

# LODI PRIMARY SCHOOL PARENT/STUDENT HANDBOOK 2019-2020



**CARING HEARTS  
CURIOUS MINDS**

**1307 SAUK STREET  
LODI, WI 53555  
(608) 592-3855  
[www.lodi.k12.wi.us](http://www.lodi.k12.wi.us)**

## **SCHOOL DISTRICT OF LODI MISSION STATEMENT**

The mission of the School District of Lodi, a strong partnership of families, community and educators, is to inspire students to become lifelong learners who seek new understanding and skill to assume the role of responsible and contributing members of society by creating a world-class, innovative learning environment that stimulates academic and personal excellence.

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# Lodi Primary School Staff Phone List 2019-2020

5/13/19

**Principal**

Sherri Endres-Lovell 1102

**Administrative Assistants**

Andrea Giese 1100  
Kris Karls 1101

**School Counselor**

Val Bilkey 1216

**School Nurse**

Jean Winter 1104  
Rodney Barrow 1104

**Early Childhood**

Jenelle Wood (AM) 1153

**Lodi 4 Kids Teachers**

Melissa Brickl 1146  
Denise Hasburgh 1150  
Jenelle Wood (PM) 1153

**Kindergarten Teachers**

Sarah Cahalane 1136  
Ashley Endres 1156  
Angela Griffing 1138  
Elizabeth Mayer 1137  
Kerrie Rashid 1140  
Katlyn Rilling 1135

**1<sup>st</sup> Grade**

Kim Breunig 1236  
Teresa Dolson 1237  
Cheryl Tracy 1233  
Melissa Walsh 1227

**Multi-Age**

Sandi Murray 1221  
Deb Volk 1220

**2<sup>nd</sup> Grade**

Marie Howard 1225  
Beth Sokol 1224  
Lisa Stone 1222  
Anita Thorpe 1235

**Special Ed. Resource**

Julie Clark 1216  
Holly Hayter 1141  
Kimm Radspinner 1232  
Kathryn Zirbes 1141

**Speech/Language**

Ashley Anderson 1132  
Jennifer Fafinski 1132  
Megan Rhode 1132

**Physical Therapist**

Rebecca Eller 1117

**Occupational Therapist**

Crystal Schaaf 1117

**Art**

Sandy Osterman 1028

**Physical Education**

Ron Winkler 1027

**Music**

Lexine Weber 1031

**LMC**

Amy Good 1114

**LMC Administrative Assistant**

Rona Anderson 1112

**Reading Teacher**

Susan Chambers 1131

**Educational Assistants**

Jennifer Annen  
Cathy Barman  
Cindy Dominick  
Amber Elsing  
Linda Erlandson  
Pam Finney  
Julie Haag  
Ann Lins  
Vickie McCracken  
Wendy Oberg  
Krista Stark  
Nancy Stocks  
Rachael Steinkopf  
Kathy Storhoff  
Kristin Tracy  
Katie Vaught

**Custodian**

Rick Brisky 1023

**Food Service Administrative Assistant**

Karen Ripp 1017

**Food Service**

Serena Walters 1016

**School Board Members**

President..... Susan Miller  
Vice President .....H. Adam Steinberg  
Clerk .....Angie Lathrop  
Treasurer .....Steven Ricks  
Director .....William Wipperfurth  
Director .....Michelle Pare  
Director .....Julie McKiernan

**District Administration**

District Superintendent.....Charles Pursell  
Business Manager.....Brent Richter  
Director of Instruction.....Tiffany Loken  
Student Service Coordinator.....Julie Clark  
Technology/Computer Specialist .....Paul Anderson  
Maintenance/Operational Director.....Neal Reible  
Director of Food Service.....Paula Larrabee

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**Parent Teacher Organization Officers (PTO)**

Tiffany Houdek, President  
Lindsey Pharo, Treasurer

Kristie Pecard, Vice President  
Julie Detert, Secretary

<http://lodipto.com>

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**Student Nondiscrimination**

It is the policy of the School District of Lodi that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extra-curricular, pupil services, recreational or other program or activity because of the person’s sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or qualifying disability.

Complaints regarding this policy should follow the procedure outlined in the School District of Lodi’s Board Policy #154, Discrimination Complaint Procedure, which can be found on the School District of Lodi’s website at [www.lodi.k12.wi.us](http://www.lodi.k12.wi.us).

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**Special Education Programs**

The School District of Lodi provides special education programs for students with disabilities. These students are identified with a disability under state eligibility criteria by an IEP (Individual Educational Program) team and demonstrate a need for services. This process includes individual assessments and an IEP team meeting to determine eligibility. Each student identified with a disability has an IEP developed to meet his/her specific needs. It is the philosophy of the District to serve students in the regular classroom with support as much as possible. Students may also receive supplementary instruction or support in the special education classroom. Disability areas as defined by state and federal law include speech and language, emotional/behavioral, cognitive, and specific learning disabilities; hearing, vision, other health, and orthopedic impairments; autism; and significant developmental delays (for children ages 3 to 9 years). Students identified with disabilities may qualify for related services such as physical and occupational therapy. It is recommended that prior to making a referral, parents should talk to the child’s teacher or guidance counselor about their child’s needs. Parents, staff, medical and social services personnel may refer a child, however the parent must be informed prior to making the referral. Referrals of a child residing in the School District of Lodi should be made to the building principal, Sherri Endres-Lovell, Student Service Coordinator, Julie Clark or Director of Student Services, Tiffany Loken at 592-3851. The School District of Lodi is in compliance with procedures related to Section 504 of the Rehabilitation Act.

## DAILY TIME SCHEDULE

### 1. ARRIVAL/DISMISSAL

Kindergarten – 2<sup>nd</sup> Grade - Students should not arrive at school prior to 7:45 a.m. All students are dismissed at 2:55 p.m.

First Bell	7:45 a.m.
Classes Start	7:55 a.m.
Dismissal	2:55 p.m.

4K - Students should not arrive at school prior to 7:45 a.m. The morning session is dismissed at 10:55 a.m. and the afternoon session is dismissed at 2:55 p.m.

AM Session	7:55 am - 11:00 am
PM Session	11:50 am – 2:55 pm

### CROSSING GUARDS

Children and adults are encouraged to cross at the designated sites.

Sauk Street and Valley Drive

Main Street and Fair Street

Parr Street and Millston Avenue

Sauk Street and Strangeway Avenue (pm only)

Sauk Street and Grand Avenue (pm only)

### 2. MISSION/VISION STATEMENT

The mission of Lodi Primary School is to nurture each learner's mind, body and heart to inspire a love of learning through school, family and community partnerships.

**Caring Hearts  
Curious Minds**

### 3. BULLYING

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff.

### 4. ENROLLMENT

Children entering 4K must be four years of age on or before September 1<sup>st</sup> of the year enrolling, no exemptions will be given. Children entering Kindergarten must be five years of age on or before September 1<sup>st</sup> of the year enrolling. Requests for exemption to the age requirements must be made to the principal. Testing will be done by school personnel.

### 5. BUS TRANSPORTATION

Kobussen Buses is in charge of all bus transportation. To contact them, please call 592-0551.

### 6. COMMUNICATION

#### PARENT NEWSLETTER

Parent newsletters will be emailed to parents/guardians on the first of the month except in special circumstances. You may request a paper copy if needed.

