



LAKE GENEVA
— MIDDLE SCHOOL —

STUDENT HANDBOOK

**“HOME OF THE WOLVES”
2020-2021**

**600 Bloomfield Road
Lake Geneva, WI 53147
(262)-348-3000
www.badger.k12.wi.us.com**

This handbook belongs to:

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ House: _____



**LAKE GENEVA MIDDLE SCHOOL
STUDENT HANDBOOK
TABLE OF CONTENTS**



	PAGE NUMBER
After School Homework Programs	4
Assignment Philosophy	3-4
Attendance Policies – Parent/Student Responsibilities	4-5
Backpacks and Purses	9
Bicycles	6
Bus Service	6-7
Cafeteria	7
Code of Conduct	7-8
Computer Network/District Policy	17
Conflict Resolution	16-17
Discrimination Complaint Procedure	11
Dress Code	9-10
Dress Code – Physical Education	10
Electronic Devices – Administration Regulation	11
Electronic Device Student Handbook	19-20
Extracurricular Activities – Academic Criteria	15
Fire Drills	10
Harassment/Bullying	12-14
Homework/Exam Policy Related to Absences	6
ID Cards	7
Illness or Injury	6
Interim Progress Reports	10
Late Buses	10
Lockers and Desks	11
Lost and Found	11
Medication Policy	11
Mission Statement – District	18
Mission Statement – LGMS	18
Nondiscrimination and Access to Equal Educational Opportunity	3
Police Liaison	9
Policies and Procedures	11
Parent Access to Student Information System	10
Promotion or Retention of Pupils	14
Religion Release Time Policy	14-15
Severe Weather Closings	15
Statement of Policy	3
Student Assistance Program	15
Student Behavior at Sporting Events	15
Student Procedure for Attending Sporting Events	15-16
Student Suspension/Expulsion Policy	9
Suspension	8-9
Tardies to School	5
Wellness Policy	17

Statement of Policy

School rules formulated by the faculty, administration and board of education shall have the effect of school policy and will be duly enforced by the faculty and administration. The policies, rules and regulations contained in this handbook are not all inclusive and policies, rules and regulations are updated periodically and recorded in various district documents.

Academics Come First at LGMS!

Nondiscrimination and Access to Equal Educational Opportunity (Policy 2260)

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

Assignment Philosophy

Assignments are considered to be vehicles that can enable the school to reinforce skills, capitalize on individual interests, strengthen teacher-child-parent relationships, and improve student applications of learning. The teachers' use of assignments will be appropriate to the subject and grade level and will be of significant value to student growth in knowledge and skills.

Teachers at LGMS agree that all work assigned to our students will be: a] explicit and fully understood by the student; b] work which the student can accomplish; c] vary in length and intensity according to the developmental stage and general ability of the student; d] have a clear purpose to the teacher and student; e] reinforce learning skills; f] be work which can be promptly

and properly evaluated; g] not be given as “busy work” or punishment, and h] provide for enrichment and creative activity as well as needed practice, drill or research. In addition to these more general procedures, grade levels and individual teachers may have their own guidelines regarding homework, assignments, completion requirements, and application of learned information. Please consult your teacher for specific details.

Academic Integrity: Academic integrity is expected of each student. One who submits another’s work as his/her own is engaging in academic dishonesty. Academic dishonesty is any form of cheating or misrepresentation of one’s work and includes but is not limited to the following:

- Sharing or receiving of questions/answers on tests and/or homework assignments
- Using a source specifically not allowed for a school assignment, quiz, test or exam
- Copying written information or works of art or music without giving credit for the source (plagiarism)
- Inappropriate use of internet (per school board policy)

The use of kits or commercially produced projects, unless specifically approved by the teacher, is forbidden. Credit for group projects will be granted only when sanctioned by the classroom teacher. Students found to have participated in academic dishonesty will receive disciplinary consequences. The consequence for the first offense will minimally include loss of credit for the work on which the dishonesty occurred. The impact of this forfeiture may result in course failure depending on the weight of the assigned work.

After School Homework Programs

The after school programs focus on student responsibility for assignment completion and preparation for classes. Students are required to have all assignments completed for each class on a daily basis. Students failing classes may be required to stay after school. Sessions are supervised by LGMS staff. Transportation home is available. Parents are contacted when their child is staying after school.

Attendance Policies (SS 118.15) Parent/Student Responsibilities

All students, parents, and staff in the Lake Geneva Joint #1 School District are required to observe the compulsory school attendance law [SS 118.15]. Regular attendance is a critical factor in academic success. Frequent absences of pupils from regular classroom learning disrupt the continuity of the instruction process. Consequently, pupils who miss school frequently experience great difficulty in achieving the maximum benefit of schooling. A student is allowed ten absences per year.

