



**GREEN LAKE**  
SCHOOL DISTRICT  
AN ENVIRONMENT OF EXCELLENCE

*2018-19*  
*Green Lake*  
*Elementary*  
*Handbook*

Gina Baxter  
Principal  
294-6411 ext. 1127

# ELEMENTARY HANDBOOK

## TABLE OF CONTENTS

<b>NONDISCRIMINATION POLICY/MISSION STATEMENT .....</b>	<b>3</b>
<b>MISSION STATEMENT .....</b>	<b>3</b>
<b>BOARD/STAFF DIRECTORY .....</b>	<b>4</b>
<b>SCHOOL CALENDAR/DAY .....</b>	<b>5</b>
<b>OFFICE SERVICES/ATTENDANCE .....</b>	<b>6</b>
<b>RECESS/HEALTH ISSUES .....</b>	<b>7-8</b>
<b>INJURIES/MEDICATION/IMMUNIZATION/INSURANCE.....</b>	<b>8</b>
<b>DISCIPLINE.....</b>	<b>8-10</b>
<b>ELEMENTARY DROP OFF &amp; PICK UP .....</b>	<b>11</b>
<b>BUS .....</b>	<b>11</b>
<b>NEW BULLYING POLICY .....</b>	<b>12-16</b>
<b>SEARCHES.....</b>	<b>16</b>
<b>MISCELLANEOUS</b>	
<b>ELECTRONIC DEVICES .....</b>	<b>17</b>
<b>BICYCLES, SKATEBOARDS, AND SKATES .....</b>	<b>17</b>
<b>PRIDE IN APPEARANCE.....</b>	<b>17-18</b>
<b>TOYS .....</b>	<b>18</b>
<b>CELL-PHONES.....</b>	<b>18</b>
<b>EMERGENCY PROCEDURES .....</b>	<b>18</b>
<b>CURRICULUM/PUPIL SERVICES/LMC.....</b>	<b>19</b>
<b>LUNCH/MILK/LOST &amp; FOUND/VISITORS/PLEDGE/PARTIES.....</b>	<b>20</b>
<b>RETENTION/CLASSROOM ASSIGNMENTS.....</b>	<b>20-21</b>
<b>FIELD TRIPS.....</b>	<b>21</b>
<b>ACCEPTABLE USE OF TECHNOLOGY.....</b>	<b>21</b>

## **PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY**

It is the policy of the School District of Green Lake that no person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s.118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaint under this policy. A formal complaint resolution procedure is available to address allegations of violations of the policy in the School District of Green Lake.

Any questions concerning s.118.13 Wis. Stats., or Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Mary Allen  
School District of Green Lake  
Green Lake, WI 54941  
(920) 294-6411

Inquiries related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, should be directed to:

Mary Allen  
School District of Green Lake  
Green Lake, WI 54941  
(920) 294-6411

### **Mission Statement**

The School District of Green Lake will create an environment for all students to reach their full potential. In partnership with students, family and the community, we will provide a safe atmosphere that will encourage mutual respect and enthusiasm for learning through personal attention, integrated learning activities, and a challenging curriculum that reaches beyond the classroom.

**BOARD OF EDUCATION**

Sue Sorenson..... President  
Andrew Gryske..... Vice President  
Meade Grim..... Treasurer  
Ron Triemstra..... Clerk  
Sarah Allen..... Member  
Loni Meiborg..... Member  
Sydney Rouse..... Member

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**ADMINISTRATION**

Mary Allen ..... District Administrator/7-12 Principal  
Gina Baxter..... 4K-6 Principal

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**STAFF**

Linda Baranowski..... Four Year Old Kindergarten  
Marianne Reininger..... Kindergarten  
Jessica Krueger..... First Grade  
Connor Danke..... Second Grade  
Amanda Krejcarek..... Third Grade  
Christine Perez..... Fourth Grade  
Tim Pooch..... Fifth Grade  
Katie James ..... Sixth Grade  
Jody Borgardt..... Title One/Reading Recovery  
Mika Chetto..... Library Media Specialist  
Leslie Wood ..... Art – Grades K-6  
Tim Polcyn ..... K-6 Physical Education  
Alyssa Paulsen..... Vocal Music  
Jon Roti Roti ..... 5<sup>th</sup>/6<sup>th</sup> Grade Band  
Kim Jungwirth..... Speech Therapy  
Jill Williams..... Special Education Teacher  
Josh LeGreve..... Spanish  
Gretchen Feeney..... French  
Morna Helbach..... School Counselor  
Gary Ostertag..... School Psychologist  
Dawn Morgan..... Special Education Instructional Aide  
Samantha Hazelberg..... Special Education Instructional Aide  
Emily Peerenboom..... Instructional Aide  
Deb Johnson..... Instructional Aide  
Donna Waterworth..... Admin. Assistant (District)  
Amy Dornfeld ..... Admin. Assistant (School)  
Kim Bond..... Receptionist  
Tom Archambo..... Account Manager  
Shelbey Roeder ..... Cook  
Jean Rabenhorst..... Assistant Cook  
Kyle Tappendorf..... Assistant Cook/Custodian  
Scott Tappendorf..... Custodian  
Tim Anderson..... Custodian  
Bonnie Wenzel..... Custodian

