

Luxemburg-Casco Middle School
Student Handbook
2024 – 2025



We are RESPONSIBLE, RESPECTFUL, and SAFE
We take care of OURSELVES, EACH OTHER, and THIS PLACE

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Office Hours During the School Year: 7:15AM - 3:15PM
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DISTRICT MISSION STATEMENT

We inspire minds, challenge students, and promote excellence. We are Spartans.

DISTRICT VISION STATEMENT

Preparing our students to thrive in a global community by ensuring excellence in intellect and virtue. We are Spartans.

DISTRICT VALUES

Rapport / Relationships

We will ensure all students know we believe in their ability to succeed.

We will strive to make personal connections with our students.

We will model behaviors we desire to see in our students.

We will communicate, collaborate and celebrate with students, staff, parents and the community.

Teaching / Learning

We will model behaviors we desire to see in our students.

We will make learning relevant and engaging.

We will coach students to become real-world problem solvers.

We will challenge our students with rigorous experiences.

Positive Environment

We will model behaviors we desire to see in our students.

We will encourage students to be positive contributors to their communities.

We will adapt the learning environment to meet the needs of all students.

We will maintain a safe learning environment for all students.

PRINCIPAL'S MESSAGE: On behalf of the staff, I take pleasure in welcoming you to Luxemburg-Casco Middle School. This document is published so all students and parents/guardians may have a ready reference to information that is necessary for the understanding of the daily operation of our school. It is essential that all students read the information contained herein so there may be as few misunderstandings as possible. When this does not give you the information you need, you should contact your principal, counselor, a teacher, or the office for help.

Study and learn as much as you can. You can become what you want and go as far as you like - the only limitation is your determination to work and succeed. This school provides you with many opportunities; it is up to you to decide whether you will succeed or fail.

Make friends, take part in and enjoy the many available activities. Be yourself and maintain your individuality. Do not lose yourself or follow the masses. Have courage to do and stand for what is right. It is my sincere hope that this message will help you enjoy happiness and success here. We are proud of our school, staff, students, and record. You can keep that record by finding your place and making your mark. The staff and I are happy to be a part of your educational journey.

Mr. Chandler, Principal

L-C MIDDLE SCHOOL PHILOSOPHY: It is the philosophy of our school to provide opportunities for students to grow and develop to their own unique capabilities and abilities. We recognize that all students are in the process of becoming better functioning, more mature human beings. The school program attempts to provide for personal growth in a variety of ways and to help the individual develop a responsiveness to the feelings, needs, and rights of peers and adults. In addition, we attempt to develop in the individual a feeling of responsibility for his/her actions within a group as well as the actions of the group.

It is our objective for students to bridge the gap between “primary” and “secondary” education leaving our school with the attitudes, habits, and work skills that will be useful in high school and upon which they can build.

SPARTAN WAY (PBIS): Luxemburg-Casco Middle School is a PBIS school, though we will refer to it as the “Spartan Way”. The premise of it is to create a more positive environment for students and staff by establishing clear expectations for students and taking active steps in teaching, modeling, and reinforcing appropriate behaviors school-wide.

Appropriate behaviors are the prerequisites for learning and we teach students these behavioral expectations by referring to the “Spartan Way”. That is, BE RESPONSIBLE...BE RESPECTFUL...BE SAFE. And, We take care of OURSELVES, EACH OTHER, and THIS PLACE. If you have any questions about our “Spartan Way expectations”, please see The Spartan Way link to our LCMS website. [Board Policy # 5500](#)

NOTICE OF NONDISCRIMINATION POLICY: It is the policy of the Luxemburg-Casco School District that no person shall, on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program or activity, or employment. [Board Policy # 2260](#)

COMPLAINT PROCEDURE: Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The District Administrator will issue a final written decision. Appeals of the decision may be made to the State Superintendent of Public Instruction. The full complaint procedure can be found in [Board Policy # 2260](#).

STUDENT RELIGIOUS ACCOMMODATIONS: In compliance with PI 41.04(1) of the Wisconsin Administrative Code, Luxemburg-Casco Middle School will provide for reasonable accommodations of a student's sincerely held religious beliefs with regard to academic requirements and testing. Concerns regarding these matters should be brought to the attention of the student's teachers and the principal. If you have a complaint, please follow the complaint procedure above.

STUDENT RIGHTS: Every student at Luxemburg-Casco Middle School can expect the right to the best educational opportunity possible. This includes the right of every student to feel safe, to be treated with dignity and respect, and to receive a quality education.

ATTENDANCE and Absences: In Wisconsin, all students are required to attend school regularly. Each student will be allowed 10 excused absences per year, which includes family vacations, illness, etc. If a student has a medical note, the absence will not be counted against his/her attendance. Any absences beyond the 10 excused will be considered unexcused absences unless a doctor's note is provided. The Luxemburg-Casco School District must record student attendance every day school is in session.

