



LITTLE CHUTE MIDDLE SCHOOL
2009-10 STUDENT HANDBOOK/AGENDA

Little Chute Middle School
325 Meulemans Street, Suite B
Little Chute, WI 54140
Phone: (920) 788-7607
FAX: (920) 788-7615

Mrs. Lori Van Handel – Principal
Mrs. Tracy Schmidt – Guidance Counselor

This Handbook Belongs To:

Student Name _____
Advisor _____ **Grade** _____

I have read the Student Handbook with my child.

Parent Signature _____ **Date** _____

WELCOME TO LITTLE CHUTE MIDDLE SCHOOL

Welcome back to another great year at LCMS. This is truly a great school with outstanding students, beautiful facilities, and a staff that will work with you to help you reach your potential. As a student at LCMS, you have an outstanding group of teachers who will assist you and help you reach your potential. Your teachers are here to help you every day after school until 3:30 so don't hesitate to ask for assistance.

As a student at LCMS you will find that there are many different activities that you can become involved in. Athletics offered for middle school students include Cross-Country, Volleyball, Basketball, Wrestling, and Track. Other Co-Curricular activities offered at LCMS are Forensics, Drama, Newspaper, Builders Club, Youth Lead, Ski Club, Yearbook, Random Acts of Kindness, Jazz Band and Student Council. I hope you will choose to get involved in one or more of these activities. It will help you feel more connected to school and you will meet other LCMS students. If you have questions about any of these activities, please ask your teachers or stop in the office for more information.

One of the many things that make LCMS such a great place is the caring and respectful students we have. Please continue to be respectful to other people in school. This includes fellow students, staff members, office staff, support staff, maintenance staff, TAHER staff, substitutes, and visitors who are in our building. When you are on field trips or at school activities, please remember that you are representing the school and the district so your actions and behavior should mirror that of your behavior in the building.

Be sure to make the 2009-10 school year a great one. I am really looking forward to another great school year and getting to know each of you. Together we will make the 2009-10 school year a great one.

Respectfully,

Mrs. Van Handel
LCMS Principal

SUCCESS BEGINS TODAY

Little Chute Area School District FOSTERING A COMMUNITY OF LEARNERS

MISSION: The Little Chute Area School District exists to foster a community of learners by providing quality learning experiences so that ALL can safely maximize their full potential and become contributing members of society.

VISION: Little Chute Schools will be learning communities where students hunger to learn in a welcoming and secure environment. We will challenge every learner to become engineers of their own future by nurturing their creative and intellectual growth. We will provide the launch pad for students to excel in any field of interest by developing the whole child in a data-driven society.

VALUES: We believe in:

- *Learning as a lifelong endeavor for ALL
- *High expectations for ALL
- *Continuous improvement
- *Collaboration and team skills
- *Strong curriculum
- *Purposeful learning
- *Assessment to improve performance
- *Safe and purposeful learning environments
- *Exceptional Extra-Curricular opportunities
- *Parent and community involvement

DISTRICT LEARNER GOALS: Consistent with its adopted mission and philosophy, the Little Chute Area School District believes that in order to lead productive and fulfilling lives in a complex and changing society and to continue learning, our graduates shall demonstrate the knowledge, skills, and attitudes to be:

***Self-Directed Learners** who set priorities and achievable goals, create options for themselves, monitor and evaluate their progress, assume personal responsibility, and use core values to create positive visions for their future;

***Effective Communicators** who are able to decipher and assess information and who effectively express ideas mathematically, orally and in writing;

***Problem Solvers and Critical Thinkers** who identify, access, integrate and use available resources and information to reason, make decisions, and solve problems in a variety of contexts;

***Utilize Technology to be Quality Producers** who use advanced technologies to create practical, intellectual, and physical products, which reflect originality and high standards;

***Cooperative Societal Contributors** who share their time, energies and talents to improve the quality of life and who are able to appropriately gather information to vote responsibly in the democratic process;

***Global Cultural Participants** who are aware of local, national and international issues and cultures; who can interact in a responsible manner and who understand how these interactions impact others;

***Artistic Appreciator** who perceives the world's creative values as intrinsic and who understand that the application of design principles enhances their lives;

***Responsible for Personal Wellness** who are capable of taking action to achieve physical, mental, and social well-being.

THE LCMS STAFF DIRECTORY

Mrs. Lori Van Handel, Principal

V. Hauschel, Secretary

A. Van Asten, Attendance Secretary

Team 6

P.Beltz
G.Kaschner
K.Swanson
S.Kleist

Team 7

T. Evers
J. Merryfield
M. Martin
J. Vandenberg

Team 8

M.Hron
L. Kortz
J. Krueger
S. Olsen

Sp.Ed.

J. Van Cuyk
K. Hietpas
K. Wagner

Aides: A.Romenesko P.Jansen L.Ingenthron A.Krueger E.Morser N.Aguilar

Other Staff:

B.Peeters, Reading	K.Kramer, Nurse
N.Waters, Health/Pract.Living	D.McInnis, Phy Ed
L.Sheffler, Speech	K.Bouressa, Music
T.Schmidt, Guidance	B.Kettner, Art
T.Lawrence, Spanish	A.Albedyll, Band
J.Stangel, LMC Director	K.Bryan, Band
B. Airis, LMC Aide	B.Bowen, Tech Ed.
	J.Hietpas, FACS/6 th Writing/6 th St.Skills
	??, ELL

ATTENDANCE PROCEDURES

At LCMS, we recognize a positive relationship between good school attendance and success in school. If student learning and growth are to take place, parents, students, and educators must acknowledge their responsibilities to assure attendance. Wisconsin state law requires that students are in school during all days and hours that school is in session.

Excused Absences are granted for reasons of personal illness, illness in the family or family emergencies, personal appointments of a professional nature, death in the family or funerals, religious holidays, court appearances, special educational events, approved school activities, and special circumstances that show good cause and are approved in advance by the Principal. Absenteeism from school for reasons other than those cited shall be regarded as unexcused. Administration reserves the right to make all final attendance decisions.

