



Lodi Middle School

Parent-Student Handbook

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Welcome to the 2019-20 school year! The staff of Lodi Middle School work to provide great opportunities for all students to learn and grow. Our goal is to provide every student with a safe and caring environment that allows for high achievement and intellectual, social, and emotional growth. By establishing high expectations for our students and staff, we have built the foundation for developing skills necessary to be successful in middle school and beyond.

An essential part of school success is effective communication. Students, staff, parents, and community members all play a role in that process. The middle school strives to communicate in a variety of ways (print, electronic, personal contacts) but it is only effective when lines of communication flow in both directions. With this in mind, I am hopeful everyone will find the most effective means to provide feedback so essential to school and student success.

This parent-student handbook is another way in which we can support the process of communication. It is designed to clarify the roles, responsibilities, and expectations that will ensure the success of our students at Lodi Middle School. I ask everyone to take the time necessary to familiarize yourself with the handbook and use it as a reference tool. With this in mind, parents and students will need to indicate as part of the online registration process that they have reviewed the contents of this handbook.

It is an honor and privilege to serve as principal of Lodi Middle School. I continue to appreciate and be impressed with the dedication of our staff and support of our parents in supporting the best interests of students. Please feel free to contact me directly anytime during the school year if I can be helpful in any way or to share your feedback.

Respectfully,

Mr. Joe Prosek
Lodi Middle School Principal

DAILY TIME SCHEDULES

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6 th Grade	
Period 1	7:58-8:43
Period 2	8:46-9:29
Period 3 - BREAKFAST	9:32-10:21
Period 4	10:24-11:07
Period 5 - LUNCH	11:10-11:40
Period 6	11:43-12:26
Period 7	12:29-1:13
Period 8	1:16-2:00
Period 9	2:03-2:47
Period 10	2:50-3:15
7 th Grade	
Period 1	7:58-8:43
Period 2	8:46-9:29
Period 3	9:32-10:21
Period 4 - BREAKFAST	10:24-11:07
Period 5	11:10-11:53
Period 6 - LUNCH	11:56-12:26
Period 7	12:29-1:13
Period 8	1:16-2:00
Period 9	2:03-2:47
Period 10	2:50-3:15
8 th Grade	
Period 1	7:58-8:43
Period 2	8:46-9:29
Period 3	9:32-10:21
Period 4 - BREAKFAST	10:24-11:07
Period 5	11:10-11:53
Period 6	11:56-12:40
Period 7- LUNCH	12:43-1:13
Period 8	1:16-2:00
Period 9	2:03-2:47
Period 10	2:50-3:15
<i>Please refer to your child's schedule for specific class sequence.</i>	

1. MIDDLE SCHOOL PHILOSOPHY

The philosophy of Lodi Middle School is based on the knowledge that the characteristics and needs of middle school students are unique. During this developmental stage called early adolescence, students experience periods of rapid physical, social, and emotional growth. Our middle school curriculum is designed to recognize and foster the individual student's needs to develop a positive personal identity, to begin the formation of future goals, and to develop a healthy value system.

The years of early adolescence are a time of transition from elementary school to high school. We have developed a gradual individualized process to help our students make this transition as successfully as possible. As we create an environment that provides stability, promotes self-confidence, and is sensitive to individual student's needs, we will be accomplishing our goal of helping young adolescents grow and mature at a rate that is best for them.

Student Nondiscrimination - It is the policy of the School District of Lodi that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extra-curricular, pupil services, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or qualifying disability. Complaints regarding this policy should follow the procedure outlined in the School District of Lodi's Board Policy #154, Discrimination Complaint Procedure, which can be found on the School District of Lodi's website at www.lodi.k12.wi.us.

Special Education Programs - The School District of Lodi provides special education programs for students with disabilities. These students are identified with a disability under state eligibility criteria by an IEP (Individual Educational Program) team and demonstrate a need for services. This process includes individual assessments and an IEP team meeting to determine eligibility. Each student identified with a disability has an IEP developed to meet his/her specific needs. It is the philosophy of the District to serve students in the regular classroom with support as much as possible. Students may also receive supplementary instruction or support in the special education classroom.

Disability areas as defined by state and federal law include speech and language, emotional/behavioral, cognitive, and specific learning disabilities; hearing, vision, other health, and orthopedic impairments; autism; and significant developmental delays (for children ages 3 to 6 years). Students identified with disabilities may qualify for related services such as physical and occupational therapy.

It is recommended that prior to making a referral, parents should talk to the child's teacher or counselor about their child's needs. Parents, staff, medical and social services personnel may refer a child, however the parent must be informed prior to making the referral. Referrals of a child residing in the School District of Lodi should be made to the child's building Principal, School Psychologist, or Director of Student Services at 592-3851.

The School District of Lodi is in compliance with procedures related to Section 504 of the Rehabilitation Act.

2. COMMUNICATION

Quality communication is necessary for a school to operate effectively. This handbook is a first step in that communication process. You will also receive other written communication including a report card at the end of each semester and Parent-Student-Teacher Conferences per scheduled times. **Parents have access to the Parent Portal of Infinite Campus, the district's student information/grading system.** However, parents should feel free to contact a teacher at any time if they have questions or concerns about a student's progress. If something doesn't seem quite right to you, please call!

A vital form of home/school communication is your son/daughter's STUDENT PLANNER. It is an assignment notebook in which teachers will have the students record their assigned work and long term projects. We encourage you to work with your son/daughter by checking their planner. If students lose their planner, they must purchase a replacement for \$4.00.

Parents may call and leave emergency messages for a student, BUT they should not request that students be called to the phone from classes except in an EXTREME emergency.

A phone is available in the office to students for school related calls and for emergency use.

3. PAC – Parent Advisory Committee

The Parent Advisory Committee will meet periodically throughout the school year. The focus of these meetings is to provide an opportunity for middle level stakeholders to meet, exchange, and discuss information and ideas related to improving communication and the learning experience at Lodi Middle School.

4. STUDENT ATTENDANCE POLICY

Excused absences include illness, death in the family, family health emergency, religious holidays, routine medical appointments and family vacations. A preapproved excused absence is granted up to a total of ten (10) days per year if the parent/guardian notifies the school before the scheduled absence. It is preferable that parents make a written request at least two (2) school days in advance of the expected absence.

Appropriate discipline procedures shall be utilized in cases of unexcused absences as identified in each building's student/parent handbook. Students bear the responsibility for making up assignments in accordance with procedures outlined in each building's student/parent handbook. Suspensions for disciplinary reasons are considered unexcused absences but will not be counted when considering cases of habitual truancy under Wis. Statutes s. 118.16(l)(c). In accordance with Wis. Statute 118.15, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age or graduate.

The building principal or the principal's designee at each of the District's schools is designated to deal with matters relating to school attendance and truancy. The attendance officer of each school shall determine daily which pupils enrolled in the school are absent from school and whether that absence is excused. Because the School Board realizes the value of regular attendance in enabling students to profit from the school program, it shall be the policy of the School District of Lodi to require regular and punctual attendance of all students. 118.15, 118.155, 118.16, 118.162, 118.163, 118.18, 948.45 Wis. Stats.

