



Little Chute Intermediate/Middle School



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Lori VanHandel-Principal

Anna Maass-Associate Principal

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 8th from 12:00-7:00 p.m. and Wednesday, August 9th 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 and go to the online registration section to update all information. Bring any forms filled out along with your receipt showing you paid online or cash payment. All students in grades 5-8 are required to have the Emergency Form and those that need to take medicine during the school day will need those forms as well. **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.

Required Forms and payments:

Emergency Form (grades 5-12)

Optional Forms and payments:

Request for Giving Medicine at School

Consent for Self-Administration of Medication

Free and/or reduced meals forms

LifeTouch order form (also online payments available)

Taher account funds (cash or online)

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 (There will be a \$2.00 fee for online transactions.)

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 20, and 7:30-4:00 after August 20.



1:1 TECHNOLOGY

All students in grades 7-12 will have a Chromebook assigned to them.

Students must use the device that is assigned to them and should not bring their own device. There is a fee for the warranty on the Chromebooks that will be assessed to each student's account in the amount of \$30. Informational

meetings will be held from 5-6pm on Aug 8 and 9 for parents in the LCASD Auditorium. This will be an informal meeting for parents to get more information on the expectations of students and to be able to ask questions.

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.

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

Grades 5 & 6

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

Grades 7 & 8

Book Fee	\$35.00	
Class Dues Fee	\$15.00	
Phy Ed Fee (Golf)	\$ 5.00	
Chromebook Insurance Fee	<u>\$30.00</u>	
TOTAL REGISTRATION FEES DUE AT REGISTRATION	\$85.00	GRADE 7-8

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 Sept. 19 from 7:45-10 a.m.** Payment for pictures requires a separate payment to LifeTouch Photography. You can find the link to pay online or print the order form on our website with our registration information.

LCIMS yearbook information will be released at a later date. Please watch the Tuesday folder on our website weekly for more information as it becomes available.

PLEASE NOTE- Supply Lists for Gr. 5-8 are on our School Website. Click [HERE](#) to be taken directly to the page

1st SEMESTER DATES TO REMEMBER:

- Aug 7-11 Middle School Band Camp (see email from Ms. Beck for times)
- Aug 8- Registration 12-7pm
- Aug 8-Parent Informational Meeting regarding Chromebooks and 1 to 1 technology
5:00 Auditorium
- Aug 9- Registration 12-5pm
- Aug 9- Parent Informational Meeting regarding Chromebooks and 1 to 1 technology
5:00 Auditorium
- Aug 14- Mandatory Parent/Athlete Meeting for Volleyball and Cross Country 5:00pm MS Gym
- Aug 14-18- Beginning Band Camp (see email from Ms. Beck for times)
- Aug 21- Volleyball practice begins for grades 7 and 8
- Aug 23- Cross Country practice begins
- Aug 24- Fall sports pictures
- August 30th Open House 4-5:30 grade 5-8
- Sept 5-First day of school for students
- Sept 19- Middle School Picture Retake day

Sept 27- Middle School Parent Teacher Conferences 4-7:30pm
Oct 6- Mustang Day (Homecoming game for HS)
Oct 13- MS Band Performance at HS Football game
Oct 19 & 24- Intermediate School Parent Teacher Conferences
Oct 23-26- Red Ribbon Week
Oct 27- No School
Oct 31- 6th Grade to Fallen Timbers
Nov 3-End of Term
Nov 21- Appleton Christmas parade (MS Band)
Nov 21- Turkey Legs
Nov 22-24 No School
Nov 27- Little Chute Christmas Parade (MS Band)
Dec 11- Band and Choir Concerts
Dec 13- MS Parent Teacher Conferences 4-7:30
Dec 25-Jan 3- No School
January 8-8th Grade Shadow Day & 8th Grade Parent Preview night LCHS/LCCPA
Jan 8- Musical Auditions 3:30-5:30
Jan 9- Musical Auditions 3:30-5:30
Jan 12- Ski Club Trip
January 19-End of 2nd Term
Jan 19- Ski Club Trip

First Day of School is Tuesday, September 5th. Enjoy the rest of your vacation!
Remember- The Intermediate/Middle School Main Entrance Doors will open at 7:15 a.m.

Open House

Open house will be held on WEDNESDAY, AUGUST 30 4:00-5:30pm. All 5th-8th Grade students and their parents are highly encouraged to attend. Students will receive their locker and lock that night so they can bring all of their school supplies that night to put into their lockers.

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

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, those classes start at 7:30am****

All students **must** be in their seats by the start of their day. The LCIMS Entrance Doors will open at 7:15 a.m. and the breakfast program also 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 2017-18

In the 2017-18 school year, parent communication will be done through Campus Messenger to your email address. We will be placing Tuesday Folder items on our LCIMS Website in the Parents Tab. Please be sure to check the website weekly for important information.

When parents go through online registration materials, it is very important that you provide us with a current email as we use email as our main form of communication with parents.

It is important that we have current information so we can reach you in case of an emergency. Log in to your parent portal to keep us informed of any address, phone, or email changes throughout the school year. Also, make sure you have an emergency contact listed for each student that is someone other than a parent or guardian.

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). Students are not allowed to go to lunch with other students' parents.

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.)

**These times will be different on early release days.

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

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 15, 2017.

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 online on the MS [Website](#). Grades 5 and 6 can also find a copy of the handbook in their student's agenda.

ATHLETIC INFORMATION

DATES TO REMEMBER:

Aug 14 Mandatory parent/athlete meeting 5:00 MS gym
Aug. 21 Volleyball Practice Begins (sign up at registration)
Aug. 23 Cross Country Practice Begins (sign up at registration) 5:00pm

MS Cross Country Information

The Little Chute Middle School Cross Country team will begin practice on **August 23, 2017**, 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 at 5:00 the first week.

During the school year, practice will be right after school.

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 **August 14, 2016, at 5:00 p.m. in MS GYM.*** 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 should attend this meeting. There will be a sign up available at registration.

MS Volleyball Information

Practice will begin on **August 21**-by grade level and continue daily until school starts. Practice will be 3:45-5:15 the first week. Sara VanRossum will be the 7th grade coach and Abby Daley will coach the 8th grade. There will be a Parent/Athlete/Coaches meeting **August 14, 2017 at 5:00 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 7th and 8th 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

Laurie Gulbranson (lgulbranson@littlechute.k12.wi.us) or

Kelly Wallace (kwallace@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.*

4th Term Grades will carry over to 1st Term of the following year for 7th, 8th and also 9th 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 8th 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.

LCASD Student Medication Policy (see the LCASD website for full policy)

No school personnel, other than a health care professional, shall be involuntarily required to administer any medication to a student by any means other than ingestion. Authorized school personnel who voluntarily agree to administer a prescription drug or nonprescription drug product that must be injected into a student, inhaled by a student, rectally administered to a student, or administered into a nasogastric, gastrostomy or jejunostomy tube shall complete Department of Public Instruction-approved training before administering medication to a student through such means.

Students may possess (carry) and use an inhaler or epinephrine auto-injector (e.g., EpiPen®) after submitting written approval to do so from the student's physician and, if the student is under 18, his/her parent or guardian.

Responsible students, as determined by the agreement of the parent or guardian and building principal and in consultation with a nurse serving the school as needed, may be permitted to possess and self-administer medications other than asthma inhalers and epinephrine auto-injectors without first obtaining written practitioner approval for such self-administration.

No District policy or procedure shall be interpreted to limit or detract from the immunities and other limitations on liability available under the law to nurses and other persons who engage in or assist with the administration of medication to students.