

# Elkhart Lake-Glenbeulah Elementary School

## Student Handbook

2022-2023

# The Resorter Way



251 East Maple Street  
Elkhart Lake, WI 53020

*The mission of the Elkhart Lake-Glenbeulah School District is to challenge, inspire, and empower in a caring and innovative learning environment.*

## **ELEMENTARY SCHOOL STUDENT HANDBOOK**

The student handbook includes information specific to Elkhart Lake-Glenbeulah Elementary School. The procedures in this handbook are consistent with policies, regulations, and procedures established by the Elkhart Lake-Glenbeulah Board of Education. Please use this handbook as a point of reference. Topics not covered in this handbook will be governed by Elkhart Lake-Glenbeulah School District Board policies and district staff. Situations or problems that may occur during the school year that are not specifically covered in this handbook will be governed by Elkhart Lake-Glenbeulah Board policy and decided by the building administrator.

### **PHONE NUMBERS**

District Office	876-3381 or 1-877-893-5122
District Fax	876-3511
Elementary/Middle School	876-3307 or 1-877-892-4731
Elementary/Middle School Fax	876-3105
High School	876-3381 or 1-877-893-5122
High School Fax	876-3511

### **Junior Kindergarten**

Monday-Thursday in addition to having class on the first Friday of each month or the second Friday if no school on the first Friday: September 2, October 7, November 4, December 2, January 6, February 3, March 3, April 14, May 5, and June 2.

#### *Morning Section*

8:35 a.m.	Bus Arrives
8:45 a.m.	Class Officially Begins
11:45 a.m.	Departure

#### *Afternoon Section*

12:40 p.m.	Bus Arrives
12:45 p.m.	Class Officially Begins
3:45 p.m.	Departure

### **Elementary Schedule, Grades K-4**

8:35 a.m.	Buses Arrive
8:45 a.m.	Classes Begin
11:46-12:20	Lunch/Recess (Grade 4)
12:05-12:55	Lunch/Recess (K-3)
3:45 p.m.	Dismissal

### **STAFF DIRECTORY**

You may reach the faculty and staff or their voice mailboxes after school hours by calling 876-3307 or 1-877- 892-4731, dial the extension number when prompted.

<u>Name</u>	<u>Position</u>	<u>Ext.</u>
Matt Cain	Maintenance	4177
Dr. Jeanne Courneene	Principal JK-8	4126
Hannah Feltes	JK	4133
Kelly Flaig	Health Rm/Secretary	4124
Marki Forstner	Speech/Language	4132
Holly Green	Music K-4	4229
Debbie Hammann	Director of Pupil Services	4204
Amy Hammes	Art	4157
Diane Hassinger	Admin Assistant	4122
Alyca Hess	Library Media Specialist	4175
Davin Hill	Physical Education	4104
Stacy Hochmuth	Grade 1	4165
Carrie Jadin	Kindergarten	4163

Scott Jadin	Grade 4	4305
Wendy Kossman	Grade 4	4304
Bart Larson	Phy. Ed.	3105
Debbie Matthies	Grade 2	4171
Scott Niemi	Liaison Officer	3419
Lois Pagelow	Pupil Services Sec.	4202
Chris Petrie	Assistant Principal	4201
Heather Porath	Grade 3	4170
Jackie Schmidt	Grade 2	4168
Diane Schwaller	Child Care Director	4159
Alyssa Selk	Special Education	4164
John Shanahan	School Counselor	4136
Ann Sohlden	Reading Specialist	4303
Maria Stecker	Grade 3	4173
Anthony Summers	Technology Director	3420
Abigail Wagner	Kindergarten	4160

**MILK AND LUNCH TICKET INFORMATION**

Milk and lunch ticket money will be collected in teacher classrooms each morning Monday through Friday. If a student arrives at school late, s/he may buy milk or lunch tickets when s/he arrives. If a student anticipates a late arrival, parents are to call ahead if needing to purchase lunch so that the office staff can record an accurate count. Students may not use tickets from a previous year.

**NON-CUSTODIAL PARENTS**

Non-custodial parents will be given or sent report cards or other information as requested unless there is a court order to the contrary. Non-custodial parents may contact the school office for information on how to receive school materials. Custodial parents with a court order preventing non-custodial parents from receiving information or from picking up the children must be on file with the school. The school allows biological parents to pick up their child unless there is a court order forbidding it. The court order must be on file with the school.

**ASSEMBLY BEHAVIOR EXPECTATIONS**

Assemblies and performances enrich students' lives and offer an opportunity to learn proper behavior during such events.

- Enter the area quietly. Enter and leave only during breaks, for example: between performances or between acts.
- Treat the performers the way you would want an audience to treat you.
- Applaud good performances. Please do not pound feet on the bleachers, whistle or scream. Booing is not expected.
- Inappropriate behavior will result in removal from the assembly area and possible other consequences.
- Attendance at assemblies or other events is a privilege, not a right.

**ARRIVING EARLY, STAYING AFTER SCHOOL**

Students should arrive at school no earlier than 8:35 a.m. Please do not send your child to school any earlier than the scheduled time for the buses to arrive. There is no supervision for students who arrive earlier than 8:35 a.m. and sometimes there is no one in the building to notice if there are children outside in the cold or rain if they arrive too early. Students who stay after school may do so only with the permission of a teacher who is willing to supervise them.

