

# **Gale-Etrick-Trempealeau Middle School**

## **FAMILY HANDBOOK 2022-2023**

**Phone: (608) 582-3500**

**Fax: (608) 729-7402**



**Gale-Etrick-Trempealeau Middle School  
19650 Prairie Ridge Lane  
Galesville, Wisconsin 54630**

# TABLE OF CONTENTS

# PAGE

PRINCIPAL WELCOME LETTER	3
QUICK HELP PAGE	4
MISSION / VISION STATEMENTS	5
VALUES STATEMENT / ANNUAL NOTICES	6
MIDDLE SCHOOL INFORMATION AND STAFFING	7
ARRIVAL AND DISMISSAL	9
ATTENDANCE	9
ATHLETIC CODE	10
BEHAVIOR/PBIS	11
BICYCLES	12
BULLYING & HARASSMENT	12
BUS CONDUCT	12
CALENDAR FOR THE SCHOOL YEAR	13
CANCELLATION OF SCHOOL / PROCESS FOR CONCERNS	13
CHANGE OF ADDRESS	14
CLOTHING	14
CODE OF CONDUCT	15
COUNSELORS/PSYCHOLOGIST	15
EMERGENCY DRILLS	16
FIELD TRIPS	16
GRADING SYSTEM	17
ILLNESS OR INJURY	17
IMMUNIZATIONS	18
INSURANCE	18
iPADs	18
LOST AND FOUND	19
MEDICATIONS	19
NON-DISCRIMINATION POLICY	20
PETS	21
PLAYGROUND EXPECTATIONS	21
STUDENT SAFE & RESPONSIBLE USE POLICY FOR DIGITAL RESOURCES	21
<b>OTHER GENERAL INFORMATION</b>	<b>23</b>
● Community Service	
● Drop Off	
● Lockers	
● Dropping Classes / Changing Student Schedules	
● Telephone Calls & Messages	
● Postings / Hall Signs	
● Pledge of Allegiance	
● Student Council	
● Visitors	

July 2021

Hi everyone,

Welcome back to the middle school! We hope you and your family have had a great summer and your child is ready for the new school year that is quickly approaching. We are all ready to get back to normalcy with a regular school day and school year. We have been meeting and doing lots of planning this summer. We have lots of new changes and are ready to get to work having a great school year. I can tell you I am very excited to continue our work here as the middle school principal. For those of you who don't know me, I will be starting my 18<sup>th</sup> year in the Gale-Ettrick-Trempealeau School District. I have taught at both the elementary and middle school level and also have experience as an elementary principal and athletic director. I have an awesome family with my wife Jalena, and three sons Ben (17), Braden (13) and Blake (9).

See you soon!

Pete Peterson  
G-E-T Middle School Principal



“Education is the most Powerful Weapon which you can use to change the world”-  
Nelson Mandela

## **QUICK HELP PAGE**

**SICK CHILD** – Please use the SafeArrival website (School Messenger) or call 582-3500 any time before 8:30 a.m. to report your child absent. If the office has not been notified by 8:30, the office staff will need to call you to ascertain the reason your child is not in school.

**DROPPING OFF CHILD LATE** – Please let the office know of your arrival. Students can come to the front doors and will be let into the office to sign-in.

**PICKING UP CHILD EARLY** – Either call the school on arrival (608-582-3500) or please come to the front doors to let us know you are here. Your child will then be called down to the office. Please plan ahead so that your child has time to get to the office upon your arrival.

## **FOOD SERVICES/MENUS/LUNCH MONEY**

Breakfast and hot lunch are served every day. The menu varies each day. Each breakfast and lunch is nutritionally balanced and is served in adequate amounts to supply students with the energy needed for the rest of the school day. Our Food Service Manager determines the daily menu for our school breakfast and lunch programs.

The price for breakfast and lunch has not yet been determined for the 2022-23 school year.

Lunches are to be purchased before school in the office. All lunches include milk. We encourage parents to pay for breakfast and lunch a week at a time, preferably by check to avoid the loss of cash. **Only three charges will be allowed per student.**

Students with cold lunches may purchase milk.

**CELL PHONES:** Any personal devices brought to school will be the responsibility of the student owner and not the school. Cell phones are not to be used for communication between 8:00 a.m. and 3:25 p.m. except in designated areas and times. If cell phones are used in violation of school policy during the school day, the cell phone will be confiscated and put in the office. On the first offense, the cell phone may be picked up by the student. On the second offense, the cell phone will need to be picked up by the parent. On the third offense, the cell phone must be picked up by the parent and will no longer be allowed on school grounds or dropped off in the office at the beginning of each school day.

**FRONT DOOR:** For security reasons, after 8:05, anyone entering the building will need to be buzzed into the building. Please note that the door to the main office is unlocked during regular school hours and simply needs a heavy push to open. The doors to the rest of the building remain locked during instructional time for safety reasons.

**BUS STOP and DROP OFF:** Students who walk, ride bicycles, or are given rides to the middle school should not arrive any earlier than 7:30 when adult supervision begins.

**STUDENT EMAIL ACCOUNTS:** Students will use Google tools including Drive, Calendar, and Gmail as educational resources. To ensure the safety of our students, student accounts are closed accounts, meaning that students in our district are limited to emailing and sharing only with their teachers and other students within just the middle school.

**GALE-ETTRICK-TREMPEALEAU SCHOOL DISTRICT**  
**Mission Statement**

The mission of the Gale-Etrick-Trempealeau School District is to provide an education based upon a strong academic foundation in order to equip all students with skills to be productive and responsible citizens.

