



# Little Chute Intermediate/Middle School



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Dear Intermediate/Middle School Parents:

**It is time to prepare for another school year and registration time is coming up.** Please read this Newsletter for important information and updates.

**Registration** will take place on **Tuesday, August 9<sup>th</sup> from 12:00-7:00 p.m. and Wednesday, August 10<sup>th</sup> from 12:00 – 5:00 p.m. in the H.S. Commons.** Please enter the commons from the high school parking lot as these doors are the only doors that will be open. To ensure that your wait time is not increased please log in to your Infinite Campus Parent portal with the information that was emailed to you and make the changes needed to your contact information and bring all forms filled out along with your receipt showing you paid online or cash payment.

**Required Forms and payments:**

- IS/MS Consent Form (on school website)
- Medical Alert List Update Request (on school website)
- IS/MS Extra-Curricular Emergency Form-this is for **ALL** students, this covers all school activities (on school website)
- Vanco receipt or cash to pay for fees (see chart below)

**Optional Forms and payments:**

- Request for Giving Medicine at School
- Consent for Self-Administration of Medication
- Free and/or reduced meals forms
- Book fee waiver form
- Network Photography Order Form
- Taher account funds (cash or Vanco)

Along with the change to Infinite Campus we will be using Vanco this summer to collect registration fees and course fees electronically. Vanco is a secure electronic payment service that gives parents the ability to pay for all school fees online, 24 hours a day, 7 days a week, from their checking account, debit card, or credit card. You will be able to set up your Vanco account from your Parent Portal Page. The district is pleased to announce that within the new payment system, all **e-check** transaction fees will be waived for the 16-17 school year. (There will still be a fee for credit/debit card transactions.)

**All forms** are online and you must download, complete and bring them with you to registration. Failure to print and complete the online forms will extend your wait time at registration. **\*NOTE:** You will receive the Census Verification Form in the mail which you will need to login to your parent portal prior to registration and make any necessary changes. All other required forms can be found on the district website under registration. **If you are on vacation during Registration days, it will be necessary for you to register after the District Registration at the individual school offices prior to the start of the school year. PLEASE do not wait until the first day of school.** Office hours after registration will be 8-3 daily until August 22, at which time they will be 7:30-4:00.

## **LCASD Registration Information and Consent Form**

### Photographing and/or Videotaping Students

You may identify your desire to not have your child photographed or videotaped. There is more detailed information on the form.

### Movie Viewing permission for PG (Gr. 5-6) or PG-13 (Gr. 7-8) Movies

Some movies that are part of our curriculum may be rated PG/PG-13. On the form please indicate if you approve or do not approve of the selection for your student's grade level.

### Web 2.0 Tools Information

One of our district goals is to "utilize technology to be quality producers who use advanced technologies to create practical, intellectual, and physical products, which reflect originality and high standards". As a part of our learning this year we will be using various online applications commonly referred to as Web 2.0 tools. These sites are used to develop collaboration, communication, and literacy skills.

**Please know that there are new tools that come about everyday so we cannot list all tools that we may use during the school year. The following is a brief list of just a few we may use throughout the school year:**

**Google Docs** – An online word document, spreadsheet, and presentation application. Students will be able to work on projects at school and at home. Students will also be able to collaborate on projects from their own home.

**Google Calendar** – An online tool that can be used to create or share important dates or events.

**Google Sites** – A website design tool.

**Gmail** – An email address that can only be used to send and receive email within our school district only.

**Freemind** - An idea mapping tool

**PollDaddy** - For setting up polls and voting on an issue

**Glogster** - This online poster creation site allows students to create unique posters with video, sound, pictures, and clip art incorporated. We use this for presentations and to showcase learning throughout the year with access being granted through individual student accounts moderated by a teacher.

**Wordle** - For generating "word clouds" from text that students provide. The clouds give greater prominence to words that appear more frequently in the source text.

**My Big Campus**- provides an engaging online environment to promote blended learning within a safe monitored platform that balances educational use of Web 2.0 with network and student safety.

**Voicethread** - This is a collaborative, multimedia slideshow that holds [images, documents, and videos](#) and allows people to navigate slides and leave [comments](#).

Some of these tools have age restrictions so we are asking all students in grades 5-8 to have parent permission to use these tools for the 2016-17 school year. While these tools can be used safely under a teacher's supervision and provide excellent support for our curriculum your permission is needed to allow your child access. Each student will be given an account and password to access these online tools. Please refer to the Student Handbook for our Internet User Policy. Students will also review this information at school, but because they will be using these tools at home, the home/school communication and collaboration is important.

