



Student Handbook  
2024-2025

# Lemonweir Academy Charter School Team

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Governance Council meetings are held the third Wednesday of the month at 6:00 p.m. in  
Lemonweir Academy..

School Address: 510 Grayside Avenue, Mauston, WI 53948 Phone: (608) 847-5616 (ex.2261 and 2262)

<https://www.maustonschools.org>

# **Lemonweir Academy Charter School:**

## *STEAM - Science, Technology, Engineering, Agriculture, Math*

Vision: Graduation is the beginning. Students will graduate with the experiences, skills and certifications needed to seamlessly transition to sustainable careers, college or military service. We want to eliminate that next big step that students face at graduation...and get them well on their way to success.

Mission: The mission of Lemonweir Academy is to teach students through hands-on learning experience that value the non-traditional strengths students bring to the classroom and allow students to experience success that they haven't found in the traditional school setting through a Place-Based STEAM curriculum.

### INTRODUCTION

Lemonweir Academy Charter School endeavors to provide a positive learning environment for all students. The Lemonweir Academy student handbook is the guideline for proper behavior and conduct. The Lemonweir Academy Governance Council and the Mauston School Board of Education approve this handbook.

The various sections of this handbook will comply with local, state, and federal laws. Reviewing of Document done on a yearly basis and updated if needed.

### ATTENDANCE PROCEDURE

When a student must be absent for illness or any other reason, parents are to contact the school at (608) 847-5616 ext 2261 or by email. If a student is absent, and a phone call or email is not made to the school, then a written and signed note from a parent/guardian excusing the student is required. Upon pick-up all students are required to have a parent/guardian come to the door in accordance with safety protocol.

Lemonweir Academy adheres to the School District of Mauston (SDM) policy on attendance, which requires students to attend all assigned classes on time every day that school is in session.

Wisconsin state law allows parents and guardians to excuse their student from school for up to 10 days each school year. After that period the school may request documentation from an official (such as a medical provider) excusing the absence.

Excused absences are allowed for reasons such as: being ill, quarantined, having medical appointments, death in the immediate family, religious holidays, court appearances, or other special circumstances that are approved by the Lemonweir Academy administrator or his/her designee.

Excessive absences, both excused and not excused, can lead to trancy and/or habitual truancy referrals made to the Department of Human Services and Mauston Police Department. Refer to the SDM Policy Manual for details about excused or unexcused absences, tardiness, and truancy.

### HABITUAL TRUANT

A student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester is considered habitually truant. If a student misses part or all of five (5) or more days without an acceptable excuse in a school semester, a truancy referral may be made by the school against the student under §118.16(5) to the Department of Human Services or municipal court. A meeting with the Principal and School Resource Officer will be required.

### Excessive Excused Absenteeism

Regular attendance contributes to academic success. The guidelines listed below are used to communicate with parents and students in an effort to avoid excessive absenteeism.

1. When a student reaches 5 Days an automated first attendance notice is generated. A meeting with the student may be held.
2. When a student reaches 10 Days, an automated second attendance notice is generated.
  - a. If the student is present, the principal will meet with the student to:
    - i. Review the student's current attendance/credits
    - ii. Review Board of Education policies
3. When a student reaches 20 Days, an automated letter requiring a professional excuse is generated.
  - a. If the student is present, the principal will meet with the student and/or parent/guardian to:
    - i. Review the student's current attendance/grades
    - ii. Review Board of Education policies
    - iii. Possible referral for truancy

### Senior Attendance

High School Graduation Exercises (Commencement), Seniors must attend school at least 90% of the school days/class periods in both the first and second semesters of their senior year. Students on a reduced school day are required to be in attendance 90% of their scheduled class periods. The attendance rate will be calculated based on the number of blocks/periods the student is scheduled for each day (blocks/periods scheduled x number of days in semester x .90 = the minimum number of days a student must attend to be eligible to participate in the graduation ceremony). The following absences are not included toward the 90% attendance:

- Family emergencies communicated to a school administrator
- School Activities
- Absences excused via professional note
- Pre-approved and documented post-secondary visits
- Pre-approved family trips that cannot be scheduled at any other time

- Funerals
- Other circumstances with the approval of high school administration.

