



Welcome to Lance Middle School,

The policies, procedures, and information contained in the Parent & Student Handbook have been established to ensure every student's right to a quality education. We, at Lance Middle School, believe that all children can learn. Students have a right to attend a school that is orderly and conducive to learning. Teachers also have the right to teach in an environment that is free from disruption. Those, who violate these reasonable rules and guidelines, infringe upon our students' right to learn and the teachers' right to teach.

The ultimate purpose of education is to help each student become an effective and productive citizen in our democracy. Developing and accepting the responsibilities and obligations of good citizenship will help our students participate successfully in the world of tomorrow.

We hope that students will take advantage of the many activities offered at Lance. These experiences will help prepare them to live a better life in our complex society. Remember that a student's success at Lance Middle School is directly proportional to their efforts.

Have a great year!  
Sincerely,  
Chad Dahlk  
Principal

## HOUSES AND CLASS PERIODS

### “What is a house?”

A house is a group of teachers who have the same students throughout the day. This house structure enables teachers to create strong bonds with a smaller number of students. The four academic classes of Math, English, Science, and Social Studies determine a house. The same groups of students are rotated among these teachers each day. A special education teacher may also be attached to a house.

**Example: Mrs. Brown, Mrs. Ford, Ms. Host, Ms. Carey, and Ms. Vitkus form the house called the Excellence House.**

### “How many class periods are in an average day?”

There are eight class periods per day.

### “How long are the class periods?”

Academic classes are 60 minutes. Elective classes are 45 minutes.

### “What is MAP testing?”

All students at Lance Middle School will be assessed by using the Measures of Academic Progress® (MAP). MAP® is a computer-adaptive assessment tool that can be used by the teacher to monitor the progress of students. These computerized tests are adaptive and offered in Reading, Language Usage, and Mathematics. When taking a MAP® test, the difficulty of each question is based on how well a student answers all of the previous questions. As the student answers correctly, questions become more difficult. If the student answers incorrectly, the questions become easier. All students will be taking the reading and math portion of the MAP® test at the start of each school year, in December, and at the end of the year.

### “What are class rotations?”

We use the student MAP results to determine learning levels (clusters) in the classrooms.

### “How much time do I have for passing between classes?”

There are three minutes to pass to elective classes. There is little time to waste between classes.

### “How do I buy a lunch at Lance?”

Lunches can be purchased with money placed into the student’s lunch account. If using an account, students can take their payments to the school office, or the money can be deposited directly at [www.mylunchmoney.com](http://www.mylunchmoney.com)

Students use their ID to purchase a lunch. It works like a prepaid gift card. Cash is not accepted in the lunch lines. Students swipe their ID, and the cost of lunch is deducted from their account. Lunch costs \$2.85.

### “What are the choices for lunch?”

There are a variety of choices for lunch that students may choose. A standard lunch can be chosen, or a la carte items are also available. Pizza, burgers, chicken sandwiches, subs, and salads are always on the menu. No energy drinks (Red Bull, Monster, etc.) are allowed at Lance. You can always bring a favorite lunch from home, too. The parent/ guardian can set a limit on how much your child can spend each day on lunch. A la carte items are not included in the lunch price. These items are extra (i.e. cookie, bag of chips, ice cream bar, etc...)

### “What are the expectations in the cafeteria?”

Students are expected to follow basic rules of courtesy and good manners. Students must always wear their lanyard and student ID. Seating in the cafeteria is determined by the overall behavior in the cafeteria. Once seated, students must remain in that seat until dismissed. Students may not cut in line or save places at tables. Also, sharing food or purchasing food for others is not permitted. No food or beverages are allowed outside the cafeteria. Each table cleans up their area before being dismissed. Students are expected to leave the cafeteria as it was and are expected to be quiet during dismissal.

## COURSES

**Academics:** English, Math, Science and Social Studies

**Electives:** Art, Band, Choir, Guided Learning, General Music, 21<sup>st</sup> Century Learning, Orchestra, Physical Education/Health, Spanish, and Design & Modeling.

In addition to the four academic classes, your student will participate in two elective courses per quarter.

### “What is CORE?”

CORE class is similar to “Homeroom”. CORE class is the last period of the day for 6<sup>th</sup> grade students. During this time, students participate in school-sponsored activities, team-building activities, enrichment, interventions, get organized for the work to go home to be completed.

