Dear Lance Middle School Student,

Welcome to the 2013-14 school year! We wish all of you a successful year at Lance Middle School.

Lance Middle School is an engaging, challenging, and supporting educational environment. We want to help you become an effective and productive citizen in our democracy. Developing and accepting the responsibilities and obligations of good citizenship will help you participate successfully in the world of tomorrow. For these reasons, Lance Middle School has high academic and behavior expectations.

Lance Middle School believes that:

- **All students** can learn.
- **Students** have a right to attend a school that is orderly, in an atmosphere that is conducive to learning.
- **Teachers** have the right to teach in an environment that is free from disruption.

The policies, procedures, and information contained in the Lance Middle School Student Handbook have been established to ensure everyone’s right to a quality education. Please take the time to learn the policies and procedures.

In conclusion, we want all of our Lance students to explore and discover their individual capabilities in order to reach their fullest potential. We encourage you to take advantage of the many opportunities Lance Middle School has to offer! Have a great year!

Sincerely,
Mr. Chad Dahlk, Principal
Mr. Joel Kaufmann, Assistant Principal

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**This agenda belongs to:**

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**PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!**

Printed on recyclable paper!
Lance Middle School
4515 80th Street
Kenosha, WI 53142

Lance Middle School Office
• Telephone Number: (262) 359-2240
• Fax Number: (262) 359-2184

Principal: Mr. Chad Dahlk
Assistant Principal: Mr. Joel Kaufmann
Dean of Students: Ms. Amy Holm
SIC/Interventions: Ms. Wendy Carpenter
Counselor: Ms. Sue Murray
Counselor: Ms. Debbie Shuppert
Counselor: Ms. Jill Boyd
Special Education: Ms. Stacey Guckenberger
Social Worker: Ms. Ann Drechsler
Psychologist: Ms. Jill Sanfilippo
Police Liaison: Mr. Orville Johnson

My house name is
________________________________________

My house teachers are:
________________________________________
________________________________________
________________________________________

2013-2014 School Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Students Report 1st day of school</td>
<td>09/03/13</td>
</tr>
<tr>
<td>Asynchronous Learning Day (no school)</td>
<td>09/13/13</td>
</tr>
<tr>
<td>Asynchronous Learning Day (no school)</td>
<td>10/18/13</td>
</tr>
<tr>
<td>Parent Conferences (5-7pm)</td>
<td>10/29/13</td>
</tr>
<tr>
<td>Parent Conferences (5-7pm)</td>
<td>10/31/13</td>
</tr>
<tr>
<td>No School (parent conferences 8-11am)</td>
<td>11/01/13</td>
</tr>
<tr>
<td>½ Day (students released at 12:00pm)</td>
<td>11/27/13</td>
</tr>
<tr>
<td>Thanksgiving Recess * No School</td>
<td>11/28/13</td>
</tr>
<tr>
<td>Thanksgiving Recess * No School</td>
<td>11/29/13</td>
</tr>
<tr>
<td>Winter Recess Begins * Close of Session</td>
<td>12/20/13</td>
</tr>
<tr>
<td>Winter Recess Ends * School Reopens</td>
<td>01/02/14</td>
</tr>
<tr>
<td>MLK Day (No school)</td>
<td>01/20/14</td>
</tr>
<tr>
<td>Teacher Workday * No School for Students</td>
<td>01/24/14</td>
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<tr>
<td>Asynchronous Learning Day (no school)</td>
<td>02/07/14</td>
</tr>
<tr>
<td>No School</td>
<td>02/28/14</td>
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<tr>
<td>Asynchronous Learning Day (no school)</td>
<td>03/14/14</td>
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<tr>
<td>Parent Conferences (5-7pm)</td>
<td>03/25/14</td>
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<tr>
<td>Parent Conferences (5-7pm)</td>
<td>03/27/14</td>
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<tr>
<td>Parent Conferences (8-11am)</td>
<td>03/28/14</td>
</tr>
<tr>
<td>Spring Recess Begins</td>
<td>04/18/14</td>
</tr>
<tr>
<td>Spring Recess Ends * School Reopens</td>
<td>04/28/14</td>
</tr>
<tr>
<td>½ Day of School * Early Release 12:00pm</td>
<td>05/23/14</td>
</tr>
<tr>
<td>Memorial Day * No School</td>
<td>05/26/14</td>
</tr>
<tr>
<td>Last day for students - ½ Day -12:00</td>
<td>06/11/14</td>
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Lance Middle School
Rules and Procedures

