

**SCHOOL DISTRICT OF LOMIRA**

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Theresa: (920)488-2181, Fax: (920)488-2722

**BOARD OF EDUCATION**

Lee Bleuel	Tom Jaster	Kristen Mielke
Eric Bloohm	Steve Luedtke	Rick Welak
Edward Feucht	Rose Metke	Robert Wondra

**SCHOOL ADMINISTRATIVE PERSONNEL**

<b><u>Name</u></b>	<b><u>Position</u></b>
Drost, Jennifer	Bookkeeper
Krapfl, Ann	Asst. Bookkeeper
Larsen, Ann	Administrative Secretary
Lloyd, Robert	District Administrator, 6-8 Principal
Michels, Brenda	K-8 Administrative Assistant
Schaefer, Sandra	4K-5 Principal
Vodak, Tami	4K-5 Administrative Assistant

**MISSION STATEMENT**

The mission of the School District of Lomira, a rapidly growing visionary district, is to guarantee an education that allows students to compete in a global community by providing optimal opportunities for individualized instruction in a trusting environment of mutual care and respect, by taking advantage of technological advances, and by effectively utilizing business and community partnerships.

**BELIEF STATEMENTS**

Each student is a unique, talented human being.  
 Students have a right to be in an environment conducive to learning.  
 Student talent and achievement must be recognized, developed and reinforced.  
 Students achieve at different levels and speeds according to their social, economic, emotional and intellectual background.  
 Education encompasses nurturing the academic, social, physical, emotional, and psychological development of each student.  
 Learning is a process important to the future happiness and success of the individual.  
 Joy and humor are valuable in education.  
 Education is a lifelong, shared vision with responsibility and commitment between students, faculty, and community.

**The School District of Lomira** is an equal opportunity employer. The Board of Education does not discriminate in the employment of professional staff on the basis of the Protected Classes of race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in

any communication with the employer about religious matter or political matters, or any other characteristic protected by law in its employment practices.

#### **ABSENCE CALLS**

Parents or Guardians please call or send a note to the K-8 Office in advance, for any anticipated absence (family vacation, funeral, medical/dental appointments, or religious observance). This will help us make any special arrangements for your child in a timely fashion. For illness, unexpected absence or emergencies, parents must call the school as soon as possible, between 7:30 and 9:00 a.m. If you need to speak to the secretary, call Brenda Michels at 269-4396, extension 101. Please provide the following information:

- Your child's name (please spell the last name).
- Teacher's name and grade level.
- Reason for absence and possible return date.
- The date you are calling in.
- A phone number to call should we need further clarification.

#### **ATTENDANCE INFORMATION**

Good attendance is the beginning of a good work habit, one that students will take with them into the world of work. When a student misses a day of school, he/she also misses the discussion and social interaction, which took place in the classroom. That valuable interaction is lost forever. Students must be in school for at least four class periods in order to participate in a school function beyond the school day.

#### **State Attendance Law**

The Wisconsin State Legislature has passed a revised Attendance Statute (Section 118.51). It still holds the parent or guardian responsible for ensuring that their child is in attendance regularly until the child's 18<sup>th</sup> birthday. The change from previous years is that in order for the absence to be considered excused, the parents must notify the school prior to the child's absence. Additionally, as stated above, in Lomira Middle School all absences must be verified by written notification within one full school day after the absence or the absence is considered "unexcused". A complete Attendance Statute policy is on file in the K-8 school office and the administration office.

#### **ABSENCE POLICY**

Lomira's attendance policy states that acceptable reasons for absences from school include personal illness, death in the family, family vacations, deer hunting, compelling family needs, religious observance, quarantine, impassable roads, extreme weather conditions, necessary court appearances, medical appointments, school sponsored activities, and state tournaments. **Some of these reasons are acceptable only with prior approval (such as school-sponsored activities or vacations). The Principal's determination in any given situation is final.**

#### **ABSENCE – PREARRANGED PROCEDURE**

If you are aware of an upcoming absence, please send a signed note from home to the office prior to the start of that school day. A "permission to leave slip" will be issued. At the time of departure, your child should first present the slip to the teacher, visit the office and sign out. When your son/daughter returns, he/she should come to the office and sign in to get a pass to re-enter class.