- A. Notifying School of Absences:** On the days of absence, parents/guardians should contact the school by email or telephone before 9:00 A.M. Call 592-3854 anytime to leave a message on our automated telephone system, or you may speak directly with a school secretary between 7:30 A.M. and 4:00 P.M. It is the parent/guardian's legal responsibility to assure student attendance at school. Students are expected to be in school every day that school is in session. Parents may request an excused absence, but the school has the legal right to decide whether an absence request will be excused or unexcused. **It is highly recommended that when students miss school due to a medical appointment they provide a note stating such from the provider.**

Students MUST attend half of all scheduled periods of the day in order to attend practices and/or scheduled activities. Exceptions may include doctor's appointment, family funerals, or pre-approval from the principal. Students who are to perform in an evening graded music concert must have permission from the principal and director to be absent for any part of that school day. On a day a student is suspended from any or all classes, he/she may not participate in or attend any co-curricular activities or practices.

- B. Make-up work:** Make-up work will be expected for all absences. Students MUST complete and hand in their make-up work by class time on the day the make-up work is due.
- In the event of a prolonged absence that is not pre-approved, please contact the office so that work can be collected.
 - Students will have a period of time equal to the number of days they were absent plus one additional day to complete make-up work, except in cases of pre-approved absences.
 - For pre-approved absences, students **MUST** complete and hand in the assigned work upon returning to school.
- C. Unexcused absences:** If the school principal or his/her designee has not received a request at least two (2) days in advance of a pre-arranged absence from the parent/guardian, except in cases of illness, death in the family, family health emergency, approved religious holidays or school sponsored trips, the school district may consider the absence to be unexcused. In other cases, prompt notification (usually within 24 hours) of absences is expected. Unexcused absences may result in detention or suspension depending on the amount of time missed. Therefore, when in doubt, it is always best to discuss any planned absence with the principal prior to the absence. NOTE: Not reporting to the office when becoming ill in school or leaving school without parent and office permission is considered an unexcused absence.
- D. Excessive absences:** The accumulation of ten or more absences (excused or unexcused) may result in a parent contact by the principal, Dean of Students, teacher, school nurse or counselor. A meeting may be arranged, and additional documentation, such as a doctor's note, may be required.
- E. Truancy:** If a student has an unexcused absence for all or part of one or more school days, he/she has met the legal definition of truancy. If a student has accumulated unexcused absences for all or part of five (5) or more school days on which school is held during a semester, he/she is habitually truant. In such cases, the school is required to report these students to authorities for possible court action and fines.

5. TARDINESS

Being late to class not only creates a problem for the student, but also disturbs the entire class. Students are expected to be inside their respective rooms before the time designated for class to begin. If a student has been detained in the office or by a teacher during the school day, the student should obtain a pass from the person who detained him/her. Students will receive a behavior referral (detention) the third (3rd) time they have an unexcused tardy to a class and each time they are tardy after that during the term. At the beginning of each term the tardy slate is wiped clean, and the process starts over. If a student is 20 or more minutes late to school (unexcused), it will be recorded as an UNEXCUSED ABSENCE.

REMINDER: Over-sleeping or missing the bus results in an unexcused tardy/absence.

6. ARRIVING LATE OR LEAVING THE BUILDING/SCHOOL GROUNDS

A parent/guardian should send a note/email or call the office indicating the time and reason for each late arrival or early dismissal. Students MUST check in/out in the office. If you return during the school day, you must also check in at the office. If you become ill during the school day, notify your teacher first, and then report to the office. Not reporting to the office or leaving school without parent AND school permission is considered an unexcused absence.

Once you have arrived at school, you are NOT permitted to leave school grounds WITHOUT office permission. This includes BEFORE school and during lunch time. Leaving school grounds without permission from the office and signing out, is truancy and will result in a behavior referral.

Our official teacher work day is from 7:30 A.M. to 3:30 P.M. Students are asked NOT to come to school BEFORE 7:30 A.M. and are asked to leave by 3:30 P.M., unless they are under the direct supervision of a teacher, advisor or coach. Exceptions to this policy may be prearranged through the building principal.

7. PROGRAM AND CO-CURRICULAR OFFERINGS

GRADE 6	GRADE 7	GRADE 8
Language Arts Science Math Social Studies Physical Education Exploratory Block May Include: (7 weeks) Art, Technology Education, Computer Applications, Spanish, Health Electives: Band, Chorus, Life Skills, Tech Ed	Language Arts Science Math Social Studies Physical Education Health Electives May Include: Art, Business Concepts, Computer Applications, Life Skills, Technology Education, Spanish, Band, Chorus	Language Arts Science Math Social Studies Physical Education Electives May Include: Art, Business/Information Tech, Technology Education, Spanish, Band, Chorus, Life Skills
Activities May Include: Forensics PRIDE (Student Council) Wrestling FFA Book Club COL (Color Outside the Lines) Boys/Girls Cross Country Art Club, Spanish Club	Activities May Include: Forensics PRIDE (Student Council) FFA Girls Volleyball Wrestling Boys/Girls Basketball Boys/Girls Cross Country Boys/Girls Track COL (Color Outside the Lines) Art Club, Spanish Club	Activities May Include: Forensics PRIDE (Student Council) FFA Girls Volleyball Wrestling Boys/Girls Basketball Boys/Girls Cross Country Boys/Girls Track COL (Color Outside the Lines) Art Club, Spanish Club

A. Course Change Procedure

Student course enrollments direct our allocation for staff and therefore are considered firm in their commitments. However, we do recognize that circumstances do change and could justify a need for a change in an elective course selection. Parents who have a concern regarding enrollment in a specific elective class must first make contact with the classroom teacher to discuss the concern. If it is agreed between the teacher and parent that an elective course change may be needed, the counselor will be contacted and the elective course change will be considered based upon availability of space in classrooms. The timing of the elective class change request will also be taken into consideration. Changes may not be implemented until the end of a grading term unless approved by the Principal. If the parent and teacher are not in agreement on the need to change an elective course, the parent should contact the Principal.

B. Acceleration

If a student is being considered for acceleration, district policies and procedures must be followed.

C. Co-Curricular Program

The co-curricular program is available to all students who meet the eligibility requirements. Co-curricular activities provide many opportunities for students to develop skills, emotional maturity, responsibility, leadership and sportsmanship. Students must abide by the Co-Curricular Code of Conduct to participate in co-curricular programs (See Co-Curricular Code of Conduct Handbook for more specific information).

8. GRADING POLICIES

The following grading scale is used school wide:

A = 100-90% B = 89-80% C = 79-70% D = 69-60% F = 59%-Below
W = Withdrew from class I = Incomplete

- A. Unless prearranged with the teacher, all graded assessments, assignments and projects are to be completed by the assigned due date.
- B. Students who are unexpectedly absent from school will follow the established absence policy for classroom work completion.
- C. Unless prearranged with the teacher, all classroom assessments, assignments and projects given in advance of a pre-planned absence are to be turned in upon returning to school.
- D. Students who do not complete work by the assigned due date and do not have a prearranged agreement with the teacher will have a "Missing" recorded into the grade book. Teachers have discretion to assign alternative projects, assignments, or assessments to determine accurate student performance on required classroom objectives.
- E. Students with chronic incomplete or missing work (2 or more assignments or at the discretion of the teacher or grade level team) may be assigned to a required after school Academic Time Management (ATM) normally scheduled from 3:20-4:20 Monday through Thursday.
- F. Any student with an incomplete term grade will be ineligible for co-curricular activities and non-academic fieldtrips (outings) until the incomplete has been changed to a grade.
- G. Unless prearranged with the teacher, students who have not completed required classroom projects will be required to attend Academic Time Management (ATM) until the class work is completed to the satisfaction of the teacher.
- H. Projects and assignments may include rubric criteria for timely completion of work (i.e. loss of points if turned in past due date) if part of curriculum standards.