Excused Absences - Wisconsin Statutes 118.15, 118.16 and 120.13 are specific about attendance and what may be considered an excused absence. By Wisconsin Statute and school board policy, all students between ages 6-18, are required to attend an educational program. Absences for the following reasons may be excused:

- professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
- to attend a funeral
- legal proceedings that require the student's presence
- college visits
- job fairs
- vacations

Once a child exceeds ten absences, the District is responsible for monitoring student attendance and taking appropriate action. After 10 absences, a written statement from a licensed medical professional is required excusing any additional absences. All other absences will be considered unexcused and school action will be required which may include a truancy meeting, loss of school privileges, school discipline, or truancy citations. In addition, if there are 5 (five) unexcused absences in a semester, a student will be considered habitually truant and the school will schedule a truancy meeting with the parent/guardian, and possibly the student, regarding a potential truancy citation or referral.

Also, please be advised that Wisconsin Statute 118.15(5) states that a parent/guardian who has been found to have contributed to the truancy of a child may also be subject to legal consequences including a monetary fine, imprisonment, community service, counseling, or attending school with his/her child.

If your child is an open enrollment student, their ability to maintain open enrollment status is dependent on their attendance. Wis. Adm. Code § Chapter PI 36.09 (2) cites habitual truancy as cause to terminate a student's open enrollment resulting in your child returning to their resident school district next semester or school year.

BUS RULES ACKNOWLEDGEMENT: Please see the "Bus Rules" on the [Transportation page of the district website](#).

ARRIVING EARLY TO SCHOOL: Families should follow the District Drop Off/Pick Up Procedures available on the [Transportation page of the district website](#). Middle school students are not allowed to arrive at school before 7:00AM. The only exception to this is for the students who are children of staff. Students are required to report directly to the LGI upon their arrival and stay there until 7:25AM when they will be dismissed to their lockers and their first period classes. While there, students are expected to be quiet and respectful.

END OF DAY DISMISSAL: The end of school day bell rings at 3:02PM. ALL students are expected to leave campus shortly thereafter. Exceptions to this are: utilizing the after school library program, involvement with athletics or other school sponsored activities immediately after school, involvement with an outside organization such as the basketball booster club that has practice in a school gym immediately after school. Students should not be "hanging around" campus with no purpose related to the above.

CLOSING OF SCHOOL: In case of severe weather, the official announcement for school closing may be heard over local radio stations, social media, and the district webpage. It can also be viewed on local television stations. The school also uses a notification system that alerts parents, students, and staff of the closing. To ensure up to date alerts, ensure your information is accurate on PowerSchool.

ANNOUNCEMENTS: Information pertaining to students and school activities is given over the PA system each day prior to first period and at the end of sixth period. Please listen carefully to all announcements. Special announcements, when needed, will be made as necessary.

ASSEMBLIES: At all times, the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program.

CARE OF SCHOOL PROPERTY: Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses, or books must be paid for with your family's money. It is not enough that you refrain from doing anything to increase this cost to your parents, neighbors and yourself, but you must help protect the schools by discouraging or reporting such

activity by others. All staff have full authority to enforce rules of the school and keep order about the school building and on all school property. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged items and will also face further disciplinary action.

We have a clean new building. Much time and effort is spent to keep it neat and in good repair. School property must be cared for in the same manner you would care for your home. We hope all students will take pride in this fine possession and will cooperate in helping to keep the grounds and buildings in good condition. Do your part by following sidewalks as you approach the entrances or leave the building. If you use the beverage machine in the cafeteria or the main hall, make sure the bottles go into a recycle bin – not on the floor. The principal and middle school staff have the authority to restrict or limit the eating/drinking of foods and beverages in specific areas if consumption of such items has otherwise become a problem.

Avoid marring walls with pencil, pen and shoe marks. Place waste paper into containers and conduct yourself in an orderly fashion at drinking fountains and while examining bulletin boards or in the office when you have business there.

SCHOOL ASSIGNED TECHNOLOGY: As part of the district “One to World” initiative, students are assigned a chromebook upon entering seventh grade. They will return it following ninth grade and be assigned another which will be returned upon conclusion of their senior year. Information related to the fees can be found below in this document. All other district technology information can be found on the [Technology page of the district website](#).

*NOTE: the “Care of School Property” information above also applies to school assigned technology.

COMPLAINT OF CONCERN: If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the story.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month’s Board of Education agenda for further discussion.

COUNSELING OFFICE: The counseling department at L-C Middle School stands ready to help any students and/or parents with any questions or problems which they may have. Parents need to call Mrs. Hoiska to make an appointment.

Some of the services the counseling department provides are listed here: promoting congenial relationships among students, reviewing academic schedules with students, providing assistance with student’s personal problems, coordinating the counseling curriculum with the school, teaching various unit lessons, facilitating programs for special needs students and collaborating with outside service agencies.

EL PROGRAM: State and federal law require that students in public schools who do not speak English and who currently cannot perform ordinary classroom work in English receive instruction that is specifically designed to assist them both in learning English and in learning subject matter. We will have EL support (teacher and/or aide) to develop and maintain this program at the middle school.

EMERGENCY – FIRE DRILLS - ALICE DRILLS – TORNADO WARNINGS: Fire drills and ALICE drills are held periodically. When the fire signal is given, leave the room quickly, quietly, and in good order. Leave the building by the route indicated by your instructor. Walk, never run, to the nearest exit. When you re-enter the building, follow the same route that you previously took in order to reach your room.

In case a tornado or any other similar disaster is imminent, always follow directions of your instructor. He or she is aware of the appropriate precautions and is prepared to provide students with information that may prevent serious injury or loss of life.

