

LODI
HIGH SCHOOL
HOME OF THE BLUE DEVILS



Parent-Student
Handbook

2017-2018

www.lodi.k12.wi.us

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Welcome to the 2017-18 School Year! We continue to offer great opportunities for all students to continue to learn and grow at Lodi High School. Whether it is through passionate discourse in the classroom, involvement in our outstanding extra-curriculars, or participation in one of our student exchange programs, the opportunities to grow and thrive are in place for all here at Lodi High School.

The ultimate goal for any school is to have its students demonstrate a high level of achievement inside and outside of the classroom. Our goal at Lodi High School is no different as we continue to have high expectations for our students and staff. We will continue our focus on the college readiness standards and work place readiness skills with the ambition of having every student at benchmark by the time they leave high school. We will do this by providing extended learning opportunities for students who are below benchmark in different skill areas, providing targeted interventions to students in specific areas of need, and continuing to offer our students an intervention period at the end of the day where those who need additional help can get it as well as some flexibility to those who don't. Our goal is to continue to work towards the vision statement of Lodi High School, which is:

Creating Opportunities for Success...

Every Student...

Every Classroom...

Every Day.

However, a successful school is not solely measured by success in the classroom, on the field, or on the stage. We need to take this a step further and ensure that our school is a place where students feel welcome, respected, and know that they are a part of a caring, supportive school community. Students, staff, parents, and community members play a role in that success. To help ensure the communication that is necessary for these partnerships, the Principal Advisory Council (PAC) will continue to be a vital way for parents to provide necessary feedback to what is happening at the high school. I am hopeful that many of you will find time in your busy schedules to come and share your feedback on these evenings. If you cannot make the PAC meetings, you can always contact me directly at the high school or you may wish to look for updates from these discussions at our website at www.lodi.k12.wi.us.

This parent-student handbook is another way in which we can support this process for all of our students. It is designed to clarify the roles and responsibilities that will help ensure the success of our students at Lodi High School. I ask that you take the time during this busy summer to familiarize yourself with the handbook and to use it as a reference tool. I feel strongly that we need to continue to work on providing a school environment that is conducive to learning and free from distraction for our students. This cannot be accomplished without a partnership between the parents and the school. With this in mind, ***parents and students will need to indicate on the Documentation of Informed Consent form through the Registration process that they have reviewed the handbook.***

I feel privileged and honored to be a part of the great team of staff members at Lodi High School! I continue to be impressed with their dedication and desire to do what is in the best interest of students. I am looking forward to the 2017-18 school year and to be working with students, staff, and parents to provide a high quality education for all of our students in a caring and supportive school environment.

Respectfully,



Vince Breunig, LHS Principal

REGULAR DAILY SCHEDULE

Block 1	8:00-9:25
Block 2	9:30-10:54
1 st lunch	10:54-11:23
Block 3 (1 st lunch)	11:28-12:54
Block 3 (2 nd lunch)	10:59-12:24
2 nd lunch	12:24-12:54
Block 4	12:59-2:23
Intervention period	2:28-3:13

STUDENT TESTING

February 27
ACT, juniors
Practice ACT, sophomores

NO SCHOOL for 9th and 12th

LATE START SCHEDULE for inclement weather

Block 1	10:00-11:00
Block 2	11:05-12:05
1 st lunch	12:05-12:35
Block 3 (1 st lunch)	12:40-1:40
Block 3 (2 nd lunch)	12:10-1:10
2 nd lunch	1:10-1:40
Block 4	1:45-2:45
Intervention Period	2:50-3:13

NO SCHOOL Teacher Professional Development

Friday, September 22
Friday, October 20
Friday, December 8
Friday, February 16
Friday, March 9
Friday, April 27

By 4:30 p.m. - All students are to be out of building unless special advance arrangements have been made through the High School office. Access to the building will be restricted after 4:30 p.m. other than for co-curricular activities. Students may not visit the other buildings during the school day, unless pre-approved by administration.

ACT Weather Contingencies

The ACT exam comes with very specific timelines from DPI of when the test can be proctored, inclement weather could force us to change the plans for the day. Therefore, this is the plan in regards to any weather related closures or delays on February 27:

1. *If school is not impacted by weather, sophomores and juniors report at normal start time for the practice ACT and ACT. Freshmen and seniors do not have to attend school.*
2. *If school is canceled because of weather, no one has school and the ACT is rescheduled for Wednesday, March 20. If this occurs, only sophomores and juniors will have school on March 20, as freshmen and seniors will not have to attend.*
3. ***If school is delayed 2 hours by weather on February 27, everyone has school starting at 10 AM. If this happens, only sophomores and juniors will have school on March 20.***

STATEMENT OF PHILOSOPHY

This parent-student handbook has been developed through the cooperative efforts of Lodi students, teachers, parents and administrators. Its purpose is to provide students and parents with the information needed to be successful at Lodi High School. The policies and procedures outlined in this handbook are based on the following premises:

- Parents, students and school officials will work cooperatively to provide students with the best possible educational programs.
- Parents and students have the primary responsibility for making individual student program decisions.
- All students have the right to be educated in an environment conducive to learning.
- School officials have the right and the responsibility to establish, communicate and enforce the School District of Lodi Board of Education policies and procedures, which will afford students the best possible learning environment.

SCHOOL VISION AND VALUE STATEMENTS

Value Statements

At Lodi High School, we will:

- Act with pride, integrity, trust, and decency.
- Work closely with all stakeholders, as we believe that education is a partnership and collaboration among students, teachers, administrators, parents, and community.
- Have high expectations, challenging curriculum, and reflective practices that take into account student learning styles, culture, and life circumstances.
- Provide a positive and safe school climate by promoting and modeling high expectations and accountability for actions of all stakeholders.
- Promote students to be self-managing learners with the capacity to think and reason.

Vision Statement

Creating Opportunities for Success...

Every Student...

Every Classroom...

Every Day.

NONDISCRIMINATION POLICY

It is the policy of the School District of Lodi that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extra-curricular, pupil services, recreational or other program or activity because of the person's sex, race, color, religion, national origin (including a student whose primary language is not English), ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, intellectual, emotional, or learning disability.

Complaints regarding this policy should follow the procedure outlined in the School District of Lodi's Board Policy #411, Discrimination Complaint Procedure, which can be found on the School District of Lodi's website at www.lodi.k12.wi.us.

SCHOOL POLICIES AND RULES

Academic Integrity at Lodi High School requires a student to adhere to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process.

Academic misconduct is considered a violation of academic integrity either while acting alone or assisting others. Academic misconduct may result in academic consequences (lowered grade, a zero on the project, completing a new assignment) as well as a Code of Conduct consequences (detention, suspension, or expulsion) and co-curricular consequences impacting eligibility for after school activities, school leadership positions, and athletic teams.

Academic Misconduct is an act in which a student:

- 1) Commits plagiarism by failing to cite material that is not “common knowledge.”
- 2) Submits falsified work/information instead of completing the work, research, or task.
- 3) Uses unauthorized tools or materials in any academic work. Examples include but are not limited to online translators, programmable calculators, or other electronic devices.
- 4) Misuses or falsifies academic documents. Examples include but are not limited to using a paper for more than one class, altering grades, and forging school documents.
- 5) Purposefully damages or hinders the work of others. Examples include but are not limited to altering an art project, tampering with electronic files, or hiding necessary materials from other students.
- 6) Assists others in any of these acts by providing academic work to be copied, including homework.

Accelerated Coursework

- Any student considered for acceleration must follow district
- and procedures.
- All grades earned at the high school level must count in the cumulative GPA.

Announcements

Announcements relating to school matters are posted daily to each student’s Chromebook, announced during class, and placed on the Lodi High School website.

Attendance

In accordance with Wisconsin Statutes 118.15, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age or graduate. An exception to this includes provisions for students who are 16 years of age and classified as at-risk. They may attend alternative programs locally or through a vocational-technical school, e.g. MATC, as approved by the Building Consultation Team (BCT). Students must be 17 years old to be accepted in the HSED program.

Procedures

The building principal or the principal's designee is designated to deal with matters relating to school attendance. He/she shall determine daily which pupils enrolled in the school are absent from school and whether the absence is excused (Board Policy #431). Because attendance is compulsory and is to be tightly monitored, parent(s)/guardian(s) must be aware that the principal or the principal's designee may require further evidence when an absence is deemed questionable. The question of doubt is the right and the responsibility of the principal or the principal's designee.

Senior Attendance

All seniors are required to maintain 90% attendance during the final semester in order to participate in the commencement ceremony (this includes early grads). The 90% is defined as 80 out of 89 days. In other words, if a senior missed more than 9 days or more than 40 class periods (even if parent permission was granted), he/she would not be allowed to participate in the graduation ceremony.

Note – medical excuse slips and/or college visits (with documentation) are the only exceptions to this rule.

