful school environment that is conducive to teaching and learning. Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools.

Bullying Defined

For the purpose of this policy, bullying means any aggressive or hostile act or any verbally, written, or electronically communicated expression that:

- A. A reasonable person should expect will have the effect of:
 1. Physically harming a student/staff member or damaging a property
 2. Placing a student/staff member in fear of physical harm or damage to his/her property;
 3. Substantially disrupting the instructional program or the orderly operations of the school
- B. Is so severe, persistent, and pervasive that it creates an intimidating, hostile educational environment for student/staff member who is bullied.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. Physical contact or injury to another person or his/her property
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace
- C. Social exclusion and isolation
- D. Blackmail, extortion, demands for money, or involuntary loans or donations
- E. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures

- F. Blocking access to school property or facilities
- G. Stealing or hiding books, backpacks, or other possessions
- H. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

Application of Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or events, while students/staff members are being transported to or from school or school-sponsored activities or events, or through use of school equipment in the case of cyber-bullying.

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

Reporting and Complaint Procedures

Students who have been bullied or those who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the building principal, or designated staff outlined in each school's procedural guidelines. It is the responsibility of building principals, and /or designated staff, to establish specific complaint procedures and consequences for bullying that take into consideration the seriousness of the offense, the frequency and severity of the behavior, and ages and maturity of the individuals involved.

Students and staff making prompt, accurate and thorough reports either verbally or in writing will have those reports recorded by designated staff or administrator. An investigation to determine the facts will take place immediately or as soon as practicable, in order to verify the validity and seriousness of the report.

Filing a report in good faith will not reflect upon the individual's status nor will it affect his/her grades or employment status by the District, if the complaint is by a staff member. The District shall keep all information related to the complaint confidential between the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed.

Sanctions and Support

It is the responsibility of building principals, and/or designated staff, to establish and develop specific procedures for:

- A. Student and parent reporting of bullying to staff and school administrators;
- B. Staff reporting of bullying to school administrators;
- C. Review of reports and investigation of bullying incidents;
- D. Intervention with and/or discipline of students who engage in bullying
- E. Support for students who are victims of bullying;
- F. Training staff and students in bullying prevention; and
- G. Periodic evaluation of bullying prevention, intervention, and training efforts in Lancaster School District

Students who engage in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. Students' bullying behaviors may also be addressed through other behavioral interventions.

Employees found to have participated in bullying behavior, or having become aware that bullying was taken place and failed to report the behavior, are considered to be in violation of the prohibition expressed in this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement and disciplinary action established by policy or practice.

Adopted: February 13, 2008

Cross-Reference

Student Handbook

Student Code of Conduct

Employee Handbook

BUS TRANSPORTATION - At the beginning of each school year, bus riders will be notified of set rules as prescribed by the Board of Education, bus drivers, principal, or State of Wisconsin. Proper conduct on the buses is compulsory. The bus driver is in complete charge at all times and may utilize seating and behavior regulations as deemed necessary to insure the safe operation of the vehicle. Disregard for bus operation guidelines may result in suspension of riding privileges for a period of time as deemed reasonable by the Principal.

SPECIAL NOTE - The school will not provide transportation for any child suspended from bus transportation. Absences due to transportation privilege suspensions will be considered as UNEXCUSED. Students who ride a bus to school, on field trips, or extra-curricular trips must ride both ways unless excused in advance by the principal. The exception will be that parents may pick up their own son or daughter in person. Detention and suspension create a parent responsibility for transportation. At dismissal time, students who do not ride the bus must cross at marked crossing areas. Students must not cross between buses. Violators will be kept until buses depart.

GENERAL BUS RULES

These include the following:

1. All district rules are to be followed.
2. The driver is in charge of that vehicle and on extra-curricular trips the responsibility is shared with the chaperone.

All regulations that guide you while you are on the school grounds apply while riding the bus

2. Don't place hands and heads outside, make no loud noises, nor tamper with the bus, throwing inside or outside the bus, leave your seat until directed, or engage in horseplay.
3. Do clean out the bus of your books, papers, and any accumulated debris; be courteous to drivers, chaperones, and fellow students; assist driver by helping when backing and being quiet at railroad crossings.
4. Parents, students, and members of the general public are not allowed to go to the bus garage for any reason as it is not a public accommodation facility.

CAFETERIA/LUNCH

STUDENTS – The lunch hour is a closed campus. This means that all students are to either eat hot lunch or bring their own lunch. Only in very rare circumstances, and for special reasons, will a student be allowed to leave campus to eat, and then only at home under parent supervision. All food and drink is to

be consumed in the lunchroom. Students are not to share any part of their school lunch with other students. Excellent lunchroom conduct will be expected. Pupils must return dishes and trash to dishwashing window, and all paper and refuse must be cleared from the tables.

SCHOOL FOOD SERVICE PAYMENT PROCEDURES

In accordance with the directives of the USDA and the federally subsidized National School Lunch Program and School Breakfast Program.

Parents and guardians must plan for their child to have sufficient access to food at school on each school day and must actively monitor and manage their child's school food service account. In order to help parents and guardians meet these responsibilities and to ensure that school families are reasonably informed about the food-service options that are available to students, the District has established the following guidelines regarding food-service charges and student access to food at school.

A student will always be permitted to select and receive one of the standard school meal options if either of the following apply:

- a. The District has determined that the student is currently eligible to receive free meals at school; or
- b. The student has sufficient prepaid funds in his/her food service account, or enough money in hand, to pay for the meal on the day the meal is purchased.

If a student's family account balance becomes negative \$20.00, office staff will send a written notice. If a student's family account exceeds negative \$20.00 office staff will contact the building administrators who will work with the family to seek a remedy. If a balance exceeds negative \$40.00, students will no longer be able to charge on their accounts. All further purchases will be on a "cash on account" basis, until the balance is no longer negative.