Fire Drills - Fire drills will be held at regular intervals throughout the school year. In each room a poster is provided which will direct you out of the building. State Statute 941.13 forbids giving false alarms, tampering or removing without authorization any fire extinguisher or other fire fighting equipment. Persons caught breaking the law will be turned over to the proper authorities and be disciplined by the school.

ALICE (Alert, Lockdown, Inform, Counter, Evacuate): ALICE is a safety framework. The school district utilizes this framework when a situation threatens the safety of students and staff in the school. This is the highest level of building security and will only be used when an imminent threat jeopardizes the safety of students and students.

Tornado Drills - Plan for removal of students to designated areas is posted in each room. Teachers give specific directions to follow and help the students to safety.

LIAISON OFFICER: Luxemburg-Casco Middle School is fortunate to have the services of a police liaison officer available to its students. In addition to building positive lines of communication between students and local law enforcement, and promoting safety issues in the building, the police liaison officer also assists in dealing with serious discipline issues such as disorderly conduct, truancy, tobacco (including electronic or vapor devices), drugs and alcohol, intimidation and threats, and weapons. Students involved in these types of serious problems may be cited for their behavior by the liaison officer and required to appear in municipal court.

LIBRARY:

The library program provides both students and teachers with an organized and extensive collection of print and nonprint materials. The educational needs of the students guide the selection of these materials. In addition, the library strives to maintain a diverse and inclusive collection to satisfy the needs and interests of all our middle and high school readers. Because we have a shared middle/high school library, a portion of our collection includes Young Adult literature, which often covers topics that are mature in nature. Therefore, the collection is labeled with YA stickers to indicate such levels for patrons. As part of the registration process, parents of middle school students have options when registering their child(ren) regarding their child's access to materials. Since libraries are our nation's greatest information resource, it is important to develop within students the necessary skills and positive attitudes that lead to productive, successful, and fulfilling library use.

Students are able to use the library during study halls for research work, selecting books, pleasure reading, viewing, and listening. Students must have a pass from a teacher for the library. All library rules must be followed or the student may be restricted from usage of the library. All library materials must be

checked out before leaving the library. Replacement fines are charged if books or other library materials are lost or damaged.

LOCKERS: Each student will be issued a locker/lock. Your locker number appears on your student schedule. All students will also be required to use a school lock. Please **DO NOT** tell your friends your combination. A student locker is provided to be used solely for storage of outer garments and school materials. The locker is not the students' private property and may be opened by school authorities at any time.

Students who damage their locks or lockers will be held accountable. The school will not be responsible for things stolen or missing from your locker. Your locker must be clean at the end of the year. Any stickers inside must be removed.

LOST AND FOUND: All articles found should be turned into the office. Valuable articles will be kept in a special place and will be returned to the owner upon identification. Students might inquire several times for a lost article, as it may not have been located immediately.

Security of personal property is the individual responsibility of each student. For your convenience, it is suggested that you label personal possessions so that you can identify them if any are lost. Band instruments, sweaters, jackets, glasses, glass cases, PE shoes, and PE uniforms should have your name in an easily located place. Personal computing devices, music playing devices, cameras, expensive watches, and large sums of money should not be brought to school. Generally speaking, items of sizable value should not be brought to school. However, if you have a special item of value you are particularly worried about, it can be checked into the office for the day.

LUNCH ACCOUNT: A positive balance is required for all students who intend to eat hot lunch through the Food Service Program. The Lunch Account is not a credit card.

- Student balances can be checked by logging into the PowerSchools Parent Portal. Within PowerSchools, families can also set up a low lunch balance alert to ensure their student does not incur a negative balance. All funds must be deposited electronically in the students account. If one wishes, deposits can be made at home using the parent portal, or by bringing a check or cash to the main office for them to add to the online account. Hot lunch, including grab & go items will be charged to a student's account.
- If a student is negative \$10 or more dollars, they will be provided an alternative bag lunch until their account is in the positive again.
- All parents are encouraged to apply for Free or Reduced meals to see if they qualify. Forms are available at the school office and district offices. Forms can be mailed if you call the District office.
- Any positive balances at the end of the school year will carry over to the next school year. All negative balances must be paid prior to the start of the following school year.

LUNCH HOUR: We have a closed lunch period at L-C Middle School. All students will eat at school. There is no place students reveal their manners or reflect the training they have received at home more conspicuously than in the lunchroom. We urge all students to use the cafeteria as a place for pleasant relaxation, conversation, and leisurely eating.

Do not run to get in line. The line forms from the south side only. There is enough food for everybody and you have sufficient time to eat. Do not pass others in line. Offenders will be made to wait until the end of the lunch line. Empty all debris from trays. Scrape excess food into garbage cans. Return trays,

dishes and silverware to the receiving table. Stack trays neatly. Students are expected to leave the table area where they have eaten clean and orderly. Food and beverages are not permitted outside the cafeteria at any time.

