
LODI MIDDLE SCHOOL

900 Sauk Street Lodi, WI 53555 (608)-592-3854



Parent – Student Handbook 2023-24

Aspiring to achieve excellence responsibly, respectfully, and with Lodi Pride.



District Mission

In partnership with our community, nurturing every student’s potential for growth and opportunities; socially, mentally & academically in a safe, respectful, and an inclusive environment to create innovative problem solvers.

Preparing for the Future	Nurturing the Whole Student	Innovative Communication Connection	District Workforce	Operational Excellence
Exploring academic and career excellence for diverse futures through opportunity, relevance, & readiness	Creating a sense of belonging by growing empathy and compassion, inspiring the emotional and physical wellbeing of each student	Committing to stakeholders to provide clear and transparent communication and opportunities for engagement	Attracting and retaining exceptional team members and engaging them in continuous improvement	Planning for the district, incorporating innovation, budget forecasting, building maintenance & future needs for the district ensuring operational viability

Lodi Middle School Mission: It is the mission of the Lodi Middle School to actively ensure high levels of academic, social and emotional growth for all students. As a learning community, we will collectively guarantee students are provided with intentional and challenging instruction that support students’ learning needs. In a partnership between school and community, our students will grow and learn in a positive environment where all members feel valued. In summary, it is our purpose to help our students grow as learners and individuals.





Lodi Middle School

900 Sauk Street, Lodi, WI 53555 - Office: 608.592.3854 - Fax: 608.592.1035

Dear Families,

Welcome to the 2023-24 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,

Derek Pertzborn
Lodi Middle School, Principal



Derek Pertzborn
Lodi Middle School, Principal
pertzde@lodischoolswi.org



Peter Franklin
Dean of Students
frankpe@lodischoolswi.org

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Forward

This parent/student handbook has been developed to answer many of the commonly asked questions that parents and students may have during the school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Take time to become familiar with the following information and keep the handbook available for yourself and your family's use.

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.

District Office (608) 592 – 3851

Vince Breunig, District Administrator
Dr. Nick Karls, Director of Curriculum & Instruction
Neal Reible, Director of Building and Grounds
Brent Richter, Business Manager
Adria Schroeder, Director of Student Services
Kris Karls, Student Registrar

Student Transportation

Kobussen (608) 592-0551
106 Industrial Park Road
Lodi, WI 53555
Lodi.dispatch@kobussen.com
pollyanna.johns@kobussen.com

Board of Education

Heather Baron, President
Kristi McMorris, Vice President
Scott Bilse, Treasurer
Terry Haag, Clerk