Students who are denied a full meal due to insufficient funds in their account will be offered an alternate meal. Students may be denied the alternate meal if it is determined by building administration that they are abusing this privilege. Prior to the denial of this access, the office personnel will make attempts to contact the parents to indicate the need for a resolution.

Graduating seniors need to bring their accounts to a zero balance at the end of the school year. Balances of underclassmen are carried over to the following year. Graduating seniors who have a negative balance, and have earned a diploma, will not be allowed to go through the graduation ceremony.

Parents are strongly encouraged to submit free/reduced lunch application forms yearly, as well as when their household information or income changes. Applications can be submitted at any time of the year and are available at school and on our website.

Please note that students are not permitted to share breakfast or lunches because it is prohibited for students on the Federal Free and Reduced Price Lunches (and, we do not wish to identify those students in front of their classmates).

Lancaster District Student Technology/Communication Device Use

Lancaster Schools provides computer/technology access to all students. Whether it is one-to-one technology or other shared technology devices, students have the technology available for their educational needs that are provided by the district. On some occasions, teachers may authorize the use of cell phones, watches or other student-owned technology/communication devices for educational purposes. Absent teacher authorization, students are not allowed to have use of their personal technology/communication devices during the academic day with the exception that **high school** students may use their personal technology/communication devices during the designated school lunch period. This means that student technology/communication devices are not to be accessed by students anywhere in the building during the school day (defined as the beginning of the 1st hour and the end of the 8th hour) with the exception of lunch period (high school only) and teacher approved educational activities. Additionally, technology/communication devices that ring, vibrate or otherwise cause a disturbance will be considered a violation of this policy. Policy enforcement will be as follows:

First Offense: The technology/communication is confiscated by school personnel and given to the office. The student may recover the technology/communication device in the office after school.

Second Offense: The technology/communication device is confiscated by school personnel and given to the office. Parent/Guardian notification occurs. The student's parents/guardians may recover the technology/communication device in the office.

Subsequent Offenses: The technology/communication device is confiscated by school personnel and given to the office. Parent/Guardian notification occurs. The parents/guardians may recover the technology/communication device in the office. The student will be subject to additional school consequences, up to and including suspension and/or expulsion.

Students will comply with the school personnel request to hand over the technology/communications device when directed to do so. Students who fail to follow such direction will be subject to additional consequences for non-compliance.

CONTROLLED SUBSTANCES –(Drug and Alcohol Policy)

LANCASTER COMMUNITY SCHOOL DISTRICT DRUG AND ALCOHOL POSSESSION, USE AND DISTRIBUTION POLICY Policy 452

Lancaster Community Schools is a Drug Free Zone. It is the expectation of the Lancaster School District that all students will attend school and all school-sponsored events free from the influence of alcohol and other drugs. Being under the influence of alcohol and/or other drugs impacts not only the student's individual learning and safety, but also impairs judgment and can as a result affect the learning and safety of others.

All students are prohibited from carrying, possessing in any manner, or attempting to possess, using, or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drugs, barbiturate, substance, ingredient, synthetic cannabinoid or compound that, when taken orally, intravenously, inhaled, or consumed in any other manner, may cause the person to be under the influence thereof, or any other

controlled substance regulated by law, including any substance that is falsely represented to be a controlled or counterfeit substance.

No student shall act in, aid, abet, assist, distribute, or conceal the possession and/or the consumption, purchase, or the distribution of any illegal drugs or alcoholic beverages by another student or students.

PENALTIES

Any student who violates the provisions of this policy may be immediately suspended and recommended to the Board for expulsion. In addition, all such matters will be referred to local law enforcement.

Any illegal or suspicious materials will be turned over to law enforcement as evidence and for testing as necessary.

Any student who is found to be in violation of this policy will be referred to the athletic director and/or the supervisor of any other school organization to which the student belongs that has a code of conduct.

PROVISIONS

The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication under the supervision and direction of such physician unless the student is illegally selling, possessing or distributing medications. With regard to prescription medications, refer to the Lancaster Community School District medication policy.

The provisions of this policy shall apply to all students during the period of time that they are under and/or subject to the jurisdiction of the Lancaster Community School District, while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking place, during the course of any field trip, during the course of any trip or activity sponsored by the District, while under the supervision and direction of any teacher, principal or other authority of the District, or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

Some illegal substances such as synthetic cannabinoids may be sent to the State Crime Lab by local law enforcement for analysis. This process can take weeks or months. In such cases, the administrator shall notify the student and parents in writing of the nature of the confiscated material, the request for and timeliness of testing and the penalties that will be pursued if the tested substance violates this policy.

NOTICE

Before implementation of this policy, reasonable notice of the policy will be made to all students and parents and/or guardians of students.

This policy is for the discipline and protection of the students of the District and their general welfare.

This policy shall supersede and take precedence over any other policy or practice that is inconsistent herewith.

ADOPTED: April 10, 2013

**LANCASTER COMMUNITY SCHOOL DISTRICT
POLICY ON SUSPICION-BASED TESTING
FOR BEING UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS
Policy 452.1**

Lancaster Community Schools is a Drug Free Zone. It is the expectation of the Lancaster School District that all students will attend school and all school-sponsored events free from the influence of alcohol and other drugs. Being under the influence of alcohol and/or other drugs impacts not only the student's individual learning and safety, but also impairs judgment and can as a result affect the learning and safety of others.

DRUGS DEFINED

Students are prohibited from being under the influence of any controlled substance regulated by law, including, but not limited to: alcohol, marijuana, synthetic marijuana (synthetic cannabinoids), cocaine, heroin, LDS, ecstasy, *prescription stimulants (i.e. Ritalin, Adderall, etc.) and "prescription narcotics (i.e. Oxycontin, hydrocodone, etc.).

****The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking the medication under the supervision and direction of such physician. With regard to prescription medications, refer to the Lancaster Community School District medication policy.***

PENALTIES

Any student who violates the provisions of this policy may be immediately suspended for three (3) days and referred to law enforcement as appropriate.