**ADDRESS/PHONE NUMBER CHANGE**

If you have a **change of address, phone number, work place, emergency numbers** or such, please contact the District Office at 592-3851. Our records need to be current in case of emergencies.

Teachers will schedule other conferences as needed. In addition, any time you feel a need to discuss your child’s progress or have a concern regarding a particular situation or incident, please contact the teacher and ask for a conference. For your convenience, it is always wise to make arrangements in advance so the teacher will be available. Again, we wish to encourage parents to visit their children’s classes, including music, speech, physical education, art, school counselor, etc.

**FORMAL COMPLAINTS**

Every effort is made to satisfy concerns at the building level. After informal measures for resolution have not succeeded, a parent may wish to lodge a formal complaint. For the appropriate form, contact the school office or there is one located at the end of this packet.

**QUESTIONS AND CONCERNS**

We value your thoughts and concerns. Please call or drop in at any time. If your child tells you something about school that sounds unreasonable, please send a note or call. Remember, a child’s perception or understanding of an incident may be very different from what actually happened. If you are especially pleased with something a teacher or the school is doing, please let us know. A positive phone call or note can make a teacher’s (or principal’s) day!

If you are concerned about a situation in your child’s education, here is the order in which to address concerns.

- Classroom teacher (your first contact)
- Principal
- District Administrator

**MESSAGES FOR TEACHERS**

If you wish to speak directly to a teacher, please call between 7:30-7:45 or 3:00-3:30 when they are not busy teaching.

**7. PARENT INVOLVEMENT**

**PTO – Parent Teacher Organization**

The Lodi Parent Teacher Organization is very active and provides many projects and activities that benefit the children of the Lodi Schools. Meetings are held at 7:00 p.m. in the Elementary School LMC. Meetings are scheduled for the 1<sup>st</sup> Monday of most months.

A few of the PTO activities include:

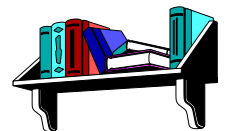
- Chocolate Sale
- Holiday Gift Shop
- Science Fair
- Tubing Night
- Kalahari Water Park

**PTO Officers for 2019-2020**

President	Tiffany Houdek
Vice President	Kristie Pecard
Secretary	Julia Detert
Treasurer	Lindsey Pharo

**PAC - Parent Advisory Council**

The PAC meetings are a parent advisory council and open to all parents. There will be two district-wide meetings on September 30<sup>th</sup> and February 24<sup>th</sup> at 6:00 p.m. at the HS.



## 8. PARENT RESOURCES

Parent resources are available for parents. Resources include information on managing children's behavior, developmental issues, parenting and special crisis issues such a death, divorce, student achievement, etc. A parent resource is located in the LMC. Take materials to the circulation desk in the LMC to check them out. Materials can also be found on the Parenting Bulletin Board by the main office.

## 9. LOST AND FOUND

To eliminate the large number of lost items, we ask that you **please put your child's name** on items such as lunch boxes and school bags. Names in jackets and clothing are necessary. Lost items will be placed in the lost and found area. Parents are encouraged to check this area often. Unclaimed items will be donated to a charity periodically throughout the year.

## 10. STUDENT ATTENDANCE POLICY

In accordance with Wisconsin Statutes 118.15, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age or graduate. If a student is enrolled in a district 5K or Kindergarten program, they are subject to the same school attendance requirements.

Because the School Board realizes the value of regular attendance in enabling students to profit from the school program, it shall be the policy of the School District of Lodi to require regular and punctual attendance of all students.

### School Attendance Procedures

The building principal or the principal's designee is designated to deal with matters relating to school attendance. (He/She) shall determine daily which pupils enrolled in the school are absent from school and whether the absence is excused. (Board Policy #531, II, A.-B.) *Because attendance is compulsory and is to be tightly monitored, parent(s)/guardian(s) must be aware that the principal or the principal's designee may require further evidence when an absence is deemed questionable.* The question of doubt is the right and the responsibility of the principal or the principal's designee.

### Excused Absences

Excused absences include illness, family health emergency, death in the family and school sponsored trips. An excused absence may also be granted for **pre-arranged absences, up to a combined total of 10 days per year**, which have been pre-approved by the building principal or his/her designee. Pre-arranged absences require a written request from a parent/guardian before the absence. Pre-arranged absences include, but are not limited to (Board Policy #531, III, A):

Medical/Dental Appointments  
Family Vacations

Religious Holidays

### Unplanned Absences

Parent(s)/guardians(s) shall contact the school by email or telephone before 8:15 a.m. Call 608-592-3855 anytime to leave a message on our automated telephone system or you may speak directly with a school administrative assistance between 7:30 a.m. and 3:30 p.m. It is the parent/guardian's legal responsibility to assure student attendance at school. Students are expected to be in school every day that school is in session. Parents may request an excused absence, but the school has the legal right to decide whether an absence request will be excused or unexcused.

### Pre-Planned Absences

For **multiple-day** pre-planned absences, the parent can obtain a planned absence form from the office. The form requires the signature of the student's teacher. The completed form should be returned to the office before the scheduled absence.

A student who comes in after 9:00 a.m. or leaves before 2:00 p.m. is considered absent for half a day. A student who misses more than half the total academic day (3.5 hrs.) is considered absent for the entire day.

## **11. TARDINESS**

Students are expected to be on time to school and to class. Being late to class not only creates a problem for the student, but also disturbs the entire class. Students are expected to be inside their classrooms by 7:55 a.m. every day.

## **12. ARRIVING LATE OR LEAVING THE BUILDING/SCHOOL GROUNDS**

A parent/guardian should send a note or call the office indicating the time and reason for each late arrival or early dismissal. Parents MUST check student's in/out in the primary school office. If you return during the school day, you must also check your child in at the office.

## **13. STUDENT PLACEMENT**

Placement for each year is determined through a group effort by the principal, school counselor and teaching staff. Input from parents is considered as a part of this process. Serious consideration is given to the child's individual educational needs, social and emotional needs, ability level, or handicaps that require accommodation.

Parent Placement information forms are sent home with students in the spring, and are due back as indicated on the bottom of the placement form. Parents will be notified of placement at registration. All placements are final.

## **14. TELEPHONE CALLS**

Students will not be called to the office to take phone calls, and will not be allowed to make phone calls unless the teacher or office personnel consider them necessary. The office staff will take messages of extreme importance or emergencies.

### **MESSAGES FOR STUDENTS**

We deliver messages to students at approximately 2:30. We encourage you to make plans with your child before he/she leaves for school. Changes in plans can be very confusing to young children and often cause more anxiety than benefit. If you need to make a change for after school arrangements, please call by 2:00 p.m.

PLEASE DO NOT LEAVE A MESSAGE FOR A CHANGE OF AFTER SCHOOL PLANS ON A TEACHER'S VOICE MAIL. YOU MUST TALK TO THE OFFICE TO ASSURE THE MESSAGE REACHES THE STUDENT BY THE END OF THE SCHOOL DAY.