**ILLNESS**

If a child is not feeling well, s/he would probably benefit from recovery time away from school. We know that it is sometimes difficult to arrange child-care when a child has to stay home. Being sick at school can prevent your child from learning and can spread illness to other children. The Sheboygan County Division of Public Health suggests that a child should not attend or return to school unless they have been free of the following symptoms for at least 24 hours: persistent cough, diarrhea, vomiting, fever, strep throat, or other communicable illnesses. It is also recommended that students remain home when experiencing the following:

- Severe Pain
- Severe cold
- Headache

- Rash
- Lice (when live bugs are present)

**BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS**

Students are welcome to ride bikes to school and must park them in the bike racks. Students are to walk their bikes on the sidewalk when parents are present after school waiting to pick up their children. As long as the student is following village and state ordinances, and being responsible, skateboards, roller blades, and scooters may be used to come to school. Students may not skateboard, roller blade, or use scooters on school property or sidewalks when school is in session.

**LOCKERS AND DESKS**

School lockers and desks are the property of the Elkhart Lake-Glenbeulah School District. At no time does the Elkhart Lake-Glenbeulah School District relinquish its exclusive control of lockers and desks provided for the convenience of the student. Periodic general inspection of lockers and desks may be conducted by school authorities for any reason, without notice, without student consent, and without a search warrant, *School District Policy 5771*.

**TEXTBOOKS**

Textbooks are provided to students by the school district as needed. Students are expected to take care of assigned textbooks and return the issued texts at the end of the school year. Students/parents will be required to pay for the repair or replacement of lost or damaged texts.

**SELLING, SOLICITING, AND DISTRIBUTING MATERIALS**

Students may not sell items, solicit, or distribute any materials on school grounds unless they have received approval from the school administration. Please check with the principal in advance regarding the sale or distribution of items.

**LOST AND FOUND**

Lost and found boxes/tables are located by the office hallway, gym offices, and in the office for small items. Students need to check these locations. Items not claimed will be donated to charity.

**BEHAVIORAL EXPECTATIONS: SCHOOL-WIDE *Be Kind Be Responsible Be Safe***

**GENERAL EXPECTATIONS**

- We expect the students will represent our school in an outstanding manner.
- We expect students will work to the best of their ability.
- We expect everyone to treat others with dignity, worth, and respect.
- We expect everyone to keep the school and grounds beautiful and clean.
- We expect students will follow rules and directions.
- We expect students to keep a positive relationship with parents, teachers, and friends.
- We expect students to reach beyond their grasp and to learn new things.
- We expect students will make us very proud.

Certain activities and locations within the school lend themselves to various expected behaviors. The following guide is to be used to communicate appropriate expected school-wide behaviors.

**The Resorter Way**

	<b>Arrival/Dismissal</b>	<b>Cafeteria</b>	<b>Playground</b>	<b>Hallway</b>	<b>Bus</b>	<b>Restrooms</b>
<b>Be Kind</b>	*Greet others kindly and appropriately  *Assist others in need  *Be courteous to others around you	*Use kind and appropriate words  *Include others  *Eat your own food	*Use kind and appropriate words  *Be helpful to friends  *Include others	*Use kind words  *Smile at friends  *Help those in need	*Use kind and appropriate words  *Offer open seats to others  *Use positive language and comments	*Use kind words  *Give others privacy  *Quietly and patiently wait your turn

	*Think of others' needs before self	*Raise your hand if you need help  *Be helpful to friends	*Share equipment  *Take turns  *Solve problems with kindness	*Leave space between you and others		
<b>Be Responsible</b>	*Keep hands and feet to self.  *Be on time  *Be prepared  *Leave locker area clean	*Use voice level 1 or 2  *Listen to supervisors  *Keep your area clean  *Dispose of garbage  *Wait patiently in line	*dress for the weather  *Listen to adults  *Line up when the bell rings  *Return equipment  *Make safe choices	*Close lockers quietly  *Use voice level 0 or 1  *Keep hallways clean	*Follow driver's instructions  *Keep hands, feet, and objects to self  *Keep bus clean  *Dispose of garbage	*Use voice level 0 or 1  *Be quick  Keep bathroom clean  *flush toilet  *Wash hands with soap and water
<b>Be Safe</b>	*Wait in designated area  *Wait until dismissed from an adult.  *Walk as you enter and leave the building.	*Walk at all times  *Keep hands and feet to self  *Stay in your seat while eating	*Use equipment appropriately  *Line up in designated area  *Keep hands, feet, and objects to self  *Get help when needed	*Walk at all times  *Always walk on the blue line on the right side of the hallway and stairs  *face forward  *Keep hands and feet to yourself	*Stay seated  *Quiet voices  *Use electronic devices appropriately  *Allow the bus driver to focus on driving	*Walk at all times  *Keep water in sink  *Wash hands with soap and water

### **CODE OF STUDENT CONDUCT**

All students of the Elkhart Lake-Glenbeulah School District will be provided a positive, safe and comfortable learning environment where they will be able to receive the education they deserve. For the functional purposes of this document, learning environment is defined as the school setting both within and outside the regular classroom.

This policy is based on a foundation of respect and effective discipline. The responsibility for establishing this foundation is shared by students, district staff, parents/guardians, community, and school board.

Providing an effective classroom environment that promotes learning is the goal of each classroom teacher. Students also make a contribution to and have a responsibility for this environmental setting. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their planned lessons and allows all students to participate in the learning activities. Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined in this code of conduct. Students may also be subject to other disciplinary action by the teacher, assistant principal, and/or principal, and regular school disciplinary action, including denial of participation in extracurricular activities during the removal period, loss of commons privileges, suspension or expulsion from school or other consequences at the discretion of the principal/designee and consistent with state law and district policy.

This code of conduct covers behaviors occurring in the regular classroom as well as behaviors occurring in the school

setting outside the classroom environment (e.g., hallways, playgrounds, restrooms, school-sponsored events). Examples of behaviors which would interfere with a teacher's ability to teach effectively are listed below. This list is not all-inclusive.