## 2018-2019 School Year Calendar

August 27	New Staff In-Service
August 28	All Staff In-Service
August 29	Teacher Work Day
August 30	Teacher In-Service
September 3	Labor Day-No School
September 4	First Day of School
September 28	Early Release - Dismissal at 11:22 a.m.
October 9	Parent Teacher Conferences
October 11	Parent Teacher Conferences
October 12	School Recess Day
November 2	End of 1 <sup>st</sup> Quarter
November 2	Early Release - Dismissal at 11:22 a.m.
November 21-23	Thanksgiving Recess – No School
December 7	Early Release - Dismissal at 11:22 a.m.
Dec 24 -Jan 1	Winter Recess – No School
January 16-17	Semester Exams-Grades 7-12
January 18	End of 2 <sup>nd</sup> Quarter
January 18	Early Release - Dismissal at 11:22 a.m..
February 15	Early Release - Dismissal at 11:22 a.m.
February 18	School Recess Day
February 26	Parent/Teacher Conferences
February 28	Parent/Teacher Conferences
March 1	School Recess Day
March 22	End of 3 <sup>rd</sup> Quarter
March 22	Early Release – Dismissal at 11:22 a.m.
March 25-March 29	Spring Recess – No School
April 19	School Recess Day
May 27	Memorial Day – No School
June 5-6	Semester Exams – Grades 7-12
June 6	End of 4 <sup>th</sup> Quarter
June 7	Teacher Work Day

## **SCHOOL DAY**

**Students should not arrive at school before 7:40 a.m.** unless arrangements have been made ahead of time with a teacher. Students are served breakfast from 7:40 – 7:55. Students not taking breakfast still must report to the cafeteria if they arrive to school before 7:45. A warning bell will ring at 7:55 a.m. to remind students to be heading for their classes. At 8:00 a.m. the tardy bell will ring. All students are to be in their assigned rooms when the tardy bell rings, or they will be marked tardy.

**Dismissal time for all students is 3:15 p.m.** All students are expected to leave the building immediately after dismissal unless arrangements have been made with a teacher ahead of time. No student shall be allowed in the building after 3:15 p.m. unless he/she is under the direct supervision of a teacher. If a student must return to the building he/she must stop at the office to state his/her reason and request permission before going to any other part of the building. If the student is expected to stay later than 3:15 p.m. this shall be arranged and supervised by the classroom teacher.

## **SCHOOL OFFICE**

The school office is open from 7:30 a.m. to 4:00 p.m. Monday through Friday. The office telephone number is 920-294-6411. If you are calling the school after or before office hours, call 920-294-0760 and use the touchtone directory to access voice mail.

## **ATTENDANCE**

***Importance:*** Success in school depends on several factors, but the prime factor is regular attendance. This good habit carries over into our jobs long after we leave high school. Careful consideration should be given by both parent and student before a loss of school time is incurred for reasons that are not serious in nature.

***Responsibilities:*** Wisconsin State Statutes 118.15 & 118.16 call for compulsory school attendance for any child between 5 and 18 years of age. Moreover, it places responsibility for attendance "during the full period and hours the school is in session" with each parent/guardian and student. Whenever it is necessary for a student to be absent, the parent or guardian must call the school office (294-6411) before 9:30 a.m. on the day of the absence to inform the school of the absence and the reason. **Written notes, e-mails, or calls from parent/guardians on the day following the absence will not be accepted.** There is 24-hour telephone access for reporting absences. (920-294-6411).