9. GRADE REPORTING

The district has implemented Infinite Campus, an online student information and grade book software. Infinite Campus has a Parent Portal to access your child's attendance, academic progress and assigned work. If you have questions regarding the parent portal, please contact Kris Wendorf, 592-3851, ext. 5483.

Digital report cards are posted to Infinite Campus four times each year. Report cards will be mailed two times each year – one at semester and one at end of year. If you would like all four report cards mailed to you, please contact an administrative assistant in the middle school office.

The purpose of the report card is to help students grow in their understanding of themselves and how they use their abilities to meet the requirements of the curriculum. It is also a means of communication with parents to inform them of their progress. If you have requested a report card be mailed, you will receive it approximately one week after the end of each nine (9) week grading term. D/F progress reports are mailed at the mid-point of each grading term.

10. HONOR ROLL

The Honor Roll is a list of students by grade point average (G.P.A.), which recognizes the students who have achieved a "B" average or better in one of the terms. Grades are given the following point values: A=4, B=3, C=2, D=1, and F=0. The following system is used: 4.00 G.P.A.= High Honors; 3.50-3.99 G.P.A.= Honors; and 3.00-3.49 G.P.A.= Honorable Mention.

11. PROMOTION/RETENTION POLICY

Promotion from grade to grade within the middle school to high school is determined on the basis of academic achievement represented by successful completion of the core academic subjects (communication arts, mathematics, science, social studies). Other considerations may be study skills, social development, physical development, problem solving abilities, and attendance. Each student with one or more core academic subject failure(s) for the year are considered for retention. Promotion and retention decisions shall be made consistent with state law requirements. The principal, dean of students, guidance counselor, and classroom teachers are key members of the committee responsible for assessing student progress and making promotion and retention decisions. Other specialists are included as necessary. Parent input is strongly encouraged throughout the process and parents/student are to be informed no later than the spring parent-teacher conferences that retention is being considered for the student.

12. MEDICATIONS AT SCHOOL

Please refer to the Health Services and Medication information that located on the district website under Parents/Health Services/Medication.

NOTE: Medication guidelines protect the students as well as the staff members.

- All prescription medications are kept in the main office in a locked medication drawer and monitored by office personnel.
- The Medication Consent Form must be completed. This is required for prescription as well as over-the-counter medications.
- It is not safe for students to carry or bring their own prescription medication to school. A parent or trusted adult should bring the medication to the school office in a properly labeled bottle from the pharmacy. (A sandwich bag with a pill is not acceptable.)
- If your child has the need to carry an epi-pen or inhaler, please alert the office using the appropriate Medication Consent Form. Also, it is encouraged that students keep a back-up dose (in the office) in case of an emergency.

13. MEDICAL EMERGENCIES

In the event a student is considered medically unstable in the school setting, the parent will be called to transport the child to an emergency facility or clinic. If we are unable to contact the parent, or if the parent is not able to reach school in a reasonable amount of time, the child will be transported to the nearest medical facility via ambulance. Each school building has a CORE team of individuals that work with the school nurse and are trained and certified in CPR and first aid. These individuals, along with administrators, are responsible for making these decisions when students are in school. We always attempt to contact parents when there is an emergency with their child. NOTE: Please update the school when parent contact information changes.

14. OUTINGS

Students who have met eligibility requirements for grading and behavior expectations will be invited to participate in an outing. This is a group activity planned to reward the students for their positive efforts and contributions to the middle school learning environment. Expectations and requirements for each outing will be shared with students at the beginning of each eligibility period. In most cases, failing grades or a behavior report resulting in an after school detention or suspension will prohibit a student from participating. Students who are ineligible to attend an outing or dance and who attempt to attend that activity (either at school or another venue) will become ineligible for the next activity. Students not participating in outings held during school hours are expected to attend school. Appropriate coursework or classes will be provided for them. Failure to meet the deadlines for turning in permission slips and money may result in ineligibility for the outing. Scholarships are available to families who may be experiencing a financial hardship. You are welcome to contact the Principal for more information. For the enjoyment and safety of all participants, students are expected to display positive behavior on any school sponsored field trip or outing. Should a student disregard this expectation, parents may be contacted to transport their student home from the event. In addition, the student may become ineligible for the next activity and/or receive other appropriate school consequences.

15. DANCES

You must be a Lodi Area middle School student in order to attend the dances. Younger or older brothers and sisters, high school students, and students in grades K-5 will not be allowed into the dances. You may bring a 6th, 7th, or 8th grade guest from another school by getting permission from the principal prior to the day of the dance. Attempting to attend a dance when on the ineligible list will result in the student being ineligible for the next dance as well. Ineligible students may not be on school grounds at any time during the dance. Violators will also lose the next dance or outing. Dances are normally scheduled from 3:30-5:30 PM. Students are required to enter and leave through the front doors of the middle school. Students should wear school appropriate clothing. Students are required to arrive at the dance by 3:30 PM. If the student needs to come later than 3:30 PM prior approval from the principal and a note from parents will be necessary. If a student arrives after 3:30 PM without prior approval the student will need to call for an immediate ride home, unless a parent escorts student in. Students are required to stay until 5:30 PM unless prior arrangements have been made before the dance or a parent gives verbal permission to a chaperone that the student may leave the dance. No students are allowed outside the school building during the dance. If a phone call needs to be made the student should ask a chaperone to use an office phone or get permission to use their personal cell phone. Students are required to stay in the cafeteria area. The locker room and music/tech ed. hallways are off limits to students.

16. COUNSELING SERVICES

The middle school counselor is available to all students and their parents or guardians. They assist with solving problems and making decisions about personal and social issues, school concerns, family changes that affect the student, career exploration, drug and alcohol issues, and stress management.

The counselor works with students through three modes: classroom guidance units, small groups, and individual counseling. They also consults with parents, guardians, and the school staff as needed.

The counselor is available to work with parents and guardians as a consultant for brief counseling regarding their children. Parents are encouraged to call the counselor to discuss a concern about their child, to refer their child for counseling, or for assistance in making contact with community resources. School counselors do not engage in long term counseling or provide therapy, as that is not the function of the school.

The counseling department holds planning conferences for all students and their parents in grades 7, 9 and 11. These conferences are required and are an opportunity for 7th graders and their parents to discuss dreams, interests, talents, and future goals. Conferences are held during the school day. Please watch for announcements and mailings regarding planning conferences and sign up in the main office.

17. STUDENT APPEARANCE

School District of Lodi Dress Code:

The School District of Lodi understands that individuals like to dress in a wide variety of fashions and styles. We support the right of individuals to dress as they desire within the principles and limits as outlined below:

Students are expected to dress in a manner appropriate to a learning and work environment at all times during the school day and at school events. Attire should not be offensive, obscene, disruptive, represent a gang or endanger other student's health or safety. Footwear must be worn. Midriffs must be covered at all times. Underwear should not be exposed. All clothing should completely cover the appropriate body parts when walking, running, reaching, stooping, sitting, and bending over. Jackets and headgear (hats, caps, visors, bandanas, etc.) including hoods will not be

worn in the building during the school day. Any apparel that promotes alcohol, drugs, tobacco, violence and or sexually explicit material is forbidden. Student dress and grooming may be more strictly regulated for other activities such as athletics, field trips, band, chorus and other areas where safety is a concern such as technical education, family and consumer science, physical education and science labs.

18. DISTRICT INTERNET SAFE AND RESPONSIBLE USE PROCEDURES (Reference Policy No. 350 (A) 5-13-02)

Protections Against Access to Inappropriate Material

A. Inappropriate Material

The district has identified the following types of material as Prohibited, Restricted, and Limited Access Material.