- possession or use of a weapon or other item which might cause bodily harm to persons in a classroom.
- being under the influence of drugs, alcohol or other controlled substances which are in violation of school policy.
- behavior which interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
- taunting, baiting, inciting and/or encouraging a fight or disruption.
- disruption and intimidation caused by a gang or group symbols or gestures, gang or group posturing to provoke an altercation or confrontation.
- interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- pushing or striking a student or staff member.
- obstructing classroom activities or intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
- dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
- throwing objects in the classroom.
- restricting another person's freedom to properly utilize classroom facilities or equipment.
- repeated disruption or violation of reasonable classroom rules.
- excessive or disruptive talking.
- behavior that causes the teacher or students fear of physical or psychological harm.
- physical confrontation or verbal/physical threats.
- willful damage of school or another's personal property.
- defiance of authority (willful refusal to follow reasonable directions or orders given by the teacher).
- repeatedly reporting to class without necessary materials to participate in classroom activities.
- use of profanity.
- failure to show for detentions assigned by teacher.
- other behavior as deemed inappropriate with regard to the classroom or teachers' ability to teach the curriculum (*School District Policy 5500*).

### **STAFF/ADMINISTRATION USE OF FORCE AS INTERVENTION**

Any teacher, administrator, employee, or agent of the school board may use reasonable and necessary force under the following conditions:

- to quell a disturbance or prevent an act that threatens physical injury to any person
- to obtain possession of a weapon or other dangerous object within a student's control
- for the purpose of self-defense or the defense of others
- for the protection of property
- to remove a disruptive student from a school premise or motor vehicle or from school-sponsored activities
- to prevent a student from inflicting harm on him/herself; and
- to protect the safety of others (*School District Policy 5630*)

### **DRESS CODE**

Students are to dress in a safe, responsible, and respectful manner.

- Hats, baseball caps, bandannas, and scarves are not allowed except with permission on special days.
- Sweatshirt and jacket hoods are not to be worn when inside the building.
- Clothing with questionable graphics or words, or which promote drugs, alcohol, tobacco, violence, or prejudice is not allowed.
- Shoes or sandals must be worn at all times. Due to safety issues, no wheelies (heelies) are allowed (shoes with roller blades that pop in and out).
- Appropriate lengths of clothing are defined as mid thigh with inside pockets not extending beyond the article of clothing.
- Pants are to be worn where undergarments are not visible.

- Students are not allowed to wear what may be considered outer garments such as jackets in the school during school hours unless permission has been granted by the classroom teacher, assistant principal, or principal due to temperature conditions.

### **DRESS CODE FOR WINTER RECESS**

During winter, students need to have hats, mittens/gloves, snow pants, and boots. When there is snow on the ground, snow pants are expected to be worn. If a student comes to school without boots or snow-pants, s/he will not be allowed to play in the snowy areas, and will need to remain on the cleared blacktop.

### **DRUG, ALCOHOL OR TOBACCO USE**

A student of the Elkhart Lake-Glenbeulah Elementary School, regardless of age, shall not consume, be under the influence of, or have in his/her possession, alcoholic beverages or illegal drugs, including smoking products, e-cigarettes or vaping while in school, attending school functions, on school grounds, or while under school supervision *School District Policies 5512, 5530*.

### **SUSPENSION (IN-SCHOOL OR OUT-OF-SCHOOL)**

Suspension (In-school or Out-of-school) means temporarily withholding a student from attending school or extracurricular activities because of severe noncompliance with school rules or expectations, School Board policies, or State Law, or for conduct in school, at school functions or while under school supervision which endangers the property, health or safety of others. The parent/guardian will be notified prior to actual suspension. The severity of the misbehavior will determine the length of suspension, up to five (5) days, unless expulsion is being considered. Students serving in-school suspension will receive credit for attendance and credit for assignments completed. Missed tests can be made up at the convenience of the teacher (*School District Policy 5610*).

### **ACTIVITIES**

A wide variety of student activities are available to Elkhart Lake-Glenbeulah Students:

- Assembly programs
- Adopt-a-Grandparent
- Concerts and Plays
- Destination Imagination
- Field Trips
- Library Trivia Contests
- Math Contests
- Poster and Essay Contest
- Special Event Activities
- Outdoor Skills Center
- Jump Rope for Heart
- Early Riser/Early Evening Readers
- Positive Behavior Incentive Activities
- Presidential Academic Fitness Award
- Literacy Nights

### **TEACHER REQUESTS**

Upon assigning students to classrooms student achievement, learning needs, gender, and behavior are considered in order to provide balanced classrooms. Requests for a particular teacher **may** be considered for sound educational reasons. Sound educational reasons need to be explained in writing and shared with the school counselor by the second week in May. The teacher, counselor, assistant principal, and principal collectively hold the final decision regarding placement of students.

### **STUDENT RELEASE OR CONTACT DURING SCHOOL HOURS**

When a student needs to be picked up during school hours, the parent is to notify the office. The office will provide the necessary pass for the student to give to the attending teacher who will release the student to the office. If it is necessary for parents to speak to their child during the school day or need a message given to a student, the office is to be contacted.

## **VISITORS**

We welcome adult visitors to our school. For safety sake, all visitors must report to the office, sign-in, and wear a visitor's pass. If a parent would like to speak to a particular teacher, the teacher needs to be contacted directly to arrange a time. Young relatives or friends from other schools are not permitted to visit school during school hours.

