
BUILDING STRONG MINDS. BUILDING STRONG COMMUNITIES.

April 3, 2023

Dear Parents/Guardians:



Your seventh grade student will be scheduling for the **2023-24** school year. He/she will have courses that are **required** and other courses that they will **elect** to take. Below is the listing of these courses. Please see the **course description guide** for detailed information. On the reverse side of this letter, you will find the **scheduling form** for you and your child to complete together. On the scheduling form, you will find a **sample schedule** that details our 8 hour day including our alternating A/B schedule system.

REQUIRED COURSES:

- **Everyday ALL year:** *MATH, ENGLISH LANGUAGE ARTS (ELA), SOCIAL STUDIES and EARTH SCIENCE*
- **Everyday ALL year:** *SPARTAN TIME*
 - (i-Ready:math/reading; Social Emotional Learning; Team Building) see [Spartan Time Website](#) for more information
- **Every-other-day ALL year:** *PHYSICAL EDUCATION*
- **Every-other-day for ONE SEMESTER:** *INTRO to WORD PROCESSING/PERSONAL FINANCE*



ELECTIVE OPTIONS: Students will choose a **TOTAL of 1.75 ELECTIVE hours**

- **Every day ALL year (1):**
 - **BAND**
- 
- **Every-other-day ALL year (.50):**
 - **CHOIR, ART Year Long, ADVANCED TECH ED, SPANISH 8:**
 - *PLEASE NOTE: A student must take Spanish in 7th grade in order to take it in 8th grade. Also, when your child reaches high school after successfully completing all of the minimum curriculum requirements of 7th and 8th grade Spanish, he/she will start the freshman year with Spanish 2. This WILL give your child a high school credit.*
- **Every-other-day for ONE SEMESTER (.25):**
 - **ART 8, SCULPTURES, SEWING & TEXTILES, NUTRITION & WELLNESS, and TECH ED 8**
- 
- **STUDY HALL Options**

Complete the **registration form** AND the **scheduling form** (on the reverse side of this letter). Please return both of them to the office by **Thursday, April 6, 2023**. If you have any questions or concerns about your child's schedule, please feel free to contact our school counselor, Mrs. Hoiska, or me.

Sincerely Yours,

Todd Chandler

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Luxemburg-Casco School District that no person shall, on the basis of race, sex, religion, natural origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical, mental, emotional, or learning disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program or activity, or employment.



Primary School
601 Marcks Lane
Luxemburg, WI 54217

Intermediate School
318 N. Main Street
Luxemburg, WI 54217

STUDENT REGISTRATION FORM

Luxemburg-Casco School District

District Office
318 N. Main Street
Luxemburg, WI 54217

Middle School
512 Center Drive
Luxemburg, WI 54217

High School
512 Center Drive
Luxemburg, WI 54217

STUDENT INFORMATION

School Start Date _____

Last Name: _____ First Name: _____ MI: _____

Grade Entering: _____ Gender: Male Female Nonbinary Date of Birth: _____

Address: _____ City: _____ Zip Code: _____

Place of Birth: City: _____ County: _____ State: _____

Ethnicity

Is this student Hispanic or Latino (Choose only one)

No, not Hispanic or Latino

Yes, Hispanic or Latino

Is this student (choose one or more. You must select at least one)

American Indian or Alaska Native

Asian

Native Hawaiian or other Pacific Islander White

Black or African American

LEGAL PARENT/LEGAL GUARDIAN INFORMATION

Legal Parent/Legal Guardian 1:

Last Name: _____

First Name: _____

Relationship to Student: _____

Home Phone #: _____

Cell Phone #: _____

Work Phone #: _____

Email Address: _____

Address: _____

City: _____ Zip: _____

Employer: _____

Marital Status: Single Married Divorced

Separated Remarried

Does this child live with you: Yes No

If Yes, Sole Custody Shared Custody

Legal Parent/Legal Guardian 2:

Last Name: _____

First Name: _____

Relationship to Student: _____

Home Phone #: _____

Cell Phone #: _____

Work Phone #: _____

Email Address: _____

Address: _____

City: _____ Zip: _____

Employer: _____

Marital Status: Single Married Divorced

Separated Remarried

Does this child live with you: Yes No

If Yes, Sole Custody Shared Custody

Please list siblings in the L-C School District & any younger non-school aged siblings

Sibling Name	Gender (M/F)	Age	Grade

Please list previous school of attendance if other than L-C: _____
Address: _____ City: _____
State: _____ Zip: _____ Phone #: _____

Does your child have vision difficulties? Yes No

Does your child have speech difficulties? Yes No

Does your child have hearing difficulties? Yes No

Is this child taking medication that will need to be dispensed at school? Yes No

EMERGENCY INFORMATION

Please list any medical conditions we should be aware of:

Medical Alert 1: _____ Medical Alert 2: _____

Does your child have allergies? Yes No If Yes, what are the nature of the allergies? _____

Does your child require an EpiPen? Yes No

EMERGENCY CONTACTS

Please list contacts **other than parent/guardian**

1st Contact

Last Name: _____

First Name: _____

Work #: _____

Home #: _____

Cell #: _____

Relationship to student: _____

2nd Contact

Last Name: _____

First Name: _____

Work #: _____

Home #: _____

Cell #: _____

Relationship to student: _____

The following information helps identify students who may require help developing English Language skills necessary for success in school. Testing may be necessary to determine if language supports are needed for your child. Answers **will not** be used for determining legal status or for immigration purposes. If your child is identified as eligible for English Language services, you may decline some or all of the services offered to your child. **PLEASE ANSWER THE QUESTIONS BELOW.**

Was the first language used by this child English Yes No

When at home, does this student hear or speak a language **other than English** more than half of the time? Yes No

If **Yes**, what language? _____

Parent/Guardian preference for languages used for school communication (may be multiple):

Parent/Guardian Name: _____

Parent/Guardian Name: _____

Orally spoken Language: _____

Orally spoken Language: _____

Written Language: _____

Written Language: _____

IMPORTANT Please fill out all information below

Special Education

Did this student receive Special Education services at their previous school? Yes No

Does this child have an active IEP Yes No

For Primary School Students (Grades EC – 2)

Did this student receive Title 1 reading services at their previous school? Yes No

Did this student participate in an Early Childhood Program at their previous school? Yes No

If **Yes**, name and location: _____

For High School Students (Grades 9 – 12)

Did this student participate in any WIAA sports at their previous school? Yes No

MILITARY INFORMATION

Is either parent/guardian on active duty? Yes No

Is either parent/guardian a traditional member of the Guard or Reserve? Yes No

Is either parent/guardian a member of the Active Guard/Reserve (AGR)? Yes No

Is either parent/guardian under Title 10 or full time National Guard under Title 32? Yes No

Parent Signature: _____ Date: _____

FOR STAFF USE ONLY

Birth Certificate Verification Yes No

Proof of Guardianship Yes No

Proof of Residency Obtained Yes No

Notes: _____

FORMULARIO DE INSCRIPCION DE ESTUDIANTES

Distrito Escolar Luxemburg-Casco

Escuela Primaria
601 Marcks Lane
Luxemburg, WI 54217

Escuela Secundaria
512 Center Drive
Luxemburg, WI 54217

Escuela Intermedia
318 N. Main Street
Luxemburg, WI 54217

Oficina del Distrito
318 N. Main Street
Luxemburg, WI 54217

Escuela Preparatoria
512 Center Drive
Luxemburg, WI 54217

INFORMACION DEL ESTUDIANTE

Fecha de comienzo: _____

Apellido: _____ Nombre: _____ SN: _____

Grado entrante: _____ Genero: Masculino Femenino No binario Fecha de nacimiento: _____

Dirección: _____ Ciudad: _____ Código postal: _____

Lugar de nacimiento: Ciudad: _____ Condado: _____ Estado: _____

Etnicidad

¿Este estudiante es Hispano o Latino? (Elija solo una)

No, no es Hispano o Latino

Si, Hispano o Latino

¿Es este estudiante? (Elija uno o más. Debe seleccionar al menos uno)

Indio Americano o Nativo de Alaska

Asiático

Nativo de Hawai u otra isla del Pacífico

Blanco

Negro o Afroamericano

INFORMACIÓN LEGAL DEL PADRE/TUTOR LEGAL

Padre legal/tutor legal 1:

Apellido: _____

Nombre: _____

Relación con el estudiante: _____

de casa: _____

de celular: _____

de trabajo: _____

Correo electrónico: _____

Dirección: _____

Ciudad: _____ Código postal: _____

Empleador: _____

Estado civil: Soltero Casado Divorciado

Separado Volvió a casar

¿Vive este niño contigo?: Si No

Si es así, Custodia completa Comparte custodia

Padre legal/tutor legal 2:

Apellido: _____

Nombre: _____

Relación con el estudiante: _____

de casa: _____

de celular: _____

de trabajo: _____

Correo electrónico: _____

Dirección: _____

Ciudad: _____ Código postal: _____

Empleador: _____

Estado civil: Soltero Casado Divorciado

Separado Volvió a casar

¿Vive este niño contigo?: Si No

Si es así, Custodia completa Comparte custodia

Por favor, indique los hermanos en el Distrito Escolar de LC y cualquier hermano menor que no esté en edad escolar.