***Excused Absences:*** An absence is excused when a student misses school because of illness, death, or serious illness in the family, serious injury or major religious holiday as defined in State Statute 118.15 and for which the school has been notified. A parent/guardian may excuse a student for up to ten (10) days during a school year for any reason if the request is made in writing and in advance of the absence [118.15 (3)]. This advance notice will allow the teacher to gather work that the child will miss while out of school. Normally, the student will have two days to turn in make up work for each day absent; however, long term illnesses or numerous individual absences will be decided on a case by case basis. The Board of Education requires all students with excused absences to complete missed work. **The Principal may ask for a doctor's excuse for any student who has more than 8 excused absences per semester.**

***Pre-excused Absence:*** In addition to the above excused absences, the administration may classify absences acceptable and excused for vacations with parents/guardians or parent substitutes. A parent/guardian may excuse a student for up to ten (10) days

during a school year for any reason if the request is made in writing and in advance of the absence [118.15 (3)]. Requests for these absences must be submitted in writing to the office prior to the absence for them to be considered excused.

**Homework:** Requests can be made by calling the school office before 9 a.m. for pick up that day. Students are responsible for previously announced assignments and tests on the scheduled day. Extended illnesses will require written notification from a doctor or other health care professional and a request from the parent/guardian for homework. All teachers will be informed as to when the student will return and the ability of the student to complete assignments.

**Appointments:** Doctor or dentist appointments are excused with prior written notification from the parent or a note from the doctor. Though it is encouraged that appointments be made after school or on days off, we realize it is not always possible. Court appearances are also excused upon verification of attendance by an officer of the court.

**Unacceptable Absences:** All absences for part or all of one or more days with or without parental permission for reasons other than those stated above will be considered unacceptable.

**Truancy:** Truancy from school is defined as any period of unexcused absence from class for ten or more minutes. A student who is unexcused without an acceptable excuse for all or part of a day is considered truant for that day per State law. **The Administration is required by law to notify parents by certified mail of the fifth day of truancy.** If the absences continue truancy proceedings will begin and notification will be made to the Green Lake Police Department.

**Leaving School During the Day:** No student may leave the school grounds during the school day, without first securing permission from a parent or guardian and the school office. Leaving school without notifying the office will result in unacceptable absences for the time missed.

**Absence vs. Extracurricular Participation:** In order to participate in an extracurricular event, the student must be in school the entire day of the activity (weekends excluded). Students on school field trips or with approved appointments will be allowed to participate.

**Perfect Attendance:** Perfect attendance awards are presented to those students who have been neither tardy nor absent.

**Full Time Student:** To be considered a full time student, an elementary student must be scheduled for classes between 8 a.m. and 3:15 p.m.

## **RECESS**

A short break from classroom activities is necessary, physically and mentally, for all children. Recess is a part of the regular school program, grades PK-6. If a child has been ill, he/she should not return to school until he/she is ready to participate in all school activities, including recess. Since there is no supervision in the classroom during recess periods, parents should not request that a child be permitted to remain in the building. If children are dressed properly, the fresh air will do them good. The decision to cancel outdoor play during inclement weather is an administrative decision.

## **HEALTH ISSUES**

Students with a temperature of over 100 degrees are to remain home until fever-free for 24 hours. Students placed on an antibiotic for treatment of an illness are to remain home until being on the antibiotic for 24 hours. In the case of vomiting or diarrhea, the child should not return to school until they have not vomited or had diarrhea for 24 hours. These guidelines are provided to ensure that the child is fully recovered and to prevent the spread of disease to the rest of the school community.

## **INJURIES AND ILLNESS**

Any student who is injured on school property during the school day must report the injury immediately to a staff member. If any first aid treatment is necessary, the staff member will take the student to the school secretary for treatment and complete an accident report form within 24 hours of the incident. The parents will be advised of the illness or injury if serious. If a student feels ill at any time during the school day, he/she is to notify his/her teacher and get permission to see the school secretary. Please ensure that accurate and up-to-date emergency contact information is available to be used in these circumstances.

## **MEDICATION**

Any student requiring medication during the school day must have a medication consent form completed and on file in the health room. All medication must be in the manufacturer's original packaging or in the original properly labeled pharmacy packaging. Only medication supplied by the parent will be administered. **No stock supply of pain reliever will be available due to a change in the Wisconsin State medication law.** A form must be completed for each medication, whether it is a prescribed or over-the-counter medication. The medication will be kept in the health room in a locked cabinet. The only medication that a student may carry per state statute is a prescribed inhaler or epi-pen. The medication form must be completed and signed by the prescribing medical provider.

## **IMMUNIZATION REQUIREMENTS**

Any student shall present written evidence to the school of having completed the first immunization for each vaccine required for the student's grade and being on schedule for the remainder of the basic and recall (booster) immunizations series in accordance with Wisconsin Statute 140.05. These requirements may be waived for an individual student for health reasons (signed by a physician), personal convictions or religious reasons (signed by a parent/guardian), with such signature on file with the school. It is the parent's responsibility to provide written record of immunization to the school.