**Vision Statement**

If the Gale-Etrick-Trempealeau School District is to be an exemplary school district, then it must have a clear sense of the goals it is trying to accomplish, the characteristics of the district it strives to become and the stakeholder contributions that must be made in order to transform these ideals into reality.

The following vision statement is intended to provide the standards that the Gale-Etrick-Trempealeau School District should strive to achieve and maintain.

*I. Culture and Climate*

An exemplary school district provides an inviting climate that enables all to enjoy the school. It results in a shared sense of pride for the school district.

*II. Communication*

An exemplary school district is committed to fostering effective communication.

*III. Students*

In the final analysis, the effectiveness of a school district is determined on the basis of the conduct, character, and achievement of its students.

*IV. Personnel*

An exemplary school district operates on the premise that a school can only be as good as the people that it employs.

*V. Curriculum and Instruction*

An exemplary school district provides a balanced curriculum.

*VI. Community Partnerships*

An exemplary school district recognizes the importance of establishing and maintaining partnerships with parents, community members, businesses, organizations, governmental agencies, and other educational systems.

*VII. Facilities*

An exemplary school district ensures that facilities support the curricular needs of the district.

**GALE-ETTRICK-TREMPEALEAU MIDDLE SCHOOL**  
**SCHOOL MISSION STATEMENT**

G-E-T Middle School will provide a positive environment that encourages the development of life-long skills.

**SCHOOL VALUES STATEMENT**

**The Gale-Ettrick-Trempealeau Middle School Staff will:**

- make learning engaging, enjoyable and exciting
- provide an environment that is physically, emotionally and socially safe
- focus on student achievement
- connect with students, parents and community
- make everyone feel welcome
- celebrate successes
- encourage student representation
- collaborate with one another and share best practices
- support and attend co-curricular activities

**ANNUAL NOTICES**

The following annual notices can be found on the Gale-Ettrick- Trempealeau School District website:

Asbestos Management Plan Notification  
Child Nutrition Programs  
Education of Homeless Children and Youths  
Human Growth and Development Instruction  
Meningococcal Disease Information  
Notice of Child Find Activity  
Notice of Suicide Prevention Resources  
Programs for English Language Learners  
Recruiter Access to Students/Records  
Request for Program or Curriculum Modifications  
School Performance Report

Special Education Procedural Safeguards  
Special Education Referral and Evaluation Process  
Student Attendance  
Student Bullying  
Student Directory Data  
Student Locker Searches  
Student Nondiscrimination  
Student Privacy  
Student Records  
Student Religious Accommodations  
Title I Programs  
Use or Possession of Electronic Communication Devices

## **GALE-ETTRICK-TREMPEALEAU MIDDLE SCHOOL**

19650 Prairie Ridge Lane  
Galesville, Wisconsin 54630

### **SCHOOL WEBSITE**

<http://www.getsd.org>

### **SCHOOL HOURS**

8:00 a.m. – 3:25 p.m.

### **TELEPHONE NUMBERS**

Main Office (608) 582-3500  
FAX (608) 729-7402

### **DISTRICT ADMINISTRATOR**

Michele Butler

### **PRINCIPAL**

Pete Peterson

### **SECRETARIES**

Rhonda Jenkins  
Maggie Gengler

### **MIDDLE SCHOOL STAFF**

#### **6<sup>th</sup> GRADE CORE TEAM**

John Bergum - MATH  
Molly Fawcett - LANGUAGE ARTS

Madison Schmidt - SCIENCE  
Heidi Wall - SOCIAL STUDIES

#### **7<sup>TH</sup> GRADE CORE TEAM**

Jennifer Aasen - SCIENCE  
Hannah Smith - LANGUAGE ARTS

Jason Schmuck - GEOGRAPHY  
Jeff Bork - MATH

#### **8<sup>TH</sup> GRADE CORE TEAM**

Melanie Truax - SCIENCE  
Kalen Hagen - MATH

Suzanne Truax - LANGUAGE ARTS  
Rob Kamrowski - HISTORY

#### **SPECIALIST TEACHERS**

SPECIAL EDUCATION - Mai Kia Yang, Cory Kemnitz, Carrie Taysom

BAND - Kim Schacherl

GENERAL MUSIC / CHOIR – Kyra Walker

HEALTH / PHYSICAL EDUCATION - Jessica Kish, Carley Green

PHYSICAL EDUCATION - Jessica Kish, Scott Hovell, Carley Green, Ian Andersen

FAMILY AND CONSUMER SCIENCE – Kristine Burritt

SPANISH - Garret Sorenson, Megan Broten

SHOP / TECH - Aaron Ottum

AGRICULTURE – John Nelson

BUSINESS- Nichole Kube

RESEARCH SKILLS, ROBOTICS and TECHNOLOGY COORDINATOR - Allene Horton

ART - Angie Lavery

CODING - Pete Peterson

READING INTERVENTIONIST - Laura Knutson

**DISTRICT NURSE -**

**SCHOOL PSYCHOLOGIST -**

COUNSELOR - Ashley Weibel

**SPEECH / LANGUAGE PATHOLOGIST –**

\*Please note that most specialist staff are split between buildings in the district or are part time and are not always available at the middle school.

