

*2023-24 HANDBOOK*

# Logan Middle School

"Where Anything is Possible"

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## **MISSION**

Logan Middle school is a collaborative community that inspires continuous learning for all.

## **VISION**

Logan Middle School students engage in the learning process as they acquire the skills and knowledge necessary to become responsible, contributing citizens within our global community.

Logan Middle School parents will support their children, school programs, and staff.

Logan Middle School staff members actively build relationships in order to ensure a nurturing and safe environment.

Logan Middle School staff members deliver and assess relevant curriculum that meets the diverse learning needs of our students.

## **VALUES**

### **WE WILL:**

Provide a safe and inviting classroom environment with clear expectations and specific academic and behavioral goals.

Work collaboratively to develop instructional strategies and design methods of assessment utilizing data to enhance student learning.

Be committed to keeping parents informed about their student's progress and seek opportunities to invite their active support of our school.

Promote a positive school climate by modeling the core values that we hope to instill in our students.

## **LOGAN MIDDLE SCHOOL STAFF - 2023-2024**

### **PRINCIPAL**

Kellie Schmitz

### **ASSOCIATE PRINCIPAL**

#### **ATHLETIC DIRECTOR**

Garrett Fischer

### **DEAN OF STUDENTS**

Kalista Richardson

### **ADMINISTRATIVE ASSISTANTS**

Trisha Bekkum (Administration)

Heather Brice (Student Services)

### **SCHOOL COUNSELORS**

Lisa Buley

Jenny Vonwald

### **SOCIAL WORKER**

Stacey Oliphant-Deal

### **LMC/HPL**

Christina Schiffer

### **HEALTH ASSISTANT**

Amy Magnuson

### **DISTRICT NURSE**

Jenna Euler

### **GRADE 6**

Ashley Burke

Kelly Christensen

Brooke Fox

Jodi Slaats-Hughes

Karla Lawrence

Samantha Parkhurst

Rachel Wotruba

### **GRADE 7**

Jeannette Armstrong

Scott Bagniefski

Christina Fenton

Jesse Martinez

Tim Sprain

Josh Wolcott

### **GRADE 8**

Paula Johnson

Heather Kowal

Brian Olson

Derek Olson

Kevin Sandstrom

Megan Sparks

Tiffany Tranby

### **SOTA II**

Mel Hanson

Erin Schmuck

### **SOTA II SPECIAL EDUCATION**

Courtney Mickshl

### **SCHOOL LIAISON**

Quartell Roberson

Tony Yang

### **SCHOOL RESOURCE OFFICER**

Ryan Ledvina

### **RESTORATIVE JUSTICE**

Tracie Stinson

### **ART**

Hannah Carson

Sherrie Sikora

### **PHYSICAL EDUCATION**

Jason Bahr

Chester Janke

Melissa Norman

### **HEALTH**

April Young

### **LITERACY SPECIALIST**

Ruth Baardseth

Jill Emmerich

### **ELL**

Jess Dean

Joua Vang

### **WORLD LANGUAGE**

Ruth Bent

Ann Kleinertz

**TECHNOLOGY ED**

William Pruess

**FAMILY/CONSUMER ED**

JoDee Hoiness

**BUSINESS EDUCATION**

Dylan Meyer

**MUSIC**

Beth Becker  
Aleksandr Gerhartz  
Carrie Pomplum  
Mark Pomplum  
Anna Taylor

**SPECIAL EDUCATION**

Meghan Adams  
Kevin Anderson  
Jenn Appel  
Katie Brown  
Lee Honey  
Michael Larson  
Deanna Langrehr  
Mary Sue Pintz  
Joelle Schreiner  
Abbi Strait

**TEACHER ASSISTANTS**

Darla Barrows  
Will Richardson  
Edgar Rodriquez  
Lance Schuttenhelm  
Cooper Simms  
Easton Skelton  
Peter Thao  
Emily Weverstad  
Kit Williams

**SPECIALISTS**

Katie Bakke – Occupational Therapy  
Lisa Boyer – Specially Designed PE  
Leah Braunschweig – Psychologist  
Donna Houlihan – Deaf & Hard of Hearing  
Bethany Peterson – Physical Therapy  
Kayla Wiedenbeck – Speech & Language

**STUDENT SUCCESS COACH**

Megan Burke

**CUSTODIANS**

Doug Gschwind - AM Engineer  
Cynthia Urbick – PM Engineer  
Tracy Pintz  
Kevin Scanlan  
Jeff Weis

**COOKS**

Amy Peterson - Cook Manager  
Janet Czczok  
Sheri Ickes  
Cindy Lenser  
Crystal Simonis

**PROJECT AWARE**

Tara Allert

## **DESCRIPTION OF SUPPORT SERVICES**

### **SCHOOL COUNSELOR**

The purpose of the School Counselor program in the School District of La Crosse is to assist all students in the developmental processes in intellectual, social, and personal growth and to assist students in making informed and individually appropriate social, educational and vocational choices.

### **SCHOOL PSYCHOLOGIST**

The School District of La Crosse provides certified individuals who are responsible for providing psychological services for students, parents, and school staff.

### **OCCUPATIONAL THERAPIST**

This certified individual provides therapy (upon medical recommendation) for any student who has a congenital or acquired disease or condition of such severity that achievement of normal growth and development may be hindered.