1. **Prohibited Material.** This material includes material that is obscene, pornography, or material that is considered harmful to minors, as defined by the Children's Internet Protection Act and may not be accessed by students or staff at any time for any purpose.
2. **Restricted Material.** These materials may arguably fall within the description provided for Prohibited Material, but have clear educational relevance, such as material with literary, artistic, political, or scientific value. Restricted materials include those that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and/or cult group membership, school cheating, and weapons. These materials may be accessed by middle and high school students in the context of specific learning activities that have been approved by a teacher, or by staff for legitimate research or professional development purposes.
3. **Limited Access Material.** These materials are generally considered to be non-educational or entertainment. Limited Access Material include such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investments and may be accessed only in the context of specific learning activities directed by a teacher.
4. The restriction of material shall be based on the content of the material and its intended use, not on the protective actions of the Technology Protection Measure. The fact that the Technology Protection Measure has not protected against access to certain material shall not create the presumption that such material is appropriate for users to access.

B. Technology Protection Measure

1. The Technology Protection Measure may not be disabled at any time students may be using the district Internet system, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.
2. Technology Protection Measures have been found to inappropriately block access to appropriate material. Authority will be granted to educators to recommend temporary or permanent access to sites blocked by the Technology Protection Measure.
3. Safety and Security of Students When Using Direct Electronic Communication

C. Students may not establish or access web-based e-mail accounts through the district Internet system unless such accounts have been approved for use by the individual school.

D. Students may not use real-time electronic communication, such as chat or instant messaging unless such need has been approved for use by the individual school.

E. Illegal, Unauthorized, and Inappropriate Activities

1. Illegal Activities
2. Users will not attempt to gain unauthorized access to the district Internet system or to other computer systems through the district system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files.
3. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
4. Users will not use the district Internet system to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.

F. Inappropriate Language

1. Restrictions against inappropriate language apply to all speech communicated through the district Internet system, including but not limited to public messages, private messages, and material posted on web pages.
2. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
5. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

G. Plagiarism and Copyright Infringement

Users will not plagiarize works that they find on the Internet. Users will respect the rights of copyright owners in their use of materials found on, disseminated through, or posted to the Internet.

H. System Security

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account, including protecting the privacy of their password.

I. Protection of Student Confidentiality and Privacy

1. All contracts with third party providers of data management services for the district will be reviewed to ensure compliance with federal and state student privacy and records retention laws.
2. Staff transmission of student confidential information via e-mail is prohibited.

3. The district may not enter into any agreement with a third party supplier of Internet-related services if the third party service provider intends to collect, analyze, and/or sell individual or anonymous student use data for the purpose of commercial advertising and marketing research activities.
 4. Students will abide by the following privacy and communication safety standards when using the district Internet system, including use of electronic communications and the web.
 5. Personal contact information includes the student's name together with other information that would allow an individual to locate the student, including, but not limited to, parent's name, home address or location, work address or location, or phone number.
 6. Students will not disclose personal contact information, without specific staff approval.
 7. Students will not disclose names, personal contact information, or any other private or personal information about other students under any circumstances.
 8. The following provisions address the disclosure of student information, posting student-created material, and posting pictures of students on the District web site. Parents must approve such disclosure and posting.
 - a. For students in primary, elementary and middle school, the following standards apply: Students will use limited student identification (first name or other school-developed identifier). Group pictures without identification of individual students are permitted. Student work may be posted with the limited student identification.
 - b. For students in high school, parents *may* approve the following standards: Students may be identified by their full name. Group or individual pictures of students with student identification are permitted. Student work may be posted with student name.
- J. District Website Regulations
1. The Superintendent will designate a district web publisher, responsible for maintaining the official district web site and monitoring all district web activity. Personal, non-educationally-related information will not be allowed on the district web site.
 2. Building principals will designate a school web publisher, responsible for managing their school web site and monitoring class, teacher, student, and extracurricular web pages.
 3. Teachers may establish web pages for use with class activities or ones that provide a resource for other teachers. Teachers will be responsible for maintaining their sites and will be developed in such a manner as to reflect well upon the district and school.
 4. Students may create a web site as part of a class activity. Material presented on a student web page must meet the educational objectives of the class activity.
 5. Extracurricular organizations may establish web pages with the approval of the building principal. Material presented on the organization web page must relate specifically to organization activities.
 6. All Internet Use Policy provisions, including those addressing inappropriate language, privacy, and copyright, will govern material placed on the district web site.
 7. Web pages shall not contain the identification information or pictures of the student or student work unless such provision has been approved by the student's parents/guardians.
 8. Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.
 9. All web pages will carry a stamp indicating when it was last updated and the e-mail address of the person responsible for the page.
- K. Students will:
1. Receive an Internet License sticker to be placed in their agenda upon completion of teacher guided instruction on Internet. Students must adhere to the Internet License sticker to their agenda and have available when using the Internet. If Internet privileges are revoked, an Internet Revocation sticker will be placed over their license until their Internet privileges are restored.
 2. Observe all rules and teacher's instructions.
 3. Not write on any equipment, stands, books, or mouse pads.
 4. Leave all equipment, stands, books, and mouse pads in original position at the end of each class/use and pick up materials.
 5. Not play computer games unless given permission by a teacher.
 6. Not copy any licensed computer software to or from machines unless given permission by a teacher.
 7. Not have any food, candy, or beverage near the computers.
 8. Be responsible for any damage from misuse of equipment. Pay transportation and labor costs (approximately \$90.00 an hour) for repairing computer equipment because of damage caused.
 9. Access only school-sanctioned Internet sites.
 10. Please be aware that a student's grades may be affected by suspension of school district computer privileges due to misuse by student. Violations of these rules may result in a suspension of computer use for a period of time to be determined by an administrator. Misuse may also result in detention and/or suspension from school and a loss of social privileges (dance, outing).

19. Electronic Communication Devices

Valuable items and electronic devices are best left at home. The school cannot assume responsibility for valuables that you bring to school. Students are prohibited from using two-way radios, pagers, cell phones and other electronic communication or entertainment equipment during the school day. However, students may use electronic devices when they do not interfere with the learning environment and have specific permission of the supervising teacher. The school authorities may examine the personal electronic device and search its contents, if there is a reason to believe that school policies, rules or regulations have been violated. Students should turn off and lock their electronic item in their locker. Student ELECTRONIC DEVICES (including cell phones) must be turned off and stored in your locker during the instructional day (7:58-3:15). Students shall not turn on or use cell phones while being transported in authorized district vehicles to and from school or to and from school-sponsored activities or field trips, unless they receive permission from the supervising teacher, coach or bus driver.

The following will apply to violations of the electronic policy:

- First Offense: The item will be confiscated for the remainder of the school day and the student will be able to pick up in the office at 3:15pm.
- Second Offense: The item will be confiscated for the remainder of the school day and the student will be able to pick up in the office at 3:15pm.
- Third Offense: The item will be confiscated for the remainder of the school day, parents will be notified and will be required to retrieve the device from the office.
- Future Offenses: If the student continues to violate this expectation, they will receive a behavioral referral for each subsequent violation and parent must pick up item. (Refer to the disciplinary action plan.)

20. LOST OR FOUND ARTICLES

Check in middle school and physical education offices for lost items. Unclaimed items are donated to charity frequently.

21. UNABLE TO TAKE PHYSICAL EDUCATION CLASS

A note from a doctor must be presented to the physical education teacher stating the reason and for how long a student is not able to participate in class. Please have the doctor indicate what the student may participate in as an alternative, i.e., walking, etc. An alternate physical education activity may be provided depending on the nature of the disability, injury, or illness.