### **ACCIDENTS OR ILLNESS**

If your child has an accident or becomes ill during the school day he/she should inform his/her teacher immediately. If the teacher determines that your child needs to see the Nurse he/she will be sent to the Nurse's office or school office. If the nurse assessment shows your child should not be in school, you will be contacted and asked to pick up your child. If your child does not seem seriously ill, we will suggest a short rest before returning to class.

### **ASSIGNMENT NOTEBOOKS**

Every student will receive an assignment notebook at the beginning of the school year free of charge. Students are required to use the assignment notebook, as it is an excellent organizer. Teachers incorporate the assignment notebook into their class requirements, if a student loses their organizer, they will have to purchase a replacement for \$7.00. The notebook is also an excellent vehicle to enhance home-school relations by promoting communications between teachers and home. Parents, please remember to check the assignment notebook regularly to insure students are keeping up with required work, tests, due dates, etc.

### **AWARDS: ACADEMIC RECOGNITION**

Following each quarter students will be recognized for their accomplishments. These are serious events whereby students are recognized by faculty and administration before their peers for accomplishments in academics, citizenship, and other school activities.

### **BEHAVIOR EXPECTATIONS**

Each teacher will post, explain and remind all students of the expected behaviors in his/her classroom. Some teachers may have additional expectations. Teachers will explain their expectations and the consequences for positive, as well as, negative behavior.

Appropriate behaviors are expected at home, at work, and in dealings with each other. Our expectations for children are similar to those expected in any work place.

### **PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)**

In order to provide an effective structure for classroom management, each individual teacher will share with you their classroom management system early in the year. These structures may vary from class to class and grade level to grade level. The most important part in lowering classroom management problems is to have a high quality professional teacher in the classroom; that, in our opinion, is the greatest variable.

PBIS provides a system of positive support systems that we'll be sharing with students starting on the first day of school. We will consistently reinforce positive behavior throughout the year in a variety of ways. We will be focusing on those students who are meeting our expectations and try to give them that positive attention. However, we do understand that some students will still chose to misbehave from time to time. We do have a plan for those as well. We will focus on TEACHING correct behavior and develop empathy for victims who were wronged.

In addition to teaching expectations, and building a positive relationship with your child, there are times when behavior will disrupt the learning environment. When this occurs, it shall never be a teacher's intention to humiliate, embarrass, or degrade a child! Such behavior will always be addressed but it will always be done in a matter-of-fact tone, with respect, and little disruption to the rest of the class and the instruction. Teachers will follow the flowchart that details the severity of the incident, major and minor lists have already been identified. Major incidents will be directed to the office while minors will stay in the classroom and could end up notifying the parents, based on severity. At each step we try to identify the possible reasons and contributors to the behavior including time, place and others involved and address the issue appropriately with the information that we have at that time. That information will be logged into our PBIS software data package, SWIS, and reviewed monthly at staff meetings to drive our behavioral emphasis for that month.

### **BOMB THREATS, FIRE ALARMS, AND 911 CALLS**

Regardless of the reason for a fire alarm or bomb threat, everybody in the building must exit when that alarm is sounded. Any student who reports a false bomb threat, or false fire alarm will be suspended from school, referred to the police, and recommended to the Lomira Board of Education for expulsion from school. 911 calls will also be treated in a similar manner. This would also apply to any student starting a fire or attempting to start a fire on school premises.

### **BULLYING**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as

stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is

prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined on page one. Some examples of bullying are:

- A.  
Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B.  
Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C.  
Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D.  
"Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1.  
cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2.  
cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3.  
cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and

4.  
the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

1.  
posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2.  
sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3.  
using a camera phone to take and send embarrassing photographs of students;
4.  
posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A.  
physically harming a student or damaging a student's property;
- B.  
knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C.  
creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

#### Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

#### Notification

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

#### Records and Reports

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

#### Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All



training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

### **CO-CURRICULAR ACTIVITIES**

We strongly support and encourage participation in these co-curricular activities because they have a very positive impact on student's success in school. The following co-curricular activities are offered to students. The respective coaches will provide team rosters and practice and game schedules.

#### **Athletics:**

#### **Girls:**

Volleyball  
Basketball  
Track  
Cross Country

#### **Boys:**

Football  
Basketball  
Track  
Cross Country  
Wrestling

#### **Forensics:**

Here is an opportunity to develop speaking skills in a creative and enjoyable manner. It includes: oral interpretation of prose and poetry, extemporaneous reading, serious and humorous declamation, story telling and play reading. Our school has a long and rich history of excellence in this area and invites all students to take part in this tradition.