Any student who is found to be in violation of this policy will be referred to the athletic director and/or the supervisor of any other school organization to which the student belongs that has a code of conduct.

PROVISIONS

The provisions of this policy shall apply to all students during the period of time that they are under and/or subject to the jurisdiction of the Lancaster Community School District, while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking place, during the course of any field trip, during the course of any trip or activity sponsored by the District, while under the supervision and direction of any teacher, principal or other authority of the District, or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

REASONABLE SUSPICION TESTING

Subject to the limitations contained in this policy, the District may require any student to submit to a drug and/or alcohol test if there is reasonable suspicion that the student is using prohibited drugs and/or alcohol. Reasonable suspicion must be based on specific contemporaneous physical, behavioral, or performance indicators of probable drug and/or alcohol use. The requirement of a drug and/or alcohol test is within the discretion of the District and is not a prerequisite to the administration of discipline under this policy.

The following circumstances shall constitute grounds for reasonable suspicion:

- a. Direct observation and/or confirmation by a District employee of drug and/or alcohol use or possession;

- b. Abnormal or erratic behavior indicating intoxication;
- c. Physical symptoms indicating intoxication including, but not limited to, glassy or bloodshot eyes, abnormal pupil size or reaction to light, slurred speech, loss of balance, poor coordination or reflexes;
- d. First-hand information provided by reliable and credible sources of use, possession, or intoxication;
- e. The presence of a drug or alcohol on the student, detectable by the senses, such as the smell of marijuana or alcohol; or
- f. Abnormal pulse rate and/or blood pressure in combination with other indicators.

“Intoxication” means being excited, stupefied, or affected by alcohol or a drug to the point where physical and mental control is diminished.

A report from any source indicating reasonable suspicion that a student may be in violation of this policy should be immediately given to an administrator or administrative designee. The administrator or administrative designee must determine that the circumstances constitute reasonable suspicion of drug and/or alcohol use before a student can be requested to take a drug or alcohol test. The administrator or designee is required to write in reasonable detail the facts, symptoms, or observations that form the basis of reasonable suspicion

In cases in which reasonable suspicion exists that a student is under the influence of alcohol or marijuana, a Breathalyzer or oral swab test may be administered by qualified school personnel. School administration may also opt to have a student removed to a qualified medical facility for testing. In such cases the administrator shall contact the student’s parent/guardian if the student is under the age of 18. If the District decides to require submission to a test, the student will be immediately removed from school for a drug/alcohol test to be conducted within a five (5) hour period of time.

If a student appears incoherent, semi-conscious, unconscious, or convulsive, or appears to be hallucinating, is in respiratory distress or anaphylactic shock, or is in other mental or physical distress indicating danger or injury to the health and safety of the student, District personnel shall seek immediate medical attention before any other actions under this policy are taken. The health of the student shall be given priority.

PAYMENT

Should authorized school personnel mandate a drug test the results of which are negative, the district will assume the responsibility of payment for said test. However, the costs associated with any positive drug test pursuant to enforcement of this policy will be at the expense of the student’s parent/guardian or the student if the student is at least 18-years-of-age.

DRUG AND ALCOHOL TESTING

Any student required to be tested under this policy may be given a breath or saliva test on school premises or may be accompanied by a District employee and a parent/guardian to a professional testing laboratory or to such other place qualified for drug/alcohol testing at the parent’s/guardian’s sole expense for urine, blood, breath or saliva testing. All specimens will be collected under reasonable and sanitary conditions. Individual dignity and privacy will be preserved to the extent practicable. Accepted standards for testing, labeling, storage, and transportation of specimens will be followed depending on the type of test given.

REFUSAL: A refusal or failure to take a drug and alcohol test under the conditions of reasonable suspicion shall be considered a positive drug and alcohol test result or offense. Similarly, refusal by

the student and/or parent to share results of a drug test mandated by school officials pursuant to this policy shall be considered a positive drug and alcohol test result.

NOTE: Medical records between a medical facility and a patient are confidential. School personnel do not have access to drug test results unless authorized by the student/parent. See the Confidentiality section below for information as to how the school will utilize shared results of drug tests.

DETENTION - One mode of disciplinary action that is used at Lancaster Middle School is the practice of assigning detentions. A student who fails to comply with general school regulations or classroom operational procedures will serve detention from one of the following: before school 7:30-8:00 am, during lunch period, or after school 3:30 until 4:00 pm, when assigned by the Principal. Teachers may assign detentions for their own purposes for the same time frame. Failure to follow detention supervisor directives or to attend detention sessions assigned may result in a suspension from school or other disciplinary action.

STUDENTS and PARENTS, you are responsible for your transportation on evenings students are assigned detention. Bus and city students will be given one day to make necessary transportation arrangements. STUDENTS: if you are placed on the detention list assigned by the Principal, you may not attend or participate in any Middle School sponsored event during the day or evening until the day after your detention is served.

Students who arrive late for detention may be held for the number of minutes they were tardy in arrival. (Board Policy 447)

GRADING SYSTEM - Grades are issued four times per year in 9 week intervals. The lettering system, honor point values and its interpretation are as follows:

- "A" = 4.0 - Superior, Outstanding
- "B" = 3.0 - Above Average, Very Good
- "C" = 2.0 - Average, Acceptable Performance
- "D" = 1.0 - Below Average, Minimum requirement met
- "P" = 0.5 - Special (By Principal's Approval Only)
- "F" = 0.0 - Failure, Unacceptable Performance
- "I" = 0.0 - Incomplete - work must be completed for a grade.
- "M" = 0.0 - Medical (By Principal's Approval Only)
- "N" = 0.0 - No Grade

Also, please note teacher comments on the card. An "M" (Medical) grade is assigned for a student who has an injury, medical condition, or a handicapping condition which does not permit participation in a course for which the student has enrolled. An "I" Incomplete grade assignment is made when for some substantial reason (long-term illness) a student has not completed the course work at the termination of the grading period. All incompletes must be removed within two weeks of the end of the grading period unless special administrative extension is granted.