If a student is going to be absent, parents are to call the Attendance Line at 687-6670 or the school office at 788-7607 by 8:00 a.m. Voice mail is also available for before and after hour calls. If a parent has not called school before 8:30 a.m., the attendance officer will call home. All absences must be reported within one day to be considered excused.

We realize that on occasion students will need to leave school during school hours for doctor and dentist appointments or other family reasons. Your child should bring a note to the office that morning to get a PASS to leave. Students must sign out in the office when they leave and sign in when they return.

Attendance in school is mandatory for participation in and attendance at any extracurricular scheduled for the school day. Students must be in school for the afternoon classes to be eligible for **any** extra curricular participation. Students who leave school ill are not eligible. Exceptions may only be granted by the LCMS Administrator. Note: If a student leaves school for an excused absence other than illness or due to a pre-arranged absence, this student may be allowed to participate in or be a spectator at a school-sponsored event that same day.

Pre-Arranged Absences such as vacations must be pre-approved with a Pre-Arranged Absence Form available from the office. This form must be completed and returned to the office prior to the student leaving. A student may be excused by the parent/guardian under this provision for not more than 10 days in the school year. Students are responsible for all missed assignments.

If absences or tardy patterns appear to be excessive, the school will notify parents that further absences may require a doctor's excuse. The principal at his/her discretion may request a Parent-Student-Counselor meeting to discuss a particular attendance concern. This authority is granted school administrators under State Statute 118.15. **Any absence not covered in the above will be unexcused.**

Unexcused Absences for students missing part or all of a school day will lose participation points in the classes they miss. Students with an unexcused absence for any day or class period will be required to make up missed time through a detention or possible in-school suspension.

Make-Up Policy: It is the student's responsibility upon returning to school from any absence to check with the teachers involved for assignments or any other work missed. The assigning of make-up work is a way to assist students in covering material that was missed. Parents may request class work for students who miss two or more consecutive days of school. Teachers will provide missing work and allow **a reasonable time** to complete missed work. Other mutually agreeable arrangements may be made between the teacher and the student. ***Credit for work completed may be reduced or not counted due to an unexcused absence or for being late.**

Tardiness: Students are expected to be in their first hour class and seated when the 7:45 bell rings. If a student is late to 1st hour, they are required to report to the office for a tardy slip. When a student reaches tardy number 4,5,6 they will receive a 30 minute detention

after school the following day. After the 6th tardy in a term a 45 minute detention will be assigned and TRAC will be involved/possible in-school suspension. If a child is taken to TRAC, it will be the parent's responsibility to provide transportation home from TRAC.

If a student is late to classes other than 1st Hour, they are to bring a late slip from the class they are coming from. If the tardy is unexcused, teachers may issue an after school detention to be served with them after school. Failure to serve the teacher assigned detention will result in an office detention. If tardiness to class continues, the teacher will contact the parent and a discipline referral will be written and turned into the office.

TRUANCY

Truancy is defined as: To be absent without a valid excuse from all or any part of the school day under State Statute 118.16.

Students who are absent without an acceptable excuse for any part of five or more days on which school is held during a semester are considered to be habitually truant.

Once a student is identified as being habitually truant, legal action can be taken against them and their parents in either the municipal or circuit court system and services can be mandated to address the truancy problem.

SUSPENSION

A student may be suspended from school for serious violations of school rules, disrespect for authority, fighting, threats of violence, possession of drugs or drug paraphernalia or serving an excessive number of detentions. Suspension may be in or out of school at the principal's discretion. If a student is suspended multiple times during their LCMS career, they may be expelled from school if their behavior does not improve or is detrimental to the other students' educational opportunity.

Parents may be asked to accompany their child to school following any Out-of-School Suspension. All work missed is the student's responsibility to make up.

DETENTION

Detention is given when a student fails to comply with any of the regular school regulations or fails to do work assignments. *Detention is supervised by the person who has given the detention or by the office. A detention may be for more or less than 30 minutes depending on the cause. Failure to serve detention or make alternate arrangements will result in detention being doubled. Missing either of the doubled detentions will result in an in-school suspension.

To participate in school athletic activities, clubs or any other school function, the student must first serve the detention. Students are responsible for their behavior, attendance and school work. Serving detention will be a reminder that the students' good behavior comes first. Students may rejoin their activity after the detention has been served. **If the activity is out of town, students may not participate unless they have traveled with the team bus or have had clearance from the principal in advance.**

HALL PASSES

If a student is in the halls during a class period, they must have their agenda book with them and it must be signed by a teacher. If an administrator or teacher asks a student for his or her destination, students are required to present the signed agenda book that indicates their destination. Remember, a teacher must sign the student's agenda if they are going to be in the halls during class periods.

STUDENT ID REQUIRED

Photo ID cards are provided to students at LCMS. This card will be required for Library check out, and Computer and Internet access. If lost or destroyed, the student must purchase a new card from the Middle School LMC. Replacement cost is \$5.

STUDENTS/VISITORS ENTERING BUILDING

In order to ensure the safety of all students on our campus, middle school students must enter and exit only those doors designated as the middle school entrances. Middle School students are not allowed on the high school campus without permission. Consequences may include detention/suspension.

To be eligible to be a student visitor at LCMS, visitors must be pre-approved by the Principal prior to the day of the visit.

For security purposes all M.S./H.S. entrance doors will be locked daily from 7:50 a.m.-3:00 p.m. All students and visitors, including parents, entering the building after 7:50 a.m. will be allowed access into the Middle School Building by Office Personnel only. After entering the building they must report to the Middle School Office to sign in. All visitors will be given a visitor badge for clearance before going elsewhere in the building. The purpose for this is to maintain the safety and security of our students and staff.

LEAVING THE BUILDING

If a student must leave school during the regular school day for any reason, the Parent/Guardian must send a note with the student the day of the appointment. The student is required to bring the note to the office before classes begin in the morning, and pick up a PERMIT TO LEAVE THE BUILDING pass. The student must sign out in the office before leaving for the appointment and must sign back in upon return to school.