## **ATTENDANCE**

Students are required by law and district policy (*School District Policy 5200*) to attend school unless excused for reasons of illness. **Students may be absent from school on a parent's excuse for up ten days during the school year.**

**to part or all of five days per semester.**

### ***Notifying the School***

If a child is sick, please call the school at 876-3307 or 1-877-892-4731 to inform the office administrative assistant or to leave a voice mail about the absence. On voice mail, please tell who you are, the name of the child, his/her homeroom, and why s/he is not at school. If a child is absent and the office does not receive a call by 9:30 a.m. and for the safety and well being of the child, an attempt to contact the parent at home or at work will be made. **If a parent has called or personally notified the school regarding a child's absence, it is not necessary to send a note.** A written explanation must be sent within 24 hours of the absence if no contact had been made. However, the school reserves the right to request and/or require written documentation for any or all absences. Parents are encouraged to make appointments for their children after school hours. Family vacations are an important part of family life, and are encouraged to plan vacations during school vacation periods of time.

### ***Excused Absences***

State law allows parents to excuse students from school for five days per semester, or ten days per school year. Excused absences include:

- personal illness: Illnesses longer than three days may require a doctor's note for verification purposes.
- family illness
- death in the immediate family
- appointments: medical, dental, chiropractic, or other valid professional appointments; please try to make appointments after the school day or during vacation days
- religious holidays
- religious instruction
- family trips including hunting and fishing; a minimum of 24-hour notice is needed for family trips to be excused; student trips without the family are not excused
- court appearances or other legal procedures
- quarantine
- job shadowing, "Take Your Child to Work" day, military visits
- special circumstances if not in conflict with state law and if approved in advance by the school attendance officer (principal or designee)

### ***Make-up Work***

Parents may request that teachers gather work for a child to do when absent. If a child is sick, however, it may be that s/he would benefit from spending his/her time recuperating rather than doing schoolwork. Please request homework when calling in the absence or before 8:00 a.m. Homework will be available to be picked up in the school office after 3:45 p.m.

### ***Leaving School and Returning to School***

Students are required to check in at the school office before leaving school and upon returning to school.

### ***Tardy***

Students arriving after 8:45 AM must report to the office for an admission slip. An unexcused tardy is arriving to school after 8:45 AM and/or being late for any class without a valid excuse. After school detention, lunch detentions, or other corrective actions as assigned by classroom teachers may follow chronic tardiness.

### ***Truancy Procedures***

Wisconsin state law and village ordinance prohibit truancy, being away from school without a valid excuse. Students who



have five or more unexcused absences per semester may be classified as “habitual truants.” Parents are required by law to cause their children to attend school or be subject to fines or other legal action.

1. **Biweekly Attendance Pull:** An attendance pull will be made by the office attendance administrative assistance two times per month. A generated report of student absences will be provided to the Assistant Principal, Counselor, and Principal.

2. **Communication Documentation:** Each parent contact that takes place regarding truancy and attendance must be documented with the following information about what has been done:

- Form of Communication: Skyward, Gmail, SeeSaw, Phone call, Letter, in-person meeting, home visit.
- Details of the Communication: Documentation includes who, what, when, and how contact was made with the family member.

1. **Occurrence of 5th-9th Absences:** When a student accumulates at least a 5th absence, but before the 10th absence, the *First Attendance Notification* letter is mailed home. Two weeks must pass between the *First* and *Second Attendance Notification* letters being mailed home.

2. **Occurrence of 10th-14th Absences:** When a student accumulates at least a 10th absence, but before the 15th absence, the *Second Attendance Notification* letter is mailed home and a *Student/Parent Attendance Success Plan* is completed by the classroom teacher/grade level team. Two weeks must pass between the *Second* and *Third Attendance Notification* letters being mailed home. A doctor’s note is required for any additional absences beyond 10 days.

3. **Occurrence of 15th-19th Absences:** When a student accumulates at least a 15th absence, but before the 20th absence, the *Third Attendance Notification* letter is mailed home. Two weeks must pass between the *Third Attendance Notification* letter and a parent meeting that takes place at the 20th absence. The *Student/Parent Attendance Success Plan* is reviewed by the collaboration team. A doctor’s note is required for additional absences.

4. **Occurrence of 20th absence:** When a student is absent for the 20th time, a parent meeting is required. Required attendance at the parent meeting includes assistant principal, school counselor, classroom teacher, and at least one parent or guardian of the student. Optional attendees include the special education teacher, school psychologist, principal, and Director of Special Education/Student services Two weeks must pass between the parent meeting at the 20th absence and referral to a truancy officer or a social services referral. A doctor’s note is required for any additional absences.

5. **Occurrence of 25th absence:** When a student accumulates a 25th absence, a truancy officer is notified and/or a truancy referral is initiated with the Village of Elkhart Lake and Sheboygan County if necessary.

6. **Vacations and Extenuating Circumstances:** Known vacations or extenuating circumstances may dictate and alter the frequency of notification of absence status and the sending of letters.

7. **Post 8:45 AM Arrival:** Students arriving at school after 8:45 AM and before 9:00 AM are considered tardy. Arrival after 9:00 am is considered absent for the portion of the day where the student was not in attendance.

8. **Prior to 3:45 PM Departure:** Students leaving school before 3:45 PM will be marked with a recorded absence for the portion of the day when the student was not in attendance.

### **ATTENDANCE & PARTICIPATION IN SCHOOL ACTIVITIES**

Students absent from school because of illness are not permitted to attend and/or participate in after school or evening activities held the same day.

### **EMERGENCIES**

#### **Fire and Evacuating Building**

Fire and evacuation drills are held monthly. Students are taught what to do when the fire alarm sounds: exit the building by the nearest exit. Students are escorted as a class to the parking lot for further instructions.

