

# Lake Mills Middle School

318 College Street  
Lake Mills, WI 53551  
Main Office: (920) 648-2358

## NON-DISCRIMINATION STATEMENT

*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.*

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# Attending School

## **ATTENDANCE POLICY**

The State of Wisconsin requires that records of attendance be kept for each student. The middle school office and classroom teachers keep records of attendance. The parent/guardian of a student is responsible for reporting an absence and the reason for the absence to the school office by 8:30 a.m. If the office is not notified of a student absence, they will try to contact the parents of each absentee.

**Parent/Guardian Excused Absence:** The law considers absence due to illness/medical, bereavement, religious holidays, mandatory legal proceedings, or emergency to be excused. The law also allows parents to excuse students from school attendance for any reason outlined in board policy for **a maximum of ten (10) days per year**. In case of illness occurring at school, the principal or the principal's authorized representative will excuse the pupil after a parent or guardian has been notified. Absences need to be excused with a doctor's note after 10 days or at the discretion of school staff.

**Late Arrivals to School:** Students who arrive late to school should go directly to the main office for a pass to enter class. Their arrival will be recorded and kept on file. If they have a written excuse from parents or guardians, or the office has received a phone call explaining their late arrival, the student will be given an excused entry pass if they are under their 10 excused days. If they arrive late, without an acceptable excuse, the student will be given an unexcused entry pass. Excessive late arrivals (more than 10) may prompt contact with parents or guardians..

**Arrivals after 8:15 AM are considered absences, not tardies.**

**Leaving During the Day:** Although families are encouraged to make appointments after school hours, the school understands that occasionally students must leave during the day. When students need to leave, they should bring a written note from a parent or guardian to the office prior to the start of school in the morning. A "permit to leave" slip will be given. When it is time for the student to leave, the leave slip should be presented to the teacher. Students should then stop at the office and sign out. When returning, they should come to the office, sign in and get a pass to re-enter class. If the school has any questions about whether or not a student should be leaving, they will contact parents or guardians. Parents/guardians should report to the school office if they are picking up their children prior to dismissal time.

**Make-Up Work:** When classes are missed, they cannot be made up in the same manner as when a student is present for class discussion and activities. If the absence is excused, it's the student's responsibility to make arrangements with the teacher to make up the work.

***\*\*Parents, guardians and students should check the Homework Hotline for worked missed.\*\****

**Pre-arranged Absences:** If students are aware of an upcoming absence, a note, phone call or e-mail by their parents or guardian to the office should occur in advance. Family vacations should be planned for school vacation time rather than during the time school is in session. It is the student's responsibility to notify each teacher of the absence and to make arrangements for missed work.

**Tardiness to Class:** Students are considered tardy when they come to school late or are late reporting to class. Students who are tardy to class are responsible for making up the time with the individual teacher. The teacher may require the student to make up the time after school. If tardiness continues, the student may be referred to administration. If students are late to class, they should get a pass from the teacher who detained them. If students are late for any other reason, they must report to the main office for an unexcused pass to their next class.

**Truancy:** Students are truant from school when they are absent without legal reason. A copy of the city's Truancy Ordinance may be obtained from the middle school office.

**Unexcused Absence:** Any absence beyond the "Parent/Guardian Excused Absence" or for cause other than defined under "Excused Absence" is considered an "unexcused absence." The school has the right to determine whether an absence is excused. Absenteeism from school for reasons other than those cited above will be regarded and documented as unexcused absences from school.

### **CONTACT INFORMATION**

Every student should have an up-to-date address and working telephone number given to the school office. Please notify the school immediately if there is a change of address or telephone number during the school year.

### **CHILD CUSTODY**

In cases where parents are separated or divorced and one parent has legal custody, the school should have a copy of the court order that designates custody and visitation rights. Schools should also have relevant legal documentation in order to assure compliance with any limiting court order. The school reserves the right to ask for law enforcement assistance in regards to custody issues.