**I.T. DEPARTMENT:** Allene Horton (TECHNOLOGY INTEGRATION SPECIALIST),

Jeremy Schnoonover (NETWORK SPECIALIST)

**OFFICE STAFF:** Maggie Gengler and Rhonda Jenkins

**LMC ASSISTANT:** Stacie Campbell

**PARA-EDUCATORS:** Stacie Campbell, Kit Locke, Jill Amoth, Heather Jehu, Emma

Burds, Rob Sebion

**HEAD BUILDING CUSTODIAN:** John Schmidtknecht



## ARRIVAL AND DISMISSAL

Classes begin at 8:00 a.m. and end at 3:23 p.m. Doors open for students and supervision begins at 7:30 a.m. All students are dismissed at 3:23 p.m.

## ATTENDANCE

### ABSENCE DURING THE DAY

Whenever possible, students and parents are requested to schedule medical, dental, and other appointments during non-school hours. If an absence should be required during school hours, the student must present an excuse from a parent or guardian to the attendance secretary, stating the time and date of the absence. A follow-up phone call to the parent or guardian may be made at this time by a school official, and an administrator may be consulted to verify the absence. Upon returning to school, the student will report to the office for an admit slip.

Regular attendance is essential to a student's success in school. The U.S. Department of Education completed a long term attendance study in which they determined that students who are chronically absent (miss more than 15 days in a school year) at Preschool, Kindergarten and First Grade are less likely to read at grade level by the end of third grade. Students who do not read at grade level by the end of third grade are four times more likely than proficient readers to drop out of high school.

**NOTIFYING THE SCHOOL OF ABSENCE:** We use the SafeArrival reporting system for you to report your child's absence. With SafeArrival, you are asked to report your child's absence in advance using any of these 3 convenient methods:

1. Using the SchoolMessenger app. The first time you use the app, select Sign Up to create your account. You must use the email address that the school has on record for you.
2. Using the SafeArrival website, [go.schoolmessenger.com](http://go.schoolmessenger.com). The first time you use the website, select Sign Up to create your account. You must use the email address that the school has on record for you.
3. Call the toll-free number 1-833-893-5677 to report an absence using the automated phone system.

If the parent or guardian is unable to use the SafeArrival reporting system, the parent or guardian should call the school at 608-582-3500 and report the absence.

This is done to be sure that if the student does not arrive at school safely, the student is at home. If the school and parent do not connect, the absence will be marked unexcused. **A student may be excused by the parent/guardian for no more than 10 days in any given school year.** Please bring a medical excuse for medical or dental appointments when possible. After three consecutive days of illness, or more than ten total days absent in a school year, a medical note may be required for future absences.

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 8:00 a.m. is considered tardy, and any student arriving after 9:00 am is considered truant for the morning. Repeated tardiness will be handled in accordance to the Gale-Etrick-Trempealeau District truancy policy.

**MAKE UP WORK:**

As a general rule, students shall be allowed two (2) days to make up work for each day missed because of an excused absence. The responsibility for arranging make-up work rests solely with the student. Physical Education classes have a more lenient homework policy, which will be sent home the first week of school. Please retain a copy of procedures to make up missed physical education classes. As with all classes at the middle school, physical education classes (academic and physical portions) must be made up.

**RESPONSIBILITY OF THE SCHOOL IN DEALING WITH TRUANCY:**

1. Check attendance of all students daily and determine which absences are unexcused.
2. Notify the parent(s) or guardian(s) of a truancy by phone, personal contact, mail, or email, and direct the parent to have the child in school no later than the next day that school is in session, or to provide an excuse under 118.15. A personal call will be attempted before using the U.S. mail, and a written record will be kept of all contacts.

**RESPONSIBILITY OF THE SCHOOL IN DEALING WITH HABITUAL TRUANCY:**

1. Arrange a meeting with the child's parent or guardian after a habitual truancy letter has been sent to the student's parent or guardian.
2. Provide an opportunity for educational counseling to determine whether a change in the child's curriculum would resolve the child's truancy.
3. Evaluate the child to determine whether learning problems may be a cause of the child's truancy.
4. Conduct an evaluation to determine whether social problems may be a cause of the truancy.
5. File a Trempealeau County Truancy Referral report.

**LEAVING SCHOOL:**

Students are not permitted to leave the school grounds at any time without a permit from the school office or under supervision of school personnel. If a student must leave the building because of illness or any other emergency, the student must remain in the office until a parent or guardian signs their child out of the school in the office. Failure to follow this procedure will be considered an unexcused absence.

**CO-CURRICULAR PARTICIPATION AND ATTENDANCE**

A student will not be allowed to participate in or attend a school activity if there has been an unexcused absence for any of the same day.

**[G-E-T Athletic Code](#)** Please see the district athletic code (linked here or available on the school district website) for up to information on rules and procedures of our athletic programs. We currently offer the following sport programs for each season and grade level:

**Fall-** Girls Golf (6-8), Volleyball (7-8), Cross Country (6-8), Football (7-8)

**Winter-** Girls Basketball (7-8), Boys Basketball (7-8), Wrestling (6-8) and Dance/Cheer and Stunt (6-8)

**Spring-** Boys Golf (6-8) and Track (6-8)

## Behavior/PBIS

### Behavior/PBIS

Our school is participating in an important district initiative. It is called Positive Behavior Interventions and Supports (PBIS). PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems.