## **INSURANCE**

Student accident insurance is available to purchase. Forms are available in the district office. Please see the business secretary.

## **DISCIPLINE**

In order to ensure a positive and safe learning environment, five basic rules will be used school-wide by all staff.

**Be Safe  
Be Kind  
Be Responsible  
Be Respectful  
Be a Good Citizen**



School rules are in effect on school grounds, on official school transportation, and at school activities. Many situations can be handled in the classroom, but when the action or frequency becomes too serious, the Principal will be involved.

The administration specifically reserves the right, on an individual basis, to deviate from the disciplinary action set forth below when in their sole discretion, it is necessary for the proper and efficient operation of the school and the safety of the school community.

### **ACTION**

### **REACTION**

1. Possession of a gun or a gun look-alike, a knife, or any other object that could be considered a weapon.	Confiscation of weapon and parent notification. Suspension for up to 15 days and possible recommendation for expulsion. Police may be notified for a municipal citation.
Possession, distribution and/or use of alcohol, drugs and/or drug paraphernalia.	Immediate suspension for five days, parent notification and/or possible recommendation for expulsion. Police may be notified for municipal citation.
Possession and/or use of tobacco products.	First offense: one-day suspension and parent notification. Second offense: two-day suspension and parent conference. Police may be notified for municipal citation.
Possession of incendiary devices (including matches, lighter, and fireworks).	Parent notification and minimum of a written warning to a maximum of recommendation for expulsion.
Vandalism/Theft (destruction of school or personal property).	First offense: parents will be contacted and restitution will be required. May range from loss of recess privileges to in or out of school suspension. Second offense: parent conference and restitution will be required. Police may be notified for municipal citation.
6. Fighting	May range from loss of recess privileges to a suspension from school based on the nature of the fight.
7. Unprovoked Attack	May range from loss of recess privileges to an in or out of school suspension based on the severity of the attack. A recommendation for expulsion may also be considered.
8. Profane or abusive language	First offense: warning. Second offense: parent contact and loss of recess privileges. Third offense: parent contact, loss of recess privileges for one day to in or out of school suspension

9. Disrespect/Insubordination

First offense: Parent contact and loss of recess privileges. Second offense: Parent conference with additional loss of recess privileges. Third offense: In-school suspension.

10. Hazing (Any act that serves to persecute or harass with threats or other meaningless, difficult, or humiliating activity.

A substantiated charge of hazing against another student will result in disciplinary action ranging from parent conference to recommendation for expulsion depending on the severity/frequency. If mandated, reporting and referral will be made to the appropriate agency.

Students who believe they have been subjected to hazing or any parent/guardian(s) who believe their student has been subjected to hazing should report the incident to the school administration. If the student or the parent/guardian(s) are not comfortable making the report to the administration, they should report it to a teacher or counselor with the understanding that the events will be reported to the administration for review. Individuals who report incidents of hazing will be protected from retaliation. Any individual who engages in retaliatory conduct against a complainant will be subjected to disciplinary action.

11. Repeated Breaking of School Rules

Action will range from parent conference to in/out of school suspension.

Eating food or candy, chewing gum, and/or drinking soda in the classroom or on the playground. (except for classroom parties or treats)

First offense: warning. Second offense: warning with parent contact. Third offense: loss of recess privileges.

**Students are reminded that all staff members (aides, janitors, cooks, etc.), administrators, and teachers have the authority to discipline students when misbehavior is viewed. Students refusing to comply will be considered insubordinate and subject to penalties found in #9 in the discipline listing.**

**Students who are suspended out of school are not allowed to re-enter the school or be present on school property during the period of suspension without the permission of an administrator.**

## **PROHIBITED ITEMS**

Problems arise each year because some students bring articles that are hazards to the safety of others or interfere in some way with school procedure. Prohibited items include drug paraphernalia, guns, shells, knives, weapons, chains, fireworks, brass knuckles, toy guns, water pistols, laser pointers, matches or lighters, water balloons, hard balls, or any other item that is perceived as dangerous are unacceptable. They will be confiscated and not returned. Disciplinary action will range from a warning to suspension. **Staff members will confiscate items and contact the school office immediately upon discovery.**

## **ELEMENTARY DROP AND OFF-PICK UP PROCEDURES**

Our goal is to keep all Green Lake Elementary students safe. In order to do that, we ask for your support of the following guidelines:

