

Lake Mills High School

2017-18



L-Cat Student Handbook

District Administrator: Ms. Pamela A. Streich

Principal: Mr. Cale Vogel

Athletic Director: Mr. Steve Murphy

615 Catlin Drive

Lake Mills, WI 53551

Telephone: 920-648-2355

Fax: 920-648-2357

Website: www.lakemills.k12.wi.us

Text Messages: TBA

Facebook: Lake Mills High School (WI)

This handbook belongs to:

Name:

Address:

Students: It is your responsibility to read and understand the contents of this handbook. Please share the handbook with parents/guardians.

Have a great school year at LMHS!

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Lake Mills Area School District

District Mission

Preparing all of today's students for tomorrow's opportunities

District Vision

A community passionate about inspiring all learners

The development of effective citizens is an essential component of our School District's mission. It has been the Lake Mills Character Education Committee's task to generate a set of core values to be used in partnership with the family, school, church and community. The Character Education Committee has defined the following five characteristics to be held in the highest esteem by all Lake Mills students, staff and community members. We feel these common core values transcend moral, ethical, political, and religious beliefs and can be agreed by all.

Respect is to show consideration and courtesy and to value self, others, property and differences.

Courage is to have an inner strength to remain faithful to your dreams; a willingness to question or challenge or take action in a difficult situation even when it may be painful or unpopular.

Compassion is to have empathy and show kindness and caring for everyone.

Honesty is to encompass the concepts of integrity, trustworthiness, truthfulness, loyalty and fairness.

Responsibility is to be accountable for your actions, having a sense of duty to self, family, community and society.

It is the responsibility of Lake Mills High School students to follow the five Character Traits which in turn will make our school a better place to be.

The Lake Mills School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities.

LMHS Schedules

REGULAR DAY SCHEDULE

7:55 - 9:24 1st Block
9:28 - 9:57 Advisory
10:01 - 11:30 2nd Block
11:30 - 12:00 Lunch For All
12:00 - 1:29 3rd Block
1:33 - 3:02 4th Block

Study Hall/Phy-Ed. Passing Times

7:55 - 8:38 8:41 - 9:24
10:01 - 10:44 10:47 - 11:30
12:00 - 12:43 12:46 - 1:29
1:33 - 2:16 2:19 - 3:02

EARLY RELEASE DAY SCHEDULE

7:55 - 8:58 1st Block
9:02 - 10:02 2nd Block
10:06 - 11:06 3rd Block
11:10 - 12:10 4th Block
12:10 - 12:40 Lunch For All

Study Hall/Phy-Ed. Passing Times

7:55 - 8:24 8:27 - 8:58
9:02 - 9:31 9:34 - 10:02
10:06 - 10:35 10:38 - 11:06
11:10 - 11:39 11:42 - 12:10

LATE ARRIVAL DAY SCHEDULE

10:00 - 11:08 1st Block
11:12 - 12:17 2nd Block
12:17 - 12:47 Lunch For All
12:47 - 1:52 3rd Block
1:56 - 3:02 4th Block

Study Hall/Phy-Ed. Passing Times

10:00 - 10:31 10:34 - 11:08
11:12 - 11:43 11:46 - 12:17
12:47 - 1:18 1:21 - 1:52
1:56 - 2:27 2:30 - 3:02

2017-18 School Calendar

Please check our website for additional calendar information and other important updates.
www.lakemills.k12.wi.us

September 4	Labor Day - No School
September 5	First Day Of School
September 25	District Inservice Day - No School
October 26	Multi-District Inservice Day - No School
October 27	No School
November 3	End Of First Quarter
November 9	Parent/Teacher Conferences, 4-8 P.M.
November 14	Parent/Teacher Conferences, 4-8 P.M.
November 22	Thanksgiving Break - No School
November 23	Thanksgiving Day - No School
November 24	Thanksgiving Break - No School
December 22	Last Full Day Of School Before Winter Break
December 25-29	Winter Break
January 1	New Year's Day - No School
January 2	School Resumes
January 19	End Of School Quarter
January 22	Inservice Day - No School
January 23	Inservice Day - No School
February 23	Inservice Day - No School
March 23	End Of Third Quarter
March 26-30	Spring Break - No School
April 2	No School
April 3	School Resumes
April 5	Parent/Teacher Conferences, 4-8 P.M.
April 10	Parent/Teacher Conferences, 4-8 P.M.
May 28	Memorial Day - No School
June 3	Graduation At 1 P.M.
June 8	Last Day Of School - End Of Fourth Quarter

ACADEMIC AWARDS PROCESS

Students earn points by being on honor roll for a SEMESTER. Seniors get a 3rd quarter last chance. High Honor Roll earns 2 points and Regular Honor Roll earns 1 point. Six points are needed to receive a Letter, 10 points for a Medallion, and 14 points for a Plaque. An awards program is held in May at LMHS to honor those students who have achieved an award.

ACADEMIC INTEGRITY

Lake Mills Area School District is committed to academic and character excellence. Academic integrity is the cornerstone to each of these values and is essential to continued success in any future academic setting. The staff sets high standards for academic integrity and instructs our students in understanding academic integrity in a complicated, ever-changing, digital world.

The following activities will not be tolerated:

Cheating: Cheating is defined as a dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular, or other schoolwork, so as to give or gain an unfair advantage. Examples of cheating may include but are not limited to:

1. Copying or allowing others to copy information from someone else's work, test paper, homework, digital storage device, etc.
2. Unauthorized use of study aids, world language translators, notes, books, websites, information stored in electronic devices, etc.
3. Unauthorized prior knowledge of tests or activities.

Fraud: Fraud is defined as a deception deliberately practiced in order to secure unfair or unlawful gain. Examples of fraud may include but are not limited to:

1. Attempting to pass off someone else's work, imagery, or technology as your own, purchasing or selling an assignment from another person or technological resource.
2. Falsifying scientific or other data such as scholarship application information for academic credit or award.
3. Forgery of signatures or tampering with official records.

Plagiarism: Plagiarism is defined as to stealing and passing off (the ideas or works of another) as one's own; use (of another's production) without crediting the source. Examples of plagiarism may include but are not limited to:

1. The copying of language, structure, ideas, pattern of thought, sequence of ideas, and/or digital creations of another without proper acknowledgement.