### **PHYSICAL THERAPIST**

This certified individual provides therapy that is given upon medical recommendation to students who have neurological dysfunctions, in order to improve general physical condition, functional self-care, effective speech, ambulation, and process toward independence.

### **SPEECH AND LANGUAGE**

The School District of La Crosse provides certified individuals who work with handicapping conditions characterized by a delay or deviance in the acquisition of paralinguistic, receptive, and/or expressive skills of oral communication.

## 2023-2024 School Calendar

### School District of La Crosse

807 East Avenue South  
La Crosse, WI 54601  
(608) 789-7600



#### Start & End

September 1 First Day of School  
June 5 Last Day of School

Total Student Days: 175

#### No School

August 21-24 New Teacher Induction - No School  
Aug. 28-30 (Flex Day is 8/30) Staff Development - No School  
September 4 Labor Day - No School  
September 1 First Day of School  
September 22 Staff Development - No School  
October 16 Family Conferences - No School  
October 27 No School  
November 3 Staff Development - No School  
November 22-24 Thanksgiving Break - No School  
Dec 25-Jan 1 Winter Break - No School  
January 15 Martin Luther King Jr. Day - No School  
January 22 Staff Development - No School  
February 9 Staff Development - No School  
March 4 Family Conferences - No School  
March 28 - April 2 Spring Break - No School  
April 19 Staff Development - No School  
May 27 Memorial Day - No School  
June 5 Last Day of School

#### Semesters/Quarters

Quarter 1: September 1 - November 2  
Quarter 2: November 6 - January 19  
Quarter 3: January 23 - March 27  
Quarter 4: April 3 - June 5

#### Family/Teacher Conferences

Family/Teacher Conferences are on October 12 and  
February 29 from 4:00-7:55 at all levels

Family Teacher Conferences are on October 16 and  
March 4 from 12:00-7:50 at elementary levels

Family Teacher Conferences are on October 16 and  
March 4 from 4:00-7:50 at middle and high schools

\*Teachers at MS/HS will have PD from 12:00-4:00

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

#### Emergency Closing Info

Should more than one school day be lost due to an emergency closing, students and teachers will follow the schedule below:  
1st Day Missed = Waived  
2nd Day Missed = Waived  
After 2 Missed = Minutes will be added to the daily schedule to extend the day at each level

#### Calendar Key

No School  
Staff Development  
No School: Family Teacher Conference from 12:00-7:50  
First & Last Day  
Family/Teacher Conferences 4:00-7:55

# 2023-24 DAILY SCHEDULE

## GRADE 6

Period 1	7:35-8:10	Flex/Breakfast
Period 2	8:13-9:11	Core
Period 3	9:14-10:12	Core
Period 4	10:15-11:13	Core
Period 5A	11:16-11:46	Core
LUNCH		11:46-12:16
Period 5B	12:19-12:47	Core
Period 6	12:50-1:46	Encore
Period 7	1:49-2:45	Encore

## GRADE 7

Period 1	7:35-8:10	Flex/Breakfast
Period 2	8:13-9:11	Core
Period 3	9:14-10:12	Core
Period 4	10:15-11:11	Encore
LUNCH		11:14-11:44
Period 5	11:47-12:43	Encore
Period 6	12:46-1:44	Core
Period 7	1:47-2:45	Core

## GRADE 8

Period 1	7:35-8:10	Flex/Breakfast
Period 2	8:13-9:09	Encore
Period 3	9:12-10:08	Encore
Period 4	10:11-11:09	Core
Period 5	11:12-12:10	Core
LUNCH		12:12-12:42
Period 6	12:46-1:44	Core
Period 7	1:47-2:45	Core



## **FAMILY/TEACHER CONFERENCE DATES**

**FALL:**           October 12, 2023           3:00PM – 7:00PM  
                  October 16, 2023       3:00PM – 7:00PM

**SPRING:**       February 29, 2024       3:00PM – 7:00PM  
                  March 4, 2024       3:00PM – 7:00PM

### **A. DISTRICT STUDENT CODE OF RIGHTS AND RESPONSIBILITIES**

A copy of this document will be available online at [2023-24 Code of Rights and Responsibilities](#) or by request in the main office. The form requiring both parent and student signatures stating that the code has been read and is understood will be mailed with the registration packet.

### **B. CORE VALUES**

The Logan Middle School community (staff, students, and parents) work together to promote the following core values:

**RESPONSIBILITY**  
**PERSEVERANCE**

**COMPASSION**  
**SELF-DISCIPLINE**  
**RESPECT**

**HONESTY**  
**GIVING**



### C. PBIS- Positive Behavior Intervention Supports

Positive Behavior Intervention Supports (PBIS) a broad range of proactive, systemic and individualized strategies for achieving important social and learning outcomes in safe and effective environments while preventing problem behavior with all students (Sugai, 2007).

In order for the Logan Middle School environment to be a place for optimal learning, the following matrix has been established so students are aware of what it means to be *respectful*, *responsible* and *safe* whatever setting they may find themselves in while at school.