- *In accordance with the law, all children, six through eighteen years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen years of age, unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school.*

Definitions

Truancy/Unexcused - means any absence of part or all of one or more days from school during which the School Attendance Officer has not been notified of an acceptable cause of such absence by the parent or guardian of the absent student. [Wis. Stats. 118.16 (1) (c)]

Habitual truant - means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester. [Wis. Stats. 118.16(1) (a)]

Acceptable Excuse - the School Attendance Officer or designee is authorized to approve an acceptable excuse for any student for the following reasons:

1. Parent excuse for student illness-If there are three days or more of consecutive absence for illness, the parent is asked to present a doctor's note requesting the prolonged absence. Documentation from a professional agency (e.g. doctor/dentist note, court summons) [Wis. Stats 118.16 (1) (c)].

2. Emergencies (e.g. accidents, funerals, sudden illness or crisis in the family that require the absence of the student because of family responsibilities).
3. An in-school or out-of-school suspension.
4. Circumstances that show good cause and which are deemed appropriate by the School Attendance Officer.
5. Pre-Arranged Absence: A student may be excused with parent/guardian written request prior to an absence and not to exceed ten days per school year. [Wis. Stats. 118.15(3)(c)] These absences may include such occasions as vacations, college visits, job fairs, or other special events of educational value.
6. Medical Excuse: A student may be excused if parent/guardian provides written evidence from a physician or licensed practitioner that the student is not in proper physical or mental condition to attend school or an educational program. Such excuse shall state the period of time for which it is valid but not to exceed 30 days. [Wis. Stats. 118.15(3)(a)]

Student Responsibilities

1. Attend all of their scheduled classes and study halls, unless excused.
2. Contact all teachers for schoolwork missed during the absence.
3. Notify all classroom teachers for schoolwork to be missed during a pre-arranged absence before they leave.

Parent/Guardian Responsibilities

1. Contact the school before 8:00 a.m. on the day of the absence (348-3040).
2. If phone contact is not made, provide a written explanation for the student's absence for the student to bring to school when he/she returns.
3. Contact the school at least one week in advance for pre-arranged absences.

Returning a Truant Student to School

Parents/guardians of a truant student will be instructed to return the student to the School Attendance Officer or designee no later than the next day school is in session or provide an acceptable excuse. [Wis. Stats. 118.16(2) (c)]

Pre-arranged Absences

1. Parents should provide the office with a note at least one week in advance indicating the dates and reason for the absence.
2. The office will provide the student with a homework sheet that they are responsible for sharing with their teachers, getting filled out, and completing their homework during the absence.

Tardies

Beginning of the day: All students late to school at the start of the day will check-in and will be given a pass to class by the office staff (semester long).

- 1st and 2nd Tardy: Verbal Warning by Office Staff
- 3rd Tardy: Verbal Warning by Administrator
- 4th through 9th Tardy: Lunch Detention(s) and/or Parent Contact
- 10th Tardy: Truancy Contract Issued
- 11th + Tardies: To Be Determined by Administrator

Tardy to class during the school day: Students are expected to be to their classes on time throughout the day. If they are tardy to class during the school day, the following will occur (per grading period):

- 1st and 2nd Tardy: Verbal Warning by Teacher
- 3rd Tardy: Lunch Detention with Teacher & Parent Contact
- 4th Tardy: Office Referral, Lunch Detention(s) and/or Parent Meeting

Homework/Exam Policy related to Absences

Students who have been absent from school for two or more consecutive days should contact the office for homework assignments. Course Credit, Assignments and Examinations: The school may not deny a student credit in a course solely because of the student's unexcused absences or suspensions from school. [Wis. Stats. 118.16(4) (b)] Students shall be allowed to take course examinations, tests and quizzes as arranged between the teacher and student. It is the student's responsibility to contact teachers of missed classes to arrange for assignments and examinations.

Illness Or Injury

A student who is too ill to remain in class is to get a pass to the Nurse's Office from the classroom teacher. The student may be placed in the Health Room or sent home. Students will only be sent home if the student's parent or legal guardian gives permission and can make arrangements for the student's safe arrival home. Typically, students with a temperature or students getting physically ill are sent home. Ultimately, we would like students to get the full benefit of our school day.

Bicycles

Bicycles may be brought at your own risk. Bikes are to be parked in the bike racks. LOCK YOUR BIKE.

Bus Service

Bus service is provided for students who live one mile or more from Lake Geneva Middle School. Good behavior while waiting for and riding on the buses is mandatory. Bus drivers will report any misconduct to the administration. Repeated misconduct on any bus can result in the violator's loss of their privilege to ride the bus for a period of time. The bus driver is in complete charge of the bus and students on the bus. The driver may assign permanent seating assignments. The driver will report rule violations to the proper authority on the form provided.

Bus riding is a privilege, not a right.
Students will be denied this privilege if it is abused.

I. Prior to boarding the bus:

- At all bus pick-up areas students are expected to behave appropriately and stay off private property.
- Students will stay in a safe place until the bus stops to load students.