The office reserves the right to contact either parent if there is no standing order on file to indicate otherwise. Pupil records, unless otherwise indicated by court documents, can be shared with both parents. Directory information provided by parents and documented in Skyward will determine who receives this information. In order to share information with anyone that is not a custodial parent, the school requires a custodial parent to sign a release of information.

### **CLOSED CAMPUS**

The middle school is a closed campus. Students should not leave campus during school hours, including lunch period, without permission from the office.

### **EMERGENCY CLOSINGS**

In the event of emergency school closings, delayed classes, or early dismissals the following radio stations will carry the information:

WTMJ 620 AM Milwaukee

WFAW 94 AM Fort Atkinson

WTTN 1580 AM Watertown

WMLW FM Watertown

WSJY 107 FM Fort Atkinson

This information is also posted on our web site: [www.lakemills.k12.wi.us](http://www.lakemills.k12.wi.us)

**\*\*Please make sure you have indicated if you wish to receive notifications through our Skylert system.\*\***

### **EDUCATIONAL NEEDS/REFERRALS**

Parents or guardians who would like to discuss educational programming, including talent development service, special education services, student success plans, and health plans, should contact the principal, school counselor or school psychologist.

### **ENROLLMENT**

Students new to the district and their parents or guardians should come to the district office at 120 E. Lake Park Place and complete forms in the registration packet.

### **FIELD TRIPS**

Field trips are planned to enrich the school experience. Parents/guardians will receive a general permission slip during the year to be returned with parent/guardian signature. Parents/guardians will be notified of all field trips, but may not receive additional permission slips. Field trips that are based on curriculum may not be eliminated for a student based on behavior. However, certain situations may require additional supervision, including requiring a parent or designated guardian to attend the trip or having an alternative curriculum offered. Some trips are based on behavior at which time teachers will make it clear to both parents and students what criteria need to be met to attend.

*\*\*Not all field trips require additional supervision. However, if chaperones are needed, parents who wish to attend or supervise field trips must have an APPROVED volunteer form on file with the district office.\*\**

### **LENGTH OF SCHOOL DAY**

The school day begins at 8:00 a.m. and ends at 3:05 p.m. Students may enter the building at 7:30 a.m. and should leave by 3:15 p.m. unless they are under the supervision of a teacher or coach. **Students are not allowed to wait in the school building for pick up.** If a parent is unable to pick up their child after school, other arrangements should be made to provide adequate supervision of students.

## **SCHEDULE CHANGES**

Course changes made after registration should be kept to a minimum. In the rare case that a schedule change needs to be made, it should occur during the first week of the school term. Schedule changes must be approved by the parents, the teacher, and office staff. After the first week of school, students will not be able to make schedule changes for the remainder of the school year.

## **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.

**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).

## **TRANSPORTATION**

Students and families who utilize the bus should be familiar with procedures outlined in the Transportation Handbook. Students needing to ride a bus that is not assigned to them should contact the transportation directly at (920) 648-2355 ext. 311.

Parents are responsible for arranging transportation to and from school, including cab service if needed.

## **WITHDRAWAL**

Students withdrawing from the school should have their parents or guardians contact the office. Students will receive a withdrawal form that they should take to all teachers to ensure that all school materials have been returned. When the form is completed by teachers, parents/guardians and the student, it should be turned in to the office.



## Health and Safety

### ACCIDENT REPORTING/INSURANCE

Provisions have been made with Student Assurance Services so that low cost accident insurance may be purchased for students whose parents feel that they have inadequate coverage. Details and enrollment forms will be sent home at the beginning of the school year. The school must fill out a form stating that the accident occurred at school. All accidents must be reported to the office as well as to the teacher in charge of supervision at that time.

### ILLNESS

If students become ill during the school day, they should inform the teacher. If the teacher determines that any student is too ill to remain in class, the student will be sent to the office. If a student has a fever of 100 degrees or more, is vomiting, has diarrhea, or an undiagnosed rash, 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, are vomiting, or have diarrhea may not return to school until these conditions have cleared, without medication for 24 hours**

If students do not seem seriously ill, the office will ask them to rest for a maximum of one class period. 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 will contact the parents.