	All Settings	Hallways/ Stairwells	Cafeteria	Playground	Restrooms	Assemblies/ Field Trips	Emergencies / Drills	Bus
<b>Be Respectful</b>	* Follow School Dress Code  *Body Basics	*Respect hallway displays  *Body Basics	*Use Table Manners  *Body Basics  *Be Patient	*Use school appropriate language  *Agree on rules of game prior to it	*Respect others privacy	*Listen to speaker  *Body Basics  * Follow School Rules	*Listen and follow adult directions  *Remain Quiet	*Use school appropriate language  *Body Basics
<b>Be Responsible</b>	*Be honest and accept responsibility  *Do your job  *Cell phone off/out of sight	*Use passing time efficiently  *Store personal items in your locker  *Keep space clean	*Keep all food in cafeteria  *Clean up your area	*Body Basics  *Put all equipment away immediately  *Bring in outdoor gear	*Be quick, quiet, and clean  *Flush	*Represent school with pride  *Keep space clean  *Return materials on time	*Walk  *Remain with assigned staff	*Stay in seat
<b>Be Safe</b>	*Use materials & equipment for intended purpose	*Lock your locker  *Keep combination /locker to self	*Eight to a table	*Play only in assigned areas  *Use materials for designed purpose  *Return equipment safely and appropriately	*Wash your hands with soap  *Report problems to staff	*Bring along only coach/teacher approved materials  *Stay with assigned group  *Stay in assigned area	*Move to designated area in safe and timely manner with assigned adult	*Wait your turn to get on and off safely  *Walk off the bus  *Keep aisle clear

***Body Basics: Hands/Feet to Self, Personal Space, Eyes on/Listen to Speaker, Raise your hand.***

Students will be taught the expectations for behavior at Logan Middle School. Students who choose not to demonstrate the behaviors on the matrix, or those found in the Student Code of Conduct, may require more specific plans and consequences. Examples of consequences may be, but not limited to, the following: *lunch/afterschool detention, loss of school privileges, parent notification and/or conference, daily progress report, in-school suspension, out-of-school suspension, unit/student conference, police involvement and expulsion.*

**PBIS Tier 2**  
**Includes:**

Check-In/Check-Out (CICO)

This program's intention is to create a positive relationship with an adult at school for students who may need extra support. An adult will meet with the student every morning and at the end of the school day to help the student evaluate their daily choices. The staff will give positive (not negative) feedback many times during the day based on the school-wide expectations. CICO forms will go home at the end of each day to get POSITIVE FEEDBACK from home.

**\* You will be notified if your child is placed on CICO.**

**D. RESTORATIVE JUSTICE**

Restorative Justice creates a positive school environment by building relationships and repairing harm through facilitated discussions. In collaboration with YWCA La Crosse, Justice Circles empower students to resolve conflicts and be a support for one another in a circle format.

Students are given the opportunity when conflicts arise to participate in a Restorative Justice circle led by their trained peers (Circle Keepers) and with supportive adults in lieu of punitive punishment. Justice Circles holds students accountable for their actions, gives students a voice, and offers peer supports. Justice Circles can also be used to welcome new students, support students, and to address behaviors as needed.

**E. DRESS CODE FOR SECONDARY SCHOOLS**

**4430.1 - DRESS AND GROOMING**

The School District of La Crosse recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. District administration will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the administration shall establish such dress and grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- Present a hazard to the health or safety of the student themselves or to others in the school
- Interfere with schoolwork, create disorder, or disrupt the educational program
- Cause excessive wear or damage to school property
- Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Additionally, the following dress guidelines shall be observed in all schools:

- Students, staff, and guests shall wear footwear and a shirt and bottoms with fabric on the front, back, and sides that cover private areas. Additionally, clothing must be worn in a way that does not expose any undergarments including underwear and bras (waistband and bra straps excluded)
- Clothing and accessories shall be free from prohibited messaging related to drugs, alcohol, tobacco, vaping, profanity, profane gestures, violence, and/or hate speech.
- Students, staff, and guests shall not wear clothing or accessories that conceal their identity within the school during the school day. Hats, headwear, or hoods are permissible but must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoods must allow the person's face to be visible to staff. Exceptions to this guideline may be made by building administration to recognize cultural dress or customs and other exceptional circumstances.
- Students, staff, and guests shall maintain their hygiene in a manner that is sanitary and neutral in fragrance to others around them.

Building administration shall establish and communicate the dress requirements for students participating in athletics, bands, specific courses, and other school groups when representing the District at a public event or dress requirements for special, school-related ceremonies or events (ie requiring students to wear a designated cap and gown at graduation).

Administrative Guidelines:

- Building administrators shall train school staff to understand and embrace the intent of the dress policy, how to apply and enforce the code equitably, and how to talk about the dress code to students, parents, guardians, and visitors and the reasoning behind it.
- Building administrators shall communicate the dress and grooming policy to students, parents, guardians, and staff through school handbooks.