GRADES BY PERCENTAGE -

97-100	A+	87-89	B+	77-79	C+	67-69	D+	59 or Below	F
93-96	A	83-86	B	73-76	C	63-66	D		
90-92	A-	80-82	B-	70-72	C-	60-62	D-		

HONOR ROLL - A triple track quarterly honor roll is issued by the Principal. This honor roll will be posted on the school bulletin boards and listed in the community news media. Students that have earned

a Grade Point Average, commonly called G.P.A. of between 3.75 and 4.0 are placed on the Gold Honor Roll. G.P.A.'s 3.5 -3.74 are placed on the Silver Honor Roll and G.P.A.'s of 3.0 - 3.49 are placed on the Bronze Honor Roll. Currently, our system yields a G.P. A for the quarter just completed.

Computation of honor roll is based on Point Value (PV) multiplied by (x) Credits Attempted (CA) for each subject with products (PV x CA) for all subjects totaled to give Total Points Earned (TPA) which is then divided by Total Credits Attempted (TCA). This result is the Grade Point Average (G.P.A.)...

re: (PV x CA) + (PV x CA) + (GV x CA)...} divided by TCA = G.P.A. Chorus, Band, Physical Education, Health, Art, General Music vary from .25 credits to .60 credits, depending upon the number of days per week they meet and the number of weeks they meet for the year. Yearlong courses, which meet every day, are valued at 1.00 credits for the year or .50 for the semester or .25 for the quarter.

Board Policy 345.1

Wisconsin Statutes 118.13, 120.12, 121.02(1)(o),r,(s)

INTERNET USE – Students new to the Middle School will be required to sign a Computer/Network Use Policy, an Internet/E-Mail Use policy and a District Web Page Policy at the start of the school year before use of a computer. Consequences for violation of any of the policies may involve a full range of disciplinary actions including: suspension of privilege to use the school's computers, network, and internet access for one month; prolonged suspension from computer/network and/or internet/e-mail for the school year or school career; suspension or expulsion from school; and disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

Board Policies 363.1, 363.2, and 363.3

LOCKERS - Each student will be assigned a hall and locker room locker. Students will be provided a padlocks. The school district retains ownership and possessory control of all student lockers/padlocks – hallway and locker room lockers. Only school-issued padlocks approved by the principal are permitted on any lockers. If a student chooses not to use their padlock they may return it to the office. If the padlock is lost or damaged, there will be a \$10 fine. Please do not leave valuables in the locker. If you must bring money or other valuables to school, bring them to the office for safekeeping. Students are responsible for their belongings when their locker is not locked. Storing contraband, alcohol, drugs, stolen property, weapons, or other illegal items in the lockers will result in disciplinary action. Lockers are subject to inspection by the principal or his/her designee for any reason at any time, without notice, without student consent, and without a search warrant. Students are prohibited from using any type of markers, pens and contact paper to decorate their locker. Disciplinary action will also be taken if this is found.

SHARING YOUR HALL OR GYM LOCKER COMBINATIONS WITH OTHER STUDENTS IS STRICTLY PROHIBITED. Entering another person's locker leaves you open to accusations of theft; violators will be disciplined.

If your locker needs repair, submit your name, locker number, and the specific nature of the locker problem to the office in writing.

Board Policy 443.4 and U.S. Constitution, Amendment 4

Policy 731.1
Lancaster Community School District
LOCKER ROOM POLICY

The Lancaster School District shall take the following reasonable measures to protect the privacy of individuals using school locker rooms:

- Under no circumstances can a person use a camera, video recorder, cell phone or other recording device to capture, record or transfer a representation of a nude or partially nude person in the locker room. Any other use of a camera, video recorder or other recording device in the locker room requires the prior permission of the building principal or designated locker room supervisor and the person being photographed, videotaped or recorded.
- No media are allowed access to locker rooms before, during or after any school athletic event or practice. Coaches and student athletes may be available for interviews directly outside the locker rooms, consistent with District policy and school rules.
- Other persons can enter into the locker room to seek information from an individual in the locker room only at times authorized by the building principal or designated locker room supervisor. If an authorization is given, the person shall leave the locker room immediately after the information is received.

Anyone who violates this policy shall be subject to school discipline action and/or penalties under state law.

The building principal or designated locker room supervisor, as applicable, shall be responsible for enforcing this policy.

This policy shall be posted in every school locker room in the District.

Adopted : September 10, 2008

Revised:

PROMOTION - Students lacking basic competency and/or failing to make necessary standards for promotion according to Middle School Policy or Board Policy on Promotion and Retentions will not be promoted. Students not attending classes and acting contrary to law will repeat grades.

MIDDLE SCHOOL PROMOTION AND RETENTION **General Promotion Requirements for Grades 6 through 7**

To be promoted to the next grade level, students in grades 6 through 7 must meet the criteria outlined in A and B below:

- A. Pass 60% of their “core” academic classes each semester – “core” academic subjects include: (1) mathematics; (2) English or language arts; (3) science; (4) social studies; and (5) reading. All five of the core academic subjects are year-long courses at the 6th grade levels; at the 7th and 8th grade levels, the first four are year-long courses with reading being only a semester course.
- B. Pass 60% of any other carried courses each semester - other carried subjects would first include required courses (e.g. such as physical education and health in 6th through 8th grade; music and art in 6th grades; and, technology education, family and consumer education, keyboarding, art, and library skills in 7th grade); and then would include any electives. All of these "non-core" courses would count as part of the total of carried subjects, in proportion to the part of the semester for which they meet.

To be promoted to grade 9, students in 8th grade must:

- ❖ meet the criteria outlined in A and B above; and
- ❖ achieve a score of basic or above on five of the six subtests (reading, language arts/English, mathematics, science, social studies, and writing) in the 8th grade Wisconsin Knowledge and Concepts Examination (WKCE).