#### **Student Activities Council:**

This is a proactive committee of sixth thru eighth grade student leaders whose purpose is to: Develop a meaningful social calendar (dances, parties, special days, etc.), a fund raising program to support a calendar of special events, a program of student recognition that promotes positive achievement in the areas of academics, athletics, character, and leadership, provide a meaningful and consistent communication vehicle between students, faculty, administration and develop an annual student yearbook. This council is a vital component to the overall operation of the school and student life. It is facilitated by a school employee and exists as a means for students to express their leadership characteristics and qualities in a positive and meaningful way. Only serious individuals who have both the time and energy to perform at a high level of organization and maturity should apply.

### **CO-CURRICULAR ELIGIBILITY**

BEING IN EXTRACURRICULAR ACTIVITIES IS A PRIVILEGE, NOT A RIGHT.

As a participant, students will need to earn this privilege by working hard on both academic grades and behavior in school, and on participation while in the sport or activity. Students are eligible to participate in co-curricular activities provided he/she did not fail (get an "F") in the grading period prior to or during that particular sport or activity season. For a student to regain eligibility after being determined ineligible, he/she must be passing all subjects.

Whether at home or away, students always represent the school. Students are expected to be responsible and demonstrate good behavior. School related behavioral problems may cause a student to become ineligible. For example, students are expected to serve detentions before attending any co-curricular activity. Students are always expected to follow the specific rules and procedures provided to them by their coach or advisor. If a student is suspended from school, he/she is ineligible to attend, compete, practice or participate during that suspension.

### **CODE OF CONDUCT**

The School District of Lomira recognizes and accepts its responsibility to create, foster and maintain an orderly and safe classroom environment, conducive to teaching and to the learning process. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate with the school to prevent or address problems. In order to meet these goals, the School District of Lomira has established a Student Code of Conduct. A copy of the complete policy is on file in each principal's office and in the school district office.

### **COMMUNICABLE DISEASE**

A communicable disease is a disease or condition that may be transmitted directly or indirectly from one individual to another. If your child has pink eye, scabies, lice, ringworm or any other condition that is deemed communicable, you will be called to pick up your child. They need to be treated and the School Nurse must check their condition before being admitted back on the bus or into the classroom.

Lomira School District has a "No Nit" policy regarding lice. This means that once you have treated your child for lice, before they can be allowed back into school, the school nurse must check them. If there are nits (eggs) present, you will be asked to take your child home and continue treatment until they are nit free. The nurse will discuss current methods that are effective. Feel free to call her with any questions. Please know that confidentiality is a high priority in these cases and the child and family will be treated with the utmost dignity and respect.

### **COMPUTER/NETWORK GUIDELINES**

As the School District of Lomira continues to expand upon educational opportunities provided by computer technology, it is imperative that disciplinary guidelines are in place to encourage proper use of computer systems. Various levels of discipline will be used relative to any student misuse and abuse of the computer network, software and hardware. These disciplinary levels will be applied based upon the severity of the infraction. The levels of discipline will be explained by the teacher/supervisor at the beginning of the year and periodically reinforced through the year. All students will be required to have a parent signed Internet Agreement on file prior to being given access to the internet.

### **CONCERNS**

Sometimes parents question a school practice or react to their child's comments about school. Should parents need or wish additional information or clarification, the following format should be followed:

1. Parents call the teacher about their concern and get first hand information from the teacher regarding his/her perception of the situation.
2. If required, parents and teachers work together to develop a plan to rectify the concern.
3. Have at least two follow-up sessions to see how the plan is working and make modifications if necessary. Use the plan!

4. After the first three steps, parents should call the principal if their concerns are not addressed to their satisfaction.
5. If, after meeting with the principal, parental concerns remain unsatisfied, contact the superintendent for further discussion.

#### **CONTACT INFORMATION**

Parents are reminded that it is important for the school to have your up to date phone numbers and email addresses. This information is used to give updates on school delays, closings and in emergency situations. To update this information you can use Skyward Family Access or call the K-8 Office.

#### **DISCIPLINE INFORMATION**

(Disorderly Conduct, Anti-Social (gang) Behavior, other forms of overt or covert harassment.)