**-Please check the box that you have read the internet agreement**

**-Please check if you approve or do not approve.**

**REQUIRED FEES DUE AT REGISTRATION FOR GRADE 5-6-7-8:**

**Grades 5 & 6**

Book Fee	\$35.00	
Student Agenda Fee	\$ 5.00	
<b>TOTAL REGISTRATION FEES DUE AT REGISTRATION</b>	<b>\$40.00</b>	<b>GRADE 5-6</b>

**Grades 7 & 8**

Book Fee	\$35.00	
Student Agenda Fee	\$ 5.00	
Class Dues Fee	\$15.00	
Phy Ed Fee (Golf)	\$ 5.00	
<b>TOTAL REGISTRATION FEES DUE AT REGISTRATION</b>	<b>\$60.00</b>	<b>GRADE 7-8</b>

**Book Fee Waiver or Cap Waiver-** If your child qualifies for a Waiver you are still **required** to pay the other fees that are listed above at the time of Registration. Book Waivers only waive the \$35 Book Fee.

**Taher Food Service** will be here to set up student accounts, take payments, and answer any questions you have regarding the Lunch Program.

**School Pictures** will be taken at registration. All students are required to have their picture taken on registration day for their ID card and Yearbook regardless if they are purchasing a picture packet. If your child will not be able to attend registration- \*Picture Retake Day will be Wednesday, Sept. 14 from 10:30 am-12:30 p.m. Payment for pictures requires a separate payment to Network Photography.

**Here is the link to pay online:** [Network Photography](#)

**PLEASE NOTE- Supply Lists for Gr. 5-8 are on our School Website.**

**DATES TO REMEMBER:**

August 24<sup>th</sup> Open House 4-5:30 grade 5-8  
September 1- First day of school for students  
September 5- No school  
September 14- Picture Retake day 10:30-12:30  
September 23- Yearbook Dance / 6th Grade Fallen Timbers Field trip  
October 5- Middle School Parent Teacher Conferences  
October 14- MS Band Performance at Homecoming game  
October 20 & 25- Intermediate School Parent Teacher Conferences  
October 28- No School  
November 4-End of Term  
November 22-Turkey Legs  
                    -Appleton Christmas Parade (MS Band)  
November 23-25 No School  
December 14- MS Parent Teacher Conferences  
December 19- Winter Concert  
December 22- Holiday Dinner  
December 26-30- No School  
January 2- No School  
January 9-8th Grade Shadow Day & 8th Grade Parent Preview night LCHS/LCCPA  
January 20-End of 2nd Term  
January 28- Honors Band/Choir  
February 2 & 7- IS Parent Teacher Conferences  
February 10- No School  
February 22- MS Parent Teacher Conferences  
March 1- 7 & 8 Scheduled Parent Teacher Conferences  
March 4- Solo/Ensemble  
March 21- Middle School Musical  
March 22- Middle School Musical -School performance  
March 23- Middle School Musical  
March 24- End of Term 3  
March 27-31 No School  
April 14-No School  
May 5- Band Recruitment concert for grades 5 & 6  
May 8- Spring Concert  
May 10-12- 8th Grade Camp  
May 24- Kalahari Band Festival  
May 29- No School  
June 1-8th Grade Graduation  
June 2-Last day for students grades 5-7  
June 3- Cheesefest Parade (MS Band)

**First Day of School is Tuesday, September 1<sup>st</sup>.** Enjoy the rest of your vacation!**The L.C. Intermediate/Middle School Main Entrance Doors will open at 7:15 a.m.**

## Open House

Open house will be held on WEDNESDAY, AUGUST 24<sup>th</sup> 4-5:30pm. All 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade students and their parents are highly encouraged to attend. Mrs. Van Handel and Lindsey from Taher will also be here to answer any questions you may have

**If students do not attend the Open House, they will need to wait until the first day of school to get their lock and locker.**

## SCHOOL DAY-STARTING/DISMISSAL TIMES:

Intermediate School 7:50 a.m.-3:18 p.m.

Middle School 7:50 a.m.-3:18 p.m.

**\*\*If students are in band or choir, they will start those classes at 7:30am\*\***

All students **must** be in their seats by the start of their day. The I.S./M.S. Entrance Doors will open at 7:15 a.m. and the breakfast program which begins at 7:15 a.m.. Students will wait in the Commons until the 7:40 a.m. bell, unless they have a 7:30 band or choir class Teachers will be available to help students and answer questions after school.