Nombre del hermano	Genero (M/F)	Edad	Grado

Por favor indique la escuela a la que asistió anteriormente si no es L-C: _____
Dirección: _____ Ciudad: _____
Estado: _____ Código Postal: _____ # de teléfono: _____

¿Su hijo tiene dificultades de visión? Si No

¿Su hijo tiene dificultades para hablar? Si No

¿Su hijo tiene dificultades auditivas? Si No

¿Este niño está tomando medicamentos que deberán ser dispensados en la escuela? Si No

INFORMACION DE EMERGENCIA

Enumere cualquier condición médica que debamos tener en cuenta:

Alerta Medica 1: _____ Alerta Medica 2: _____

¿Su hijo tiene alergias? Si No

Si es así, ¿Cuál es la naturaleza de las alergias?

¿Su hijo requiere un Epi-pen? Si No

CONTACTOS DE EMERGENCIA

Por favor indique los contactos que no sean los padres/tutores

1^{er} Contacto

Apellido: _____

Nombre: _____

del trabajo: _____

de casa: _____

de celular: _____

Relación con el estudiante: _____

2^{do} Contacto

Apellido: _____

Nombre: _____

del trabajo: _____

de casa: _____

de celular: _____

Relación con el estudiante: _____

La siguiente información ayuda a identificar a los estudiantes que pueden necesitar ayuda para desarrollar las habilidades del idioma inglés necesarias para tener éxito en la escuela. Es posible que se necesiten pruebas para determinar si su hijo necesita apoyos lingüísticos. Las respuestas no se utilizarán para determinar el estatus legal ni para fines de inmigración. Si su hijo es identificado como elegible para los servicios de idioma inglés, puede rechazar algunos o todos los servicios ofrecidos a su hijo. **POR FAVOR RESPONDA LAS PREGUNTAS A CONTINUACIÓN.**

¿Fue el primer idioma utilizado por este niño inglés? Si No

Cuando está en casa, ¿este estudiante escucha o habla un idioma que **no sea inglés** más de la mitad del tiempo? Si No

Si es así, ¿qué idioma? _____

Preferencia de los padres/tutores por los idiomas utilizados para la comunicación escolar (pueden ser múltiples):

Nombre del padre/tutor: _____

Nombre del padre/tutor: _____

Idioma oral: _____

Idioma oral: _____

Idioma escrito: _____

Idioma escrito: _____

IMPORTANTE: Por favor complete toda la información a continuación

Educación Especial

¿Recibió este estudiante servicios de Educación Especial en su escuela anterior? Si No

¿Esta niña tiene un IEP activo? Si No

Para estudiantes de la escuela primaria (Grados EC – 2)

¿Recibió este estudiante servicios de lectura de Título 1 en su escuela anterior? Si No

¿Este estudiante participó en un Programa de Primera Infancia en su escuela anterior? Si No

Si es así, nombre y localización: _____

Para estudiantes de la escuela preparatoria (Grados 9 – 12)

¿Este estudiante participó en algún deporte WIAA en su escuela anterior? Si No

INFORMACION MILITAR

¿Alguno de los padres/tutor está en servicio activo?

Si No

¿Alguno de los padres/tutor es un miembro tradicional de la Guardia o de la Reserva? Si No

¿Alguno de los padres/tutor es miembro de la Guardia Activa/Reserva (AGR)? Si No

¿Está alguno de los padres/tutores bajo el Título 10 o la Guardia Nacional de tiempo completo bajo el Título 32?

Si No

Firma del padre: _____ Fecha: _____

SOLO PARA USO DEL PERSONAL

Birth Certificate Verification Yes No

Proof of Guardianship Yes No

Proof of Residency Obtained Yes No

Notes: _____

2023-2024 Scheduling Form: 8th grade - Class of 2028

Directions: Choose a TOTAL of 1.75 ELECTIVE hour options

25 hour options <i>(Every other day for a SEMESTER)</i>	<input type="checkbox"/> Art 8 (<u>can NOT pick twice</u>)(.25) <input type="checkbox"/> Tech Ed (S.C.) (.25) <input type="checkbox"/> Sewing & Textiles (.25) <input type="checkbox"/> Sculptures (.25) <input type="checkbox"/> Nutrition & Wellness(.25)	_____ hour(s)
5 hour options <i>(Every other day ALL year)</i>	<input type="checkbox"/> Art (Y.R.) (<u>can NOT pick twice</u>)(.50) <input type="checkbox"/> Advanced Tech Ed(Y.R.) (.50) <input type="checkbox"/> Chorus (.50) <input type="checkbox"/> Spanish** (.50)	_____ hour(s)
1 hour options <i>(Every day ALL year)</i>	<input type="checkbox"/> Band (1)	_____ hour(s)
Study Hall Options <i>(You are allowed to select AT MOST TWO)</i>	<input type="checkbox"/> Day A or B (S) (<u>every other day for a SEMESTER</u>) (.25) <input type="checkbox"/> Day A (YR) (<u>every other day ALL year</u>) (.50) <input type="checkbox"/> Day B (YR) (<u>every other day ALL year</u>) (.50)	_____ hour(s)
Total		1.75

Please List 2 Alternative Classes from the options above (in case classes are full)

_____ & _____

Student Name _____ *Parent Signature _____

(PRINTED)

** A student must take Spanish in 7th grade in order to take Spanish in 8th grade. When your student reaches high school after successfully completing all of the minimum curriculum requirements of 7th & 8th grade SPANISH, he/she will start the freshman year with Spanish 2. This WILL give your student a high school credit. Please see the course description for more information.

SAMPLE 8th GRADE SCHEDULE

Hours	Day A	Day B
1st hour	ELA (.5)	ELA (.5)
2nd hour	ELA (.5)	ELA (.5)
Spartan Time	Spartan Time	Spartan Time
3rd hour	SS (.5)	SS (.5)
4th hour	Science (.5)	Science (.5)
5th hour	Math (.5)	Math (.5)
6th hour	Math (.5)	PE (.5)
7th hour	Semester 1 OR 2 Intro WP/ Pers. Fin. (.25) Semester 1 OR 2 Elective Choice (.25)	Elective Choice
8th hour	Elective Choice	Elective Choice

2023-24 Course Description Guide: Grade 8 Related Arts (Electives)

REQUIRED COURSE

Introduction to Word Processing and Personal Finance 8 -

(.25 hour: Every other day, one semester)

This course includes some of the 8th grade standards for Personal Finance. During the semester assignments will be done in Microsoft Word, Microsoft Excel, Microsoft PowerPoint to learn necessary word processing and help develop keyboarding skills needed for all students. The word processing skills will be different formatting styles, changing, document setup and working on making the student more productive with the keyboard and give them experience with programs that they will use in their career pathways. Students will also go through a Digital Citizenship section to discuss the effects of their devices and social media on their lives.