The above-mentioned behaviors will be dealt with in a prompt and serious manner. Chronic harassing, disorderly conduct and anti-social behavior is frequently referred to the police. Harassment is an act or a series of acts that create a threat to another person. It includes striking, shoving, kicking, or any other physical contact or verbal threats of physical contact. It can also be various repeated acts that intimidate another person.

Disorderly conduct may include engaging in a violent, abusive, indecent, profane, boisterous or unreasonably loud conduct, which causes or provokes a disturbance. The Liaison Officer will be involved in these matters.

#### **DISCIPLINE CONSEQUENCES**

(For violating school rules, regulations or practices.)

The classroom teacher according to their individual classroom plan will handle most classroom rule violations and resulting disciplinary actions. If a student is referred to the principal, because of frequent or severe behaviors, more serious consequences may be imposed.

#### **DRESS CODE**

The policy of the Lomira School District states that the principal will use his discretion regarding the appropriateness of any clothing. Lomira Elementary/Middle School student dress or grooming should not:

- a. Affect the health or safety of any individual within the school: or
- b. Be disruptive to the learning process within the classroom or at any other school function.
- c. Distract from the primary mission of Lomira Middle School, which promotes high ideals related to conduct, education and study.

Student dress and grooming guidelines are:

- No students will be allowed to wear any clothing which is identified with gangs or gang-related activities (e.g., gang-related colors, insignias, hats/caps, jackets, etc.). Sometimes some gangs signify membership with the use of caps and jackets. Few, if any, of our students currently belong to gangs, but certain

apparel worn by our students does signify "status" amongst our student population. Making school a safe environment for everyone is a goal worth striving for. We must be proactive when it comes to preempting the influence of gangs in our schools.

- Students should bring warm enough clothing (i.e. sweatshirt, sweaters, etc.) for them to adapt to the variable temperature of a large building. For safety reasons (i.e. the ability to conceal materials), coats/jackets will not be allowed in classrooms.
- Clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity and/or illegal drugs are also inappropriate for the educational setting and will not be allowed.
- For the safety and security of all of our students, chains (usually used to link items carried in student's pockets with their pants/belts) will not be allowed.
- Backpacks and/or purses will not be allowed in any classroom or teaching station without the written request of both parents and the appropriate classroom instructor.
- All head coverings are not allowed. Head coverings include, but are not limited to caps, hats and bandannas.
- Clothing must cover all undergarments completely. Mini-skirts and short-shorts are discouraged, and if they are too short (do not reach the bottom of fingertips when arms are at your side), the student will have to change or cover them. Halter-tops are prohibited. The tops (shirts, blouses) that are worn must cover the front, sides and back of the upper body (from the middle of the shoulder blades down at a minimum, and meet (touch) the pants (trousers, jeans, shorts, skirt) at the waist when the student is standing straight and tall. If the top has spaghetti straps, the straps must be wide enough to cover undergarment straps. Leggings, or other spandex products may be worn, but must be covered by another garment, such as a long sweatshirt, or a pair of shorts. Attire that does not meet the standards, but is covered with see-through apparel is still prohibited.
- No roller blades or shoes with built-in roller blades may be worn in the school building.

It is recommended that students dress on the conservative side to avoid problems. Students found in violation of these administrative rules will be asked to change into approved attire immediately. If the school can solve the problem with a loaner T-shirt, it will. Students should not anticipate using school time to fix dress code violations. If students have to go home to change, they will be charged the time gone as unexcused on the first violation, and thereafter, charged unexcused and given a detention. Repeated violations may be punished by suspension.

The reasons for the above policy include, but are not limited to:

- Increased lost instructional time dealing with the disciplinary aspects of the "horseplay" associated with students violating each other's property.
- Difficulty with making eye contact and proper communication with students when they are not dressed properly or wearing some forms of caps and hats.
- Taking a proactive approach to potential gang activity.

- If coats and jackets are kept in locked lockers, it will be more difficult for students to conceal any objects that should not be brought into the school/classrooms or to remove objects that belong in the school/classrooms.

This policy shall be enforced during the regular school day and at all school activities sponsored during the regular school day.

### **ELECTIVE COURSES**

Electives are courses intended to give students a taste of a variety of subjects so they can make better decisions about High School course offerings in the future. 7<sup>th</sup> and 8<sup>th</sup> grade students select from many offered elective classes. Every attempt will be made to see that students get their prioritized courses as requested. Students will not be permitted to change elective classes after courses begin. Elective classes are scheduled during the 8<sup>th</sup> hour. All 7<sup>th</sup> grade students are required to take German (Exploratory). All 8<sup>th</sup> grade students are required to take Spanish (Exploratory).