- Building administrators and school staff shall enforce the district dress policy consistently, as adopted, to avoid discriminatory enforcement.
- In most circumstances, students suspected of violating the dress policy should be addressed by staff outside of instructional time and always in a respectful and private manner.
- Students who are unable or resistant to correcting the suspected violation shall be referred to the office by the school staff member.
- The building administrator is designated as the arbiter of suspected student dress violations in their building.
- When it has been determined by building administration that a student has violated the dress policy, efforts to address the violation outside of school dismissal shall be pursued first. These efforts may include the following:
  - Reversing or layering clothing to conceal prohibited messaging.
  - Offering substitute clothing or apparel, as available.
  - Offering to contact parents or guardians to obtain alternate clothing or necessary hygiene supplies.
  - Offering space and/or supplies to address hygiene, as available.
  - Exploring barriers and offering available resources to replace prohibited clothing or obtain necessary hygiene supplies, as available.
- Appeals of a dress policy decision may be made verbally or in writing to the Director of Elementary Education or Director of Secondary Education, respectively. Final appeals of a decision shall be directed to the Superintendent of Schools.
- All staff shall demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.





## **F. ATTENDANCE**

**If your child is ill or will be missing class, please call 789-7740 option 1 to notify school authorities before 8:00 am on the day of the absence.** Please remember we have an answering machine to take your calls.

If you are planning to take your student out of school for more than three days, please notify the office and obtain a pre-excused absence form. It is the student's responsibility to check with his/her teachers and collect all assignments that will be missed.

**NOTE: PLEASE REVIEW VERY CAREFULLY ATTENDANCE POLICY FOR THE SCHOOL DISTRICT OF LA CROSSE FOUND AT [WWW.LACROSSESCHOOLS.ORG](http://WWW.LACROSSESCHOOLS.ORG). A COPY OF THE COMPLETE POLICY IS AVAILABLE UPON REQUEST.**

1. Attendance at the middle school will be taken every period.
2. A parent may excuse a student for no more than 10 days in a school YEAR for personal reasons (vacation, etc.). After 10 days of excused absences, verification of absence (phone call or written), will not be automatically excused. It is the sole responsibility of the building administrator to determine whether absences are excused or unexcused (Administrative Policy 4310).
3. Students who are absent because of illness for 5 consecutive days must provide a dated doctor's note verifying the length of absence. At 10 days of accumulated absences per YEAR, a building administrator will require a dated doctor's note for ALL subsequent absences for the absence to be excused. If a note is not received, the absence will be unexcused.
4. Tardiness is defined as coming late to class. Students missing more than 5 minutes of ANY class period will be marked unexcused absent for the entire period. Habitual tardiness will be considered truancy and tickets may be issued.
5. An unexcused absence, as determined by the building administrator, for part or all of one or more days will be considered truancy and the La Crosse Police Department School Resource Officer may issue a truancy ticket.

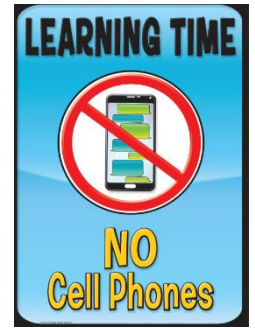
## **G. HEALTH CENTER**

Students who become ill during the day MUST report to the health office. When necessary, ill students will be sent home after calling a parent.

## H. **PHONES/ELECTRONICS POLICY**

To maximize daily student learning, Logan Middle requires that ALL cell phones and personal devices are OFF and Securely Stored Away!

**\*\*This school year, we are trying something new to ensure that student cell phones are securely stored. Using these cell phone lockers may add an extra sense of security for those concerned about damage, theft or loss\*\***



If a student has a cell phone out, it will be collected by administration and guardians will be notified. Students will need to collect phone at the end of the day in the office.

Cell phones are strictly prohibited in the locker rooms (policy 7310.1 – Privacy in Locker rooms) at all times. If a student is found using their cell phone in the locker room, the phone will automatically be confiscated, and a parent will be required to come in to retrieve the phone.

## **FAMILY/SCHOOL COMMUNICATION**

Parents/Guardians/Family members are welcome to contact our main office throughout the school day when.

## I. **FADS**

Students will be unable to bring any items from home that are considered by the administration to be a fad. Examples may include but are not limited to spinners, blankets, and slime. Fads may change throughout the year. Any of these items that are provided by the school and are used as a support tool are not considered to be a fad.

## J. **LOCKERS**

Every student will be assigned a locker. Lockers should be kept neat and clean. There will be a periodic clean-up and locker inspection.

**DO NOT SHARE YOUR LOCKER.**

**DO NOT GIVE SOMEONE ELSE YOUR LOCKER COMBINATION.**

**REPORT ANY LOCKER PROBLEMS TO THE MAIN OFFICE IMMEDIATELY.**

**K. BREAKFAST/LUNCH INFORMATION**

**MEAL PRICES FOR 2023-24**

BREAKFAST	LUNCH	MILK
Middle School Student \$1.70	Middle School Student \$2.95	Ala Carte Milk \$0.50
All reduced breakfasts \$0.30	All Reduced Lunches \$0.40	

It is still very important that each family complete the Free/Reduced Meal Benefit application each year. Completing the Free/Reduced application is necessary as this information helps determine additional funding for enhanced educational opportunities for your school. Applications can be filled out entirely online by logging into your Skyward Family Access account. Paper applications can be dropped off at your school or brought in/mailed to the School Nutrition Office at the Hogan Administrative Center.

**L. PASSES**

Students are expected to have passes if they are in the hallways during class times and should be prepared to show their pass to a staff member when requested. Passes are also required if visiting the office or health room.