H. Adam Steinberg, Director
Sarah Raemisch, Director
Angela Lathrop, Director

Staff Directory

Principal

Derek Pertzborn 3202

Dean of Students

Pete Franklin 3203

Administrative Assistants

Lesli Falk 3201

Keri Bahr 3200

Social Worker

Ceanna Caelwaerts 3227

School Nurse

Jean Winter 3484

6th Grade

Michelle Howe 3212

Alison Juntunen 3248

Emily Pertzborn 3207

Patrick Walsh 3209

Hallie Ziegler 3244

7th Grade

Jessica Homan 3251

Sara Hook 3218

Seth Landolt 3220

Aimee Meyer 3234

Kim Raschick 3226

8th Grade

Amy Christiansen 3213

Christian Frese 3217

Patty Heinzmann 3216

Sarah Gleiss 3238

Kayla Thompson 3222

Special Education

Gordy Beyer 3250

Sally Chapman 3208

Connie Huisman 3242

Matt Stone 3247

Occupational Therapist

Crystal Schaaf 3228

Physical Therapist

Rebecca Eller 3228

Speech Language

Nora Mack 3233

LMC

Paula Tonn 3231

LMC Administrative Assistant

Laurie Gwynne 3214

Art

Dwaine Dailey 3232

Band

Ashley Gulbranson 3219

Chorus

Hunter Aulds 3236

Physical Education

Jill Whale 3237

Chris Persike 3241

Spanish

Lylia Schoepp 3205

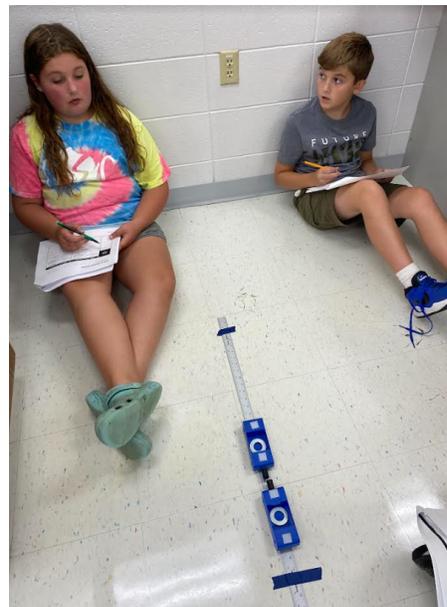
Custodian

Pat Miller 3246

School Day Schedule

6 th Grade	
Advisory	7:58-8:25
WYN	8:28-8:58
AM ELE	9:01-9:41
Period 1	9:44-10:24
Period 2-3	10:27-11:07
LUNCH	11:07-11:37
PERIOD 4	11:40-12:20
PM ELE	12:23-1:03
PERIOD 5	1:06-1:46
PERIOD 6-8	1:49-3:15
7 th Grade	
Advisory	7:58-8:25
WYN	8:28-8:58
PERIOD 1-4	9:01-11:06
AM ELE	11:09-11:49
Period 5	11:52-12:32
LUNCH	12:33-1:03
PM ELE	1:06-1:46
PERIOD 6-8	2:32-3:15
8 th Grade	
Advisory	7:58-8:20
WYN	8:23-8:58
PERIOD 1-3	9:01-10:23
AM ELE	10:26-11:06
Period 4	11:09-11:49
LUNCH	11:50-12:20
PERIOD 5-8	12:23-2:29
PM ELE	2:32-3:15

Please refer to your child's schedule for specific class sequence.



Notice of Non-Discrimination

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 Procedure #411, 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.

Title IX Notification

The School District of Lodi does not discriminate on the basis of sex in violation of Title IX in any of the programs and activities it operates. Title IX's mandate not to discriminate extends to students, employees, and other persons in all aspects of any of the District's operations, including employment and student enrollment. Inquiries about how Title IX applies to the District may be made to the District's Title IX Coordinator, the Assistant Secretary at the U.S. Department of Education, or both. The District's Title IX Coordinator is: Title IX Coordinator and Director of Student Services, Adria Schroeder, School District of Lodi District Office, 115 School Street, Lodi, WI 53555, schroad@lodischoolswi.org

The District has adopted a grievance procedure and process that provides for the prompt and equitable resolution of complaints by employees, students and other individuals alleging any action in violation of Title IX and/or its implementing regulations. The grievance procedure and process are included in Policy 410 (Title IX: Sexual Harassment Prohibited Against Students and Other Applicable Individuals) and Policy 510 (Title IX: Sexual Harassment Prohibited Against Employees) These policies addresses how to report or file a Complaint of Sexual Discrimination or a Formal Complaint of Sexual Harassment, and how the District will respond.

Bullying – Speak Up Speak Out Wisconsin

Speak Up Speak Out - Wisconsin is a safe way to report bullying or other safety concerns if you feel uncomfortable speaking directly to a staff member. The icon to the right is located on the Lodi Middle School homepage and this link will anonymously notify administration of issues. Resource center staff work around-the-clock to respond to tips and to deploy a response locally by communicating directly with school administrators, law enforcement, and counselors through the state of Wisconsin Office of School Safety.



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 347).
- 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.
- 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 447.3)
- 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.

Communication

Quality communication is necessary between all stakeholders for a school to operate effectively. This handbook serves as the first step in the communication process by outlines procedures and expectations. Other forms of communication are listed below:

Parent Portal of Infinite Campus

Parents are encouraged to monitor grades through the Infinite Campus - Parent Portal. If you have questions or concerns in regards to grades, reach out to the teacher directly.