Organization of a “Skip Day”

If a student chooses to participate in an organized “Skip Day” in any way, the consequences for doing so are likely to be more severe than those for a typical unexcused absence. Consequences may include, but are not limited to, detentions with the principal or a designee equal to the time missed, being withheld from a class trip or other field trip, not being allowed to participate in the graduation ceremony (if the student is a senior), incurring a co-curricular code of conduct violation. Organization of a school skip day is disruptive to the normal functioning of the school.

Excused Absences

Excused absences include illness, family health emergency, death in the family, suspension and school sponsored trips. An excused absence may *also* be granted for **pre-arranged absences, up to a combined total of 10 days per year**, which have been pre-approved by the building principal or his/her designee. Pre-arranged absences require a written request from a parent/guardian before the absence. Pre-arranged absences include, but are not limited to (see Board Policy #431):

- Medical/Dental Appointments
- College Visits (Junior/Senior)
- Family Vacations
- Driver’s Exams
- Religious Holidays
- Funerals

Unplanned Absences

Parent(s)/guardian(s) shall telephone the school before 9:00am of the day of an absence and explain the reason for the absence. The school office may contact parents/guardians who fail to call the school.

Pre-Planned Absences

For pre-planned absences, the student must obtain a pre-approved absence form from the office. The form requires the signature of each of the student's teachers and the parent/guardian. The completed form should be returned to the office before the scheduled absence.

There are attendance requirements for practicing and participating in co-curricular activities. Please see the Student Co-Curricular Code of Conduct Handbook for specifics.

Unexcused Absences

Outside of pre-arranged absences within the cumulative 10-day, unexcused absences include but are not limited to:

- Errands/Shopping
- Babysitting
- Haircut/hairdressing appointments
- Tardiness, beyond 20 minutes (1st block) or 5 min (all other periods)
- Work (except as part of School Work Experience Program)
- State Tournament games for students other than those who are varsity team members/cheerleaders (of that sport) unless pre-arranged with parent permission.
- Senior pictures
- Car problems (with rare exception)

It may be that no credit is given for makeup work completed within the prescribed time line for unexcused absences, unless it means the difference between passing and failing a grading period. Large assessments, e.g. tests and major projects will be graded.

Tardiness

Students are expected to be on time to school and to class.

Excused Tardies

A student who arrives late to class with staff-issued pass is excused.

Unexcused Tardies

A student who arrives late to any block without a properly completed pass is considered unexcused tardy. Students should expect consequences for unexcused tardiness. NOTE: Beyond 20 minutes tardy (1st block) or 5 minutes tardy (all other periods), a student is considered *unexcused absent*.

Restorative practices may be employed for students who are consistently tardy. **Upon receipt of a 3rd unexcused tardy from the same class/period, a lunch detention will be issued.** If tardy continue to be an issue, further consequences will be administered.

Two feet in the door is the minimum expectation for tardies, although teachers may establish stricter classroom guidelines to encourage prompt attendance and discourage tardiness. Such guidelines may include assignment of class points for student timeliness.

Religious Accommodation

The School District of Lodi will make accommodations for sincerely held religious beliefs under the following conditions:

1. There has been a written request for such accommodations, e.g. excused absences, exemption from certain activities, to the building principal.
2. The request will be reviewed and acted upon within 10 days.
3. Parents will receive a written response to the request.
4. Parents have the right to appeal the principal's decision.

Passes

Students out of class should ***always*** have passes. Students may receive unexcused absences if absent from class more than 10 minutes without teacher approval.

Off-Campus Passes

Students must sign out in the office when leaving and sign in when returning. Every effort should be made to schedule medical appointments outside of the school day. When they must be scheduled during school, it is requested that students return with a note of medical appointment. *For illness*

during the school day, students shall receive a utility pass to the office from their teacher. Parents will be contacted for permission to leave school.

Eighteen Year Old and Older Students (s.118.14.)

Lodi School Board Policy #425 states: "In the State of Wisconsin, persons 18 years of age and older are afforded the rights and responsibilities of adults. However, rules and regulations adopted by the school board and administration are binding upon all students attending school regardless of their age." Parents or guardians of students 18 years of age or older shall be provided copies of all written communications. Students 18 years of age and above must attend all assigned classes, homerooms, assigned assemblies, follow the attendance policy and follow all school rules. Reaching the age of majority does not imply any specific rights. A Parent/Guardian who wishes to surrender responsibility for school matters of their 18-year-old student should write a letter addressing this matter. The letter should be directed to the principal.

Bicycles

All bikes should be locked and secured in the bike rack provided outside the main entrance to the high school. For security, we ask all students to report to the office any person seen tampering with bicycles or bicycle locks.

Bus Transportation

Student right

When transportation is provided, students have the right to safe transportation to and from school and school-related activities.



Student Responsibility

The school bus is considered an extension of the classroom and, as such, the school district has established standards for behavior. It is required that students remain seated, keep head, arms and legs inside the bus and not distract the driver. These regulations are to be adhered to by student bus riders on regular routes, co-curricular trips and field trips.

Safe transportation of school children is the joint responsibility of bus owners, drivers, school authorities, students and parents/guardians cooperating to assure safe comfortable transportation. School bus transportation is a privilege provided by the district, which may be denied to those who disregard policy and regulations, which have been established in the interest of safe transportation.

Students will not be allowed to ride a different bus or get off the bus at a different stop without a written note from their parents/guardians and/or school officials.

The School District of Lodi, by authority of the state of Wisconsin, sets forth the policies regarding the transportation of its students.

Violations of the Responsibilities

First Write Up: Bus Company to call parent/guardian and student will have consequences.

Second Write Up: Bus Company to inform parent/guardian of bus suspension of 1-3 days. Parent/guardian and student must sign and return forms indicating that they have read and understand the bus rules before riding privileges are restored.

Third Write Up: Bus Company to inform parent/guardian of bus suspension of 3-5 days. Parent/guardian and student must meet with the bus company personnel before riding privileges are restored.

Fourth Write Up: The student may be subject to bus suspension, suspension from school, expulsion or other consequences to be determined by the principal in conjunction with the bus company.

Flagrant, repeated, or life threatening violations of acceptable bus riding behavior may result in the acceleration of the outlined 4-step disciplinary procedure.

Canine Search

The canine unit will be used whenever:

- There is a reasonable suspicion that controlled substances may be hidden in the building.
- There is a reasonable suspicion that controlled substances may be hidden in vehicles parked on school property, or
- There is a belief that a random preventative search will be beneficial to the ongoing drug prevention effort in the school district.

The following specific procedures apply regarding the use of canine units:

- Canines may be used without prior notification to students and/or school personnel.
- Canines may be called by the school principal/designee with notification of the District Administrator/designee.
- Students and all employees not involved in the search will be restricted to designated spaces (e.g. classrooms, offices) and kept out of the hallways while canines are in use.
- In the event of a canine “hit”, the locker, vehicle, or other area will be searched further using established District procedures.

Career Exploration and College Preparation

The CRC (Career Resource Center) has materials concerning career options and post-secondary education. The high school counselors coordinate career-related testing including the state testing program, Aspire and PSAT (9th, 10th and 11th grade), and ACT and SAT (11th and 12th grade). Students wishing to explore career options and information regarding college are encouraged to stop by the CRC. The Career Cruising program is available in the CRC and includes computer-generated programs in careers and up-to-date career information.

Class Membership

All students enter ninth grade as members of a class. They remain members of that class for three years from the freshman to junior years. At the end of the junior year, only those students who have earned a minimum of 18 credits are considered members of the senior class. Students who have been enrolled for three or more years and who have not earned 18 credits are considered members of the junior class for the purposes of class activities such as Prom and Homecoming. Only those seniors who meet all graduation requirements by the end of their senior year are eligible for graduation ceremonies, including Senior Class Night.

To stay on track for graduation, students should meet the following minimum credit requirements at the beginning of each year:

<u>Class</u>	<u>Minimum number of credits</u>
Sophomore	6.0 credits
Junior	12.0 credits
Senior	18.0 credits

Code of Conduct

The School District of Lodi believes in an educational atmosphere that respects student rights and has high expectations of students in meeting their responsibilities.

The Student Code of Conduct has been developed through the cooperative efforts of Lodi students, teachers, parents and administrators. Its purpose is to provide students and parents with the information needed to be successful in school. The Code of Conduct, policies and procedures outlined are based on the following premises:

- Students who think about their behavior have a vision for the future. They are mature, positive, constructive, and self-motivating people who understand the value of an education. The rewards of an education endure for a lifetime.
- Parents, students and school officials will work cooperatively to provide students with the best possible educational programs.
- Parents and students have the primary responsibility for making individual students program decisions.
- All students have the right to be educated in an environment conducive to learning.
- All student behavior should be based on respect and consideration for the rights of others.
- Students have a responsibility to know and follow the Student Code of Conduct, and all school policies.
- Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, for the educational purpose underlying school activities, and for the widely shared use of school property.
- Field trips and co-curricular activities are valuable educational experiences and are considered extensions of the classroom. Students should remember that when they travel to other communities, those who observe them consider their behavior representative of all students in the School District of Lodi. It is of the utmost importance that students represent their school district in positive ways.
- School officials have the right and the responsibility to establish, communicate and enforce Board of Education policies and procedures that will afford students the best possible learning environment.