22. FOOD SERVICE

All General questions or concerns about the Food Service program can be addressed by contacting Paula Larrabee, Food Service Director, at the Lodi High school, 1100 Sauk Street, 592-3853 ext. 4433 larrapa@lodischoolswi.org. For specific account or free/reduced meal information you may contact Karen Ripp, Food Service Administrative Assistant, at the Primary school, 1307 Sauk St., 592-3855 ext. 1017, rippkar@lodischoolswi.org.

ALL students MUST report to the cafeteria at the start of the lunch period. You may bring your own lunch or participate in the school lunch program. Students may be dismissed to go to the gym or outdoors, as weather permits. You must wait for the noon hour supervisors to dismiss you so that we can provide adequate supervision for all venues during lunch period.

Closed Campus - All students are expected to remain on campus during their scheduled lunch period.

Student PIN – Students will enter the same PIN number as assigned to them in previous years. If they have forgotten their PIN, food staff will have it available during the meal service. Students who qualify for the free/reduced meal program are also required to enter their PIN.

Family Lunch Account - All food service money is deposited into one family account, regardless of the number of children in grades K-12. Each daily purchase is deducted from this account. It is NOT necessary to send separate payments for each student. Deposits may be made in the food service box located in the office, mailed to food service (see address above) or completed online. Include the student(s) and family account name with your payment. Deposit a sufficient amount of monies to cover all food service costs including ala carte, second lunch, breakfast and milk purchases. It is each household's responsibility to monitor the account balance. Balance information may be viewed online thru the Infinite Campus parent portal and is displayed to the students on the checkout screen during service. You may contact food service to block all ala carte purchases (except milk) per student or family. **Our system is PRE-PAY and NOT a charging account. Money must be deposited BEFORE 9am daily. Money received after this time may NOT be credited to the account until the following business day. You may deposit funds using the online payment process for it to be credited immediately to the account.** Contact food service directly with any account questions or if your family experiencing a financial hardship.

Infinite Campus (IC) Account Balance Messenger Notification – When the household balance falls below \$20.00 or the account is negative, you will be notified by the IC messenger system that a payment should be sent. All adult members of a household will receive the messenger notification for food service account balance information. Each member may edit his or her contact preference within the IC parent portal. The online payment option is available for deposits in the account. Log in to the IC parent portal and click on the PAYMENT link on the left side. You will be required to register your payment information the first time it is utilized. The payment will be credited into the account immediately after the payment is completed. For specific IC parent portal help, contact Kris Wendorf at 592-3851, ext. 5483, wendokr@lodischoolswi.org

Menu/Meal Options/Nutrition Information – The interactive Meal Viewer menu is available online, within the District's Food Service tab, and provided on monitors for viewing in each cafeteria. The Meal Viewer program provides up to date nutrition information along with daily menu options. Review the Meal Viewer menu for all of the options offered. As a District we strive to offer healthy meal options. All of our menus feature fresh fruits, salads, farm to school items and whole grains. A choice of a fat free flavored or a 1%/Skim white milk variety is offered daily. An ala carte program is offered with items such as juice bars/cups and yogurt, which may be purchased during the meal period using the family account. No cash sales.

Grab N Go Breakfast/AM Nutrition break - A grab n go breakfast/AM milk break is offered to all students. A choice of purchasing the FULL breakfast meal (free/reduced pricing applies) or a single milk (NOT available at the free/reduced rate) will be available in the cafeteria. The cost will be deducted from the family account when the student enters their PIN. NO single milk/juice purchase will be allowed if the account is negative. Please encourage your child to participate in the breakfast program, as we all know, there is an important link between eating a good breakfast and improved learning.

Daily Lunch Fees

Student Lunch	\$2.90
Student Breakfast	\$1.70
Reduced Lunch	\$0.40
Reduced Breakfast	\$0.30
Milk	\$0.40
Adult Lunch	\$4.00
Adult Breakfast	\$2.50

Healthy Vending (Energy Drinks are not allowed in school) - A vending machine is located in the cafeteria featuring healthy "Smart Snack" items.
Fieldtrip Sack Lunch Option – A WG PB&J Uncrustable sack lunch may be pre ordered for fieldtrips by indicating to the student’s teacher that they would like one for their trip. The cost is charged to the account at the regular meal price or for no cost/reduced fee if a student participates in the free/reduced meal program.

Free/Reduced Lunch Program - Any family that is approved by the direct certification process will receive an approval letter from the district and will NOT need to fill out an application. All other families MUST fill out a new application every year. It may be printed from the District’s web site, picked up from each school office, or you may request a mailed copy. The free/reduced meal program does NOT include single milk or any ala Carte purchases. After the family application is reviewed, a letter will be sent confirming your status, keep a copy of this letter to prove your eligibility status. Only you may request to participate in the district’s reduced fee program, such as waived or reduced registration fees. Complete your application and return as soon as possible to take full advantage of the free/reduced meal program!

Negative Balance Procedure

It is established that the District’s Food Service program utilizes a pre-pay system. Monies must be available in the family account before purchases will be allowed. Deposits may be sent to each school building, paid online with the IC parent portal or mailed to the attention of the food service department. Families may monitor and view their account balance and detailed statement within the IC parent portal or request a statement from the food service department. Students may view their account balance on the point of sale terminal during meal service. When the account balance starts to fall below \$20.00 the family will be notified by the IC system that a payment is required and will continue until a deposit has been received. If a family account has a negative balance and no monies or response from the family has been received the students name will be forwarded to the building secretaries. They will talk with the student and help them contact a parent who can choose to make a deposit or bring a meal from home. It is designed so as to avoid denying the student a meal while in the food service line. It DOES NOT apply to a student participating in the free meal program. Absolutely no ala carte purchases shall be allowed once the account is negative.

District Wellness Policy

The food service program is linked closely to the District Wellness Policy. The policy, along with procedures, can be viewed on the district website and feature guidelines that help shape the wellness environment within the district. Highlights include: physical activity, wellness education, school meals, ala carte/vending/snack items, learning incentives and classroom activities. Families are encouraged to join the committee and may do so by contacting the school for more information.

Food Allergies/Special Needs

Report any food allergies or special dietary needs your student may have immediately to the school nurse and Food Service Director.

23. RTI Period

At the beginning of the school day is **RTI (Response to Intervention)**. During this period of time (7:58 – 8:43) students will be assigned to a specific classroom to receive additional academic support and/or enrichment. Other activities such as school assemblies and designated “Reading Days” may also be scheduled. Certain classes also may be held during this time.

24. STUDY CLUB

- A. Students may sign up for after school study club to receive extra assistance from teachers and to complete classroom work or projects.
- B. Students who choose to be unproductive or disrupt the learning environment of study club will contact a parent and be dismissed.

25. HOMEROOM

Students may have a portion of the school day designated as their “homeroom.” This is a time for students to get organized and build a better relationship with their teacher. Students should bring their student planner for daily assignment/homework to review. Announcements for the day will be given to students during this period.

26. FLEX PERIOD

Flex period provides students an opportunity to see teachers for help, make-up missed assignments, band lessons, tests, or quizzes. This time can also be utilized for groups to work on projects together. Students can request to see specific staff or staff can request to see students. This period provides an additional opportunity to provide needed support to students.