Parent Teacher Conferences

Families are invited to attend parent teacher conferences throughout the school year. There will be two sets of parent teacher conferences from 3:30-7:30 in the fall and then again in the spring. Please do not wait until parent teacher conferences to reach out in regards to any concerns. If you have concerns you should reach out to staff directly.

Student Planner - 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.

Parent Phone Calls – If a parent needs to contact their student, they should call the main office at (608) 592 – 3854. The office staff can relay the message to the student or call the student to the office to call their parent. Students are not allowed to use their cell phone during the school day so parents should not rely on this for communication. 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.

Daily Announcements – Daily Announcements are read to students on a daily basis and are also posted on the middle school website under “Student Life.” Daily Announcements includes information about club meetings, sign ups, and daily reminders.

Middle School Matters – Each month a newsletter will be sent electronically to parents as a form of communication between the Lodi Middle School and parents.

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.

Student Attendance Policy

Parents are allowed to excuse students for up to ten (10) days of school. Excused absences may include illness, death in family, family health emergency, religious holidays, and family vacations. If a note is provided from the provider, medical appointments will not count towards the ten excused days. In the case of preapproved absences, 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 notify the school by completing the Report an Absence Form located on the Lodi Middle School homepage. For those that are unable to utilize the absence form, call 608-592-3854 before 9 am to report an absence or email msoffice@lodischoolswi.org. 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. 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 social worker. A meeting may be arranged, and additional documentation, such as a doctor's note, may be required. A history of chronic absenteeism may require more immediate attention.

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 school year, he/she is habitually truant. In such cases, the school is required to report these students to authorities for possible court action and fines.

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.

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 7:40 A.M. and are required to get on their bus or leave directly after school, unless they are under the direct supervision of a teacher, advisor or coach. Exceptions to this policy may be prearranged through the building principal.

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.

Program and Co-Curricular Offerings

6th Grade	7th Grade	8th Grade
<p><u>Core Classes</u> English Language Arts (ELA) Math Science Social Studies Extended Learning Time (ELT)</p> <p><u>Elective Classes</u> Art Spanish Life Skills Technology Education Band Choir Physical Education</p>	<p><u>Core Classes</u> English Language Arts (ELA) Math Science Social Studies Extended Learning Time (ELT)</p> <p><u>Elective Classes</u> Art Spanish Life Skills Technology Education Band Choir Physical Education STEAM</p>	<p><u>Core Classes</u> English Language Arts (ELA) Math Science Social Studies Extended Learning Time (ELT)</p> <p><u>Elective Classes</u> Art Spanish Life Skills Technology Education Band Choir Physical Education STEAM</p>

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/Guardians 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 student services personnel 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/guardian should contact a member of the Student Services Staff and/or 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).



Clubs and Advisors

Art Club	Mr. Dailey
Forensics	Ms. Howe
FFA	Mr. Anderson
GSA	Ms. Ceanna
Trail Trekkers	Ms. Tonn
Spanish Club	TBD
Boys/Girls Cross Country	Mr. Paque
Girls Volleyball – Grades 7-8	Ms. Heinzmann
Girls Basketball – Grades 7-8	Mr. Roach
Boys Basketball – Grades 7-8	Mr. Roach
Wrestling	Mr. Dailey
Boys/Girls Track	Ms. Tonn



Students participating in Co-Curricular Activities are expected to follow guidelines outlined in the [Student Co-Curricular Code of Conduct](#).

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.

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.

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.

Promotion/Retention

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.

Medications at School

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

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.

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 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.



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. 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 stay in the school building after school if they intend to attend the dance. Students are required to arrive at the dance by 3:30 PM. Students should wear school appropriate clothing. 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 the 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. Students will remain in the commons throughout the entirety of the school dance.



Counseling Services

The Lodi Middle School counseling staff is available to all students and their parents or guardians. They assist with problem solving, making decisions about personal and social issues, school concerns, family changes that affect the student, career exploration, drug and alcohol issues, and stress management. In addition, the counseling department plans school wide social emotional learning opportunities for students throughout the year.

The counseling staff works with students to assist in problem solving academic and social/emotional concerns, improve coping skills, and support healthy peer relationships and decision making. They also consult with parents, guardians, and the school staff as needed.