TAKE HOME ENVELOPES

Students will be issued a Take Home Envelope at the beginning of the school year. These envelopes will be sent home with students each Tuesday and will include important information for parents such as newsletters, mid-term reports, report cards, field trip permission slips, etc. Blue notes need to be returned to school with a signature. Parents are asked to look through this information, sign the envelope, and return it with their child on the following day. If a child does not return their Take Home Envelope, they will be charged for a new one (\$1.00). These envelopes include some very important information so it is important that each child has the envelope to take this information home.

GRADES

Progress Reports

In addition to report cards, Mid-Term Progress Reports will be sent home in the Take Home Envelopes to all parents of Middle School students. These reports are meant as a means of communicating progress and a request to work together so that students can achieve success in the classroom.

Online With Power School

Parents can view their child's grades and attendance through the LCMS Power School website. A personal password is required. LCASD encourages parents and students to check this site regularly. Parents can link to this through the M.S. website. Simply enter your log in and password. You are able to only view your own personal information. Emails can be sent to teachers via this site as well. If this website is added to your "favorites" folder, be sure to "refresh" the page after logging in to assure the most recent version is available to view.

Report Cards

Little Chute Middle School uses a term reporting system. Term grades are a combination of daily class grades, quiz and test scores, participation and assigned reports or projects, and are an indication of how a student is doing at certain points during the school year. Term grades are the accumulation and combination of all grades throughout the 9 week period.

Report Cards will be distributed approximately five (5) days following the completion of the term. Distribution of report cards can follow two methods. Report cards will either be handed out to parents at Parent-Teacher Conferences or sent home with students in their Take Home Envelopes. Only the 4th Term report card will be sent through the mail.

Incomplete Grades

A grade of "Incomplete" may be given if work is not completed due to extenuating circumstances such as a severe lengthy illness. A plan for completion must be drawn up by the teacher and signed by the student and parent. Incompletes must be made up within 2 weeks from the end of the term or the incompletes turns to an "F".

Promotion/Retention

If students meet the grade level requirements satisfactorily, they will be promoted. However, when they fail to meet the requirements, retention may be considered.

Sixth and Seventh Grade students who fail two terms of a core class will be required to attend summer school classes. Failure to attend summer school may result in retention. In cases where a student has multiple failing grades in multiple classes, retention may be considered. Specific plans for retention will be determined by the Pupil Services Team and students will be dealt with on an individual basis.

Eighth grade students, who fail two terms of a class, including encore classes, will not be allowed to participate in the Graduation Ceremony at the end of the year. Those students will be required to participate in a "Transitions" class during the summer to help them

prepare for LCHS. Eighth grade students with multiple failing grades or failing the same class multiple times, may be retained or partially retained for the following school year to make up the class or classes failed. If retention or partial retention is being considered, a meeting will be held with the student, parent or guardian, the M.S. Counselor, a L.C.H.S. Guidance Counselor, and the Principal.

Cheating

The acts of cheating, plagiarism, or forgery in connection with academic endeavors or school procedures are detrimental to the educational process and are subject to disciplinary action and may result in a failing grade. Cheating is 1) copying someone else's work (assignment, quiz, or test) and submitting it as your work, 2) allowing another student to copy your work, or 3) utilizing aids such as crib notes to assist in the completion of a quiz or test when such aids are not authorized.

Grading Scale

All students submitted work will receive letter grades. Teachers will explain their grading procedure to students at the beginning of the year. Though each subject area will have a specific method for arriving at their grading criteria for work received, all teachers will use the point system listed below.

Grading Keys: A+ = 98-100 A = 93-97.9 A- = 90-92.9 B+ = 87-89.9 B = 83-86.9
B- = 80-82.9 C+ = 77-79.9 C = 73-76.9 C- = 70-72.9
D+ = 67-69.9 D = 63-66.9 D- = 60-62.9 F=0-59.9 Inc = Incomplete.

Work will be made up following a meeting with the teacher to establish a new due date.

GENERAL RULES & CODE OF CONDUCT

Basic expectations of Little Chute Middle School Students:

HONESTY: Telling the truth, keeping promises, being dependable.

RESPONSIBILITY: Carrying out your obligations or duties; answering for your own actions; and accepting consequences for your choices.

RESPECT: Treating everyone, including you, with dignity. Solving problems non violently.

SELF CONTROL: Being able to control your own actions.

PROMISE KEEPING: Keeping your word.

EQUALITY: Understand that all people have the same rights.

SOCIAL JUSTICE: Treating all people fairly; being a people builder.

Discipline is the training that improves a person's actions and/or attitudes. The Little Chute Middle School Discipline Plan is:

* When a student chooses not to follow the basic expectations as outlined, he/she may be issued a disciplinary referral.

* A student's repeated violations of school rules may result in suspension from school. Suspension may also be issued on a first referral if the principal feels it is warranted.

* Choosing the following actions can result in an automatic suspension and/or expulsion from school:

- Use and/or possession of alcohol or illegal drugs or drug paraphernalia on school grounds, at school functions, or within the Drug-Free School Zone.
- Use and/or possession of tobacco products on school grounds, at school functions, or within the Drug-Free School Zone.
- Theft/Stealing
- Vandalism
- Fighting/Assault
- Profanity or other abusive language directed at a staff member.
- Carrying a weapon or threats (written or verbal) to the safety of students in the building.
- Conduct that is considered to be detrimental to the educational process.

Note: Vandalizing of any school property or equipment (building, textbooks, desks, etc.) is a serious offense. Students are to respect school property. Students should help keep our school neat and clean by disposing of trash in its proper place. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item and may be referred to the police.

RESPECT

We expect every staff member be treated with respect and dignity just as each student should receive the respect of the staff. This includes secretaries, support staff, custodians, Taher personnel, as well as teachers. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of a student will not, under any circumstances, be tolerated.

LOST AND FOUND

Articles of clothing that are found are taken to the Lost & Found Box located outside of the middle school office. All other articles (eyeglasses, books, notebooks, etc.) are brought to the middle school office. Lost articles not claimed within a reasonable time frame will be given to Goodwill Industries. Any articles that are found should be brought to the middle school office.