The following Code of Conduct and school policies regarding student behavior are in effect for all students in the School District of Lodi. Violating some of these policies and rules may also constitute a breach of Wisconsin Statutes. Offenders will be reported to the proper authorities for prosecution. Copies of these statutes, as well as copies of Board of Education policies, are available at the district office.

Co-curricular Code of Conduct

The Code of Conduct is different from the **Co-curricular Code of Conduct**, which governs student behavior for anyone wishing to participate in school activities—athletics, co-curricular activities and/or on court for dances. The co-curricular code must be signed each year.

Behavior Expectations

Student right

Students have the right to a safe and orderly environment, conducive to optimal learning.

Student responsibility

Students have the responsibility to respect the school property, to respect the rights of others, and to show respect for them.

Violations

The following behaviors will be considered a violation of the student code of conduct and students will be subject to the consequences of the school district's discipline plan or other consequences at the discretion of administration. Details of consequences of all possible infractions cannot be written into this document. Certain actions may result in suspension and/or expulsion and/or arrest.

This list is only representative and should not be considered a complete list of offenses, which may result in disciplinary action.

- **Assault & Battery or Fighting**
- **Disorderly Conduct**
- **Disrespectful Behavior**
- **Disrupting Teaching or Learning**
- **Eating and/or drinking** – Eating/Drinking is allowed in the locker areas as long as students clean up after themselves. If keeping this area free of lunch related garbage becomes an issue, administration reserves the right to restrict lunch access to this area. Eating lunch is also allowed at the designated outdoor eating areas. This policy is intended to respect the design of the facility and the work of the LHS custodians.
- **False Fire Alarms and Threats**
School time missed due to a bomb threat shall be made up.
- **Gambling** – Gambling on school grounds, field or co-curricular trips, and/or by using the internet is forbidden.
- **Harassment** - Harassment of any type is prohibited. It may include, but is not limited to:
 - 1) Verbal harassment or abuse
 - 2) Physical intimidation
 - 3) Bullying or cyber bullying
 - 4) Use of inappropriate language or jokes with sexual implications
 - 5) Unwelcome touching, unsolicited and inappropriate gestures, or “de-pantsing”
 - 6) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, job, etc.
 - 7) Repeated display of offensive, sexually graphic materials that are not appropriate in the educational environment
- **Inappropriate Display of Affection**
- **Inappropriate Use of Personal Electronic Devices** – See Electronic Communication Devices, page 19.
- **Leaving Classroom Without Permission**
- **Lying/Forgery**
- **Plagiarism/Academic Dishonesty** – See Academic Integrity on page 7 (Academic consequences apply initially. Repeated behavior may result in a code of conduct consequence, including potential co-curricular consequences).
- **Possession/Use of Tobacco Products (including electronic cigarettes and hookah pens)** - The possession, sale, use or distribution of tobacco or tobacco products or e-cigarettes, vaporizers, or vape-pens or any nicotine product or nicotine derivative by a student or employee on school property or at school-sponsored activities is prohibited.
- **Possession/Use/Sale/Transfer of Alcohol or Other Drugs** - The possession, sale, use or distribution of illegal drugs, controlled substances, look-alike drugs, synthetic drugs, drug paraphernalia, or alcoholic beverages by a student or employee on school property or at school-sponsored activities is prohibited.
- **Possession of Lighters/Matches, Firecrackers, Fireworks, and Dangerous Chemicals**
- **Reckless Driving or Other Parking Lot Violations**

- **Student Attire** – Student attire and grooming should not be offensive, obscene, disrupt the school, demonstrate gang affiliation, overexpose the body, or endanger other students' health or safety (see Dress Code policy on page 18).
- **Excessive Tardiness** – See Attendance Policy on page 7.
- **Theft**
- **Threats to Students/Staff Members**
- **Trespassing/Loitering** - Loitering includes a student who does not report to the assigned area/supervisor in a timely manner.
- **Vandalism**
- **Weapons (or look-alike weapons) in School** - No one shall possess weapons or look-alike weapons on school property, school bus, or at any school-related event.
- **Willful Disobedience**
- **Any other conduct that hinders a positive learning environment is prohibited.**

Complaints against School Personnel

The School Board directs all school personnel to make every practical effort to facilitate communication with students, parents/guardians, and residents of the School District of Lodi. However, realizing that complaints may arise, it directs the district administrator to establish consistent procedures among buildings to deal with such complaints.

- Informal measures of communication should be attempted first, consisting of a face-to-face meeting between the complainant and the staff member.
- If the complaint is not resolved informally, the building administrator will provide an opportunity to the complainant to provide written document of the concern(s). The staff member and the administrator involved will respond to the written complaint within 5 days.
- If the complaint is not resolved at this step, the complainant should schedule a meeting with the district administrator. At this meeting, the complaint will be reviewed with the complainant and possibly the building administrator and staff member if deemed necessary. The district administrator will reply within 10 days of this meeting.
- If the complaint is not resolved after step 3, the complainant may request a Board review and, if desired, the complainant may schedule an appearance before the Board in executive session. The Board will hear the complaint and issue a written response within 10 days.
- All procedures must comply with the School District of Lodi Employee Handbook.

Computer and Chromebook Use Agreement

LHS students must agree to observe the following computer and/or chromebook use rules while using computers and/or chromebooks in Lodi Schools. Students understand they will be responsible for any costs incurred by the school district because of any misuse of the computers and/or chromebooks. They also understand they may be denied the use of computers and/or chromebooks because of misuse of the equipment. An administrator will determine the length of suspended computer and/or chromebook privileges. Misuse may also result in detention and/or suspension from school.

While using computers and/or chromebooks in the Lodi Schools each student must:

- Use computers, chromebooks, and other technology **for educational purposes only**
- Observe all rules and all teachers' instructions
- Not write on any equipment, stands, books, or mouse pads
- Leave all equipment, stands, books, and mouse pads in original position at the end of each class and to pick up my materials
- Not play computer games
- Not copy/download any licensed computer software
- Not copy any software to the machines unless given permission by a teacher

- Not have any food, candy, or beverage near the computers and/or chromebooks
- Not touch buttons on the printers unless given permission by the teacher
- Be responsible for any damage from my misuse of equipment
- Pay transportation and labor costs (currently \$100 an hour) for repairing technology equipment because of damage caused
- And, understand that grades may be affected for assignments unable to be completed if restricted from computer and/or chromebook use for a rule violation or for failure to sign and return the Internet Usage Agreement form. An appeal process is available.

See Documentation of Informed Consent for acceptable use of the district network and Internet.

There is also a link to the [Chromebook Policies and Procedures](#) handbook on the high school website or at <https://goo.gl/R48uSS>.

Counseling

School counseling services are designed to help students grow and develop as individuals. The counselors are here to help students make decisions about their educational, personal, social, and career plans. Students will have an opportunity to meet with a counselor on an individual basis on a number of occasions throughout the four years of high school.

The school counselors are available to serve all students through individual counseling, group experiences and classroom activities. Individual counseling will focus on the unique concerns of the student and all information will be kept confidential, except when the counselor is mandated to report an issue.

Dances

School dances are designated for grades 9-12. Only Lodi students in the appropriate grades are admitted to school dances. Students wanting to bring guests from other schools must get permission from the principal prior to the dance by submitting a guest dance form which can be obtained in the office.

Students who attend dances should be aware of the following regulations:

- Students suspended for any period the day of or before the dance are not allowed to attend the dance.
- For the safety and enjoyment of all, students will not be allowed to leave the dance and re-enter.
- Dances end no later than 11:30 p.m. Students must be out of the building by 11:45 p.m.
- School policies and rules regarding behavior will be enforced.
- Students will not be allowed to enter a dance 1 ½ hours after it is scheduled to begin.
- Parents are welcome and encouraged to attend all dances.

Student organizations wishing to sponsor a dance must fulfill the following requirements:

- All dances need to be approved by the principal.
- A minimum of two teachers and two parents must be available for chaperoning.
- A police officer must be retained for any dance.

Disaster Procedures

Fire Drills

Fire drills will be held each month throughout the year. For your own safety and the safety of others follow instructions as posted.

Tornado Drills

Tornado drills are held one or two times during the school year. In the event of an actual tornado, students and staff will proceed as directed on the instructional fact sheet posted in every classroom/area of the school.