## STUDENT TIPS FOR GETTING TO CLASS ON TIME

- \* Always walk on the right side of the hallway.
- \* Don't loiter or fool around in the hallway.
- \* Know where you are going for the next class.
- \* Manage your time wisely
- \* Choose when you will use the restroom or go to your locker during passing times. You won't have time do both during the same passing time.
- \* Bring needed materials with you to class.
- \* Talk while you walk.

## COMMUNICATION

### Lance to Home

#### “How will I know what is going on at Lance?”

There are several forms of communication at Lance.

You can find out information through the following sources:

#### School Website

This site gives a monthly calendar, a link to staff, and other pertinent information.

<http://lance.kusd.edu/>

#### School Sign

The sign in front of the school lists all upcoming school events.

#### Wednesday Folders

The house teachers will include all school and house information in a folder that is sent home every Wednesday.

### Infinite Campus

Each student has an Infinite Campus account. This is a web-based site where you can access information about grades, assignments, and grade reports. You will be issued a login account at registration. Contact the main office if you need a login account.

### My Big Campus

All students will be using My Big Campus (MBC) as an extension of their classroom. MBC allows students to experience an online learning environment, as well as, to create a profile under teacher supervision. Use of this program directly ties to the curriculum goals of teaching internet safety and digital citizenship. Since MBC is provided through the school, all activity is closely monitored by the school. MBC will provide students with an opportunity to discuss and review new concepts, as well as, access classroom resources at any time.

### Home to Lance

#### “Who do I contact first if I have question or concern?”

You should call or email the classroom teacher first with any questions or concerns that you have about classroom or house information.

<http://lance.kusd.edu/whotocall.html>

#### “When is the best time to contact a teacher?”

You can contact a staff member anytime during school hours by phone or e-mail. If a teacher is in class, he/she will reply as soon as possible. You can expect a teacher to reply within a day's time. E-mail addresses are listed at

<http://lance.kusd.edu/contact.html>

## “When is it appropriate to contact the Dean, Assistant Principal, or Principal?”

Always start by contacting the classroom teacher. As they have first-hand knowledge of the issue in the class. Contact these staff members if there is a serious concern, after discussing with the teacher.

**Main Office 359-2240**

## TRANSPORTATION

### Bikes

Bikes may be brought to school and locked to the bike racks in front of the building. Bikes should 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.

### Buses

Bus riders, at registration time, will receive a copy of “Bus Rules and Regulations”. Please review this information with your child. 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.

### Walkers

Walkers should respect other’s personal property at all times and remain on sidewalks when possible. Please use caution and crosswalks when crossing streets.

### Car Riders

The driveway in the front of the school is used to drop students off or to pick them up. Please pull as far forward as possible to allow for as many cars as possible to be utilizing the drop off.

Do not park in front of parked cars or interfere with the flow of traffic on the street or in the parking lot. There is no parking on the south side of 80th St. Citations are issued.

## HOW TO BE SUCCESSFUL

### Attendance

In order for a student to be successful, he/she must be in school every day. Children between the ages of six and eighteen 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 \$660.00 fine to the child/parents for habitual trancies once each semester. Truancy means any absence for part or all of one or more days from the school.

### 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, and 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 into 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 are 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 Main Office 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 the reason for leaving. All students must sign out through the main office.

### Supplies

Students need supplies to be successful. Each student should have the following supplies at all times:

- 1 plastic supply box (optional)
- 1 pencil pouch (optional)
- 2 glue sticks
- 1 pkg. of 12 colored pencils
- 2 pkg. of 12 pencils
- 2 red pens (not felt/not gel)
- 6 blue or black pens (not felt/not gel)
- 1 pkg. Post-it notes 2"X2" light color, pkg. of 12
- 2 highlighters
- 1 ruler
- 1 protractor
- 1 calculator (TI-30XIIS for 7<sup>th</sup> and 8<sup>th</sup> grade)
- 6 pocket folders (one of each color red, blue, green, yellow, black, purple)
- 6 70-page spiral notebooks (same colors as folders)
- 2 pkg. of wide-ruled notebook paper

2 large boxes of facial tissue

### Gym shoes

\*Guidelines for gym shoes: clean, lace-tied or Velcro fastened gym shoes only. No zipper, slip-on or any other fasteners will be allowed. No platform, elevated soles, roller tennis shoes or hiking style tennis shoes will be allowed. Shoes must cover the whole foot. Shoes missing any parts-heels, toes, etc. will not be allowed. Bottoms of shoes must be white or non-marking black. Any shoes that mark the floor will not be allowed. MIDDLE SCHOOL: Items required for Physical Education class and will remain in school: t-shirt-plain, gym shorts or sweatpants, gym shoes-lace or Velcro fastened only. Bottoms of shoes must be white or non-marking black.