Academic Criterion for Grade 8

If an 8th grade student meets A and B above but does not achieve the required score on the 8th grade WKCE test, he/she may still be promoted if he/she meets the academic criterion of earning at least a C-average (1.67 or better grade point average) in all carried subjects for each semester or earning a C-average for the core academic subjects for the year.

Referral to the Promotion/Retention Committee or Parent/Guardian Meeting

Either (1) the promotion/retention committee, including the parents/guardian, or (2) at the principal's discretion, the parents/guardian, a guidance counselor or teacher and the principal or designee, will meet to determine promotion, retention, or other available alternative of the following:

- any student in grades 6 through 7 who does not meet the general promotion requirements for grades 6 through 7; or
- any 8th grade student who does not meet the general promotion requirements for 8th grade or the academic criterion for 8th grade: or any student with an attendance record of less than 75%

Such determinations shall be made in accordance with established procedures.

If the parents/guardian are not satisfied with the determination, they may appeal to the District Administrator and ultimately to the Board of Education, in accordance with established procedures.

All relevant state and federal laws pertaining to students with disabilities, limited English proficiency, and 504 status shall apply.

LEGAL REF: Sections 118.14 Wisconsin Statutes
118.33(6)
Individuals with Disabilities Education Act
Section 504, Rehabilitation Act of 1973

CROSS REF.: 345.42-Rule, Guidelines for Middle School Promotion/Retention Committee or
Principal/Parent Meeting
342.1, Programs for Students with Disabilities
342.51, Programs and Services for English Language Learners

APPROVED:	July 5, 1995	REVISED:	July 10, 1996
	September 1999		July 1999
	January 10, 2001		September 1999
	April 14, 2004		January 2001

GUIDELINES FOR MIDDLE SCHOOL PROMOTION/RETENTION COMMITTEE OR PRINCIPAL/PARENT MEETING

A. Composition of Promotion/Retention Committee

The promotion/retention committee shall include the following five voting members:

1. the principal or designee (both may attend, but only one may vote);
2. the student's homeroom teacher, a "core" academic teacher who has had the student during the second semester, or the student's primary special education teacher;
3. a "core" academic teacher at the student's grade level (one who has had the student during the current year);
4. one additional teacher at-large who is familiar with the student and who may be from the student's grade level, a grade level below the student's grade level, the special education department, or the guidance department; and,
5. the student's parents/guardian. (The parents/guardian shall have one vote. Parents/guardians are invited to participate actively.)

The student will be asked to attend the committee meeting only if deemed necessary.

B. The principal or designee shall schedule and conduct any meetings.

C. Committee Purposes and Functions

The purposes and functions of the principal/parent meeting or the committee's meeting are to:

1. review records and/or pertinent related data,
2. attempt to determine if the student is working up to his or her ability,
3. thoroughly discuss all alternatives available at the time--including promotion; summer program; retention; transfer (to the in-district charter school); and private, home-based education program--and their prospective outcomes,
4. determine which alternative might be in the best interest of the student, and
5. select the alternative that will be implemented for the student.

D. Promotion Considerations

1. Some conditions that would merit consideration in regard to promotion include the following: (These considerations do not, however, rule out the possibility of retention.)
 - a. the student's placement in special education during the year;
 - b. the student's raising an earned, numerical average in one or more yearlong courses or their equivalents to a passing level (the course's yearlong numerical average is computed by averaging the first and second semester percentages);
 - c. the student's making significant improvement in the number of courses passed from first semester to second semester;
 - d. the committee's receiving letters of recommendation from counselors or teachers based on the students' academic performance, which recommend the student's promotion;
 - e. active participation in class;
 - f. faithful assignment completion;
 - g. achieving the desired score on the 8th grade WKCE test; and
 - h. one or more prior retentions.
2. Summer Program
 - a. In the case of potential retention, consideration shall be given to the possibility of the student's passing a summer program, if available. Middle school students may take a summer program only once as a means of grade promotion. The principal, or in his/her absence a designee, will

approve the summer program. Should the student satisfactorily pass the summer program, promotion to the next grade level would be approved.

- b. Those providing the summer program would determine rules, passing performance standards, and session meeting dates, as approved by the principal or, in his/her absence, a designee.
- c. Parents/guardians would be responsible for paying the cost of the summer offering to the provider, regardless of outcome for the student, unless the District provides the summer program.

E. Appeal Process

1. If the parents/guardian are not satisfied with the conclusions of the principal/parent meeting or the promotion/retention committee, they may appeal in writing to the District Administrator within 10 workdays of the meeting or the committee's decision.
2. He/she shall render a decision in writing within 10 work days.
3. If the parents/guardian are not satisfied with the conclusion of the District Administrator, they may appeal in writing to the Board of Education within 10 work days. The Board will render a decision within 10 workdays after the regular Board meeting in which the appeal properly comes before the Board after properly meeting the timelines of placing materials on the Board's agenda.

APPROVED: July 5, 1995
April 14, 2004

REVISED: July 10, 1996
July 1999 September 1999

SCHEDULE CHANGE - Only in exceptional cases will an alteration in classes previously assigned be allowed. These considerations will be made only up to and through the 1st week of the semester. Based upon recommendations of the school counselor, the Principal will make the final decision regarding the approval or rejection of the request.

STUDENT ACTIVITIES - The Principal or designee must approve all scheduling of chaperones (parents and teachers) and contracting of entertainment. In accordance with district practices, all school activity nights are "closed" (limited in attendance to the Lancaster Middle School students.)

A student may be excluded from a class trip or field trip if he or she (1) engages in threats, intimidation, fighting, or unsafe conduct; (2) is truant; or (3) is referred to Social Services or law enforcement for misconduct.

C.A.S.H. (Chemical Abuse Stops Here) activities are open only to students who qualify within C.A.S.H. membership and rules.

Interscholastic practices and games will be held following dismissal, usually from 3:30 to about 5:30 PM. Students may be excused early from classes to travel to away contests.