#### **Tornado or Severe Weather**

Every classroom is assigned to a given tornado shelter area. Other shelter areas within the school are available if there is not time to reach the main shelter. Teachers prepare students for tornado emergencies and there are mock drills.

#### **Emergency Contact**

It is natural to want to call school if one hears that something has happened, however, in the event of a real emergency, calling the school can tie up vitally needed telephone lines. Please refrain from calling the school to confirm reports that are on the radio.

### **SEVERE WEATHER AND SCHOOL CLOSING**

Information about school closings or delays will be broadcast on:

#### **TV stations:**

- WTMJ-TV 4

- WFRV-TV 5
- WLUK-TV11
- WISN-TV 12

***Radio stations:***

- WTMJ-620 AM
- WKTI-94.5 FM
- WLUK-98.1 FM
- WXER-104.5 FM
- WHBL-1330 AM
- WWJR-93.7 FM

Every effort is made to notify the stations in good time, however, sometimes this is not possible. Please tune to those stations on a daily basis during winter months. In addition parents/guardians will be notified using the District Alert Notification System in the case of a school closing, emergency, or delay. Parents/guardians will be asked to update all contact information at registration and anytime during the school year, as needed.

**SCHOOL CANCELLATION/DELAY**

A school cancellation means school will not be held all day and the building will be closed. A school delay means that the start of school will be delayed one or two hours. Buses will begin their routes one or two hours later than normal.

**MEDICATION PROCEDURES**

The Elkhart Lake-Glenbeulah School Medication Policy (*School District Policy 5330*) complies with State Law 334. The school must have in writing from the physician, the specific order regarding the name of the medication, the time(s) it is to be given, and the dosage. Medication forms are available in the school office. School personnel will not administer medication without the medication form completed and filed in the office. Any medication not ordered by a physician (over the counter medication) will require written parent or guardian permission -- indicating the name of the medication and the correct dosage -- prior to being administered by school personnel. Medication must be in its original container and labeled correctly, including the child's name. The only medications that can be kept with the student is an inhaler and/or epipen

(doctor permission is needed). **Students are not to keep any other prescription drugs or over the counter medication in their desk or locker.** Pharmacists will provide containers for both school and home. If parents/guardians have questions concerning the medication policy, please call the county Nurse at (920) 459-3030 or the Public Health Service at (800) 596-1919.

**IMMUNIZATIONS**

All students must present evidence that they have received at least the first dose of each type of vaccine required for their age/grade level within thirty (30) school days after admission to school. Waivers are available for health (signed by a physician), religious or personal convictions (signed by a parent/guardian) reasons. **Please note:** If a student is not in compliance with the law within 30 days of admission, the school may exclude the student from school (*School District Policy 5320*).

**BUSING**

Bus students are expected to utilize the same transportation to and from school. However, parents may pick up their child from school and remain in the waiting area to meet their child. If someone other than the parent or legal guardian will be coming to pick up your child, a written note should be sent to school or the parents should contact the school with a phone call. If bus students would like to have the options of walking home, staying in town, etc, they must bring a note to the office verifying parent permission of those alternative arrangements. If you have questions about busing, please call the school office first.

**BUS RULES AND REGULATIONS (from Johnson School Bus Service, Inc.)**

- **Before Loading the Bus (On the Road and at School):**
  - Be on time at the designated school bus stop to help keep the bus on schedule. (Arrive at least five minutes before scheduled pick-up).
  - In rural areas walk to the bus stop on the side of the road facing the traffic.
  - Wait until the bus comes to a complete stop before attempting to enter the school bus.

- Respect the rights of property owners at bus stop areas.

• **After Leaving the Bus:**

- Cross the road, when necessary after getting off the bus (at least ten feet in front of the bus), but only after looking to be sure no traffic is approaching from either direction and then only upon the driver's signal.

- Help look after the safety and comfort of small children.

- The driver will not discharge riders at other places than the regular bus stops, at the home or at school, unless proper authorization from parents and/or school officials.

• **Rules when Riding the Bus:**

- Practice the same conduct as expected in the classroom.

- Obey the direction of the driver promptly. The bus driver is in complete authority when a student is on the bus.

- Student cooperation with the bus driver is expected at all times.

- Loud talking or laughing that causes unnecessary confusion or diverts the driver's attention from the road is not permitted.

- The use of musical devices (radios, I-pods, cell phones, etc.) are permitted only if the students use earphones for the devices.

- The driver can ask students to put away cell phones (or other devices) if their use is causing a distraction or disturbance on the bus. Refusal to cooperate with the driver's request can result in the cell phone being confiscated by the driver. The driver will return the device to the school principal for return to the parent.

- No food or drink is allowed on the bus.

- Bus riders will keep the bus clean and not litter on the bus. Any damage to the bus other than regular usage will be paid for by the rider.

- Scuffling and fighting are forbidden.

- Keep head, hands, and feet inside the bus.

- No hanging key chains, bead chains, etc. on backpacks.

- Remain seated. Do not leave your seat while the bus is in motion.

- Profane or vulgar language is not permitted.

- In case of a road emergency, remain on the bus unless given other directions by the driver.

- Smoking is not permitted.

- No animals are permitted to be transported on the bus.

- The following actions may result in immediate loss of bus privileges:

Deliberate destruction of school property, bus property, or personal property of riders.

Striking or hitting bus driver or others on the bus

Use of profane language to drivers or others on the bus.

Any act endangering the safety of others.

- Inform the driver, if possible, when rider will be absent (893-5941).

• **Infraction Procedure - Bus Conduct Reports**

- Drivers are required to notify the bus supervisor in writing of any bus rider rule infraction. The bus supervisor will submit the written report to the assistant principal for corrective measures.

- The assistant principal will act on the infraction and report to the parents and the bus supervisor.