As your child runs out of supplies, you will need to purchase additional supplies during the year. It is always a good idea to have some supplies at home for doing homework. Please put your child's name on his/her supplies.

### Participating in Class and Studying

Participating in classes and studying regularly will help students be successful. Students should have a regular time set aside for homework and studying each night. Students should ask questions in class and do their homework. Being an active learner will improve the educational experience.

### Organization

Keeping organized is especially important for students.

Find a system that works for your child and check regularly. Suggestions include:

- Use the assignment book daily.
- Keep locker organized.
- Create a list of all of the supplies needed for each class.

### Homework

The suggested amount of nightly homework is ten minutes per grade level. A sixth grader should expect to have approximately sixty minutes of homework each evening, including weekends. Some teachers will give homework each evening, but others may choose to give larger assignments with the equivalent amount of time. Classes and assignments vary. It is important that your



child completes all of the assignments on time. Some suggestions are:

- Set aside a regular time for homework and studying daily.
- Check assignment notebooks, Wednesday folders, and Zangle regularly to monitor student progress.

### Assignment Notebook

Students will be issued an assignment notebook on the first day of class. Students should fill in assignments and due-dates each day for each class. This is a great resource for success. Parents and students should familiarize themselves with this tool. Lost assignment notebooks can be replaced at the expense of the student in the main office.

### Online Texts

Math, Science, and Social Studies have textbooks that can be accessed on-line. Your child will be given a login code by one of their teachers during the first week of school. There are helpful tutorials to assist your child with homework.

### Help: MASH

MASH stands for My Appreciated School Help. It is offered through your student's teachers. A schedule will be sent to you via the Wednesday folders within the first weeks of school.

Students can come for help whenever needed during MASH.

## GET INVOLVED

The more your child gets involved in activities at Lance, the faster he/she will feel a part of our community. Clubs, sports, and socials are a great way for your child to meet

new people. If your child does not find a club he/she is interested in, we recommend that your child talk to a teacher. Many teachers are happy to sponsor new clubs. Getting involved is an important part of being in middle school.

### Clubs

There are a variety of clubs at Lance Middle School. Listen to the daily announcements for days and meeting times for clubs you are interested in joining or ask your teachers. Check out the list of activities on the web site:

<http://lance.kusd.edu/activities/index.html>

### Sports

There are a variety of sports that are available at Lance. Sixth grade students can participate in girls' softball, wrestling, girls' volleyball, and track.

### Socials

Socials are school-sponsored events that take place once a month on Fridays from 4:15-6:15 P.M. at Lance.

There is music, dancing, games, food, special activities, and socializing. Tickets are purchased during advisory.

## DRESS FOR SUCCESS

All students are expected to exemplify appropriate hygiene and dress standards in a manner that projects an appropriate image for the students, 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, 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 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 clean and in appropriate repair, holes and rips below mid-thigh are permissible, but rips or holes above mid-thigh must show no skin.
- Must be at the waist and appropriately fastened with belts when needed.
- Under clothing must be covered at all times, when standing or seated;
- Dresses, skirts, skorts, and shorts must be at least mid-thigh length;
- Leggings and yoga pants may not be worn as bottoms; however leggings may be worn beneath dresses, skirts, skorts, shorts and tunies.
- Must fit appropriately and not be baggy, tight, or drag on the floor.
- May not be see-through.

### Tops (shirts, blouses, sweaters)

- Must cover chest and undergarments at all times;
- Must be long enough to cover waistline;
- Sleeveless shirts must reach edge of shoulder and arm opening cannot be excessive.
- No tank tops.
- Must be clean in appropriate with no holes or tears; and must fit appropriately.

- May not be see-through.

### Footwear

Athletic shoes, laced shoes and/or shoe boots, loafers, dress shoes, or sandals are permissible. Shoes must be secured to feet, no house slippers.

### Inappropriate attire:

- 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, hairnets, hair curlers, or do-rags are not allowed in the building, except for legitimate religious purposes;

### Lanyards

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 around their neck at all times.