NURSING SERVICES: The nurse's office/room is located within the main office. The nurse's hours (shared with the high school) are approximately 7:30AM to 3:10PM daily. If you become ill or injured at school, report to the nurse's room/office immediately. Do not leave school under any circumstances without permission from Nurse Enderby, Mrs. Alexander, or Mr. Chandler. Parents must be sure that their child knows where they can be reached or have a contact person each day. Parents need to alert the nurse to a child's health concerns and/or medications. If you incur an injury, report it to the office immediately.

Medication at School: If your child needs to take medicine (prescription or nonprescription) at school, a completed Luxemburg-Casco School District Medication Consent Form must be returned to the school nurse with the medicine. The medication must be the original container, which indicates dosage amount and frequency of medication, with the child's name and physician's name on it. These items will be kept in the school nurse's office and will be locked up at all times.

PASS SLIPS: If a student wishes to leave the study hall, he/she must secure a pass before the study hall starts. No one will be excused from study hall without a pass signed by another staff member or the principal. Abuse of this pass privilege will result in it being denied to the person involved.

Students who arrive late to school, after 7:32AM, must report to the office. Students are reminded that attendance and tardiness become a part of your permanent record and the first inquiry of an employer. Tardiness between classes is inexcusable and interrupts the work of fellow students.

You may not leave the school grounds during the school day without permission from the office. School is in session from 7:32AM to 3:02PM. The school office is usually open from 7:15AM to 3:15PM.

POSTERS: No posters, stickers, placards, or notices are to be posted anywhere in the building without the approval of the principal.

SCHOOL DANCES: Parents are always welcome to attend dances. All school rules apply at these functions. Dances right after school last until approximately 5:30 P.M. Please note: all school dances are a privilege and as a privilege the opportunity to enjoy them may be lost if a student is not in good standing per LCMS expectations, the Spartan Way, and various provisions of this handbook.

SCHOOL SPIRIT: School spirit means loyalty to all functions of the school. A loyal student supports our school and does the utmost to keep his/her scholastic and activity standards at the highest possible level. School spirit may be divided into three categories:

1. Courtesy- toward fellow students, teachers and visitors to our school.
2. Pride- in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship- the ability to win and lose gracefully. Consider the visiting team and fans as guests and treat them as such. Support L-C with enthusiasm. Be modest in victory and gracious in defeat.

SPARTAN AMBASSADORS/STUDENT COUNCIL: Your spartan ambassadors or student council are the voice of the student body. They provide for student activities, serve as a training experience for

both leaders and followers, give students a share in the management of the school, develop high ideals of personal conduct, seek to interest students in school affairs, and help solve problems that may arise.

PARENTS/GUARDIANS: The District recognizes that parent/guardian involvement is a key to academic achievement and is a shared responsibility between the school and family. In accordance with the Reauthorized Elementary Secondary Education Act (ESEA) also known as the No Child Left Behind Act of 2001, the Luxemburg-Casco School District will provide opportunities for parent/guardian participation, shared decision making, and community collaboration in district and school education programs.

In order to enhance parent/guardian involvement, six essential elements are to be promoted.

Communication between home and school is regular, two-way, and meaningful.

1. Effective communication requires school-initiated contact with the parent /guardian and parent /guardian initiated contact with the school where both parties provide vital information about a child's strengths, challenges, and accomplishments. To effectively communicate, both parties must be aware of issues such as cultural diversity and language differences, and appropriate steps must be taken to allow clear communication for all participants.
2. Responsible parent/guardianship is promoted and supported. The family plays a primary role in their child's education. Parents/guardians are linked to programs and resources within the community that provide support services to families.
3. Schools are open and inviting and resources are accessible to parents/guardians and families. Schools actively seek parental support and assistance for school programs. Parents/guardians are welcome in the school, and their support and assistance are sought. Capitalizing on the expertise and skills of the parents/guardians strengthens the family, school, and community partnership. School and parent/guardian capacity for strong parent/guardian involvement is necessary.
4. Parents/guardians are full partners in the decisions that affect children and families are involved in developing District action plans.
5. Community resources are made available to strengthen school programs, family practices and student learning. Technical assistance and coordination will be offered to help schools plan parent involvement activities.
6. Parent/guardian involvement strategies are incorporated with other District and school programs that focus on family and child development.

Each building site will collect parent/guardian involvement data which will be used as a part of our yearly data analysis.

[Legal Ref: 118.019, 118.15(1)(d), 118.153, 118.33, 118.34 WSS; Ch 115 Sub V, Ch 115 Sub VII],

[WAC:PI 25: Individuals with Disabilities Education Act: No Child Left Behind Act of 2001]

FEES: There will be a \$35.00 registration fee, a \$25.00 chromebook fee and a \$5.00/class related arts fee for all middle school students who take Art, Family and Consumer Science (FACS), and Technology Education (Tech. Ed). In addition, there will be an athletic fee of \$10.00 per sport for each student, maximum of \$20. The school furnishes textbooks. Lost or damaged books and books written in must be paid for.

STUDENT SCHEDULE: Each student will be given a schedule when the school year begins. This schedule will have your full year, complete schedule and your locker number. You, and you alone, are responsible for reporting to your regularly scheduled classes. If there is a problem with your schedule, you should check with the principal or counselor.

EDUCLIMBER: EduClimber is a data collection system used across the district. Each building uses EduClimber to track behavioral situations, intervention data, and other student related data to allow informed decisions to be made on how to best support a student with academic, social, emotional, or behavioral needs.

