

Elkhart Lake-Glenbeulah Middle School

Student Handbook

2022-2023



**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.

MIDDLE SCHOOL STUDENT HANDBOOK

The student handbook includes information specific to Elkhart Lake-Glenbeulah Middle 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
Middle School	876-3307 or 1-877-892-4731
Middle School Fax	876-3105
High School	876-3381 or 1-877-893-5122
High School Fax	876-3511

MIDDLE SCHOOL SCHEDULE, GRADES 5-8

7:30 a.m.	Buses Arrive
7:42 a.m.	Warning Bell
7:45 a.m.	Classes Begin
11:46 a.m.	Lunch/Recess
12:20 p.m.	Classes Resume
2:46 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	JK-8	4126
Kelly Flaig	Health Rm/Secretary	4124
Marki Forstner	Speech and Language	4132
Debbie Hammann	Director of Pupil Services	4204
Amy Hammes	Art	4157
Jeremy Harrison	Grade 5	4150
Diane Hassinger	Admin Assistant	4122
Alyca Hess	Library Media Specialist	4175
Holly Green	Music K-8	4229
Davin Hill	Physical Education	4104
Eric Kracht	Grade 7-8	4210
Bart Larson	Health 8	3105
Scott Niemi	Liaison Officer	3419
School Psychologist	CESA7	4205
Lois Pagelow	Pupil Services Secretary	4202
Chris Petrie	Grades 7-8/Assist. Principal	4201
Elizabeth Ratzlaff	Grades 6	4221
Angie Roth	Special Education	4209
Diane Schwaller	Child Care Director	4159
Krysten Seefeldt	Grade 6	4148
Jake Shanahan	School Counselor	4136
Ann Sohlden	Reading Specialist	4303
Anthony Summers	Technology Director	3420
Jodi Voss	Band	3340

Kimberly Wagner	Grades 7-8	4206
Kristine Wells	Grades 7-8	4208
Laura Winkel	Grade 5	4153

MILK AND LUNCH TICKETS

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 and between performances or 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, scream, or booing.
- 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 7:35 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 7:35 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*. Lockers are assigned to students in middle school. Students in the upper middle school hallway may purchase a school lock from the office for their locker. If they return the lock at the end of year, they will be refunded the lock fee. The school may periodically have the canine unit search middle school students' lockers and hallway areas. The school also reserves the right to search all school property and buildings.

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. It is recommended that all textbooks be covered even if a teacher does not require it.

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 of when you would like to sell or distribute 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.

BEHAVIOR EXPECTATIONS: SCHOOL-WIDE: *Be Kind, Be Respectful, 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

	Arrival/Dismissal	Cafeteria	Playground	Hallway	Bus	Restrooms
Be Kind	*Greet others kindly and appropriately *Be courteous to others *Think of others before self	*Use manners toward servers and supervisors *Use kind and appropriate words. *Welcome any student to your table	*Use kind and appropriate words *Invite others to participate	*Use kind and appropriate words *Stay to the right	*Use kind and appropriate words *Offer an open seat to others *Use kind and appropriate words	*Be courteous to others *Exercise patience when waiting

<p>Be Respectful</p>	<p>*Acknowledge greetings & remove hat and ear buds</p> <p>*Use quiet voice volume level</p> <p>*Follow adult directions</p> <p>*Keep hands and feet to self.</p>	<p>*Listen to adults</p> <p>*Keep hands feet, and objects, to self</p> <p>*Help keep the cafeteria clean</p> <p>*Demonstrate appropriate table manners</p>	<p>*Keep hands, feet, and objects to self</p> <p>*Listen to adults</p> <p>*Line up when the whistle blows/bell rings</p> <p>*Walk into building quietly</p>	<p>*Keep hands, feet, and objects to self</p> <p>*Respect classes in session</p> <p>*Give space to classmates near lockers</p>	<p>*Follow driver's instructions</p> <p>*Keep hands, feet, and objects to self</p> <p>*Respect personal space</p> <p>*Dispose of garbage</p>	<p>*Respect others' privacy</p> <p>*Keep wall clean and free of writing</p> <p>*Place paper towel in garbage can</p>
<p>Be Responsible</p>	<p>*Be on time</p> <p>*Be ready to go to your destination</p> <p>*Wait at designated area</p>	<p>*Clean up own space</p> <p>*Dispose of garbage neatly</p>	<p>*Report safety issues</p> <p>*Return equipment to correct locations</p> <p>*Follow playground rules</p>	<p>*Pick up belongings on floor</p> <p>*Get to class in a timely manner</p>	<p>*Be ready for pick up time</p> <p>*Keep the bus clean</p>	<p>*Be efficient</p> <p>*Wash hands with soap & water</p>
<p>Be Safe</p>	<p>*Wait until dismissed by adult</p> <p>*Walk as you enter and leave the building</p> <p>*Cross the street at designated areas & wait for buses to depart</p> <p>*Walk bikes, carry skateboards until off school grounds</p>	<p>*Remain in designated area</p> <p>*Walk to lunch and be patient in line</p> <p>*Communicate needs to supervisor</p>	<p>*Remain in approved areas</p> <p>*Communicate needs to supervisor</p> <p>*Keep hands, feet, and objects to self</p>	<p>*Walk in hallways</p> <p>*Clean/report spills or other safety issues</p>	<p>*Stay seated</p> <p>*Quiet voices</p> <p>*Use electronic devices appropriately</p> <p>*Allow the bus driver to focus on driving</p>	<p>Follow procedures for leaving classroom to use the restroom</p>