Accident, Medication, and Illness

It is important that the Emergency Card in the office has current phone numbers so that parents/guardians/designees may be reached in a timely manner. Please keep the school office updated with current telephone numbers and/or address changes. If a student becomes ill, he/she should receive a pass from a teacher to go to the office. Upon the student’s arrival, the office will contact a parent/guardian/designee. In the case of an accident, a parent/guardian/designee will be notified immediately, and an ambulance will be called if considered necessary. It should be known that schools are staffed with a nurse; however they are at individual buildings one, maybe two, times a week.

Medication: If a student is to receive any medication during the school day, the parent/guardian must fill out a School Medication Permission and Instruction Form and have it signed by a physician and parent/guardian. This includes prescription and over the counter medication. The medication to be dispensed will be kept in the office and dispensed according to the parent/guardian’s and doctor’s instructions. A parent/guardian should bring the medication to school in the original container along with the signed authorization form and turn it in to the main office. Medication will not be dispensed without following this procedure.

Attendance Procedures

Children between the ages of six (6) and eighteen (18) are required by Wisconsin Law and Kenosha City Ordinance No. 50-04 Section 11.032 to attend school on a regular basis. A student absent for part or all of five days in a semester without an acceptable excuse is considered a habitual truant and may be referred to law enforcement officials or the court system. An unexcused tardy may be considered a truancy. The City of Kenosha may impose a $681.00 fine to the child for habitual truancies once each semester.

Absences: Absences may be phoned in 24 hours a day at the school’s main office (359-2240). It is the parent/guardian’s responsibility to inform the school whenever their child will be absent from school. The principal has the authority to approve or deny any request to permit a student to be absent and/or leave the building during the school hours. Acceptable excuses include personal illness, family illness, death of a family member or relative, or other reasons of legitimate health or educational benefit to the student. If a student must be absent from school for a day or longer and it is not for an illness, he/she may request a Prearranged Absence Form from the office. This form should be turned in to the office at least 24 hours before the expected absence and must be signed by a parent/guardian. The student must take the form to each teacher for consideration and then submit it to the principal for signature. Failure to make such a request may result in an unexcused absence. If a student has a failing grade average in the majority of his/her classes or attendance records show excessive absences, a prearranged absence request may be denied. All students granted prearranged absences would be expected to make up only work missed during this absence.

Late to School, Leaving During the School Day, or Tardies: Students should report to the school’s designated area for tardiness when arriving late to school. Any student leaving during the school day for an appointment must have a written note from a parent/guardian that clearly states the correct date, parent/guardian signature, and reason for leaving. All students must sign out through the main office.
Behavior Expectations

The Kenosha Unified School District is committed to providing an effective learning environment that is safe, orderly, and respects the rights of all individuals in the school community. The Kenosha Unified School District Middle Schools have created the following expectations to ensure that a healthy and productive learning environment exists. The expectations set the classroom and hallway behavior standards for all students. In addition to these expectations, discipline procedures and rules that reinforce the school expectations have been set. All expectations are posted school-wide and are explained to all students at the beginning of the school year.

**Before and After School:** Students must remain outside the building at their grade level entrance until they are let in the building at approximately 8:27. Students who need to come in early to work with a staff member must have a pass with an appropriate date and time. **Students must remain on school property once they have arrived.** Administration will decide when to let students into the building early due to inclement weather.