The process focuses on improving a school's ability to teach and support positive behavior for all students. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

We have adopted a unified set of expectations for behavior in our school. You will see these expectations posted throughout the school and your child will be learning them during his or her first days at school. Your child's progress on these school-wide expectations will be reported on the quarterly report cards as Learner Characteristics. The grade will be determined by data collected throughout your child's time at school. Our unified classroom expectations, found in every classroom and non-classroom setting in the school, are as follows:

- **Be Safe-** Students make choices free of risk for injury, danger, or loss to themselves or others.
- **Be Respectful-** Treats self, peers, staff, and property with respect.
- **Be Responsible-** Uses time wisely, completes assignments on time, comes to class prepared.
- **Be Engaged-** Participates in class, works well with groups, and seeks assistance.

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students focused on the expectations in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect using a positive tone of voice.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.
- Develop a system of rewards to recognize good student behavior.

Consequences may include loss of privileges, re-teaching, meeting with the principal and parents. The middle school uses minors and majors to help track student behavior and consequences. Minors are used in behaviors that are less severe and require just a reteaching/conference with the person giving the minor. Several minors in a short time may result in a conference with the principal. Majors are for more severe behaviors and result in a

conference with the principal. If needed, the principal may have the student call home and serve a detention. The quarterly Learner Characteristic grades may impact your student's eligibility to participate in co-curricular activities provided by the school district. \*\*Please see the Athletic/Activities Code for additional information.\*\*

## DETENTION

Teachers may make referrals/majors to the principal for detention for inappropriate behavior. Detention assigned by the Principal's Office will be served with an assigned staff member.

- a. Noon Detention is scheduled during the lunch period on regular school days.
- b. After-School Detention is scheduled from 3:30 – 4:15 on regular school days.

*\*\*Athletic and co-curricular participants must promptly serve detention. No excuses for co-curricular activities will be accepted.\*\**

## BICYCLES

Students may ride bicycles to school; however, the school assumes no responsibility for bicycles. Bicycles should be properly parked and locked in the school bicycle racks. Bicycles are not to be ridden on school grounds. Bicycles are not to be taken off school grounds during the school day except with prior approval.

## BULLYING/HARASSMENT

The Gale-Etrick-Trempealeau School District **Policy #411.1** on harassment-violence-bullying can be viewed at the link above or on the school district website.

## BUS CONDUCT

### Be Safe

- Stay seated
- Keep hands to yourself
- Use a voice level of 1 to 3

### Be Respectful

- Use appropriate language
- Use body basics
- Follow directions given by bus drivers
- Respect school district equipment and property

### Be Responsible

- Keep your space clean and the aisle clear
- Board and depart bus properly

Students will be required to follow their daily transportation plan unless the office receives notification. Transportation changes must be made with the building secretary prior to 2:30 pm to ensure communication to the student. If at any point during the school year you need to change your child's transportation plan, please contact your child's building secretary for guidance.

Bus riding is a privilege. Violations of the above expectations will be brought to the attention of parents and could result in consequences including suspension from the school bus or the denial of bus transportation.

### **Suspension of Bus Riding Privileges**

A student **may** be suspended from riding the bus for one (1) to five (5) days for a **first offense**. The building principal shall notify the student's parent(s)/guardian(s) and may arrange for a conference between the student, bus driver and building principal. In addition to the procedures listed for a first offense, in the case of a **second offense** a conference with all parties, including the student's parent(s)/guardian(s), shall be required. If possible, the conference shall be held before the student returns to the bus. A student **may** be suspended from riding the bus for an indefinite period of time for a **third offense**. Such period of time shall be determined at a conference with all parties, including the student's parent(s)/guardian(s) and the district administrator. Long term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. The district administrator may recommend to the board the suspension of the student's bus privileges for the remainder of the year.

### **G-E-T Calendar Dates for 2022-23**

Please see the district calendar (linked above or available on the school district website) for up to date calendar information.

## **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. School will not be canceled unless a significant safety risk has been created by unusual circumstances. On days when the weather is threatening, you will be notified automatically by our emergency notification system. This automated system will be used for emergency closings and other emergency situations.

**You may also check our district website ([www.getsd.org](http://www.getsd.org)) and local media outlets for weather statements.**

## **Virtual Learning Days.**

On days when in-person learning is canceled due to weather related issues, students may be asked to participate in a virtual learning day. Virtual learning days will require students to log into their class from their iPads and meet with their teachers. Teachers and staff will have a predetermined virtual schedule that will be shared with parents and students ahead of time. If we can predetermine a school closing the students will be sent home with school supplies the day prior, however, students should always take their iPads home just in case.

## **PROCESS FOR CONCERNS**

If you have concerns about classroom procedures, instructions, or about an incident in the classroom, you should call the school for an appointment to discuss it with the staff member directly involved or email the person directly. Communication between parents and staff members is very important and most of the time problems can be resolved at this stage. If there is no improvement in the situation after discussing it with the staff member involved, you should

then contact the principal.

## **CHANGE OF ADDRESS/TELEPHONE/EMPLOYMENT**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. A Student Information Change form will be provided to you by your child's building secretary, and will help us ensure all of our contact information is correct in all systems.

## **CLOTHING**

This policy is intended to provide guidance for students, staff, and parents.