Bomb Threat

In the event of a bomb threat, the school will be cleared of all personnel and students will be evacuated to another site. A search of the buildings shall be conducted by local law enforcement agencies, fire department officials, administration and selected custodial and teaching personnel. *School time missed due to a bomb threat shall be made up.* Any person found guilty of turning in a bomb threat shall be disciplined according to established school procedures and/or state law (Board Policy #447.3).

Security Drills

Other security types of drills (lockdown, non-secure lockdown, evacuation, etc.) will be held 2-3 times per year.

Discipline Plan

Discipline should not be confused with punishment. The goal is to become a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct.

Corrective measures may include but are not limited to: conferences with teacher, counselor, or principal; detention; loss of school privileges; parent conference with school staff; suspension; administrative contract; expulsion; police referral; court referral and removal from class. School administration will use the following progressive discipline plan to address student misconduct during school and school related activities. Any single, but severe, violation of school rules can result in immediate suspension or a recommendation for expulsion.

The teacher will always be the first-line disciplinarian. Teacher classroom management procedures can include a private conference with student, a detention with the teacher, contact with parent, and/or an office referral as necessary. A teacher writing a referral may make a recommendation for an appropriate consequence for an incident.

The administration reserves the right to issue consequences for any student for conduct not specifically addressed by this code. ***At their discretion, school administrators may vary from the Disciplinary Action Plan whenever the deviation is deemed necessary or appropriate.*** *The School District of Lodi reserves the right to pursue disciplinary action against a student for violating an ordinance or state law while on the school premises.*

First Offense:

The student will conference with an administrator, parent contact will be made, and student may be assigned one detention and/or lose school privileges. A re-entry teacher/student conference will be held prior to student returning to classroom.

Second Offense:

Student will conference with an administrator, parent contact will be made, a parent conference may be held, and student may be assigned two or more detentions.

A second referral from the **same** class will result in a conference being scheduled with parent, teacher, student, and administrator to outline behavior expectations prior to student returning to the classroom.

Third Offense:

Student will conference with an administrator, parent contact/conference will be required. Three detentions or more may be assigned.

A third student disciplinary referral from the **same** class may result in removal from that classroom. A re-entry teacher/student conference will be held prior to student returning to the classroom.

Fourth -Seventh Offenses:

- A student will conference with an administrator, may be suspended from school for 1-5 days, and a parent conference will be scheduled. A re-entry conference will be held.
- The fourth-seventh office referrals may result in a permanent change in the classroom assignment for the student.
- A seventh offense will result in a pre-expulsion hearing with the district office administrator(s). Continued misconduct following the pre-expulsion hearing will result in administration requesting expulsion. Chronic rule offenders will have a conference scheduled involving the student, staff member(s), administration, and parent/guardian. The possibility of expulsion will be discussed.

Eighth Offense:

Eighth referral will result in a recommendation for expulsion. Expulsion is the exclusion of a student from school, related activities and school property for a specified period of time. Expulsion is the most severe measure a school may use to discipline a student. Chronic rule offenders who show no/little change after the school has exhausted its opportunities for student improvement will be referred to the Board of Education for an expulsion hearing.

In addition, any single serious violation of school rules may also result in a recommendation for expulsion.

Other interventions will include the following remedial procedures: a referral for educational counseling, referral to the Building Consultation Team, and/or coordination with community agencies as appropriate.

Placement Procedures

If a pupil has been removed from the classroom, the school principal or the principal's designee shall place the pupil in one of the following:

- the classroom from which the pupil was removed from if, after weighing the interests of the removed student, the other students in the class, and the teacher—the principal or the principal's designee determines that readmission is the best or only alternative;
- another class or other appropriate place in the school, as determined by the school principal or his or her designee;
- another instructional setting; or
- an alternative education program, which is defined by statute as an instructional program approved by the school board that uses successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.

A student's removal from class does not prohibit the teacher, the school board, the district administrator, school principal, or their designees from disciplining the student.

The principal or his/her designee will make the final decision in regard to placement, but may seek input from the counselor, teacher, and/or grade level team.

All decisions will be based upon costs, availability, location, space, and staff resources. In cases of students with identified disabilities, placement decisions will be made in accordance with applicable Federal and State laws and regulations.

Dress Code

The School District of Lodi understands that individuals like to dress in a wide variety of fashions and styles. We support the right of individuals to dress as they desire within the principles and limits as outlined below:

Students are expected to dress in a manner appropriate to a learning and work environment at all times during the school day and at school events. Attire should not be offensive, obscene, disruptive, represent a gang, or endanger other student's health or safety. Footwear must be worn. Midriffs must be covered at all times. Underwear should not be exposed. All clothing should completely cover the appropriate body parts when walking, running, reaching, stooping, sitting, and bending over. Jackets and head gear (hats, caps, visors, bandanas, etc.) including hoods will not be worn in the building during the school day. Any apparel that promotes alcohol, drugs, tobacco, violence and or sexually explicit material is forbidden. Student dress and grooming may be more strictly regulated for voluntary activities such as athletics, field trips, band, chorus and other areas where safety is a concern such as technical education, family and consumer science, physical education, and science labs. The guidelines below may not cover all situations. The administration reserves the right to make judgments on items listed below, as well as in areas not specifically addressed in this policy. The dress code applies to all school events.

- Clothing must be decent and not overly revealing, especially in regard to bare midriffs, low-cut tops, and underwear. Therefore LHS will use an "at rest" standard, meaning that if the clothing covers these areas while a student is "at rest," the clothing will generally not violate this standard. Shirts must have two straps sewn securely (no halters, ties, or tube tops).
- Shorts and skirts must cover legs judged by the "at rest" standard, i.e., when the student's hands hang at his/her sides, the student's thumb cannot touch skin.
- Clothing must reflect our school as a place that strives to be alcohol, drug, and harassment free. Therefore clothing cannot advertise or promote alcohol, drugs, tobacco, bars, strip clubs, etc. Clothing cannot contain obscenities, or make reference to sexual activity, in either an overt or double-meaning message.
- Clothing must be safe. Therefore chains, spiked items, bandanas, headgear, and gang-related items are prohibited. Bandanas worn around the neck or uniform related will be allowed. Footwear must be worn at all times.
- Teacher-student eye contact is a fundamental part of education; therefore hats and hoods are not allowed during the school day and should be stored in lockers. Hats and hoods need to be removed upon entering the building. Sunglasses and contact lenses that hide eyes are prohibited at all times.
- Students are expected to come to class ready to learn. Wearing coats to class can instead imply that students are ready to leave; therefore students are not to wear coats to class.

For most first offenses, students will be asked to change out of or remove the item that is in violation of the above standards. Second and subsequent violations will result in the student being sent home from school with an unexcused absence and discipline as necessary for lost instruction time.

Electronic Communication Devices

The District permits approved use of personal technology devices by students and staff in support of teaching and learning, managing resources, and connecting with stakeholders. Personal devices must meet minimum requirements for network access. Limited use of personal devices is permitted so long as it does not interfere with educational or employment responsibilities and as long as the use does not hinder, disrupt or consume an unreasonable amount of network resources, violate state or federal law, or Board policies.

Users may bring personal devices into the District to access the District network. Personal devices may include laptop computers, portable digital assistants (PDAs), cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices, or other electronics that may be carried on a person. The District is not liable for the loss, damage, or misuse of any personal device including while on District property or while attending school-sponsored activities. Users that make use of any personal technology must follow all rules and guidelines of this policy and related policies, guidelines and rules.

The District may establish standardized guidelines regarding the use, nonuse or scope of permissible use of personal devices at the elementary and secondary levels. These guidelines shall not be less restrictive than the direction given by the Board in its policies.

Guidelines

Students may possess a cell phone, ipod or other personal electronic communication device during the school day if the device is powered off, stored out of sight (not in view and reasonably secured in a locker, pouch, or pocket), and not being used in any way. Any headphone, earpiece or similar equipment associated with an electronic device must be stored and not worn unless the classroom teacher gives permission.

Students may use personal technology resources before 8:00 am, during passing times, during lunch, and after 3:13 pm. Use of these devices and cameras is prohibited in locker rooms and restrooms at all times per Wisconsin Statute 118. Teachers have been asked to confiscate personal electronic devices when being used inappropriately or when causing a disruption to the student's or other students' learning environment.

1. First offense – device is taken and placed in office, returned to student at the end of the school day.
2. Second offense – device is taken and placed in office, returned to student at the end of the school day after parent contact is made.
3. Third offense – device is taken and placed in office. Discipline step is issued. Device is returned only to parents or to student (with a \$10 fine issued). Upon parent request, the school will hold the device as long as requested.

Students who refuse to cooperate or argue with the teacher who tries to confiscate a device will be sent to the office and remain in an in school suspension (ISS) for the remainder of the day.