Board Policies 322, 377, 441, 453.2

STUDENT BEHAVIORAL EXPECTATIONS - The following rules of conduct communicate the standards of behavior, which school personnel will expect of all students. Compliance with these rules will help students avoid violating any of the more specific rules listed under Student Conduct in the following section. These rules are meant to be guides to good behavior in various school settings:

ALL-SCHOOL RULES:

1. Take responsibility for learning.
2. Act in a safe and healthy way.
3. Respect the rights and needs of others.
4. Treat all property with respect.

5. Follow directives of all school personnel.

HALLWAY RULES:

1. Walk.
2. Keep hands, feet, and objects to yourself.
3. Use a quiet voice.
4. Use appropriate language.
5. Carry a pass during class time.

CAFETERIA/COMMONS RULES:

1. Talk quietly.
2. No sharing school food
3. Use appropriate table manners.
3. Keep hands, feet, and objects to yourself.
4. Be considerate, courteous, and kind to all.

OUTDOOR RULES:

1. Take part in activities that will not harm anyone physically, emotionally, or socially.
4. Line up when it is time.
5. Enter the building quietly.
6. Use appropriate language.

STUDENT CONDUCT - Main topics are highlighted for emphasis and ease in locating items.

1. Students are to obey the instructions of any adult school personnel. Respectful disagreement is allowed; disrespectful arguing or repeated disagreement on the same issue is not allowed. No student shall be insubordinate to any adult school personnel.
2. **Classroom**. Students are to follow the instructions of teacher, and shall not interfere with the instructional process or learning opportunities of other students.
3. **Students may not use coats, jackets, hats, caps, other outside clothing, backpacks, duffel bags, book bags, or other supply-carrying containers during school hours.**
4. **Hallways or Corridors**. Students are to walk in the corridor in an orderly manner without interfering with others. Shouting, loud noises, and the use of audio devices are prohibited. The health and safety of the students is our prime concern. Use this time for developing friendship and rapport with fellow students.
5. **Study Hall, Resource Room and IMC (Library)**. These locations are places for work and study; quiet is necessary. Disruptions are not allowed. Students shall follow the instructions of the staff member in charge.
6. **Rest rooms**. Students shall not loiter in the restrooms. This includes the time during the lunch periods and before school.
7. **School Events**. The same general good conduct expected of students during school hours is expected of students at school events. Conduct rules are to be followed under the guidance of the persons in charge.
8. **Intramurals/Interscholastic**. All boys and girls participating in the intramural and/or interscholastic programs must sign and abide by the participation code.
9. **Destruction or damaging of school property**, including writing on or defacing textbooks, furniture, walls or windows, is prohibited. The student responsible for damages to school property will be expected to pay for it.
10. **Stealing** is morally wrong and against the laws of our society. It will not

be tolerated and offenders will be punished and required to make full restitution.

11. **Cursing, swearing and using obscene language or gestures** are prohibited.
12. **Fighting, teasing, harassment, or intimidation** of other students is prohibited
13. Unauthorized **initiation of younger students**, commonly called "hazing," is prohibited.
14. The **use or possession of all weapons or weapon "look-alikes"** is strictly prohibited on all school property throughout the entire year. Violations will result in referral to juvenile delinquency system or criminal justice system.
15. The **use or possession of tobacco, alcohol or illegal drugs**, is strictly prohibited on all school property throughout the entire year.
16. Students may not **use or possess an electronic paging or two-way communication device** while on school property or at any school sponsored activity, unless approval is received from the school board, superintendent, or building principal.
17. Public displays of romantic affection anywhere in the buildings, on the school grounds, or other school-sponsored events are prohibited.

Board Policies 443, 443.5 443.6, 443.10, 447, 447.1, 447.3
Public Instruction 9.03(1) of WI Administrative Code
WI Statutes 118.13 and 120.13

STUDENT BEHAVIOR POLICY

If everyone in the school considered others' rights there would be no need for detention rooms, penalties, scolding, suspensions, or even for pages like these in a student handbook. Unfortunately, however, each year there are some students who break the rules, and so correction and discipline is necessary.

Except for minor infractions, such as gum chewing and talking out- of-turn, nearly all students are well-behaved nearly all the time. We include these comments about behavior (and discipline) so that no one can say, "I didn't know what I did was against the rules."

We expect from every student honesty, courtesy, dependability, promptness, sincerity - and we'll promise the same to you. When there are infractions of the rules of good behavior, there will naturally be appropriate corrections and, if necessary, discipline.

Just so there can be **NO MISUNDERSTANDING**, be sure you know that the following things **WILL NOT BE TOLERATED**, and will be dealt with severely:

- Possession or use of ANY KIND OF FIREWORKS or related items
- Possession or use of ANY KIND OF LASER POINTER or similar item
- Possession of ANY PORNOGRAPHIC MATERIAL
- Advertising and material references to alcohol, tobacco, and other illegal drugs
- Attempting to intimidate a staff member physically or verbally
- Any act that could cause injury to persons or property, whether injury results or not
- Tripping, tipping chairs, etc.
- Stealing, lying, cheating
- Skipping school or leaving without permission
- Teasing, annoying, or harassing any individual

Throwing any object, including food
Use of roller skates, roller blades, or in-line skates on school property, except
In physical education classes

In addition, courtesy and good citizenship would also prevent the following misbehaviors.

- Excessive loudness anywhere in the building
- Using gum, candy, or food (other than in the lunchroom or during special class functions)
- Tardiness
- Inattention
- Forgetting assignments, books, etc.
- Talking out of turn
- Possession or use of a radio, headset, or similar electronic device
- Running in the halls or classrooms
- Bringing little children or pets to school (except as might be required for a class assignment)
- Loitering in the halls or restrooms
- Failure to complete assignments

The school faculty and staff will try to be fair and reasonable regarding student behavior, but when rules are broken, the school has the right and the obligation to deal with the infraction.