**This course includes a brief overview of the following applications: Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.*

***This is NOT the same exact course students will take in high school; however, it will help prepare them for that course.*

ELECTIVE COURSES

ART

Creativity, craftsmanship, application and understanding of principle, and safety will be emphasized in every ART course.

❖ **Art 8 - Short Course**

(.25 hour option-Every other day, one SEMESTER)

This studio course is a condensed version of the year-long course. Similar materials and methods will be used.

❖ **Art 8 - Year-long Course**

(.50 hour option - Every other day, ALL year)

This studio art course will have students exploring multiple forms of art-making and mediums including, but not limited to: painting, drawing, sculpting, paper-crafting, printmaking, ceramics (clay), plaster and design methods. Students will build upon skills they already have as well as learn a variety of skills, and will be encouraged to use their artworks as a means of self-reflection.

❖ **Sculptures: Short Course**

(.25 hour option-Every other day, one SEMESTER)

This studio course will have students creating three-dimensional artworks using a variety of materials. Students will explore mediums like wire, plaster, foam and paper to build sculptures of different sizes and styles.

FACS (Family and Consumer Science)

❖ Nutrition & Wellness

(.25 hour option-Every other day, one SEMESTER)

This course will introduce students to the basic principles of nutrition, wellness, and food preparation. The focus of the course is centered on healthy food and lifestyle choices. Students will learn safety and sanitation, food preparation techniques, as well as how to make choices to promote good health.

❖ Sewing and Textiles

(.25 hour option-Every other day, one SEMESTER)

Do you like to make things? Do you enjoy the satisfaction of creating useful and beautiful art with your own two hands? This class introduces various skills including hand-sewing and machine-sewing. Through hands-on projects, students will experience the joy of creative expression while learning design and problem-solving fundamentals.

FOREIGN LANGUAGE

❖ SPANISH 8 -

(.50 hour option- Every other day, ALL year)

7th and 8th grade Spanish is a two-year sequence that follows the same curriculum as High School Spanish 1. Students will be evaluated on their ability to communicate via reading, writing, speaking, and listening in Spanish as well as cultural awareness of the countries where Spanish is spoken. These evaluations will be based on the Can-do statements of the Wisconsin Linguafolio and the American Council of the Teaching of Foreign Languages (ACTFL) standards. When your child reaches high school after successfully completing all of the minimum curriculum requirements of BOTH 7th and 8th grade Spanish, he or she will start the freshman year with Spanish 2. This **WILL** give your child one high school credit. This allows your child to take Spanish 2, 3, 4 and 5 through their high school years. Only those who take 7th and 8th grade Spanish will be able to take Spanish 5. Additionally, 7th and 8th grade Spanish give your child a head start with acquiring a second language. Your child's vocal cords are still developing. Learning a second language during this time period greatly enhances your child's ability to phonetically pronounce the Spanish language accurately. This significantly reduces the chances of retaining an immediately identifiable foreign accent. Finally, any student who does not maintain at least a C- (75%) by the end of each semester may be dropped from the course. Students must end the 8th-grade year with a quarterly average of at least a B- (85%) to be recommended for Spanish II at the high school.

MUSIC

❖ BAND 8 -

(1 hour option: Everyday, ALL year)

After spending years practicing separately, we are now one big group. A family atmosphere is desired in 8th grade band. This is a year of reading and performing many different styles of music and exploring a wide variety of material. The new experiences in 8th grade band include pep band, tutoring and several travel opportunities. Our big trip is a day trip to Chicago to see what a big city has in terms of music. If you need a break in your day that's educational and enjoyable, band is for you. A large percentage of our band students are on the honor rolls, music truly does make you smarter.

❖ CHORUS 8 -

(.50 hour option: Every Other Day, ALL year)

Choirs at the middle school are divided by grade and gender. Offerings are 8th Grade Girls' Choir, 7th Grade Girls' Choir and Guys' Choir, which are 7th and 8th grade boys together in one choir. The choirs combine at the concerts in December and May to provide some mixed choir experiences. All choirs meet every other day, to provide students the chance to choose a study hall or an additional elective to round out their schedule. There are many extra activities that are not required but singers can participate if they would like. These include the High School Variety Show, Solo and Ensemble contest. Choir is open to all students, talented singers and students who would like to learn how to sing better are equally welcomed. The music room offers a place for middle school students to develop their skills and have fun at the same time. Much research has been written to support the addition of a music course in a student's schedule to enhance other learning and brain development. Our big trip is a day trip to Chicago to see what a big city has in terms of music.

TECH. ED. (Technical Education)

Safety, workmanship, self-reliance, and application of knowledge are expected in all Tech. Ed. Classes.

❖ TECH ED 8 - Short course

(.25 hour option-Every other day, one SEMESTER)

This course serves as an introduction to a variety of technical fields. Students learn basic tools and machine safety, complete a wood project, work with LEGO NXT Robots, build model rockets, and complete problem solving projects. This class provides a foundation for all future technology education courses.

❖ ADVANCED TECH ED -

(.50 hour option - Every other day, ALL year)

This course will have students exploring a wide range of activities including but not limited to: woodworking, drafting and design, rocketry, robotics, and electricity. Measuring, board feet calculations, finding half of fractions will also be taught in this course.

Home Language Survey—Luxemburg-Casco School District

PARENT/GUARDIAN HOME LANGUAGE SURVEY

Student Name			Date of Birth
Country of Birth	Date of Entry in U.S.	Enrollment Date	Current Grade

Relationship of Person Completing Survey

Mother
 Father
 Guardian
 Other Specify _____

Directions: Check the correct response for each of the following questions and indicate other languages if appropriate.

	English	Other(s)	Other Languages (Please Specify)
1. What language did the child learn when she or he first began to talk?	<input type="checkbox"/>	<input type="checkbox"/>	
2. What language does the family speak at home most of the time?	<input type="checkbox"/>	<input type="checkbox"/>	
3. What language does the parent(s) speak to her/his child most of the time?	<input type="checkbox"/>	<input type="checkbox"/>	
4. What language does the child speak to her/his parent(s) most of the time?	<input type="checkbox"/>	<input type="checkbox"/>	
5. What language(s) does the child hear and understand in the home?	<input type="checkbox"/>	<input type="checkbox"/>	
6. What language does the child speak to her/his brothers/sisters most of the time?	<input type="checkbox"/>	<input type="checkbox"/>	
7. What language does the child speak to her/his friends most of the time?	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
8. Can an adult family member or extended family member speak English?	<input type="checkbox"/>	<input type="checkbox"/>	Name/Relationship
Can they read English?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Do the parents/guardians request oral and/or written communication from the school to be in English?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Oral <input type="checkbox"/> Written

If no, in what language _____

SIGNATURE

Signature of Person Completing Survey	Date Signed
---------------------------------------	-------------

Adapted from: *Sample Survey, Institute for Cultural Pluralism, Lau General Assistance Center, San Diego State University, San Diego, CA 921882 [sic], 1976*

Luxemburg-Casco School District

Student Image Use Agreement

Luxemburg-Casco School District may use a student's image (i.e., a photograph, movie or sound recording) for educational or promotional purposes. Examples of this are:

- School projects
- School website
- School newsletters

Luxemburg-Casco School District promises to adhere to the following rules, with respect to students' images:

1. Luxemburg-Casco School District will not associate any identifying information (name, etc.) with a student's image in mass media (e.g. school website). However, a student's first name may be posted with a project not containing his/her likeness for project identification purposes.
2. Luxemburg-Casco School District will not use a student's image for any profit making enterprise.
3. Luxemburg-Casco School District will not use a student's image for any political advertising.
4. Luxemburg-Casco School District will not give or sell a student's image to other organizations – exclusively Luxemburg-Casco School District will retain the image copyright.

In the event that Luxemburg-Casco School District wishes to use a student's image outside of the above restrictions, the school must contact the child's parent or guardian and obtain prior permission.

Any changes to this agreement requested by the student's parent/guardian must be submitted to the school office in writing and a new Luxemburg-Casco School District Student Image Use agreement must be completed.

Student's Name: _____ Homeroom: _____

I grant permission for the publication of my child's creative work on the Internet at the school's/teacher's website. No personal identification information (i.e., child's full name, home address or telephone number) will appear with work containing your child's likeness.