## **Parent Communication 2016-17**

**In the 2016-17 school year, we will not be sending Take Home Folders as we have in the past. Instead, we will be placing these forms in a folder on our LCIMS Website. You will find this information under the Parents tab on our school website. Please be sure to check the website weekly for important information. We will send an email on Tuesdays to remind parents to check the website.**

**When parents fill out registration materials, it is very important that you provide us with a current email as we use email often throughout the year to send important reminders home, the link to our newsletter, and at times information from the LCASD District Office, Mrs. Kramer, LCIMS School Nurse, or Mrs. Schmidt, LCIMS School Counselor.**

**It is important that we have current information so we can reach you in case of an emergency. Please keep us informed of any address, phone, or email changes throughout the school year.**

**LUNCH PERIOD:** LCIS/MS Lunch is a closed lunch period. This means that all students are required to remain on campus during their lunch period. If, on occasion a student would like to leave for lunch, they must bring a note from home and are only allowed to go with their parent(s) or mentor. Students are not allowed to go to lunch with other students' parents or mentors.

Lunch Times:

**5th Grade:** 10:45-11:30 (Lunch & Rec.)

**6th Grade:** 10:50-11:30 (Lunch & Rec.)

**7th Grade:** 11:28-12:00 (Lunch & Rec)

**8th Grade:** 11:28-12:00 (Lunch & Rec.)

**BREAKFAST PROGRAM:** LCIS/MS students have an opportunity to eat breakfast at school each morning. Lindsey from TAHER will be at the Open House to answer any questions you have regarding the breakfast or the lunch program. The doors to LCIS/MS open daily at 7:15 a.m. and breakfast is served until 7:40 a.m. (On Early Release days, breakfast is still offered).

### **\*CAMPUS MESSENGER - AUTOMATED CALLING SYSTEM:**

**Again,** we will be using an automated calling system to inform parents of important upcoming dates and events. Make sure to check all information on your Enrollment Form before turning it in to make sure all numbers are correct and that you have an email address listed. It is **very important** that we have current phone numbers and e-mail addresses to use this system effectively so we would appreciate if you could keep the school informed of any changes with phone numbers or e-mail addresses throughout the school year. Also, if the contact information for the emergency contact changes for your child during the school year, please let the school know of that change as well.

### **IMPORTANT INFORMATION ABOUT THE FIRST DAY OF SCHOOL**

When students arrive on the first day, all will report to the commons. There will be many staff members available to help students find their way. Students in grade 5 and 6 will stay in the commons and their teachers will come to the commons to get them. Gr. 7-8 will remain in the commons when the first bell rings and will then go to the auditorium for further directions and to pick up their new schedule.

**STUDENTS WILL NOT GO TO BAND OR CHOIR ON THE FIRST DAY.**

**DRESS FOR SUCCESS:** We have a dress code at LCIS/LCMS. The things to remember as you go back to school shopping for clothes are:

**-NO tank tops of any type or style; No backless/strapless or spaghetti strap garments. Shoulders must be covered.**

-NO clothing that advertise or promote tobacco products, alcohol, or other drugs by name or logo. No messages or symbols that include profanity, weapons, violent or sexual language/actions or considered to be offensive.

-NO attire with a gang related purpose is allowed. No Chain links and spiked collars.

-NO see-through clothing, pajama clothing, or swim attire.

-Cleavage exposure must be minimal, if at all. No exposed underwear or worn as outerwear.

-Shorts, skirts, and dresses must be at least as long as the student's thumb tips when held straight down against the thigh.

-NO house-slipper style/type footwear.

-NO Backpacks or string bags in classrooms.

-NO headgear, jackets, coats and gloves worn inside school. Hoods must be DOWN.

The administration reserves the right to determine what is acceptable in all circumstances.

\*See Handbook for complete Dress Code.

**BICYCLE/SKATEBOARD SAFETY:** Riding bikes or skateboards in the parking lot is not allowed at any time. Students are to walk their bikes and pick up their skateboards once they enter the school parking lot. Students are required to park their bikes in the racks provided once they arrive at school and make sure they are locked up to ensure the bikes are safe from theft and vandalism. The school is not responsible for stolen bikes. Skateboards are to be stored in the students' locker during the school day. If a student violates the bicycle/skateboard safety rules, they will lose their privilege of bringing their bike/skateboard to school.