**M. PHYSICALS**

Physicals are required to be on file for all students before they can participate in any WIAA sanctioned practice or games. Forms can be obtained in the main office or from the Logan Middle Athletic Director.

**N. PHYSICAL EDUCATION**

Physical Education is required for all boys and girls in Wisconsin schools. To be excused from participation the student must present to the nurse a written statement from his/her family physician clearly indicating the condition and the time to be excused. Locks for P.E. lockers can be purchased by the student, or the school has SOME available. Please inquire with the PE instructor or in the office. **THE SCHOOL CANNOT BE HELD RESPONSIBLE FOR LOST OR STOLEN ARTICLES.** So, each student must be very responsible for his/her personal belongings.

**O. STUDENTS LEAVING THE SCHOOL BUILDING DURING THE DAY**

No student will be allowed to leave the school premises without contact from the parent or a responsible adult, as indicated by the parent on the emergency contact information. This includes students texting or calling parents indicating that they are not feeling well. **Students should always go to the health room before a decision is made about leaving.**



**P. DRESS REQUIREMENTS FOR PHYSICAL EDUCATION**

Students should wear athletic shoes with laces tied. All clothing should allow for freedom of movement and follow the guidelines outlined in the district dress code.

**Q. DISTRICT WIDE PARENT COMMITTEE**

The District Wide Parent Committee is a valuable way to promote communication between schools and parents. They meet on a regular basis with Superintendent Aaron Engel. A Logan Middle School Representative and Alternate are selected from the Logan Middle Parent Group. **LM Rep: TBD**

**R. ACADEMIC GRADING SCALE**

<b>A</b>	<b>90 – 100</b>
<b>B</b>	<b>80 - 89</b>
<b>C</b>	<b>70 - 79</b>
<b>D</b>	<b>60 - 69</b>
<b>NE</b>	<b>Below 60</b>

**Habits of Mind (to be added when complete)**

**RETENTION/PROMOTION**

The guidance counselors and teachers continually review student achievement. At the end of each year, a careful examination is conducted of students who received failing grades. Based on this review, the administration will make a determination whether or not the student should be promoted or retained in the same grade for the next school year.

**S. BUS POLICY & RULES**

Because safety is our primary concern, student discipline on the school bus is an important matter. A single lapse in the drivers concentration caused by students misbehaving could result in a serious accident. Please remember that the driver is in charge of the bus just as the teacher is in charge of the classroom. Students who are NOT regular bus riders are NOT ALLOWED to ride home with friends who are regular bus riders without a written parental request, prior approval from the bus company, and the principals signature . This is bus company policy.

**T. SCHOOL PICTURES**

School Pictures will be taken: **Friday, September 9, 2023.**  
Re-takes will be taken: **Wednesday, November 8, 2023.**

## U. EVACUATION SITES

In the event that Logan Middle School would need to evacuate...

### Our primary evacuation site is:

Logan High School  
1500 Ranger Drive.  
La Crosse, WI 54603  
Phone: 608-789-7700

### Our secondary evacuation site is:

Boys & Girls Club Terry Erickson club  
1331 Clinton St.  
La Crosse, WI 54603  
608-784-3716

## V. ATHLETIC INFORMATION

### MIDDLE SCHOOL SPORTS:

Football  
Cross Country  
Tennis

### 7TH & 8TH GRADES

Basketball  
Track  
Volleyball

The WIAA requires that all middle and high school students participating in sports receive a physical exam every two years.

- \* **6<sup>th</sup> grade** may participate in Tennis, Cross Country, Track and Golf.
- \* All athletes need a WIAA physical.
- \* Note: WIAA physicals must be done by a physician.

\*Please Plan Ahead....All students participating in co-curricular athletics must have a physical on file with our Athletic Director prior to earning the opportunity to practice.

## 2023-24 SPORTS SEASON

### FALL SPORTS: September 2023– October 2023

Boys  
Football  
Cross Country  
Golf

Girls  
Volleyball  
Cross Country  
Tennis  
Golf

### WINTER SPORTS:

Session I      October 2023 - December 2023

Boys Basketball  
Wrestling

Session II      January 2024 – February 2024

Girls Basketball

### SPRING SPORTS: March 2024 - May 2024

Boys  
Track & Field & Tennis

Girls  
Track & Field

## **W. STUDENT FIELD TRIPS - FORM IICA**

The Board of Education of the School District of La Crosse recognizes the educational value of field trips and approves of these activities as a significant supplement to regular classroom instruction. A field trip shall be defined as a learning experience wherein students leave their school for a designated period of time under the supervision of school personnel. All field trips shall be educational in nature and shall be a continuation of classroom study or an approved school program.

Field trips provide worthwhile and effective learning experiences if appropriate, properly planned, and used to supplement or enhance the curriculum. A follow-up activity should be provided that connects the field trip to the ongoing curriculum. **Students that demonstrate inappropriate behavior during the normal school day may not be allowed to participate on field trips.**

Per school board policy, the following forms must be filled out when a student is going on a field trip: Consent To Treat, Single Use Permission Form, and Multiple Use – Walking Field Trip Permission Form. Permission must be in writing.