Yes No

I grant permission for my child's likeness to be published on a Luxemburg-Casco School District website. Student images will not be posted with names or other personal information.

Yes No

Parent/Guardian Name: _____
(Please print)

Parent/Guardian Signature: _____ Date: _____

PRESCRIPTION MEDICATION CONSENT FORM
Luxemburg-Casco School District School Year _____ - _____

Medications are to be administered at home whenever possible. If it is necessary for a student to receive medications at school, all portions of this form must be completed before medication can be administered by school district personnel. One form for EACH medication is required.

Student: _____ Date of Birth: _____

School: _____ Grade: _____

Medication name: _____ Dose: _____

How to be given: oral inhaled nebulizer injectable topical eye ear other

Time to be given: _____ daily or as needed: how often _____

Dates to be given: school year or From: _____ to: _____

Reason for medication: _____

Side effects: _____

Physician name: _____ Physician phone #: _____

Address: _____

The above medication is to be administered during the school day in accordance with the above instructions and agreements. I agree to accept communication regarding the student/medication and understand that non-medically licensed, trained school personnel may give the medication.

**Physician signature:* _____ *Date:* _____

Parent/Guardian consent:

- School personnel has my permission to administer this medication as indicated above.
- I will supply medication in its original pharmacy-labeled package listing the name of the: student, prescriber, medication, dose and effective date. (Request extra bottle from pharmacy)
- I authorize the school nurse to exchange information verbally or in writing with my child's physician regarding this medication or the conditions for which it is prescribed.
- I agree to hold the Luxemburg-Casco School District, its employees or agents acting within the scope of their duties harmless in any and all claims arising from the administration of this medication at school.
- I will notify the school immediately if there is any change regarding this medication order.
- I understand that all medication is to be transported to and from school by a parent/guardian.
- All medications will be picked up within 3 days of completion of the school year or when medications have been discontinued. After a 10 day period of notification, medication will be destroyed.

**Parent/Guardian signature:* _____ *Date:* _____

NON-PRESCRIPTION MEDICATION CONSENT FORM
Luxemburg-Casco School District
_____ - _____ school year

It is our goal at Luxemburg-Casco Schools to have all medication locked and protected from student misuse. While we discourage the use of medication at school, we understand minor discomforts may occur while your child is in attendance. We have a limited supply of the following over the counter medications your child may need during school hours: Acetaminophen, Ibuprofen, cough drops, antacid tablets (Tums), Benadryl tablets and cream. If your child takes any of these medications frequently, we request that you bring a bottle from home to keep at school in the nurse's office.

I authorize trained Luxemburg-Casco school personnel to administer medication for my child. I agree to hold the School District and its employees acting within the scope of their duties harmless in any and all claims arising from the administration of medication at school. In lieu of an emergency in which I can not be reached, I give my authorization to contact our physician directly.

Name of student: _____ Grade: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Phone: Home _____ Cell _____ Work _____

Physician Name: _____

Clinic Name: _____ Clinic Phone: _____

This form must be completed and returned to enable your child to receive non-prescription medications supplied by the district for the school year.

For any questions regarding medication or health concerns, please contact your child's school nurse or certified medical assistant.

Primary School:	Jennifer Hetrick CMA (920)845-2315 x208	jhetrick@luxcasco.k12.wi.us
Intermediate School:	Jennifer Hetrick CMA (920)845-2371 x113	jhetrick@luxcasco.k12.wi.us
Middle School:	Gina Enderby RN (920)837-2205 x306	genderby@luxcasco.k12.wi.us
High School:	Gina Enderby RN (920)845-2336 x483	genderby@luxcasco.k12.wi.us

Luxemburg-Casco Secondary Library
Young Adult Access for Middle School Students

Student Name: _____ Grade: _____

Parents of middle school students have options when registering their child(ren) regarding their child's access to materials in the Luxemburg-Casco Secondary Library. Please read the information below regarding the library collection and how it is maintained.

Our LC Secondary Library services students in both middle and high school with ages ranging from 12 to 18 years old. We strive to maintain a library collection that is current and both diverse and inclusive in content and reading ability. While this is a goal in our district, it is also a requirement of public school libraries. In addition, our library staff works to ensure that all students in the Luxemburg-Casco School District can see themselves reflected on our library shelves, as well as experience the world beyond our community in their reading experience.

Considering both the expectations for public school libraries and the needs of our students, we also understand that not every book will be right for every student. A portion of our collection includes Young Adult literature, which often covers topics that are mature in nature including, but not limited to: language, sex, violence, drug or alcohol usage and may not be appropriate for all age levels. Many times if a student checks out a book that they are not ready for or that is not a good fit, they are able to self-monitor and exchange it for something else. To help with this matter, our library places YA stickers on Young Adult books, which are generally suggested for ages 14 and up or grades 9 and up.

Our library staff works hard to meet the needs of all our readers and to consider that children mature at different rates and have different backgrounds and interests. Therefore, the Luxemburg-Casco Secondary Library follows the selection policy outlined in board policy 2521, in addition to using professional reviews and recommendations for school libraries, to build and maintain the collection. We respect your rights as parents and guardians to help your own child choose reading materials, and we ask that you respect the rights of other parents to do the same. If your child is reading a book that does not work for them, send it back to the library, and we will help your student find a better fit. Though it may not be the right fit for your child right now, it may be the perfect fit for another child. Our school library will continue to have a diverse and inclusive collection to satisfy the needs and interests of all our middle and high school readers; our goal is to help everyone develop a love of reading.

Regarding their child's access to young adult books in the Luxemburg-Casco Secondary Library, we ask parents of middle school students to select one of the two below options when registering their child(ren). Please, read each option carefully and then select the one that you feel is appropriate for your child:

_____ Option 1: NO YOUNG ADULT BOOKS

Parents selecting this option are saying that their child may not check out any books with a YA label at any time during the school year.

_____ Option 2: ANY BOOK IN THE LIBRARY

Parents selecting this option are saying that they are okay with their child checking out any book from the library, including those labeled as YA.

If you have questions about the LC Secondary Library collection or if we can ever be of help in recommending titles to your student, please reach out and we will be happy to help.

Sarah Monfils

Luxemburg-Casco School District Librarian

Parent signature: _____

BUSING PICK UP and DROP OFF INFORMATION FORM

[one form per FAMILY]

NOTE: If after completing and submitting this form there is a change in ANY of the information please contact the District Office at (920) 845-2391 x177.

Language translation needed YES

Child Name: _____ Grade: _____ Gender: F M
First Last MI

Child Name: _____ Grade: _____ Gender: F M
First Last MI

Child Name: _____ Grade: _____ Gender: F M
First Last MI

Check only if additional names are listed on back

Parent/Guardian Name: _____
First Last

Child's Home Address: _____
Street City Zip

Parent/Guardian Primary Phone No. (_____) _____ - _____ Secondary Phone No. (_____) _____ - _____

AM Bus #: _____ AM Bus Driver _____
If Known If Known

*****If same as AM bus leave blank*****

PM Bus #: _____ PM Bus Driver _____
If Known If Known

Pick Up Information

Pick up at: (circle one) HOME SITTER DAYCARE PARENT TRANSPORT

Sitter / Daycare Name

Sitter / Daycare Address

Sitter / Daycare Phone No. (_____) _____ - _____

Drop Off Information

*****If drop off information is the same as the pick up information leave blank*****

Pick up at: (circle one) HOME SITTER DAYCARE PARENT TRANSPORT

Sitter / Daycare Name

Sitter / Daycare Address

Sitter / Daycare Phone No. (_____) _____ - _____

Home Language Survey: Purpose

The information below helps us identify students who may need help to develop the English language skills necessary for success in school. Language testing may be necessary to determine if language supports are needed by your child.

Answers will not be used for determining legal status or for immigration purposes. If your child is identified as eligible for English language services, you may decline some or all of the services offered to your child.