Emergency Treatment and Transportation

In the event that your student is considered medically unstable in the school setting, you will be called to transport them to an emergency facility or clinic if appropriate. If you are unreachable or too far away to reach school in a reasonable amount of time, based on the student's condition, s/he will be transported to the nearest medical facility via ambulance. Each school building has a core team of individuals that work with the school nurse, and are trained and certified in CPR and First Aid. These individuals, along with administration are responsible for making these decisions when students are in school. Parents are always notified immediately in any emergency with their student. For this reason, it is important for enrollment forms to be filled out completely and accurately and updated when changes occur.

Field Trips

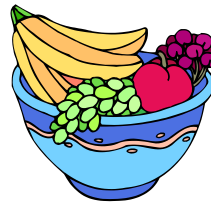
Field trips can be valuable educational experiences. Students should remember that when they travel to other communities behavior is considered representative of all Lodi High School students by those who observe them. It is of the utmost importance that students represent their school in positive ways.

Students going on field trips should also take care of the following obligations before they leave:

- All transportation and participation fees must be paid.
- Complete necessary make-up work arrangements for the class(es) they will miss.
- Students must have a signed parent permission slip on file with the sponsoring teacher.

Food Service

Fees	
Student Lunch	\$ 2.90
Reduced Lunch	\$.40
Milk	\$.40
Adult Lunch	\$ 4.00
Ala Carte or Morning Nutrition break items priced	



All general questions or concerns about the Food Service program can be addressed by contacting Paula Larrabee, Food Service Director, at the Lodi high school, 1100 Sauk Street, 592-3853 ext. 4433, larrapa@lodischoolswi.org. For specific account or free/reduced meal information you may contact Karen Ripp, Food Service Administrative Assistant, at the Primary school, 103 Pleasant Street, 592-3855 ext. 1600, rippkar@lodischoolswi.org

Student Identification Card and PIN

The students four-digit PIN is the same as previous years and is entered at the checkout terminal. No sharing of student ID's or accounts is allowed. The lunch account terminal displays the student picture during checkout. This policy is a protection for your account and will ensure that only the correct student is using the family account.

Family Lunch Account

All food service money is deposited into one family account for all students in grades K-12. Daily purchases are deducted from this account. It is NOT necessary to send separate payments for each student. Deposits may be made in the food service box located in the office, mailed to food service (see the address above) or completed online. Include the student(s) and family account name with your payment. Deposit a sufficient amount of monies to cover all purchases, including ala carte, extra entrees and milk purchases. It is each household's responsibility to monitor the account balance. Balance information may be viewed online at the Infinite Campus parent portal and is displayed to the students on the checkout terminal. You may contact food service to block Ala Carte purchases (except milk) per student or family. Our system is PRE PAY and NOT a CHARGING account. **Money must be turned in BEFORE 9 am daily! If the account is negative absolutely NO ala Carte purchases will be allowed!** Money received after this time may NOT be credited to the account until the following business day. You may deposit funds using the online payment process for it to be credited immediately to the account. Contact food service directly with any account questions or if your family is experiencing a financial hardship.

Infinite Campus (IC) Account Balance Phone Notification & online payments

When the account balance falls below \$20.00, or is negative, you will be notified by the IC phone system that a payment should be sent. All adult members of a household will receive the general phone

notification for food service account balance information. Each member may edit his/her notification preference within the IC parent portal. The online payment option is available for deposits in the family food service account. Log in to the IC parent portal and click on the PAYMENT link on the left side. You will be required to register your payment information the first time it is utilized. The payment will be credited into the FS account immediately after the payment is completed. For specific IC parent portal help contact Kris Wendorf, at 592-3851 ext. 5483, wendokr@lodischoolswi.org.

Closed Campus & Menu/Meal Options

All students must remain on the school grounds during their lunchtime. Menus are available on the website, published in the school newsletters and posted in each school's cafeteria. Food service offers numerous dining options to provide healthy food choices. All our menus feature fresh fruits, salads, farm to school items and whole grains. A choice of a fat free flavored or a 1%/Skim white milk variety is offered daily. Review the monthly menu for the options offered. Any listed entree may be chosen to make a "MEAL DEAL" by selecting up to 2 fruits, veggies and milk. The students who qualify for free/reduced meals also may choose the "MEAL DEAL" option at the free or reduced rate. In addition an extensive Ala Carte program is offered daily, with all purchases deducted from the account (no cash sales).

Free/Reduced Lunch Program

Any family that is approved by the direct certification process will receive an approval letter from the district and will NOT need to fill out an application. All other families MUST fill out a new application every year. It may be downloaded from the Districts web site, picked up from each school office or you may request a mailed copy. After the family application is reviewed, a letter will be sent confirming your status, keep a copy of this letter to prove your eligibility status. If you would like to participate in the districts reduced fee program, such as waived or reduced registration fees, ONLY you may supply this letter to the staff collecting the fee. Complete your application and return it as soon as possible to take full advantage of the free/reduced meal program! If you qualify for the free/reduced meal program it does NOT include the cost of milk when taken separately from the meal or any extra meals or Ala Carte purchases.

Negative Balance Procedure

It is established that the District's Food Service program utilizes a pre-pay system. Monies must be available in the family account before purchases will be allowed. Deposits may be sent to each school building, paid online with the IC parent portal or mailed to the attention of the food service department.

Families may monitor and view their account balance and detailed statement within the IC parent portal or request a statement from the food service department. Students may view their account balance on the point of sale terminal during meal service. When the account balance starts to fall below \$20.00 the family will be notified by the IC system that a payment is required and will continue until a deposit has been received. In addition a paper statement may be sent.

If a family account has a negative balance and no monies or response from the family has been received the students name will be forwarded to the building secretaries. They will talk with the student and help them contact a parent who can choose to make a deposit or bring a meal from home. It is designed so as to avoid denying the student a meal while in the food service line. It DOES NOT apply to a student participating in the free meal program. Absolutely no ala carte purchases shall be allowed once the account is negative.

Food Allergies/Special Needs

Report any food allergies or special dietary needs your student may have immediately to the School Nurse and the Food Service Director.

Grade point calculation

The grading system used for 9th – 12th graders follows: A = 4, A- = 3.66, B+ = 3.33, B = 3.0, B- = 2.66, C+ = 2.33, C = 2.0, C- = 1.66, D+ = 1.33, D = 1.0, D- = 0.66, F = 0, E = 1 point (credit earned), P = pass and W = withdraw, neither are calculated in the grade point.

Only the end of semester grade will be included in the GPA, but end of term grades will be used to determine co-curricular eligibility.

Grading Policies

All teachers establish grading practices within Board of Education policies for assigning letter grades and for dealing with student absences. The grading scale is standardized for all classes at LHS.

Student right

Students have the right to be informed in writing of the grading system and the make-up work policies used by every teacher.

Student responsibility

Responsibility for attendance at school belongs with the student and his/her parents/guardians. Content learning cannot effectively take place when the student is absent from the classroom. Unexcused absences may affect a student's grade in classes.

Incomplete

A student receiving a grade of "I" (incomplete) must have all work made up within two (2) weeks of the last day of the term in order to receive the earned grade. If the work is not completed, the "I" converts to a grade of "F". *Incompletes will be given in rare cases, when a student has been absent for medical or other severe circumstances.*

Graduation Requirements

Academic Requirements

The following are the academic requirements for graduation:

Social Studies	4.0	Health	0.5
English/Language Arts	4.0	Career & Tech Ed	0.5
Science	3.0	Fine Arts	0.5
Math	3.0	Electives	7.0
Physical Education	1.5		
Final credits to graduate:	24		

All high school students must attend class each of the four blocks of the school day, except for students on Senior Release Privilege. All students must attend intervention period/homeroom daily, except for seniors who are passing all their classes and are in good academic standing (C- or better in all classes).

Guest Policy

In the interest of safety and security, all visitors must report to the main office and sign in. Individuals visiting students are discouraged due to the disruption to regular instruction; however, there may be rare instances when a school-age visitor is permitted (e.g. out of town family visitors with no one at home during the day). These guests are welcome only if their school is not in session and if the Lodi student host of such a visitor gets permission from the principal and all four teachers in advance. A permission form can be obtained in the office. *Student visitors are NOT allowed during the last week of each term.* See policy on **Dances** for additional information regarding guests.

Honor Roll

The honor roll is a quarterly listing by grade point average, which identifies the students who have achieved a "B" average or better. Only those students who maintain full-time status are eligible. The honor roll is based on grade point averages with numerical equivalents of A=4, B=3, C=2, D=1, and F=0. A term grade lower than a "C" in any subject disqualifies a student from the honor roll at any level.

The three-tiered honor roll system used is:

4.00 G.P.A./High Honors

3.50-3.99 G.P.A./Honors

3.00-3.49 G.P.A./Honorable Achievement



Students who would like an honor roll certificate printed should contact Ms. Treinen in the CRC.