### **EMERGENCY PROCEDURES**

(For fire, tornado, and intruder alerts.)

Emergency procedures will be practiced monthly for fire safety and on a periodic basis for tornadoes. Information specific to procedures that are to be followed will be posted in classrooms and explained by the teacher. For the safety and welfare of your child, we also have procedures in place to deal with intruder alerts or bomb threats. With the assistance of the Lomira and Theresa Police Departments, the staff has been serviced and knows the correct procedure to follow if necessary. **Any student choosing not to comply with any emergency procedure faces a major safety violation and may face a school suspension and a village ordinance citation.**

### **FIELD TRIPS**

Field trips are planned to enrich the school curriculum. Students and parents will be notified of all field trips and of any cost involved in advance of the event.

### **HARASSMENT**

Your learning environment shall be free from sexual harassment as defined as:

Unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature made by any member of the school staff to a student, staff to another staff member, or when made by any student to another student. Verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with a sexual or demeaning implication.

Unwelcome touching.

Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades or job.

### **HARASSING BEHAVIOR**

(How to deal with it.)

Respond assertively telling the person to "STOP", you don't like it" and walk away. Document the situation. (Write down the date, time and location where and when the situation happened and who did it.) Write down any other people/students who saw and

or heard it. Write down your assertive response. Keep this documentation. If the harassment is severe or does not stop, go to the adult in charge, your advisor or our Police Liaison Officer and tell them about the situation. Also, complete a Harassment and/or Bullying Report available in the office. If you are afraid to speak to your teacher or an adult, take a friend with you. Teachers, advisors and pupil service staff will keep parents informed of more serious forms of harassment. Severe situation will be referred immediately to the administration. Also, students are encouraged to fill out the Harassment And/Or Bullying Incident Report if they encounter intimidating behavior. These forms can be found in the Middle School Office.

#### **HOMEWORK**

Students should be prepared to work at least 50 – 60 minutes on homework nightly. Parents, if your child never has homework, or an excessive amount, email school to correct the problem. Contact your child's teachers or his/her advisor directly.

#### **HONOR ROLL**

The Honor Roll is figured on a grade point average. The Honor Roll is composed of students who have obtained a grade point average of 3.25 or better. Each quarter, cumulative grade points are computed and students are formally recognized for their academic accomplishments.

#### **IMMUNIZATIONS**

Records will be maintained on all students as it pertains to immunization history and we will update those records with information supplied by parents. The nurse must be informed of new immunizations to keep records current.

#### **INSURANCE**

The school district does not carry insurance on students. It is available at a low cost to parents. If you do not have coverage under a family health policy, we would recommend that you give serious consideration to this policy.

#### **LOCKERS**

Each student will be issued a locker and a school lock at the beginning of the school year. Students are responsible for their own personal belongings and those items belonging to the school that are under their care. The school is not responsible for the loss of any materials from a student locker. Students should use and remain in their assigned lockers during the school year. Students who lose their locks will be charged the full cost of a replacement lock which is \$5.00.

During the course of the school year it is the responsibility of the student that is assigned to a locker to report any/all damage that may occur. The interior of each locker is the responsibility of the individual student **BECAUSE THE LOCKER SHOULD BE LOCKED AT ALL TIMES.** Damage to the exterior should be reported to the K-8 office immediately after it is discovered. In most cases, the student may be asked to clean graffiti from the exterior of a locker/lockers to avoid additional vandalism. Any deliberate damage to lockers will result in that student being assessed an appropriate fine for repair. **REMEMBER, THAT THE LOCKER IS THE PROPERTY OF THE SCHOOL DISTRICT AND MAY BE INSPECTED AT ANY TIME BY AUTHORIZED SCHOOL OFFICIALS. (WISCONSIN STATUTE 118.325)**

Each year at Lomira, there are reports of "theft" from student lockers. These thefts have occurred both in the hallway lockers and in the physical education areas. In 95%+ cases the students that had items stolen did not have their locker locked. It would be foolish to believe that a lock will stop all theft, but it would certainly make it more difficult for the thieves. While locks don't stop all thieves, locks certainly deter theft. **THEREFORE, STUDENTS SHOULD ALWAYS LOCK THEIR HALL AND PHY-ED LOCKERS TO SECURE THEIR BELONGINGS.**