II. Bus transportation rules:

- Students will not be insubordinate. (If a student disagrees with the driver's instructions, he/she may inform the school Principal upon his/her arrival at school or to his/her parent or guardian upon arrival at home.
- Students will not assault others. *Assault* for these purposes is defined as hitting, kicking, fighting, biting, pushing, or any other unwanted physical contact.
- Students will not throw objects in or out of the bus.
- Students will not spit.
- Students will not possess any form of weapon, tobacco, alcohol, or other drug.
- Students will not vandalize the bus or the property of others. This includes taking someone's property.
- Students will not obstruct the aisles. This includes obstructing the aisle with feet, elbows, band instruments, and backpacks while people are loading or unloading.
- Students will not hang hands, head, or items outside the bus.

- Students will remain seated at all times when the bus is in motion. *Seated* for these purposes is defined as the student's back is against the seat back and their bottoms against the seat bottom.
- Students will not tease others or take part in "name calling".
- Students will not use profanity.
- Students will not eat or drink on the bus. Students are expected to keep the bus clean.
- Students will speak in normal "inside" voice levels and will not yell or make loud noises.

III. Consequences of rule violations:

- 1st written bus referral – Student/Administrator conference – Verbal Warning
- 2nd written bus referral – Lunch Detention(s)
- 3rd written bus referral – After School Detention(s)
- 4th + written bus referral – Loss of bus privileges. Time frame determined by LGMS Administration.

The school official has the right to skip steps depending on the degree of the offense. Depending on the offense, Administration may also suspend or expel the student from school. The Administrator also has the right to involve law enforcement depending on the degree of the offense.

ID Cards

ID cards are provided to each student at the start of the school year. All students should have their ID card in their possession throughout the school day. The student must present their ID card to check out materials from the LMC that is often a curricular need. In addition, a student must present their ID card in order to participate in the school lunch program. The cost for replacing a lost ID is \$1.00.

Cafeteria

When eating in the cafeteria, each student is expected to practice good manners. Students are to; a] eat hot and cold lunches/breakfasts in the cafeteria; b] leave the table where they eat and the surrounding area as they found it - clean and orderly; c] return trays and utensils to the appropriate place; d] keep all food in the cafeteria, including a la carte items, water bottles, or other containers; e] not throw food; f] do not take food from others, trade food or buy food for others g] leave the cafeteria when finished eating following the directions of supervisors; h] go nowhere other than outside without a pass; i] return any borrowed sports equipment to the designated bin. Unless given permission by a teacher, students are expected to eat only in the cafeteria.

Students are expected to enter the lunch line immediately upon entering the cafeteria. Students are expected to dress appropriately for the weather when going outside after lunch. Free and reduced lunch forms are available for those who qualify. Students are expected to keep a positive balance in their lunch account at all times.

Code Of Conduct

It is the belief of the Lake Geneva Middle School that learning can best take place in an orderly environment. It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. Conduct that disrupts the educational process will not be tolerated. The highest expectations regarding student behavior are in place at LGMS. The concept that students have the right to develop their own personalities and opportunities for success in a physically and emotionally safe environment is the foundation of our philosophy. Anything less than this high degree of behavior, performance, and citizenship will not be tolerated. Disrespectful criticism, negative pressure on others, name calling, intimidation, harassment regarding race, sex, religion, physical strength, size, features, friendship groups, age,

culture, handicap, financial status, clothing, classroom performance; violation of other's property or self; are examples of conduct that have no place in this school and will not be acceptable from any LGMS student.

Students who are productive members of our school community and support others in their efforts to do the same will receive privileges to attend school events, participate in extra-curricular activities, and be eligible for any incentive programs that may be organized to recognize those who meet the highest standards of these behavioral expectations.

Along with the benefits that await those who comply with the stated expectations of conduct at LGMS, there are consequences in place if students choose to disregard behavioral expectations. Possible consequences for those who violate school rules are: a] staff detention at lunch or after school, b] administrative detention at lunch or after school, c] Modified Academic Placement (MAP) room, d] administrative referral, e] in-school suspension or ISS, f] out-of-school suspension or OSS, or g] recommendation for expulsion.

Students have the responsibility to:

- 1] Come to school daily, on time, and ready to learn
- 2] Not deny other students the right to learn
- 3] Act in ways that do not threaten, scare, or injure others
- 4] Keep the building clean and refrain from damaging equipment or other school property
- 5] Ask for assistance in a polite manner
- 6] Obey rules and use proper means to discuss rules that they believe to be unfair
- 7] Perform to the best of their abilities

Certain behaviors will not be tolerated at LGMS. These behaviors constitute a danger to students and others:

1. Drugs or look alikes
2. Alcohol or look alikes
3. Weapons or look alikes
4. Smoking/tobacco items (including e-cigarettes and vaping products)
5. Gang activity
6. Physical violence
7. Verbal and/or physical abuse, threats, or intimidation
8. Any items which are not appropriate for school and could cause harm to others such as, but not limited to: laser pointers

Any actions that violate these standards will result in an immediate referral to the Principal, Assistant Principal, or their designee for the appropriate consequences. Additional information may be found in school board policy 5500.