## **15. VISITORS**

In the interest of safety and security, all visitors to the primary school must check in and out at the office. Destination and purpose must be indicated. Visitors are required to wear a visitor badge. ONLY THE MAIN ENTRY BY THE OFFICE IS AVAILABLE FOR PUBLIC ACCESS

## **16. VOLUNTEERS**

We welcome the help of parents and other adults. We have a wide variety of tasks and needs. According to School District of Lodi policy, a background check must be done on all volunteers that come into direct contact with students. Volunteers are required to check in and out at the office and are also required to wear a volunteer badge.

## **17. EMERGENCY SITUATIONS**

The School District of Lodi website announces all emergency situations as they may occur. Please check the school website for school closings, delayed start times or early dismissal. Our Infinite Campus Notification System is also used via telephone and email. Please check this when weather is questionable. Please be aware that we will continue to broadcast the school closing information through the usual media outlets, that is, the TV and radio stations listed below and on the district website <http://www.lodi.k12.wi.us/>



## **LATE START INFORMATION**

The following TV and Radio Stations will receive and broadcast information from the School District of Lodi regarding school closings or delayed start times. Please watch/listen for information when weather is questionable.

### **TV STATIONS**

WISC-TV	Channel 3
WMTV	Channel 15
WKOW-TV	Channel 27

### **RADIO STATIONS**

Clear Channel Radio (Includes: WTSO 1070 AM/WBA 1310 AM/WIBA 101.5 FM/WZEE 104.1 FM/WMAD 96.3 FM)/WXXM 92.1 FM

Magnum Radio Group (Includes: WDLS 900 AM/WNNO 106.9 FM or 95.9 FM/WBKY)

WPDR-WDDC	1350 AM/100.1 FM
WNWC	102.5 FM
WOLX/WMMM Triple M/WBZU "The Buzz"	94.9 FM/105.5 FM/105.1 FM

## **BOMB THREAT CONTROL**

It is the policy of the Board to ask the assistance of local enforcement agencies, namely the county sheriff and local police departments, whenever a disturbance interrupts regular school activities. In the event of a bomb threat the school will be evacuated, and students will be sent home for the rest of the day. A search of the buildings shall be conducted by the local law enforcement agencies, fire department officials, administration and selected custodial and teaching personnel.

***School time missed due to a bomb threat shall be made up.*** Any person found guilty of turning in a bomb threat shall be disciplined according to established school procedures and/or state law.

## **COLD WEATHER POLICY**

Children will be kept inside when the temperature or wind child are below 0 degrees Fahrenheit.



## **FIRE, TORNADO, ETC.**

Plans are in place for fire, tornado and other emergency situations. In the event of an emergency, please do not call the school. School phone lines need to be kept open to handle outgoing calls and needs. Parents will be notified as decisions are made. Your child will have monthly drills to practice emergency plans. Remind your child that these practices are serious and should be taken seriously.

## **18. HEALTH**

### **School Nurse**

The school nurse is scheduled at the Primary School regularly, but is not on site every day.

### **Individual Health Plan and/or Medication Request/Consent Form**

Please complete these forms if your child needs special medical attention for:

**a) ALLERGIES b) uses INHALERS c) needs regular or infrequent prescriptions or non-prescription medications**

### **MEDICATIONS AT SCHOOL**

All medications are kept in the health room office in a locked medication cabinet and monitored by health room personnel. Medications must be in the original container. (A sandwich bag with a pill is not acceptable.) All medications must be hand delivered to office personnel. The **Individualized Health Plan and/or Medication Request/Consent forms** must be completed and signed by a parent and a

physician. Individualized health plan forms should be completed before the beginning of school. Also, if any student has an anaphylactic allergic reaction (i.e., shortness of breath, throat swelling shut reaction), 911 will be called to transport the victim to the nearest emergency treatment facility. If the student has an epi-pen, it would be given simultaneously to the 911 call and parents would be contacted. If you have any questions or concerns, please call Jean Winter, school nurse, at 608-438-3100.

**Over the counter medications** can be given with only a parent signature as long as they are within the therapeutic dose range for the age and weight of your child. Lowest effective dose is preferred.

Medication guidelines are designed to protect the students as well as the staff dealing with these medicines.

### **RECESS EXCUSE**

Our general rule is: "If a child is well enough to be in school, he/she is well enough to get some fresh air." However if your child is recovering from an extended illness, please contact the teacher to make arrangements.

### **PHYSICAL EDUCATION EXCUSES**

All students in Kindergarten-2<sup>nd</sup> Grade take physical education classes as required by state law. Students will be excused from such classes by request of a physician, or at the discretion of the instructor.

### **HEALTH RECORDS/IMMUNIZATION**

State law requires that immunizations be kept current. Please keep us current on immunizations or special health concerns as the school nurse updates them yearly. Children entering kindergarten are required to have a physical exam prior to the start of the school year. Two doses of measles/mumps/rubella are required, as well as Varicella, the chickenpox vaccine and the hepatitis B series. If the child has had chickenpox, please document the date of the illness. Dates and parent signatures must be on file 30 days into the school year. Non-compliance is reported to county authorities. The district has the authority to exclude any student whose immunization records are not in compliance and/or when the lack of documented immunization poses a threat to the health of students and staff. A waiver must be signed if immunizations are not complete due to personal, religious or medical reasons.

### **HEALTH SERVICES**

First aid is administered to any child experiencing an injury at school. If the injury is a minor scratch or bump, we encourage students to take care of these injuries themselves and no home contact is made. Typical complaints of headache/stomachache are handled in the classroom. A minor injury is cleaned/bandaged and the student is sent back to class. Parents will be notified of all head injuries, contagious diseases, and a temperature over 100, and any serious injuries or questionable conditions. If there is a questionable condition or serious injury the student will be given first aid, and a medical professional and/or parent will be called. Health reports will be sent home with children who visit the health room for attention to injury or illness.

It is extremely important that you provide the school office with current home, work and emergency telephone numbers. Any questions, please call the Primary School office at 592-3855.

### **EMERGENCY TREATMENT AND TRANSPORTATION**

In the event that your student is considered medically unstable in the school setting, you will be called to transport them to an emergency facility or clinic if appropriate. If you are unreachable or too far away to arrive at school in a reasonable amount of time, your child will be transported to the nearest medical facility via ambulance. Each school building has a CORE team of individuals who work with the school nurse, and are trained and certified in CPR and First Aid. These individuals, along with administration, are responsible for making these decisions when students are in school. Parents are always notified immediately in any emergency involving their child. For this reason, it is essential for enrollment forms to be filled out completely and accurately. Forms should always be updated when changes occur.

### **QUESTIONS**

If you have any questions regarding school district policies and medication, please feel free to contact the School Nurse at 592-3855.

## **ACCIDENT INSURANCE**

The school district **does not** carry accident or health insurance, nor does it insure personal property. However, the school district makes it possible for parents to purchase (at a nominal cost per child) student accident insurance.

## **19. COUNSELING SERVICES**

Services provided by the school counselor include:

- \* Classroom lessons and activities based upon Wisconsin School Counseling curriculum standards
- \* Individual and small group counseling sessions
- \* Staffing and consultations with parents, guardians, and staff as needed

Students, parents or staff can make referrals or request for services.

A lending library is available to parents. It contains materials on managing children's behavior, developmental issues, parenting, and special crisis issues such as death, divorce, etc. Other resources include caring connection bags on grief and family change.

The counselor is available to work with parents and guardians for brief counseling regarding your child. Call the counselor to discuss a concern, refer your child for counseling, or to make contact with community resources. The School Counselor is split between the Primary School, OSC and Elementary School.