1. Was the first language used by this student English? **Yes / No**

2. When at home, does this student hear or use a language **other than English** more than half of the time? **Yes / No**

If yes, what language (s): _____

Parental/Guardian preference for languages used for school communications (may be multiple):

Parental/Guardian name: _____

Oral: _____

Written: _____

Parental/Guardian name: _____

Oral: _____

Written: _____

Parent/Guardian Signature: _____

Date: __/__/__

(Staff only: Screen / Do not screen)

Safety Concerns

If you or someone you know is experiencing domestic abuse or sexual assault call

Violence Intervention Project



Ph: 920-487-2111
1405 Division St.
Algoma, WI. 54201
24 hour crisis line 877-847-3223

In cases of children being abused or neglected contact:
Kewaunee County DHS Children and Families Unit

Ph: 920-388-7109
Ask for intake worker
Kewaunee County DHS,
810 Lincoln Street Kewaunee, WI 54216

Energy Assistance

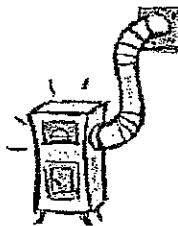
En-
ergy

Services, Inc
Ph: 920-388-0652
416 Harrison St., Kewaunee
Assistance to pay for energy costs for individuals who qualify

Weatherization Project

Ph: 920-743-7273
1300 Egg Harbor Rd Suite 124 Sturgeon Bay, WI

Provides insulating, caulking, and other conservation measures to individuals who meet financial income guidelines.



Other Assistance to Families

Kewaunee Co. Human Services
• Children's Long Term Support
• Birth to Three



Assistance to infants and children with disabilities or significant delays.

• Comprehensive Service Teams

Call 920-388-7030 for information or to refer your child for an assessment.

Kewaunee County Teen Parent Program

Ph: 920-388-7165
Education and assistance to pregnant and parenting teens in Kewaunee County.
Mental Health or Substance Abuse Concerns
Kewaunee County Behavioral Health Unit

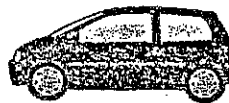
Ph: Non-emergency: 920-388-7030

General Health Concerns and WIC
Kewaunee County Public Health Dept.
Ph: 920-388-7160

Transportation

Medical Transportation Management, Inc.

Ph: 866-907-1493
Non-emergency transportation to medical appointments for individuals who have Medicaid.

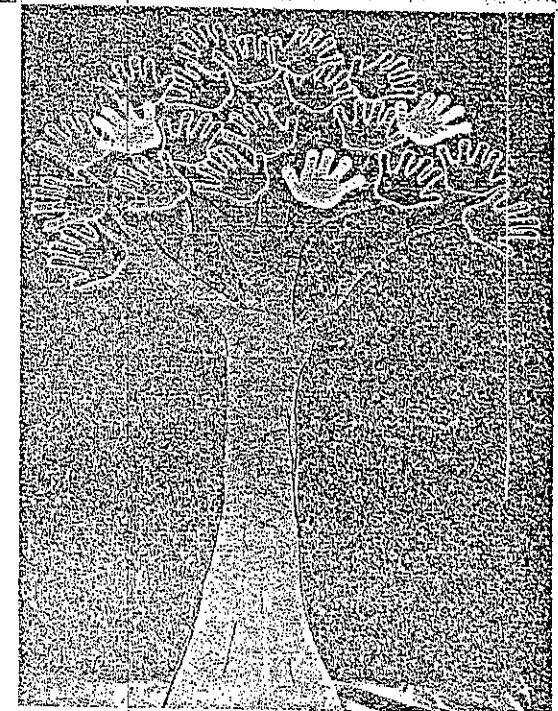


Kewaunee County Transportation
Ph: 388-0626 For adults over 55 and individuals with a disability. Initial assessment must be done prior to using the transportation system.

RESOURCES FOR FAMILIES

IN KEWAUNEE COUNTY

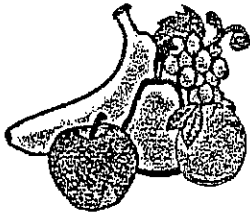
UPDATED DECEMBER 2016



We
Grow Better
Together

Food & Nutrition

**Lakeshore
Community Pantry**
519 Kilbourn St
Kewaunee
920-304-9436
Open Wednesday from
1:00PM-3PM



Heavenly Business Pantry
916 Feld St
Algoma, WI 54201
920-487-3186
Open the 2nd Saturday of month from 9:00-
10:00 AM

**Kewaunee Co Food Pantry and Nutrition
Program**
1528 Sunset Ave
Algoma, WI
920-487-3663
Mondays and Wednesdays from 11 AM-1PM

Lux-Casco Pantry
506 Church St.
Casco, WI 54205
1st and 3rd Thursday of the month 12:30-2:30
2nd and 4th Saturday of the month 9:00-11:00

Clothing

**Lakeshore Community Pantry Clothing
Closet**
416 Harrison St. Kewaunee
Open Monday-Saturday, hours vary
920-304-9436

St. Vincent DePaul
Third St. in Algoma
Mon-Fri 10-4 PM



Economic Support

**Kewaunee County Human
Services**
Badgercare Plus
Medicaid
Foodshare
Childcare Assistance



Eligibility requirements vary by program
To apply for the above programs
Call the East Central Income Maintenance
Partnership 1-888-256-4563
or go online: access.wi.gov

Forward Service Corporation
Ph: 920-366-7656
Tues. & Thurs. at 810 Lincoln St., Kewaunee
Contact: Danielle DeJardine

W2

Target Population: Adults who meet in-
come and asset requirements and have de-
pendent children in their care

FoodShare Employment & Training Programs

Target Population- Adults who are receiv-
ing FoodShare and volunteer to participate in
the program

The two programs above assist with

- Job searching
- Career assessments
- Career planning
- Work experience
- Supportive services such as
transportation & child care assistance

Housing Assistance



Lakeshore CAP-
Ph: 920-682-3737

Will assist individuals who are homeless or
being evicted from current housing. Program
cannot assist individuals who are living in
federally subsidized low income housing.

Salvation Army
Ph: 920-924-8643

Assistance with **one month** of rent if applicant
will be able to continue to meet rent payments
after receiving assistance.

Forward Service Corporation
Ph: 920-366-7656
Contact: Danielle DeJardine

Assistance with some of the costs a getting a
new apartment such as the security deposit or
first month's rent.
Must be an adult who has a dependent child
living with them. Must either 1) be homeless
or 2) have received an eviction or foreclosure
notice and have another qualifying crisis.

School Supplies

Backpacks and basic school
supplies for children from low
income families or those in an
emergency need.



Supplies are distributed the middle of
August.
Families are urged to register by the end of
July. Call 920-388-7160 for details.

During the school year there are limited
supplies available. Call the number above.

**WHEN ASSESSING A HOMELESS STUDENT
CONSIDER THE FOLLOWING**

- Current residence
- Permanent or temporary housing
- Safety
- Regular attendance at school
- Transportation needs
- Basic needs such as food, clothing and school supplies
- Health related needs such as eye glasses, medication, dental care or similar
- School Counseling services
- Academic services
- Summer School
- Special education



IMPORTANT PHONE CONTACTS

EMERGENCIES 911
 NON-EMERGENCY INFO 211
 CRISIS CENTER 920-436-8888
 300 Crooks Street; Green Bay 24 Hour Walk-In

Shelters

NEW Community Shelter 920-437-3766
 301 Mather St.; Green Bay Hot meals everyday 5-6pm
 Freedom House 920-432-4646
 2997 St. Anthony Dr.; Green Bay
 House of Hope 920-884-6740
 1660 Christina St.; Green Bay
 St. John Homeless Shelter 920-436-9344
 411 St. John St.; Green Bay
 Golden House 920-435-0100
 1120 University Ave.; Green Bay

Places to go for food and/or clothing

Salvation Army 920-497-7053
 626 Union Ct.; Green Bay M-F Lunch: 11:30 – 12:30 pm
 Manna For Life Missions Center 920-437-3629
 1545 University Ave.; Green Bay
 Paul's Pantry 920-433-0343
 1529 Leo Frigo Way; Green Bay
 St. Vincent De Paul 920-432-2576
 1529 Leo Frigo Way; Green Bay
 Ruby's Pantry – Central Church 651-674-0009
 831 Schoen St.; Green Bay
 Ruby's Pantry – Redeemer Church 651-674-0009
 210 S. Oneida St.; Green Bay