Human Growth and Development

The School District of Lodi has a Human Growth and Development Committee, which reviews curricular material and provides directives for staff engaged in instruction in this area. This committee has developed a position statement, which, in part, states that, "Whenever students are required to attend a course or program involving presentation of information in the area of sexuality, the following procedures shall take place:

- Parents are notified in writing and invited to preview the materials to be covered.
- Parents have the option of excluding their child from this portion of instruction. A decision to remove a child from class for this purpose will not affect their academic status."
- Parents may request a copy of the full position statement by contacting the Director of Instruction at 592-3851 ext. 5486.

ID cards

Each student will receive an identification card the first week of school. See the office for a replacement.

Illness - When to Keep Your Child Home

- **FEVER:** Oral or ear temperature of 100 degrees or over. Keep student home until fever free for 24 hours without the use of fever reducing medications like Tylenol or Advil.
- **SORE THROATS:** If accompanied by a fever, it might be Strep throat and should be cultured at the doctor's office to confirm or rule out strep. Strep throat is a bacterial infection and an anti-biotic will be prescribed. Students being treated for strep throat may return to school after 24 hours of treatment with an anti-biotic, if fever free and feeling well enough. Sore throats secondary to a viral infection or post-nasal drainage from the sinuses will be treated symptomatically. Lots of warm fluids, flushing sinuses with saline, rest, and decongestants will help until cleared up. If sinus congestion and fatigue continue beyond a week, and sinus drainage turns thick and yellow/green, have child checked for a sinus infection. Again if accompanied by fever, follow guidelines under fever for keeping student home.
- **COUGHING:** If accompanied by a fever follow directives under fever above. If student is coughing continuously and the coughing will be a disruption to themselves and others learning, but is fever free, consider a call to your doctor for help with the cough or an assessment.
- **VOMITING/DIARRHEA:** If student has had two or more episodes in the past 24 hours keep the student home from school the next day. If vomiting or diarrhea is accompanied by a fever and abdominal pain contact your doctor for directive.
- **EYES:** If an eye is reddened in the sclera (white part of the eye), and the child complains of itching or hurting, take to the doctor to check for PINK EYE. Usually pink eye will start in one eye,

but can be easily spread to the other eye. The child may wake up with a yellow crusty material on their eyelids if pink eye is present. Can return to school after 3 Doses of anti-biotic drops.

- RASHES: If a rash is oozing or has areas of drainage, please have the doctor check your student to rule out a staph Infection (i.e. Impetigo, MRSA). These infections are very contagious. Your student may return to school after 24 hours of treatment, and the rash covered by clothing or a band-aide. Rashes accompanied by a fever, follow directions under fever, and check with your doctor to rule out a contagious condition like chicken pox. Even vaccinated children can get a mild case of chickenpox.
- ITCHING SCALP: Please check your student's head for lice. If you find lice or nits (lice eggs) in their hair, treat with medicated shampoo, and call your school's office for an information sheet on treating your house and further prevention.

Intervention Period

Lodi High School has an intervention period for 45 minutes at the end of each school day except the first day of the week when students report to homeroom. The purpose of the intervention period is to give more help to students who need it and flexibility to students who don't. Through our flexible schedule system, staff members are able to request students who they want to see for the week. Students then meet with their homeroom teacher during their homeroom period at the end of the first day of each week to fill in the rest of their schedule. Seniors who are in good standing are allowed to leave during intervention period, which helps to keep our student to staff ratio very manageable. Students then follow their schedule to get the additional help and support they need from the staff of LHS each day.

Student Expectations

- Students are expected to be on time and attend intervention period daily, with the exception of seniors in good standing.
- Seniors in good standing are defined as those who are earning a "C-" or better in all classes. Seniors who are not scheduled to be in the building during intervention period will be scheduled into the office intervention period for attendance purposes.
- Students will meet in homeroom on the first day of each week to develop an intervention schedule for the remainder of the week.
- Students on afternoon senior release will need to meet with counseling staff on the first day of each week prior to leaving.
- Staff members will request students by 11:00am on the first day of each week.
- Students who are earning below a "C-" will automatically be requested by their teacher.
- Any time a student is requested by multiple teachers it is the teachers' responsibility to communicate with each other and determine proper placement for the student. Homeroom teachers will help facilitate this discussion.
- Once a student signs up for an intervention period they are required to report to that classroom on the assigned day.
- A schedule will be electronically generated and sent to the student's school Gmail account. Students are responsible for checking their email to confirm their intervention schedule for the week.
- Students who are absent on the first day of the week will have an intervention schedule created for them by their homeroom teacher.
- Students selecting PE as an option during intervention period are expected to change and participate in the planned activity.
- The intervention period is considered instructional time for students to complete work and get teacher help as needed.

Senior Release Expectations in regards to Intervention Period

- All students with senior release are expected to sign out in the office each day.

- Students who have senior release each day will meet with the counseling staff on Monday to determine their intervention schedule for the week. If the senior is in good standing the student will be scheduled into the office intervention period meaning they will not have to attend homeroom/intervention period for the week.
- Students who have senior release every other day will meet with their homeroom teachers if they are here during that time to determine if they need to be here for intervention period for the remainder of the week. If the student has senior release on the day of homeroom, he or she will meet with the counseling staff to determine his/her intervention schedule for the remainder of the week.
- Teachers can still request students on senior release for intervention period.
- Students on senior release, who want to attend an intervention period, must schedule this period through the system. Students are not allowed to show up for intervention period without having been scheduled.
- Students must not be in the building during senior release time unless a pass has been written for them by a teacher, which then needs to be presented to the office. The student is then the responsibility of that teacher and must remain under that staff member's direct supervision.
- Students who fail to meet with counseling staff or fail to follow their schedule will have their senior release rescinded and will be scheduled into a class fourth block.
- Failing to show up for a scheduled intervention period will be treated as an unexcused absence and may result in senior release being revoked for a week.

Laude System

The purpose of the Laude System is to recognize students for the rigor of their academic program as well as their success in that program.

Award Levels

There are three levels of awards

- Summa Cum Laude
- Magna Cum Laude
- Cum Laude

Laude Score

A student's Laude Score will be determined by multiplying the student's cumulative GPA after first semester senior year by the number of recognized Cum Laude Recognition courses completed in all four years.

Cut Off Scores

60+	Summa Cum Laude
45-59.99	Magna Cum Laude
30-44.99	Cum Laude
29.99 and below	No Laude Status

Cum Laude Recognition Courses

Laude Classes - Semester long classes count as .5 point, Honors courses count as .5 point, and yearlong classes count as 1.0 point. These courses are used in the calculation for Laude recognition. Youth Options courses and independent studies will be considered on an individual student basis through an approval process. Students only earn points for courses they have taken and completed.

Math

Integrated Math 4 (1.0)
AP Calculus (1.0)

Science

AP Biology (1.0)
Honors Science 9 (.5)

Accelerated Course (.5)

AP Environmental Science (1.0)

Honors Chemistry (.5)

Chemistry 2 (1.0)

Honors Biology (.5)

Physics (1.0)

Fine Arts

Music - 7 semesters = .5 (Capstone project required)

Music - 8+ semesters = 1.0 (Capstone project required)

Art – 6+ semesters = 1.0 (Capstone project required)

Social Studies

AP Human Geography (1.0)

AP World History (1.0)

AP U.S. History (1.0)

AP Psychology (1.0)

Fundamentals of Economics (.5)

Language Arts

Honors Lit & Comp (.5)

Honors World Lit & Comp (.5)

AP English Language (1.0)

AP English Literature (1.0)

Career & Technical Education

Accounting 2 (.5)

Chefs (.5)

IT Essentials (.5)

Advanced CAD (.5)

Manufacturing 2 (.5)

Biotechnology (.5) - cannot be included in total Agriculture courses for Laude Credit

Business Concepts (.5)

Health & Safety for Children (.5)

Certification in Youth Apprenticeship (.5)

4 Agriculture Classes = .5 (Capstone project required)

8 Agriculture Classes = 1.0 (Capstone project required)

Foreign Language

AP Spanish (1.0))

Spanish 3 (1.0)

Spanish 4 (1.0)

Capstone Project Examples: (Projects must be pre-approved by Lodi High School Department Chairperson)

Music: Class A Solo at Solo and Ensemble

Art: Participation in Visual Arts Classic

Agriculture: Application for State FFA Degree (4 Agriculture Classes)

Application for American FFA Degree (8 Agriculture Classes)

Leadership Opportunities

Our Leadership Council is committed to the health and wellness of students. The group participates in a variety of community service activities for students and for the larger community. There is a Student Leadership Workshop during August for students in grades 9-12. All students are eligible to attend this workshop and details concerning this event are advertised during the month of May. Selection is based on a first come first serve basis.