### IMMUNIZATIONS

All children must have an immunization card on file in the Middle School office. All immunizations must be up-to-date according to the rules and regulations of the State of Wisconsin. If a parent chooses, they may sign a waiver on the back of the form stating their child will not receive immunizations as required by law. More information can be found at: <http://www.lakemills.k12.wi.us/district/immunization.cfm> or on the district page, district departments, school health, immunization.

### MEDICATION PROCEDURE

- **Prescription medications** must be in the original container include the child's name, the physician's name, type of drug and dosage to be given and the name and phone number of the pharmacy. An "Authorization for Administration of Prescription Medication" form (found in the office or on-line at <http://www.lakemills.k12.wi.us/medication.cfm>) must be filled out by the parent and have a doctor signature. Prescription medications are kept in the office.

- **Non-prescription medications**, such as Tylenol, are allowed at school if parents fill out the student “Authorization for Administration of Non-Prescription Medication” form (found in the office or on-line at <http://www.lakemills.k12.wi.us/district/medication.cfm>) and send the drug in the original container. All non-prescription medication are kept in the office.
- Students who use **inhalers** may carry them if necessary. If students are carrying an inhaler, parents and physician still need to fill out the proper medication forms in the office.

## **WELLNESS POLICY**

The Lake Mills School District has adopted a nutrition policy that aligns with state and federal standards. Generally, this policy indicates:

- Healthy snacks should be provided for school events and activities, like classroom parties
- Schools will not provide soda to students during the day
- Fundraising must not interfere with the breakfast or lunch programs

As a middle school, we feel that it is important to encourage healthy habits throughout the school day. In recent years, “energy drinks” have become a concern amongst our developing students. Therefore, the middle school will not allow students to consume energy drinks from 7:30 AM until the end of the school day while on school property.

## Student Expectations-Behavior

### ACCEPTABLE USE POLICY

The district has an acceptable use policy for district technology. Every student is expected to sign and have a policy on file.

### BULLYING/CYBER BULLYING

No form of bullying is tolerated at Lake Mills Middle School. Lake Mills Middle School has an anti-bullying program established. According to the Wisconsin State Statute 118.46 (1) the definition of bullying is 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 technology 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. It can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing. Students and staff at Lake Mills Middle School pledge for a bully-free school and those who will engage in any type of bullying behavior will serve significant consequences each time. Authorities may be contacted after the 1<sup>st</sup> Time Offense and any subsequent time thereafter for any bullying behavior.

<b>1st Time Offense</b>	<b>2nd Time Offense</b>	<b>3rd Time Offense</b>	<b>4th Time Offense</b>
<ul style="list-style-type: none"> <li>● Written parent contact</li> <li>● After school detention</li> <li>● Consequence form completed</li> </ul>	<ul style="list-style-type: none"> <li>● Immediate parent phone contact</li> <li>● Meeting with student</li> <li>● Loss of activity night</li> </ul>	<ul style="list-style-type: none"> <li>● Parent meeting</li> <li>● In-school suspension</li> <li>● Loss of 2 activity nights</li> </ul>	<ul style="list-style-type: none"> <li>● Out-of-school suspension</li> <li>● Student presentation on bullying</li> <li>● No activity nights</li> </ul>

Students that feel they are subject to bullying behavior, as defined in Policy 443.71, may take the following actions outlined below.

1. Bullying (including cyber bullying) should be reported to teacher/pupil service staff members (school psychologists and/or counselors) and/or school principals. The staff member(s) will respond to the claims in a manner consistent with their building protocol as identified in the student handbook. Consequences for the offender will be at the

discretion of the building principal. Additional supports for the aggrieved student will be identified by the pupil service staff member and/or building principal.

2. Students not satisfied with the resolution outcomes obtained in Step 1 may file a Student Harassment (411.1) claim with the Lake Mills Area School District. Document 411.1, Student Harassment, may be obtained at each school or from the District Office. This form should be submitted to the District Administrator. The District Administrator will investigate the claim and adjudicate the issue at his/her discretion.