Information & Assistance

Wisconsin Job Center 920-448-6760
 701 Cherry St.; Green Bay
 Brown County Human Services 920-448-6095
 111 N. Jefferson St.; Green Bay
 Kewaunee County Human Services 920-388-7030
 810 Lincoln St.; Kewaunee
 Integrated Community Services (ICS) 920-448-4540
 201 W. Walnut St.; Green Bay
 Aging & Disability Resource Center 920-448-4300
 300 S. Adams St.; Green Bay

**SCHOOL DISTRICT OF
LUXEMBURG-CASCO**

INFORMATION



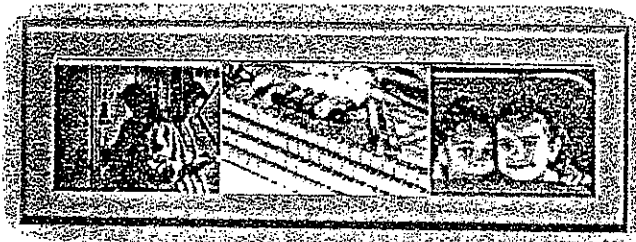
**REGARDING HOMELESS
STUDENTS**



The McKinney-Vento Homeless Assistance Act, provides certain rights and protections for families experiencing homelessness. According to McKinney-Vento, anyone who lacks a fixed, regular and adequate night-time residence is homeless.

HOMELESSNESS INCLUDES ANYONE

- Living in an emergency shelter or transitional housing
- Abandoned in hospitals or awaiting foster care placement
- Living in motels, hotels, trailer parks or camp grounds due to lack of alternative adequate accommodations
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar setting
- "Doubled Up" living with friends or family due to the loss of housing, economic hardship or a similar reason
- An "unaccompanied youth", under the age of 18, living without a parent or guardian
- Migratory children living in these conditions

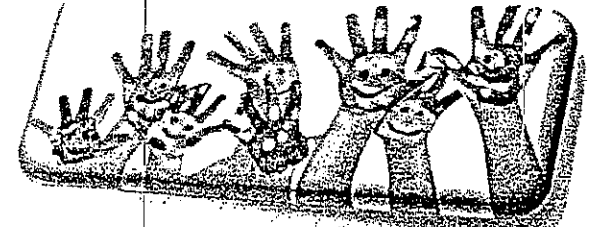


HOMELESS CHILDREN HAVE THE RIGHT TO:

- Attend School, no matter where they live or how long they have lived there. You do not need a permanent address to enroll in school
- Not be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Enroll and attend classes in the parents' school of choice even while the school and parents seek to resolve a dispute over enrollment.
- Continue in the school they attended before they became homeless, if that is the parents' choice and is feasible.
- Receive transportation to and from the school the child last attended prior to becoming homeless, if the parent/guardian requests it.
- Participate in extracurricular activities and all federal, state or local programs for which he/she is eligible.

IN ADDITION TO HOMELESS ASSISTANCE, THE LUXEMBURG-CASCO SCHOOL DISTRICT OFFERS THE FOLLOWING:

- Free school meals for those who qualify
- Free transportation services
- Free school supplies for those who qualify
- Waived School Fees for those who qualify
- Special Education and 504 programs for those who qualify
- Title I services & additional academic support



- Programs to help English Language Learners
- Gifted and Talented programs for those who qualify
- 4 Year-old Kindergarten
- Summer School
- High School credit recovery options

NOTIFICATION

Luxemburg-Casco School District Homeless Liaison

Tara Zeal 920-845-5549

If you know or suspect a student is homeless, notify the Luxemburg-Casco Homeless Liaison



**Luxemburg-Casco School District
McKinney-Vento**
(May be completed at enrollment or after a change in living situation.
Only one per family required.)



HOMELESS LIAISON:

Tara Zeal
112 N. Main Street
Luxemburg, WI 54217
920-845-5549

SCHOOL AGED CHILDREN - Please list oldest child first							
Last/First Name	Date of Birth	Special Ed.		School Enrolled	Grade	Gender	
		Yes	No			M	F
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

NON-SCHOOL AGED CHILDREN - Please list oldest child first						
Last/First Name	Date of Birth	Early Childhood		School Enrolled	Gender	
		M	F			
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Last School Attended: _____

If you are not living in your own home you may qualify for educational services under the McKinney-Vento Education Assistance Act. Eligibility can be considered by completing and submitting this questionnaire. Families/students, or unaccompanied youth who are eligible have educational rights under the McKinney-Vento Act that may include choices about where to attend school. Please contact the school homeless liaison to discuss eligibility, rights, and potential services - Tara Zeal at 920-845-5549 ext. 504.

FAMILY/STUDENT LIVING: Please check all of the following that apply:

- | | |
|--|--|
| <input type="checkbox"/> Are you sharing a friend or relative's home or apartment due to loss of housing, economic hardship or similar reason?
<input type="checkbox"/> Do you live in a hotel, motel, or campground because you have no other place to live?
<input type="checkbox"/> Are you staying in a shelter (family shelter, domestic violence shelter, youth shelter)?
<input type="checkbox"/> Do you live out of a car, park, abandoned building or other inadequate accommodations? | <input type="checkbox"/> Are you being evicted from your home / residence at this time?
<input type="checkbox"/> Does your child (children/student) live in any of the above situations?
<input type="checkbox"/> Student is separated from parent/guardian
<input type="checkbox"/> Student is an unaccompanied youth
If unaccompanied youth, please state reason youth is unaccompanied (run-away, throw away, abandoned, etc.): _____ |
|--|--|

If you did not select any of the descriptions listed, you do not need to complete the remainder of this form or submit it to the building secretary. If you selected any of the above options, please provide the information below and submit this form to a building secretary.

Address of current residence: _____

OR

Name of motel/shelter where staying: _____

Contact phone number: _____ Name of Contact/Parent: _____

Alternate or Emergency Contact Name and Number: _____

Services needed by the family

Areas of Educational and Related Services:

- Transportation
- School Supplies
- Help with Enrollment
- Instructional Support
- School Counseling
- Activity Fees
- Special Education (list areas _____)

- Gifted or Talented Programs
- Preschool Programs
- After-School Programs
- EL Services
- School/Health records needed
- Truancy Issues
- Other Specify _____

Areas the District Will Provide Family Assistance:

- Referral for Community Resources
- Medical, Dental and Other Health Services
- Mental Health Services
- Food and Clothing
- Housing Support
- Addressing needs related to domestic violence
- Parent education related to rights/resources
- Other *Specify* _____

Family/Student Living:

- Doubled-up
- In a motel/hotel
- In a shelter/transitional living program
- Unsheltered (e.g., cars, parks, etc.)
- Awaiting Foster Care placement
- Runaway child or youth
- Unknown

STAFF PLEASE LIST APPLICANT EXPLANATION OF WHAT IS SPECIFICALLY NEEDED FROM EACH CATEGORY (If more space is needed please use another page):

The undersigned parent/guardian, student certifies that the information provided above is true and accurate

Print Name _____ Signature _____ Date _____

Please talk with the Luxemburg-Casco School District Homeless Liaison (Tara Zeal at 920-845-5549 ext. 504) to find out if you qualify or to learn more about McKinney-Vento Assistance Act rights and services.

School Secretary: *If the questionnaire is submitted, immediately forward this form to Tara Zeal, Student Services Office.*
 L-C District Enrollment Date: _____ Date Form Received by School Staff: _____
 SSO Date Received: _____

LUXEMBURG-CASCO SCHOOL DISTRICT

BYLAWS & POLICIES

7540 - COMPUTER TECHNOLOGY NETWORK, AND INTERNET ACCEPTABLE USE AND SAFETY

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. However, the use of the District's network and technology resources by students is a privilege not a right.

The District Administrator shall develop and implement a written District Technology Procedure (DTP). The DTP will provide for both the acquisition of technology, and guidance to staff and students concerning making safe, appropriate and ethical use of the District's network(s). The DTP shall also inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner.