### Dress Code Compliance

Any student who is not in compliance with the dress code will be asked to change clothes or will have to call home for a change of clothes. A student in violation of the dress code will not be allowed back to class until he/she is in compliance. Chronic

dress code issues will result in further consequences (detention, suspensions, etc.).

<http://www.kusd.edu/media/pdf/policy/5000/5431.pdf>

## RESPONSIBILITIES

### Lockers

Each student, at Lance, is issued a locker at the beginning of the school year. The lock that is issued at the beginning of sixth grade will be used throughout middle school. Once they are assigned a locker, that student cannot transfer to or use another locker without office approval. Students should keep their locker clean and locked at all times. Non-school locks will be cut off. Combinations should be kept confidential to deter theft, and students should not be sharing lockers at any time. Lost locks must be replaced at the expense of the student/parent/guardian. The locker is the property of the Kenosha Unified School District 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. Finally, vandalizing, kicking, or hitting lockers is prohibited.

### Cell Phones and Other Electronic Devices

Once in the school building, cell phones and other electronic devices are **not to be seen or heard**. Students are not allowed to use a cell phone anywhere in the building unless they have direct permission from a teacher. If a student brings a cell phone to school, he/she is encouraged to leave the phone or device in their locker. If a student does not put the phone in locker, he/she is responsible for making sure the phone is not seen or heard while in the building. A teacher may allow the students to use their phone for instructional reasons in their class.

It is the student's responsibility to turn the phone when they are done and follow all of the teacher's directions.

1st and 2nd Offense: Confiscation of phone and it is given to Ms. Holm, Dean of Students. Parents must come to school and pick up phone or device. Parents sign a form when they come to office indicating that they have been given a copy of our cell phone policy, and that the phone was returned 3rd and Subsequent Offenses: Confiscation of phone and it is given to Ms. Holm. The phone will be kept in the main office until the end of the school year. Chronic problems may result in suspension for repeated misconduct.

### 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 in school. 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 comes to school and takes custody of them. Backpacks must be placed in lockers at the beginning of the day and only removed at the end of the day.

## RESOURCES

### Library and Media Center

Lance has a wonderful library and media center available to students. It is open before, during, and after school. If you need to contact the librarian for anything, please contact: Ms. Kastelic



## Social Worker

Lance has a Social Worker on staff available to students and families at Lance. Contact Ms. Petershach with any needs you may have.

## Counselors

Lance has three full-time counselors on staff. They are available to discuss any class schedule issues or emotional issues your child may have.

## Dean of Students

Lance has a Dean of Students who deals with daily discipline and attendance issues.

# MIDDLE SCHOOL ISSUES

## Bullying/Harassment

Bullying and harassment can happen at the middle school level.

Sometimes it is difficult for students to admit they have been bullied or that they have witnessed it. Students need to be encouraged to report it to an adult in the building.

## Stress/Anxiety

Starting a new school can be stressful and cause anxiety. It is normal for your child to be nervous! If your child feels overwhelmed, please encourage them to talk to someone they trust about ways to reduce the stress.

## Friendships

Students may feel a little lonely if they aren't in the same classes as their old friends. Being friendly and getting involved in activities is a great way to meet new friends. Building good friendships can take time.

# TIPS FOR PARENTS

Middle school is a time of new opportunities and challenges. It is important for you to be involved in your child's life during these formative years. You need to make sure that your child is making good choices, appropriate decisions, and that they are doing well in school. Now more than ever, your child needs your guidance, encouragement, love, and understanding.

Here are some tips to help you and your child make a smooth transition into middle school:

- Know the school policies and procedures.
- Provide school supplies and a place to study.
- Help set academic goals.
- Insist on daily attendance.
- Attend all parent programs.
- Discuss all grade reports.
- Check Zangle regularly.
- Help your child with their organizational skills.
- Help them with time management.
- Make homework your child's responsibility.
- Encourage involvement in school activities.
- Provide academic support.
- Encourage a healthy lifestyle.
- Communicate with your child regularly.
- Use appropriate consequences.
- Understand their technology.

## Work With Your School

- Communicate with the school (teachers and administration).
- Ask questions when you don't understand something.
- Attend all Parent/Teacher Conferences.
- Get involved with the Lance PTO.

Lance Website: <http://lance.kusd.edu>

KUSD Website: [www.kusd.edu](http://www.kusd.edu)

Twitter: [twitter.com/kusd](https://twitter.com/kusd)

KUSD Channel 20