GRADING: Reports of student progress are issued every nine weeks by the teacher of each class in which a student is enrolled. Your teachers will explain to you how the grades are determined in your particular class. A letter grade will be issued for each subject along with comments from the teacher where necessary. Parents are asked to review the progress reports with their sons and daughters and to consult with the teacher if they wish. These grades are generally computed by averaging the daily work, such as written material, oral discussion, daily quizzes, project grades and tests. Students receiving an incomplete on their report card must make up the work within ten school days (unless otherwise indicated). All incompletes after this time will be recorded as failures.

Parents can check online daily with our PowerSchool and Schoology system during the school year. We appreciate your patience in understanding the grading process takes time and grades may take days to update. Student reports may be sent any time between marking periods to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction. Acknowledgment of this report by a note, phone call, or visit is appreciated. Reports also can indicate compliments for jobs well done. Students that are failing multiple classes may not be allowed to attend the end-of-year activities (class trip, fun days, etc).

Core subjects

Grading Policies

These policies for grading will be followed in all core classes unless otherwise noted on the teacher expectation form to be distributed to students on the first day of school.

Homework:

Assignments must be turned in on time. Late work may receive a grade deduction. Teachers may expect students to join them for lunch/recess in order to complete late and missing work. ALL LATE WORK SHOULD BE COMPLETED. Students may be asked to stay after school to complete homework assignments if they have an excessive amount of incomplete/missing work.

Class Projects will earn a late grade at the discretion of the individual teacher.

Grading Scale:

Please refer to the individual teacher's expectations form for the grading scale.

Related Arts

Grading Policies

These policies for grading will be followed in all related arts classes unless otherwise noted on the teacher expectation form to be distributed to students on the first day of school.

Homework:

All late work may receive a grade deduction; however, the student will still be responsible for making up the missed assignment.

Projects:

Due to the nature and extensiveness of some related arts projects extra time may be needed. Every project has a deadline and projects may NOT be accepted past the designated deadline. In addition, students submitting projects after the designated deadline and within the 1 week grace period may be downgraded at the discretion of the teacher.

Grading Scale:

Beginning with the 2024-25 school year, the district-wide grading scale will be as follows: 93-100 A, 90-92 A-, 87-89 B+, 83-86 B, 80-82 B-, 77-79 C+, 73-76 C, 70-72 C-, 67-69 D+, 63-66 D, 60-62 D-, 59-0 F

HONOR ROLL: An honor roll will be published at the end of each nine-week grading period for seventh and eighth graders. A student must earn at least a 10.0 average for the “A” Honor Roll and at least an 8.0 for the “B” Honor Roll. The points that correspond with each grade are as follows: A+ = 12, A = 11, A- = 10, B+ = 9, B = 8, B- = 7, C+ = 6, C = 5, C- = 4, D+ = 3, D = 2, D- = 1, F = 0.

ACADEMIC HONESTY: The Board values honesty and expects integrity in the District's students. Violating academic honesty erodes the trust between teachers and students as well as compromises the academic standing of other students, So that each student is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

ASSESSMENTS: The middle school uses a variety of assessment tools designed to gain information regarding student proficiency and to develop lessons that will assist each of them with their individual academic pathways in the core content areas. Among them are: iReady, IXL, Unit Assessments, HMH, FORWARD EXAM, etc.). This student assessment data may also be a factor in making appropriate student course schedule decisions on a micro level and larger instructional or curricular decisions on a macro level.

STUDENT RECORDS: Student records are maintained to assist students, parents/guardians, and the school in achieving the student's educational goals. Such records are accumulated, maintained, released, transferred, and eventually destroyed by the building principal or his/her designee in accordance with state and federal laws. Only those individuals or agencies specifically authorized by state and federal law shall be granted access to a student's records. The school will forward the student's records when the student seeks or intends to enroll, or is already enrolled as long as the disclosure is for the student's

enrollment transfer. An adult student or the parent/guardian of a minor student may inspect the student's records in accordance with Board of Education policy and established procedures, and challenge the content if he/she believes the records are inaccurate or misleading. Such a complaint would be filed with the building principal. If not satisfied with the decision, an appeal avenue is available through the Family Policy and Regulations Office or the US Department of Education.

TEACHER QUALIFICATIONS: As a parent of a student at Luxemburg-Casco, you have the right to know the professional qualifications of the classroom teachers that instruct your child. Federal law allows you to ask for specific information about your child's classroom teachers and requires that we respond in a timely manner when we are asked for such information. You have the right to ask for the following information in regard to your child's teachers:

- Whether the Wisconsin Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Wisconsin Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of the information, please send your written request to:

Jo-Ellen Fairbanks
318 N. Main Street
Luxemburg, WI 54217

GUEST TEACHERS: A guest teacher is an important visitor to our building. Please help in every way possible so that their stay with us is a pleasant one. Your behavior and consideration will reflect directly upon the entire school. Our job is to make them want to return to Luxemburg-Casco Middle School.

TELEPHONE: The office telephone is not to be used by students except in emergencies. You are also urged to tell your friends and parents to limit calls to those necessary and not to expect that you will be called out of classes. The office will notify you of emergency calls.