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, etc.) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the principal.

However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy.

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, etc.) that turn communication into interactive dialogue between users. The Board prohibits any access and use of social media by students from the District's network.

The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the District Administrator.

The District Administrator shall periodically review the DTP to determine the effectiveness of the plan in meeting its objectives.

ONE TO WORLD

LUXEMBURG-CASCO SCHOOL DISTRICT



One to World

The Luxemburg-Casco One to World program fulfills the district's goal of providing each and every Spartan with equal access to modern resources that will be necessary to maximize learning. But One to World also allows our educators to reach students, and our students to reach the world, in ways that weren't possible before the rise of technology.

What does this mean for our High School students? Each High School student will receive their own Chromebook from the District. Students will use their Chromebook in class during the day, and they will be free to take it home each night to complete schoolwork. Students will be responsible for arriving to class with their Chromebook prepared for use each day based on their teachers' lesson plans. Use of the Chromebooks in class will be at the sole discretion of the teacher.

Receiving Your Chromebook

Students will not be given their Chromebook until the following requirements have been met:

- Fees are paid (see information in packet)
- Handbook Agreement below is signed

The One to World handbooks can be found on the District website. Read through the handbook at then sign below.

I have read and agree to care for my Chromebook as outlined in the One to World Student Handbook.

Student Name (print):

Student Signature:

Parent Signature:

Date:

ONE TO WORLD

HANDBOOK

HIGH & MIDDLE SCHOOL PARENTS





LUXEMBURG-CASCO HIGH & MIDDLE SCHOOL

PARENT HANDBOOK

CHROMEBOOK EXPECTATIONS & GUIDELINES

Please read over the following information before agreeing to the expectations and responsibilities of the district-issued Chromebook.

Instructional Use

High School Principal - Troy Haws - thaws@luxcasco.k12.wi.us, ext. 401

Middle School Principal - Todd Chandler - tchandler@luxcasco.k1.wi.us, ext. 301

Technical Services

Director of Operational Technology - Scott Waldow - swaldow@luxcasco.k12.wi.us, ext. 129

Director of Instructional Technology - Scott Oftedahl - softedahl@luxcasco.k12.wi.us, ext. 205

Acceptable

Use/Discipline

Dean of Students - Jenny Bandow - jbandow@luxcasco.k12.wi.us, ext. 419

One to World Website

sites.google.com/a/luxcasco.k12.wi.us/one-to-world

RECEIVING & RETURNING THE CHROMEBOOK

Incoming 7th graders and sophomores will receive a new Chromebook before the start of the upcoming school year.

Incoming 8th graders, freshmen, juniors and seniors will be allowed to keep their Chromebook over the summer. Outgoing seniors will be required to turn in their Chromebook to the LMC prior to graduation.

Any student who transfers out of Luxemburg-Casco School District will be required to return their Chromebook and accessories to the LMC by their last day of enrollment. If a Chromebook and its accessories are not returned, the parent or guardian will be held responsible for the full price of the Chromebook. If payment is not received, a process similar to collecting outstanding school fees will be followed.

CHROMEBOOK USE & CARE

Students are responsible for their ethical and educational use of the technology resources of Luxemburg-Casco School District. [All district policies and handbook expectations apply to the use of Chromebooks](#). Consequences for inappropriate use are outlined in the [7540.03 - Student Education Technology Acceptable Use and Safety](#) policy. Students are responsible for bringing a fully-charged Chromebook to school each day for all classes unless advised not to do so by their teacher. Students will use their Google account login to access the Internet on the Chromebook. Students' Google Apps for Education suite of tools will be used for work production and saving online work. Chromebooks are the property of Luxemburg-Casco School District. Students should handle their device with care. The [L-C High & Middle School Student Chromebook Handbook](#) and the [One to World website](#) outline the general care of the Chromebook (carry in closed position, do not eat/drink near Chromebook, do not leave Chromebook unsupervised, etc.).

INTERNET SAFETY & ACCEPTABLE USE BOARD POLICY

[7540.03 - Student Education Technology Acceptable Use and Safety](#) policy applies to the Chromebook and its use.

PERSONAL CHROMEBOOKS

Personal Chromebooks are not allowed to be used unless specifically approved.

INTERNET SAFETY & NETWORK FILTERING

Students are encouraged to use the Chromebook at school and at home. Luxemburg-Casco School District uses a network filtering system as one means of protection for our students. A comprehensive approach including protection measures, monitoring and instruction is utilized in our school district. The district-issued student Chromebooks will have Internet filtering at school and at home to the extent it is possible with the tools in place within the school district & Google Apps for Education Administration. There may be times when the filtering tools may not work, may fail, or changes beyond the District's control may occur causing web filtering to not occur on the district-issued devices when they are not within the District. Parents and students are encouraged to report to their site administrator any complaints or concerns regarding student access or exposure to any content, activities, or communications that may be harmful, deceptive, or otherwise inappropriate or objectionable. **It is recommended that a student's use of the Internet be monitored.**

PROBATIONARY STUDENT PRIVILEGES

Luxemburg-Casco School District has an obligation to protect its assets. Probationary Status and/or other disciplinary action may be assigned to a student by building administration. Based on the criteria below and at the discretion of the building administration, some students may be required to turn in their Chromebooks to the LMC at the end of each day unless otherwise specified. A formal check-in and check-out process will take place to protect the equipment and

document the process. Any student can be placed on probationary status, regardless of insurance, for multiple instances of damage to a Chromebook.

- Students who have violated the [7540.03 - Student Education Technology Acceptable Use and Safety](#) policy during the current or previous semester.
- Students who have had multiple instances of accidental damage, intentional damage to a device, or unpaid repair/replacement fees.

DIGITAL CITIZENSHIP & CHROMEBOOK CARE / USE LESSONS

Lessons will be presented during Resource period the first week of school to establish and model expectations for educational use of Chromebooks. Proper care of Chromebooks to help minimize accidental damage will also be modeled for students. These lessons will be posted to the One to World website as well.

DEVICE WARRANTY INFORMATION

All Chromebooks are covered by the [manufacturer's warranty](#) for malfunction due to manufacturing or non-performance issues. The warranty does not cover damage that is determined (by the District) to be accidental, intentional, or the result of negligent use or treatment; nor does it cover outright loss or destruction of the Chromebook, power cord, battery, or protective case.

INSURANCE

Each student will pay an insurance fee as part of the Luxemburg-Casco School District registration process. This plan will cover the cost of the FIRST occurrence of accidental damage (as determined by the District) to a student's Chromebook for that school year. This insurance will cover to have the Chromebook repaired/replaced at no additional cost should accidental damage occur during the student's use.

Accidental drop/damage insurance includes the following benefits:

- Wide scope of accident protection
- Simplified replacement of your damaged system
- Peace of mind

Examples of unintentional damages covered by insurance may include, but are not limited to, the following:

- Drops, falls, and other collisions
- Electrical surge
- Damage or broken LCD due to drop/fall
- Accidental breakage (multiple pieces)

Damage caused by intentional acts (as determined by the District), fire, theft, or loss are not covered by this insurance. The power cord and protective cover are not covered by insurance. This insurance also does not include the cost of replacing a device that is not returned upon leaving the school.

The cost of insurance is \$25 for one academic year.

REPAIR PROCESS & REPAIR COSTS

All repairs are processed through Luxemburg-Casco School District. Students will bring their devices in need of repair to the L-C High School help desk located next to the main office. A loaner Chromebook may be provided as needed. A student needs to care for the loaner as he/she would for the device originally issued to him/her.

All costs not covered by the insurance policy will be assessed to the student and **must be paid in full prior to the student taking possession of the repaired device**. Unpaid balances will be handled in accordance with the District’s fee collection procedures.

Schedule of Repair Costs for 2023-24:

Description	Cost
Protective Cover	\$10.00
Power Cord	\$23.00
Keyboard	\$19.00
Screen	\$26.00
Device	\$286.00

LOST / STOLEN DEVICES

Students and parents/guardians are responsible for the cost of replacing lost or stolen Chromebooks. The cost of replacing a lost/stolen device for the 2023-2024 school year is \$286.00.