Student Responsibilities:

1. To maintain and support academic integrity by completing all work, activities, and tests as assigned without engaging in cheating, fraud, or

plagiarism. This includes ensuring that others do not make inappropriate use of their work.

2. To understand the academic integrity policy and individual staff member's expectations on any given assignment. It is the responsibility of the student to seek clarification if ambiguity arises.

Teacher Responsibilities:

1. To maintain/support the academic integrity of the school community.
2. To clearly present and uphold the expectations of academic integrity in the course syllabus, as well as in all individual and group assignments, homework, and testing. This includes explaining the use of permissible study aids, i.e., calculators, search engines, notes, translators, etc.
3. To check student work for plagiarism through a variety of means.
4. To report all violations to the building principal.

Building Principal Responsibilities:

1. To maintain/support the academic integrity of the school community.
2. To make available to all students, staff, and parents/guardians a copy of the Academic Integrity Policy.
3. To administer fair consequences for violations and maintain appropriate records.
4. To notify parents, teachers, and appropriate advisors of the violation and consequence.

Parent/Guardian Responsibilities:

1. To support the academic integrity in the school community.
2. To become aware of the Academic Integrity Policy and individual staff member's guidelines and expectations.
3. To advise the student of their expectations that the student will uphold the Academic Integrity Policy.
4. To support the consequences for violations as applied by the LMHS staff.

Consequences:

First Offense:

1. Teacher discretion of grading up to and including zero points or F grade equivalent on a portion or all of the assignment.
2. Discipline referral to the Building Principal.
3. Notification to all advisors of co-curriculars as appropriate and to parents/guardians.

Second Offense:

1. Meeting with the parents/guardians.
2. Additional consequences including but not limited to detention, in school suspension, and/or community service. -Created with the written permission of W.T. Woodson High School, 9525 Main St, Fairfax, VA 22031 (2006)

AGE OF MAJORITY (18)

Students are not exempt from complying with school rules enacted by the school board because they have reached the age of majority. They are subject to the same disciplinary actions as other students for violations of school rules and regulations.

Once an age of majority form is completed by a student and signed by a parent/guardian, it is the student's responsibility to arrange a meeting with the Principal in order to receive his or her age of majority card.

ASSEMBLY

Assemblies that disrupt the normal operation of the school, which are prohibited by law, which prevent any student from securing regular access to school facilities or classes, or which are inconsistent with school goals for teaching/learning are prohibited.

U.S. Constitution

ASSIGNED AREAS

Students are expected to be in assigned areas at all times as indicated by their educational programs.

Wisconsin Statute 118.15

Wisconsin Statute 118.33(1)b

ATHLETICS

Information pertaining to interscholastic athletics can be found in the Co-Curricular Handbook. The handbook is distributed to all athletes and their parents/guardians for reading and signature prior to the student-athlete beginning any form of participation in a chosen sport. For more information regarding the handbook and the athletic program, please contact the athletic director.

We are a member of one of the finest athletic conferences in the State of Wisconsin - the Capitol Conference. All conference schools expect parents/guardians, adults, and students to be good spectators. The conference asks everyone to abide by the following guidelines:

1. A ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others or be generally obnoxious.
2. Respect the decisions made by contest officials.
3. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
4. Respect fans, coaches, and participants.
5. Be a Fan...not a Fanatic.
6. The Capitol Conference asks you to refrain from the following activities:
 - A. Stomping on bleachers
 - B. Use of noisemakers

- C. Throwing objects
- D. Inappropriate language
- E. Behaviors added by the Conference Principals

Students or adults who demonstrate poor behavior may be asked to leave a contest. **When students leave an athletic contest, they may not re-enter, even if they wish to purchase an additional ticket!**

ATHLETIC ACTIVITY PASSES

Activity tickets are available to purchase at full price anytime during the school year from the high school office. Individuals are encouraged to take advantage of the significant savings as the activity pass costs much less than buying individual tickets for each event.

ATTENDANCE REGULATIONS

Experience has shown that a pattern of regular attendance is essential to school success. This is true regardless of the reason for absence. When classes are missed they cannot be made up in the same manner as when a student is present for class discussion/activity. Therefore, the school seeks the active cooperation of student and parent in striving for the highest possible level of attendance.

*School Board Policy, in accordance with Wisconsin State Statutes on Compulsory School Attendance Law, requires regular school attendance but allows legal excused for absence due to illness, personal reason and vacation. **There will be a TEN-DAY LIMIT on parentally excused absences for the school year (personal, and vacation). Absences beyond the ten days will be considered unexcused unless they meet the following criteria: religious holiday, written medical excuse provided by a doctor or other related health professional, medical excuse on file with the school for chronic and recurring illness, death in the immediate family, court appearance or other legal procedure which requires the attendance of the student, or school ordered suspensions.***

***Any absence that is between 5-9 skinnies will be considered a full day absence. Any absence that is between 3-4 skinnies will be considered a half-day absence.* Parents or guardians must contact the high school office at 648-2355 Ext. 1 prior to 8:30 a.m. if a student is absent for any reason. Parents/Guardians are expected to provide an explanation of absence at the time the student returns to school, unless prior approval was received. When a student returns to school during the school day, he/she must obtain an **admission slip** from the attendance office before reporting to class.**

Wisconsin state law defines the conditions of the policy relative to absence.

- **Parent/Guardian Excused Absence:** The law allows parents to excuse students from school attendance for any reason as outlined in Board Policy whatsoever for up to ten days per year.
- **Excused Absence:** The law considers absence due to illness, bereavement, religious holidays, mandatory legal proceedings, or

emergency to be excused. The school may require a doctor's statement or proof of situation at its discretion. Students may be granted one administratively excused absence per year for documented college visits.

- **Unexcused Absence:** Any absence beyond the "Parental/Guardian Excused Absence" or for cause other than defined under "Excused Absence".
- **Truancies:** Students are truant from school, class, or other assigned and scheduled situation when they are absent without legal reason.
- **Tardy:** Students are tardy when they come to school late or are late reporting to a class, study hall, Advisory, or other assigned and scheduled situation.