Suspension

One form of discipline at LGMS is in-school or out-of-school suspension. A student may be placed on suspension for:

1. Disrespect towards staff
2. Assault, battery, or fighting
3. Possession or use of alcohol, tobacco (including e-cigarettes and vaping products) or controlled substances
4. Possession of any inappropriate materials or unsafe items
5. Vandalism
6. Repeated violation of school rules or regulations
7. Violation of the statutes of the State of Wisconsin or the policies of the Lake Geneva Joint 1 School Board

The decision to suspend a student in or out of school is based on the severity of the offense and the individual student's past history. The student may be suspended for a partial day, all day, or up to five days. Students being recommended for expulsion may be suspended pending Superintendent's review. All school related or sponsored activities are also suspended during this time.

Student Suspension/Expulsion

A student may be suspended and/or expelled only after the student has been advised of the reason for the proposed action and it is determined that the student is guilty of the misconduct charged and his or her suspension and/or expulsion is reasonably justified.

Any student in possession of a weapon, drugs, including look-a-like weapon or drugs on school premises, including the bus or bus stop, shall be subject to disciplinary action, including the possibility of expulsion from school.

The District may suspend or expel a student from school for conduct while not at school or not under the supervision of school authority which endangers the property, health, or safety of any employee or school board member of the school district which the student is enrolled. The Board must be satisfied that the interests of the school demand the suspension or expulsion.

The building administrator shall provide the district administrator with immediate written notification of any suspension or request for expulsion. Suspension or expulsion of students shall be carried out in accordance with state law and established procedures. The Board of Education shall determine expulsions in accordance with due process rights afforded to students. Additional information may be found in school board policy 5610.

Statement On Police Liaison/Municipal Code

Lake Geneva Joint School District #1 and the Badger High School District, in cooperation with the Lake Geneva Police Department, are working together with a police liaison officer. The officer is considered a member of the school staff and maintains full authority as a law enforcement agent. All federal, state, and municipal codes are strictly enforced.

Backpacks & Purses

Students bringing backpacks, duffels, and purses to school must store them in their lockers once arriving to school and may not retrieve them until school is dismissed. These expectations are for all students and their safety. We expect students to keep their lockers locked to prevent theft or damage.

Dress Code

Students are expected to dress in a manner suitable for attendance at LGMS.

1. Suitable attire does not reveal undergarments, stomachs, or other private body parts. Extreme dress, "tank tops" spaghetti straps, torn/dirty clothing, too tight jeans, extremely sagging clothes, pajama/lounge wear or clothes with lettering and/or designs considered in poor taste will not be allowed. Shorts need to have at least a 5-inch inseam (inside of leg). Skirts and dresses should be at least mid-thigh length.
2. Clothing items that advertise/promote or suggest through word or design, alcohol, sex, tobacco, drugs or negative attitude will not be allowed.
3. No chains (other than jewelry)
4. No hats or logos that indicate an affiliation with a group that may provoke others to act violently or be intimidated.
5. Students are to leave all hats/headgear, coats, jackets, windbreakers, winter vests, sunglasses, purses and backpacks in their lockers throughout the school day.
6. Appropriate footwear is required at all times. Footwear must have a sole.

7. Anything that can even remotely symbolize, be associated with or attributed to any membership and/or affiliation with any gangs/associations/organizations harmful to the educational process will not be tolerated.
8. Anything (including hairstyles) that presents a danger to any student's health/ safety or a distraction to education will not be tolerated.
9. Anything that administration deems inappropriate or offensive will be asked to be removed, replaced, or corrected. Compliance to the dress code is required to attend LGMS.

Administrators will make the final decisions as to what dictates appropriate school attire.

Students who violate this code will be asked to correct the problem by changing clothes, turning a shirt inside out, putting on shoes, combing their hair, etc. Refusal to correct this or a repeat violation will result in a parent notification and the use of LGMS consequences that include but are not limited to; detentions, in-school suspensions, out-of-school suspensions, school board involvement and/or police liaison.

Dress Code – Physical Education

Uniforms are an important part of the physical education program. They help identify the student and insure that the student is changing clothes for the activity. Wearing a uniform designed for physical activity allows the student to run, jump, sweat, etc., without having to worry about being embarrassed.

1. All students are required to wear the "Lake Geneva Wolves" t-shirt. PE shorts are available for purchase as well or the student may choose to wear their own athletic shorts or leggings.
2. Students must have a change of clothing available for cold weather activities. Athletic apparel, including a jacket, will be allowed when going outside. Students must wear appropriate athletic shoes with a "non-scuffing" sole (one that does not leave marks on the floor surface) for activities.
3. LGMS will not be responsible for any articles lost or stolen. Be sure to mark all articles with the student's name. Lock all items in your P.E. locker while attending class.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. When the first alarm is given, everyone will promptly clear the building by the prescribed route.

Interim Progress Reports

When students do well or when students need improvement, the teacher may send a progress report to parent/guardian. The reports will indicate areas in which improvement is needed or improvement has occurred.

Student Information System

Parents have the right to look at grades 24 hours a day, 7 days a week through PowerSchool. To gain access go to www.badger.k12.wi.us.com. This is a great tool that we encourage you to use on a consistent basis.