After school, students are not allowed in the building unless they are with a staff member and participating in a school-related activity. Twenty minutes after the final bell rings, students will need to wait outside for rides, so **it is important that arrangements be made ahead of time.**

**Cafeteria Behavior:** We expect all students to follow basic rules of courtesy and good manners. There is no food or beverage allowed outside the cafeteria. Students may not cut in line or save places at tables. Once seated, students must remain there. Also, sharing food or purchasing food for others is not permitted. It is the responsibility of each table to clean up their area before being dismissed. Students must wear their lanyard and student ID. Seating in the cafeteria is determined by the overall behavior in the cafeteria. Students are expected to leave the cafeteria as it was and are expected to be quiet during dismissal.

**Classroom Behavior**
- Wear permanent or temporary lanyard and ID with name and grade on it.
- Be in your assigned seat/area ready to work at the beginning of class.
- Bring paper, pencil/pen, books, and all needed supplies.
- Keep hands, feet, books, and objects to yourself.
- Swearing, rude gestures, cruel teasing, or put downs are not allowed.
- Follow directions.

**Hallway Behavior**
- Wear permanent or temporary lanyard and ID with name and grade on it.
- Carry assignment notebook/planner at all times.
- Use a quiet voice.
- Walk on the right side of the hallway.
- Keep hands, feet, books, and objects to yourself.

A student may be temporarily removed from the classroom by the teacher if it has been determined that the student’s behavior has repeatedly interfered with the teacher’s ability to teach the class. Repeated occurrences of the behaviors listed below may result in a suspension and a request for an Administrative Review with the possibility of an expulsion hearing.

- Uses gang language and/or engages in gang-related activities/symbols (including gang-related clothing, drawings, jewelry, and gestures).
- Uses or possesses smoking materials (including lighters, matches, and smokeless tobacco).
- Steals or vandalizes district, staff, or student property.
- Possesses and/or uses electronic communication devices with photographic capabilities on school property without the permission from the teacher or if these devices are used in an inappropriate manner.
• Uses electronic communication devices during school hours without the permission of the school principal.
• Misuses the Internet or performs illegal acts.
• Engages in behavior that creates an unsafe situation, is sexually provocative, and/or compromises the teacher’s ability to continue teaching.
• Uses profanity.
• Makes inappropriate physical contact.
• Makes inappropriate verbal comments such as name calling, teasing, or casting racial slurs.
• Participates in bullying.
• Makes disrespectful comments to students or staff.
• Incites other students to act inappropriately or to disobey the teacher or class rules.

All state laws and local ordinances apply to the school setting. According to District Policy, a student may be suspended up to five days, reported to law enforcement, and considered for Administrative Review with the possibility of an expulsion hearing if he or she:

• Uses, delivers, sells, or possess drugs, “look-alike” drugs, prescription drugs (not prescribed to the person in possession), alcohol, inhalants, or other controlled substances in school or on school property.
• Threatens or assaults school employees or students verbally, physically, or sexually.
• Uses, possesses or stores weapons, explosive devices of any kind, or laser devices on school property, school buses, or any school-related event.
• Uses or possesses pepper spray or similar substances intended to incapacitate.
• Harasses or is involved in any incident that includes harassment, sexual harassment, or hate as an issue. Harassment is no joke, sexual or otherwise. It is a violation of a person’s civil and constitutional rights and saying that you were “just joking” or “just playing” does not excuse the violation. Federal and State laws make sexual harassment illegal, whether it involves different sex or same sex situations.
• Communicates a bomb threat to any school facility.
• Extorts or attempts to extort students or staff.
• Starts fires or sets off alarms falsely.
• Fights or threatens to fight.

*Decisions are made by the building principal/ designee.

School Socials: Socials take place approximately once a month on Fridays from 4 – 6 p.m. at Lance. Tickets are purchased in Advisory during the week of the social. If students have had ISS, OSS, more than one detention, or received disciplinary action since the last school social, they will not be allowed to attend.