In order to slow down these thefts in the middle school, the following policies and recommendations have been established:

1. Students --- Do not leave valuables of any kind in your locker. If valuables must be brought to school, keep them in the office safe for the day. Remember that you are the one responsible for your personal property and items in your care (books, fund-raising items, co-curricular materials, etc.)
2. Students --- Keep your lockers locked at all times. This includes your gym locker. Do not tell your combination to anyone! If you feel that another student knows your combination, you may exchange your lock at the K-8 office.
3. Students --- If something is stolen, report it immediately! The longer you wait to report that an item is missing, the lower the odds of recovery.
4. Students -- Report anyone that you know is guilty of theft.
5. Staff --- Remind and encourage students to take care of their valuables.
6. Staff --- Do not leave your area of responsibility unsupervised and unlocked.
7. Coaches --- lock the locker rooms when you are not present. It is much easier to have a student wait for you than it is to explain the theft of their property.

### **LUNCH**

The school lunch program provides lunches to all students who desire them. The prices for lunches are: K-5: \$2.20; 6-8: \$2.45. Extra milk is \$0.25 per carton. The ala-carte lunch and any single priced items on the ala-carte line are available for 6-8 grades only. Any visitors wishing to purchase a lunch ticket can do so in the cafeteria for \$3.15.

An automated lunch payment system is used. Each student will have a food service account and will be able to automatically withdraw funds when a lunch is purchased. Each student will be given a 4-digit numeric code to enter into the computer in the cafeteria to pay for their lunch. Additionally, e-funds, an electronic program, is now available for families to pay their food service accounts online. Please see the district website for more information. Deposits to lunch accounts may be made daily from 7:30 a.m. – 8:00 a.m. in the K-8 office.

### **MEDICATION**

Parents, our school nurse must receive a written consent and specific instructions from you and a licensed physician before we can administer any prescriptions to your child. **Medications at school must be in the original pharmacy containers.** Unless absolutely necessary, medication should be taken at home. Non-prescription medications (provided by the parent) will not be administered by school personnel without your written consent. A record will be maintained of all medications given at school. Any prescription or

over the counter medication must be given to and distributed by the school nurse or designee. Medication forms are available online under "health services".

**Prescription medication is for the prescribed individual only!** Due to the increase of the abuse of prescription medication it is required that parents/guardians personally transport any medication that is to be given at school. Incidents of students asking for another's medication should be reported to administration immediately. Any misuse of prescription drugs (giving them away, selling, buying, taking, etc...) will result in suspension and potentially end with an expulsion hearing.

### **INHALERS**

6-8th grade students with asthma and other respiratory illnesses may carry their inhalers while at school. However, such students must have an asthma action plan completed by the pupil's physician and parent or guardian. Medication forms are available online under "health services".

### **MESSAGES**

It is not the responsibility of the K-8 office to deliver personal messages for students. Parents that need to contact their children in cases of an emergency may leave a message for them in the K-8 office. Students will be contacted as soon as possible. **Please do not call school regarding missed calls with caller ID.** If it is important, a message will be left.

### **NOON PERIOD**

(Closed Campus)

Parents and students are reminded that students are not allowed to leave the building or school grounds at noon or at anytime during the day unless special permission from the teacher and or administration has been obtained. A note is required from the parent or guardian if a student leaves the school for any reason during the school day. Closed campus means that we have somebody to watch over your child in a safe environment.

### **PARENT/TEACHER CONFERENCES**

Regularly scheduled parent/teacher conferences will be posted on the school calendars. Individual conferences with teachers may be arranged at any time during the school year. Parents are encouraged to call the school whenever they feel they need to communicate with members of the educational staff.

### **PTC**

(Parents and Teachers for Children)

Parents with children in school are automatically members of the PTC. The PTC is a parent volunteer group, which elects officers to run the organization. They hold monthly meetings and sponsor several special school and family events, assemblies, and guest speakers each year. They sponsor the school's fundraisers, which is the sole source of funds for supporting a variety of educationally enriching programs. Parental support is always needed and appreciated.

The PTC meetings are held in the K-8 Library on a monthly basis. Please see the PTC communications for dates and times of monthly meetings.