Truancy Policy

A copy of the city's Truancy Ordinance is available from either the Attendance/Guidance Office or Principal's Office.

Making Up Work For Absences And Tardies

- **Excused Absence:** Students will be given two school days for each day absent to make up work and receive full credit. Teachers have the discretion to lower the grade for work turned in after the time limit.
- **Unexcused Absence:** Students have one school day for each day absent to make up work and receive full credit. Teachers have the discretion to lower the grade for work turned in after the time limit.
- **Truancies:** Students have one school day for each day absent to make up work and to receive a maximum of 50% credit or a "0" if not made up. All truant time must be made up during scheduled detention times. Truants may also be referred to appropriate authorities for further action.
- **Tardies:** All work missed due to tardiness must be made up. The teacher may use discretion as to a grade penalty for the late work due to tardiness. Upon receiving the fourth tardy in a class in a given semester the student will be reported to the office for detention. All work must be made up from the class within one day or it may, at the discretion of the teacher, be given a reduced grade.

Appointments

Appointments should be scheduled during non-school hours or study hall periods whenever possible. Permits to leave the building for appointment are obtained by presenting a note from home or an appointment card to the attendance office between 7:35 a.m. and 7:55 a.m. on the day of the appointment. Please return with the appointment card and verification (a signature) of attending the appointment so that the absence does NOT

count against the ten days of parentally excused absences.

Unexcused Absences

A student absence will be declared unexcused whenever an absence occurs that does not receive prior approval from the attendance office, follow state law or board policy, or is a result of truancy from school.

Students with unexcused absences will be assigned consequences that range from detention time, closed lunch supervision, in school suspension (ISS), Saturday detention, or loss of other pass privileges depending on the severity of the truancy. Chronic trancies will result in a court referral. Other interventions may include a parent conference, reviewing the student's academic status, recommending alternative programming, informing the employer and revoking the students work permit.

Pre-Arranged Absences

A student who needs to be absent from school for a family vacation, medical reason, field trip, driver's test or other reason must have this absence cleared in advance. Family vacations should be planned for school vacation time rather than during the time school is in session.

To approve absences in advance, a parent should call or email the office to notify us of the planned absence. **It is the student's responsibility to notify each teacher of the absence and to make arrangements for missed work.** If the absence is for a school sanctioned field trip, the student needs to return a parent permission form to the supervising teacher; the supervising teacher will send out a finalized list of participants to all staff prior to the trip. It is the student's responsibility to get work.

After-School Activities

In order to participate or attend after-school or co-curricular activities (practices, games, concerts, dances, etc) **a student must be present at the start of the 2nd half of the school day on the day of the activity.** Exceptions to this rule may include prearranged absences, doctor/dentist appointments, or family emergencies.

AWARDS AND SCHOLARSHIPS

Students at Lake Mills High School are afforded great opportunities to receive awards and scholarships. Please check with the high school office or guidance office for further information and a list of all of the awards and scholarships available. The decisions of the selection committees are final.

BULLY PREVENTION (INCLUDING CYBER BULLYING)

According to State Statute 118.46 (1), bullying is defined as aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.

Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict. Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing. ***NO FORM OF BULLYING IS TOLERATED IN THE LAKE MILLS SCHOOL DISTRICT. Incidents should be reported to a school adult in a timely fashion. Please see Harassment.***

BUS TRANSPORTATION

Since safety is our prime concern, misbehavior will not be tolerated. Pupils will ride assigned buses only. Requests for exceptions shall be made to the Transportation Director in writing. The school bus is an extension of the classroom. All general rules of conduct and safety apply while on the school bus. Bus riders are to create no disturbances on the bus that may distract the driver's attention. The student must follow the directions of the bus driver at all times.

Wisconsin Statutes 118.15; 118.153; 118.16; 118.162; 118.165; 121.56; 121.54

CAFETERIA/COMMONS

All students must eat in the assigned areas including, but not limited to the Commons, Multipurpose Room, and Upper Gym Stage. At designated times of the year, students will be allowed to eat in the courtyard/front entrance. Students are reminded to be respectful to one another by taking care of their own eating space. Students are not to leave the immediate area of the courtyard and at no time be present in the parking lot without faculty permission.

These areas are an extension of the classroom. All general rules of conduct and safety apply. Students in the cafeteria/commons are to create no disturbances and must follow direction given by the cafeteria/commons supervisor.

Wisconsin Statutes 120.13

CLOSED CAMPUS

All students will maintain a closed campus during the school day. Only students that have been awarded a current L-Cat Pass are permitted to leave school property under the guidelines of the administration. Failure to comply with administrative guidelines will warrant direct disciplinary action.

CO-CURRICULAR CODE OF CONDUCT

Lake Mills High School strives to provide a wide variety of co-curricular activities to meet the interests of all students. In addition, LMHS promotes a healthy and safe learning environment which includes co-curriculars. For this reason, all participants in co-curriculars will be asked to review and sign a Code of Conduct before beginning these activities. This Code of Conduct may be superceded by a Codes of Conduct for a particular organization.

COURT ORDERS

Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order.

CUSTODY

In cases where parents are separated or divorced and one parent has legal custody, the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. Requests for additional copies of report cards, newsletters, etc. should be made in writing to the building principal (including name and current mailing address).

DANCES

Dances are intended for Lake Mills High School students. Once a student leaves a dance, he/she may not return.

- All dances must end no later than 11:30 P.M.
- Dances are open to the guests of LMHS students. Guests must be registered AND approved by the office 48 hours prior to the beginning of the dance. Guests must be 19 years old or younger.
- Students who are suspended may not attend school dances without prior approval.
- Students who are absent during the day of a dance or the Friday before a Saturday dance may not attend the dance unless they have prior administrative approval.
- Students with fines are not able to attend the dance without prior administrative approval
- Middle school students are not allowed at any high school dance.
- No students will be admitted after the Grand March begins (typically 10 P.M.)