Late Buses

We offer late buses to students staying after for various reasons. Buses are offered at 3:30 on Tuesdays and Thursdays. The 4:15 bus offers service Monday thru Thursday. The 5:15 bus offers service Monday thru Friday.

Lockers & Desks

The Lake Geneva Middle School issues lockers and combination padlocks for student use but retains responsibility for both. Students have a right to expect privacy in their lockers but must be aware that the school administrator or school staff may enter the lockers to recover books and other school owned items or to confiscate items injurious to health and safety. Routine locker checks will be held on a regular basis during the school year. No vandalism to any school property will be tolerated; this includes stickers, contact paper, tape, etc. on lockers. Students should not share their locker combination.

Lost & Found

Our lost and found is located in the cafeteria. We encourage students to identify their belongings so they may claim them. This includes personal items as well as school related items that are appropriate for identifying.

Medication Policy

Students are not allowed to bring medication to school, nor will school personnel be allowed to safeguard or dispense any medication unless the appropriate form has been properly completed. All prescription medication will be kept in the health room and over-the counter [non-prescription] medication will be kept in the student services office. Students who carry inhalers with them must also have a medication form on file. Medication forms are available in the health office.

Policies and Procedures

The following section summarizes some of the many Board of Education policies that govern school operations.

Discrimination Complaint Procedure (2260)

If any person believes that the school district or any part of the school organization has failed to follow State and Federal nondiscrimination laws and regulations or in some way discriminates against students on the basis of religion, sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its programs or activities, he/she may bring or send a complaint to the Director of Student Services, administration office, 208 South Street, Lake Geneva, WI, 53147, (262)348-1000 ext. 1101.

Administration Regulation For Student Use Of Electronic Devices

1. Cell phones and other communication devices are to remain **OFF** and be kept in the student's locker during the school day (**7:30-2:45**), unless a teacher has allowed them in the classroom for an educational purpose.
2. **The school is not responsible for lost or stolen items.** Each student is provided a locker with a lock.
3. Student possession of laser devices is prohibited.
4. Electronic devices may be used within individual classrooms if teachers allow them.

Electronic devices are often costly. Parents/Guardians should be aware that their children bring these items to school at their own risk. These expectations are for all students and their safety. We expect students to keep their lockers locked to prevent theft or damage.

Harassment

In order to provide a positive school environment, it is necessary to prevent or react to harassing behaviors. Harassment at LGMS will not be tolerated in any form and all necessary and appropriate action to prevent and eliminate harassment will be taken. Various disciplinary measures from the school may apply, including referral to law enforcement.

1. Harassment or intimidation may arise from a broad range of physical or verbal behavior.
2. Physical harassment can include but may not be limited to striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same, name calling, engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person or which interfere with the recipient's academic performance. "Intimidate" means to make a person timid or fearful, to frighten, or to compel or deter by or as if by threats.
3. Verbal harassment includes comments or other expressions that insult, degrade, or stereotype any person or group because of gender, race, religion, national origin, sexual orientation, or physical, mental, emotional, or learning disability.
4. Sexual harassment is defined as unwelcome sexual advances, unwelcome physical contact of a sexual nature, unwelcome request for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. Acceptance of such conduct is made, either explicitly or implicitly, a term or condition of an individual's status as a student.
 - b. Acceptance or rejection of such conduct by an individual is used as a basis for enrollment, rating, grading, or advancement of a student.
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic progress or performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment includes, but is not limited to the following:

1. Graphic or suggestive comments or gestures of a sexual nature about an individual's dress or body.
2. Unwelcome touching, stroking, patting, or brushing against a person in an inappropriate or offensive manner.
3. Sexually oriented verbal abuse or kidding or teasing are defined as including, but not limited to, commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless sexually-oriented comments or actions that offends others.
4. Creating sexually oriented graffiti, particularly when directed toward an identified individual.
5. Unwelcome hugging or kissing.
6. Snapping or pulling on elasticized bands on undergarments, pants, shorts, skirts, etc.
7. A deliberate, repeated display of offensive sexually graphic materials, which are not necessary for instructional purposes.
8. Repeated demands or a request for unwelcome sexual advances after the individual says "no."

Reports of harassment may be made to any teacher or administrator. Upon notification of a harassment issue, the school administrator will further review the reported information. Students referring information to school staff regarding harassment must provide written documentation. To the maximum extent possible, complaints will be treated in a confidential manner, provided that the ability of the school district to investigate or take corrective action is not adversely affected. Confidentiality will not be promised or guaranteed to any person. While the school district is eager to create an environment in which students are encouraged to discuss concerns and report complaints, we are obligated and will take necessary action once a report of harassment is reported.

The school and/or district will discipline any individual who retaliates against any person who reports alleged harassment or who testifies, assists, or participates in an investigation, proceeding or hearing relating to a harassment complaint. Retaliation includes any form of threat, intimidation, reprisal, or harassment. The school and/or district will also discipline any individual who knowingly and intentionally makes a false complaint or statement concerning an allegation of harassment, to include providing testimony that is known to be false. Additional information may be found at board policy 5517.