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, 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 administration 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*).

AIRPODS/EARBUDS

-Upon entering the building, airpods/earbuds are to be removed.

-Airpods/earbuds may be used in class only when given permission by the classroom teacher for learning purposes or as part of an earned privilege while in study hall periods.

-Airpods/earbuds are to be removed prior to leaving a classroom and remain out of the ears between classes, while in the hallway, the library, the playground, and the cafeteria.

GUM

Gum chewing is not allowed while in school and when riding the bus.

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 and scarves are not allowed except with permission on special days.
- Sweatshirt, jacket, and shirt 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 -shoes with roller blades that pop in and out) are not allowed
- 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.
- Bottoms are required for outdoor recess when temperatures are below 35 degrees fahrenheit.
- Shoulder straps of the outer garment, of all students, must be at least two finger widths of each shoulder and must cover the shoulder straps of the undergarments. (Two finger widths are defined as each specific students' own fingers.)
- Clothing that causes a disruption is not allowed. This includes, but is not limited to clothing that is too revealing, showing stomachs, bare backs, cleavage, etc.
- Students are not allowed to wear what may be considered outer garments such as jackets in the school during school hours unless the classroom teacher, assistant principal, or principal has granted permission due to temperature conditions.

DRUG USE, ALCOHOL USE, TOBACCO USE, VAPING

A student of the Elkhart Lake-Glenbeulah Elementary/Middle 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.*

DETENTION

Detentions may be assigned as correctives for misbehavior. These may be during recess times, before school, during lunch, or after school as decided by the teacher, assistant principal, or principal. Students are expected to report to the detention area on time and with work to do. Parents will be notified prior to after school detentions.

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 or work 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. Some activities are listed below:

Assembly programs	Knowledge Master
Adopt-a-Grandparent	DARE
Concerts and Plays	7 th Grade Bike Trip
Career Education Days	Junior Achievement
Field Trips	Drama Club
Library Trivia Contests	Chess Club
Language Arts Olympiad	Robotics Club
Math Contests	Art Club
Poster and Essay Contest	Junior Chef Club
Spelling Bee	Track
Special Event Activities	Football
Special in-school dances	Girls & Boys Basketball

Student Government	Cross Country
SASIE	Girls Volleyball
Thinking Cap Quiz Bowl	Baseball
Outdoor Skills Center	Softball
Geography Bee	Wrestling
6 th Grade Camp	Cheerleading
Snack and Study	Cub Scouts
Yearbook	Girl Scouts
Jump Rope for Heart	
Outstanding 8 th Grade Student	
Positive Behavior Incentive Activities	
8 th Grade X-Country Ski Trip	
Presidential Academic Fitness Award	

ATTENDING SCHOOL-SPONSORED EVENTS

To attend school functions like sports, concerts, clubs, or concerts, students must attend school during the day. Student athletes and other participants must be in school for a minimum of a ½ day - 5th, 6th, 7th, and 8th periods and on the day following an event. Students may be restricted from attending school-sponsored events as a consequence of misbehavior.

DANCES

Students in seventh and eighth grade have the privilege of attending night dances. Sixth graders are invited to attend the last planned night dance of the school year. Attending a night dance at school is a privilege, not a right. There are rules and expectations for students attending night dances just as there are for students during the day and at all other school sponsored activities.

- Night dances are chaperoned by adults (over 21 years old and a responsible citizen) from the community and by district faculty or staff.
- Students are expected to obey the chaperones.
- The doors are locked one half hour after the dance begins. No one may leave and then return.
- Students are expected to dance in a manner appropriate for the age group.
- The school dress code applies.
- Music is to be school appropriate.
- No roughhousing.
- Students are expected to stay in the dance area; the rest of the building is off limits without permission of the chaperones.