27. LOCKERS

- A. **Hall Lockers:** You will be issued a locker and a lock when you begin school. You are responsible for the contents of your locker, so KEEP IT LOCKED AT ALL TIMES. You may decorate the inside of your locker, BUT use only magnets or magnetic tape. Inappropriate words, graphics or pictures are not allowed on lockers. Personal locks are not allowed and will be removed.
- B. **Physical Education:** Your physical education teacher will issue a lock for your gym locker. Do not leave your gym locker unlocked at any time, even during class.
- C. **Lost Locks:** If you should lose your lock, another one can be purchased in the school office for \$5.00. ALL locks MUST be turned in at the end of the year. A fine of \$5.00 for each missing lock will be assessed at that time.
- D. You should only be concerned with your own lockers; you are FORBIDDEN to tamper with or attempt to open any lockers that are not assigned to you. Students who do not follow these directives are subject to disciplinary action. Lockers are school property. School personnel reserve the right to inspect lockers at any time.
- E. Open containers are not allowed in lockers. Items will be confiscated.

- F. SKATEBOARDS are not to be ridden on school grounds or in any school building. If a student must bring a skateboard to school, it should be stored on the cafeteria stage or in the office. Skateboards are not to be stored in lockers.

28. SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy:

Locker/Vehicle Searches: School lockers, cubbies, and school desks are the property of the School District of Lodi. At no time does the Board of Education of the School District of Lodi relinquish its exclusive ownership and/or control of lockers, cubbies or school desks provided for the convenience of students/adults. School authorities may, as they deem necessary and appropriate, conduct general inspections of lockers, at any time, without notice, without student/adult consent and without a search warrant. "School authorities" includes the District Administrator, any other administrator, or any teacher acting at the express request of an administrator in the District.

The Board of Education specifically reserves the right for school authorities to search a vehicle parked on District property, with the consent of the owner/driver and with a law enforcement official present, if they have a reasonable suspicion that the vehicle contains contraband or of a violation of law. WI Act 329

29. EQUIPMENT LOSS

You are responsible for loss of any school equipment, including textbooks. If you break school equipment because of irresponsibility on your part or if you vandalize school property, you will be charged for replacement cost or repair. If a textbook needs to be replaced, please follow the replacement chart below (for Chromebook policy see Chromebook Handbook):

- New/1st year = 80% of replacement cost
- 2nd year = 60% of replacement cost
- 3rd year = 40% of replacement cost
- 4th year and beyond = 20% of replacement cost

30. SCHOOL CLOSING / DELAYS

TV and radio stations listed on the district website will broadcast information regarding school closings or delayed start times. The district's website, and Infinite Campus notification system (via telephone and email), is also used to communicate school closings or delays. Parents are advised to watch/listen for information when weather is questionable.

31. STUDENT POSTERS, DECORATIONS, AND ADVERTISEMENTS

To reduce damage to lockers and walls, and also have appropriate school control over the content of posters, decorations or advertisements, such material must be presented to the principal for approval. Writing on locker signs or damaging someone else's signs is a violation of the code of conduct and will be considered vandalism. Signs should be removed within one week, but may be stored on the inside of the locker.

32. ARRIVAL, DEPARTURES AND VISITING THE SCHOOL

To ensure safe arrival and departure from school, parents, students and visitors must use the designated crosswalk and the sidewalks provided. Do not use the bus loading/unloading area to drop off or pick up students. Do not pick students up on the side of the building or drop students off beyond the first row of the parking lot. All visitors are required to check in at the office and pick up a visitor's pass during regular school hours. The exception would be sporting events and special school sponsored events, etc.

33. YOUR RIGHT TO KNOW

This section outlines important legal information for parents and students. The basis for this information exists in federal and state law, as well as district policy. For more information, or to receive copies of laws, policies, and position statements related to a specific area, simply contact the middle school office.

- A. **Directory Information:** The School District of Lodi will not disclose any of the following information without the written consent of a parent/guardian or the adult student: name, address, telephone number, date and place of birth, dates of attendance or academic records. With written consent, provided by signing the consent form that accompanies this handbook, the following information will be released on students participating in co-curricular activities: name, height, weight, photographs and awards (Policy 533).
- B. **Nondiscrimination:** The School District of Lodi does not discriminate against any person on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, cognitive, emotional, or learning disability or handicap in its education programs or activities. If any person suspects that such discrimination has occurred, they may file an informal and, if needed, a formal complaint by contacting the Director of Student Services, School District of Lodi, 115 School Street, Lodi, WI 53555, 608-592-3851 (ext. 5487).
- C. **School Attendance:** In accordance with Wisconsin Statutes 118.15, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age or graduate. The principal, or her designee is responsible for determining who is absent and whether that absence is excused. Definitions and procedures for making up work due to absence are outlined on pages 4-5 in this handbook.

- D. Religious Accommodations: The School District of Lodi will make accommodations for sincerely held religious beliefs under the following conditions:
1. There has been a written request for such accommodations, e.g. excused absences, exemption from certain activities, to the building principal.
 2. The request will be reviewed and acted upon within 10 days.
 3. Parents will receive a written response to the request.
 4. Parents have the right to appeal the principal's decision.
- E. Drug Free Schools: The possession, use or distribution of illegal drugs, controlled substances, drug paraphernalia, intoxicating liquor or alcoholic beverages by a student or employee on school property or at school sponsored activities where students are present is prohibited. The use of tobacco products and e-cigarettes by anyone on school property is also prohibited. Violation of this policy by students can lead to suspension or expulsion from school, and violation by employees can lead to suspension from or termination of employment. (Policy 543.7)
- F. Human Growth and Development: The School District of Lodi has a Human Growth and Development Committee which reviews curricular material and provides directives for staff engaged in instruction in this area. This committee has developed a position statement which, in part, states that, "Whenever students are required to attend a course or program involving presentation of information in the area of sexuality, the following procedures shall take place:
1. Parents are notified in writing and invited to preview the materials to be covered.
 2. Parents have the option of excluding their child from this portion of instruction. A decision to remove a child from class for this purpose will not affect his/her academic status."
 3. In terms of communication with students, staff are reminded that it is the position of the district that: "Abstinence is the only safe practice for avoiding unwanted pregnancies and sexually transmitted diseases, including HIV." Adopted 5/9/95
 4. Parents may request a copy of the full position statement (2 pages) by contacting the Director of Student Services, School District of Lodi, 115 School Street, Lodi, WI 53555, 608-592-3851 (ext. 5487).
- G. Visitors: Visitors, including parents and guardians of students, former students, residents of the school district and others interested in our educational programs are welcome in all Lodi schools. In the interest of safety and security, all visitors must report to the middle school office for approval and sign in when they arrive in the building. Visitors wishing to meet with instructional staff should make arrangements in advance of their visit whenever possible. These visits may be scheduled during a staff member's preparation time or at any other mutually agreed upon time. Arrangements for classroom visitations should be made in advance with the building principal or their designee. **To minimize disruption to the educational process, visitation to classrooms by children not enrolled at Lodi Middle School will not be allowed in most cases. Please communicate your request with the principal.** The requirement to report to the principal's office is waived for school sponsored activities open to the public, e.g. school music programs (Policy 724).
- H. Complaints Against School Personnel: The Board directs all school personnel to make every practical effort to facilitate communication with students, parents/guardians and residents of the School District of Lodi. However, realizing that complaints may arise, it directs the district administrator to establish consistent procedures among buildings to deal with such complaints. These procedures should comply with the following guidelines:
1. Informal measures should be attempted first, consisting of a face-to-face meeting between the complainant and the staff member.
 2. If the complaint is not resolved informally, the building administrator will provide a form to the complainant to document his/her concern(s). The staff member and administrator involved will respond to the written complaint within 5 days of its receipt.
 3. If the complaint is not resolved at this step, the complainant should schedule a meeting with the district administrator. At the meeting with the district administrator, the complaint will be reviewed with the complainant and possibly the building administrator and staff member if deemed necessary. The district administrator will issue a written decision within 10 days of this meeting.
 4. If the complaint is not resolved at Step 3, the complainant may request a Board review and, if desired, the complainant may schedule an appearance before the Board in executive session. The Board will hear the complaint and issue a written response within 10 days.
 5. All procedures must comply with Policy 872.
- I. Children of Divorced/Separated Parents/Guardians: It shall be the policy of the School District of Lodi to maintain strict neutrality in dealing with parents/guardians who are involved in an action affecting the family, unless otherwise directed by court order. Where a court order restricts the access of one parent or guardian to a student, or information regarding that student, it is the responsibility of the enrolling party to provide to the district administrator a certified copy of the court order. Without such a court order, the school will assign custodial role to the parent/guardian enrolling the child, and a visitation role, with no restrictions, to the other parent/guardian.
- J. Vision and Hearing Screening: The School District of Lodi routinely screens hearing for all children in kindergarten and first grade. Vision is screened in kindergarten and grades 1, 3 and 5. Screening for both hearing and vision occurs for all new students to the district, and parents and teachers may refer students at other grade levels for a screening, if a problem is suspected. For teacher referrals, parents must be notified prior to testing the student.