## **20. PARENTS WHO LIVE APART (PWLA)**

Many students have parents residing in more than one home. In order that we have all parent information for students whose parents live separately, we request that you provide us with both parents information. Parents can request that newsletters, progress reports, etc. be sent to them.

## **STUDENT/PARENT CONTACT RESTRICTIONS**

Parents/Guardians who have court orders restricting child/adult contact must supply us with a copy of said court order. The order will be maintained in the child's cumulative file. If any changes take place during the year, which changes the court order, the school must be notified.

## **21. LIBRARY/MEDIA CENTER (LMC)**

Students may check books out for a 2-week period. No more than 4 books may be checked out at one time. Please encourage your child (ren) to have a place to keep books in your home. No books may be checked out after the middle of May.



## **22. INSTRUCTIONAL MATERIALS**

Instructional Materials include textbooks, workbooks, library books, magazines, pamphlets, pictures, iPads, videos, maps, recordings and all other materials which are used by the pupils and staff in fulfilling the curriculum requirements of the school. These materials are selected by staff members through a process of individual and committee study and recommendations in accord with the criteria established by policy adopted by the Board of Education. You are invited to review instructional materials used by the primary school at any time. Materials will be made available to you upon request to your child's classroom teacher or the principal. The complete policy governing the selection of instructional materials can be reviewed on the districts website.

## **FINES**

Students are responsible for proper care of all books. Books that have been damaged or lost will be assessed a fine. The minimum charge is \$3.00.

## 23. FOOD SERVICE

### **FOOD SERVICE FEES**

Student Lunch: \$2.80  
Reduced Lunch \$.40  
Student Breakfast \$1.70  
Reduced Breakfast \$.30  
Milk: \$.40



Adult Lunch: \$4.00 or Adult Breakfast \$2.50  
4K-student break milk \$58.00/yr.  
4K- student snack break \$40.00/yr.

**All general questions or concerns about the Food Service program can be addressed by contacting Paula Larrabee, Food Service Director, at the Lodi High school, 1100 Sauk Street, 592-3853 ext. 4433, larrapa@lodischoolswi.org. For specific account or free/reduced meal information you may contact Karen Ripp, Food Service Administrative Assistant, at the Primary school, 1307 Sauk Street, 592-3855 ext. 1017, rippkar@lodischoolswi.org**

Children may bring a lunch from home or purchase a meal from the Food Service Program.

### ***Family Lunch account***

All food service money is deposited into one family account, regardless of the number of children in grades K-12, each daily purchase is deducted from this account. It is NOT necessary to send separate payments for each student., Deposits may be made in the food service box located in the office, mailed to the Primary school (see address above) or completed online. Include the student(s) and family account name with your payment. Bringing payments during the meal service is discouraged. Deposit a sufficient amount of monies to cover all food service costs. It is each household's responsibility to monitor the account balance. Balance information may be viewed online thru the Infinite Campus parent portal and is displayed to the students on the check-out screen during service. The system is PRE PAY and NOT a CHARGING account. Money must be deposited BEFORE meal service to prevent a refusal. Contact food service directly with any account questions or if your family is experiencing a financial hardship.

### ***4K Students Yearly milk and/or snack fee***

This is an optional yearly fee and should only be paid if a 4K student would like a daily break milk and/or a healthy snack item provided by food service. All snacks shall meet the USDA "Smart Snack" guidelines. The fee should be paid once a year and be clearly labeled with the student(s) name and choice selection(s) or can be paid online. The yearly cost is: 4K break milk \$58.00 and/or 4K snack break \$40.00.

### ***Infinite Campus (IC) Account Balance messenger Notification***

When the household balance falls below \$20.00, or the account is negative, you will be notified by the IC messenger system that a payment should be sent. All adult members of a household will receive the messenger notification for food service account balance information. Each member may edit his or her contact preference within the IC parent portal. For specific IC parent portal help contact Kris Wendorf, at 592-3851 ext. 5483.

### ***Student PIN***

Students will enter the same PIN number as assigned to them in previous year. Kindergartners and new students will be assigned a new one. If they have forgotten their PIN Food staff will have it available during the meal service and will also be working with the students the first few weeks of school to help them with the process. Students who qualify for the free meal program are also required to enter their PIN.

### ***Milk at Lunch***

A choice of a fat free flavored or a 1%/Skim white milk variety is included with all meal purchases. Milk may be purchased separately from the family account for those students bringing a cold lunch. The student must have money in their family account to do so.

### ***Grab N Go Breakfast/AM Nutrition break***

A grab n go breakfast/AM milk break is offered to all students. A choice of purchasing the full breakfast meal (free/reduced pricing applies) or a single milk will be available in the cafeteria. The cost will be deducted from the family account when the student enters their PIN. Students on the free/reduced meal program do NOT qualify for a free/reduced milk if purchased separately from a full meal. They DO qualify if they take the FULL breakfast. NO milk purchase will be allowed if the account is negative. Please encourage your child to participate in the breakfast program, as we all know, there is an important link between eating a good breakfast and improved learning.

### ***Free/reduced Lunch & Breakfast program (includes ONE daily of each FULL breakfast and FULL lunch meals)***

Any family that is approved by the direct certification process will receive an approval letter from the district and will NOT need to fill out an application. All other families MUST fill out a new application every year. Applications for the free/reduced meal program are available in the School office, the District office or can be printed from the district website. If you think you might qualify fill out the application and send it to the Lodi Primary School, ATTN: Food Service, 1307 Sauk Street, Lodi, WI 53555. If you qualify for the free/reduced lunch program it does NOT include the cost of milk if it is taken separately from the meal or taken at milk break time. Remember to fill out the application as soon as possible so we can process your request. You must fill out a new application every school year. Only you may request to participate in the districts reduced fee program, such as waived or reduced registration fees.

### ***Field Trip Sack Lunch Option***

A PB&J uncrustable sack lunch may be pre ordered for field trips by indicating to the student's teacher that they would like one for their trip. The cost is charged to the account at the regular meal price or for no cost/ reduced fee if a student participates in the free/reduced meal program.

### ***Menu/Meal options/Nutrition Information***

The interactive Meal Viewer menu is available online, within the Districts Food Service tab, and provided on monitors for viewing in each cafeteria. The Meal Viewer program provides up to date nutrition information along with daily menu options.

As a District we strive to offer healthy meal options. All our menus feature fresh fruits, salads, farm to school items and whole grains. Review the Meal Viewer menu for all the options offered.

### ***Negative Balance Procedure***

It is established that the District's Food Service program utilizes a pre-pay system.

Monies must be available in the family account before purchases will be allowed. Deposits may be sent to each school building, paid online with the IC parent portal or mailed to the attention of the food service department.

Families may monitor and view their account balance and detailed statement within the IC parent portal or request a statement from the food service department. Students may view their account balance on the point of sale terminal during meal service. When the account balance starts to fall below \$20.00 the family will be notified by the IC system that a payment is required and will continue until a deposit has been received.

If a family account has a negative balance and no monies or response from the family has been received the students name will be forwarded to the building secretaries. They will talk with the student and help them contact a parent who can choose to make a deposit or bring a meal from home. It is designed so as to avoid denying the student a meal while in the food service line. It DOES NOT apply to a student participating in the free meal program. Absolutely no ala carte purchases shall be allowed once the account is negative.