STUDENT CLASSROOM EXPECTATIONS

Each LCMS staff member will have a classroom expectation plan especially designed for their class. These plans will be given to you throughout the first 2 weeks of the term. Items in the "Syllabus" include, but are not limited to; assignments & tests, expected behavior, and class materials needed.

USE OF PHONES

The office phone is for school business only and can be used by students only for emergency calls. Calls can be made from a classroom with the permission of the classroom teacher. If a student calls home for an item to be dropped off, the student is responsible to check in the office for their items.

INTERNET USER'S POLICY

We, the Little Chute Area School District, believe that the Internet is a powerful tool in the search of knowledge and information. The resources available to us stretch across the world. Like any tool, the Internet must be used properly. The vast majority of Internet sites are valuable, important resources. I agree to use this resource responsibly and appropriately.

For purposes of this contract, a SUPERVISOR is defined as a teacher, administrator, librarian, paraprofessional, or other adult in charge of the computers. SCHOOL COMPUTERS include personal computers and servers on premise and leased off premise for district use.

1. I will never share my password or account with anyone. I have full responsibility for the use of my account. I will be held responsible for any violations of these rules that can be traced to my account.
2. I am aware that giving out personal information on the Internet can be dangerous. Names, address, phone numbers and other personal information should not be given out.
3. I will not use the network for any illegal activities. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or vandalism or destruction of computer files. In some cases, such activity is considered a crime under state and federal law.
4. I will not vandalize computers, software, or network devices.
5. I will not download or upload files to school computers without permission of my instructor and/or technology support personnel. Downloaded files may contain viruses, which could damage the computer and cause the school to shut down its computing availability.
6. I will not intentionally search for, view, and/or distribute inappropriate materials.
7. I will obey the rules of copyright.
8. I will not post personal communications in a public forum without the author's prior consent. All messages posted in a public forum such as a news group may be copied in subsequent communications, so long as proper attribution is given.
9. I will use appropriate language and avoid offensive or inflammatory speech. Profanity or obscenity will not be tolerated on the school network. I must use language appropriate for school situations as indicated by school policy. Internet users must respect the rights of others both in the local community and in the Internet at large. Personal attacks are an unacceptable use of the network. If I am the victim of a personal attack, ("flame") I will bring the incident to the attention of a teacher or system administrator.
10. I understand that certain Internet processes require extensive resources (i.e. streaming audio, streaming video, Real Player, on-line gaming, instant messaging, etc.). I will not use such processes unless directed by a supervisor.
11. I understand the district utilizes an Internet Filter for my protection. I will not disable nor attempt to bypass this filter.

LCMS staff can have access to student disks which are used on school computers and to student folders on the web. All work completed at the middle school will fall under policy guidelines.

PROPER DRESS

We at LCMS take pride in the appearance of our students. The way students dress reflects on the quality of the school and in the general conduct and attitude of the student body. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. LCMS students are prohibited from wearing clothing or attire which, in the opinion of school authorities, is contrary to limits imposed related to health, safety, cleanliness, distractions, indecency, or offensiveness as defined by Wisconsin Statutes 120.13(1) Student dress or attire must conform to the following minimum standards:

- Head gear may not be worn in the school building.
- Jackets, coats and gloves must be removed at the student's locker. Any such items may not be worn around the building during school hours.
- Students may not wear shoes/appropriate footwear. No Metal cleats.
- Students may not wear scanty, revealing, ripped or torn clothing. This includes, but is not limited to; short-shorts, short or mini skirts/dresses, crop tops (midriffs must be covered when standing in a normal posture), sheer apparel. Pants may not be worn so that underwear is visible or so low that the student must hold or continually pull them up. Straps on shirts must be wide enough to cover underclothing (no spaghetti straps).
- No garment which advertises or promotes alcohol, tobacco products, or other drugs by name or logo or could be offensive.
- No attire with messages or symbols that include profanity, violence, or sexual language/actions are allowed.
- No attire with a gang related purpose is allowed.
- No backpacks allowed in classrooms.

Consequences: Violations of any of the standards will be referred to disciplinary actions as specified in the school agenda. The Principal will make the final determination if a violation has been made.

ALCOHOL, TOBACCO AND OTHER DRUG POLICY

No student of Little Chute Area School District shall knowingly possess, use, distribute, or be under the influence of alcohol, controlled substances, or any other mood altering chemicals while on school property or during school sponsored activities. The possession, use or distribution of drug paraphernalia, look-alike drugs, non alcoholic beer, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property or during school sponsored activities. A student may be required to submit to a breath test to determine the presence of alcohol if a school official has reasonable suspicion that the student is under the influence of alcohol in violation of this policy.

Use of prescription or over-the-counter medication in compliance with Board policy shall not be considered a violation of this policy. Secondary distribution of any prescribed drug on school property or during school sponsored activities is prohibited.

Smoking and the possession or use of tobacco products by students and employees are prohibited on all school property.

Violation of this policy will result in disciplinary action which includes:

1. Application of approved school disciplinary practices and procedures;

2. Notification of law enforcement officials;
3. Notification of parents/guardians or legal custodians;
4. Notification of co-curricular advisors and the athletic director;
5. Suspension from school;
6. Notification of the district superintendent or designee;
7. Consideration for expulsion;

WEAPONS

No one shall possess, use, threaten the use of, or store a weapon or look-alike weapon on school property, in a school facility, in a school vehicle or at any school-sponsored function. A weapon is defined as any object that by its design, use or intended use could cause bodily harm or property damage or intimidate other persons. Weapons include, but are not limited to: firearms, whether loaded or unloaded and whether operational or not, look-alike weapons, knives, laser pens, and martial arts equipment. In addition, student will not make verbal threats of violence towards others.

Items not designed as weapons will also be considered as weapons under this policy if they are used to cause or with the intent of causing bodily harm or property damage or to intimidate other persons. Such items include, but are not limited to: chains, pencils, belts, and sprays. The following are 3 exceptions to this policy:

1. A weapon under the control of a law enforcement officer acting in his or her official capacity.
2. A weapon handled in a legal manner for the purpose of education approved by the school principal.
3. A weapon used by an individual as part of a program in the school zone approved by the superintendent or designee.