34. DETENTIONS

A. Behavior Referrals

1. A behavior referral may result in a lunch or after school detention.
2. Students are to report directly to the detention room the date they are to serve. For lunch detentions, students have the option of bringing a lunch from home, or a lunch may be ordered through the school lunch program.
3. After school detentions will be from 3:20 – 4:00 pm.

B. Academic Time Management

1. Students may be assigned to ACADEMIC TIME MANAGEMENT (ATM) by staff for chronic missing assigned work. Academic Time Management will be from 3:20 – 4:20 pm on Monday through Thursday.
2. While in Academic Time Management (ATM), students will complete any assigned work in a responsible and respectful manner.

35. CODE OF CONDUCT

The following Code of Conduct and school policies regarding student behavior are in effect for all students in the School District of Lodi. Violating some of these policies and rules may also constitute a breach of Wisconsin Statutes. Offenders will be reported to the proper authorities for prosecution. Those rules and regulations taken from Wisconsin Statutes are cited by Statute Chapter and Section. Copies of these Statutes, as well as copies of Board of Education Policies, are available at the District Office and each school building.

- A. Statement of Philosophy - The School District of Lodi believes in an educational atmosphere, which respects student rights and supports student responsibility. It is the responsibility of students and parents to read this Code of Conduct since it spells out expectations and consequences for violations of the Code of Conduct and school policies.

The Student Code of Conduct has been developed through the cooperative efforts of Lodi students, teachers, parents and administrators. Its purpose is to provide students and parents with the information needed to be successful in school. The Code of Conduct, policies and procedures outlined are based on the following premises:

1. Students who think about their behavior have a vision for the future. They are mature, positive, constructive, and self-motivating people who understand the value of an education. The rewards of an education endure for a lifetime.
2. Parents, students and school officials will work cooperatively to provide students with the best possible educational programs.
3. Parents and students have the primary responsibility for making individual student's program decisions.
4. All students have the right to be educated in an environment conducive to learning.
5. All student behavior should be based on respect and consideration for the rights of others.
6. Students have a responsibility to know and follow the Student Code of Conduct, and all school policies.
7. Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, for the educational purpose underlying school activities, and for the widely shared use of school property.
8. Field trips and co-curricular activities are valuable educational experiences and are considered extensions of the classroom. Students should remember that when they travel to other communities, their behavior is considered representative of all students in the School District of Lodi by those who observe them. It is of the utmost importance that students represent their school district in positive ways.
9. School officials have the right and the responsibility to establish, communicate and enforce Board of Education policies and procedures which will afford students the best possible learning environment.

B. Guidance Services

The guidance and counseling services are designed to help students grow and develop as individuals. The counselors are here to help students make decisions about their educational, personal, social, and career plans. Students will have an opportunity to meet with the counselor on an individual basis or participate in any of the group experiences that are offered.

C. Behavior Violations

The following behaviors will be considered a violation of the student code of conduct and students will be subject to the consequences of the discipline plan. Certain actions may result in suspension and/or expulsion and/or arrest. This list is only representative and should not be considered a complete list of offenses, which may result in disciplinary action.

1. **Assault and Battery** - a student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed is guilty of a misdemeanor.
2. **Possession/Use of Tobacco Products and E-cigarettes** on the school premises. The use of tobacco products and electronic cigarettes by anyone on school property is prohibited.

3. **Possession, use or under influence, sale, purchase or distribution of alcohol or other illegal drugs, look-alike drugs and drug paraphernalia.** The possession, sale, use or distribution of illegal drugs, drug paraphernalia, intoxicating liquor or alcoholic beverages by a student or employee on school property or at school-sponsored activities where students are present is prohibited. Violation of this policy by students can lead to suspension and/or expulsion from school and violation by employees can lead to suspension from or termination of employment.
4. **False Fire Alarms and Bomb Threats (s.941.3 and s.947.015)** - Students causing false fire alarms or making bomb threats may be recommended for expulsion to the School Board. Both offenses are felonies. The police will be notified. Any person found to have conveyed or caused to have conveyed shall be disciplined according to established school procedures and/or state law. *School time missed due to a bomb threat will be made up.*
5. **Weapons In School** - No one shall possess a weapon or look alike weapons on school property, school bus, or at any school-related event. A weapon is defined as any object that by its design and/or use can cause bodily injury or property damage. In addition, no one may use any article to threaten or injure another person.
6. **Fire-Lighting Devices, Firecrackers, and Dangerous Chemicals (s.941.31)**
Possession of fire-lighting devices, firecrackers, or dangerous chemicals by students is prohibited in school or on school grounds with the exception of students operating under the supervision of a teacher.
7. **Trespassing** Persons not authorized to be in the building or on school grounds will be charged with trespassing. Students who are on a limited or partial schedule are required to leave the grounds at their appointed time. If the student remains in school or on school grounds, the student may be charged with trespassing. Students who are on an out of school suspension or expulsion from school will be charged with trespassing if they are in school or on the school grounds in violation of their suspension or expulsion.
8. **Disorderly Conduct** - Students who engage in violent, abusive, indecent, profane, boisterous, unreasonable loud behavior or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance are guilty of disorderly conduct.
9. **Profanity, obscenity, vulgar language, obscene gestures, or threatening language** or disrespectful behavior is prohibited.
10. **Willful disobedience** - refusal to follow school rules and the direction of an adult engaged in the operation of the school is prohibited. (This includes failure to report to the office).
11. **Disrespectful Behavior or Inappropriate Actions and Displays of Affection are prohibited.**
12. **Disruptive Behavior** - Actions in the classroom, halls or at school events which interfere with the operation of school are prohibited.
13. **Lying/forging** - passes, excuses or any other school-related documents is prohibited.
14. **Slander/Libel** - Wisconsin state statutes prohibit intentionally defaming another whether a student or a staff member. This involves anything that exposes another to hatred, contempt, ridicule or disgrace in the line of work.
15. **Loitering** - Outside of school hours and school sponsored activities, students loitering in or around entry ways, bathrooms, locker room areas, outside of the school next to the parking lot and other areas is prohibited.
16. **Theft or possession of stolen property is prohibited.**
17. **Possession, Concealing or Storing Electronic Equipment** while on the school premises is prohibited. Students are prohibited from using, two-way radios, pagers, cell phones and other electronic communication or entertainment equipment during the school day. However, students may use portable media players when they do not interfere with the learning environment and have specific permission of the supervising teacher.
18. **Vandalism** - intentionally damaging or defacing school premises or property or causing willful damage to the property of staff members and others. In addition, unauthorized decorations, signs or symbols constructed on or placed on school premises shall be considered vandalism.
19. **Sexual Harassment.** It is a violation for students to harass anybody through conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:
 - Verbal harassment or abuse
 - Use of inappropriate language or jokes with sexual implications
 - unwelcome touching or unsolicited and inappropriate gestures
 - suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
 - repeated display of offensive, sexually graphic materials which are not necessary in the educational process. Confirmed sexual harassment could be a Class A misdemeanor. Unresolved harassment cases will be referred to the School District of Lodi's Director of Student Services.
20. **Driving recklessly** or imprudently in any way on school property is prohibited.
21. **Parking** - Vehicles must be parked in the lot in parking stalls with parking sticker displayed in driver's side upper window. Students may not occupy parked vehicles in the parking lot.
22. **Student attire** - Student attire and grooming should not be offensive, obscene, disrupt the school, represent a gang, overexpose the body, or endanger other students' health or safety. Footwear must be worn at all times. Jackets and headgear