Some students at our dances engage in dancing referred to as “grinding”, “twerking” and/or “freaking”. This type of “front to back dancing” has always been considered inappropriate at school events. **Students attempting to “dance” this way with an unwilling partner has led to the need for these reminders.** Pulling or pushing another student into an uncomfortable situation also is unacceptable. Chaperones do their best

to minimize this type of dancing, but it does occur. *Please be aware that touching someone in their private areas or with your private parts, even with clothes on, may be interpreted as sexual assault.* Students whose dancing/behavior is deemed inappropriate or aggressive by a chaperone will be given one warning. If the behavior continues, they will be asked to leave without a refund and a parent will be contacted. Just because you are not caught does not mean that your behavior is acceptable or appropriate.

DETENTION

The high school office may assign detention for unexcused absences, truancies, tardiness or unacceptable behavior. Classroom teachers may also choose to assign detention time in their rooms. Office detentions are to be served from 7:15 a.m. to 7:45 a.m. or 3:05 p.m. to 3:35 p.m. At the time a detention is assigned, the student will be informed of the room the detention is being held. Detention time takes priority over any extra-curricular activity schedule for that period of time.

Saturday School Detention:

Depending on the severity of the infraction or chronic nature of the behavior, students may be assigned to a supervised experience on a given Saturday. The three hour assignment will begin at 8 a.m. and conclude at 11 a.m. At the discretion of the supervisor, the assignment may include physical or academic tasks. Transportation to and from Saturday School is the responsibility of the student and his/her parents.

Saturday detention is considered an assigned school day. Any student that fails to attend Saturday School Detention will be assigned additional consequences and a parent contact may occur.

DIRECTORY INFORMATION/STUDENT RECORDS

This is a public notice that the Lake Mills Area School District will disclose "directory data" to any person who requests such data. State Statute 118.125(b) "Directory data means those pupil records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended."

If you are a parent, legal guardian, or guardian ad litem of any pupil attending a public school in the Lake Mills Area School District and do not wish all or any part of the "directory data" released without the prior consent of the parent, legal guardian, or guardian ad litem, please inform the building principal of your child's school IN WRITING.

This notice is required by Statute 118.125. The notice will enable the

school district to publicized student academic and athletic activities as well as such simple things as allowing parents of elementary students to be able to contact other parents for social events (i.e. birthday and holiday parties). This information will not be disclosed for the sole purpose of solicitation.

DUE PROCESS

Any student directly affected by a decision which he/she feels to be wrongfully interpreted or applied may individually put such grievance in writing and submit it to the teacher and/or administrator involved.

*U.S. Constitution
Wisconsin State Statutes*

ENTERING/EXITING THE BUILDING

All students are asked to use the front doors when entering or leaving the building during school hours.

FEES

Students may be required to pay for a field trip or fees for a class project. All fees must be paid before attending dances or graduating.

GRADE CLASSIFICATION

Full time students register for 7.5 credits per year. Students must pass 6.5 credits per year in order to accumulate the 26 credits needed for graduation. Students who are behind the requirements for grade level classification will be transferred to a homeroom at the lower grade level.

10th Grade Standing.....Minimum of 5.5 Credits Earned
11th Grade Standing.....Minimum of 13 Credits Earned
12th Grade Standing.....Minimum of 18 Credits Earned

***** The minimum credits required for graduation are 26.**

The purpose of grade classification is to stress to the student the need to make progress each year. The student who lacks credits to move to the next grade level classification may still take some classes at that level, in addition to making up deficiencies. Classification will be reviewed at the end of each semester.

GRADE POINT AVERAGING

The following method of calculating grade point averages (GPA) is in effect. The following 4.00 scale is used to designate point differentials between plus and minus grades.

A = 4.00 points (Outstanding)	C- = 1.67 points
A- = 3.67 points	D+ = 1.33 points
B+ = 3.33 points	D = 1.00 points
B = 3.00 points (Above Average)	D- = 0.67 points
B- = 2.67 points	F = 0.00 points (Failure)
C+ = 2.33 points	
C = 2.00 points (Average)	

GRADING SCALE (SCHOOL-WIDE)

A 92-100%	C 72-77.99%
A- 90-91.99%	C- 70-71.99%
B+ 88-89.99%	D+ 68-69.99%
B 82-87.99%	D 62-67.99%
B- 80-81.99%	D- 60-61.99%
C+ 78-79.99%	F 0-59.99%

The semester grade will not automatically be an average of the two quarter grades. The quarter grade is an indication of progress at that time. It is, therefore, possible that a student could get a “C” grade at the third quarter and then do little or nothing the fourth quarter resulting in an “F” for the quarter and the semester, rather than a “D” for the semester (which would be a grade midway between the quarter grades). The semester grade is an indication of overall achievement or knowledge at the end of the semester.

Teacher/Office Aide Credits – Eleventh or twelfth grade students may earn .25 credits per semester serving as an aide. They will be graded on a pass-fail basis. Students having teacher/office aide assignments away from the high school are required to provide their own transportation. Proof of personal insurance is required of students who drive to their assignments. Teacher/Office Aide is an assignment for the entire block. It is considered a “regular” class.

Making Up “D” Or “F” Grades:

1. A student receiving a semester “F” grade in a required subject must make up the credit by retaking the semester. Both the “F” grade and the grade received in the make-up will be included on the student’s transcript and grade point calculation.
2. A student receiving a semester “F” in an elective course may take the course again. The grades from each of the semesters will be included in the transcript and grade point calculation.
3. Students taking a course for the second time may not get additional credit for a course. The credit, or half credit, only counts once.

Incomplete Grades Policy

An incomplete may be given after clearance from the administration or guidance counselor. This grade is given for a course in which work has not been completed for a valid reason such as absence due to illness. A grade of incomplete should not be given simply to give more time to turn in work which should have been turned in at the regular time. An incomplete is indicated on the report card by an “I.”