Discipline Procedures

There are several professionals involved in dealing with inappropriate behavior in Kenosha Unified School District Middle Schools. The Classroom Teacher is the first person who must deal appropriately with a student’s unacceptable behavior. He or she, in turn, may decide to refer the student to the Dean of Students who has the responsibility of discussing the concerns brought forth as well as determining what consequences may be issued. These consequences may be a student conference, detention, full or partial days with in-school interventions or out-of-school suspension. The Principal and Assistant Principal will also become involved as needed. Each student is assigned a Counselor. Parents/guardians should feel free to contact the counselor whenever it is felt that their intervention can improve the student’s attitude/behavior. Repeated unacceptable behavior will result in a request for a parent conference.

Police Liaison: Lance has a police liaison available as a resource. The officer serves as support for discipline within the building.
Dress Code

All students are expected to exemplify appropriate hygiene and dress standards in a manner that projects an appropriate image for the student, school, and District. The District shall not require specific brands of clothing. No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activity (including gang-related colors if for purposes of gang identification), or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages of hostility toward race, ethnicity, religion, or sexual orientation.) If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing, the principal will make the final determination. Students at the middle and high school levels will be required to wear student identification (I.D.’s) during the school day and have them easily accessible during all school activities (academic, extra- curricular, co-curricular).

Bottoms (slacks, pants, capris, shorts, skirts, jumpers, skorts, dresses)

- Must be neat, clean, and in appropriate repair, no holes or tears.
- Must be touching or extending above the belt line, appropriately fastened at the waistline, and belts are required if necessary.
- Underwear must be covered at all times, when standing or sitting.
- Dresses, skirts, and jumpers must be at least mid-thigh length.
- Shorts and skorts must be at least fingertip length when standing; and must fit appropriately and not be baggy, tight, or drag on the floor.
- Leggings, worn as bottoms, are not allowed.

Tops (shirts, blouses, sweaters)

- Rounded, buttoned, collared, or higher neckline on tops must cover chest at all times
- Must be long enough to be tucked in, cover the mid-section, and past belt line when seated.
- Must have sleeves.
- Must be neat, clean, and in appropriate repair, no holes or tears.
- Must fit appropriately and not be tight or baggy.

Footwear

- Must be athletic shoes, laced shoes and/or shoe boots, loafers, dress shoes, or sandals

Inappropriate attire includes:

- See-through fabric without opaque fabric lining.
- Bedtime attire, such as pajamas, undershirts, or undergarments as outerwear.
- Attire that may be considered weapons, including but not limited to chain belts or wallet chains.
- Jewelry, piercing, tattoos, or similar artifacts that are obscene or may cause disruptions to the educational environment.
- Hoods, hats, caps, bandanas, sweatbands, skullcaps, plastic hair bags, hair nets, hair curlers, or do-rags, except headwear worn for legitimate religious purposes, are not allowed once students are inside the building.
- House slippers or any other type of footwear that could constitute a safety hazard.
- Steel-toed boots or shoes.
- Any type of footwear with wheels.
- Hobnails, spurs or cleats on belts, boots, or shoes.

Cell Phone Policy

Once a student is inside the building, if a cell phone is seen or heard, it is taken from the student and held in the office. A parent/guardian is required to pick it up. Chronic violations will require a conference with
the principal. **Students may not use a cell phone inside the building for any reason unless they have permission from a teacher.**

**Fire, Safety, and Severe Weather Drills**

Drills and safety procedures are practiced on a regular basis including fire drills, tornado drills, safety drills, and lockdown procedures. Students are expected to act in an appropriate manner, follow staff directions, and not put themselves or others in a potentially risky situation.

**Fundraising**

Only school sponsored fundraising will be allowed during school and at school activities. The building principal must approve all fundraising activities. Loaning money to others is not acceptable.

**Kenosha Unified Grading Policy**

A **Syllabus** shall be given to a student for each course in which that student is enrolled. The syllabus shall include content/lifelong learning standards and benchmarks, methods of assessment, point distribution, board prescribed grading scale, and course specific information.