Library Media Center (LMC)

LMC hours are from 7:30 am to 3:30 pm on school days. The LMC is an area of the school where students go to:

- study/read/color/do puzzles
- print documents
- use the copier
- find and check out print and audio-visual materials
- bring in chromebooks for repair

- charge chromebooks
- check out a temporary use (loaner) chromebook
- access the writing center

Circulation Expectations:

- Students may check out and return materials to and from the circulation desk.
- Students are responsible for returning items on time. Fines are assessed for overdue, lost or damaged materials.
- Holds are placed on student report cards and Senior Checkout until items are returned or fines paid.

Lockers (*School Board Policy No. 446*)

Student right

Students have the right to place belongings in a secured and clean place while attending school.

Student responsibility

Students have the responsibility to care for the locker during the years of use. School lockers are the property of the School District of Lodi. At no time does the Board of Education of the School District of Lodi relinquish its exclusive ownership and/or control of lockers, cubbies or school desks provided for the convenience of students/adults. School authorities may, as they deem necessary or appropriate, conduct general inspections of lockers at any time without notice, without student/adult consent and without a search warrant. "School authorities" includes the District Administrator, any other administrator, or any teacher acting at the express request of an administrator in the district.

Hall and gym lockers are assigned to students upon entering the school. Students should not occupy any lockers other than the one to which they are assigned. The Lodi School Board reserves the right to enter lockers assigned to students. This right shall be exercised if school authorities have reason to believe that a student is using a locker for a purpose that is illegal, which is or would otherwise interfere with school discipline, or would interfere with the staff responsibility to operate the school as an educational institution. The locker may be fully searched and the student assigned may be required to open his/her personal belongings and any other personal materials, which are sealed in a location where the presence of illegal materials is suspected.

Locker decorations on the outside of lockers or in common areas of the school must have approval of the administration and be signed accordingly by the office before they are put up.

Students are responsible for the security of school materials and personal property stored in their lockers. **It is highly recommended that students keep lockers locked at all times.** Don't give your combination to anyone.

- Report locker damage to the office.
- Report thefts to office and fill out a Theft Report Form. The school is not responsible for theft of personal electronic devices.
- Report students tampering with your lock or locker to the office immediately.

Items may not be left on top of the lockers. There will be a locker inspection and clean-out a minimum of one (1) time each school year. Any unreported damage or vandalism will be charged to the student. Fines range from \$2.00 - \$10.00.

- Always keep your personal items locked up, including in the locker room.

- Backpacks, book bags and purses are not allowed in the classrooms during school or in the building between classes.
- Regular pencil cases may be used to carry small personal belongings.

Lost and Found

A lost and found area is located in the commons, outside the LMC. Items are retained for a few weeks and then sent for resale or to Goodwill. Items of value, such as calculators, iPods and jewelry may be in the office.

Makeup Work

Makeup work is expected for all absences. Students will have a period of time equal to the number of class periods they were absent, plus one additional class period, to complete makeup work. Full credit will be given for makeup work completed, within the prescribed time line, for all excused absences.

Long-term projects assigned before the absence are due on the same day as for other students. NOTE: The *student* is responsible for obtaining work missed when absent.

Medications

- All medications are kept in the main office in a locked medication drawer and monitored by office personnel.
- The Medication Consent Form must be completed and signed by a parent and a physician. This is required for prescription as well as over-the-counter medications.
- Medications must be in an original and a properly labeled container. (A sandwich bag with a pill in it is not acceptable.)
- If your child has the need to carry an epi-pen or inhaler, please alert the office using the appropriate Medication Consent Form. Also, it is encouraged that students keep a back-up dose (in the office) in case of an emergency.
- It is illegal for students to share any medication, even non-prescription drugs such as Tylenol.

NOTE: Medication guidelines protect the students as well as the staff members.

Messages for Students

Students will receive notification of phone messages as soon as possible.

Military Directory Opt-out (Recruitment)

The No Child Left Behind (NCLB) Act requires public schools to provide identifying data on students (for recruiting purposes) to the various branches of the military upon request. The NCLB does, however, give parents the right to “opt out” of military recruiter notification. If interested, please mark the opt out option on your registration form. This does not guarantee that recruiters won’t be able to obtain this information, but it does mean that the School District of Lodi will not provide it to military personnel.

National Honor Society

Membership: Open to juniors and seniors who have achieved an overall, cumulative grade point average of 3.5 or better and whose high school careers have demonstrated a very high degree of good character, leadership and service to school and community. A detailed application must be submitted in spring.

Open Enrollment

Open enrollment is available to students and parents. If interested in this option, please contact the Lodi District Office or Department of Public Instruction prior to January 1, as Open Enrollment follows strict timelines for application.

Parking

Students must register all vehicles in the main office. Vehicles must be parked in the lot in parking stalls with a parking hangtag displayed on the rearview mirror or dashboard. Students may not occupy parked vehicles in the parking lot during school hours. Parking is a privilege and will be revoked for serious or repeated offenses.

Students are not allowed to park behind the school, in the staff lot, in the pool parking areas, in visitor parking areas, or in other spaces not available to students. Fines may be issued for parking in these areas. Municipal tickets may be issued for parking in fire lanes and disabled spots or for reckless driving.

- There is a \$15.00/semester fee to park at school. The parking permit must be hung on the rear view mirror during school hours.
- Students may not loiter in the parking lot at any time, including during the lunch break. **Campus is closed; administrative permission to go into the parking lot is required.**
- Reckless driving or driving on the grass may result in fines and or removal of parking privileges for disregard for safety or for vandalism to property.
- Drivers who violate the above regulations may be subject to administrative action including revocation of parking privileges, a fine, towing, or suspension from school.

Vehicles parked on school property are subject to the Safe and Drug-free Schools Act. Students have the right to attend a safe school and one where alcohol and other drugs are not present. The Board of Education specifically reserves the right to search a vehicle parked on district property, with the consent of the owner/driver and with a law enforcement official present, if they have a reasonable suspicion that the vehicle contains contraband or of a violation of law.

Schedule Changes

Student right

Students have the right to academic coursework that meets their learning needs, that is rigorous (challenging) and that introduces students to new information.

Student responsibility – ***Changes must be completed one week BEFORE the start of each term***

If a student wants to change a class after the schedules are finalized, he/she must get a schedule change form from the counselor. **Please note:** There is absolutely **no** guarantee that a student will be able to change his/her schedule after it has been finalized.

- I. The procedure to add, drop, or change courses is as follows. See:
 - a. counselor (to get forms)
 - b. new course teacher (for approval and signature)
 - c. current course teacher (for approval and signature)
 - d. counselor (to approve, reject, or request parent conference)
 - e. parent (for approval and signature)
 - f. principal (approve, reject, or request parent conference)

This procedure must be completed fully one week prior to the beginning of the term. If the request is rejected, the student will remain in the original course.

2. Changes become effective only after being approved by the principal.

Students who are dropped from a class after it has begun should be aware of the effect this may have on a course grade. A student who drops a class a week before the start of the term will receive no penalty. If a drop occurs after the first two days because of the recommendation of the teacher, a student may receive a "W" for the term grade (or an "F" if after the first 3 weeks). If a student is dropped for behavioral reasons, the grade will be an "F".

NOTE: Changes will occur only for very specific reasons—e.g. required course needed or move from a very large to a smaller section of students.

Scholarship Information

Scholarships are available to graduating seniors. Seniors who are interested in competing for these awards should visit the CRC. The deadline for application is March 1st for the majority of local scholarships. All students should be aware that the cumulative record of curricular and co-curricular achievements is the fundamental determinant of scholarship awards.

School Closings

Whenever school is closed, announcements will be made via radio, TV, Infinite Campus message (if requested), Facebook, Twitter, and/or on the school website. Refer to the Community Link newsletter and district webpage for current station listings.

Student Involvement

The Principal's Advisory Committee (PAC) is open to any student, parent, community and staff member who wishes to participate. This group works directly with the principal on communication and projects to improve the quality of student life. If students are unable to make the PAC meetings, they are welcome to meet with the principal by scheduling a meeting in advance. Students are encouraged to get involved outside of regular classes.

School Nurse

The school nurse can assist students in receiving or retaining health services. The health room is located in the high school office. The secretaries are able to serve a student's needs when the school nurse is not available.

School Performance Report

According to the statute Wis. Stat. 115.38 <http://dpi.wi.gov/oea/acctlaw.html> annually by January 1, each school board shall notify the parent or guardian of each pupil enrolled in the school district of the right to request a school and school district performance report. Annually by May 1, each school board shall, upon request, distribute to the parent or guardian of each pupil, including pupils enrolled in charter schools located in the school district, or give to each pupil to bring home to his or her parent or guardian, a school district performance report.

Student Records

Access to Outside Agencies' Records

The District Administrator may request a law enforcement agency to disclose any information relating to an act for which a juvenile is adjudicated delinquent. The District Administrator may also request information relating to illegal possession of dangerous weapons by a juvenile. Information received shall be used for legitimate educational and safety purposes and for the purpose of providing treatment programs for pupils. Such information cannot be used as the sole basis for expelling or suspending any pupil.