GRADUATION REQUIREMENTS

In order to graduate from Lake Mills High School, a student must:

1. Carry eight (8) courses each semester; seniors in “good standing” will be allowed to carry seven (7) courses with administrative approval.
2. Earn a minimum of twenty-six (26) credits.
3. Successfully complete:
 - √ 4 credits in English (9, 10, 11-required)
 - √ 3 credits in Social Studies (9, 10, 11-required)
 - √ 3 credits in Math (Algebra required)
 - √ 3 credits in Science (Biology required)
 - √ 1.5 credits in Physical Education
 - √ .5 credits in Health
 - √ 12 Credits of Electives
 - √ Lake Mills High School Portfolio & Exit Interview

In addition to the above requirements, all seniors must take at least one course each semester selected from the core curricular areas (English, Math, Science, Social Studies). (Courses taken out of sequence must have approval of instructor.)

In order to participate in graduation ceremonies at Lake Mills High School, students must have successfully completed 25 credits and maintained regular school attendance. Any alternative courses must be successfully completed on or before May 15 of the current year. Failure to meet either of these criteria means that the student will not be able to participate in the graduation ceremony. The student will be able to receive a diploma upon completion of all graduation requirements.

Course Selection: Midyear, students, with the approval of their parents, will select courses and alternate courses for the next school year. A schedule for each student will be generated giving priority to those chosen by the student as either a first choice or an alternate. The school is not obligated to change a course if the student’s schedule consists of courses selected as a first choice or alternate. If the student does not select alternates, the district is free to determine alternate courses should the first choices not be available.

Course Changes: Course changes are highly discouraged. Adding or dropping of classes will only be considered with parent consent and administrative approval. This may include the student meeting with the teacher or other conditions set forth by the administration. Any course dropped after the first three meetings of a class for the semester will receive a failing grade.

Courses Not Included in the LMHS Course Handbook:

Courses not included in the Course Handbook must be reviewed and approved by the guidance department and administration prior to the start of the first class in order to be considered for credit. Virtual courses may

only be taken if there is not a similar course offered in the district or if there is a critical scheduling conflict. Once approved, the final grade and credit for the alternative course becomes part of the student's transcript.

Summer School Credits & Completing Failed Required Courses:

Students who attend class regularly but do not meet the requirements to pass a required course may have the opportunity to complete the course during summer school depending on course availability and the amount and nature of coursework needed to pass. A student may not earn more than two full credits in summer school during a high school career without the approval of the administration and guidance office.

A student may earn no more than ½ credit in a core required course during summer school. Students who miss more than three days of summer school for any reason must meet with the administration to determine continuing eligibility. All discipline and behavior expectations from this handbook apply to summer school.

HARASSMENT (Also see Bullying Prevention/Cyber Bullying)

NO FORM OF HARASSMENT IS TOLERATED IN THE LAKE MILLS SCHOOL DISTRICT

The Board of Education shall appoint a standing committee to review each case of harassment that is deemed serious enough by the District Administrator involved for consideration. Individual(s) who has/have harassed another student, teacher, employee, and/or a contracted non-teaching employee of the Lake Mills School District, may be brought before the Board of Education for a hearing to determine whether or not the harasser shall be expelled or suspended from attendance for a period of time commensurate with the severity of the offense.

Legal Ref: Title VII, Civil Rights; School Board Policy 411.1
Act of 1964, Title IX, Education Amendments of 1972
Wisconsin Statutes 111.36, 111.13, 118.20, 120.13 (1)

Procedures for Dealing with Harassing Behavior:

Students who have been seriously or repeatedly harassed by another student should tell an adult immediately. Severe situations will be referred to administration. Parents/guardians of students may follow the procedures outlined in the complaint process above if they feel their child has been the victim of sexual harassment (sex discrimination). Students who harass others may be referred to the police. Students who feel they are being harassed by another student should do the following:

- Respond assertively (tell the harasser to stop, or walk away).
- Document the situation (write down the date, time and location where and when the situation happened. Write down any other people who saw or heard it. Write down your assertive response.) Keep this

documentation.

- If the harassment is severe, or if it does not stop after you have dealt with it assertively, go to the teacher in charge, or your homeroom teacher and report the situation. - Your teacher may involve others (school counselor/principal).
- If you are afraid to speak to your teacher alone, take a friend along to help you.
- Teachers will keep parents informed of more serious situations of harassment.
- Severe situations, or situations dealing with a staff member, will be referred to administration.

HONOR ROLL

Principal's Honor.....4.00

High Honors.....3.5 or better

Honors.....3.0 to 3.49

Any student who does not wish to be listed in the newspaper for achieving honor roll is to have on file in the principal's office a form signed by the student and parent/guardian requesting that their name not be published whenever the student achieves honor roll status. This form is to be completed once each year. If the form is not on file it will be taken as permission to publish the name in the honor roll lists.

ILLNESS

If students become ill during the school day, they should inform the teacher that they are not feeling well. If the teacher determines that any student is too ill to remain in class, they will be sent to the office. If a student has a fever of 100 degrees or more or is throwing up, parents or guardians will be contacted immediately and asked to pick up students or give the school permission to send them home. **Students who have a fever of 100 degrees or are throwing up may not return to school until they have been fever-free and not throwing up for 24 hours without medication.** If students do not seem seriously ill, the office will ask them to rest for a maximum of 30 minutes. If they cannot return to class, the office will contact parents or guardians. If students are chronically coming to the office due to illness (more than 10 times), the school nurse will contact the parents.

IMMUNIZATIONS

All students must have an immunization card on file in the school office. All immunizations must be up-to-date according to the rules and regulations of the State of Wisconsin. If parents choose, they may sign a waiver on the back of the form stating child will not receive immunizations as required by the law.

INSURANCE/SCHOOL INJURY

The School District of Lake Mills makes available for purchase supplemental insurance, which is not intended to be primary insurance. Informational forms are made available each year by the high school office during registration.

An insurance claim form may be obtained from the high school principal's office. This medical insurance plan covers only medical expenses which are not payable by other insurance. Therefore, you must file a claim with family insurance coverage before submitting a claim to the school insurance. Proof of claim must be submitted within 90 days from the date of accident, or a reasonable time thereafter, not to exceed one year. The child must be treated by a doctor within 30 days from the date of injury. This medical insurance plan does have a \$100.00 deductible.

INTERVIEWS WITH OUTSIDE AGENCIES

All interviews or questioning of students at school will be with full regard to fundamental fairness and protection of legal rights. They shall be conducted as discreetly as possible. In the case of police interviews, where the student is a suspect, parents/guardians shall be notified in the event the student is a minor (other than apprehension).