- (1) Parents/guardians are to be advised in writing of all the details of a particular field trip by the staff member(s) involved at least one week before the trip.
- 2) Standard parental permission slips and a list of participating students must be on file in the principal's office by the designated turn-in date.
- (3) A list of all students along with a "permission for medical treatment" form completed by the parents/guardians must be carried by the staff member in charge.
- (5) Student conduct will be governed by the Student Code of Rights and Responsibilities and Co/Ed-Curricular Activities Code. It is expected that students will conduct themselves in an appropriate manner on school-sponsored trips. It is important that all participants understand that they represent their school to the general public. Upon receipt of a report of violation of the code, The supervisory leader will meet with the student(s) involved to determine the validity of the report and make a decision regarding appropriate action. Parents/guardian and principal will be informed of the situation and the action to be taken.
- (6) Students involved in field trips shall be counted as present in school and permitted to complete, preferably in advance, the work that would be missed.

- (7) Students who participate in a field trip should remain with the group. The only exception will be a written request to the principal from the parent/guardian in advance of the trip, providing for alternate travel arrangements. The sponsor or chaperone will release the student only to the parent/guardian.
- (8) If your son/daughter is required to take medication during the school day, those medications must be available on the day of the field trip. If they are not available, your child will not be permitted to participate.
- A field trip day is a regular school day. All students are expected to attend.
  - Parents will be notified if their child is not allowed to attend for any reason.
  - Parents may accompany their son/daughter on any field trip. However, they must notify the field trip coordinator of their intention to participate, pay any entrance or travel fees, and agree to a set of expectations for participation as indicated by the field trip coordinator, including a criminal background check.

**Should a student be unable to attend because of illness or a family emergency, a refund of the admission price MAY be available but not guaranteed, however, transportation monies are NOT refundable.**

#### **X. FEES**

Field trip fees vary by grade and will be collected at the time as needed.

#### **Y. WALKING AND BIKING TO SCHOOL**

Logan Middle School is an active participant of the La Crosse County Safe Routes to School Program. Walking and biking are healthy ways for students to get to and from school. Students who live near school are encouraged to walk, bike, or use wheeled equipment as long as they are able to do so safely. Students who live too far or are not able to safely walk, bike, or wheel to school can be dropped off to join in the schools wheel to school days (at time and location).

Students who walk, bike, or wheel to and from school:

- Arrive at school alert, able to concentrate and learn.
- Arrive more apt to be physically fit and less likely to become overweight.
- Learn how to navigate traffic safely.
- Contribute to a cleaner environment & improved air quality by reducing traffic volume near their school.
- Learn pedestrian and bike skills that will last a life-time.

## Active Commuting Guidelines

*Walkers* should use sidewalks whenever possible. If streets don't have sidewalks students should walk facing traffic. Crossing at street corners, where crossing guards are present/located and where painted crosswalks are present, is recommended. Students should look Left, Right, and Left again before crossing. Students are encouraged to walk with a friend or adult and should dress appropriately for the weather. Reflective gear is recommended to increase visibility to motorists when walking in the early morning or after dusk.

*Students using wheeled equipment* (bicycles, skateboards, scooters, rollerblades, or other equipment with wheels) should always wear a helmet. Bikers should bike with the flow of traffic. Crossing at the street corners, where crossing guards are located and where painted crosswalks are present is recommended. Students should look Left, Right, and Left again before crossing. Students are encouraged to bike with a friend or adult and should dress appropriately for the weather. Wearing reflective gear and using bike lights will increase visibility to motorists when biking in the early morning and after dusk.

### **Students who ride wheeled equipment to and from school must abide by the following conditions:**

1. Bicycles must be parked and locked in the bike racks outside door O on Liberty Street.
2. Scooters, rollerblades, and skateboards must be placed in lockers during school day.
3. Bicycles, scooters, skateboards, and rollerblades **may not be ridden on school grounds;** they must be walked.
4. Bicycles are designated as vehicles under state laws. Riders must obey the rules of the road. Students riding bicycles should be aware of Wisconsin State Bicycling laws.
5. Students are encouraged to wear helmets when using wheeled transportation.
6. Helmets must be stored in locker, backpack, or attached to bicycle.
7. Students are not to interfere with bikes, helmets, locks, or other equipment.

## Building Student Handbook Technology

### Use of District Technology and Student Assigned Devices

Our partnership between home and school in a digital learning environment is necessary to guide students to be a productive online learner and digital community member. We encourage parents/guardians to monitor the use of any iPad/Macbook Air that may come home for completing school activities.

Students are issued a district iPad (K-8<sup>th</sup> grade/middle school) or Macbook Air (high school) as an integral part of their education. This means that the student has a responsibility to use the iPad/Macbook Air appropriately for educational purposes and to secure it from damage or loss. Doing so ensures the student has the necessary access to digital resources to be successful in all classes. In addition, shared iPad and computers are available for student use while at school. District policy 3630.2 – Internet Safety and Acceptable Use explains all responsibilities and privileges of the internet and digital tools. You will find this on the district webpage or may ask for a copy in the building office. The District Student Handbook summarizes this policy.