Consequences for violation of these policies include but are not limited to:

Notification of law enforcement officials.
 Notification of parents, guardians or legal custodians.
 Notification of superintendent or designee.
 Suspension from school.
 Recommendation for expulsion.

CELL PHONES, ELECTRONIC GAMES, CD/MP3 PLAYERS, PDA'S, PAGERS, ETC.

State law prohibits students from carrying/using cell-phones or pagers on any property owned, rented, leased or under the control of the school district. If a student is caught with a cell-phone during the school day, by state law the phone must be confiscated by the principal/designee and will be returned to the student's parent(s). If students are found to be texting during the school day, the phone will be taken away and a parent meeting with the principal will be required. LCASD policy further states that no pupil may use or possess an electronic paging or communication device while on premises owned, rented, leased, or under the control of the school district.

Toys, and electronic devices (including, **but not limited to** radios, I Pod's, CD players, walkmans, MP3 players, games, PDA's, cell phones, digital camera phones, two-way radios, cameras, pagers, laser pointers, any other electronic device capable of transmitting

electronic signals) should not be brought to school. The school will not be responsible for lost or stolen items such as these. If a student is found to be in possession of these items or using these items in the building during the school day (7:20-3:20), they will be confiscated, turned over to the principal or his/her designee, and returned when picked up by a parent.

An exemption to this policy may be allowed for the use or possession of such a device if the principal or the designee determines that the device is to be used for legitimate purposes and the principal or designee in writing grants permission.

BICYCLES/SKATEBOARDS

Bikes and skateboards are not to be used on school property. Students are to walk their bikes and carry their skateboards once they are on school property. This is for the safety of the riders, as well as the pedestrians. Students who repeatedly violate this will lose the privilege of bringing their bike or skateboard to school. Bikes are to be parked in the bike racks and locked at all times. Skateboards are to be placed in the student lockers during the school day. If the skateboard does not fit in the student's locker, they will not be allowed to bring their skateboard to school.

LCMS is not responsible for lost, stolen, or damaged bikes/skateboards. Any bike that is lost, stolen or damaged should be reported to the Police Department.

MEDICATION

According to School Board Policy, whenever possible, the dispensing of medication during the school day should be avoided. If, however, it becomes necessary for a student to receive medication at school, the following conditions must exist:

1. The school must have written permission and instructions from the student's parent or guardian to administer over the counter medication.
2. The school must have written permission from the student's parent or guardian in addition to written instruction from the **physician to administer a prescription drug.**
3. The parent/guardian must provide the medication in a pharmacy labeled container that clearly indicates date, student identification, name of drug, dosage and frequency, name and telephone number of pharmacy.
4. The above applies to oral medications. School employees are not allowed to give injections.

Appropriate forms for medication distribution can be obtained at the school office. Students may not possess or dispense any over the counter drug or mood altering substance without following the above conditions.

ACCIDENTS

If a student is injured, regardless of the seriousness, he/she must report it to the school office, health aide, or school nurse.

Parents may purchase accident insurance coverage through the school. Insurance forms are available in all school offices, and are included in the summer mailing.

LUNCH PERIOD

LCMS is a closed campus. This means that students must stay at school during their lunch period. On occasion a student may leave during the lunch period with their parent or mentor; however, other students cannot be taken along. Only a Parent/Guardian can give permission for their child to leave school grounds for lunch. If a parent wishes to take their child during lunch, they must call school or send a note with their child. The student must sign out in the office when they leave and sign back in upon their return. Students who leave for lunch are expected to return in time for their next class. Parents and other relatives are welcome to join their child for lunch but they need to eat in the lunchroom. *Students who leave campus without permission will fall under normal school disciplinary measures ranging from supervised lunch to suspension.

NOON HOUR RULES/EXPECTATIONS

Students are expected to be respectful towards TAHER employees, fellow students, and lunch supervisors during the lunch period. Students are responsible to clean off their table and throw away their garbage before leaving the commons area. Failure to comply with these expectations may result in lunch detention or removal from the commons during the lunch period. Students in 7th and 8th grade will assist with stacking chairs upon completion of lunch before going to rec.

During lunch recreation, students will have an opportunity to go outside if the weather permits for recreational activity. The guidelines include:

- *No throwing balls at each other
- *No half-court shots if playing basketball
- *No tackling
- *When the whistle blows at the end of rec time, all students should return balls to supervisor immediately.

Before School Rules:

- 1) Students should enter school through the District Office Entrance doors. If a student is dropped off by the H.S., they are expected to go and wait outside the District doors until they are allowed to come inside.
- 2) Students are to remain outdoors until 7:20 a.m. At 7:20 students will be allowed into the building and will report to the Commons until the 7:37 a.m. bell. Students will need to wait in the commons until the 7:37 bell.
- 3) Students are to park bikes and proceed immediately to the District Office Entrance.

HOT LUNCH PROGRAM

Each month the Hot Lunch menu will be posted on the Taher website and included with the newsletter. A hot lunch number will be assigned to each student by the District Hot Lunch provider. Checks or cash should be placed in an envelope marked with the student's name and number and then placed in the hot lunch box mounted on the wall in the Commons. If you have questions about the hot lunch program or the amount of money in your account, you must contact Windy at 788-7840 or e-mail her at www.littlechute.k12.wi.us. Parents may keep an up-to-date look at their accounts. Simply go to www.littlechute.k12.wi.us, click LINKS, and find Taher Lunch Account. You will need 2 access codes which appear on your statement.

LMC

Your Library Media Center is composed of learning materials - books, magazines, videos, newspapers, computer databases, and internet resources. There is a choice in both informational and recreational materials. These materials, with the exception of the internet, have been carefully selected by the librarian and instructors to cover many subjects and many reading levels. Students are expected to follow the school's internet use policy when accessing materials via the Internet. Books and magazines may be checked out for a three-week period with a renewal for another three weeks optional upon the due date. Videos may be checked out overnight only, and must be returned before 8:00 A.M. the following school day. Although books are not subject to fines in our LMC, overdue videos will be charged 25 cents per day, with a \$1.00 fine maximum. If an item is lost, you will be charged the full price of the item at the end of the quarter. If you find the item after having paid for it, you will be refunded all but \$1.00 of the cost of the item. Any materials taken from the LMC without being checked out may be considered stolen.