WI State Statute 48.28

L-CAT PASS

A student, who has earned more than 11.25 credits, attained a minimum 2.6 grade point average during the previous quarter and meets the following criteria, will be awarded an L-Cat Pass. Students must re-qualify for the L-Cat Pass each quarter. Additional Criteria:

- No quarter grades of "F" in a class
- No behaviors warranting administrative disciplinary action
- No suspensions or expulsions
- No unexcused absences or trancies
- All fees/fines need to be paid
- All detention time needs to be made up
- Maximum of 3 tardies in any class in the previous quarter
- Signed contract verifying no use of alcohol, tobacco or drugs
- Signed permission from a parent or legal guardian

USE OF THE L-CAT PASS

Study Hall – Anyone holding an L-Cat Pass may be in the commons in the school during study hall. A senior holding an L-Cat Pass may be off-campus during that time. Study hall teachers must know the whereabouts of all students assigned to their supervision.

Independent Classes – Independent classes are to be under the supervision of an instructor, all students, including those with L-Cat

Passes, taking independent classes are expected to be on campus during the designated time.

Permanent Passes – Teachers who sign permanent passes to their rooms are fully responsible for the supervision of that student. They are expected to monitor their attendance and report truant, tardy, or absent behavior.

- * **L-Cat Passes do not allow students to miss Advisory.**
- * **L-Cat Passes may be revoked by administration at any time and for any length of time.**

The L-Cat Pass program was instituted by the Student Council to encourage students to be successful in the classroom and school. Awarding of the pass will provide successful students with benefits. A list of the L-Cat Pass benefits will be distributed by the Student Council subject to the approval of the administration.

LEAVING THE BUILDING OR SCHOOL GROUNDS WITHOUT PERMISSION

Wisconsin Statute 118.15 requires those children between the ages 6 and 18 must attend school regularly during the school term. Students absent from class without authorization are considered truant and/or skipping.

Wisconsin Statute 118.15

LOCKERS/PROPERTY

Desks, lockers, books, and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized purposes. Inappropriate pictures will be removed as deemed necessary by administration. Students will be expected to reimburse the school district for damage to school property or for the loss or theft of such property.

Vandalism to school property or to students' personal property will not be condoned.

Lockers and desks may be inspected by school authorities at any time. Students should not share lockers or combinations with other students. Please keep your lockers locked at all times.

Wisconsin Statute 111.36

MEDICATION

School personnel are not allowed to dispense prescription medication at school unless an "Authorization for Administration of Prescription and Non-Prescription Medication" form is completed and signed by the parent/guardian **and the physician** and is on file at school. The physician must list possible adverse reactions to the medication.

If a non-prescription medication is to be given at school, please fill out the top portion of the form and deliver it to school with the medication, in its

original packaging, to be given. If more forms are needed during the school year, please stop in to the office and request them.

NATIONAL HONOR SOCIETY MEMBERSHIP CRITERIA

Scholarship – Minimum 3.6 cumulative GPA and Sophomore Class standing

Service – School and/or Community

Leadership – School and/or Community

Character – Consistently sets a good example for others

NON-DISCRIMINATION POLICY

The Lake Mills Area School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. If there are any concerns in this area, all correspondence should be directed to the District Administrator.

OPEN ENROLLMENT

The Board of Education shall allow non-resident students residing within the State of Wisconsin, but whose parents/ guardians does not reside in the District, and who qualify, to enroll in the District through an Open Enrollment Program during the forthcoming school year. Interested families may inquire at the high school office.

PARENT/TEACHER/STUDENT CONFERENCES

Time for conferences between parents, teachers, and students is scheduled in the middle of each semester. All parents are offered the opportunity to conference with their student's teachers. The school strongly encourages students to attend the conference with their parents. Parents who feel a need to conference with a teacher at a time other than the scheduled Parent/Teacher Conference time may do so by making an appointment.

SCHOOL CLOSING

In the event of severe weather conditions that might require school to be closed or delayed, parents can get information the following ways:

- Receive a text message by sending *follow lmhsstreich* to 40404.
- Call the high school at 648-2355 and go to extension 500.
- Go to the district website at lakemills.k12.wi.us
- Tune in to any of the following radio stations – WTMJ AM 620, WFAW AM 940, WBEV AM 1430, WTTN AM 1580, WKTI FM 94.5, WOLX FM 94.9, WXRO FM 95.3, CHARLIE FM 105.1, TRIPLE M FM 105.5, WKCH FM 106.5, and WFAW FM 107.3.
- Tune in to any of the following television station - WISC Channel 3, WTMJ Channel 4, WITI Channel 6, WISN Channel 12, WMTV Channel 15 and WKOW Channel 27.

SCHOOL-HOME COMMUNICATIONS

An electronic copy of the student report card will be distributed at the end of each quarter during the school year. The grades that are recorded at the end of each semester become part of the official transcript and are used to calculate the student's grade point average. Electronic mid-quarter progress reports may be sent to all parents/guardians as well. Parents are strongly encouraged to contact teachers whenever there is a concern about student performance. Parents should contact the office if they would prefer that a hard copy of all report cards, progress reports, and newsletters be sent through the mail.

Parents will be able to access their student's grades and assignments anytime through an electronic grade book on line by using the district website. There may be up to a five school day delay between the time the assignment is due and the time it is recorded in the electronic grade book.

SCHOOL RECORDS

Under the Family Education Rights and Privacy Act, parents and students have rights in regard to school records including: the right to inspect, right to prevent disclosures, right to request amendment, right to obtain policy regarding school records, right to have directory data defined and determine its use, right to complain to the Family Rights and Privacy Act Office in Washington, DC. Please see the principal regarding questions about school records.

SEARCH AND SEIZURE

Students have a reasonable expectation to be secure in their persons and possessions while in attendance at Lake Mills High School. To assure the health, safety, and welfare of students, employees, and the school district property, the school district retains the rights to conduct searches of students, their personal effects, school lockers, other district-owned facilities, and student automobiles. Further, the school shall seize any illegal or unauthorized materials discovered in a search. Unauthorized materials are deemed dangerous to the health or safety of students, employees, property, or disruptive to the mission and process of the school day. The school may conduct drug sweeps using K-9 units without notification to students.