### **Fund Raisers**

Every attempt has been made by your PTC organization to reduce the pressure on families to buy a “product” from school that costs twice as much as you would normally spend on similar items. Therefore, your PTC has concentrated on no cost or no additional cost type fundraisers. Some examples of Lomira PTC fundraisers are:

**Scrip** – You can purchase Scrip gift cards from the PTC. Cards will be available for purchase on a weekly basis either before or after school or via scrip forms sent home with students.

**Freebies** – Collect **Campbell Soup Labels** and/or **General Mills “Box Tops for Education”**

Watch for more information on these and other cost free fundraiser ideas as time goes by. If you are aware of such no-cost fundraisers, please call us!

**Volunteers** – We are eager to involve community volunteers, that complete a volunteer form and background check, to our educational family. If you are interested in being a volunteer, please contact your child’s teacher, advisor, or principal. We need volunteers to act as mentors, to read with students, tutor, to assist students on projects, to chaperon events, etc. We are always looking for guest speakers on careers and particular special interests. If you have an interest you would like to share, please let us know. If you know of a retired friend or relative (grandpas, grandmas, uncles and aunts) who have talents to share such as reading to children, helping them with their facts or writing, or just like helping little ones, get their names to us and we’ll do the rest. **Volunteers, you are always welcome to be partners in our school!!**

### **PERSONAL ELECTRONIC DEVICES (CELL PHONES/OTHER DEVICES)**

Students who bring in electronic devices do so at their own risk. The Lomira School District shall not be responsible for the safety, security, loss or damage of personal electronic devices that students choose to bring to school. Investigation by school officials of loss, theft, or damage will be minimal unless it can be established that the student adequately secured the device, such as keeping it in a locked locker. The School District of Lomira does not provide personal property insurance of any personally owned wireless communication devices.

There is a phone in the K-8 office and each classroom. Students are asked to limit their calls to emergencies only. Parents and friends are asked not to call students at school except in cases of emergency. The phone in the office is to be used only under limited circumstances and only after receiving permission.

The use of **cell phones** are **prohibited** during the academic day and in the classroom setting unless requested, as part of a lesson, directly by the course instructor. Students that violate this rule will have their phone taken and will have the following consequences:

**1<sup>st</sup> offense:** Phone will be taken and can be picked up by the student at the end of the school day.

**2<sup>nd</sup> offense:** Phone will be taken and parent notified. Parents will need to pick up the device.

**3<sup>rd</sup> offense:** Phone will be taken and parent notified. The device will be returned after a parent meeting.

**USE OF PROFANE OR VULGAR LANGUAGE AND/OR GESTURES**

Students are not to use profane or vulgar language/gestures while in school or attending any school activity. Those violating this policy will have their parents contacted, may be suspended and/or reported to the police.

**PROMOTION/RETENTION**

The State of Wisconsin has mandated that all school district's design new promotion policies based on student performance on a statewide test and local criteria. Therefore, this fall, the promotion policies will indicate the criteria necessary for a child to be promoted from grade 4 to grade 5 and from grade 8 to grade 9. A copy of the Board policy will be available from the District office.

**PUBLIC DISPLAYS OF AFFECTION**

There is a time and place for everything. Students are not to display any degree of affection toward one another that is disruptive to the educational function of the school or its personnel. Parents will be informed in written form of such situations and will be asked for their cooperation in directing their youngster's behavior toward more appropriate degrees of public behavior.

**REPORT CARDS**

Grades are based on progress towards success in achieving established subject-by-subject objectives. Report cards are posted to skyward online at the end of each quarter.

**SCHOOL CLOSINGS**

When school must be cancelled or delayed due to severe weather or other unforeseen reason, the decision will be made by the Administration as early as possible. Mass texts and emails will be sent. Notice will be broadcast over local radio and television stations.

**SCHOOL DAY**

(Start, end and early dismissal times.)

Students should arrive at school no earlier than 7:45 a.m. and leave school grounds promptly at 3:15 p.m. when dismissed from class. If prior arrangements have been made with a teacher, students will be permitted to arrive or depart at other times. On early dismissal days, buses will load for the return ride home at 12:30.

**SCHOOL VISITS/VISITORS**

School visits by parents or guardians are always fun and exciting for the child and adults. It is a super way to maintain a strong relationship between family and the school. Parents are always welcome to visit their child's classroom. However, prearrangements with the teacher must be made before the visit. For security reasons, we make certain that only supervised entrances are open to the school during the school day. Visitors, including parents/guardians, must report to the school office, check in, and wear a visitor badge. Teachers will report anyone not wearing a visitor badge to office personnel. If a student wishes to bring a friend or relative to school for the day or portion of the day, he/she must make such a request **at least one day** in advance to the principal. Middle school dances can only be attended by students enrolled in Lomira Middle School.