### **EXCEPTION TO PUPIL RECORDS CONFIDENTIALITY LAW: CHAPTER 272**

State law provides that directory data may be disclosed to any person as amended in the pupil records statute. "Directory Data" means those pupils records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attend by the pupil.

Directory data may be disclosed to any person if the school has given public notice of the categories of information which it has designed as directory data with respect to each pupil and has allowed reasonable time thereafter for the parent or guardian of the pupil to inform the school that all or any part of the directory data may not be released without prior consent of the parent or guardian. If, for any reason, you do not wish to have directory data released to specific organizations, please call the Middle School Office at 788-7607 by September 9, 2016.

**REMINDER-** Students will not be allowed to share lockers with another student and must stay in the locker that is assigned to them. Please do NOT share lock combination with anyone else for safety purposes.

### **STUDENT COMPUTER FILES STORAGE AND TRANSPORT**

This is a reminder that all students need a flash drive that will plug into a USB port for saving their computer files. The flash drive does not need to be large or expensive and should be labeled with a name. Students should compare the software on their home computers and learn how to save their files in a format that will open on school computers. If possible, home text files should be saved as a .doc or .rtf.

## **ATHLETIC INFORMATION**

### **DATES TO REMEMBER:**

- Aug. 15 M Middle School **Volleyball** Parent/Athlete/Coaches Mtg. at 5:30 p.m. in the MS Gym
- Aug. 15 M Middle School **Cross Country** Parent/Athlete/Coaches Mtg. at 6:00 p.m. MS LMC
- Aug. 22 M Middle School Volleyball/Cross Country Practice Begins

### **MS Cross Country Information**

The Little Chute Middle School Cross Country team will begin practice on **August 22, 2016**, and will conduct practice every day (excluding days of meets). Practice will generally last 1.5 hours, with days before meets being generally shorter practices. In the event that your son/daughter will be absent from practice, it is important that your son/daughter communicates any pertinent information to the coaching staff as soon as possible. Practice will be 4:00-5:30pm on Aug 22-25.

Greg Verhagen, one of our IS teachers, will be the head coach this year. To introduce him and give parents and runners more information regarding daily schedules, expectations and to answer any questions, there will be a Little Chute Mustang Middle School *Cross Country Informational meeting held on **Monday, August 15, 2016, at 6:00 p.m.*** in MS LMC. All young men and women who think they would like to be on the Little Chute Mustang Cross Country team or are merely considering the idea of joining our team to attend this meeting. There will be a sign up and tentative schedule available at registration.

### **MS Volleyball Information**

Practice will begin on **August 22<sup>nd</sup>** by grade level and continue daily until school starts. Practice for 8<sup>th</sup> grade will be 3:45-5:15 and 7<sup>th</sup> grade will be 5:15-6:45 on Aug 22-25. Lahnne Zwiers will be the 7<sup>th</sup> grade coach and Sara VanRossum will return to coach the 8<sup>th</sup> grade. There will be a Parent/Athlete/Coaches meeting **Monday, August 15, 2016 at 5:30 p.m.** in the Middle School Gym for all volleyball players and parents who plan to participate. Sign up will be available at registration.

**Attention 7<sup>th</sup> and 8<sup>th</sup> Grade Athletes:** Reminder For Physicals: All athletes are required to have a Physical Card or an Alternate Year Card on file before they can begin



practices for any sport. If you are not sure if your child has a Physical Card or Alternate Year Card on file, you need to check with Cindy Schlimm (cschlimm@littlechute.k12.wi.us) or Adam Gloudemans (adgloudemans@littlechute.k12.wi.us) in the LCHS Office via email or phone, 788-7600.

### **MIDDLE SCHOOL EXTRA-CURRICULAR CODE**

The mission of Little Chute Middle School Extra-Curricular programs is to provide an enjoyable educational experience based upon the developmental characteristics and needs of the young adolescent. The development of an adolescent's self-esteem, citizenship, responsibility, and skills in cooperation and leadership are positive outcomes of our co-curricular programs. They are also an essential part of the total education process and an excellent opportunity for the home, school, and community to come together.