USE OF CELL PHONES/PERSONAL TECHNOLOGY:

Luxemburg-Casco School District will be "Away for the Day" with regard to student personal technology for grades PK-8. For Luxemburg-Casco Middle School, this means all student personal technology (cell phones, smart watches, air pods, or any other technology not assigned by the school) must be kept in the student's assigned locker during school hours between 7:32 AM and 3:02 PM unless given prior administrative permission 118.252(2).

1. Student personal technology may be restricted in a similar way at school sponsored activities after school hours when directed by the advisors, supervisors, or coaches of the specific activity. While not a comprehensive list, a few examples would be: a field trip, a school dance, or for the players of a sporting event (an eighth grade basketball player being required to keep it in their locker or backpack during practice or during a contest).
2. These devices may be confiscated by any staff personnel if they are witnessed or heard during a

prohibited time period. The use of any device for the purpose of capturing images or audio without the consent of all parties involved is prohibited while in district facilities or while in attendance at district-sponsored activities and in places where others have a reasonable expectation of privacy to include, but not limited to locker rooms, shower rooms, and restrooms. Any student who uses a cellular device or similar electronic device for purposes of academic dishonesty or cheating, in the commission of any school rules or laws, will be subject to consequences. This device may be confiscated by a school official during the school day for a period of time to be determined by the official and the building administration. This policy will be followed whether or not the device in question is the personal property of the offending student. Therefore it is strongly recommended that students do not lend out or share their personal devices while on school property.

CONDUCT IN GENERAL: Courtesy is “contagious” in the classroom and out. Each student plays a part in the success or failure of a class period and the knowledge secured during the period. Always remember that you are only one of several persons seeking knowledge. Please stop talking when the teacher brings the room to attention and be in your seat when the bell rings. Pupils who have been absent should obtain the assignments, if possible, in advance of the next class. At the start of class, students should always have necessary books, materials, and equipment and be ready to begin work. Also, please help the instructor to maintain a neat and clean classroom at all times. Students reporting to study hall are expected to be equipped to study for the entire period. The study hall is a place to work and not to visit. Book bags or backpacks should not be brought to the classrooms (with the exception of eighth period).

Walk, never run in the halls. Keep to the right and keep your hands to yourself. Proceed directly to your destination. Loud, boisterous conduct is out of place in a school building at all times. Act like young ladies and gentlemen. Please refrain from slamming lockers. You have three minutes to get to your next class. Be in your room before the bell rings. This includes being on time for your study halls and Spartan Time. When school is dismissed, the hall should be cleared in a few minutes. The dismissal bell rings at 3:02PM. This gives you ample time to get on the bus. Do not run to get on the bus. WALK- this means when you are on the sidewalk as well as in school. When you are waiting for the bus, stand on the sidewalk or where directed.

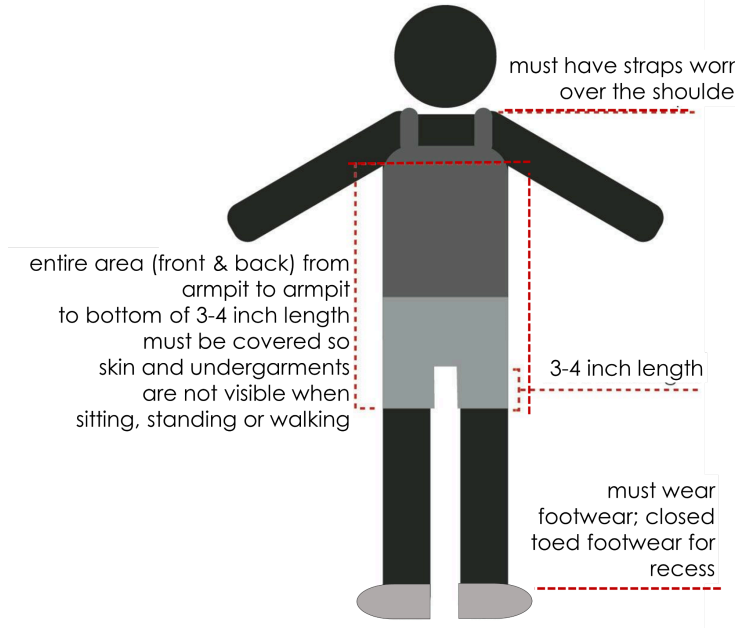
Acceptable behavior is expected of all LCMS students while in school and at all school sponsored activities. Acceptable behavior demonstrates respect and concern for the rights of others. The following are some personal and property rights violations which may result in disciplinary action, suspension, expulsion, criminal charges, or a combination of the stated four consequences:

1. Physical threats, violation to persons, physical assault, or severe verbal intimidation at school or at school activities. Any conduct which endangers the property, health, or safety of students, staff or a school board member of the school district is grounds for expulsion.
2. Stealing of school or personal property, destroying or defacing school property or personal property of others.
3. Acts disruptive and coercive to the operation of the school and school activities, or impeding on others freedom to properly utilize school facilities and programs.
4. Verbal abuse of teachers or other school personnel, or insubordination to school personnel, profanity, vulgarity, or defiance of duly constituted authority.
5. Destruction of classroom materials, study activities, or other school materials/facilities.