### **STUDY HALL PERIODS**

Students will have study time to complete work or unfinished classroom assignments. Using this time wisely, will save students hours of homework. Students are required to bring work to complete or appropriate reading material to study hall and will be assigned a seat. Appropriate behavior is expected during study hall periods. Students may leave a study period for music lessons, faculty visits for extra help, or to visit the Library or computer lab by first securing a pass from a teacher. The number of students allowed to visit the Library or computer lab is determined by the Library/Media Specialist and is based on the space availability and your behavior.

### **TARDINESS**

Students are to report directly to their appropriate class when they are late. Explanations are to be given to the individual classroom instructor for consideration. Each individual instructor will handle unexcused tardiness. **Students with three or more unexcused tardies per individual subject area will be reported to the office immediately for parental notification.**

### **TRUANCY**

Wisconsin Statute 118.51 states, "An habitual truant is defined as a student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester." This means that if you are truant, your parents will be informed of the situation and a meeting established with them within 5 days. When efforts to reduce the truancy are ineffective, you will be referred to the Lomira Police Department who in conjunction with the school administration will refer you and parents to the Dodge County Juvenile Court and Dodge County Human Services.

### **VANDALISM**

If you damage school or another student's property or materials, you are responsible for paying the repair or replacement costs. Vandalism of any kind is major rule infraction and carries with it a severe penalty. Please report vandals to your teachers if you see them. This is your school, help all of us keep it safe and clean.

### **VENDING MACHINES AND CLASSROOM FOOD OR BEVERAGES**

Vending machines will be turned off during the periods that classes are in session. Middle School students should only use vending machines after school hours. No food items are allowed in the commons before school. Student eating and drinking products other than water in the regular classroom is prohibited. No glass containers are permitted in the school for safety reasons.

### **WEAPONS**

No person shall possess or use a weapon or look-alike weapon in school buildings, on school premises, in a district-owned vehicle or at any school-sponsored function or event.

**A weapon is defined as an object, which is used or intended to be used to inflict bodily harm. A look-alike weapon or an object, which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose, also falls within the scope of the definition.**

The following are two exceptions to this policy:

1. Weapons under the control of law enforcement personnel, and

2. Weapons that are registered and handled in a legal manner for the purpose of education as authorized by the principal and/or police liaison officer.

Weapons confiscated from a student shall be reported to parents/guardians and to law enforcement authorities, and disciplinary measures may include immediate suspension and referral to the Board of Education for possible expulsion from school.

Employees violating this policy shall be disciplined in accordance with employee policies and shall be referred to law enforcement officials for prosecution.

Any other persons violating this policy shall be referred to law enforcement officials for prosecution.

This policy shall be published annually in all district student and staff handbooks and in the school newspaper.

### **PROHIBITED ITEMS**

The following items are prohibited in school buildings and on school grounds, on school transportation, or at school events at all times;

1. Weapons, including all type of firearms, knives, bow and arrows, wrist rockets, chains, and fireworks of any type, even if legal in Wisconsin.
2. Laser pointers and all types of water and liquid propellant devices, including aerosol cans and similar devices, pepper spray and all camouflaging scents, liquid or other;
3. Skateboards can be used as a mode of transportation to school. However, they should be picked up and carried when on school grounds. Skateboarding on school grounds is prohibited.

### **AUTHORIZED INSTRUCTIONAL AND WORK-RELATED EQUIPMENT AND TOOLS**

The severity of the suspension/expulsion will also be based upon the intentional and reckless use of the weapon or look-alike weapon by the student who may jeopardize the health and safety of students and staff. While this policy represents a "no tolerance" position on weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. Examples of this exception include the use of table knives in the cafeteria for eating purposes, the use of knives and scalpels in the science classroom for lab demonstrations and the use of tools in the shop for various instructional purposes. **IT IS IMPORTANT TO NOTE THAT COMMON SENSE AND REASON WILL BE THE GUIDING LIGHT AS THE LOMIRA BOARD OF EDUCATION DELIBERATES THE MERITS OF EACH INCIDENT AND SITUATION.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant  
Secretary for Civil Rights  
1400 Independence  
Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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