### Student Expectations

- Students shall follow all district policy and school/classroom rules and expectations as described by principals, classroom teachers, or other adults in the building. Building administrators work with each student at the time of the infraction to determine a course of corrective behavior, compensation to the district, or legal action.
- Students will not share their district username and password with any other person except when asked by a school employee or by their parents/guardians. All information on the district issued iPad/Macbook Air is not private information and students should expect adults to review their work and files as necessary.
- By using personal email or other personal social media/gaming/online accounts students should expect these to be accessed if necessary with reasonable cause as identified by the building principal and/or the School Resource Officer.
- iPads are monitored through internet usage logs and web-content filter.
- Students should not install non-district approved apps or services on iPad/Macbook Air devices. If this is done, students should expect these to be removed at any time by district personnel. Students should be aware of their actions while online so that malware and viruses are not brought into the district network.
- Students should not 'sync' the iPad/Macbook Air to any personal phones, iPods, other laptops, etc.
- Students should use online 'cloud' storage to backup any/all files that a student does not want to lose. Devices do fail and if this happens, any data/files stored on the iPad/Macbook Air may not be recoverable and all data can be lost. Students have access to iCloud, OneDrive, and Google Drive for backing up any/all school-related files.
- Students are issued a district-managed Apple ID and email to allow for access to many online resources and storage as well as to communicate with teachers, administration, and each other.
- District issued cases are to be kept on the iPad/Macbook Air. If a student removes the case and it breaks, new cases can be purchased in the school office or school store depending on the school. iPad/Macbook Airs must be used with a case at all times.
- Students who take the iPad/Macbook Air home are to only use district provided cords. Lost/damaged cords can be replaced in the school office. Non-district provided cords are not to be used and will not be accepted during hand-in.
- Students are to refrain from entering their first and last name, birthdate, address, or any other personal information on any online services. Teachers requesting students to use online services will ensure that the online site is appropriate for the age of the student and will not request the use of personal information unless the site is approved by the district technology department and has a partnership agreement for use of data with the approved vendor of the online service.

## Hand-out of iPad/Macbook Air

Schools will be issued an iPad/Macbook Air based on a schedule either within the school day, at registration, or after school. See the Voluntary Insurance section.

## Hand-in of iPad/Macbook Air

Schools will collect the iPad/Macbook Air based on a schedule either within the school day, at the end of the school year or when the student withdraws from the district. Any iPad/Macbook Air that is not returned during that time will be considered stolen public property and treated as such.

## Insurance

### Insurance Coverage

#### iPads

- Voluntary insurance covers accidental damage to the iPad
- Each device component will be replaced one time (e.g. cracked screen, audio port damaged, etc.).
- Subsequent breakage of the same item is the responsibility of the Parent/Guardian.
- Repairs/loss due to negligence are not covered by insurance.
- Accidental damage includes walking down the hall with the device in the student's arms and someone bumps into the student and the iPad is dropped; student has iPad in backpack and someone grabs the backpack and tosses it down the hall.
- Negligent damage includes liquid in iPad of any amount; iPads in backpacks or cases that are thrown down or sat on by the student; iPads on floor in traffic areas resulting in being stepped on by students or others; iPads left unsecured in areas such as lockers or cars.
- In middle school and high school device accessories (cases, power brick, power cord, Logitech Crayon) are **not covered** by insurance. Students/parents/guardians must purchase Apple brand power cords or power bricks from the school office or from Apple/Apple Resellers. Other brands may not be the correct wattage or manufactured properly to support the district supplied iPad and will be considered 'missing' at hand-in. Cases and Logitech Crayons must be purchased from the school office.
- In elementary schools, power bricks, cases, and crayons are classroom sets and not assigned to the student and are the responsibility of the school. The iPad case is the responsibility of the student and **is not covered** by the insurance. Replacement cases can be purchased in the school office.
- Lost or stolen devices are not covered by insurance.
- Failure to return any iPad including all accessories upon leaving the district or when requested will be considered theft of public property. This will result in a charge to the student for the full replacement cost of the device. Non-payment may result in the charge being sent to collections.

March 2022

## Laptops

- Voluntary insurance covers accidental damage to the laptop; each device component will be replaced one time (e.g. cracked screen, audio port damaged, etc.). Subsequent breakage of the same item is the responsibility of the Parent/Guardian. Repairs/loss due to negligence are not covered by insurance. The following are only examples of accidental or negligent damage. See Building Student Handbook for additional examples.
- Accidental damage includes walking down the hall with the device in the student's arms and someone bumps into the student and the laptop is dropped; student has laptop in backpack and someone grabs the backpack and tosses it down the hall.
- Negligent damage includes liquid in laptop of any amount; items placed between keyboard and cover resulting in screen breakage or hinge damage; grabbing the laptop by the screen with fingers instead of picking up laptop from the bottom near the track pad; laptops in backpacks or cases that are thrown down or sat on by the student; laptops/backpacks on floor in traffic areas resulting in being stepped on by student or others; laptops/backpacks left unsecured in areas such as lockers or cars.
- Cases, power supplies, power cords, or electrical connectors (duckheads) are **not covered** by voluntary self-insurance. Students/parents/guardians must purchase Apple brand power supplies, power cords, or duckheads from the school office or from Apple/Apple Resellers. Other brands may not be the correct wattage or manufactured properly to support the district supplied laptop voiding the voluntary self-insurance and will be considered 'missing' at hand-in. Cases must be purchased in the school office.
- Lost or stolen devices are not covered by insurance.
- Failure to return any laptop including all accessories upon leaving the district or when requested will be considered theft of public property. This will result in a charge to the student for the full replacement cost of the device.