DRESS-CODE

Luxemburg-Casco School District students are expected to come to school looking clean, neat, and dressed in a manner which is accepted as being in good taste. School dress, as long as the dress and grooming meet reasonable standards of health, cleanliness, safety and the standards of the community, should not affect or disrupt the learning process within the classroom or school.

Within these guidelines, the following is considered Appropriate Dress During the School Day



Within these guidelines, the following will be Considered Inappropriate

- Clothing which has slogans, words, or in any other way depicts illegal, racial, vulgar, sexual or suggestive themes.
- Clothing which could be considered revealing, offensive, of a disruptive nature, or promotes identification with any anti-social organization (gangs or cults).
- Clothing which advertises, displays, or promotes the use of tobacco, alcohol or illegal drugs or promotes establishments or events whose sole purpose is the distribution of alcoholic beverages/illegal drugs.
- Hats, caps, hoods, and bandannas or clothing that cover a student's face to the extent that the student is not identifiable (except clothing worn for religious or medical purposes or pursuant to a District directive as a health or safety measure.)
- Going barefoot or stocking feet. Footwear such as shoes, sandals or boots shall be worn in the school
- Any clothing that is see-through or reveals undergarments.
- Costumes and related clothing/accessories, unless pre-approved from the District.
- Clothing that promotes violence and/or threatens the health or safety of others.
- Clothing that disrupts the learning environment.

The District will regulate student dress if there is a reasonable expectation that a substantial disruption or material interference of the educational environment or process will result from the student's dress or appearance.

Clothing must be suitable for all scheduled classroom activities. Certain courses (e.g. physical

education, science labs, technology education, recess) may require specialized attire (e.g. sports uniforms, safety gear). Closed toe footwear is required for recess.

Students who are not in compliance will be required to change into something school appropriate. If a student does not have an acceptable alternative for clothing that is in violation, school may issue appropriate attire. Refusal to change may result in suspension.

Bullying or harassment based on how a student dresses, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. For more information on prohibited Bullying and Student Anti-Harassment see [Board Policy #5517.01](#) and [Board Policy #5517](#).

CODE OF CLASSROOM CONDUCT: In accordance with Wisconsin Statute 120.13 (1), Wisconsin classroom teachers and administrators have the authority to remove students from classrooms for disciplinary or behavioral reasons. A student may be removed from class for conduct or behavior which **(a)** violates the district's policies regarding suspension or expulsion; **(b)** violates the behavioral rules and expectations set forth in the Luxemburg-Casco School District Student Handbook; **(c)** is disruptive, dangerous, or unruly; **(d)** which otherwise interferes with the ability of the teacher to teach effectively; or **(e)** which is incompatible with effective teaching and learning in the class. [Board Policy # 5500](#)

Behavior which is disruptive, dangerous, or unruly may include:

1. Inappropriate physical contact intended or likely to hurt, distract, or annoy others, such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
2. Inappropriate verbal conduct intended or likely to upset, distract, or annoy others, such as name calling, teasing, or baiting.
3. Behavior which may constitute sexual or other harassment.
4. Repeated or extremely inappropriate verbal conduct likely to disrupt the education environment, particularly when others are talking (e.g. lecture by teacher, response by other students, presentation by visitor) or during study time.
5. Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
6. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
7. Loud, obnoxious or outrageous behavior.

Behavior that interferes with the ability of the teacher to teach effectively may include:

1. Not listening attentively, not obeying all instructions promptly or not responding appropriately when called upon.
2. Being non-compliant, distracting others, diverting the class from the lesson.
3. Being openly defiant to the teacher, manifest in words, gestures, or other overt behavior.
4. Being openly disrespectful to the teacher, manifest in words, gestures or other overt behavior.
5. Other behavior likely to or intended to sabotage or undermine the instruction.
6. Blatant inattention, sleeping in class, or other overt or passive refusal or inability to engage in class activities.

BULLYING/HARASSMENT POLICY: Prohibition of Harassment, Intimidation, Bullying, and Cyber-Bullying

The Luxemburg-Casco Middle School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, bullying, or

cyber-bullying.

If such activity is engaged in on campus, during school sponsored activities including sports activities, is engaged in on any district provided transportation or at any official school bus stop, is engaged in utilizing school provided or owned/leased electronic computer equipment, or is received with the assistance of school provided or owned/leased electronic computer equipment, then the actors shall be subject to discipline pursuant to District disciplinary policy.

No schools within the district have a duty to regulate off-campus Internet messages, statements, postings, or acts. Nevertheless, each school reserves the right to regulate, review, investigate, and discipline students for harassment, intimidation, bullying or cyberbullying, or for other disciplinary violations when such activities threaten violence against another student or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities. Each building's reservation of rights does not impose on the school a duty to regulate or review off-campus internet messages, statements, postings, or acts.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. Parents of students who are impacted by harassment, intimidation, bullying and cyber-bullying will be informed of the incident.

SUSPENSION, EXPULSION:

At L-C, expulsion and suspension are grievous matters. Suspension: A student may be suspended for a violation of reasonable and lawful school rules for conduct while at school which endangers the health, safety, and property of others. A suspended student may be sent home for a period not to exceed five days as provided under 120.13(1). During this period a conference shall be arranged between the parent, student, and building administrator.