**Cheating:** Acts of cheating, plagiarism, or forgery in connection with school activity are subject to disciplinary action. The severity of the offense will be looked at when dealing with the situation. Usually:

- **First Time:** No credit, teacher contacts parent, may result in referral
- **Second Time:** No credit, parent conference with teacher and administration, referral
- **Third Time:** No credit, referral, suspension

**Kenosha Unified School District No. 1 Web Site**

Information regarding these policies and information regarding individual schools can be located at the Kenosha Unified School District No. 1 web site: [www.kusd.edu](http://www.kusd.edu)

**Lanyards, ID’s, and Assignment Notebooks/Planners**

At the beginning of the school year, each student is issued a lanyard and an ID. Each grade level is assigned a color-coded lanyard as part of the district dress code. Broken or lost lanyards and ID’s must be replaced at the expense of the student/parent/guardian. It is expected that students wear their lanyard and ID at all times.

Assignment notebooks/planners are to be carried at all times, and their use is required in the classroom. Student passes are contained in the assignment notebooks. If a student loses, destroys, or defaces his/her assignment notebook, the student will be required to replace the assignment notebook at the expense of the student/parent/guardian.

**Lockers**

Lockers are assigned to students at the beginning of each school year. Once the student is assigned a locker, that student cannot transfer to or use another locker without office approval. **Sharing a locker with another student is not allowed.** Combinations are not to be given to anyone except the person the locker is assigned. Non-school locks will be cut off. The locker is the property of the School District of Kenosha and is subject to inspection at any time by the school administration and/or the police with or without a dog trained in drug detection. As in any large school, theft from lockers is sometimes a problem. It is very important to keep lock combinations confidential. The school assumes no responsibility for articles missing from lockers. Finally, kicking or hitting lockers is prohibited.
Personal Property

The School District is not responsible for lost or stolen items. We discourage students from wearing expensive clothing or jewelry to school. Furthermore, there is no reason for students to bring personal items to school that have no educational reason for being there. Any personal items that disrupt the educational environment or pose a health and/or safety concern will be confiscated and held in the main office until a parent/guardian comes to school and takes custody of them. Backpacks must be placed in lockers at the beginning of the day and removed only at the end of the day.

Student Assistant Program

A Student Assistant Program (SAIL) is available to help students experiencing problems with tobacco, alcohol, or any other drug abuse. This program offers students an opportunity to address their concerns in a confidential and non-punitive way. A student may refer himself/herself to this program or may be referred by anyone who is concerned about the student. The emphasis of this program is to help the students, not discipline them.

Transportation

**Bikes:** Bikes may be brought to school and locked to the bike racks out front, but they are to be walked while on school property. Please lock the bicycles at all times as the school is not responsible for lost/stolen items. **Students are not allowed to bring skateboards or scooters on school property.**

**Bus Regulations:** Each student, at registration time, receives a pamphlet on “School Bus Rules and Regulations”. It is strongly suggested that students review this information with their parents/guardians. Inappropriate behavior, which could endanger students, will not be tolerated on a bus used to transport our students, whether it is a yellow bus or city transit. **Failure to abide by the rules may result in the withdrawal of bus services.**

Weather

If there is a question whether or not schools will be in session due to inclement weather, listen to radio stations WLIP-AM, WRKR-FM, WKZN-FM or WTMJ-AM, which will broadcast closing announcements. Also, Cable Channel 20 and the Kenosha Unified School District #1 homepage will include weather information. If no announcement is made, school will be open for classes as usual. The determination to close school is made by the Superintendent of Schools in consultation with county highway officials as well as our bus services, and is not the responsibility of the school administrators.

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**Detach, sign, and return to your advisory teacher**

Please read and review the Lance Middle School Handbook/Planner with your child. Please sign, date, and return once you have reviewed this information with your child.

We/I have read and reviewed the handbook/planner with our/my child on (date) ____________

Parent/Guardian Signature__________________________________________

Student Signature_________________________________________________