## **CODE OF CONDUCT**

**Statement of Purpose:** Students in the Lake Mills Middle School are entitled to an environment that is safe and conducive to learning. These expectations are in concert with our core values of respect, responsibility, honesty, courage, and compassion. This student code of conduct applies while in school, on school grounds, and at school or school-related activities.

**Student Expectations:** The Lake Mills School Board, staff and parents expect students to treat others with mutual respect. We expect that our students, with few exceptions, follow the rules and are good citizens. Staff has the following expectations of students:

- Display an attitude conducive to learning and that respects the school environment
- Acquire values and attitudes necessary for responsible citizenship
- Respect and accept all individuals whether they are students or adults
- Display core values to all members of the middle school community
- Meet classroom standards of behavior and performance
- Does not disrupt the learning environment of others or the teacher's ability to teach

The handbook outlines reasonable rules concerning student conduct. All school employees maintain school rules and expectations. It should be noted that repeated discipline infractions will result in more severe disciplinary actions being taken when appropriate.

**Disciplinary Infractions:** The following list of behaviors may be considered infractions. This list, while comprehensive, is not meant to be exhaustive and may not contain every possible behavior for which discipline, including suspensions or expulsions, may be invoked. In some cases, if deemed necessary by the school administration, the police department will be notified.

- Bullying, intimidation, fighting, threats either verbal or physical
- Damage to school property
- Inappropriate displays of affection
- Leaving school grounds without permission
- Verbal or written profanity
- Substance use/abuse: Use, possession or distribution of tobacco, including e-cigarettes, intoxicants or consciousness-altering substances, including, but not limited to, alcohol, marijuana, or other controlled or illegal substances or anything appearing or purported to be such a substance
- Weapons
- False Fire Alarms/Arson

- Gang Activity: Display of gang or gang-related colors, apparel, symbols, graffiti, any dress that is gang related will be acted upon promptly. Certain caps, coats, tattoos, hand signals, graffiti, body piercing, jewelry and many other parts of young people's attire can be used as gang identifiers which are not acceptable. A determination if it is a gang identifier will be made by the school administration.
- Theft

In addition, any of the above offenses, if deemed serious enough or part of a continuing pattern of unacceptable behavior, may result in expulsion from school.

## **DISCIPLINARY PROCEDURES**

**Minor Infractions:** Minor infractions in the classroom/school will be handled between the teacher and the student. Minor infractions are defined as any behavior that violates classroom/school rules or limits the learning of the individual or others. The teacher may elect to assign an after school detention or other appropriate consequence to the offending student. The parent or legal guardian will be notified by the teacher either in writing or by phone whenever an after school detention is given.

- Students may serve a detention on the day it is given, if the teacher calls home. All other detentions will be served on the next available day.
- If the student's behavior is unacceptable during the detention, the student will be dismissed and assigned an additional detention.
- Students are expected to bring work or a book to read during detention time.
- Failure to report to a teacher for an after school detention will result in the detention being doubled. The parent or guardian will be contacted either in writing or by phone.
- Failure to report for the second time a detention is assigned is extremely irresponsible. This will result in an in-school suspension to be served in a place designated by the school principal. Parents will be notified.

**Removal from Class for Disciplinary Reasons:** When a student's behavior disrupts the learning of others and the teacher has warned the student, the teacher may require the student to be removed from the class. The following procedure will be used:

1. The teacher will notify the office that the student is being sent to the office.
2. Unless the teacher requests differently, the student will be sent to the next class at the end of the period providing that the student has been cooperative in the office.
3. The teachers and principal will cooperatively work, when necessary, to determine appropriate next steps.

**Major Infractions:** Violence (to persons and/or property), profanity, and insubordination are examples of major infractions. In the event of a major infraction occurring, the student will be removed from the classroom immediately, and a suspension may result. The incident will be documented with an office referral. Any time a student is removed for a major infraction, the parent/guardian will be notified by telephone if possible. If a student has been removed from a class and cannot maintain appropriate behavior in the removal area, the parent/guardian will be

called to pick up his/her child and remove the student from the school setting. If there is no one to pick up the child, the police may be called.