STUDENT BEHAVIOR

Every individual is entitled to courtesy and respect in dealing with fellow students and school personnel. Students must learn how to earn respect by extending this same respect to everyone they meet. Actions that injure others, damage private or public property, interfere with the educational process, or in any way impede the normal operation of the school will not be tolerated.

The school board who receives its authority from state statutes, directs the school administration to maintain a school environment free from distraction and disruption. It further empowers the administration to make rules governing student behavior.

The administration reserves the right, on an individual basis, to deviate from the disciplinary action set forth below, when in their discretion, it is necessary for the proper and efficient operation of the school.

The following actions are considered to be inappropriate behaviors on school property, at school activities, or on school-related transportation:

Offenses & Consequence

- **Use or possession of alcohol or other drugs, appearing to be under the influence of alcohol or other drugs, or possessing the paraphernalia associated with drug use, or selling alcohol or other drugs at school or at a school-sponsored or related activity.**

(consequences)

Action taken can range from suspension to recommendation for expulsion. Notification will be made to the appropriate drug abuse agency and/or the police for assistance and written citation if circumstances warrant. The student will be suspended for three to five days and a recommendation for expulsion will be made for any student found to be exchanging, distributing, selling, giving away, or possessing mood altering drugs, inhalants, or vitamins (not prescribed by a physician).

- **Unprovoked Attack** *(consequence)*
Suspension for three to five days-possible recommendation for expulsion, notification to police.
- **Intimidation And/Or Threats /Bomb Threats** *(consequence)*
Suspension one to five days-possible recommendation for expulsion, Parent and/or notification to police. Wisconsin Statute 947.015
- **False Fire Alarm** *(consequence)*
Suspension for three to five days. Proper authorities will be informed.
- **Setting A Fire** *(consequence)*
Suspension for one to five days and/or recommendation for expulsion. Proper authorities will be informed.
- **Fighting** *(consequence)*
Suspension for one to five days, parent and police notification.
- **Vandalism** *(consequence)*
Suspension for one to five days. Proper authorities may be informed. Parental notification and restitution are required.

- **Theft** *(consequence)*
Suspension for one to five days. Restitution is required. Parental notification and proper authorities may be informed.
- **Disrespect/Insubordination, Failure To Comply With Reasonable Direction Or Requests Of Staff Member** *(consequence)*
Consequences can range from detentions assigned by the teacher or administration to one to five days of suspension. Parent notification.
- **Use Or Possession Of A Lighter, Tobacco Products, Or Material That Can Be Smoked, Including Any Electronic Smoking Device** *(consequence)*
Can range from signed agreements staying a citation, issuance of a citation, detention, or suspension from one to five days. Parent notification.
- **Use Of Obscene/Abusive Language And/Or Harboring Obscene Materials** *(consequence)*
Can range from detention to one to five days of suspension and/or a disorderly conduct citation depending on the severity and frequency. Parent notification.
- **Possession Or Sale Of Guns, Knives, Or Any Objects That May Be Classified As Dangerous Weapons**
e.g. electronic device such as a taser or “stun gun” *(consequence)*
Suspension for three to five days. Parent conference. Notification of police. Possible recommendation for expulsion.
- **Classroom Problems** *(consequence)*
Classroom problems will be handled by the individual teacher. However, if the teacher deems it necessary to refer the student to the principal’s office, the problem will be resolved on an individual basis.
- **Violation Of A State Statute Or City Ordinance On School Premises** *(consequence)*
Suspension for one to five days. Parent conference. Notification of police. Possible recommendation for expulsion.
- **Wide-Spread Shouting Or Boisterous Conduct. Gross Disobedience, Continuing Chronic Violation Of School Rules** *(consequence)*
Can range from detention to one to five days of suspension and/or disorderly conduct citation, depending on the severity and frequency. Parent notification.
- **Technology Policy Violations:** Transmitting profanity, vandalizing, accessing files without permission, violating copyright policy, or Acceptable Use Policy *(consequence)*

Suspension for one to five days. Loss of technology access. Parent notification. Proper authorities will be informed.

- **Interference With The Right And Safety Of The Faculty And/Or Students Or Disruption Of Student's Educational Process.**
- **(consequence)**
Suspension for three to five days and/or notification to police or recommendation of consideration for expulsion.

Wisconsin Statutes 941.235; 948.61; 947.01

Any student removed from class or any area for disciplinary reasons is to report directly to the office immediately.

STUDENT DRESS/CONDUCT

The fundamental purposes of the Lake Mills School District are to maintain and enhance the learning atmosphere of our school, be consistent with our district goals, and provide a safe and healthful learning environment for our students. The responsibility for the appearance of the students normally rests with the students themselves and their parents/guardian. However, students are required to adhere to the following guidelines:

1. Student dress or grooming should not affect the health or safety of students or disrupt the learning process within classrooms or the school
2. No students shall be permitted to wear any clothing, which is normally identified with a gang or gang related activities (e.g. gang colors and/or bandannas). Clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, violence, suicide, and/or illegal drugs is prohibited.
3. Hats and other headwear are to be removed when entering the building and may placed back on while exiting the doors. Hooded sweatshirts are to remain off the head while in the building. The wearing of sunglasses is prohibited in the building (without medical excuse).
4. Transparent tops or tops that expose the midriff area, including sides, are not appropriate for the school environment. Shorts, skirts, and dresses must be of appropriate length for wear in school. Boxer shorts, bras, or other underwear should not be visible.
5. The wearing of outer garments and headwear **will** be permitted in school vehicles and at school activities where appropriate. If there is a disagreement between students and/or parents and the staff

regarding the appropriateness of clothing, the principal will use his/her discretion to make the decision.

6. Additional restrictions may be added at any time following notification to students and parents.

Students may be sent home to change inappropriate clothing. Students must wear shoes at all times. Any teacher may require the removal of a clothing item or jewelry if it is disruptive in the classroom or presents a safety issue for the wearer or any other student.