1. Drop-Off is from 7:40 until 7:55. School starts at 8:00.
2. Pick-Up starts at 3:15 when school is over.
3. Park your vehicle on the east side of Mill St. to drop-off and pick-up.
4. Children should exit the car on the east side (close to the sidewalk).
5. A crossing guard will be positioned at the corner of Mill St. and Scott St. All students should use the crossing guard and crosswalk when crossing Mill St. or Scott St.
6. Do not drop-off or pick-up students on North St.
7. Be aware at all times of the position of your vehicle as it relates to the driving lane. It is important to keep the way clear for safe exiting. Please signal appropriately.
8. Remember that busses need the right-of-way.
9. Parents are always welcome to park in a parking space and come into the school to drop-off or pick-up their child.
10. All doors will be locked shortly after 8:00. Students who are late will need to go through the main office and stop to check in with the school secretary.

Thank you for your support and adherence to these guidelines.

## **BUS REGULATIONS**

Transportation is provided for all preschool and kindergarten students when requested by parents, all students living one (1) mile or more from the school and any student, PK-12, who must cross a highway that has a speed limit of 55 mph.

### **RULES: Students must:**

1. Plan to be at the bus stop 5 min. before the scheduled pick-up time.
2. Be careful in approaching bus stops; walk on the left toward oncoming traffic.
3. Remain seated at all times the bus is in motion.
4. Do not extend your head, arms, or hands out of the windows.
5. Help keep the bus clean and sanitary by disposing of trash in the proper container.
6. Refrain from loud talking and unnecessary confusion as this diverts the driver's attention and could cause an accident.
7. Cell phones are not to be used on the bus.
8. Obey the driver.
9. Students not complying with the above rules may lose their bus riding privileges.

## **SAFETY AT SCHOOL**

For the safety of each and every student, the following behaviors and items should be avoided in school, on the playground, and on school property:

1. Throwing of snowballs or other objects.
2. Running in the halls.
3. Riding on skateboards or roller blades.
4. Playing tackle football, tackling, or wrestling in any type of play or activity.
5. Other activities which might endanger the safety of one or many students.
6. Cap guns, squirt guns, and/or water balloons.

## **BULLYING POLICY**

The Green Lake School District is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The District encourages the promotion of positive interpersonal relations between members of the school community.

### **Prohibition**

Aggressive behavior/bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The District will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, using school technology or while traveling to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

### **Definition**

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It would include, but not be limited to, such behaviors as stalking, **bullying/cyberbullying**, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

### **Procedure for Reporting**

Any student that believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Confidentiality will be maintained during the investigation process as appropriate and/or legally permitted. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Procedure for Investigation**

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include positive behavioral interventions up to expulsion for students. Possible discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board member may be considered. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

### **Pupil Retaliation**

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Notification**

Notice of this policy will be annually circulated and discussed with students, as well as incorporated into the staff and student handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

### **Education and Training**

In support of this policy, the District promotes preventive educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying procedures. All training regarding the Board's policy and procedure on aggressive behaviors and bullying, will be age and content appropriate.

The complaint procedure established by the Superintendent shall be followed.

### **Additional Definitions**

The following are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, he/she should report it and allow the administration to determine the appropriate course of action.

**BULLYING** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological-spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
4. “Cyberbullying”- the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- a. cyberbullies more easily hide behind the anonymity that the Internet provides;
- b. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- c. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- d. the reflection time that once existed between the planning of a prank-or a serious stunt-and its commission is all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

- a. Posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
- b. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;
- c. Using a camera phone to take and send embarrassing photographs of students;
- d. Posting misleading or fake photographs of students on websites.

**HARRASSMENT** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

**INTIMIDATION** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial

inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

**MENACING** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**HARRASSMENT, INTIMIDATION, OR BULLYING** means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- a. physically harming a student or damaging a student's property;
- b. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- c. Creating a hostile educational environment.

**STAFF** includes all school employees and Board members.

**THIRD PARTIES** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

The following procedure shall be used for reporting, investigating and resolving complaints of aggressive behavior and/or bullying.

**Complaint Procedure:**

Principals and Superintendents have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having no direct involvement in incident(s) upon which the complaint is based.

Any employee or volunteer who has knowledge of conduct in violation of policy 443.71 shall immediately report his/her concerns.