Length of suspension will be determined by school authorities, and will reflect the offense committed. Parents or guardians will be notified in writing of the action taken, and will have complete custody and jurisdiction of their child during the suspension. A suspended student may not loiter or appear on school property or at any school-sponsored activity at or away from the school. Loss of the next school dance may also be enforced. He or she will be required to make up for all work and tests missed. In-school or out-of-school suspension may remove a student from the end of the year activities (class trip, fun days, etc).

Expulsion: Section 120.13 (1) of the Wisconsin Statutes permits the school board to expel students for the following reasons:

- Repeated refusal or neglect to obey school rules.
- Knowingly conveying or causing to be conveyed a threat or false information concerning an attempt or alleged attempt to destroy school property by means of explosives.
- Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others.
- While not at school or while not under the supervision of a school authority, engaging in conduct which endangers the property, health, or safety of others at school or under the supervision of a school authority.
- Engaging in conduct which endangers the property, health, or safety of an employee or a school

board member of the school district.

- Is at least age 16 and repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute other grounds for expulsion.
- Possessing a firearm while at school or while under the supervision of a school authority. (as defined by 18 U.S.C. 921 (a)(3)).

ALCOHOL AND DRUG POLICY: Student use, possession, distribution, sale, or being under the influence of alcohol, tobacco (including electronic or vapor devices), illegal drugs, controlled substances, “look-alike” drugs, steroids, or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. Minimum penalty for violation of this policy will be suspension. However, violation of this policy could result in permanent expulsion from school. Law enforcement officials may be contacted upon initial investigation and verification of the violation.

WEAPONS AND EXPLOSIVES: No student may have any kind of weapon, facsimile weapon, or explosive (including fireworks) in school, on school grounds, or at any school sponsored function. As mandated by state and federal law, any unauthorized possession of weapons by students shall be grounds for expulsion and will result in contact of the local law authorities. This includes, but is not limited to guns, knives, bows/arrows, etc.

CRIMINAL CHARGES: In addition to the following violations being grounds for suspension or possible expulsion, criminal charges may also be filed for:

1. Fighting
2. Severe abusive, intimidating or disruptive language
3. Theft
4. Sexual or other flagrant harassment
5. Behavior or acts which severely interrupt the educational process of the school
6. Unauthorized distribution of prescription drugs
7. Drug, alcohol or tobacco use (including electronic or vapor devices) or possession on school grounds or during school events. This includes being under the influence of any known mood-altering substances – such as inhalants.

ATHLETICS & ACTIVITIES: please see the LCMS Co-Curricular Code of Conduct.

ATHLETIC & EXTRA CURRICULAR ELIGIBILITY REQUIREMENTS: Involvement in athletics is a privilege, not a right. Please see the LCMS Co-Curricular Code of Conduct for more information.

STUDENT INSURANCE: Per board decision on July 28th, 2014, the Luxemburg-Casco School District will no longer be providing any supplementary student insurance. Parents who would like to maintain supplementary insurance for their children can do so by seeking a policy through any licensed insurance company at their own expense.

ANNUAL NOTICES: All of the Luxemburg-Casco School District policies listed below are hyperlinked and available on the districts website:

<https://go.boarddocs.com/wi/luxc/Board.nsf/Public?open&id=policies>

Notification TopicBoard Policy

Student and Staff Nondiscrimination Student Access to Equal Educational Opportunity	Board Policy #2260 - Nondiscrimination and Access to Equal Educational Opportunity
Title IX Sexual Harassment	Board Policy #2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities
Student Records and Directory Information	Board Policy #8330 - Student Records and Directory Information
Student Harassment and Other Forms of Aggressive Behavior	Board Policy #5517 - Student Anti Harassment
Accommodation of Sincerely Held Religious Beliefs	#2240 Controversial Issues in the Classroom , #2270 Religion in the Curriculum
Human Growth and Development	Board Policy #2414 - Human Growth & Development
Parents Right to Inspect Instructional Materials	Board Policy #2416 Student Privacy and Parental Access to Information
Program or Curriculum Modification	Board Policy #5250 Program or Curriculum Modifications
Personal Communication Devices	Board Policy #5136 Personal Communication Devices
Meal Charge Policy	Board Policy #8500 Food Services
Nondiscrimination in Food Service Program	Board Policy #8500 Food Services
Bullying and Other Forms of Aggressive Behavior	Board Policy #5517.01 Bullying
Student Code of Classroom Conduct	#5500 Student Code of Classroom Conduct, #5511 Dress and Grooming , #5600 Student Discipline

Student Attendance	Board Policy #5200 Attendance
Student Attendance of Open-Enrollment Students and Habitual Truancy	Board Policy #5200 Attendance
Filing a Complaint under FERPA	Parents and students can file a complaint at the District Office 318 N. Main Street Luxemburg, WI 5217 if they believe their rights under Federal Law - Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment have been violated.
Weapons on School Grounds or at School Events	Board Policy #5772 Weapons
Student Locker Searches	Board Policy #5771 Search and Seizure
Student Drug Prevention	Board Policy 5500 Student Code of Conduct Board Policy 5530 Drug Prevention
Emergency Medical Authorization for Students	Board Policy 5341 Emergency Medical Authorization