### **GOALS OF OUR STUDENT DRESS CODE:**

1. Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as Tech-ed, science labs or PE (athletic attire/shoes)
2. Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
3. Allow students to wear clothing of their choice that is comfortable.
4. Allow students to wear clothing that expresses their self-identified gender.
5. Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
6. Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
7. Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

### **Minimum Requirements:**

1. Tops must cover areas from one armpit across to the other armpit. Tops must have shoulder straps and cover all the way down to the waist line (no midriff showing).
2. Bottoms must have a minimum 4-inch inseam. Rips or tears in clothing should be less than 3 to 4 inches in length, and underwear and buttocks must not be exposed
3. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
4. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
5. Students may wear hats that will allow the face to be visible at all times to staff. (No hoods)
6. Specialized courses may require specialized attire, such as sports uniforms or safety gear. Students taking P.E. should have the appropriate shoes for such activity.

### **Additional Requirements:**

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or vulgar conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.

3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn.
6. Clothing and accessories that endanger student or staff safety may not be worn.

### **Dress Code Enforcement**

1. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from hallways or classrooms as a result of a dress code violation. Students in violation will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

2. These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, and dances.

## **GALE-ETTRICK-TREMPEALEAU SCHOOL DISTRICT** **STUDENT CONDUCT**

The Gale-Etrick-Trempealeau School District **Policy #443** on student conduct can be viewed at the link above or on the school district website.

## **COUNSELORS/ PSYCHOLOGIST**

A middle school guidance counselor is available to meet with students, parents, and teachers in their school. The counselor helps in the development of academic, personal, and social growth of the student and sees students in classrooms, small groups, and on an individual basis.

Our guidance counselor is here to help children understand themselves and others, to help prevent problems from developing, to help identify children with special needs, to provide crisis intervention, to develop personalized programs for students, to provide guidance related information and activities, and to coordinate or facilitate efforts of the psychologist, social workers, parents and other caregivers, teachers, students and administration.

During the regularly scheduled classroom guidance times, the counselor provides age appropriate information and activities.

Individual and small group counseling can help children understand, accept and express feelings, develop social skills, make better choices, develop problem solving skills, and better understand how to deal with the problems and changes that life presents. Small groups are

formed as needs arise. Some typical issues that can be addressed in counseling are: problems with unhappiness, anger and other feelings, social/friendship concerns, frequent school absences, classroom academic or behavior concerns, and coping with family issues such as drug and alcohol problems, violence, illness, death, absent parent, separation, divorce, or any other areas of concern.

Parents and other caregivers are encouraged to call the counselor with any questions or concerns they have about their child, as well as any parenting questions or concerns they may have.

A **school psychologist** is housed at the middle school and shared with the high school. The psychologist is available as a special counselor to students and provides the teaching staff with different kinds of evaluation tools.

The psychologist is also available to parents who have special concerns about their children.

## **EMERGENCY DRILLS**

Fire drills are conducted several times during the year and tornado drills are conducted at least once each year. For fire drills, each class has a route to an outside area a safe distance from the building.

During tornado drills, each classroom goes to a designated area within the building. Students are moved to these designated areas in less than 75 seconds in a safe, quiet, and orderly manner.

The school district uses ALICE system for emergency situations. Students and parents will be educated on this during the school year. The middle school will run ALICE drills throughout the year to make sure staff and students are well prepared. Parents are notified ahead of time when ALICE drill may be taking place.

Planning is important in most of the activities that we do. Planning ahead is also important for emergency situations. We have developed an emergency evacuation plan for each building that will be implemented in emergencies.

In an actual emergency, students may be forced out of the school quickly without jackets, hats, boots, or mittens. Having a pre-arranged location and plan available will do several things to reduce the trauma of an emergency evacuation.

The emergency plan will proceed in the following steps:

1. The school building will be evacuated as soon as the emergency (fire, bomb threat, etc.) occurs.
2. Staff members will escort students to the football field bleachers and then into the high school.
3. District administration and local emergency responders will be advised of the emergency.
4. Bus transportation will be arranged through the district transportation director's office.
5. **Students will only be released to parents (or their designees) at the emergency sites.**

## **FIELD TRIPS**

Field trips are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will fill out one permission slip for all field trips at the start of the year. . Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs.



## GRADING SYSTEM

The middle school has moved to a standard based reporting system. Please see the school website for a parent guide to provide information and help answer questions.

It shall be the policy of the Gale-Etrick-Trempealeau School District to evaluate student achievement in grades kindergarten through twelve (12). The board recognizes the following objectives or purposes of a system of student reporting practices:

1. To inform parents/guardians of the level attained by their children
2. To bring parents/guardians into closer understanding of the work of the school
3. To record for students their level of achievement
4. To assist students in evaluating their achievement
5. To assist the student, parents/guardians, and school in working cooperatively for the welfare of the student

## REPORT TO PARENTS

Parent/Teacher conferences shall be scheduled at least twice each year in the elementary schools, and no less than two (2) and no more than four (4) times each year in grades 6-12, in order to personally inform parents about the progress of their children.

## PROGRESS REPORTS / REPORT CARDS

Grades are available online. Contact the office for login procedures if you have lost that information.

1. Report cards and progress reports will be emailed home to parents four times throughout the school year. Paper copies are available upon request.
2. Parents will have access to student's academic records on a continuous basis via the internet.
3. Special Education reporting to parents will follow IDEA guidelines.

You, as a parent or guardian, may also check your child's progress through our student management system, PowerSchool. Parents can access their child's grades, lunch balances, and attendance. Letters are mailed to all parents at the beginning of the school year with PowerSchool access information. **Please keep your letter in a safe, secure place.** If you happen to lose it, check with the office to see how you may access the program.