Any student who or third party has knowledge of conduct in violation of policy 443.71 believes he/she has been a victim of aggressive behavior in violation of policy 443.71 shall immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

1. Any claims of aggressive behavior and/or bullying shall be presented to the principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board official. Complaints against the principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates. If the person filing the complaint is an adult, he/she must sign the charge affirming its veracity. If the person filing the complaint is a minor, he/she may either sign the charge or affirm its veracity before one administrator and one other staff member.
2. The administrator/Board official receiving the complaint shall conduct a prompt investigation. Parents will be notified of the nature of any complaint involving

their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigations shall notify the complainant and parents as appropriate, (in writing) when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

3. If the complainant is not satisfied with the decision in number 2, he/she may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the previous decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.
4. If the complainant is not satisfied with the written decision in number 3, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) work days after receipt of the number 3 decision. The Board shall, within twenty (20) work days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) work days following completion of the hearing.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

### **Retaliation/False Charges:**

Retaliation against any person who reports, is believed to have reported, or files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

### **SEARCHES** (Board Of Education Policy)

The school district assures parents that a safe and orderly environment is provided for students. Therefore the Board of Education prohibits the presence on school district property or on property leased by the school district any materials or substances that (1) present an immediate danger of physical harm or illness to any person and/or (2) violate the law or any school rules. In order to enforce this prohibition, searches of a particular person, place or thing when a school administrator, or the designee of an administrator, has reasonable cause to believe that such a search will lead to the discovery of anything are authorized, because of its presence, presents an immediate danger of physical harm or illness to any person and/or violates the law or any school rules. School administrators may ask law enforcement personnel to assist with a search. The Board



of Education also authorizes random searches of school district property and/or property leased by the school district when the school district administrator believes that a random preventive search will be beneficial to maintaining a safe and orderly environment.

### **ELECTRONIC DEVICES**

Unless otherwise allowed by a classroom teacher or administrator, cameras, radios, tape-players of any kind, personal music devices, boom boxes, miniature televisions, electronic games, two-way communication devices such as walkie-talkies, and noise makers are considered to be disturbances and will be taken away from the student. The school will not be responsible for these items if lost, stolen, or broken. Students may possess cell phones, PDA's, or other items for school and home-related purposes. This privilege, however, will be lost if such items disturb classrooms and the learning process.

#### **Cell Phone Usage Guidelines**

- Cell phones are to be used in emergency or educational situations only, with teacher or administrative approval.
- Ringers **must** be turned off – silent mode during school hours. Students cannot receive or place calls or send text messages during class periods without teacher or administrative approval.
- Students are not allowed to call another student's cell phone during school hours.
- Cell phones must not be visible during school hours.
- Cell phones with cameras can not be used to take pictures in any school room, including the locker room.
- Students may place calls before, after school and during noon hour.

### **BICYCLES, SKATEBOARDS, AND SKATES**

Students are not permitted to use bikes, skateboards, skates, and/or inline skates on school grounds unless as part of a class or without the permission of a classroom teacher or administrator. The school provides bike racks at the entrance for all students who ride bicycles to school. Before and after school there are many students arriving by bus and the front of the building is crowded. Students are to walk their bicycles to the bike rack. By City Ordinance, anyone 12 years or older is prohibited from riding a bicycle on any city sidewalk. High school students who leave campus at lunch may use their bicycles, skateboards, or skates to travel back and forth from and to school. Students taking another student's bike without permission may be subject to disciplinary action.

### **PRIDE IN APPEARANCE**

An individual's dress and personal appearance is very important and should reflect a sensitivity and respect for others. Clothing should be clean, free of excessive tears and safe to wear for the types of activities. Revealing attire including, but not limited to halter tops, half-shirts, bare-midriff shirts or blouses, spaghetti tanks, skirts, shorts, and see through or mesh garments will not be allowed. No clothing or jewelry will be permitted that displays profanity, suggestive phrases, alcohol, tobacco, drugs, or other inappropriate phrases or symbols, including racial or gender slurs or gang related symbols/language. Chains may not be worn or attached to pants or wallets. State law requires that shoes be worn at all times in public buildings. Students who fail to abide by these standards will be asked to remove or cover the clothing or will have their parent called to bring replacement clothing. The wearing of sunglasses, caps/hats or other head coverings in the building is prohibited except for special approved events.

## **TOYS IN SCHOOL**

Toys are not allowed in school except in connection with special programs planned by the classroom teacher.

## **USE OF TELEPHONE**

The telephone in the school office is for school business only. Students may not use this phone unless the office staff has given permission. Students will not be called from class to answer the phone unless it is an **EMERGENCY**.