Should a senior student exceed the total number of allowable absences, a letter and phone call from the Principal will be sent home stating that the student is now ineligible to participate in the graduation ceremony. If a student becomes ineligible for the graduation ceremony, the parent and/or student may request a meeting with the Lemonweir administration for the purpose of creating a plan detailing how the student may earn back the privilege of participation in the graduation ceremony.

This policy is in place for all seniors, including those who have reached the age of 18. It will not prevent students from receiving their diploma if they have met the credit requirements.

### Audio/Video Monitoring

Students are reminded that while on school district grounds, or on school buses, that they are subject to audio and video recording in hallways, parking lots, and other common areas.

### Closed Campus

All students (6-12) have a closed campus, meaning they are required to remain in the building for the duration of the school day. Lunch is available in the cafeteria or students may bring their own lunches. Students who leave campus at any time during the school day without permission will be subject to disciplinary consequences to be determined by the administration and may include a referral for truancy.

### Dress Code

The School District of Mauston believes that the student dress codes should support equitable educational access and should not reinforce gender stereotypes. Student dress codes and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, gender identity, gender expression, ethnicity, religion, sexual orientation, household income, or cultural observance. Below is the dress code as specified in the School Responsibilities Handbook.

1. As a basic principle, certain body parts must be covered for all students at all times. Clothes must be worn in a way that genitals, buttocks, midriffs, and breasts are fully covered with opaque (neither transparent or translucent) fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.
2. Students must wear, while following the basic principle:
  - a. A shirt, AND
  - b. Bottom: Pants/Sweatpants/Shorts/Skirt/Dress/Leggings, AND
  - c. Shoes. There may be specific requirements due to student safety regarding appropriate footwear in certain classroom settings.
3. Students may wear, as long as these items do not violate the basic principle:
  - a. Religious headwear
  - b. Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”

- c. Athletic attire
4. Students cannot wear:
  - a. Hats
  - b. Hoods
  - c. Items with violent language or images (e.g. weapons)
  - d. Images or language depicting drugs or alcohol (or any illegal item or activity)
  - e. Hate speech, profanity, pornography
  - f. Images of language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
  - g. Swimsuits (except as required in class or athletic practice)
  - h. Accessories that could be considered dangerous or could be used as a Weapon
  - i. Any item that obscures the face or ears (except as a religious observance or for health precautions)
  - j. Visible underwear (visible waistbands or straps on undergarments worn under clothing are not a violation)
  - k. Attire with a gang-related association
  - l. Tank tops, including spaghetti straps, halter tops, tops with no straps
  - m. Winter coats when indoors (coats must be stored in lockers during the school day)
  - n. Blankets

Body markings or tattoos that do not meet the above standards must be fully covered. The wearing of outer garments and headwear will be permitted in school vehicles and at school activities when appropriate. Please see Mauston School Board Policy 5511 for the Dress and Grooming Policy.

#### Electronic Devices

All cell phones will be collected upon the start of the school day. We feel that in order to truly focus and be present, our students need to not be distracted by their devices. Earbuds, and other electronic devices are to be put away out of sight and turned off during the school day. Students may use their cell phone before school, after school, and during lunch.

- The use of cell phones or electronic devices to take photographs or to receive or transport video images is prohibited at all times in locker rooms, restrooms and other similar private areas that have an expectation of privacy.
- Students who use an electronic device in violation of this policy shall be subject to disciplinary action in accordance with established district and school policies.

Staff and administration reserve the right to request a student's cell phone or electronic devices at any time during a class or homeroom/enrichment period. Failure to turn an electronic device over when requested will result in disciplinary action in accordance with established district and school procedures.

The following steps will be followed for violations of the electronic device policy.