## ILLNESS OR INJURY

It is important that your child attends school, but if your child is ill, he/she should stay home. A day of rest, fluids and lots of loving care may be the "best medicine" available.

*General guidelines for keeping your child at home:*

1. **Fever:** A fever of 100.4 degrees or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. Your child should stay at home until he/she is fever-free. (Fever-free without the use of medication such as Tylenol or Ibuprofen)
2. **Vomiting, Diarrhea or Severe Nausea:** A student should remain at home until a normal diet is tolerated the night before and the morning of school. A student with diarrhea should not attend school.
3. **Infectious Diseases:** Impetigo, pink eye with thick drainage and strep throat require a health providers examination and prescription medication. After 24 hours of medication and when the student is feeling better, he/she may return to school.
4. **Chickenpox:** A student may return to school when all scabs are completely dried and no new lesions are developing (usually 5-7 days).
5. **Rashes/with or without fever:** Rashes or patches of broken, itchy skin need to be examined by a

health provider if they appear to be spreading or not improving.

6. **Injuries:** If a student has an injury that causes continuous discomfort, the student should not attend school until a physician checks the injury or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education class is not recommended, a doctor's written excuse is required.

In the event of one of the following conditions, the school nurse or a member of the school staff may call a parent/guardian to pick up their child:

- The child has a fever.
- The child has vomited.
- The child has diarrhea.
- The child is coughing persistently.

In case of illness or injury, the school nurse or a member of the school staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be transported to the emergency room/hospital, designated on the student's emergency/health form. **Current** emergency telephone numbers, including parental work, home, family doctor, and hospital preference must be on file with the school. **We rely on parents to update this information with their school's office.**

## IMMUNIZATIONS

Wisconsin State Law requires that every student who is admitted to public school must present a complete vaccination record. This must be completed before admission to school. All students must have received the following grade appropriate vaccinations:

### Grades 6-12:

4 DTP/DTaP/DT, Tdap, 4 Polio, 2 MMR, 3 Hepatitis B, 2 Varicella

If your child has received additional immunizations, please notify the school in writing. Personal conviction, health or religious waivers are recognized by the State of Wisconsin. Please note that students not completely immunized may be excluded from school if an outbreak of one of these diseases occurs.

## INSURANCE

School insurance will not be offered by the district, however a private carrier policy will be available at the beginning of each school year. The cost is small compared to the potential cost of medical care and parents are encouraged to examine this service carefully.

## iPads

Every student in grades 6-8 will be assigned an iPad. All students are given a secure Apple ID account that can only be accessed and utilized by them. Devices will be the responsibility of the students during the school day and stored in a safe location in the classroom. Students may have the opportunity to take them home to enhance instruction once forms are signed and turned in to the main office. Parents are asked to supervise their students' use of the device when it is home.

# LOST AND FOUND

All clothing found at school, regardless of its value, is placed in the lost and found. Money, jewelry or other valuable articles are turned in at the office. Students may claim them after proper identification. Lost and found items left unclaimed for more than one month may be donated to a local charity.

# MEDICATIONS

## ADMINISTERING MEDICATIONS TO STUDENTS

## Policy 453.4

Medications should be given at home when possible. Medication given at school is administered by the school nurse or other assigned staff. If medication is needed during the school day, the following is required:

### Prescription

1. A medication order must be obtained from a healthcare provider/dentist/podiatrist. Medication cannot be given until the medication form is on file at school. If the student's medication dose, time or drug should change, a new medication form must be submitted. This is not a parental request, but a physician's order.
2. All medications must be in properly labeled containers. Pharmacy-labeled containers must have the student's name, name of the drug, dose the student should take, frequency/time of administration, mode (method) of administration, directions and date of drug expiration. Do not send medication in a student's lunch box or a plastic bag. Improperly labeled medication will not be given, and will be returned to parents at the end of the school day.
3. All medication must be turned in to the office at the beginning of the school day.
4. The parental consent portion of the medication form must be signed.
5. Epi pens and Asthma Inhalers may be carried on the student. Age appropriateness is determined by the student's healthcare provider. All other medications should be kept in the school office.

### Non-prescription Medications

1. Complete the medication form. A health provider's signature is not required. A parental signature is required, giving permission for school personnel to administer the student medication.
2. Supply the medication in a properly labeled container. No baggies, envelopes or home based containers.

### Acetaminophen/Ibuprofen

A non-aspirin form of medication can be given at school for an occasional headache or body aches. Fevers **will not** be treated. Students with a temperature of 100.4 degrees or more must be sent home. A medication form should be completed, signed by a parent, and sent to school with the medication. We do not administer over the label dose recommendations unless we have a signed order by the health provider.

### Cough Drops

Please do not send cough drops to school.

***Medication forms are available on our district website, at the school or local clinic.***

## NON-DISCRIMINATION POLICY

The Gale-Etrick-Trempealeau School District does not discriminate against pupils on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education program, or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

The District encourages informal resolution of complaints under this policy. If any person believes that the Gale-Etrick-Trempealeau School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the district office at the following address:

Gale-Etrick-Trempealeau District Office  
17511 North Main  
Galesville, Wisconsin 54630

### STEP 1

A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the superintendent of schools. The superintendent shall send written acknowledgement of receipt of the complaint within 45 days.

### STEP 2

A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115. subch. V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 C ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or subgrantee is violating federal statute of regulation that applies to a program shall be referred directly to the state superintendent.

### STEP 3

If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint.