- A copy of the bus conduct report is filed with the Bus Company, in the student's cumulative file, the principal, and the parent/guardian.

- Bus riding is a privilege. Students may be denied bus transportation and parents required to provide alternate transportation on a temporary (suspension) or permanent basis.

- Continued infractions of bus rider rules may result in a complete loss of bus riding privileges.

- If bus conduct is severe during the ride, the driver may choose to return the student to school.

**TRANSPORTATION TO EXTRA-CURRICULAR ACTIVITIES AND FIELD TRIPS**

Students must use the mode of transportation provided by the district for school-sponsored trips unless arrangements have been made by parents or guardians in advance. Arrangements include the following:

• The student may leave with parent or legal guardian.

• Written notice is to be handed to the teacher/supervisor/coach.

- Parent or legal guardian must make personal contact with the supervisor prior to leaving with the student.
- Any exception to the above must be approved by the principal.

Adults serving as chaperones for school sponsored trips are required to use the mode of transportation provided by the school district for all school-sponsored activities. Students shall follow the directions of chaperons who are assigned supervision of students.

### **STANDARDIZED TESTS**

Students in grades 3 and 4 participate in Wisconsin State Testing annually which assess reading, language arts, and mathematics. Additionally, 4th grade students take science and social studies exams. All state testing is done following state guidelines. The district also administers the Measures of Academic Progress (MAP) assessment in grades K-4. The MAP test measures student progress in the areas of reading, language arts, and math.

### **CURRICULUM**

Throughout the school, the curriculum (course of study) is designed to give students the opportunity to learn, meet, or exceed the Common Core State Standards and the Next Generation Science Standards The Common Core Standards set requirements for English language arts as well as for literacy in history/social studies, science, and technical subjects. The standards lay out a broad vision of what it means to be a literate person and so represent the overall goals of every language arts curriculum. The Common Core Standards are organized into Seven Standards: Reading: Literature, Reading Informational Text, Foundational Skills, Writing, Speaking and Listening, Language, and Range, Quality, and Complexity: Text Illustrating the Complexity, Quality, and Range of Student Reading. For specific competencies access [www.corestandards.org](http://www.corestandards.org).

### **STUDENT SERVICES AND SPECIAL EDUCATION**

The student services department provides assistance to parents, students and teachers. Student Services encompasses the School Guidance and Counseling Program, School Psychological Services, and Special Education Programs. Any questions regarding support services or enriched programs require that the school counselor or Director of Pupil Services be contacted.

### **STUDENT ASSISTANCE PROGRAM**

Students have the opportunity to participate in the Student Assistance Program. Information and support are given to students in small groups in the area of alcohol or other drug abuse issues, and other emotional or social issues affecting learning.

### **INSTRUCTIONAL MEDIA CENTER -- IMC**

The overall purpose of the elementary/middle school IMC is to provide access to and promote the effective use of a current, balanced collection of books, reference material, magazines, on-line and audio-visual materials and equipment which support the educational objectives of the school. Students in ECH - Grade 4 will meet every week for 20 - 45 min. for library instruction.

**Hours:** 7:30 a.m. - 4:00 p.m., Monday - Friday

**Pass System:** Students must bring a pass to the IMC when a classroom teacher does not supervise them.

**Material Checkout:** ECH - grade 1 students may check out one book per visit. They will be able to select a new book when their previous book is returned. The number of books allowed per visit increases at various grade levels. Materials are due three weeks from check out. Renewal of material is welcome.

**Students are responsible for materials they check out:** Students with overdue materials will be able to check out more materials when their previously checked out materials are returned or paid.

### **REPORT CARDS**

Report cards are issued at the end of every quarter. The marking codes for grades Kindergarten through fourth grade indicate how a child is doing in relation to the grade level standards. Grades K-4 use the following marking codes:

#### **JK-2nd Grade:**

- 3 Meets the Standard
- 2 Approaching the Standard
- 1 Does not Meet the Standard

#### **Grades 3 & 4:**

- 4 Exceeds the Standard
- 3 Meets the Standard
- 2 Approaching the Standard

**RETENTION AND PROMOTION**

*Reference:* It is the policy of the Elkhart Lake - Glenbeulah School District to advance students to the next higher grade provided they have successfully met the requirements of a particular grade level at the end of the school year. Students will be considered for retention only after efforts have been made and documented according to established procedures to remediate deficiencies. These efforts may include testing to assess the range of individual ability and to discover any special educational needs.

The school district's goal is to address developmental difficulties at the early stages of learning. Retention at the primary grades does not denote failure but provides additional time for the child to grow in the areas of cognitive, affective, and psychomotor skills. Parents will be kept notified of students' progress. Concerns about a child's progress will be shared with the parents and every effort will be made to address those concerns. This may include tutoring, special help, testing to determine if there are special educational needs, modifying instructional practices, working with doctors or counselors, etc. The recommendation for retention will be discussed at a conference with the parents or guardians. If a student is retained, the staff will create an educational plan for the following year. The purpose of the plan is to make sure that the student receives the best opportunity for development during the year.

**TECHNOLOGY/CHROMEBOOK DEVICES**

Accessing information in digital form requires students to acquire technological literacy skills in order to responsibly navigate post secondary opportunities and an ever-changing workforce. Prior to receiving a district- provide Chromebook, all students and parents are required to review and sign the *Chromebook Usage Agreement*. Additionally, all students and parents are to familiarize themselves with the [Chromebook/Technology Guidelines and Procedures Handbook](#). Student use/misuse/violations of district technology will be governed by the *Chromebook/Technology Guidelines and Procedures Handbook*.