Just as there are levels of seriousness of misbehavior, there are various corrective actions and punishments that might be used:

- Verbal correction
- Severe scolding
- Sending the student (s) to the Principal
- Arranging a Parent/Teacher/Student conference
- Detention
- Suspension for from one to three days
- Expulsion from school permanently
- Notifying law enforcement, social services, or other authorities
- Requiring payment for damage or loss

STUDENT CODE OF CLASSROOM CONDUCT

Definitions

In this section, “teacher” means a person holding a license or permit issued by the state superintendent whose employment by the school district requires that he or she hold that license or permit.

Removal of pupils from class

A teacher may remove a pupil from the teacher’s class if the pupil violates the code of classroom conduct or is dangerous, unruly or disruptive or interferes with the ability of the teach to teach effectively. Students with disabilities may only be removed from the class and placed in an alternative setting to the extent authorized by state and federal laws and regulations.

Prohibited Student Conduct:

1. Dangerous behavior

Dangerous behavior is such behavior, which a reasonable person would recognize as potentially causing or resulting in injury to a person or damage to property, with such behavior including but not limited to the following:

- a. Causes physical harm to others or self.
- b. Threatens to cause physical harm to others or self.
- c. Possesses or uses weapons or items set forth in the weapons policy.
- d. Destroys property whether the property is owned by the school district or persons authorized to be on the premises.
- e. Intimidates through threat or use of force.
- f. Harasses through threat, indication of threat, or use of physical force.
- g. Shows aggressive behavior toward students, staff, or other persons authorized to be on the premises.
- h. Refuses to follow safety procedures as established by the classroom teacher, administration, or board.
- i. Possesses, uses, or attempts to use any illegal drugs or substances.

2. Disruptive behavior

Disruptive behavior is conduct which tends to be violent, abusive, indecent, profane, boisterous, unreasonably loud, or disorderly. Disruptive behavior includes but is not limited to the following:

- a. Uses obscene or profane language.
- b. Swears at the teacher, staff, students, or any other persons authorized to be on the premises.
- c. Interrupts verbally.
- d. Continues non-compliance with school or classroom rules and regulations.
- e. Creates auditory or visual distractions by slamming books, shoving desks, rocking seats, and other similar behavior.

3. Unruly conduct

Unruly conduct is a tendency to disrupt good order and provoke a disturbance; and offend the senses or sensibilities of other in the classroom. Such conduct may be by an individual or in concert with other persons. Such conduct may be by an individual or in concert with other persons. Such conduct shall include but is not limited to the following:

- a. Deliberate, purposeful, continual, and or antagonistic behavior directed at the teacher or other students.
- b. Repeated use of vulgar gestures, drawings, or writings.
- c. Mimicking students or adults.
- d. Loud verbal outbursts such as yelling, screaming, or verbal abuse of students staff.

4. Behavior that interferes with the ability of the teacher to teach effectively

Conduct which is intended to cause distraction within the classroom, conduct causing a distraction within the classroom, and or violation of classroom, building, or district rules and policies. Such conduct shall include but is not limited to the following:

- a. Constantly disturbing other students so it is not possible for such students to work or participate in the classroom study.
- b. Refusal to participate appropriately in classroom activities.
- c. Constant inappropriate verbal abuse of students or staff
- d. Verbal interruptions during instruction.

Procedure

- a. Upon the removal of a student from class by a teacher under Section 118.164 Wis. Stat., the teacher, student, principal or his/her designee, will meet, if possible, on the date of the occurrence to attempt to resolve the issues.
- b. In the event the issues are not resolved at such meeting or such meeting is not held, the teacher shall provide to the principal or his/her designee within twenty-four hours after the student's removal from the class a written explanation for the removal.
- c. Upon receipt of the aforesaid written explanation of the reason for removal, the principal or his/her designee shall provide notice to the parent/guardian of the student of the facts surrounding the occurrence and the date and time of dispositional meeting. Notice shall be provided in person or sent by regular mail to the address in the school records.
- d. Within five days of the removal of the student from class, the principal or his/her designee may hold a meeting if deemed necessary, in which the following parties may participate, review the facts, make determinations, and make appropriate recommendations; student, parent/guardian, teacher, counselor, and principal or his/her designee.
- e. After the discussions, determinations, and recommendations have been completed, the principal or his/her designee shall place the student at one of the following:
 1. An alternative education program, as defined in Wis. Stats. Section 115.28(7) (e).
 2. Another appropriate place in the school, as determined by the school principal or his/her designee.
 3. Another instructional setting.
 4. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class, and the teacher, the principal or his/her designee determines that readmission to the class is the best or only alternative.

The above section does not prohibit the teacher who removed the student from class, or the school board, the school administrator, the school principal or his/her designee from disciplining the student.

Appeal

If alternative placement causes loss of course requirements for graduation or substantially alters the timely advancement to the next grade level, the decision of the principal may be appealed to the Board of Education. Such appeal shall be in writing and be filed with the board within five days of the principal's decision or disposition.

STUDENT DRESS AND GROOMING While the primary responsibility for student dress and grooming belongs to parents/guardians and students, the District believes that student dress and grooming should not disrupt the learning process, interrupt a favorable learning atmosphere or present a danger to students' health and safety.

The following shall apply to all students all District students while attending school and other functions:

1. **Dress and grooming** should be neat, clean, give a respectable appearance, and be appropriate for school activities and for the season and climate. Clothing should be modest in length, properly buttoned or fastened, and loose enough to avoid causing embarrassment. Inappropriate clothing including short shorts, low cut tops, see through or strapless blouses, clothing that exposes the midriff, cleavage or buttocks will not be allowed. No chains or other articles that can be construed as threatening, dangerous, or intimidating accessories will be worn outside clothing or on other areas of the person. Students wearing inappropriate clothing will be referred to the guidance counselor or administration.