Appeals should be addressed to:

State Superintendent  
Wisconsin Department of Public Instruction  
125 South Webster Street  
Madison, WI 53707-7841

## PARENT VOLUNTEERS

G-E-T considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. All visitors to the building, including parent volunteers, must sign in at the main office.

When volunteering at school, we ask that you do not bring younger siblings to school. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow. Typically we suggest approximately 60 minutes of a time commitment.

**All volunteers must submit to a background check annually as well as view a video on confidentiality. Please contact the school office for necessary forms authorizing the school to perform this vital safety check.**

## **PETS**

Per policy 835, No live domestic animals may be brought into school district buildings or permitted on school district property, except on sidewalks used for normal pedestrian traffic.

Exemptions shall be allowed under the following circumstances:

1. For the day-to-day operations of classrooms where animals are normally used in the course of study or in classrooms where they are normally displayed for either educational or decorative purposes with prior approval of the building administrator.
2. For display of animals not mentioned above on a short-term basis. Building administrators shall determine under what circumstance this will be allowed, and will require prior notification from building staff of such displays.
3. Animals trained to assist persons who are physically impaired shall have unlimited access to district property when being used for that purpose.
4. Animals under the control of public safety officials shall have unlimited access to district property for exercise, educational and public relations purposes. Proper notification of such visits shall be left to the discretion of the controller of such animals.

## **PLAYGROUND EXPECTATIONS**

Students are to remain on the play field or blacktop area during outdoor recess. When the fields are muddy, the area will be off-limits. Tackle football and other contact games are not permitted. Other potentially dangerous activities such as skateboarding, piggyback riding, rock throwing, and snowball throwing are not permitted. Misuse or destruction of playground equipment will not be allowed.

Students will have supervised recess inside on days when bad weather prevents outside recess. An adult is on the playground during regularly scheduled breaks. The playground is not supervised after school, and students are expected to leave for home immediately following dismissal.

The following expectations will be taught and reinforced throughout the year:

### **Be Safe**

- Use equipment safely
- Use words to solve problems

### **Be Respectful**

- Show good sportsmanship
- Respect self, others, staff, and property

### **Be Responsible**

- Be a problem solver
- If you take it out, put it away
- Line up quickly and quietly

## **STUDENT SAFE AND RESPONSIBLE USE POLICY FOR DIGITAL RESOURCES**

The Gale-Ettrick-Trempealeau School District is providing access to the Internet and other digital resources as a means to enhance the curriculum and learning opportunities for all of our students and staff. The district will provide access to Google Apps for Education (GAFE), a free, web based program for students and teachers. This service is available through an agreement between Google and the district. Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use only.

The district has established the Student Safe and Responsible Use Policy for Digital Resources to ensure appropriate use of the resources. All digital resources are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and these procedural guidelines may result in the suspension or revocation of the offender's privilege of access or

other disciplinary actions.

To view the complete policy, you may access it on our district web page at <http://www.getsd.org/> or in the policy handbook located in the school district office. The Gale-Ettrick-Trempealeau School District is CIPA (Children's Internet Protection Act) compliant, meaning that all computers are filtered for objectionable content, which includes visual depictions that are obscene, contain child pornography, or are harmful to minors.

### **Limitation of Liability**

The district cannot assure the rights of privacy on district computer systems. Due to the nature of digital resources, there can be no absolute guarantee that the implementation of the safe and responsible use measures contained in this policy will fully protect against access to material or people that may be considered inappropriate or potentially harmful. The district will not be responsible for any damage students may suffer if they accidentally or intentionally are exposed to such materials or people. The school board will not be responsible for any damages a user may suffer, including loss of data.

### **Educational Purpose**

1. All students will have access to digital resources through their classroom, library, or school computer lab.
2. Any student produced web pages must be approved by the supervising teacher and building principal before being linked to or stored on any district web server. The district web master shall approve all web pages hosted on district servers. All student web pages must relate to their specific school, educational, and/or career informational activities and should follow web page construction guidelines as provided on the district server or by the classroom teacher.

### **Student Safe and Responsible Use Policy for Digital Resources**

Safe and responsible uses of the Internet and other digital resources include activities which support learning, collaborative work, and teaching. Students are encouraged to develop uses which meet their individual needs and which take advantage of the functions: communication, education, information storage and retrieval. Acceptable uses include (but are not limited to):

- Using subscription databases and other websites for research
- Using classroom wikis and blogs for student projects
- Using the Internet to send electronic mail (e-mail) to others for classroom projects
- Respecting and upholding copyright laws and all other applicable laws and regulations
- Respecting the rights and privacy of others by not accessing private files
- Following the directions of the adult in charge of the computer lab or other room where computers are in use
- Using Google Apps and tools for communication, collaboration, and productivity on school assigned projects

### **Unacceptable Uses**

- Accessing inappropriate material (as described in the district's Technology Protection Measure) using digital resources
- Swearing, using vulgarities or any other inappropriate language, pictures or gestures in any form using any digital resource
- Violating the rules of common sense or etiquette
- Changing any computer configuration, password or file that does not belong to the user
- Using the system for commercial use, financial gain or illegal activity
- Using an account other than your own or misrepresenting your identity

- Attempting to "hack" into any computer or digital resource
- Creating and/or distributing a computer virus over the network
- Using the system to illegally transfer software (i.e. pirating) in violation of copyright law
- Downloading unacceptable digital materials in any form
- Revealing personal addresses or telephone numbers of students or staff
- Using the network in such a way that would disrupt the use of the network by others (i.e. streaming music, streaming videos and emailing large attachments, unless directed by a teacher)
- Causing damage to digital resources or assisting others to cause damage
- Accessing resources that are inconsistent with the school's rules or district's educational goals or showing others how to do this
- Playing online games, accessing chat rooms or other resources which have little learning potential
- Installing or storing any software on any district computer without the permission of the teacher or staff member responsible for the device
- Using any digital resource without permission of the teacher or staff member responsible for that device
- The student and their parent/guardian must read the district's Student Safe and Responsible Use Policy for Digital Resources and sign the Parent/Guardian Digital Resource Responsibility Form. Access to digital resources may be withdrawn at any time.