### ***District Wellness Policy***

The food service program is linked closely to the District Wellness Policy. The policy, along with procedures, can be viewed on the district web site and feature guidelines that help shape the wellness environment within the district. Highlights include: physical activity, wellness education, school meals, ala carte/vending/snack items, learning incentives & classroom activities. Families are encouraged to join the committee and may do so by contacting the school for more information.

### **Food allergies and special needs**

Report any food allergies or special dietary needs your student may have immediately to the School Nurse and the Food Service Director.

### **Visitors**

Parents and other family members are invited to visit and eat a meal with their child. Please call by 8:30 if you are planning on joining us for lunch or breakfast and sign in at the office before meeting your child.

## **24. FIELD TRIPS**

Field trips are a direct outgrowth of a specific unit of study or class project; not all classes will be taking the same kind of field trips, even within the same grade level. The field trips that are taken are treated as an educational venture and not a picnic affair. There is a nominal fee plus the cost of other expenses incidental to the specific trip.

Parents are notified in writing of field trips that involve transportation and are **required to return a parent permission slip and all fees two days prior to the field trip date.**

**If a permission slip and fees have not been received, the child will not be able to attend the trip.** Your child will then have supervised work to do at school.

**Volunteer chaperones** - Younger siblings are not allowed on the buses. Contact your child's teacher if you are willing to chaperone. We often have more chaperones than we are able to use. When this is the case, parents who have not chaperoned that year will be selected first.

**Walking trips** - During nice weather, teachers may take their class outdoors on short learning excursions near the school or in town. Parent permission slips will not be required for such walking trips.

- ❖ Field trips are a special activity and a privilege.
- ❖ Classroom and general behavior guidelines must be followed on all field trips.
- ❖ Students may not be allowed to participate in field trips if recent behavior has been inappropriate.
- ❖ Students on suspension will not participate in field trips during the suspension period.

## **25. STUDENT APPEARANCE**

Children should dress in a manner conducive to learning.

There is no need to wear spaghetti straps, open-backed tops, or short shorts. Such clothing is not appropriate for school and should not be worn. Shorts should be long enough to **extend past the mid-thigh** when arms are straight down at your sides. Caps are not allowed during regular school days. Shirts, hats, etc. with inappropriate slogans (alcoholic beverages, suggestive language, etc.) are not appropriate dress.

### **Appropriate dress is important**

- ❖ Flip Flops are not advised. Closed toe shoes or tennis shoes should be worn for recess. For safety reasons, Flip Flops and sandals are not advised for recess.
- ❖ Boots should be worn for wet, muddy or snowy conditions.
- ❖ During the winter months, warm jackets, mittens and hats are encouraged.
- ❖ Snow pants or snowsuits should be worn to play in the snow.

**Please label each item.**



### **Extra Clothing**

All students should have a set of extra clothing (shirt, pants, underwear, and socks) to leave at school in case your child gets wet outside or has an accident. Please label them and put them in a plastic bag.

If children plan to play on snow hills, they should have boots and snow pants. Children not dressed appropriately will be encouraged to stay out of the snow. Children will not be excused from recess due to improper clothing. Parents will be notified of chronic situations.

## 26. STUDENT BEHAVIOR GUIDELINES

### GUIDELINES FOR SUCCESS

#### Responsible

- Be proud of your school.
- Keep the school neat and clean. Pick up litter.
- Put recess and other equipment away after use.
- Take care of your books and supplies.
- Return what you use or find.
- Take responsibility for things you damage.

#### Respectful

- Cooperate with adults.
- Listen to and follow directions.
- Ask before you take something.
- Use equipment properly.

#### Safe

- Follow the rules.
- Be courteous and kind to others.
- Keep hands, feet and objects to yourself.
- Treat others as you want to be treated.

### CLASSROOM RULES

Each classroom has its own expectations and consequences for misbehavior. After discussion with the children at the beginning of the year, teachers post those rules in clear sight. Rules will be taught, modeled, practiced and positively reinforced. Although the rules from one room to another may vary slightly, the consequences for misbehavior are consistent throughout the building. These plans will be sent home to you during the first few weeks of school.

### LUNCHROOM RULES

It is recommended that aluminum soda cans and squeeze bottles not be included in lunches. These items may explode and can be very messy. Children are expected to clean up their area.

### PLAYGROUND RULES

Follow safety rules for equipment and property.  
Personal toys from home are **not** allowed on the playground.  
Play in assigned areas only.

### PROPERTY DAMAGE

Intentional damage to school property or materials must be paid for by the student involved.

### CODE OF CONDUCT PROCEDURES – See #36



## 27. PERSONAL ITEMS

Children like to bring things to school to show their class. Many classrooms have a Sharing Time scheduled each week. Please send items only on these days designated by your child's teacher.

Any Personal Collections (i.e. trading cards, coins, etc.) should only be brought with parent permission. Valuable items such as iPod's, MP-3 players, videogames & systems, jewelry, sports equipment, and large toys should not be brought to school. School will not assume responsibility for lost items. If you want to show a special (costly) item to your class, your parent should bring the item, show it and take it back home. This must be pre-arranged with the teacher.



If a student chooses to bring a personal electronic device to school it must be turned off when entering the building and remain off until the end of the school day. Personal electronic devices include, but are not limited to cell phones, iPods, MP-3 players, Game Boys, etc.

**First Offense**

Phone or electronic device will be taken away, parent phone call made by the principal, and parent will pick up item at the end of the day.

**Second Offense**

Phone or electronic device will be taken away, child will call home with principal, child will miss one recess, and parent will pick up item at the end of the day.

**Third Offense**

Progressive discipline will follow.

**28. PROGRESS REPORTS**

The purpose of progress reports is to communicate to parents how their child is progressing in their learning. Progress reports are sent out two times a year. Parents are encouraged to contact their child’s teacher at any time if concerns arise about their child’s learning.

The progress report key is as follows:

**4K – 2<sup>nd</sup> Grade**

- 3 = Secure
- 2 = Developing
- 1 = Beginning

**ACCELERATION**

If a student is being considered for acceleration, district policy and procedures must be followed.

**29. COMPUTER / iPad USAGE AGREEMENT**

I agree to observe the following computer use rules while using computers in Lodi Schools. I understand that I will be responsible for any costs incurred by the school district because of my misuse of the computers. I also understand that I will not be permitted to use computers because of my misuse of the equipment. An administrator will determine length of suspended computer privileges. Misuse can also result in detention and/or suspension from school.



While using the computers/iPads in Lodi Schools, I agree to:

- ❖ Use computers, iPads and other technology **for educational purposes only**
- ❖ Observe all rules and teacher’s instructions
- ❖ Not write on any equipment, stands, books, or mouse pads
- ❖ Leave all equipment, stands, books, and mouse pads in original position at the end of each class and to pick up my materials
- ❖ Not play computer games unless given permission by a teacher
- ❖ Not copy any licensed computer software
- ❖ Not copy any software to the machines unless given permission by a teacher
- ❖ Not have any food, candy, or beverage near the computers
- ❖ Not touch the printers unless given permission by a teacher
- ❖ Be responsible for any damage from my misuse of equipment
- ❖ Pay transportation and labor costs (currently \$100 an hour) for repairing computer equipment because of damage I caused
- ❖ Understand that my grades may be affected for assignments I am not able to complete, if I violate any of the above rules and am not permitted to use the computers, or if I fail to sign and return the Usage Agreement form, there is an appeal process if desired.