The counseling staff is available to work with parents and guardians as a consultant for brief counseling regarding their children. Parents are encouraged to call the counseling department staff to discuss a concern about their child or for assistance in making contact with community resources. The counseling staff members offer short term individual and small group opportunities, crisis intervention, and other appropriate resources. The counseling staff does not engage in long term counseling or provide therapy.

The Lodi Middle School Counseling Department works with all school personnel and stakeholders to provide equity, access, opportunities and success for all students. The staff want all students to feel safe, supported, and successful. The Counseling Department values diversity, including racial, ethnic, gender, sexual orientation, mental and physical ability, language, spiritual belief and socio-economic status. We are committed to an inclusive environment where students, families, and staff can feel a sense of belonging.

Student Appearance

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.

Appropriate Use of Technology (Board Policy 363.2)

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
- 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 website. 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 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 website 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 website 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. Observe all rules and teacher's instructions.
2. Not write on any equipment, stands, books, or mouse pads.
3. Leave all equipment, stands, books, and mouse pads in original position at the end of each class/use and pick up materials.
4. Not play computer games unless given permission by a teacher.
5. Not copy any licensed computer software to or from machines unless given permission by a teacher.
6. Not have any food, candy, or beverage near the computers.
7. 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.
8. Access only school-sanctioned Internet sites.
9. 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).

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, smartwatches 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.)

Lost and Found Articles

Check in middle school and physical education offices for lost items. Pictures of lost and found items will be posted to the monthly newsletter. Unclaimed items are donated to charity frequently. If you are missing an item, contact Keri Bahr at (608) 592-3854 ext 3200 or bahrke@lodischoolswi.org.

Food Service

Food Service Fees

Student Lunch \$2.90	Reduced \$0.40	Milk \$0.40
Adult Lunch \$ 4.65		
Student Breakfast \$1.70	Reduced \$0.30	
Adult Breakfast \$ 2.65		

If you have any questions or concerns about the Food Service program, please contact Diane Lueck, Food Service Director, at 592- 3853 ext. 4433 or luekdia@lodischoolswi.org, or stop by the high school office at 1100 Sauk Street. For questions concerning your family lunch account or free/reduced meal information please contact the Food Service Administrative Assistant, at the Primary school, 1307 Sauk Street, 592-3855 ext. 1017.

ALL students MUST report to the cafetorium 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.

Family Lunch Account Program

All food service money is deposited into one family account, regardless of the number of children in grades K-12, and 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 the Middle school or completed online. Include the student(s) and family account name with your payment.

Deposit a sufficient amount of money to cover all purchases, including extra entrees and milk purchases. It is each household's responsibility to monitor the account balance. Balance information may be viewed online through the Infinite Campus parent portal and is displayed to the students on the checkout terminal during service. You may contact food service to block all Ala Carte purchases (except milk). **Your food service debit account must maintain a balance to make purchases.** Cash and Checks received by 9am will be added to your account and available at lunch the same day. Payments made using the online payment process are credited immediately to the account. Contact food service directly with any account questions or if your family is experiencing financial hardship.

Infinite Campus (IC) Account Balance Messenger Notification & Online Payments

When the account balance falls below \$20.00, or 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 account balance information. Each member may edit his or her contact preferences within the IC parent portal. You can also use the online payment option for deposits into your 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 the district office at 592-3851 ext. 5483.

Student PIN

Students who wish to make purchases will enter the same PIN number as assigned to them in previous years. If they have forgotten their PIN food service staff will have it available during the meal service.

Milk

A choice of a fat free flavored or a 1%/Skim white milk is included with all meals. Milk may also be purchased from the family account for those students bringing a lunch from home or if they want to purchase additional cartons. Remember to keep a balance in your family account in order for family members to make purchases.

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 or a single milk will be available in the cafeteria. The cost will be deducted from the family account when the student enters their PIN. Students on the free/reduced meal program do NOT qualify for a free/reduced milk if purchased separately from a full meal. No milk/ala carte purchases will be allowed if the account is negative. Secondary students can purchase ala carte items and milk using their family account.