### **PROCEDURES FOR DEALING WITH HARASSING BEHAVIOR**

No form of harassment is tolerated at Lake Mills Middle School. 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 (guidance 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 will be referred to administration.

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 Act of 1964, Title IX, Education Amendments of 1972

Wisconsin Statutes 111.36, 111.13, 118.20, 120.13 (1)

### **USE OF NARCOTIC SNIFFING DOGS**

The middle school may utilize drug sniffing dogs to address concerns related to drug use and possession. We partner with the Lake Mills Police Department and the Jefferson County Sheriff's Department to conduct searches in an effort to be proactive in promoting a drug-free environment at school.

The drug dogs are used to detect the presence of drugs in school hallways, lockers and parking lot. We issue a "safety hold" which restricts students to their classrooms during the search. The search is done as quickly and discreetly as possible and is not announced to students prior to the event. Students whose lockers, coats or bags are found to contain drugs or the residual odors of drugs receive consequences that are aligned with this handbook and school district policy.

## **WEAPONS ON SCHOOL PREMISES**

In order to preserve a safe school environment, the district shall prohibit the use, possession, concealment or display of any weapon or any item purported to be or looking like a weapon which may reasonably be presumed to cause potential harm to another person or persons. This prohibition applies to all school property and buildings and to all school and school-related activities. Any infraction of this policy by students will result in immediate suspension from school, with possible expulsion and/or referral to the local juvenile or criminal justice system.

In any case in which the weapon is a firearm, the student possessing, concealing, displaying or using the firearm will be expelled for a period of not less than one full year and will be referred to the local juvenile or criminal justice system.

This policy will be incorporated into the respective schools' disciplinary codes and distributed by the respective principals to all students.

## Student Expectations-General

### **ACADEMIC INTEGRITY**

Lake Mills Middle School 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 of LMMS 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 dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular, or other school work, so as to give or gain an unfair advantage. Examples of cheating may include but are not limited to:

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

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

- 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,
- Falsifying scientific or other data such as scholarship application information for academic credit or award,
- Forgery of signatures or tampering with official records.

***Plagiarism:*** Plagiarism is defined as "to steal and pass 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 not limited to:

- The copying of the language, structure, ideas, pattern of thought, sequence of ideas, digital creations of another without proper acknowledgement.

### **Student responsibilities:**

- 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.



- To understand the academic integrity policy and individual staff member's assignment guidelines. It is the responsibility of the student to seek clarification if ambiguity arises.

**Teacher responsibilities:**

- To maintain and support the academic integrity of the school community.
- 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 such as calculators, search engines, notes and translators.
- To check student work for plagiarism through a variety of means including but not limited to Turnitin.com, etc.
- To report all violations to the building principal.

**Building Principal responsibilities:**

- To maintain and support the academic integrity of the school community.
- To make available to all students, staff, and parents a copy of the Academic Integrity policy.
- To administer fair consequences for violations and maintain appropriate records.
- To notify parents and appropriate school personnel of the violation and consequence.

**Parent/Guardian responsibilities:**

- To support the academic integrity in the school community.
- To become aware of the academic integrity policy and individual staff member's guidelines and expectations.
- To advise the student of the parent's expectations that the student will uphold academic integrity expectations.
- To support the consequences for violations as applied by the LMMS staff.

**Consequences:**

1. First Offense:
  - Zero points or F grade equivalent on a portion or all of the assignment.
  - Discipline referral to the building principal.
  - Notification to all advisors of student activities as appropriate and to parents/guardians.
1. Second Offense
  - Meeting with the parents/guardians
  - Additional consequences including, but not limited to, in school suspension, and/or community service.