### 30. Locker/Vehicle Searches

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers/cubbies/desks used by students or the person or property, including vehicles, of a student, in accordance with the following policy:

School lockers, cubbies and school desks are the property of the School District of Lodi. At no time does the Board of Education of the School District of Lodi relinquish its exclusive ownership and/or control of lockers, cubbies or school desks provided for the convenience of students/adults. School authorities, as they deem necessary and appropriate, conduct general inspections of lockers, at any time, without notice, without student/adult consent, and without a search warrant. "School authorities" includes the District Administrator, any other administrator, or any teacher acting at the express request of an administrator in the District.

The Board of Education specifically reserves the right for school authorities to search a vehicle parked on District property, with the consent of the owner/driver and with a law enforcement official present, if they have a reasonable suspicion that the vehicle contains contraband or a violation of law.

A copy of this policy shall be included in all student-parent handbooks and distributed to all pupils enrolled in the school district on an annual basis.

#### WI Act 329

### 31. PETS

According to School Board Policy #721.1, animals are NOT allowed on school premises unless administratively approved as part of a classroom curriculum or building program.



### 32. SCHOOL PICTURES

School pictures will be taken at Picture Day on Thursday, August 8th. Retake Day will be on Tuesday, September 10th.



### 33. BIRTHDAYS

Students may bring a treat or trinket for the class. The treat shall be limited to healthier, ready to eat, prepacked and shelf stable (requiring no refrigeration or temperature control) items.

### 34. YOUR RIGHT TO KNOW...

This section outlines important legal information for parents and students. The basis for this information exists in federal and state law, as well as district policy. For more information, or to receive copies of laws, policies, and position statements related to a specific area, simply contact the Primary School office.

- A. **Directory Information:** The School District of Lodi will not disclose any of the following information without the written consent of a parent/guardian or the adult student: name, address, telephone number, date and place of birth, dates of attendance or academic records. With written consent, provided by signing the consent form that accompanies this handbook, the following information will be released on students participating in co-curricular activities: name, height, weight, photographs and awards (Policy 533).
- B. **Nondiscrimination:** It is the policy of the School District of Lodi that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extra-curricular, pupil services, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or qualifying disability.

Complaints regarding this policy should follow the procedure outlined in the School District of Lodi's Board Policy #154, Discrimination Complaint Procedure, which can be found on the School District of Lodi's website at [www.lodi.k12.wi.us](http://www.lodi.k12.wi.us).

- C. School Attendance:** In accordance with Wisconsin Statutes 118.15, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age or graduate. If a student is enrolled in a district 5K or Kindergarten program, they are subject to the same school attendance requirements. The principal or her designee is responsible for determining who is absent and whether that absence is excused. Definitions and procedures for making up work due to absence are outlined on pages 7-8 in this handbook.
- D. Religious Accommodations:** The School District of Lodi will make accommodations for sincerely held religious beliefs under the following conditions:
- There has been a written request for such accommodations, e.g. excused absences, exemption from certain activities, to the building principal.
  - The request will be reviewed and acted upon within 10 days.
  - Parents will receive a written response to the request.
  - Parents have the right to appeal the principal's decision.
- E. Drug Free Schools:** The possession, use or distribution of illegal drugs, controlled substances, drug paraphernalia, intoxicating liquor or alcoholic beverages by a student or employee on school property or at school sponsored activities where students are present is prohibited. The use of tobacco products by anyone on school property is also prohibited. Violation of this policy by students can lead to suspension or expulsion from school, and violation by employees can lead to suspension from or termination of employment. (Policy 443.4)
- F. Electronic Communication Devices:** Use of electronic pagers or two way communication devices by students on school property is prohibited unless such use receives prior approval of the school principal or her designee. (Policy 542.5)
- G. Human Growth and Development:** The School District of Lodi has a Human Growth and Development Committee which reviews curricular material and provides directives for staff engaged in instruction in this area. This committee has developed a position statement, which, in part, states that, "Whenever students are required to attend a course or program involving presentation of information in the area of sexuality, the following procedures shall take place:
- Parents are notified in writing and invited to preview the materials to be covered.
  - Parents have the option of excluding their child from this portion of instruction. A decision to remove a child from class for this purpose will not affect his/her academic status."
- In terms of communication with students, staff are reminded that it is the position of the district that: "Abstinence is the only safe practice for avoiding unwanted pregnancies and sexually transmitted diseases, including HIV." Adopted 5/9/95.
- Parents may request a copy of the full position statement (2 pages) by the Director of Student Services, School District of Lodi, 115 School Street, Lodi, WI 53555, 608-592-3851 (ext. 5487).
- H. Visitors** - including parents and guardians of students, former students, residents of the school district and others interested in our educational programs are welcome in all Lodi schools. In the interest of safety and security, all visitors must report to the primary school office for approval and sign in when they arrive in the building. Visitors wishing to meet with instructional staff should make arrangements in advance of their visit whenever possible. These visits may be scheduled during a staff member's preparation time or at any other mutually agreed upon time. Arrangements for classroom visitations should be made in advance with the building principal or their designee. To minimize disruption to the educational process, visitation to classrooms by children not enrolled at Lodi Primary School will not be allowed. The requirement to report to the principal's office is waived for school-sponsored activities open to the public, e.g. school music programs. (Policy 724)
- I. Complaints Against School Personnel:** The Board directs all school personnel to make every practical effort to facilitate communication with students, parents/guardians and residents of the School District of Lodi. However, realizing that complaints may arise; it directs the district administrator to establish consistent procedures among buildings to deal with such complaints. These procedures should comply with the following guidelines:
- Informal measures should be attempted first, consisting of a face-to-face meeting between the complainant and the staff member.
  - If the complaint is not resolved informally, the building administrator will provide a form to the complainant to document his/her concern(s). (See page 25.) The staff member and

- administrator involved will respond to the written complaint within 5 days of its receipt.
3. If the complaint is not resolved at this step, the complainant should schedule a meeting with the district administrator. At the meeting with the district administrator, the complaint will be reviewed with the complainant and possibly the building administrator and staff member if deemed necessary. The district administrator will issue a written decision within 10 days of this meeting.
  4. If the complaint is not resolved at Step 3, the complainant may request a Board review and, if desired, the complainant may schedule an appearance before the Board in executive session. The Board will hear the complaint and issue a written response within 10 days.
  5. All procedures must comply with the School District of Lodi Employee Handbook.

**J. Children of Divorced/Separated Parents/Guardians:**

It shall be the policy of the School District of Lodi to maintain strict neutrality in dealing with parents/guardians who are involved in an action affecting the family, unless otherwise directed by court order. Where a court order restricts the access of one parent or guardian to a student, or information regarding that student, it is the responsibility of the enrolling party to provide to the district administrator a certified copy of the court order. Without such a court order, the school will assign a custodial role to the parent/guardian enrolling the child, and a visitational role, with no restrictions, to the other parent/guardian.