## **EMERGENCY PROCEDURES**

**Emergency School Closings:** If weather conditions or other emergency situations warrant, parents should check the school website at [www.glsd.k12.wi.us](http://www.glsd.k12.wi.us). Another option is to listen to radio stations WISS (102.3 FM), WRPN (1600 AM), WTCX (96.1 FM), WPKR (99.5 FM) or television stations Channel 7 (the Marcus cable school information channel), or Channel 2, 5, 11, 15, and 26, WMTV Madison for information about closing or late starts. You may call the school at 294-6411 for an early morning voice recording as well. If there is a two hour delay, 4K classes will be cancelled. **Do not call the radio or television stations.**

When deciding to cancel or delay school, the administration works jointly with the bus company after examining driving conditions on the local route. This decision is based on the district's ability to safely transport all students to school.

The following guidelines will be used when determining when to delay or cancel school due to severe wind chill. A two hour delay will be utilized if the wind chill factor is -25 to -35 degrees. School will be canceled if the wind chill is -40 degrees or the temperature is -20 degrees.

**Fire Emergency:** Once each month, without previous warning the school will have a fire drill on the proper procedures for evacuating the building, except when the administration has determined that the health and/or safety of the students may be endangered.

**Tornado Emergency:** The Green Lake County Civil Defense has designated specific areas within the school as shelters in case of severe weather. School personnel and students are drilled in moving to these areas and the proper safety procedures to be observed within these areas.

**Communicable Diseases:** When the administration or teachers have been notified of a dangerous communicable disease in the district, they will notify the local county health office. The county health nurse will provide guidelines to the administration and parents regarding school attendance. If the school should determine that a student has a dangerous communicable disease, the parents will be notified and proper emergency procedures initiated immediately.

## **CURRICULUM**

The following courses of study are required for all students in grades K through 6.

Math	Reading	Physical Education
Science	Language Arts	Health
Social Studies	Spelling	Music
Guidance	Foreign Language	Art

**Gifted & Talented Program:** The program is available to all students who give evidence of high performance capability in intellectual, creative, artistic, leadership or specific academic areas. Students may participate in enrichment, acceleration, or other educational opportunities. The classroom teacher will work closely with the gifted and talented coordinator to assess the student's abilities and plan appropriate programming.

## **PUPIL SERVICES**

**Reading Recovery:** During the first week of school all first graders will be assessed in the area of reading and written language. A team of teachers will create a prioritized list of students at-risk in reading and written language. Four students will be selected from the list to participate in Reading Recovery, a 12-20 week program consisting of daily one-on-one instruction in reading, writing, and making words. After a student graduates from the program, the next lowest student will begin.

**Title One Reading:** Students in grades K-3 that struggle in the area of reading or written language may receive services from the Reading Teacher. These services include reading assessment, small group or one-on-one instruction, and consultation with classroom teachers.

**Guidance Services:** A school counselor is available to confer with students, parents, and teachers.

**Psychological Services:** The school psychologist is available to confer with the students, parents, and teachers and is also responsible for psycho-educational testing.

**Speech Therapy:** Students needing speech therapy may be referred to the speech therapist. Referrals may be made through the classroom teacher, school counselor, or principal.

**Special Education Classes:** Services are provided for those students with exceptional education needs. These include assistance for students with a learning disability, physical handicap, cognitive disability, and behavior disability.

## **LIBRARY MEDIA CENTER**

In the centralized library or the L.M.C. (Library Media Center), materials are grouped according to subject matter to assist the student in locating related information. In addition to the fiction, nonfiction, reference books, newspapers and magazines, the library has back issues of many magazines on microfilm and microfiche. All audiovisual equipment and materials have been catalogued, and filmstrips, records, tapes, transparencies, and pictures are shelved in the L.M.C.

The addition of WISCAT catalog on microfiche has greatly expanded the library's collection by making use of the interlibrary loan system. A book may be checked out for a period of two weeks and may be renewed unless it is in demand. There are no fines, but the student's library privileges are restricted if the student fails to return material on time. Books on reserve, reference books and magazines may be checked out to a classroom after receiving permission from the librarian. These materials must be returned at the end of the class period or other specified time.

Order conducive to work should be maintained at all times in the LM.C. Food and beverages will not be allowed in the L.M.C. The library remains open during the noon period for students who want to study.

**Students will be charged for materials that they have lost.**

### **BREAKFAST & LUNCH PROGRAM**

Hot lunches and breakfasts are served in the cafeteria for all students in grades 4K-12. Money is deposited into an account for all family members.

### **MILK PROGRAM**

***Wisconsin Morning Milk Program:*** Between 9:00 and 10:00 a.m. each day, milk will be available to all students in grades K– 5. Milk purchases are deducted from the family account at the end of each month. Grades K-3 will also have milk available in the afternoon.

### **LOST AND FOUND**

A box will be maintained in the school cafeteria for lost and found articles of clothing. Any items of greater value should be turned into the office.