1. If a teacher asks a student for his/her electronic device and the student complies, the teacher will lock up the phone, and the student may pick it up at the end of the school day (first offense). A referral will be entered into Skyward.
2. If the student fails to turn the electronic device over to the teacher, the teacher will contact administration who will report to the room and ask for the device.
  - a. If the electronic device is turned over to the administrator, the student may return to the class, but the device will be held in the administrator's office until the end of the school day and the student will be issued a referral.
  - b. If the student fails to turn the electronic device over to the administrator, the student will be removed from the class.
    - i. If the student turns the electronic device over to the administrator after leaving the room, the student will report to ISS. The electronic device will remain in the office until the end of the school day. The parent will be required to pick it up.
    - ii. If the student fails to turn the electronic device over to the administrator after being removed from the class, the student will be sent home (Out of School Suspension) for the remainder of the school day and possibly the next. The student may face possible referral to the School Resource Officer and/or school discipline.
3. Electronic device violations will result in the following:
  - a. First Offense: The electronic device will be held in the classroom for the rest of the school day and returned to the student after school.
  - b. Second Offense: The electronic device will be held in the administrator's office until a parent or guardian comes to the school to retrieve it.
  - c. Third Offense: The electronic device will be held in the office until a parent or guardian comes to the school to retrieve it. The student may be required to turn his/her electronic device into a teacher prior to 7:45 to remain there until the end of the school day for one week.
  - d. Fourth Offense: The student may not be able to have the electronic device in school. They will be asked to hand it over upon entering Lemonweir Academy.

### Student Parking

#### PARKING PERMITS

Once students are of legal driving age and have their driver's license, they must register their vehicles with administration to receive a parking permit. There may be a charge for the initial permit and for replacements. Permits may be revoked for inappropriate use or a violation of school and/or district policies. All student vehicles must be parked in designated Lemonweir Academy parking spots. The administration exercises the right to tow illegally or inappropriately parked vehicles.

Lemonweir students that are being dropped off should enter the Lemonweir main parking lot south entrance off of County Rd G. (Road entrance is near the southwest side of the high school).

Lemonweir high school students who drive to school should use the assigned south parking lot. Students should only park in the south parking lot during school hours.

## Graduation Requirements

Students must earn a minimum of 28 total credits and meet the graduation requirements at Mauston School District.

### GRADUATION CREDIT REQUIREMENTS

The School District of Mauston requires students in grades 9-12 to complete a minimum of 28 credits for graduation. A breakdown of the requirements for each academic area is below.

English 4

Social Sciences 3

Science 3

Electives 12

Mathematics 3

Health 1

Physical Education 2

### GRADUATION CEREMONY POLICY

Lemonweir Academy graduates may choose to participate in the graduation ceremony held for students of Mauston School District each spring. Students must have completed all of the graduation requirements in order to participate in the graduation ceremony.

## III. Student Conduct and Discipline

### General School Conduct

School is a safe place where students can learn and faculty can teach without fear for their safety. Behavior that endangers the health, welfare and safety of others will not be tolerated. Fighting, hitting or physically mishandling another student/staff will result in disciplinary action and/or referral to law enforcement. Verbally or physically threatening behavior directed toward any individuals will also not be tolerated and may result in school disciplinary action and/or referral to law enforcement and/or removal from Lemonweir Academy.

Actions which endanger the health, safety and welfare of others, damage public or private property, or which impede or obstruct the learning process, discipline and/or operation of the school (arson, false alarms, bomb threats, etc.) are not characteristic of a mature, responsible citizen and will not be tolerated.

In addition, any equipment which may possess a danger to the health and safety of that person or others will be confiscated. Anyone who engages in the actions described above will be subject to either school disciplinary and/or legal action and/or removal from Lemonweir Academy.

All students have the responsibility to and are required to follow the directions of staff members under those policies and regulations of the Board of Education. Failure to comply with the directions of faculty or staff (insubordination) will result in disciplinary action.



## Behavioral Expectations

Every individual is entitled to courtesy and consideration from his/her fellow students and instructors.

- Engage in behavior that respects classroom learning and school activities
- Respect the right of all students and adults to a safe school environment - safe from verbal, physical, and sexual harassment. The possession of weapons, drugs and other controlled substances, making threats and causing false fire alarms will not be tolerated.
- Behave in a respected and cooperative manner.
- Use language that is appropriate and acceptable. Profanity will not be tolerated.
- Respect school and personal property, protect property from damage, destruction and theft.
- Abide by all Local, State, and Federal laws
- Abide by the Mauston School District Student Responsibilities Handbook

Discipline penalties that are administered will conform to governance council policy, board policy and state law. Lemonweir Academy students will still follow and abide by the Mauston School District Student Responsibilities Handbook.