-Created with the assistance of W.T. Woodson High School, 9525 Main St, Fairfax, VA 22031 (2006)

**ATTIRE**

**General Parameters:** Student attire should be appropriate and comfortable for a learning environment. Please keep in mind that the building is air conditioned. Students should not wear attire that attracts undue attention to the wearer or causes a disturbance or safety concern for the wearer, others, or can destroy school property. Clothing with advertisements for drugs (including tobacco and alcohol), decoration that is sexually explicit or vulgar, weapons, or gang-related material are incompatible with the school environment are not allowed.

During adolescence, students may undergo sudden growth spurts. Clothes that were appropriate in the fall may not be appropriate in the spring. We ask that the following be upheld to keep the environment professional:

1. Undergarments should not be showing
2. Shorts and skirts should be of a respectable length.
  1. Shorts: Fingertip length when thumbs are in hip crease.
  2. Skirts: Below fingertips OR short rule if shorts are worn underneath
3. Tank tops must be worn under transparent tops.
4. Tops that expose the midriff area are not allowed.
5. Shirts should have sleeves or a minimum of a two inch strap on tank tops.
6. Sleeveless t-shirts should not show undergarments or sides of the body
7. Students must wear shoes at all times.

*\*\*Students wearing inappropriate clothing will be asked to locate alternative clothing.\*\**

**Headwear/Coats:** All headwear and coats are to be removed when entering the building and may be placed back on while exiting the doors. Students should store these items in their lockers during the day unless students are on their way outside for lunch recess or class. Hooded sweatshirts are to remain off the head while in the building. Sunglasses should not be worn in the building unless medically necessary. Exceptions for special occasions may be made.

**Bags:** Student bags, including backpacks and purses, should be kept in student lockers during the day for safety and security reasons. Exceptions may be made by administration.

## **GRADING**

Grade reports are issued at nine-week intervals. Parents should contact teachers whenever there is a question regarding grades. At the midpoint of each quarter, grades are updated in family access. If parents receive a progress report indicating a deficiency, it is recommended they request a conference so improvement can be made before report cards are issued. Parent/guardian conferences are held at various times during the school year, once in the fall and once in spring. Parents are urged to call teachers at any time, however, regarding the academic progress of their child.

Each student also receives a citizenship grade.

(S+) Shows on-going respect toward others, demonstrates extra effort, maintains excellent attitude in class, models exceptional behavior, consistently uses class time wisely, shows interest and pride in work, makes positive contributions consistently and a pleasure to have in class.

(S) Makes positive contributions, cooperates consistently, demonstrates courtesy, demonstrates positive attitude, shows adequate or improving effort, models consistently good behavior, uses good organization skills.

(S-) Discourteous, needs to improve class participation, displays inattentive and indifferent attitude, needs to improve behavior, socializes inappropriately, chooses to not cooperate at times, needs to display more self-discipline, has difficulty staying on task, needs to improve organizational skills, needs to improve effort, has difficulty following directions.

(U) Disrespectful to self and others, chooses to be disruptive, seeks attention in a negative way, does not accept responsibility for choices, needs close supervision, consistently demonstrates poor attitude, display minimal effort, does not use class time wisely, comes to class unprepared.

**Incompletes:** A teacher may choose to give an "I" for a grade at the end of the quarter. This indicates an incomplete in that class and that there is still work that needs to be done in order to receive a grade. If the work is not completed in two weeks after the end of the quarter, the "I" grade will become an "F".

**Honor Roll:** *6<sup>th</sup>-8<sup>th</sup> grade students* who have a grade point average between 3.00 and 3.49 will be on the Honor Roll. Those having between a 3.50 and 4.00 will be on the High Honor Roll. Students who have an incomplete at the end of the quarter will receive an "I" grade. Their cumulative grade point average cannot be calculated until a grade is given in the incomplete course. Honor Roll students receive a certificate at the end of the school year.

**Promotion and Retention:** If a student fails an academic class for 3 or more quarters or fails a course for the year, the student will be required to have regular conferences with the principal, meet with the teacher(s) of the course(s) they are failing and develop a plan that may include completing additional coursework in the form of passing a summer school course or retaking the course. Parents will be notified in writing of their child's academic standing if this is the case. Students who fail 3 or more academic courses will be subject to grade retention. 8<sup>th</sup> grade students must meet the criteria outlined in Board Policy 730, which is available in the middle school office.