## **Insurance Time-Frames**

### **Traditional Year Schools**

- The insurance purchasing period is from August 1st to October 1st.
- If purchased, insurance is valid for a period of 1 year from August 1st to July 31st.
- Families new to the district have 2 weeks from enrollment date (if outside of normal purchasing period) to either purchase the insurance
- If payment is not received by October 1st, it is assumed that the family does not want the insurance.

### **Year-Round Schools**

- The insurance purchasing period is from August 1st to October 1st.
- If purchased, insurance is valid for a period of 1 year from July 1st to June 30th.
- Families new to the district have 2 weeks from enrollment date (if outside of normal purchasing period) to either purchase the insurance
- If payment is not received by October 1st, it is assumed that the family does not want the insurance.

## **Insurance Process for Families**

1. During the enrollment and Skyward info update period, families will be asked if they want to purchase insurance for their students' device.
2. Families choose to opt in or out to the insurance and choose their payment method. Cash, Check, or Credit Card via Skyward.
3. During the process, families are informed on what insurance covers and costs for repairs. Families are also asked to read and sign the Student Expectations and Acceptable Use Handbook.

## **Opting Out of Insurance**

- Any family that opts out of insurance is responsible for all repair costs, including total loss of device.

# Lost/Stolen Devices

## School Process

- Students must notify the building principal or associate principal **immediately** if their device is lost or stolen. Or, if notifying a teacher, ask that the teacher notify the principal immediately.
- For stolen devices, it is highly recommended that families file a police report for the device.
- The device will be placed into lost mode. Lost mode prevents the device from being used and for iPads may provide us with it's last known location. Location data is not 100% accurate and relies on the device being powered on and connected to WiFi.

## Fees

- Lost/stolen devices are not covered under insurance.
- Charges for the lost/stolen device will be assessed in Skyward by the Tech Dept..
- The fee is the full cost of replacement for the device. Refer to the fee schedule below.

# Damaged Devices

## School Process

- Office is notified of a damaged, lost, or stolen device.
- Principal, assistant principal, or other designee speaks with the student regarding the incident.
- Building administrative assistant will create a helpdesk ticket for the repair.
- Damaged devices are labeled and sent to tech services for repair.

## Tech Dept Process

- Tech Services receives help tickets, diagnoses problems, and repairs on site if possible.
- If unable to repair in the district, the device is sent out for repairs. Repairs may take up to 5 school days to complete depending on the severity of the issue and/or availability of parts.
- Repaired device is sent back to the school admin.
- Charges are added in Skyward by the tech dept if applicable.
- Principals will receive email from tech if a repair fee is incurred.

## Fees

- If the device part has been damaged more than once and no longer covered under insurance, the fee will be assessed in Skyward
- Refer to the fee schedule below for parts cost.

## **Withdrawals**

- Tech dept receives withdrawal notification and places the device into lost mode.
- If the device is not received by tech services, lost/stolen device fee is assessed on the student's account.
- Failure to return any device upon leaving the district or when requested will be considered theft of public property.
- Schools notify the family of unreturned equipment. If unable to reach the family directly, a request should be made to the new school for assistance with device collection and/or contacting the family.

## **Communication**

- Families are automatically sent a statement for device fees at the end of each semester.
- Technology Services will communicate with the principal regarding billing.

## **Student Expectations and Acceptable Use Handbook**

- When families sign up for insurance they are prompted to review and sign the Student Expectations and Acceptable Use Handbook.
- A copy can be found through the tech support webpage on the district website.

<u><b>Ipad</b></u>		<b>2023-2024</b>
	<b>Insurance</b>	<b>\$20.00</b>
x	Full Replacement	\$300.00
x	Brick	\$19.00
x	Cable	\$10.00
x	Case	\$55.00
x	Crayon	\$50.00
x	Glass	\$90.00
x	Glass + LCD Display	\$140.00
x	LCD Display	\$120.00
x	Logic Board	\$150.00
x	Button Control Cable	\$15.00
<del>x</del>	Camera-Front	\$15.00
x	Camera-Rear	\$20.00
x	Headphone Jack	\$40.00
x	Home Button	\$40.00
x	Home Button Bracket	\$15.00
x	Microphone	\$15.00
x	Speakers L/R	\$20.00
x	Charge Port	\$70.00
x	Wifi/Bluetooth Antenna L/R	\$40.00
<u><b>LapTop</b></u>		
	<b>Insurance</b>	<b>\$30.00</b>
x	Audio DaughterBoard	\$30.00
x	Battery	\$100.00
x	Case	\$15.00
x	USB C Board	\$20.00
x	USB C charger (Brick)	\$39.00
x	USB C Charger (Cable	\$10.00
x	Duckhead	\$10.00
	Upper case w/keyboard	\$200.00
x	Bezel Logo Cover	\$14.00
x	Logic Board	\$400.00
x	Screen (Display Assembly	\$299.00
x	Full Replacement	\$800.00
x	Trackpad	\$50.00
<b>AA info for Receiving payments</b>		
Insurance Code	10 R 888 292 2215000 889 0	
Lost/Damage Code	10 R 888 297 2215000 889 0	