****Throughout the year, groups or individual students are occasionally videotaped and/or photographed in classroom situations or extra-curricular activities. Many of these videotapes or photos are then used in a variety of ways. In order to videotape or photo students, we need parental permission. There is a Photo/Video Parent Consent Form that all parents are required to sign at the beginning of the school year. This form will be kept in the M.S. Office for the current school year.**

LOCKERS

Lockers are and remain the property of the Little Chute Area School District. Lockers are provided for student use. LCASD is in no way responsible for any item left in a student's locker. Any loss suffered directly or indirectly is at the student's risk. Lockers must be kept locked when not in use. It is the student's responsibility to keep his/her school locker neat and clean at all times. Periodic general inspections of lockers may be conducted by the principal for any reason at any time, without notice. Students are assigned a specific locker with a confidential combination lock and will be responsible to turn the lock in at the end of the year. **Students must use the locker assigned to them and are not to share a locker or lock combination with another student.** Students who lose their lock will be charged \$8.00 for a replacement. Decorations on the outside of the lockers are prohibited unless placed there by A/A Advisors.

TEXTBOOK FEES/CLASS DUES

Textbooks are issued to students on loan and are not their personal property. Fines will be charged at the end of the year for damaged books. **Because books are so expensive, if they are lost, they will be replaced at new purchase cost. Please be careful!**

A **\$30.00 Textbook Rental Fee** (includes \$5 student agenda fee) is charged per student along with a **\$15 Class Due Fee** to help offset class activities and field trips and a **\$5 Phy Ed Fee** for a Golf Unit. 8th Grade students will also be charged **\$3.00** for a Portfolio Binder which will be sent to the High School at the end of the year. If a family qualifies for a Cap Waiver or a Book Fee Waiver, they are still required to pay the \$5 agenda fee, \$15 class dues fee and a \$5 Phy Ed Fee for each child. All fees are to be paid at registration.

WEATHER

Schools are closed during inclement weather by the District Administrator when, in his judgment, the weather conditions threaten the health or safety of students. If school is cancelled all extra-curricular activities and practices will be cancelled for that day. The following stations will broadcast notices of school being closed: WBAY, Channel 2, Channel 5, Fox 11, WHBY 11:50 AM, WMGV 104 FM, WROE 94.3 FM. If schools are closed during the school day, the same media will also be notified. Please do not call the school. We need to keep our lines open to communicate between buildings and for emergency situations. Also, plan ahead of time what your child(ren) are going to do in case of an early school dismissal due to weather. In past years, there has rarely been enough snow to keep us from opening each morning but please plan ahead. Should we ever have a late start, students will be allowed in the building at 9:45 a.m., with classes starting at 10:00 a.m.

POLICE SCHOOL LIAISON PROGRAM

The Police School Liaison Officer (PSLO) has many roles. He is a law enforcement officer who, by definition, has an obligation to serve, protect, and uphold the law. He is a listener and a friend to young people. The PSLO is a resource person to students, families, the school, and the community. Further, the PSLO is a referral agent. He is acquainted with the kinds of help that are available on the local level to young people and their families. The PSLO serves an educational function by assisting in the provision of courses of study designed to acquaint students with the law, the ways in which it operates on the local/state level, and how it touches their lives.

GUIDANCE SERVICES

Guidance

Middle School Guidance Services are available to all students and their families. Counseling services include assistance with home, school, and social issues or any other problem a student may wish to discuss with a counselor. Referral for services may be a self-referral by a student, or referral by another concerned person which may include other family members. Any student wishing to visit with the counselor can do so by notifying the office, their teacher, or contacting the counselor directly.

Referral Services

A list of referral sources is available to students or their families for problems that would more appropriately be dealt with through another counseling service. It is highly recommended that agencies working with a student on problems which may affect their personal or academic performance, coordinate their services through the school counselor.

Related Services

The counselor may be a valuable resource person for a student or their family when dealing with issues such as Developmental Guidance Classes, Career Exploration, State Standardized Tests, Record Interpretation, and Schedule Concerns.

FUNDRAISING ACTIVITIES

All fund raising activities must be approved through the principal. Students may not solicit or sell merchandise for themselves or out-of-school organizations or causes unless approval has been given by the principal. A Class Dues Fee of \$15 per student is charged at the beginning of the school year to help cover costs of field trips etc. and will be used for activities that all students are eligible to participate in.

FIELD TRIPS

Students on field trips will conduct themselves according to the directions of the field trip chaperone(s), and will abide by all school rules and regulations while on a field trip or extracurricular activity. If student behavior is unacceptable on a field trip, they may not be allowed to participate in future field trips. Parents must fill out a parental permission slip each time a student goes on a field trip. Transportation may or may not be covered by the school district, and a fee may be charged. A minimum student fee of at least \$1 will be charged for all field trips to help cover bus costs, regardless if the district covers any or all of the cost.

Field trips are not optional. They are part of a child's academic day and all students are required to participate.

FIRE DRILL EVACUATION

It is important that students learn how to properly leave the building in the least amount of time that safety will allow. Directions for leaving the building are posted near the doorway of each classroom. Clear the building and walks, take nothing with you, and do not re-enter the building until you have been told to do so by a faculty member.

TORNADO PLAN

When a tornado approaches our area, your immediate reaction may mean life or death. The intercom system will be used, when possible, to inform students and faculty of threatening conditions. REMEMBER: Tornado **WATCH** means tornadoes may develop. Tornado **WARNING** means a tornado has actually been sighted. Directions for leaving your room and moving to a designated area are posted in each room.

IT PAYS TO BE ORGANIZED

Student Agendas are issued to all students the first day of school. The school rules and guidelines are listed in the agenda as an organizational and goal achievement tool to all students. The agenda also functions as a pass system for students. A fee of \$5 will be charged for lost agendas.