Bullying Policy (5517.01)

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

Definitions

"Bullying"

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

Some examples of Bullying are:

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

sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

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

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. hacking into or otherwise gaining access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

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

Middle School Promotion Or Retention

Students of normal physical, intellectual, and social development should progress through the grades at the rate of one grade per year. Any middle school student who has not shown satisfactory progress in Language Arts, math, science, or social studies shall be recommended for retention. This recommendation will be based upon continuous failure to meet the proficiency of a given subject area. Once proficiency is established, promotion to the next grade may be possible. This promotion may be determined by the district administrator upon the recommendation of the principal.

Eighth graders must meet specific promotion requirements in order to gain advancement to the ninth grade. These requirements are based on academic success in all courses as well as satisfactory performance on standardized assessments.

The Lake Geneva Joint #1 District does not endorse the concept of social promotion. If a student is retained, an appeal process is in place. In the end, the board of Education will have the final decision on this matter. Their decision is final and binding. Additional information can be found at school board policy 5410.

Released Time For Religious Instruction (Policy 5223)

District students with written parental permission may be released from school attendance to attend religious instruction, with the approval of the district administrator and in accordance with state law.

Students released for religious instruction shall be expected to attend such instruction classes on a regular basis. The Board may deny the privilege of released time to students who absent themselves from the religious instruction after requesting the privilege. All transportation to or from religious instruction shall be the responsibility of the parent, guardian, or organization sponsoring the instruction. The district shall assume no liability for a student who is absent for religious instruction in accordance with state law.

Severe Weather Closings

In case of severe weather, the official announcement for school closings will be sent via School Messenger to phone and email. In addition, this information will be noted on the Lake Geneva Schools website.

Student Assistance Program

The Student Assistance Program is offered through the School Counseling department. Staff have been trained to lead education and awareness groups for students who are being affected by someone else's use or abuse of alcohol and other drugs. Support groups are also made available for students who have experienced a significant loss in their life during the past year, such as a death or divorce of a parent or other significant person. At the middle school level, we also offer support groups in developing healthy relationships, developing study skills and organizational skills, relationship issues, and eating/diet issues. Participation in our groups is voluntary. Confidentiality is of the utmost importance. If parents do not want their child to participate in a Student Assistance Program group, they should notify the Student Assistance Program building contact person at their child's school.

Academic Criteria for Extra-curricular Activities

Rationale: It is the position of Lake Geneva Middle School that involvement in extra-curricular activities is a **privilege** with accompanying responsibilities and expectations.

ELIGIBILITY: It is the expectation that all students in extra-curricular activities will be passing their classes at all times.

Student Behavior At Sporting Events

The same high degree of conduct and exemplary behavior that is expected of students during the school day is expected at extracurricular activities. Our goal in having these activities is to provide opportunities for ALL students to have positive experiences. We expect everyone involved to support this effort and encourage the success of all participants. In addition, we remind everyone that their conduct in this more public forum is a reflection on everyone in the Lake Geneva Middle School community. Please represent us well. If students stay after school for sporting events, they must report immediately to the cafeteria to sign in. **Students are not allowed to leave school and come back into the building for sporting events.**

Student Procedure for Attending Sporting Events

SIGNING IN

1. After the last bell rings, collect your things and go down to the cafeteria.
2. Find the three tables next to the large group room that have the After School Event Sign-In Information Sign next to them on the wall.
3. Sign in on the After School Sign-In/Sign-Out sheet on the table by
 - A. printing your FULL NAME - *this includes FIRST NAME and LAST NAME*
 - B. writing down the TIME you are signing in
 - C. check the box on how you are getting home
 - i. Ride (walk) - write what time you plan on going home
 - ii. Bus - circle which late bus you are planning on taking home 4:20pm or 5:30pm

4. Sit at one of these three tables by the large group room until the supervisor takes you over to watch the game when it is time.

It is YOUR responsibility to make sure that the supervisor knows you are there to watch with the game. If the supervisor is new, or a teacher you might not know, INTRODUCE yourself to them.

REMEMBER: During the time you are staying after for the game, you are only allowed to be in the cafeteria area. This means you may use the restroom, or go to the concession stand, but nowhere else. You may not go back to your locker or wander the halls.

DURING THE GAME:

1. The supervisor will move you to the bleachers on the stage when it is time for the game to start where you will remain until you sign out to leave. Again, you may go to the concession stand or the restroom but nowhere else.

2. If you purchase food from the concession stand, YOU are responsible for cleaning up any mess you make and for throwing away YOUR garbage.

3. You are responsible for following all school rules and demonstrating appropriate behavior during the game. It is a privilege to be at the games and this privilege may be taken away if you are not following the rules, the procedures of the Sign-In/Sign-Out Log, and/or demonstrating appropriate behavior.