**K. Vision and Hearing Screening**

The School District of Lodi routinely screens hearing for all children in Kindergarten and first grade. Vision is screened in Kindergarten and grades 1, 3 and 5. Screening for both hearing and vision occurs for all new students to the district, and parents and teachers may refer students at other grade levels for a screening, if a problem is suspected. For teacher referrals, parents must be notified prior to testing the student.

## **35. CODE OF CONDUCT**

**A. Statement of Philosophy**

The School District of Lodi believes in an educational atmosphere, which respects student rights and supports student responsibility. It is the responsibility of students and parents to read this Code of Conduct since it spells out expectations and consequences for violations of the Code of Conduct and school policies.

The Student Code of Conduct has been developed through the cooperative efforts of Lodi students, teachers, parents and administrators. Its purpose is to provide students and parents with the information needed to be successful in school. The Code of Conduct, policies and procedures outlined are based on the following premises:

1. Students who think about their behavior have a vision for the future. They are mature, positive, constructive, and self-motivating people who understand the value of an education. The rewards of an education endure for a lifetime.
2. Parents, students and school officials will work cooperatively to provide students with the best possible educational programs.
3. Parents and students have the primary responsibility for making individual student's program decisions.
4. All students have the right to be educated in an environment conducive to learning.
5. All student behavior should be based on respect and consideration for the rights of others.
6. Students have a responsibility to know and follow the Student Code of Conduct, and all school policies.
7. Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, for the educational purpose underlying school activities, and for the widely shared use of school property.
8. Field trips and co-curricular activities are valuable educational experiences and are considered extensions of the classroom. Students should remember that when they travel to other communities, their behavior is considered representative of all students in the School District of Lodi by those who observe them. It is of the utmost importance that students represent their school district in positive ways.
9. School officials have the right and the responsibility to establish, communicate and enforce

Board of Education policies and procedures which will afford students the best possible learning environment.

The following Code of Conduct and school policies regarding student behavior are in effect for all students in the School District of Lodi. Violating some of these policies and rules may also constitute a breach of Wisconsin Statutes. Offenders will be reported to the proper authorities for prosecution. Those rules and regulations taken from Wisconsin Statutes are cited by Statute Chapter and Section. Copies of these Statutes, as well as copies of Board of Education Policies, are available at the District Office or at the schools website <http://www.lodi.k12.wi.us/board/policies.cfm>.

### **B. Guidance Services**

The guidance and counseling services are designed to help students grow and develop as individuals. The counselors are here to help students make decisions about their educational, personal, social, and career plans. Students will have an opportunity to meet with the counselor on an individual basis or participate in any of the group experiences that are offered.

### **C. Behavior Violations**

The following behaviors will be considered a violation of the student code of conduct and students will be subject to the consequences of the discipline plan. Certain actions may result in suspension and/or expulsion and/or arrest.

This list is only representative and should not be considered a complete list of offenses which may result in disciplinary action.

1. **Assault and Battery** - a student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed is guilty of a misdemeanor.
2. **Possession/Use of Tobacco Products on the school premises.** The use of tobacco products by anyone on school property is prohibited.
3. **Possession, use or under influence, sale, purchase or distribution of alcohol or other illegal drugs, look-alike drugs and drug paraphernalia.** The possession, sale, use or distribution of illegal drugs, drug paraphernalia, intoxicating liquor or alcoholic beverages by a student or employee on school property or at school-sponsored activities where students are present is prohibited. Violation of this policy by students can lead to suspension and/or expulsion from school and violation by employees can lead to suspension from or termination of employment.
4. **False Fire Alarms and Bomb Threats (s.941.3 and s.947.015)** - Students causing false fire alarms or making bomb threats may be recommended for expulsion to the School Board. Both offenses are felonies. The police will be notified. Any person found to have conveyed or caused to have conveyed shall be disciplined according to established school procedures and/or state law. School time missed due to a bomb threat will be made up.
5. **Weapons In School** - No one shall possess a weapon or look alike weapons on school property, school bus, or at any school-related event. A weapon is defined as any object that by its design and/or use can cause bodily injury or property damage. In addition, no one may use any article to threaten or injure another person.
6. **Fire-Lighting Devices, Firecrackers, and Dangerous Chemicals (s.941.31)** Possession of fire-lighting devices, firecrackers, or dangerous chemicals by students is prohibited in school or on school grounds with the exception of students operating under the supervision of a teacher.
7. **Trespassing** - Persons not authorized to be in the building or on school grounds will be charged with trespassing. Students who are on a limited or partial schedule are required to leave the grounds at their appointed time. If the student remains in school or on school grounds, the student may be charged with trespassing. Students who are on an out of school suspension or expulsion from school will be charged with trespassing if they are in school or on the school grounds in violation of their suspension or expulsion.
8. **Disorderly Conduct** - Students who engage in violent, abusive, indecent, profane, boisterous, unreasonable loud behavior or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance are guilty of disorderly conduct

9. **Profanity, obscenity, vulgar language, obscene gestures, or threatening language** or disrespectful behavior is prohibited.
10. **Willful disobedience** - Refusal to follow school rules and the direction of an adult engaged in the operation of the school is prohibited. (This includes failure to report to the office).
11. **Disrespectful Behavior or Inappropriate Actions and Displays of Affection are prohibited.**
12. **Disruptive Behavior** - Actions in the classroom, halls or at school events which interfere with the operation of school are prohibited.
13. **Lying/forging** - Passes, excuses or any other school-related documents is prohibited.
14. **Slander/Libel** - Wisconsin state statutes prohibit intentionally defaming another whether a student or a staff member. This involves anything that exposes another to hatred, contempt, ridicule or disgrace in the line of work.
15. **Loitering** - Outside of school hours and school sponsored activities, students loitering in or around entry ways, bathrooms, locker room areas, outside of the school next to the parking lot and other areas is prohibited.
16. **Theft or possession of stolen property is prohibited.**
17. **Possession, Concealing or Storing Electronic Equipment** If a student chooses to bring a personal electronic device to school it must be turned off when entering the building and remain off until the end of the school day. Personal electronic devices include, but are not limited to cell phones, iPods, MP-3 players, Game Boys, etc.  
**First Offense**  
 Phone or electronic device will be taken away, parent phone call made by the principal, and parent will pick up item at the end of the day.  
  
**Second Offense**  
 Phone or electronic device will be taken away, child will call home with principal, child will miss one recess, and parent will pick up item at the end of the day.  
**Third Offense**  
 Progressive discipline will follow.
18. **Vandalism** - Intentionally damaging or defacing school premises or property or causing willful damage to the property of staff members and others. In addition, unauthorized decorations, signs or symbols constructed on or placed on school premises shall be considered vandalism.
19. **Sexual Harassment.** It is a violation for students to harass anybody through conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:
  - verbal harassment or abuse
  - use of inappropriate language or jokes with sexual implications
  - unwelcome touching or unsolicited and inappropriate gestures
  - suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
  - repeated display of offensive, sexually graphic materials which are not necessary in the educational process. Confirmed sexual harassment could be a Class A misdemeanor. Unresolved harassment cases will be referred to the School District of Lodi's Director of Student Services.
20. **Driving recklessly** or imprudently in any way on school property is prohibited.
21. **Parking** - Vehicles must be parked in the lot in parking stalls with parking sticker displayed in driver's side upper window. Students may not occupy parked vehicles in the parking lot.
22. **Student attire** - Student attire and grooming should not be offensive, obscene, disrupt the school, represent a gang, overexpose the body, or endanger other students' health or safety. Footwear must be worn at all times. Jackets and headgear (hats, bandannas, etc.) will not be worn during the school day. Appropriate attire will be required at all times during school and at school events. Any apparel that promotes alcohol, drugs, and/or sexually explicit material or is offensive is forbidden.
23. **Eating and/or drinking** outside the cafeteria are prohibited.
24. **Gambling** on school grounds, field trips and/or by using the internet is forbidden.
25. **Harassment** - physical, verbal, emotional of any nature is forbidden.