## **PASSES**

**Passes:** Students who are out of a class for a specified reason should have a pass to re-enter class.

**Visitor and Guest Passes:** If a student wishes to have another student as a guest, the office must approve the visit at least 24 hours before the visit. Visiting students are required to report to the office for a pass and visitation limited to less than one-half day. Adult visitors who may interact with students are required to have a current background check on file and should check in at the office upon arrival. Adults visiting during the lunch hours will be asked to alternative location and wear a guest pass.

## **SCHOOL MATERIALS**

**Lockers:** Each student will be assigned a locker which is equipped with a combination lock. It is very important that the combination not be given out to others and that lockers are kept locked at all times. The school will not be liable for losses that may occur. Lost or stolen books will be the responsibility of the book owner. Lockers are the property of the Lake Mills School District and are subject to inspection by authorized school personnel. Students automatically assume entire responsibility for the contents of their locker. Costs for repairs of damaged lockers may be assessed to the student.

**Textbooks:** Students are responsible for textbooks assigned to them by teachers. Each book has a number. Students are responsible for turning in the books originally assigned to them. It is a good idea for students to keep a list of their book numbers. Fines are issued for books which are not returned or are returned in a damaged condition.

## **PERSONAL ITEMS**

**Bicycles, skateboards, scooters:** Skateboards and scooters that are brought to school will be put in a designated area in the office during the school day. If a student brings a bike to school it should be parked in the bike rack and locked. The school is not responsible for lost or stolen items. Students may ride in the parking lot only when arriving or leaving school. Students should not ride on the campus lawns or sidewalks. Students should also be acquainted with city rules regarding their use in Lake Mills.

**Cell Phones/Personal Electronic Devices:** Students are permitted to possess a cellular phone, personal digital assistant, personal music/video/gaming device, camera, or other personal electronic device with communications functions or the capability to capture/record voice or image information, (collectively with this policy, "Device" or "Devices"), provided that the Device remains stored, powered off and unused:

- throughout the educational day that has been established for the applicable school
- in a school bathroom, locker room or other similar private dressing area at any time
- at such other times as have been identified in advance by a school-issued policy, rule or directive

Such a Device shall be considered stored if it is outside of view and reasonably secured in a locker, backpack/purse or pocket. Any headphone, ear piece or similar equipment associated with a Device shall also be stored and not worn. Exceptions may be made by the teacher or supervisor.

Students who bring any Device to school do so at their own risk. The Lake Mills Area School District shall not be responsible for the safety or securing of personal electronic equipment that students choose to bring to school.

Any student who possesses or uses a Device and/or associated equipment that is not stored, that is not powered off, or in a manner that violates this Board Policy or any other policy or school rule shall be subject to consequences (see chart below), including, but not necessarily limited to, disciplinary action, required surrender of the Device, and/or potentially having his/her right to possess a Device at school further restricted by the school principal or his/her designee. The district may examine the Device and search its contents if there is a reason to believe that school policies, rules or regulations have been violated. In any case where a Device is confiscated by a school, the Device shall be returned to the student or to a parent/guardian at an appropriate time.

<p><b>1st Offense</b> Device is taken away, given to the office and returned to the student at the end of the day.</p>	<p><b>2nd Offense</b> Device is taken away and stored in the office. Parents or guardians must pick up the device.</p>	<p><b>3rd Offense</b> Student is not allowed to bring devices to school. Parents may request that a student keep the device in the office to be used for after school needs.</p>
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Use of a Device is subject to the provisions of the Lake Mills Area School District Acceptable Use Policy.

Exceptions to this policy are outlined in the complete Board Policy.

**Lost and Found:** Any lost or found items should be reported the office immediately. Prompt reporting allows the office to potentially locate the item on video. The office will keep items until students and parents have had sufficient time to claim them, but will dispose of items on a monthly basis because of the amount of unclaimed items. Students should not bring valuable items to school.