WHEN LEAVING:

1. Find the supervisor and inform them that you are leaving.

2. Sign-Out on the Sign-In/Sign-Out Log by

A. printing your FULL NAME (*first name and last name*) on the same line you signed in on

B. writing down the TIME you are leaving next to your name

3. Exit the building through the appropriate doors.

A. if you are being picked up or are walking, you are to exit the building using the doors by the teacher's lounge. (The same door you use for recess)

B. if you are taking the bus, one of the supervisors will walk you down to the front of the school where they will give you a bus pass and wait with you until you board the bus.

*****Remember it is your responsibility to follow these steps. Failure to sign-in or sign-out of the event may revoke your privilege of staying after to watch the games.*

Conflict Resolution

Conflict can arise in any setting. At LGMS, we realize students may develop conflicts with other students and staff. As part of helping students recognize conflict situations, the following elements are necessary if any progress towards solving conflict will occur:

1. Proactive prevention
2. Effective communication
3. Maintaining confidentiality as best as possible
4. Remaining non-judgmental
5. Listening actively, accurately restating and clarifying what is said
6. Asking questions, using "I" statements
7. Detecting the underlying cause for the anger/conflict
8. Diffusing anger or possible conflict situations
9. Developing empathy towards other students

10. Applying self-control
11. Eliminating the “us against them” mentality
12. Establishing rules for fairness

Wellness Policy

In accordance with board policy (8510), no “Energy Drinks” will be allowed at LGMS for use by students at any time. “The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices.”

Network Account Agreement

The District network is provided for students to conduct research and communicate with others. Independent access to District network services is provided to students who agree to act in a considerate and responsible manner. The computers and related software are educational tools owned by the District. Access is a privilege, not a right

Communications over the District network are often public in nature; therefore, school rules for behavior and communication will apply. The District prohibits use of technology for any purpose in violation of the District's nondiscrimination and anti-harassment/bullying policies, including the misuse of technology referred to as "cyber-bullying."

The District reserves the right to access stored records in cases where there is reasonable cause to suspect wrongdoing or misuse of the system. Improper use of the District network may invoke criminal sanction under Wis Sta 947.0125.

During school, teachers will monitor student use of technology. Appropriate use of online resources (i.e., search engines, social networking sites, chat rooms and blogs) is expected. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following behaviors are not permitted on district networks:

1. Sharing confidential information
2. Sending or displaying offensive messages or pictures including those of a sexual nature
3. Assisting a campaign for election of any person for any office or for the promotion of or opposition to any ballot proposition
4. Using obscene language
5. Harassing, insulting or attacking others
6. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).
7. Violating copyright laws
8. Using other's password
9. Trespassing in others' folders, documents, or files
10. Intentionally wasting limited resources
11. Employing the network for commercial purposes
12. Violating regulations prescribed by the network provider
13. Promoting, supporting or “celebrating” religion or religious instructions

Students are ultimately responsible for their actions in accessing network services and for adhering to District technology use policies and procedures, and to state and federal legal requirements including copyright laws. If a student user violates these provisions, his/her account may be terminated, future access could be limited or denied, and additional disciplinary action or legal action could occur.

DISTRICT MISSION STATEMENT

Honoring the unique talents of all, WE, the Lake Geneva Area Schools, families and communities commit to providing EVERY student an excellent education that ensures the development of responsible, respectful citizens and inspires life-long learning.

LGMS MISSION STATEMENT

Responding to the unique developmental needs of early adolescents, the students, staff and families of the Lake Geneva Middle School community commit to providing every student an excellent education that ensures the development of responsible, respectful citizens and inspires life-long learning.

Lake Geneva Middle School Student Electronic Devices

Cost - The value of the device is \$300. If your daughter/son uses proper care especially while transporting the device, the risk of accidental damage is minimal. Replacement costs will be determined on an as needed basis not to exceed \$300.

Handling, Care, and Transport

- Carry the device with the case provided.
- When walking with the device, carry it with the strap cross body.
- Do not leave the device unattended.
- Do not place the electronic device on the ground.
- Avoid having sharp objects near the device, and only use a finger or stylus to manipulate.
- Do not eat, drink, or place liquids near your device.
- Be careful when transporting the device.
- When picking up, pick up by the base (bottom) with both hands.
- When closing the lid, make sure nothing is inside.
- The cord should be disconnected from the Chromebook and stored in the front pocket when not being charged.
- When the device is not in use, keep the case zippered shut.
- The device will come with a district provided Asset Tag sticker and device ID sticker. *No other stickers or writing can be added to the device or its cover. No decorating of the case is allowed.*

Student Responsibilities - Use of the device is a privilege. The school district owns the devices and will loan them to the students as a tool to support their learning. The District will inspect devices periodically, without notice to ensure that no inappropriate content is on the device. Also, if a student has downloaded personal files to the device and there is no space remaining to download items required for classes, students must remove personal files. Students are expected to follow all expectations in the District's Acceptable Use Policy found in the LGMS handbook.

Students will:

- Keep their device charged.
- Use their district provided Google Account for email and document sharing.
- Assume responsibility for all activity on their account(s).
- Log off and secure their device after they finish working to protect the device and their information.
- Notify a staff member or administration if an inappropriate or threatening email or message is received.
- Be responsible for any costs incurred on a student's device as a result of online purchasing.
- (Study Hall students) Use their devices for schoolwork and checking their grades.