26. **Excessive tardiness** - refer to tardy policy.
27. **Leaving classroom without permission is prohibited.**
28. Any other conduct, which hinders a positive learning environment.

#### **D. Discipline Plan**

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct.

Corrective measures may include but are not limited to: conferences with teacher, counselor, or principal; detention; loss of school privileges; parent conference with school staff; suspension; expulsion; police referral; court referral and removal from class. School administration will use the following progressive discipline plan to address student misconduct during school and school related activities. Any single, but severe, violation of school rules can result in a recommendation for expulsion.

#### **E. Teacher Disciplinary Action Plan**

The teacher will always be the first line disciplinarian. Teacher classroom management procedures can include private conferences with the student, detentions with the teacher, contact with parent, and/or an office incident report if necessary.

#### **F. Administrative Disciplinary Action Plan**

At the primary school, anytime a student is sent to the office the principal will meet with the student to determine the cause of the incident. As a result of any student being sent to the office, an incident report may be completed by a staff member resulting in further disciplinary action. Any student who is sent to the office three (3) times within a three-week period, will automatically have an incident report completed by administration. The administration reserves the right to discipline any student for conduct not specifically addressed by this code. At their discretion a school administrators may vary from the Disciplinary Action Plan whenever it is deemed necessary or appropriate. The School District of Lodi reserves the right to pursue disciplinary action against a student for violating an ordinance or state law while on the school premises.

#### **First Offense:**

The student will conference with an administrator, parent contact will be made, and student may be assigned one detention and/or lose school privileges. A re-entry teacher/student conference will be held prior to student returning to classroom.

#### **Second Offense:**

- a. Student will conference with an administrator, parent contact will be made, a parent conference may be held, and student may be assigned two detentions.
- b. At the middle school and high school a second referral from the same class will result in a conference being scheduled with parent, teacher, student, and administrator to outline behavior expectations prior to student returning to the classroom.

#### **Third Offense:**

- a. Student will conference with an administrator, parent contact/conference will be required. Three detentions may be assigned.
- b. At the middle school and high school a third student disciplinary referral from the same class may result in removal from that classroom. A re-entry teacher/student conference will be held prior to the student returning to the classroom.

#### **Fourth - Seventh Offense:**

- a. A student will conference with an administrator, may be suspended from school for 1-5 days, a parent conference will be scheduled. A re-entry conference will be held.
- b. At Early Childhood through fifth grade, the fourth-seventh incident report may result in a permanent change in the classroom for the student.

### **Eighth Offense:**

Eighth referral will result in a pre-expulsion hearing with district office administrators. Continued misconduct will result in administration requesting expulsion. Expulsion is the exclusion of a student from school-related activities and school property for a specified period of time. Expulsion is the most severe measure a school may use to discipline a student. Chronic rule offenders will have a conference scheduled involving the student, staff member(s), administration, and parent/guardian. The possibility of expulsion will be discussed. Chronic rule offenders who show no/little change after the school has exhausted its opportunities for student improvement will be referred to the Board of Education for an expulsion hearing. In addition, any single serious violation of school rules may also result in a recommendation for expulsion. Other interventions will include the following remedial procedures: a referral for educational counseling, referral to Building Consultation Team, and coordination with community agencies as appropriate.

### **G. Placement Procedures**

If a pupil has been removed from the classroom, the school principal or the principal's designee shall place the pupil in one of the following:

1. the classroom the pupil was removed from if--after weighing the interests of the removed student, the other students in the class, and the teacher--the principal or the principal's designee determines that readmission is the best or only alternative;
2. another class or other appropriate place in the school, as determined by the school principal or his or her designee;
3. another instructional setting; or
4. an alternative education program, which is defined by statute as an instructional program approved by the school board that uses successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.

A student's removal from class does not prohibit the teacher, the school board, the district administrator, school principal, or their designees from disciplining that student. The principal or his/her designee will make the final decision in regard to placement, but may seek input from the guidance counselor, teacher, and/or grade-level team. All decisions will be based upon costs, availability, location, space, and staff resources. In cases of students with identified disabilities, placement decisions will be made in accordance with applicable Federal and State laws and regulations.

### **H. Bus Transportation**

**The school bus is considered an extension of the classroom. Please observe all school rules while waiting and riding the bus. In addition, the following guidelines have been reemphasized:**

- Respectful behavior the same as in the classroom.
- Board and depart bus at designated stop unless parent communication to bus company or school.
- Remain seated and facing forward at all times.
- Keep aisle clear.
- Respect other riders and their property.
- No throwing objects in or out of the bus.
- No profane language or obscene gestures.
- No eating, drinking or gum chewing on bus.
- No pushing, tripping, spitting or littering on the bus.
- Obey bus driver at all times.



### **Transportation Guidelines:**

Safe transportation of school children is the joint responsibility of bus owners, drivers, and school authorities, students and parents/guardians cooperating to assure safe, comfortable transportation.

School bus transportation is a privilege provided by the district which may be denied to those who disregard policy and regulations, which have been established in the interest of safe transportation. The School District of Lodi, by authority of the State of Wisconsin, sets forth the policies regarding the transportation of its students. Details of the Transportation Guidelines are available from the school offices.

**Bus Discipline Procedures:**

- First Write Up: Principal to call parent/guardian and student will have consequences.
- Second Write Up: Principal to inform parent/guardian of bus suspension of 1-3 days.  
Parent/Guardian and student must sign and return form, indicating that they have read and understand the bus rules before riding privileges are restored.
- Third Write Up: Principal to inform parent/guardian of bus suspension of 3-5 days.  
Parent/Guardian and student must meet with bus company personnel before riding privileges are restored.
- Fourth Write Up: The student may be subject to bus suspension, suspension from school, expulsion or other consequences to be determined by the principal in conjunction with the bus company.

\*Flagrant, repeated or life-threatening violations of acceptable bus riding behavior may result in the acceleration of the outline 4-step disciplinary procedure.



# School District of Lodi

## Formal Complaint Form

**Instructions:** This form is to be completed by the complainant only after informal measures for resolution of the problem have not succeeded. Please complete all information at the top and outline your complaint as clearly and concisely as possible.

A Complaint Involving \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Name[s])

Position \_\_\_\_\_ Building \_\_\_\_\_

**Statement of Complaint:** Please be as specific as possible, giving as accurate a description of your concerns as soon as possible. Please cite names and dates and also describe informal attempts to resolve the problem. Use additional pages if necessary.

Signature of Complainant \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### **School District Response:**

Administrator's Signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Copies to: All Parties Involved in Complaint, Building Administrator, District Administrator, Board*

File: \\L\_DISTRICT\SYS\admin\shared\district\FILES\FORMS\Complaint Form 7-01.doc