

LAKEVIEW MIDDLE SCHOOL

Mr. Todd Braddock
Principal

WARSAW COMMUNITY SCHOOLS

Mrs. Michele White
Assistant Principal

August 2022

Dear Lakeview Families and Students,

I would like to personally welcome all students and their families to Lakeview Middle School. Our team here at LMS is excited to begin this school year with each and every one of you. As we look to begin this exciting journey together, my hope is that your student will have a positive experience while at our school. We strive to do incredible things for our students on a daily basis here at Lakeview. This starts with a collective team centered approach focused on doing whatever it takes for our students to learn at high levels.

We are excited to welcome several new staff members to Team Lakeview this year. Ellie Harlan will be joining our Social Studies Team. She will be working with Mr. Murphy and our 7th grade students. Mr. Patterson will be joining our science team and he will be teaching both seventh and eighth grade science. Kaylee Gonzalez and Faith Doyle will be our newest additions to the Special Education Department. Roman Martinez will be teaching eighth grade ELA and Writing. We have two familiar faces in the corporation moving up to teach at the middle school level in Gary Hawblitzel and Kent Phelps. Mr. Hawblitzel previously taught at Washington STEM Academy and will be teaching business courses this year. Mr. Phelps previously taught at Lincoln Elementary and will be teaching 7th grade Physical Education and Health.

Lakeview has three essential expectations —*Be Respectful*, *Be Responsible*, and *Be Safe*. The following four items fall under one or more of these expectations: attendance, cell phone, dress policy, and ID badges. Attached are the procedures for each of these items. Please review these with your student so all are aware of the expectations before the school year begins. We also have new school wide procedures on homework, late work, missing work, and a new grading percentage configuration. Our hope is that these new school wide procedures will help create consistency and continuity amongst our staff which in turn will help our students be more successful.

We will be hosting a question and answer session with the Lakeview Middle School Administrative team on Thursday, August 4th from 6:00 p.m.-6:30 p.m. in the Lakeview Auditorium. Information about this event and our open houses can be found on our school website. As of right now, we will also host a Back to School Night on Tuesday, August 16th from 6:00 p.m.-7:00 p.m. Please consider attending this event as it will give you an opportunity to meet your student's classroom teachers for this school year.

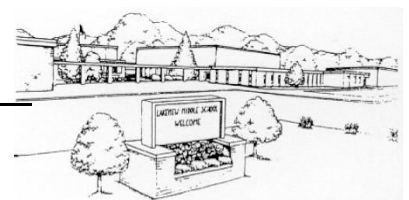
We look forward to building and strengthening relationships with both students and parents. We invite students and parents to contact us if you have a question or concern. Open communication is crucial to the success of our students and school. We are **TEAM LAKEVIEW!**

Sincerely

Todd Braddock, Principal

Michele White, Assistant Principal/Athletic Director

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ATTENDANCE

Students who attend school consistently and are on time, develop better socially, establish better communications with their teachers, acquire important lifetime habits such as dependability, self-sufficiency, and responsibility and have more success academically. The chart below shows the impact of missing a few minutes to a few days a week on a student's education.

One or two days a week does not seem like much but . . .

If your student misses . . .	That equals . . .	Which is . . .	And over 13 years of schooling that's . . .
1 day every 2 weeks	18 days per year	3 ½ weeks per year	About 1 ¼ years of school
1 day per week	36 days per year	7 weeks per year	Over 2 ½ years of school
2 days per week	72 days per year	About 14 ½ weeks per year	About 5 ¼ years of school

How about 10 minutes late a day?

He/she is only missing . . .	That equals . . .	Which is . . .	And over 13 years of schooling that's . . .
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ year of schooling
20 minutes per day	1 hour, 40 minutes per week	Over 2 ½ weeks per year	Nearly 1 year of schooling

On Monday, school starts at 8:35 a.m. On Tuesday, Wednesday, Thursday and Friday, school starts at 7:45 a.m. Students are expected to be at school every day. Students are also expected to be on time to school **AND** classes. If your student will not be at school, please call 574-269-7211 before 8:15 a.m. to notify us why he/she will not be at school that day.

School Arrival

On Monday, school doors will open at 8:20 a.m. On Tuesday, Wednesday, Thursday and Friday, school doors will be open to students at 7:25 a.m. It is strongly recommended that the student regulate his/her time so that he/she does not arrive before this time. Students arriving by automobile should follow the appropriate traffic patterns and use the designated drop-off and pick-up sites for their school. Once students have entered school grounds, they are not permitted to leave until the end of the school day unless a parent/guardian picks the student checks them out through the office.

Leaving School Early

If a student is to leave the building during school hours, he/she must:

- Bring a written note signed by parents explaining the reason for leaving.
- Get permission from the main office before school to receive a checkout pass for the appropriate time.
- Sign out in the main office using the Raptor system.
- If a student returns to the building, they will need to sign in using the Raptor system.
- Bring back a doctor's slip, if applicable, stating an office visit was made.

School Dismissal

Students are to leave the school building in an orderly and safe manner. Students are not to be in their assigned building or on grounds, or any other school building or grounds, after school unless under supervision of an adult sponsor. Dismissal time will be 2:55 p.m.

BREAKFAST

All Lakeview students receives a free breakfast. If a student chooses to get a breakfast, they will get in line when they enter the building. Once they have received their breakfast, they will immediately report to their first class of the day. This is the same policy as last year. Students **WILL NOT** eat breakfast in the cafeteria.