**PROCEDURES FOR OTHER ACTIVITIES**

**Elevator Usage:** Students should not use the elevator without the permission of school personnel. Staff will typically allow use of the elevator when a student has a doctor-verified injury or needs to carry something large or heavy between floors. Students who use the elevator without permission may be subject to discipline.

**Lunch Room:**

- Common courtesy and manners are expected in the lunchroom. Students who abuse the facilities or show disrespect to others may have various lunch privileges suspended.

- Sack lunches may be brought and eaten in the cafeteria and there are microwaves available for student use. *Healthy lunch choices are strongly encouraged.*
- Lunch payments may be made in the office or online.

**Outdoor Recess:** For the safety and enjoyment of all students, the following guidelines have been established for outdoor recess:

- Go outside only after the playground supervisor has gone out.
- Do not sit on or slide down the stair railings.
- Tackle type games are not permitted.
- Be safe and respectful of others' property.
- Playground supervisors will indicate when it is time to come in for class.

**Study Hall Expectations:**

1. As a general rule, students should remain in SH for the entire period. Only for special circumstances should they leave. Teachers may set a limit on the number of students who may be gone for other reasons (bathroom, locker, etc.) so that there is minimal passing in the halls.
2. If students need to see a teacher, they should get a pass from the teacher BEFORE SH and present it to the study hall teacher.
3. Students should not be using the computer lab unless supervised by a teacher.

**Telephone Use:** Students may use a teacher's phone or the office phone to call home in an emergency. Students will only be called out of class for an emergency. Incoming phone messages will be taken for students and given to them before school, during lunch time or at the end of the day. Plans for after school should be made in advance.

## **Activities/Resources**

### **ACTIVITY/ FAMILY NIGHTS**

The middle school holds Activity Nights for students in grades 5-8. There is an admission charge of \$5 and snacks are available for purchase. Activity nights run from 3:30 p.m. to 5:30 p.m. All school rules apply at Activity Night. Only students currently enrolled at the middle school may participate. Guests are allowed with prior permission from the principal. Guests without prior approval will not be admitted. Times and activities vary and notice will be sent home regarding available family nights.

### **LIBRARY POLICIES & PROCEDURES**

The mission of the Lake Mills Middle School Library Media Program is to assist students in the development of the skills necessary for independent life-long learning. Emphasis is placed on the appreciation and enjoyment of literature and the motivation of reading for pleasure as well as for information.

**Book Check-Out:** All items leaving the library must be checked out. A total of 15 items may be checked out at a time. The Loan Period is 21 days from check out.

**Overdue Items:** Students must return overdue items. Once a student has 2 or more overdue items, they must return overdue items before checking out more,

**Library Hours:** M - F 7:45 a.m. - 3:30 p.m. Individuals need to show the Librarian a signed pass from their teacher when they enter the library. No passes are needed before 8:00 a.m. or any groups coming with their teacher. The library opens for the school year sometime during the end of the first week of school and closes two weeks before the last day of school.

## **HOMEROOM**

Students at the middle school get the opportunity to meet with their advisory teacher on a regular basis. A child's advisory teacher is the initial and primary contact for parents when they have a concern regarding their child. Advisory time is daily and includes a variety of activities.

## **SCHOOL COUNSELING PROGRAM**

Lake Mills Middle School provides a comprehensive, developmental school counseling program addressing the academic, personal/social, and career development for every student in grades 5-8. School counselors are essential advocates who continuously provide ongoing support to maximize student potential and academic achievement. In doing so, the school counselor develops collaborative partnerships across the learning community to help all diverse students overcome middle school challenges. The school counselor meets with students on a regular/weekly basis through individual counseling, group counseling, and classroom guidance. Students who are seeking for support may stop by the counseling office at any time or they may make an appointment with the counselor throughout the school day. Families and teachers may make referrals as well.

## **OTHER MIDDLE SCHOOL OFFERINGS**

- v Art Competitions
- v Math Meets
- v Solo and Ensemble
- v Sports
- v Student Council
- v WEB
- v Yearbook