(hats, bandannas, etc.) will not be worn during the school day. Appropriate attire will be required at all times during school and at school events. Any apparel that promotes alcohol, drugs, and/or sexually explicit material or is offensive is forbidden.

23. **Eating and/or drinking** outside the cafeteria is prohibited. No energy drinks are allowed.
24. **Card playing or gambling** in the building is forbidden.
25. **Harassment** - physical, verbal, emotional of any nature is forbidden.
26. **Threats** – to students or staff members is forbidden.
27. **Excessive tardiness** - refer to tardy policy.
28. **Leaving classroom without permission is prohibited.**
29. Any other conduct which hinders a positive learning environment.

D. Discipline Plan

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct.

Corrective measures may include but are not limited to: conferences with teacher, counselor, or principal; detention; loss of school privileges; parent conference with school staff; suspension; expulsion; police referral; court referral and removal from class. School administration will use the following progressive discipline plan to address student misconduct during school and school-related activities. Any single, but severe, violation of school rules can result in a recommendation for expulsion.

E. Teacher Disciplinary Action Plan

The teacher will always be the first line disciplinarian. Teacher classroom management procedures can include private conferences with the student, detentions with the teacher, contact with parent, and/or an office behavior report if necessary.

F. Administrative Disciplinary Action Plan

The administration reserves the right to discipline any student for conduct not specifically addressed by this code. At their discretion a school right to pursue disciplinary action against a student for violating an ordinance or state law while on the school premises.

First Offense:

The student will conference with an administrator, parent contact will be made, and student may be assigned one detention and/or lose school privileges. A re-entry teacher/student conference will be held prior to student returning to classroom.

Second Offense:

1. Student will conference with an administrator, parent contact will be made, a parent conference may be held, and student may be assigned two detentions.
2. At the middle school and high school a second referral from the **same class** will result in a conference being scheduled with parent, teacher, student, and administrator to outline behavior expectations prior to student returning to the classroom.

Third Offense:

1. Student will conference with an administrator, parent contact/conference will be required. Three detentions may be assigned.
2. At the middle school and high school a third student disciplinary referral from the **same class** may result in removal from that classroom. A re-entry teacher/student conference will be held prior to the student returning to the classroom.

Fourth - Seventh Offense:

A student will conference with an administrator, may be suspended from school for 1-5 days, a parent conference will be scheduled. A re-entry conference will be held.

Eighth Offense:

Eighth referral will result in a pre-expulsion hearing with district office administrators. Continued misconduct will result in administration requesting expulsion. Expulsion is the exclusion of a student from school-related activities and school property for a specified period of time. Expulsion is the most severe measure a school may use to discipline a student. Chronic rule offenders will have a conference scheduled involving the student, staff member(s), administration, and parent/guardian. The possibility of expulsion will be discussed. Chronic rule offenders who show no/little change after the school has exhausted its opportunities for student improvement will be referred to the Board of Education for an expulsion hearing. In addition, any single serious violation of school rules may also result in a recommendation for expulsion.

Other interventions will include the following remedial procedures: a referral for educational counseling, referral to Building Consultation Team, and coordination with community agencies as appropriate.

G. Placement Procedures

If a pupil has been removed from the classroom, the school principal or the principal's designee shall place the pupil in one of the following:

1. the classroom the pupil was removed from if--after weighing the interests of the removed student, the other students in the class, and the teacher--the principal or the principal's designee determines that readmission is the best or only alternative;
2. another class or other appropriate place in the school, as determined by the school principal or his or her designee;
3. another instructional setting; or
4. an alternative education program, which is defined by statute as an instructional program approved by the school board that uses successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.

A student's removal from class does not prohibit the teacher, the school board, the district administrator, school principal, or their designees from disciplining that student. The principal or his/her designee will make the final decision in regard to placement, but may seek input from the counselor, teacher, and/or grade-level team. All decisions will be based upon costs, availability, location, space, and staff resources. In cases of students with identified disabilities, placement decisions will be made in accordance with applicable Federal and State laws and regulations.

H. Bus Transportation

The school bus is considered an extension of the classroom. Please observe all school rules while waiting and riding the bus. In addition, the following guidelines have been reemphasized:

- Respectful behavior the same as in the classroom.
- Board and depart bus at designated stop unless parent communication to bus company or school.
- Remain seated and facing forward at all times.
- Keep aisle clear.
- Respect other riders and their property.
- No throwing objects in or out of the bus.
- No profane language or obscene gestures.
- No eating, drinking or gum chewing on bus.
- No pushing, tripping, spitting or littering on the bus.
- Obey bus driver at all times.

36. TRANSPORTATION GUIDELINES:

Safe transportation of school children is the joint responsibility of bus owners, drivers, school authorities, students and parents/guardians cooperating to assure safe, comfortable transportation. School bus transportation is a privilege provided by the district which may be denied to those who disregard policy and regulations which have been established in the interest of safe transportation.

The School District of Lodi, by authority of the State of Wisconsin, sets forth the policies regarding the transportation of its students. Details of the Transportation Guidelines are available from the school offices.

Bus Discipline Procedures:

- First Write Up: School will contact parent/guardian and student may have consequences.
- Second Write Up: School will inform parent/guardian of bus suspension of 1-3 days. Parent/Guardian and student must sign and return form, indicating that they have read and understand the bus rules before riding privileges are restored.
- Third Write Up: School will inform parent/guardian of bus suspension of 3-5 days. Parent/Guardian and student must meet with bus company personnel before riding privileges are restored.
- Fourth Write Up: The student may be subject to bus suspension, suspension from school, expulsion or other consequences to be determined by the principal in conjunction with the bus company.

*Flagrant, repeated or life-threatening violations of acceptable bus riding behavior may result in the acceleration of the outline 4-step disciplinary procedure.

37. SAFE2TELL:

Safe2Tell is a safe way to report bullying or safety concerns, if you feel uncomfortable in speaking directly with any of the middle school staff. All reports will be kept confidential. Sending in a false report makes it harder for the school staff to help the people who really need it. The Safe2Tell form can be filled out on the school website. After you fill out the form, a school administrator will review the report to determine how we can best keep a safe school environment.