SUPPLY LIST

Grades 6-7-8

- 1 12" Ruler/With Metrics
 - 1 Protractor
 - 12 Pencils No. 2 and 1 Pencil Case
 - 7 Spiral Notebooks (1 per class in different colors)
 - 7 Pocket Folders (1 per class color coded with notebooks)
- *Gr.6 should not label notebooks or folders ahead of time*

- 1 Box Colored Pencils
- 1 Box Colored Markers
- 1 Glue Stick (No Rubber Cement)
- 1 Pkg. Loose Leaf Paper (wide ruled)
- 1 Scientific Calculator (Recommended TI-25X or TI-30X)
- 12 @ Blue/Black/Red pens
- 1 Scissors
- 2 Highlighters
- 2 Boxes Kleenex
- 1 Bottle Hand Sanitizer
- 1 Box Disinfectant Wipes
- 1 **Flash Drive** (Use for computer files)
- * Gym Uniform (See Physical Education Participation Section)
- *** Additional supplies may be required for certain classes.

PHYSICAL EDUCATION PARTICIPATION

All students will be expected to participate in the Physical Education curriculum on a daily basis. Exceptions can be made with a written note from a parent/guardian for one day only. For nonparticipation beyond one day, written instructions from the student's Medical Practitioner noting the level of restrictions and duration of non-participation are required. Medical absences will be dealt with on an individual basis. Physical Education students are required to wear:

- 1) White T-Shirt (has to be with sleeves and not torn)
 - a. can be plain or have logo on it within the school policy.
- 2) Navy Blue Shorts (no cut-off shorts, no jeans, no holes).
- 3) White Socks / Tennis Shoes
- 4) Sweat Pants and Sweatshirt can be worn on cold days (must be worn over uniform).

SCHOOL ACTIVITIES/CLUBS

- | | |
|--------------------------|---------------------------|
| Honors Band | Track (Boys & Girls) |
| Yearbook | Volleyball (Girls) |
| Builders Club | Basketball (Boys & Girls) |
| Student Council | Cross Country |
| Youth Lead Group | Wrestling |
| 7/8 Musical / Gr. 6 Play | Destination Imagination |
| Forensics | Solo Ensemble |
| Newspaper | Ski Club |
| RAK | Geography Bowl |
| Math-A-Thon | Reading Olympics |

MIDDLE SCHOOL CO-CURRICULAR CODE

The mission of Little Chute Middle School co-curricular programs is to provide an enjoyable educational experience based upon the developmental characteristics and needs of the young adolescent. The development of an adolescent's self-esteem, citizenship, responsibility, and skills in cooperation and leadership are positive outcomes of our co-

curricular programs. They are also an essential part of the total education process and an excellent opportunity for the home, school, and community to come together. Co-curricular activities at the middle school include Athletics, Student Council, Drama, Musical, Newspaper, Yearbook, Ski Club, Builder's Club, Youth Lead, Forensics, Solo-Ensemble, and Destination Imagination. Those activities which involve performances or competitions require that students be academically eligible to participate and will use the following guidelines:

*Upon receiving a **failing grade in one class** at the end of a term, the student will not be allowed to compete for 10% of the season. (Tournaments count as 1 date per tournament day) They must attend all practices and competitions, assuming there is no early release from school. At the end of the suspension period, the student is expected to obtain an eligibility form from the MS office, and have all teachers sign it indicating that the student is passing ALL classes. If passing all classes at that time, the student can compete. However, if after 10% of the season, the student is still not passing, they will be allowed 10 calendar days to be passing all classes to reenter competition. If a student is failing any classes after those 10 days, the student will be removed from the activity for the rest of the season and will not be allowed to attend practices. ***Grades will be monitored after the suspension period and at the discretion of the principal, the student may be pulled from competition if grades are not acceptable****

*Upon receiving a **failing grade in two classes** at the end of a term, the student will not be allowed to compete for 25% of the season. (Tournaments count as 1 date per tournament day) They must attend all practices and competitions, assuming there is no early release from school. At the end of the suspension period, the student is expected to obtain an eligibility form from the MS office, and have all teachers sign it indicating that the student is passing ALL classes. If passing all classes at that time, the student can compete. However, if after 25% of the season, the student is still not passing, they will be allowed 5 calendar days to be passing all classes to reenter competition. If a student is failing any classes after those 10 days, the student will be removed from the activity for the rest of the season and will not be allowed to attend practices. ***Grades will be monitored after the suspension period and at the discretion of the principal, the student may be pulled from competition if grades are not acceptable****

*If a student has **more than two failing grades** at the end of a term, the student will not be allowed to compete in any competitive activities for the following term.*

Therefore, if a student is involved in more than one co-curricular activity and is failing a class or classes, it may result in suspension from multiple activities.

4th Term Grades will carry over to 1st Term of the following year, with the exception of 8th to 9th Grade . Successful completion of the Summer School STAR Program or a class pre-approved by the MS Principal will allow the student to compete in 1st Semester activities

Students are expected to be in attendance at school for all PM classes of a school day to participate in any after school Co-Curricular activity. If a student is absent due to an

appointment, they will be allowed to participate after school. All decisions regarding participation will be at the discretion of the principal.

Students in Co-Curricular activities are expected to follow the school rules throughout the school day. If a student is removed from class for inappropriate behavior, it will be the principal's decision if that student participates in Co-Curricular activities held on that day. Repeated violations of school rules or discipline referrals may also result in suspension from co-curricular activities.

Students in co-curricular activities are to refrain from using, possessing, or being under the influence of any controlled substance, including tobacco, intoxicants (including non-alcoholic beer or wine), or mood altering substances (not to include drugs prescribed for you by a person licensed to do so). A student may not be in attendance at a party/place where the above behavior is occurring and must leave as soon as it is reasonable to do so. Students accompanied by a parent are exempted in these situations.

The following will occur with TAODA infractions:

First Offense- 25% of season suspension with carry over. Carry over is limited to middle school years.