2. **Inappropriate clothing** includes any apparel with indecent or obscene messages, print, signs, or logos; and any apparel that advertises alcoholic beverages, tobacco products, or illegal substances.
3. **Uniforms** issued by the school to students participating in an extra-curricular or co-curricular program are to be worn only in those activities for which those uniforms were designed, or by special permission on special occasions.
4. **Hair** should be kept clean and at an appropriate length, for health and safety reasons.
5. **Shoes or boots** that mark or scar floors are inappropriate. Note: State law requires footwear in public buildings.
6. **All headgear including bandanas, hats, caps, and hoodies** should be worn outside the school building only.

STUDY HALL - Each student in the study hall must have something with which to occupy their study time. Study hall teachers may issue passes to the office, counselors' office, library, and the music area. Students desiring to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher. Study halls are to be quiet!

TARDINESS - Students are tardy if they are not in their assigned seats when the bell rings. A student who is tardy to first or fifth period class is required to obtain a tardy admittance slip from the Principal's Office. If there are three or more unexcused tardiness in a semester, disciplinary consequences will be assigned.

Students will be admitted without a formal tardy slip to all classes other than the first period and fifth period of the day. For other periods, it shall be up to the discretion of the instructor to determine if it shall be an excusable tardiness and what length of detention shall be assigned if it is unexcused.

Board Policies 431.1R, 447

TELEPHONES - The phones located in the classrooms are not for general use. A telephone is located in the office for personal calls. Under no circumstances other than an emergency will a student be permitted to leave a class to receive or make a phone call. Incoming calls for students will be accepted ONLY from parents or guardians of the student and the message received will be written and transmitted to the student. Parent may leave a non-emergency phone message from and will be given to the student between classes, please note that it is the student's responsibility to come to the office to receive the message.

TIME TABLE FOR REGULAR DAILY SCHEDULE - All clocks and bells within the building are synchronized via electronic signal. A regular daily schedule is as follows:

8:00 A.M.	Warning Bell
8:03- 8:47 A.M.	Class Period 1
8:50- 9:34 A.M.	Class Period 2
9:37-10:21 A.M.	Class Period 3
10:24-11:08 A.M.	Class Period 4
11:11-11:55 A.M.	Class Period 5
11:55-12:25 P.M.	Lunch/Activity Period A
12:35-1:05 P.M.	Lunch/Activity Period B
1:08- 1:53 P.M.	Class Period 6
1:56- 2:41 P.M.	Class Period 7
2:44- 3:29 P.M.	Class Period 8

Students arriving before 7:30 am may stay in the entrance area until the doors to the school are unlocked. Students should then remain in the cafeteria/commons,; they may at this time eat breakfast, do homework or read until the 7:55 am. Students are not permitted in the hallways and classrooms before 7:55 AM unless they have permission form the teacher or staff on duty in the commons. We do not have the personnel to supervise the hallways and classrooms before the start of the day.

MIDDLE SCHOOL FACULTY & STAFF

	<u>Room Number</u>
Principal-----	Mr. Taylor Reynolds 119
Guidance Counselor-----	Ms. Stephanie Foster 123
English -----	Mrs. Mandy Whitaker 133
	Mrs. Hannah Fox 106
	Mrs. Tina Stimpson 105
Math -----	Mr. Bruce Fuchs 135
	Mr. Grant Reynolds 152
	Mrs. Rachel Ralph 133
Reading -----	Mrs. Hannah Fox 106
	Mrs. Tina Stimpson 105
Science -----	Mrs. Michelle Nies 126
	Ms. Sarah Pross 154
History/Geography-----	Mr. Andy Haas 140
Geography-----	Miss Kristin Rolland 131
Technology Education -----	Mr. Brian Knapp 128/136
Keyboarding & Computer Tech. -----	Mr. Andy Richard 166
	Mrs. Jen Wehrle 166
Agriculture -----	Ms. Jessica Schaffer 103
Art -----	Mrs. Mari Schneider 124
Vocal Music, Chorus ---	Mr. David Murphy 122
Instrumental Music, Band & Gen. Music -----	Mrs. Ashley Miller 130/122
World Language – Spanish	Mr. James Howard 165
Physical Education & Health – -----	Mr. Nicholas Hicks Gym/138
Physical Education -----	Mrs. Ashley Krantz Gym/102
	Mr. Douglas Bradley Gym
Learning Disabilities-----	Mrs. Whitney Allbee 139
	Mr. Robert Bendorf 102
Occupational Therapy -----	Mrs. Patricia Peloquin 154
School Nurse -----	Mrs. Laurie Walker 117
Lead Secretary -----	Mrs. Susan Zenz 115
Librarian-----	Mrs. Carrie Post 112 IMC
Library Assistants -----	Mrs. Denise Vesperman 112 IMC
	Mrs. Alissa Mumm 112 IMC

Resource Room -----	Mrs. Jessica Hauk	113
Paraprofessional -----	Mrs. Flow Roesch	
	Mrs. Annie Riedl	
	Mrs. Brenda Streif	
Head Maintenance -----	Mr. Dan Yoose	
Maintenance-----	Mr. Curt Cummins	
Custodians -----		
Housekeepers -----		

EXTRACURRICULAR COACHES AND DIRECTORS

District Activities Director-----	Mr. Brett Rollins
M.S. Play/Drama Director -----	Miss Torie Leslie
Head M.S. Cross Country Coach -----	Mrs. Teresa Muldoon
Assistant M.S. Country Coach -----	Mrs. Hannah Fox
8 th Gr. Girls Volleyball Coach -----	Ms. Sarah Pross
7 th Gr. Girls Volleyball Coach-----	Mrs. Florine Roesch
8 th Gr. Boys Basketball Coach -----	Mr. Grant Reynolds
7 th Gr. Boys Basketball Coach -----	Mr. Andy Richard
8 th Gr. Girls Basketball Coach -----	Mr. Brett Rollins
7 th Gr. Girls Basketball Coach -----	Mr. Andy Richard
Head M.S. Wrestling Coach-----	Mr. Chuck Rasmussen
Head M.S. Track Coach-----	Mr. Andy Haas
Assistant Track Coach -----	Mr. Eric Mumm

Subject to change without notice - 7/21/2022