Students that do not choose to get a breakfast should report directly to their first class of the day. Responsible students report immediately to their first class of the day.

CELL PHONE PROCEDURES FOR WCS MIDDLE SCHOOLS (IMPORTANT)

Students may have their cell phone with them but should turn it off and put it away once they enter the building. They may begin using it again once the bell rings to conclude the school day. Any phone that is being used during the school day will be confiscated and turned in to the office. The student may pick their phone up in the office after the bell rings to conclude the school day. Students violating this policy will be subject to disciplinary action.

The loss or theft of cell phone or other personal electronic device will not result in an investigation by school administration.

DRESS POLICY

Neat and well-dressed students contribute greatly to the image that a school presents to the public. Students who recognize their responsibility to this situation will lend their cooperation and support to projecting an acceptable image of themselves, to each other and to the community.

All students shall be groomed and dressed in a safe, clean, and non-disruptive manner while attending school or school-sponsored activities. A student's dress or appearance shall not present a danger to the student's own health and/or safety or to that of others. The wearing of shoes at all times is considered appropriate in accomplishing this objective. Dress, wearing apparel, and accessories shall not interfere with classroom procedures or be disruptive to the orderly routine of the school program. The school assumes that parents will accept responsibility for having their students appear in an acceptable manner that will contribute to a desirable school image.

Examples of improper attire or appearance that are not acceptable for school or school-sponsored events:

1. Articles of clothing or jewelry that bears the name of, advertises, or advocates the use of any tobacco or alcohol product or any other drug.
2. Articles of clothing which have objectionable words or illustrations.
3. Articles of clothing that gather undue attention, or are disruptive in any way to the educational process.

These include

- a. Low-cut tops which are too revealing.
- b. Clothing that exposes the torso or belly.
- c. See-through fabrics.

- d. Shorts, skirts and dresses that **do not extend past** the student's fingertips. A "walking test" may also be used to determine appropriateness.
 - e. Athletic shorts that are shorter than fingertip length and pajama pants.
 - f. Leggings are permitted with tunic-type/longer shirts.
 - g. Clothing worn at an inappropriate waist level. Students will be required to wear their pants pulled up appropriately.
 - h. Tops with cuts, holes, or tears anywhere on them; bottoms with cuts, holes, or tears that are above fingertip length.
 - i. Dresses or tops with thin straps (examples include tank tops). Straps must be **at least 2 inches wide on shoulders**. A good way to measure straps is to use the Student ID or a debit/credit card. Straps must be wider than the short side of the ID or debit/credit card.
 - j. Clothing that makes undergarments visible.
- 4. Footwear that does not cover and protect the bottom of the foot or that becomes easily detached from the foot during normal school activities.
 - 5. Hats, coats, and jackets designed as outerwear worn inside the building during the course of the school day.
 - 6. Dress, grooming, and/or apparel that leads school officials to reasonably believe the student is involved in, associated with, or displaying for the purposes of membership, the symbols, or trademarks of a gang or other groups which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment or the educational process.
 - 7. Extreme hairstyles or colors that cause disruption to the educational process.
 - 8. Jewelry that draws undue attention or that could produce injury to others or oneself.
 - 9. Dark or colored glasses as well as sunglasses should be worn outside, unless prescribed by a physician or optometrist.

The administration reserves the right to initiate disciplinary action when in its opinion the Student's dress or appearance is responsible for a disturbance, is leading to disruption, or represents a hazard to health or safety.

ID BADGES

All Lakeview students will be issued ID badges. Students are not to deface the card. Unusable cards need to be replaced at the Student's expense immediately. The identification badge is to be attached to the school-issued lanyard to be worn around the student's neck at all times. *Students are expected to wear their ID badges every day.* ID badges will also be used in the library for checking out materials. ID badges give students certain perks including buying "extra's" or a la-carte items at lunch and eating outside in the courtyard.

New for the 2022-23 School Year:

In an effort to promote continuity, consistency, and uniformity at Lakeview Middle School amongst all our diverse course offerings, new procedures will be put in place in regards to grading, missing work, late work, and homework for the 2022-23 school year. These procedures have been put in place ultimately to benefit our student body. Exceptions may apply to courses that are required for high school credit.

GRADING PERCENTAGE BREAKDOWN PROCEDURES

The grading procedures at Lakeview Middle School will be based on a weighted model where assessments, projects, and major writing assignments will make up 75% of the students' final grade per quarter. A minimum of three assessment grades will be entered by the teacher per nine weeks. Teachers will have the autonomy to decide which assignments figure into the "assessment" category and will focus on student mastery of the essential grade level academic standards. At a minimum, teachers must allow one retake per assessment grade entry. Homework and classwork will be worth 25% of students' final grade per quarter. More information about classwork and homework procedures will be found in the section below.

LATEWORK, MISSING WORK, AND GRADE SUBMISSION PROCEDURES

All homework and classwork are due within five school days of the due date assigned. All homework/classwork that is turned in late will be subject to a 10% grade deduction. After that, assignments will be marked as a zero in Power School. Teachers will be required to enter at least one grade per week into Power School and will be encouraged to grade assignments in a timely manner. (If at all possible within a week time frame.)

Again, these important procedural changes are an attempt to better serve our student body. We want students' final grades to be representative of mastering essential grade level standards.