Second Offense-Required meeting with the student, parent(s), Principal, Athletic Director, Coach, Guidance Counselor, PSLO to explore best helpful options. 50% of season suspension with carry over. Carry over is limited to middle school years.

Third Offense - Required meeting with the student, Parent(s), Principal, Athletic Director, Coach, Guidance Counselor, PSLO. Loss of participation rights for all co-curricular activities for the remainder of time at LCMS.

TAODA infractions which occur after 8th Grade Graduation will be disciplined under the high school co-curricular code.

Tournaments are to be considered as 1 date per tournament day towards the total games of a season.

Special Notes:

Once a suspension has been served any additional loss of playing time is at the coach's discretion. Generally, once a penalty has been served, there should be no more consequences, but there are cases where additional loss of playing time may occur.

In the cases of participation in co-curricular activities where there are limited number of actual contests, performances or events, suspension may be impractical. In these cases, the specific consequences for violations will be presented to the student by the coach/advisor after consulting with administration. (Revised April 2008)

PUBLIC NOTIFICATION OF STUDENT NONDISCRIMINATION POLICY

In accordance with federal laws, state laws, school policies and rules, it is the policy of the Little Chute Area School District that no person may be denied admission to any public school in the District or be denied participation, be denied the benefits of, or be discriminated against, in any curricular, extracurricular, public service, recreational, or other program or activity because of the person's sex, race, religion, national origin, orientation, or physical, mental, emotional or learning disability or handicap in its educational programs or activities. Federal law also prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature and/or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

The District encourages informal resolution of complaints under this policy. A formal complaint procedure is available, however, to address allegations of policy violations in the District.

Any questions concerning this policy or requests for the formal complaint procedure should be directed to:

Mr. David Botz, Superintendent
Little Chute Area School District
325 Meulemans Street, Suite A
Little Chute, WI 54140

SEXUAL HARASSMENT POLICY

Little Chute Area School District's policy is to maintain and ensure a learning and working environment free of any form of sexual harassment or intimidation toward and between students, employees, school board members, parents, volunteers, independent contracted service workers and applicants for employment. It is, therefore, the policy of the district that neither students nor employees will be allowed to engage in any form of sexual harassment or intimidation toward students or school employees.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, uninvited telephone calls or letters, and other verbal, visual, or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to unwelcome sexual flirtations, advances of proposition, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, unusually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

No employee or student shall threaten or insinuate, either explicitly or implicitly, that a student's refusal to submit to sexual advances will adversely affect that person's school performance, employment, work status, evaluation, wages, advancement, assigned duties,

shirts, or any other condition of employment, or career or educational development. Similarly, no employee or student shall promise, imply or grant any preferential treatment in connection with another student engaging in sexual conduct. Any employee or student who is determined after an investigation to have engaged in sexual harassment in violation of this policy will be subject to appropriate response, which may include suspension or expulsion for students. Any student or any parents/guardians who believe their student has been subjected to sexual harassment should report the incident(s) to the building principal/designee. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a teacher, counselor, social worker, psychologist or nurse with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to the principal or their designee. No retaliation or intimidation directed towards anyone who makes a complaint or participates in any way in an investigation will be tolerated.

Third party witnesses are strongly encouraged to report observed incidents of sexual harassment to the administration. Every effort will be made, when requested, to maintain the confidentiality of witness identity unless the witness is requested to testify at a hearing.

NON-HARASSMENT POLICY

The School District of Little Chute will strive to protect all persons from physical and/or psychological abuse. The Board will not tolerate behaviors that violate the psychological or safety of students or staff.

Courteous behavior is expected of all students, all school personnel and any other person visiting the school. Students and staff shall not be subjected to aggressive, intimidating or abusive behavior by other students, other staff or other school patrons, including parents. Acts of retaliation will not be tolerated. Verbal abuse of teachers or other school personnel, or insubordination to school personnel, is not permitted.

Harassment/hate, defined as any act or attempted act intended to cause physical injury, emotional suffering or property damage through intimidation, harassment, stress, bigoted, epithets, vandalism, force or the threat of any of the above, motivated all or in part out of hostility to the victim's real or perceived sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability is prohibited. Such incidents will result in disciplinary measures which may include suspension and expulsion.

Violations of this policy will be subject to the full extent of school disciplinary procedures including police referral.

TEACHER QUALIFICATIONS

Federal law requires that we share with you the qualifications of teachers in this school. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?

- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

Let me say that all teachers have at least a bachelor's degree in all Little Chute Area School District schools, and many have advanced degrees. In addition all of the teachers in this school are fully licensed for their assignment. If you want to see the state qualification for your child's teacher you may ask us or find it on the DPI website at:

www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html.

We also have instructional aides working with students and they all are considered qualified for this work. If you would like more information about this school, please feel free to call 788-7607.

DAILY SCHEDULE

The school day begins at 7:45 a.m. and ends at 3:05 p.m. Doors open at 7:20 a.m. daily and breakfast is offered from 7:20 – 7:35 a.m. All students stay in the Commons until the 7:37 Entrance Bell. Students **MUST** be in their classroom by 7:45. **Classes begin promptly at 7:45.**

A/A	7:45 - 8:04
PERIOD 1	8:07 - 8:54
PERIOD 2	8:57 - 9:44
PERIOD 3	9:48 - 10:35
PERIOD 4	10:38 - 11:27

PERIOD X Block: 11:30 - 12:33

***6th Grade** (Lunch / Core Enrichment - Band)

11:30 - 12:00 Rec & Lunch

12:03 - 12:33 Core Enrichment/Band

***7th Grade** (Core Enrichment-Band-Choir / Lunch)

11:30 – 12:00 Core Enrichment/Band/Choir

12:03 - 12:33 Lunch & Rec

***8th Grade** (Core Enrichment-Band-Choir / Lunch)

11:30 – 12:00 Core Enrichment/Band/Choir

12:03 -12:33 Rec & Lunch

PERIOD 5	12:36 - 1:24
PERIOD 6	1:28 - 2:15
PERIOD 7	2:18 - 3:05