Wisconsin Statutes 120.13 (1) (a)

Public Display Of Affection: The inappropriate public display of affection is frequently embarrassing to adults and students. Students are expected to exercise self-control and respect for the reputation of others while on school grounds. Specifically, kissing and inappropriate displays of affection are not allowed. Students failing to respect this policy will be disciplined.

Wisconsin Statutes 120.13, 941.13

STUDENT DRIVING AND PARKING

Students are only allowed to park in the main student parking lot. Students are not to park in staff parking areas. SPEED LIMIT ON LMHS CAMPUS IS 15 MPH. All students must have office permission to enter their cars during the school day. No overnight parking is allowed. The school district assumes no responsibility for damage or theft to student vehicles.

All student vehicles must be registered in the high school principal's office. The registration tag must be clearly visible from the windshield. Students may be fined \$10 per day for each day they do not have their car registered with the high school office. Students who practice unsafe driving behavior on school property or take unauthorized students off campus may lose their parking pass and privilege. Fees paid will not be returned if the parking pass is lost due to inappropriate behavior with a motor vehicle.

Students are not to move or drive motor vehicles anytime during the school day without receiving approval from the school office. School officials may search a vehicle owned or operated by a student and is parked on school property if there is belief that the vehicle contains contraband or evidence of a violation.

**STUDENT USE OF TWO-WAY ELECTRONIC
COMMUNICATION DEVICES—POLICY 443.5**

The Lake Mills Area School District Board of Education has written Policy 443.5 regarding the use of cell phones and other devices for two-way communication. Within the policy, it gives administrative the authority to set building guidelines. At LMHS, cell phones may be used before school, after school, at lunch and during passing times. Teachers may set individual rules for use within the classroom. Board policy supports teachers who say no cell phone usage in their classroom. It is the student's responsibility to understand individual teacher's rules and to understand that the rules may be different in different setting.

Staff members have the authority to take a student's device for violating the established rules. If asked, the student must surrender the device to the staff member. Additional consequences may be added for noncompliance. If the device reaches the office, a 30 minute detention is required.

For safety reasons, students using earbuds/headphones with any device may use only one earbud/headphone at a time. Students need to be able to hear adult directives and announcements. Exceptions of this rule may be made with staff permission only.

SUSPENSIONS

Suspensions may either be in or out-of-school at the discretion of the administration. Students must complete assigned work throughout the suspension.

During the "suspension" all student privileges are forfeited. In the case of a suspension, a student will be allowed to make up any tests or assignments.

Students serving an out-of-school suspension or expulsion from Lake Mills School District Schools are not permitted to be in school buildings or on school grounds, nor are they allowed to attend school activities. Suspended students, who enter onto any school owned property or into any school in the Lake Mills School district, may be issued a citation from the Lake Mills Police Department for unauthorized presence on school property.

TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT

Acceptable Uses:

- Research Projects
- Abide By The Rules Of Network Etiquette Which Include:
 - Being Polite
 - Using Appropriate Language
 - Not Revealing Any Personal Information
- Uphold Copyright Laws
- Respect The Rights And Privacy Of Others
- Tell An Adult Of Access To An Inappropriate Site
- Report Rule Violations
- School web pages

Unacceptable Uses:

- Accessing or transmitting of materials that are obscene, sexually explicit, racist, inappropriate, or disruptive
- Posting false or defamatory information, or harassing another person
- Engaging in any illegal act, plagiarism, copyright or software piracy
- Exchanging, downloading or copying software to or from any school computer
- Revealing private personal information
- Attempting to gain unauthorized access to the network or equipment
- Damaging computer equipment, software, files, data or the network
- Attempting to access, harm, modify or destroy data of another user
- Wasting paper, time and storage space
- Using the internet to conduct personal business
- Using district computers to “hack”
- Accessing, transmitting or downloading files to spread computer viruses

A complete copy of the policy is available in the principal’s office and on the website. The Lake Mills School District requires that a signed Acceptable Use Policy be on file for each student before the student may use any of the District’s technology equipment.

TOBACCO PRODUCTS

The possession or use of any tobacco product on school grounds is strictly prohibited. *Wisconsin Statute 120.12*

This includes e-cigs or any other device which may dispense nicotine.

VIRTUAL COURSES

The Lake Mills Area School District offers virtual courses through JEDI and Odyssey. Part time or full time options are available. Each student must complete a short online mini-course before enrollment into the program. A student may not take more than one course in the first semester of enrollment in JEDI. If a student fails a JEDI course, this may prevent the student from enrolling in additional courses.

VISITORS TO SCHOOL/TRESPASSING

Persons entering the Lake Mills High School or the school premises shall identify themselves to authorized personnel.

- Students from other high schools are not allowed to visit during regular school hours unless they are conducting official business or have prior permission from each of the host's teachers and the administration.
- All visitors during the school day are required to report to the office and receive permission to remain in the school or on campus. Building passes will be issued to approved visitors.
- Students who are suspended or expelled are not permitted on school grounds and will be asked to leave.

WITHDRAWAL FROM LMHS

Students withdrawing from the school should have their parents/guardians contact the office. They will receive a withdrawal form. This form is taken to all teachers to ensure students have returned all school materials. When the form is completed by teachers, parents/guardians and the student, it should be turned into the office. Records are sent to the new school when the student registers there and the new school sends an official request to LMHS.

YOUTH OPTIONS

Wisconsin's Youth Options program allows public high school junior and seniors who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private non-profit institutions of higher education. Students must be in good standing to participate. The school board must approve courses that students choose. Selected courses, which are approved, may count toward high school graduation as well as post-secondary credits. Cut off dates are March 1 for the first semester of the next school year and November 1 of the current school year for second semester of the current

school year. Students taking Youth Options courses will need to reimburse the district for costs should they fail or drop the course once they have started. Students seeking more information concerning this program are to contact the guidance office.

Lake Mills School Song

(Sung to the tune “Anchors Aweigh”)

Loyal to you Lake Mills,
loyal to the end.
When our team goes to fight,
we'll fight to win and
U-Rah, Rah, Rah.
We will roll up the score.
We've hope and faith.
So Lake Mills here's to you
with staunch support and student loyalty.