Free/reduced Lunch & Breakfast 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. Applications for the free/reduced meal program are available in the School office, the District office or can be printed from the district website. If you think you might qualify, fill out the application and send it to the Lodi Primary School, ATTN: Food Service, 1307 Sauk Street, Lodi, WI 53555. If you qualify for the free/reduced lunch program it does NOT include the cost of milk if it is taken separately from the meal or taken at milk break time. Remember to fill out the application as soon as possible so we can process your request. You must fill out a new application every school year. Only you may request to participate in the district's reduced fee program, such as waived or reduced registration fees.

Healthy Vending

A vending machine is located in the cafeteria featuring healthy "Smart Snack" items.

Menu/Meal options/Nutrition Information

Monthly Breakfast and Lunch Menus are created for each school. Menus can be found through the link on the district website or viewed on our Food4Life App. The free app can be downloaded to your phone by searching for **Food4Life**. You will be able to choose the school where you or your students attend and have convenient access to the menus, allergens, and nutritional information. You can learn more about our commitment to healthy meals and our Food4Life Initiative on the Lodi lunch program website.

Negative Balance Procedure

It is established that the District's Food Service program utilizes a debit system. Money must be available in the family account before purchases can 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 reminded by the IC system to make a payment and will continue until a deposit has been received.

If a family account has a negative balance and no payment or response from the family has been received, the student's 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. 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 web site 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 & classroom activities. Families are encouraged to join the committee. Contact the school for more information.

Field Trip Sack Lunch Option

A grab n go sack lunch may be pre ordered for field trips by indicating to the student's teacher that they would like lunch provided for their trip. The cost is charged to the family lunch account.

Food Allergies/Special Needs

We want to be sure all students with potentially serious food allergies are safe at school. If your child has been diagnosed with a food allergy, contact the District Nurse. With a doctor's statement on file, we can have our dietician review the concerns and approve a specific menu that is safe for your student. Students with a food preference, such as Vegetarian, can use the nutritional information to find meal options that meet their needs.

Visitors

Parents and other family members are invited to visit and eat a meal with their child. Please sign in at the office before meeting your child and put on a Visitor Pin. Adult family members can purchase meals and pay the adult prices listed.

Thank you for taking the time to read about the Food Service Program. We look forward to serving you!

Lunch/Recess

Students are required to go outside the last ten minutes of lunch as weather allows. Students are expected to go outside if the temperature and wind chill are above 0 degrees Fahrenheit. Students should bring clothing and jackets that are appropriate for the weather during the course of the year.

Lockers

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.

- A. **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.
- B. **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.
- C. 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.
- D. Open containers are not allowed in lockers. Items will be confiscated.
- E. 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.

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 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.

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

School Closings 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.

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.

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.

Bikes, Skateboards, Scooters, Inline Skates

A bike rack is available on the east side of the building. Students must store bikes in the bike rack during the school day. Students are encouraged to use bike locks. The school is not responsible for stolen or damaged bicycles. Due to the volume of bus and car traffic before and after school, students should walk their bikes, skateboards, etc. once they are on school property and until they are off school property. Students are not allowed to ride bicycles, skateboards, scooters, inline skates, etc. on school grounds during school hours (7:30 am – 3:30 pm) or during the hours of any school activity.

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.

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. **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.
21. **Eating and/or drinking** outside the cafeteria is prohibited. No energy drinks are allowed.
22. **Gambling** in the building is forbidden.
23. **Harassment** - physical, verbal, emotional of any nature is forbidden.
24. **Threats** - to students or staff members is forbidden.
25. **Excessive tardiness** - refer to tardy policy.
26. **Leaving classroom without permission is prohibited.**
27. 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 has the right to pursue disciplinary action against a student for violating an ordinance or state law while on school grounds.

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 Student Success 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.

Transportation Guidelines

Kobussen (608) 592-0551
 106 Industrial Park Road
 Lodi, WI 53555
Lodi.dispatch@kobussen.com
pollyanna.johns@kobussen.com

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.

Field Trips

Through the online registration process, parents/guardians will have the opportunity to give permission for their students to attend all in district field trips throughout the year. All field trips that are outside of the district will still require a separate permission form.