### **OTHER GENERAL INFORMATION**

#### **COMMUNITY SERVICE**

Although we will continue to promote, emphasize, and coordinate community service opportunities, the middle school will no longer require hours to be submitted to the office for documentation.

#### **DROPPING OFF**

Students who walk, ride bicycles, or are given rides to the middle school should not arrive any earlier than 7:30 a.m. when adult supervision begins.

#### **LOCKERS**

Policy Number: 444.1

The search of a locker will involve the building administrator or designee. Lockers may be searched when the welfare of students or faculty is in jeopardy. As lockers belong to the school, lockers may be opened at any time with or without the presence of the student occupant.

Guidelines to follow:

1. Do not hesitate to open and inspect when clear and present danger to other students and personnel is indicated.
2. Do not hesitate to open and inspect when sufficient evidence points to a student's concealing therein materials forbidden in school by policy and regulations such as alcoholic beverages, illegal narcotics, or firearms.
1. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order. The school attorney may be consulted in regard to any questions of legality.

#### **DROPPING CLASSES / CHANGING STUDENT SCHEDULES**

We recognize that a student may change their mind for an optional class and will want to drop a

class or change their schedule. We encourage a student to complete all the classes that they sign up for. In the event that there is an extraordinary reason why the school should change a schedule by dropping a class, the student must do the following:

1. Discuss with the teacher reasons for wanting to drop or change the class,
2. Bring a note signed by the parents of the student to the teacher to have them sign it,
3. Bring the signed note to the principal's office.

All of these steps must be completed within the first week of each term.

**OPTING OUT of DISPLAYS, etc.:** If parents would like to DENY permission to the Gale-Etrick-Trempealeau School District to display their child's image and their work in public (honor rolls, newspapers, district newsletter, web page, etc.) or if parents would like to DENY permission to the Gale-Etrick-Trempealeau School District to have their child in the background of classroom videos that are made for the purpose of teacher training or accountability (e.g. student teachers filming lessons to be evaluated by a third party reviewer, teachers filming lessons to become nationally certified, teachers recording a lesson to be used as an artifact for Educator Effectiveness, etc.), they should submit a written letter to the office secretary stating that their child's name and that they would like to opt out.

### **TELEPHONE CALLS & MESSAGES**

Students may use the office or classroom phones only in cases of emergency *after* the office or classroom personnel have granted permission. Only emergency messages will be delivered to the students during class. Students may use personal devices only at lunch/recess, at breakfast break, and before and after school and only in designated areas. Students must notify office personnel if they are calling to be picked up during school hours.

### **POSTINGS / HALL SIGNS**

Signs or postings in the school building, including on lockers, must be approved by the building principal or designee. An exception will be made for signs specifically made in class meetings under the direction of staff. Adhesives should not be used on painted walls.

### **PLEDGE OF ALLEGIANCE**

In accordance with state law, staff and students will be invited to participate daily in reciting the Pledge of Allegiance during announcements.

### **STUDENT COUNCIL**

A student government in any school may be organized within the framework of guidelines adopted by the building administrator and his/her faculty representatives.

The function of student government shall be to provide a channel of communication between students and the professional staff of the building. Regulations and policies shall always remain the province of the board and administration.

### **VISITORS**

It is discouraged to have friends visit at school. If there are special circumstances, please contact the building principal at least 3 days in advance of the visit to gain permission. Rarely is permission granted due to the disruptive nature of having an additional person in classes. Visitors are not allowed to attend school dances at any time.

### **TRANSGENDER STUDENT GUIDELINES**

These guidelines provide direction to address issues concerning the needs of transgender students. These guidelines help to ensure a safe learning environment free



from discrimination and harassment and promote the educational and social integration of transgender students. They do not anticipate every situation that may occur, and the needs of each student must be assessed on a case-by-case basis.

#### *Sports and Physical Education*

Transgender students are to be provided the same opportunities to participate in physical education as other students. Generally, students should be permitted to participate in physical education and sports in accordance with the student's gender identity that is asserted at school. Participation in competitive athletic activities and contact sports will be resolved on a case-by-case basis.

#### *Restroom and Locker Room Accessibility*

The Gale-Etrick-Trempealeau School district aims to support transgender students while also ensuring the safety and comfort of all students. The use of restrooms and locker rooms by transgender students requires schools to consider numerous factors, including, but not limited to the transgender student's preference, protecting student privacy, maximizing social integration of the transgender student, minimizing stigmatization of the student, and protecting the safety of the students involved. One option available will be a restroom designated as a unisex bathroom and arrangements for privacy in changing for activities will be made for all adults and students.

#### *Gender Segregation in Other Areas*

As a general rule, in any other circumstances where students are separated by gender in school activities, students should be permitted to participate in accordance with their gender identity asserted at school.