## GUEST/VISITOR POLICY

While Lemonweir understands the desire to showcase our amazing school and people, we also must protect student and staff safety and integrity of our school. Therefore, all visitors must receive permission from administration prior to the visit. The visitor is subject to all school regulations. Visitors must submit ID when they enter the school and may be subject to a background check upon entry.

## LEMONWEIR ACADEMY CAMPUS

Students must enter and exit Lemonweir Academy through the main entrance on the South side of the Grayside building (door number 2).

## SCHOOL PROPERTY

Each student is entitled to a well-equipped, well-maintained, clean and aesthetically pleasing school environment. Each student is responsible to respect and help maintain the appearance and cleanliness of the building. Acts of vandalism, theft, and abuse of the school buildings and grounds are prohibited.

The provision of desks to pupils is a privilege, therefore, the teacher/administrator of the school shall have the right to inspect pupil desks and technology and any other resources supplied to students.

The administrator or teacher retains the right to inspect any locker and its contents as deemed necessary. This right shall be exercised when, in the judgment of the administrator, there may be reasonable suspicion to believe that a locked space may be used to conceal anything illegal or would endanger the health and safety of the school population.

Students' personal possessions and money should not be left unattended at any time. Students are advised not to bring large sums of money, expensive jewelry or other valuable articles to school.

## STUDENT RESPONSIBILITIES

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school- related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Responsibilities Handbook. In addition, student conduct on internet- based social media outlets, such as Facebook, Twitter, MySpace, YouTube, etc. when such conduct forms a sufficient connection to school or staff, is governed by the Student Handbook. These handbooks shall be reviewed and approved annually.

Student conduct in the classroom shall be governed by the rules and provisions of the Student Responsibilities Handbook developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's handbook shall be adopted by the School Board.

The requirements for admission to the Charter School and admissions lottery.

- a. The Charter School is open to all students in grades 6-12 who (i) reside in the District or (ii) are eligible for enrollment in the District's programs pursuant to Wis. Stat. §§ 118.51, 118.52, or 118.53. *The Charter School is open to all students in grades 6-9th grade the first year, an additional grade added each year thereafter through -12 grade.*
- b. The Governance Board will set the enrollment limits by February 1 of the calendar year for the following school year. LACS shall accept applications for enrollment between February 1 and April 15 of each year. If the number of enrollment applications exceeds the enrollment limit, the school will select students on a random lottery basis. The Charter School will give preference to pupils and siblings of pupils who are already attending the Charter School as described in Section 9 under the heading "Admission when initial applications exceed maximum enrollment" below. In addition, the Charter School will give preference to children of the charter school's founders, governing board members, and full-time employees as described in Section 10 under the heading "Admission when initial applications exceed maximum enrollment" below. However, the total

number of such children given preference will constitute no more than 10 percent of the charter school's total enrollment (Attached is a list of charter school Founders; Appendix A).

- c. A waiting list is maintained for students who are not selected in the random lottery. The waiting list will be utilized until September 1st of the upcoming school year to fill open seats.
  - i. The first year of operation will allow for an enrollment cap of 32 students during which the charter school shall serve students in grades 6-9. Grade levels will increase each of the subsequent years adding 10th, 11th and 12th grade each year as student's age into those grade levels with a total enrollment of 64 students.

#### **Admission When Initial Applications Do Not Exceed Maximum Enrollment.**

1. If LACS receives fewer applications than the number of seats available in a classroom by April 15th and an applicant meets the requirements for admission established in this Contract, the applicant shall be admitted to the Charter School for the following school year.
2. Late Applications: Applicants submitting applications after April 15 shall be admitted to the Charter School on a first come/first served basis until the enrollment cap for each classroom is reached, so long as the applicant meets the qualifications established in this Contract.
3. Waiting List: Once the enrollment cap for a classroom is reached, applicants shall be put on a waiting list and shall be notified of their status and wait list number. If an opening becomes available for the school year that the applicant applied for, the applicant with the lowest number on the waiting list and that meets the qualifications for admission shall be admitted to the Charter School.