The clerk of court must notify the school board when a juvenile has been adjudicated delinquent and when a petition is filed alleging that a juvenile has committed a delinquent act which would be a felony if committed by an adult. This information cannot be used as the sole basis for expelling or suspending a pupil.

The Department of Health and Human Services, a county department, or a licensed child welfare agency and the District may confidentially exchange information regarding a student in the care or custody of the agency. Further, county departments and agencies are also authorized to disclose child abuse and neglect reports and records to the District if such disclosure is necessary to protect the child from abuse or neglect.

Disclosure of Pupil Records

The District shall keep pupil records confidential, except to the extent such records are required to be disclosed by law.

Telephone Use in Offices

Students may use an office phone when necessary and with permission during regular office hours.

Work Permits

Students needing work permits can obtain them at the High School, Middle School, or District Office during regular business hours. The following documents are needed to proceed with a work permit:

- Proof of age (birth certificate, baptismal certificate, Wisconsin ID or Wisconsin Driver's license)
- Social Security card
- Employer's written intent to hire, including job duties to be performed and the hours and time of day to be worked
- Parent/Guardian written consent (can be very brief, even written on the same page as the employer's intent to hire)
- Payment of \$10.00 permit fee (employer must reimburse the minor for this cost no later than the minor's first paycheck)

Youth Options

The youth enrollment options program permits any 11th or 12th grade student to attend a Wisconsin institution of higher education for the purpose of taking one or more courses. The school district is required to pay for the course(s) if no comparable course is offered at Lodi High School, if the courses offered in that content area have been completed by the student and if the course is approved by the Board of Education for high school credit. The UW-Madison limits students to one course per semester.

Application forms may be obtained from the LHS Counseling Office, completed, and returned to the High School Principal by **August 25th** for the spring semester and **January 25th** for the fall semester.

ACTIVITIES

Advisers of Co-Curricular Activities

Art Club.....	Whitney Robarge
Band Director	Jason Marshall
Choir Director	Kate MacRae
FFA.....	Emma Hesar
Flag	Erica Bardwell
Forensics.....	Anne Lembcke
Homecoming	Robin Crow / Chris Deedon
Math Team	Derek Pertzborn
Mock Trial.....	Renee Potter
Musical	Erica Bardwell
National Honor Society.....	Amy Jelinek
Play	Beanie Ludlum
School Leadership Council.....	JP Fassbender
Yearbook.....	Carrie Kerska

Coaches

Baseball	Rodney Curtis
Boys Basketball.....	Mitch Hauser
Boys Soccer.....	Jeff Nelson
Boys Swimming.....	Todd Wuerger
Cheerleading.....	Jill Gort / Keri Bahr
Cross Country (Boys & Girls).....	Kurt Wilson
Dance Team	Erica Bardwell / Lydia Falk
Football.....	David Puls
Girls Basketball	Michelle Puls
Girls Soccer	Joe Birkholz
Girls Swimming.....	Iris Barrow / Jerica Robinson
Golf	David Zilker
Hockey	Mike McHugh
Softball.....	Jamie Midthun
Tennis	Joe Birkholz
Track (Boys & Girls)	Randy Skellenger
Volleyball	Rachel Knickmeier
Wrestling	Cody Endres

Class Advisers

9th Grade.....	Tyler Potter, Renee Potter
10th Grade.....	Laurent Soucie, Anne Lembcke
11th Grade.....	Donna Melchior, Michelle Bravick
12th Grade.....	Robin Crow, Chris Deedon

SCHOOL CALENDAR 2017-2018

July 27	All Student Picture Day
August 16	9 th Grade Parent Orientation Night
August 21	Freshman and New Students report – Orientation Day
August 22	All Students report – Full Day of School
August 28	Picture Retakes
August 31	High School Open House, 4-6 pm
September 21.....	Students/staff leave for Germany
September 22.....	NO SCHOOL – Teacher Collaboration/Planning
September 25-29	Homecoming Week
September 30.....	Homecoming Dance
October 5	Parent-Teacher Conferences, 4-8 pm
October 5	Financial Aid Night, 7 pm
October 12	Students/staff return from Germany
October 19	End of First Term
October 20	NO SCHOOL – Teacher Collaboration/Planning
November 22-24	NO SCHOOL
December 8.....	NO SCHOOL – Teacher Collaboration/Planning
December 22.....	End of Semester
Dec 25-Jan 1	Winter Break
January 2	NO SCHOOL – Staff Work Day
January 3	Classes Resume
January 15	NO SCHOOL, Martin Luther King, Jr. Day
January 20	End of First Semester / NO SCHOOL – Staff Work Day
February 15	Parent-Teacher Conferences, 4-8 pm
February 16.....	NO SCHOOL – Teacher Collaboration/Planning
February 27	Junior ACT Testing / sophomore practice ACT (No School for grades 9 and 12)
March 8	End of Term
March 9	NO SCHOOL – Teacher Collaboration/Planning
March 26-April 2	Spring Break
April 7	Prom
April 27.....	NO SCHOOL – Teacher Collaboration/Planning
May 20	Graduation Ceremony
May 23	Last Day of School for Students/End of Second Semester
May 24	Last Day of School for Staff

<u>ADMINISTRATION</u>	PHONE: 592-3853	Ext.
Vince Breunig	Principal	4402
Joe Jelinek	Associate Principal	4403
Sue Meffert	Athletic Director	4412
Tiffany Loken	Director of Instruction/Student Services	5486
Charles Pursell	District Administrator	5481

STUDENT SERVICES STAFF

Paul Anderson	Computer/Technology Specialist	4404
Robyn Baron	School Psychologist	4509
Jenna Cramer	Literacy Coach	3215
Rebecca Eller	Physical Therapist	3228
Terry Haag	School Nurse	4484
Diana Karls	Director of C.R.E.W.	4577
Paula Larrabee	Food Service Manager	4433
Grant Lembcke	Guidance Counselor	4413
Tiffany Loken	Student Services	5486
Nora Mack	Speech Therapist	3233
Abby Milbrath	Guidance Counselor	4414
Tyler Potter	Technology Coordinator	4431
Crystal Schaaf	Occupational Therapist	3228

ADMINISTRATIVE AND EDUCATIONAL ASSISTANTS

Cathy Treinen	Counseling/Administrative Assistant	4436
Lynn Werderits	Athletic/Administrative Assistant	4400/4434
Dawn Schwartz	Principal/Administrative Assistant	4401
Patti McCauley	LMC Assistant	4406
Barb Byrnes	Special Education	4465
Barb Cook	Special Education	4446
Teisha Damit	Special Education	4437
Caly Green	Special Education	4465
Stephanie Richardson	Special Education	4432
Pam Stibb	Special Education	4488

TEACHING STAFF

Julie Adams	Art	3232/4438
Kara Bercher	English	4420
Joel Betsinger	English/Social Studies	4416
Michelle Bravick	Spanish	4417
Robin Crow	Math	4464
Chris Deedon	Social Studies	4405
Trevor Evans	Special Education	4432
J.P. Fassbender	Social Studies	4473
Karen Goheen	Physical Education	4503
Mark Hamdan	Business Education	4412
Mitch Hauser	Social Studies	4425
Emma Hesel	Agri-Science	4449
Matthew Horan	Math	4410

Kristin Hubers.....	Social Studies	4505
Amy Jelinek	English	4419
Carrie Kerska	English	4490
Anne Lembcke.....	Special Education	4446
Kelsey Leonard	Math	4408
Kyle Mack	Special Education	4465
Kate MacRae	Vocal Music	4422
Jason Marshall	Instrumental Music	4428
Sue Meffert	Athletic Director/Physical Education	4412
Donna Melchior	Science	4427
Renee Moldenhauer	Special Education	4435
Kristi Paskey	Math/Business Education	4409
Chris Persike.....	Physical Education	4459
Derek Pertzborn	Math	4429
Renee Potter	English	4450
Dave Puls.....	Special Education	4437
Michelle Puls	Physical Education/Health	4489
Michael Radloff	Science	4471
Karl Reinhardt	Auditorium Director	4507/4463
Whitney Robarge	Art	4438
Anthony Schnell	Chemistry	4424
Tasha Schwochert	Spanish	4430
Laurent Soucie	Technology Education	4426
Nicci Stineman	Special Education	4439
Carol TenBarge.....	Science	4415
Kathy Thalacker.....	Family Consumer Education	4440
Paula Tonn	LMC	4406

BOARD OF EDUCATION

President	H.Adam Steinberg
Vice President	Sue Miller
Clerk	William Wipperfurth
Treasurer	Steven Ricks
Director	William Beers
Director	Michelle Pare
Director	Karl Westphal

LODI HIGH SCHOOL

1100 Sauk Street, Lodi, Wisconsin 53555

Office Hours 7:30 a.m. - 4:00 p.m.