ONE TO WORLD

HANDBOOK

HIGH & MIDDLE SCHOOL STUDENTS





LUXEMBURG-CASCO HIGH & MIDDLE SCHOOL

STUDENT HANDBOOK

CHROMEBOOK EXPECTATIONS & GUIDELINES

The Luxemburg-Casco High School will supply all of its students with a Chromebook. This device is the property of Luxemburg-Casco School District. This device will provide students access to Schoology, Google Apps for Education, educational web-based tools as well as many other useful resources. The Chromebook is an educational tool that is not intended for gaming, social networking or high-end computing. Luxemburg-Casco High School plans to utilize the One to World program as a way to create an engaging, collaborative and modern learning environment for all students.

RECEIVING YOUR CHROMEBOOK

Incoming 7th graders and sophomores will receive a new Chromebook before the start of the upcoming school year.

Incoming 8th graders, freshmen, juniors and seniors will be allowed to keep their Chromebook over the summer. Outgoing seniors will be required to turn in their Chromebook to the LMC prior to graduation.

RETURNING YOUR CHROMEBOOK

8-12 grade students will be allowed to keep their Chromebook over the summer.

Any student who transfers out of Luxemburg-Casco School District will be required to return their Chromebook and accessories to an adult in the LCHS library/Chromebook Depot by their last day of enrollment. If a Chromebook and its accessories are not returned, the parent /guardian will be held responsible for the full price of the Chromebook. If payment is not received a process similar to collecting outstanding school fees will be followed.

TAKING CARE OF YOUR CHROMEBOOK

The Chromebook is the property of Luxemburg-Casco School District and students are responsible for the general care of it. Chromebooks that are broken or fail to work properly must be taken to the L-C High School help desk located next to the main office as soon as the student notices an issue so it can be taken care of properly. ***Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance. Repairs or maintenance are handled by the L-C High School help desk.***

GENERAL CARE GUIDELINES

Chromebooks must have a Luxemburg-Casco School District asset tag on them at all times and this tag must not be removed or altered in any way.

General Care

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your backpack while plugged in.
- ***Students should never carry their Chromebooks while the screen is open. Transport the Chromebook in the closed position at all times.***
- Vents should not be covered.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Chromebooks should never be left in a car or exposed to extreme temperatures for long periods of time.
 - If accidentally left in a car in cold temperatures, please allow the Chromebook to warm up for a minimum of 30 minutes before powering on.
- Chromebooks should never be left unattended in any unsupervised area. Any Chromebook left in an unsupervised area is in danger of being lost or stolen. The student and parents/guardians are responsible for the cost of replacing a lost or stolen Chromebook.
- If an unsupervised Chromebook is found, return it to the LCHS help desk if possible or to a staff member.
- Do not lean or put pressure on a Chromebook and/or its screen or store it with items placed on top of it.
- Clean the screen, keyboard, or outer surface with a soft, dry microfiber cloth or anti-static cloth. Never spray any liquid directly on the Chromebook.

Repairs, Lost/Stolen Devices

- If your device needs repair or technical support, please take it to the help desk located next to the main office.
- If a device is lost or stolen, the student needs to report it to the L-C High School help desk staff immediately.

- Students are responsible for the Chromebook they are issued. Any lost or stolen devices will be required to be replaced by the family.
- Students using loaner Chromebooks may be responsible for any damages incurred while in possession of the student or if it's lost or stolen.

RESPONSIBLE USE

Students will adhere to all of the information for acceptable use as described in Luxemburg-Casco School District's Board Policy [7540.03 - Student Education Technology Acceptable Use and Safety](#).

- Students are responsible for their ethical and educational use of the technology resources of Luxemburg-Casco School District.
- Students are responsible for bringing a fully-charged Chromebook to school each day for all classes unless advised not to do so by their teacher.
- Students will only login to the Chromebook using the Luxemburg-Casco District provided Google Apps for Education account.
- Students should protect their password and not share it with others.
- Students are encouraged to take their Chromebooks home for educational purposes and to transport Chromebooks with care.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and malware.
- Users of District technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued application and are given no guarantees that data will be retained or destroyed.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

WHO CAN USE THE CHROMEBOOK

Only the student the Chromebook has been issued to is allowed to use the device. Unauthorized use by anyone other than the issuant will void the District insurance and could result in probationary status.

PERSONAL CHROMEBOOKS

Personal Chromebooks are not allowed to be used unless specifically approved.

PROBATIONARY STUDENT PRIVILEGES

Luxemburg-Casco School District has the obligation to protect the assets of the district. Probationary Status and/or other disciplinary action may be assigned to a student by building administration. Based on the criteria below, some students may be required to turn in their Chromebooks to the school library at the end of each day unless otherwise specified. A formal check-in and check-out process will take place to protect the equipment and document the process.

- Students who have violated the [7540.03 - Student Education Technology Acceptable Use and Safety](#) policy during the current or previous semester.
- Students who have had multiple instances of accidental damage, intentional damage to a device, or unpaid repair/replacement fees.

DIGITAL CITIZENSHIP

Students must follow the conditions of being a good digital citizen:

I will...

Stay safe.

- I know that there are scams online that I can avoid. Therefore, unless I am filling out a trusted form with my family or teacher's permission, I will not give out my private or financial information.
- I will read the privacy policies of any social network sites or apps that I want to use, and I will pay attention to the types of information these companies can collect about me.
- I know that I have a choice in the kinds of relationships I have online. I will stop talking to anyone who makes me feel pressured or uncomfortable, or acts inappropriately toward me.

Think first.

- I will model kind behavior online. I will not bully, humiliate, or upset anyone online or with my phone – whether through sharing photos, videos, or screenshots, spreading rumors or gossip, or setting up fake profiles – and I will stand up to those who do.
- I know that the photos and videos I post, and everything that I write about myself and others online, can be saved and shared without my knowing. Therefore, I will not post anything online that I wouldn't want my family, teachers, college admissions officers, or future employers to see.
- When I use, reference, or share someone else's creative work online, I will give proper credit to the author or artist. I also know that I have a right to receive credit for any original work that I share online.

Stay Balanced.

- I know that not everything I read, hear, or see online is true. I will consider whether a source is credible. As an author, I will also contribute information thoughtfully and honestly.
- I will be open with my family and teacher about how I spend my time with media and show them that I use it responsibly.
- I will be mindful of how much time I spend in front of screens, and I will continue to enjoy the other activities – and people – in my life.

INSURANCE & DAMAGE CHARGES

Each student will pay an insurance fee as part of the Luxemburg-Casco School District registration process. This insurance fee covers the cost of the **FIRST** occurrence of accidental damage to a student's Chromebook for that school year. *The determination of damage being caused by an accident or intentional actions is at the discretion of Luxemburg-Casco School District.* This insurance policy **does not cover the cost of a lost/stolen device or power cord or repair due to intentional damage.** It also **does not include the cost of replacing a device that is not returned upon leaving the school.**

Students and parents/guardians are responsible for the cost of replacing lost or stolen Chromebooks.

REPAIR PROCESS & REPAIR COSTS

All repairs are processed through Luxemburg-Casco School District. Students will bring their devices in need of repair to the High School help desk located next to the main office. A loaner Chromebook may be provided as needed. A student needs to care for the loaner as he/she would for the device originally issued to him/her. If a loaner is provided while the student's Chromebook is being repaired, the loaner unit must be returned before the student receives his/her repaired Chromebook.

All costs not covered by the insurance policy will be assessed to the student and must be **paid in full** prior to the student taking possession of the repaired device. Unpaid balances will be handled in accordance with the District's fee collection procedures.

Schedule of Repair Costs for 2023-24:

Description	Cost
Protective Cover	\$10.00
Power Cord	\$23.00
Keyboard	\$19.00
Screen	\$26.00
Device	\$286.00

CHROMEBOOK LOAN PROCESS

In the event that a student requires a loaner Chromebook, the student must make the request at the High School help desk located next to the main office. A student ID is required to receive a loaner.