### **SCHOOL VISITORS**

Parents are always welcome to visit the classrooms. We do request that arrangements be made in advance with the teacher and administration. All school visitors must sign in at the office between the hours of 8 a.m. - 3:10 p.m. Students from other schools are discouraged from visiting. However, visitors will sometimes be allowed when approval has been granted by the administration well in advance of the visit.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance shall be given at the beginning of school each day (per state law). No student shall be compelled against his/her objections or those of their parents to recite the Pledge of Allegiance.

### **ROOM PARTIES**

Parties are planned by the teacher with help from room parents.

### **PRIVATE PARTIES**

Invitations may not be distributed in the classroom unless all students in the class receive an invitation.

### **RETENTION**

The Green Lake Public School acknowledges that it is sometimes to the benefit of the student to be retained in his/her current class. The seriousness of retention is recognized and such a recommendation will only be arrived at after numerous efforts have been made to correct deficiencies.

The primary factors to be considered in a retention recommendation are:

1. Academic deficiency/failure
2. Chronological age
3. Physical size
4. Expectation level
5. Student/Teacher working relationship
6. Emotional maturity
7. Social relationships
8. Student's attitude/feelings
9. Parent's attitude/feelings
10. Exceptional Education Needs (EEN)

A teacher who is considering a student for retention shall make a referral, in writing, to both the principal and guidance counselor as early in the school year as possible. A study by the school staff shall take place and efforts will be made to eliminate conditions adversely affecting the

student's performance. Remedial programs, classroom modification, counseling, home involvement, and referrals will be utilized whenever appropriate.

Parents shall be notified of a possible retention recommendation preferably prior to the end of the first semester. Final recommendations will be made no later than the fourth week of the fourth quarter of the school year.

### **CLASSROOM ASSIGNMENTS**

**Philosophy:** The School District of Green Lake believes that a systematic procedure for classroom placement is essential in order to obtain optimum performance by individual students. All classes should have a balance of academic leaders in order to spur on the achievement of others. All classes need a mixture of abilities in order to promote cooperative learning. All students should be placed with a teacher who best meets the individual learning needs of the student.

Consideration to be made in teacher/student assignments:

1. Academic Performance
2. Special Needs
3. Teacher Style
4. Social Needs

The administration shall make class placement decisions (with input from classroom teachers) in August of each school year for the following school year. **Parent requests for a specific teacher must be received before April 30 of the school year preceding the assignment in order to be considered.** The decision of the classroom teachers and administration shall be final.

### **FIELD TRIPS**

Field trips are approved, planned educational activities that involve students in learning experiences difficult to duplicate in a classroom situation. The main criterion governing the acceptance of a proposed regular field trip is that it is an extension of classroom activities within the approved curriculum and is included in the current budget. The school does not pay the cost for meals or other student and advisor/chaperone costs.

### **FITNESS CENTER**

The School District of Green Lake encourages all students, staff and community members to explore the benefits of exercise in maintaining a healthy level of fitness and proper weight for a life time. The District encourages all community members to use the equipment in the Fitness Center to maintain a positive lifestyle. Fitness Center hours are posted in the fitness room, the school office, or the school website at [www.glsd.k12.wi.us](http://www.glsd.k12.wi.us).

### **ACCEPTABLE USE OF TECHNOLOGY**

The Green Lake School District recognizes that effective performance of computer and telecommunications networks rely on end users adhering to established standards of proper conduct. This regulation defines the responsibilities of Green Lake School District employees and students using network and Internet resources provided by public funds. In general, this requires efficient, ethical, and legal utilization of network resources. If a user violates any of these provisions, his or her access to the school district computer resources may be denied and disciplinary action will be taken.

While the district encourages its staff and students to take full advantage of the resources provided by the district to supplement their educational experience, it is important to remember that use of the District's network resources is a privilege, not a right. This resource, as with any other public resource demands that those entrusted with the privilege of its use be accountable.

Use of the District's network resources during school and professional hours must be:

- *in support of education and/or research or*
- *for school business, and*
- *it must support the mission of the Green Lake School District and*
- *in accordance with all Board policies.*

Use of the district computer system is limited to educational purposes which include, but are not limited to:

- *promoting educational excellence*
- *resource sharing*
- *facilitating innovative instruction and communication*
- *preparing students to live and work in the 21<sup>st</sup> century by providing them with*
- *electronic access to a wide range of information.*

Students are required to read the Acceptable Use of Technology Rules and Regulations Procedure and agree in writing to abide by them prior to the use of the school district's technology.