**LAW ENFORCEMENT**

Law enforcement officials have the authority to question students at school during the school day in accordance with State law and established procedures. The principal shall be the person responsible for making the decision to call a student from class. When questioning is done in the line of "reasonable police investigation", an attempt shall first be made to notify the student's parent/guardian. School officials may refuse to allow a student to be questioned in school if there is reasonable basis for such refusal. Examples of reasonable basis include the probability of emotional harm to the student, student's age, and problems arising due to scheduling, such as testing (Board Policy 5540).

***Removal of students from school:*** Law enforcement officials have the right to remove a student from school if such removal is authorized by law. If law enforcement officials are to remove from school any student for voluntary questioning, the student's parents/guardians must be notified and their consent obtained. Both the officer and the principal must have knowledge of such notification and consent before removal can be permitted. If a law enforcement official is to take a student into custody from school, notification or the parent/guardian, by the law enforcement official, is mandated by law. In such cases, the principal shall also notify the parent/guardian. (If notification by the law enforcement official has been done in the presence of the principal, further notification from the principal is not necessary.) The definition of "custody" as used above shall be "deprivation of the child's freedom". The county agencies may interview any student without notification of parents/guardians, if necessary, to determine if they are in need of protective services.

**SEARCH & SEIZURE**

The procedures associated with the search and seizure of property is outlined in Elkhart Lake Glenbeulah School District policy 5771. School authorities may search school property, such as lockers, computers and desks used by students, or the person or property of a student, in accordance with the following guidelines. The school district retains ownership of the lockers and desks used by students. Students shall not have an expectation of privacy, in relation to these locations, and they may be searched at random, at any time, by designated school personnel. A showing of reasonable cause or suspicion is not needed when searching these locations. These searches may be conducted by the district administrator, building principal, assistant principal, or the police liaison officer. When searching a person or his/her possessions,

reasonable suspicion is needed that the search will turn up evidence that the student has or is violating a law or rule of the school. Any search under these circumstances must be reasonable in scope and in the manner it was conducted.

### **CANINE SEARCHES**

In order to maintain a safe and healthy school environment, school officials are authorized to allow the use of trained dogs on school property to detect marijuana or other illegal drugs or contraband on school premises. Canines accompanied by law officials may be used for exploratory sniffing of locker exteriors and any other area of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists.

### **NON-DISCRIMINATION POLICY**

It is the policy of the Elkhart Lake Glenbeulah School District that no person may be denied admission to any public school in the District or be denied participation in, be denied benefits of, or be discriminated against in any curricular (including Career and Technical Education courses), extra-curricular, pupil service, recreational or other program or activity because of the person's race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, sexual orientation, national origin, ancestry, any other characteristic protected by law in its employment practices or on the basis of transgender status, change of sex or gender identity.

The Elkhart Lake-Glenbeulah School District also does not discriminate in the aforementioned categories for their employment practices. THE AMERICANS WITH DISABILITIES ACT offers comprehensive protections for individuals with disabilities. Elkhart Lake-Glenbeulah School District, in its commitment to the practice of nondiscrimination, is continuously evaluating its services, programs, activities and policies to ensure compliance with all requirements.

Any questions concerning these policies should be directed to: Ann Buechel Haack, District Administrator, 201 North Lincoln Street, P.O. Box 326, Elkhart Lake, 53020 (920-876-3381). Any person complaining of discrimination in violation of the Board's Equal Educational Opportunity policy shall report the complaint in writing to the District Administrator.

### **PERSONAL COMMUNICATION DEVICES**

The Elkhart Lake Glenbeulah School District shall not be responsible for the safety or security, loss, theft, damage or misuse of any personal communication devices that students choose to bring to school. This includes, but is not limited to, devices such as cell phones, tablets, personal computers, or portable data storage devices. Students and families assume responsibility for the technical support and maintenance of personal communication devices. There is to be no expectation of privacy for any contents of these devices. School authorities may confiscate and examine these devices and their contents if there is reason to believe that school policies, rules or regulations have been violated or to ascertain information to determine ownership, if the device was lost or stolen on school property. Elkhart Lake-Glenbeulah School District policy 9151 further defines expectations relative to the use of personal communication devices.

### **WEAPONS**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded) knives (subject to the exceptions below), razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy. The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to

and including expulsion.

Policy exceptions include:

- Weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- Items pre-approved by a principal, as part of a class or individual presentation under adult supervision,
- Theatrical props used in appropriate setting

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained. No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person (*School District Policy 5772*).

### **DRUG PARAPHERNALIA**

Students are also prohibited from using or possessing, with the sole intent to use, drug paraphernalia for the purposes prohibited by the controlled substance law (*School Board Policy 5530*)

### **HARASSMENT**

The Board of Education recognizes the need to create and maintain an atmosphere for district employees, students and others which is free from unsolicited and unwelcome actions and advances. The Board further recognizes that sexual and other harassment is prohibited under both Title VII of the Civil Rights Act of 1964 and the Wisconsin Fair Employment Act. Accordingly, the Board hereby prohibits harassment of employees, students and others engaged in the operation of the programs and activities of the district. This policy is applicable to conduct occurring upon the premises of properties owned by the School District, as well as at off-campus school sponsored events or programs, to include, but not limited to, conferences, seminars, trips, social functions, and academic or athletic competitions.