Student Activities Prohibited:

- Gaining access to other students' accounts, files, and/or data, including sharing of passwords.
- Any action that violates existing Board policy or public law such as credit card fraud, electronic forgery, or other forms of illegal behavior.
- Videotaping or photographing any individual, teacher, or student without their consent.
- Using any wireless communications device in any bathroom, locker room, or any other unauthorized area.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean others.

- Illegal installation or transmission of copyrighted materials. Use of sites selling or sharing research papers.
- Use of unauthorized social media sites. (Examples, but not limited to, Instagram, SnapChat, Vine, etc.)
- Changing of device settings beyond basic controls.
- Spamming or sending mass or inappropriate emails.
- Use of the school's Google accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous accounts or impersonating others online.
- Students are not allowed to give out personal information over the Internet unless authorized by a classroom teacher. This includes, but is not limited to, setting up internet accounts including those necessary for social media, eBay, email, etc.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Adding inappropriate wallpaper images that include things such as weapons, violence, sexuality, alcohol or drugs.
- Unauthorized Internet/Computer Games during instructional and study hall time.
- Bypassing the web filter.
- Lending Chromebook for other individuals to use.

Violations may result in disciplinary action, including the loss of chromebook privileges, suspension and/or expulsion of students. When applicable, law enforcement agencies may be involved.









School Responsibilities

- Provide student's internet and email access while at school.
- Provide internet filtering of inappropriate materials to the best of our ability.
- These will be treated similar to school lockers. The school district reserves the right to review, monitor, restrict, and remove information stored on or transmitted via school-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.
- Provide a secure area for overnight storage.
- Staff members will not lend out other students' Chromebooks.



LGMS Positive Behavior Expectations



EXPECTATIONS	ALL SETTINGS	CLASSROOM	HALLWAY	RESTROOM	CAFETERIA	RECESS	BUS
							
BE RESPECTFUL	<ul style="list-style-type: none">- Arrive on time- Walk on the right side of the hallway- Respect others' space	<ul style="list-style-type: none">- Raise hand to be recognized- Do not interrupt when someone is talking	<ul style="list-style-type: none">-Use locker at scheduled time-Have agenda filled out or have a pass visible	<ul style="list-style-type: none">- Respect privacy- Flush- Wash hands	<ul style="list-style-type: none">-Bring bagged lunch or ID card with you to lunch-Eat what you take	<ul style="list-style-type: none">-Throw away garbage before going outside- Show good sportsmanship	<ul style="list-style-type: none">-Take care of your own property- Stay seated
BE RESPONSIBLE	<ul style="list-style-type: none">- Keep hands, feet, and other objects to self- Accept consequences without arguing or complaining	<ul style="list-style-type: none">- Enter quietly- Follow classroom rules- Participate positively-Have materials ready, including your agenda	<ul style="list-style-type: none">-Use indoor voice-Keep hallways clean and free of garbage- Keep locker clean & organized	<ul style="list-style-type: none">- Be quick and quiet-Use bathroom equipment appropriately	<ul style="list-style-type: none">-Raise hand for dismissal-Sit 8 to a table- Get all utensils and food before sitting at table	<ul style="list-style-type: none">- Dress for the weather-Use equipment in an appropriate way- Return equipment properly	<ul style="list-style-type: none">- Get to bus on time- Have a bus stamp if riding a different route
BE A GOOD CITIZEN	<ul style="list-style-type: none">- Use positive and polite language- Report negative behavior- Leave areas cleaner than you found them	<ul style="list-style-type: none">-Take seat promptly-Have homework & class work completed	<ul style="list-style-type: none">- Walk at a reasonable pace-Stay in your assigned house area	<ul style="list-style-type: none">-Keep surfaces clean & unmarked-Throw away all trash	<ul style="list-style-type: none">- Remain seated- Ask permission leave area- Food must be eaten inside only	<ul style="list-style-type: none">-Stay/play within the areas that are allowed- Line up promptly- Enter building quietly	<ul style="list-style-type: none">-Take seat promptly-Listen to the bus driver-Leave bus at correct stop

1 2 3 4 5 6 7 8 9 10 11 12

Pass/Supply Punch Card

(hallway pass, bathroom pass, borrowing
of required daily supplies)

Name:

Quarter 1



Pass/Supply Punch Card

(hallway pass, bathroom pass, borrowing
of required daily supplies)

Name:

Quarter 3



1 2 3 4 5 6 7 8 9 10 11 12

1 2 3 4 5 6 7 8 9 10 11 12

Pass/Supply Punch Card

(hallway pass, bathroom pass, borrowing
of required daily supplies)

Name:

Quarter 2



Pass/Supply Punch Card

(hallway pass, bathroom pass, borrowing
of required daily supplies)

Name:

Quarter 4



1 2 3 4 5 6 7 8 9 10 11 12