#### **Admission When Initial Applications Exceed Maximum Enrollment.**

1. Lottery System Established: If the number of applications to a classroom received by April 15 exceeds the number of seats available in a classroom, LACS shall conduct a random lottery to determine which applicants will be admitted to the classroom for the upcoming school year.
2. Entry of Applicants into Lottery: The name of each applicant shall be written on a piece of paper. That piece of paper shall be folded and stapled so that the applicant's name is not visible. All of the pieces of paper with the applicants' names shall be put into a container.
3. Lottery Team. LACS shall then select an individual to be the "Drawer," who shall draw from the container. The Drawer shall not have prior knowledge of the identity of any applicant participating in the lottery. Two members of the Governance Council shall observe the Drawer. A majority of the Governance Council shall elect the observers. The Drawer shall draw one piece of paper at a time. The Drawer shall record the name of the applicant drawn and the order in which the name was drawn. Paper will continue to be drawn from the container until it is empty.
4. Compilation of Waiting List. Following the lottery, the Drawer shall compile the waiting list. The name of the applicant that is drawn earliest in the lottery shall be first on the waiting list, followed by the name of the second applicant that was drawn, and so on, until the names of all the applicants are on the waiting list.

5. Notification of Results. Each applicant is notified, in writing, of the applicant's number on the waiting list within 72 hours of the completion of the lottery. An applicant's priority for admission to the Charter School shall be in relation to the order in which the applicant's name appears on the waiting list. The first applicant drawn shall have the highest priority. LACS shall notify the applicants whose position in the lottery entitles them to enroll in the Charter School of their status in writing. The notice shall state that the applicant has 10 days from the date of the letter to confirm the applicant's enrollment or the opportunity to enroll is withdrawn.
6. Confirmation of Enrollment. If the applicant does not timely confirm their enrollment, the applicant shall be notified that the applicant's opportunity to enroll has been forfeited.
7. Reaching Maximum Enrollment. If one or more applicants decline or fail to timely confirm enrollment, LACS shall notify the applicant with the next lowest number on the waiting list who was not yet given an opportunity to enroll. The notice shall contain the same 10-day deadline to confirm enrollment. This process shall be repeated until maximum enrollment is reached or the number of applicants is exhausted.
8. Waiting List. If there were applicants not offered enrollment prior to the maximum enrollment being reached, those applicants shall remain on the waiting list. If an opportunity for enrollment arises, priority is given to the applicant who was assigned the lowest number on the waiting list.
9. Siblings. Where siblings (by blood, marriage or adoption) are part of the lottery, each sibling will be placed on a separate piece of paper in the same way that other applicants are entered. If one sibling is offered enrollment, the other siblings will also be offered enrollment provided that there is space available in the appropriate classroom. If one or more of the siblings are not offered enrollment, those not offered enrollment will be given preference by being placed at the top of the waiting list prior to applicants without siblings who were not offered enrollment. The order of siblings given preference on the waiting list shall correspond to the order in which the sibling who was offered enrollment was drawn.
10. Children of founders, governing board members and full-time employees. Where children of founders, governing council members and full-time employees are part of the lottery, each child will be placed on a separate piece of paper in the same way that other applicants are entered. If one or more of the children are not offered enrollment, those not offered enrollment will be given preference by being placed at the top of the waiting list prior to other applicants who were not offered enrollment.
11. Applications Received After Lottery. Applications received after the lottery is completed shall be assigned priority based on a first come/first served basis. Applicants placed on the waiting list shall be notified of their status and waiting list number in writing.

*Formerly Expelled Students:* The Charter School shall have no duty to accept a student expelled from any School District, including the School District of Mauston.

*Returning Students:* Students who were enrolled in the Charter School during the previous year need not reapply if they confirm they are returning prior to March 1 of the current school year. If a student/family changes their decision about withdrawing from the Charter School after March 1, they will be required to reapply and all follow all application rules as if they are a new student.

*Tuition and Fees.* The charter school shall not charge tuition. The charter school may assess reasonable pupil fees in accordance with District policies for activities, such as field trips and co-curricular activities, which shall not exceed the actual costs to provide such activities. The charter school may not, however, prohibit a currently-enrolled student from attending the charter school, or expel or otherwise discipline such a student, or withhold or reduce a student's grades because the student has not paid fees permissibly charged under this section.



Student Handbook Acknowledgement Form

Please complete this form and return it

Student Name (print): \_\_\_\_\_ Grade: \_\_\_\_\_

My signature indicates I have read and understand the Lemonweir Academy Student Handbook;

I am able to obtain a copy of the handbook in the office or view it online at any time.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_