#### **Definitions**

1. **Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics that:
  - places a student in reasonable fear of harm to his/her person or damage to his/her property
  - has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or;
  - has the effect of substantially disrupting the orderly operation of a school
2. **Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - submission to that conduct or communication is made a term or condition, either explicitly or
  - implicitly, of access to educational opportunities or programs;
  - submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
  - that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- unwelcome verbal harassment or abuse
- unwelcome pressure for sexual activity
- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property
- unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status
- unwelcome behavior or words directed at an individual because of gender. Examples are:
  - Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
  - Rating a person's sexuality or attractiveness;
  - Staring or leering at various parts of another person's body;

- Spreading rumors about a person's sexuality;
  - Letters, notes, telephone calls, or materials of a sexual nature;
  - Displaying pictures, calendars, cartoons, or other materials with sexual content
- inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history, and,
- verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature (*School District Policy 5517*)

Students are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the conduct may be addressed before it becomes severe, pervasive or persistent. **ANY FORM OF HARASSMENT SHOULD BE REPORTED AT ONCE TO THE SCHOOL COUNSELOR OR PRINCIPAL.**

### **BULLYING**

Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse.

#### ***Definition***

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional wellbeing. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to behaviors such as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing. Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- “Cyberbullying” – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. Cyberbullying includes, but is not limited to the following:
  - Posting slurs or rumors other disparaging remarks about a student on a web site or on weblog;
  - Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill
  - Using a camera phone to take and send embarrassing photographs of students;
  - Posting misleading or fake photographs of students on web sites (*School District Policy 5517.01*).

#### **Reporting Procedures**

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. If an investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion.

#### **RELEASE OF STUDENT DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the Elkhart Lake-Glenbeulah School District, with exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with the following procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's records in certain school publications/communication avenues. Examples include (but are not limited to): a drama playbill, showing



your student's role in a production: the annual yearbook: honor roll and recognition lists; graduation programs; sports activity sheets, such as for wrestling, showing height and weight of team members; and district communication tools such as Channel 20, the website, and the Resorter Reporter. The following Elkhart Lake-Glenbeulah School District procedure pertains to the release of student information during the school year that informs parents and eligible (adult-age) students of their right to deny release of this information.

Procedure: **DIRECTORY INFORMATION** – The Elkhart Lake-Glenbeulah School District designates the following personally identifiable information contained in a student's education record as "directory information" and may disclose any or all of that information without prior written consent:

- The student's name
- The student's date of birth
- The student's participation in officially recognized activities and sports
- The student's weight and height if a member of an athletic team
- The student's date of graduation
- The student's photograph
- The student's degrees and awards

At the onset of each school year, the school district shall publish in the official district newsletter the above directory information list. For students enrolling after the notice is published, the list will be given to the student's parent or eligible student at the time and place of enrollment.

Parents/guardians or eligible students are informed by this notice that they have until August 31, 2020, to advise the school district in writing (a letter to Ann Buechel Haack, District Administrator) that all or any part of the directory data may not be released without the prior consent of the parent/guardian or eligible student.

Each student's records will be appropriately marked by the records' custodians to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent/guardian or the eligible student (*School District Policy 8330*).

School districts are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings unless such as has been restricted in writing by the secondary school student or the student's parent. If you have any questions, contact: Dr. Adam Englebretson, District Administrator, PO Box 326, Elkhart Lake, WI 53020 or phone 876-3381.

### **ASTHMA INHALERS**

Students who have asthma may keep their inhalers with them, however, a proper medication form must be on file.

### **SECURITY CAMERAS**

All students and staff and adult visitors should be aware that security cameras have been installed in the High School parking lot area and the High School Commons/Cafeteria, hallways and entrance areas. Cameras are also located throughout the elementary and middle school buildings, both inside and outside. Camera locations may vary and/or additional cameras may be installed if needed (*School District Policy 9151*).

### **DUE PROCESS RIGHTS**

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided to a student, the Board establishes the following guidelines:

a) Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

b) Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and his/her parents must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the

opportunity for the student and his/her parents to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parents may appeal the expulsion consistent with Chapter 120.13, Wis. Stats (.*School District Policy 5611*).

### **COMPLAINTS**

Our goal is open communication however everyone has a complaint at one time or another. We want to work as a team with parents for the education of the children. In order to achieve this, we must work together. We ask that if you hear that "such and such happened" or "so and so did this", please contact the school to determine the truth of the matter.

#### *Personnel or Building Level Concerns*

Everyone is encouraged to handle concerns at the lowest level possible. If you have a question or complaint about a school employee, or a question about something that happened in school, contact that person first to talk about it. If you do not believe the situation is resolved, talk to the next person in the chain of command.

The district has a formal complaint procedure if you do not achieve satisfaction at these levels. Please contact the school or district office for a copy of the complaint form (*School District Policy 9130*).

### **CONCERNS ABOUT INSTRUCTIONAL MATERIALS**

If you have concerns about instructional materials, contact the school principal for a copy of the procedures and forms for filing a request for reconsideration.

## **As a Staff, We Believe:**

- ★ Students, staff, family, and our community all share responsibility for learning.
- ★ All individuals have the ability to learn.
- ★ Our school challenges each individual to strive for his/her personal best.
- ★ Opportunities should be provided for each individual's learning style.
- ★ Education enables individuals to become responsible, contributing members of society.
- ★ Life-long learning is fostered.
- ★ Our school must have a positive atmosphere of learning in which all individuals feel physically and emotionally secure.
- ★ Every person counts.
- ★ Small class sizes offer personalized opportunities and experiences.
- ★ A balanced education in all areas includes academics, technology, foreign language, athletics, and the arts.
- ★ Continuing staff development must be encouraged.

*\*The Elkhart Lake-Glenbeulah School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap in its educational programs or activities. Federal Law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.*

*\*\*Situations or problems that may occur during the school year that are not specifically covered in this handbook will be governed by ELGSD Board Policies and decided by the principal. The administration reserves the right to make changes to the student handbook during the school year as warranted. All parties will be given ample notice and time to comply with all changes.*

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