**Extra-Curricular Activities** at the Middle School include Athletics, Student Council, Drama, Musical, Newspaper, Yearbook, Ski Club, Builder's Club, Youth Lead, Forensics, Solo-Ensemble, and Destination Imagination. Those activities which involve performances or competitions require that students be academically eligible to participate and will use the following guidelines:

#### **Athletic Activities at the Middle School:**

*Upon receiving a **failing grade in one class** at the end of a term, the student will not be allowed to compete for 10% of the season. (Tournaments count as 1 date per tournament day). They must attend all practices and competitions, assuming there is no early release from school. At the end of the suspension period, the student is expected to obtain an eligibility form from the MS office, and have all teachers sign it indicating that the student is passing ALL classes. If passing all classes at that time, the student can compete. However, if after 10% of the season, the student is still not passing, they will be allowed 10 calendar days to be passing all classes to reenter competition. If a student is failing any classes after those 10 days, the student will be removed from the activity for the rest of the season and will not be allowed to attend practices. **\*\*\*Grades will be monitored after the suspension period and at the discretion of the principal, the student may be pulled from competition if grades are not acceptable\*\*\****

*Upon receiving a **failing grade in two classes** at the end of a term, the student will not be allowed to compete for 25% of the season. (Tournaments count as 1 date per tournament day) They must attend all practices and competitions, assuming there is no early release from school. At the end of the suspension period, the student is expected to obtain an eligibility form from the MS office, and have all teachers sign it indicating that the student is passing ALL classes. If passing all classes at that time, the student can compete. However, if after 25% of the season, the student is still not passing, they will be allowed 5 calendar days to be passing all classes to reenter competition. If a student is failing any classes after those 10 days, the student will be removed from the activity for the rest of the season and will not be allowed to attend practices. **\*\*\*Grades***

***will be monitored after the suspension period and at the discretion of the principal, the student may be pulled from competition if grades are not acceptable\*\*\****

*If a student has **more than two failing grades** at the end of a term, the student will not be allowed to compete in any competitive activities for the following term. Therefore, if a student is involved in more than one Extra-Curricular activity and is failing a class or classes, it may result in suspension from multiple activities.*

**4<sup>th</sup> Term Grades will carry over to 1<sup>st</sup> Term of the following year for 7<sup>th</sup>, 8<sup>th</sup> and also 9<sup>th</sup> Grade at LCHS. \*However successful completion of a comparable summer school class will regain eligibility for students.**

**For Middle School Athletic and Non-Athletic Activities:**

Students are expected to be in attendance at school for all PM classes of a school day to participate in any after school Extra-Curricular activity. If a student is absent due to an appointment, they will be allowed to participate after school. All decisions regarding participation will be at the discretion of the principal.

Students in Extra-Curricular activities are expected to follow the school rules throughout the school day. If a student is removed from class for inappropriate behavior, it will be the principal's decision if that student participates in Extra-Curricular activities held on that day. Repeated violations of school rules or discipline referrals may also result in suspension from co-curricular activities.

Students in Extra-Curricular activities are to refrain from using, possessing, or being under the influence of any controlled substance, including tobacco, intoxicants (including non-alcoholic beer or wine), or mood altering substances (not to include drugs prescribed for you by a person licensed to do so). A student may not be in attendance at a party/place where the above behavior is occurring and must leave as soon as it is reasonable to do so. Students accompanied by a parent are exempted in these situations.

The following will occur with ATODA infractions:

First Offense- 25% of season suspension with carry over.

Second Offense- Required meeting with the Student, Parent(s), Principal, Athletic Director, Coach, Guidance Counselor, PSLO to explore best helpful options. 50% of season suspension with carry over.

Third Offense - Required meeting with the Student, Parent(s), Principal, Athletic Director, Coach, Guidance Counselor, PSLO. Suspension consequences will be determined at this meeting.

**ATODA infractions which occur after 8<sup>th</sup> Grade Graduation will be disciplined under the High School Extra-Curricular Code.**

***Tournaments are to be considered as 1 date per tournament day towards the total games of a season.***

**Special Notes:**

Once a suspension has been served any additional loss of playing time is at the coach's/advisor's discretion. Generally, once a penalty has been served, there should be no more consequences, but there are cases where additional loss of participation time may occur.

In the cases of participation in Extra-Curricular/School Activities where there are limited number of actual contests, performances or events, suspension from a percentage involvement may be impractical. In cases where disciplinary situations arise, the

coach/advisor will confer with the Activity Director/Principal to determine appropriate action. Each advisor and coach will monitor his/her respective group to uphold and maintain reasonable academic and behavioral expectations.

**Student Handbook Information**

Make sure to take time to read your child's Handbook for more information on school policies etc. The Intermediate and Middle School Handbooks are on line on the MS Website.