ELECTIVE COURSES

Students in 7th and 8th grade must select at least one of the electives. Elective classes include band, choir, art, and general music. Students may have study halls on the days when electives are not scheduled. Electives may be changed only during the first three days of the first semester and the first three days of the second semester in which they start. Once started, students may not change or drop electives after the third day of class. A conversation with the teacher and written parent permission are required to consider changing an elective class. Due to staff schedules and course changes, administration may need to adjust the elective course offerings and/or schedule.

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 with a parent's excuse for ten days during the school year.**

Notifying the School

If a child is sick, please call the school at 876-3307 or 1-877-892-4731 to inform the secretary 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 from a parent 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 ten days per school year in addition to part or all of five days per semester that are over the ten days for the year. Excused absences include:

- personal illness: illnesses extending over a period of time 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)

Pre-excused Absences

Anticipated absences must have pre-approval of the principal or designee. Students will need to bring a note from home to the office with the dates and the reason for the anticipated absence at least 24 hours in advance. The student will be given a pre-excused absence form for the teachers to sign. The pre-excused form needs to be returned to the office before the student leaves for the absence.

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 2:45 p.m.

Leaving School and Returning to School

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

Tardy

Students who arrive after 7:45 AM must report to the office for an admission slip. Tardiness between class periods requires a pass or admission slip from the student's previous teacher. An unexcused tardy includes arriving at school after 7:45 AM and 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 attendance and truancy 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: Document 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 sent 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 *A Student/Parent Attendance Success Plan* is completed by the homeroom teacher/grade level team. Two weeks must pass between the *Second* and *Third Attendance Notification* letters being mailed home. An *Attendance Success Plan* is initiated by the advisory teacher. 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 sent 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 7:45 AM Arrival:** Students arriving at school after 7:45 AM and before 8:00 AM are considered tardy. Arrival after 8:00 am is considered absent for the first class period. Arrivals after the first class period may result in a recorded absence for the portion of the day where the student was late.
8. **Prior to 2:45 PM Departure:** Students leaving school before 2:45 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.

AFTER SCHOOL

Students who stay after school for athletics or other events must remain on school grounds and be supervised by an adult between school dismissal and the event. When there is no adult supervision available due to a later practice or event, students are expected to go home and return later for practice or the event. Students may attend snack and study that is provided Monday-Thursday or provide written permission to the office indicating the student is allowed to be in the community, or provide written permission to the office indicating the student is allowed to go to a friend’s house on the day of the activity. If allowing a student to be in the community or at a friend’s house, parents/guardians are required to complete and have on file in the office the *After School Parent/Guardian Permission* form. Any student requesting to stay after school in the library to assist must obtain permission from the library media specialist and have written permission from the parent/guardian on file in the office. Students may not leave school to purchase snacks and then return.

If students plan to be involved in activities immediately after school, (girl scouts, boy scouts, soccer, etc) that would alter their usual schedule, parents need to provide a note to the office indicating the change so teachers can be informed and the student is directed accordingly. The written notification does not include activities such as athletics, clubs, snack-n-study, and student government.

WORK PERMITS

If a person is under eighteen years of age, Wisconsin law requires that s/he have a work permit for each new job. Work permits are not issued for children under 14, except for employment of children 12 to 14 years of age in street trades and as caddies on golf courses under certain conditions. Contact the high school office for work permits. The following information will be required:

- Proof of Age
- Letter from the Employer
- Letter from the Minor's Parents
- Social Security Card
- Ten dollars (The employer either pays this up-front, or reimburses the child on his/her first paycheck.)
- School Address

If the student meets the definitions of "habitual truant", the principal will request a review and possible revocation of the work permit. The school district will provide the student a copy of the work permit revocation procedure.

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. Meet your homeroom class at its designated area on the playground.

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. Middle school classes delayed one hour begin with second hour. Middle school classes delayed two hours begin with third hour.

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 5 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. 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, which in the opinion of the bus company and school officials, endangers 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 student's assistant principal for appropriate disciplinary action.
 - The student's principal will act on the infraction and report to the parents and the bus supervisor.
 - When the principal receives an unsatisfactory bus conduct report, s/he meets with the student regarding the problem. Parents are informed of the report, and consequences are determined. A copy of the 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.
- Students and parents are expected to read the bus rules and to sign the sign-off form at the end of this handbook.

BUS PASSES

Teachers may issue bus passes. Students will receive a bus pass and be permitted to ride the late bus home for the following reasons:

- complete makeup work missed due to being absent for illness or other EXCUSED absence.
- snack and study program participants
- requests by a teacher to work on school projects
- athletic or volunteer work for concerts, student government activities, etc., under the direct supervision of a teacher, with parent permission.
- late buses run different routes. Late bus routes will not deviate from their scheduled route. Students with late bus passes should not assume the bus will go to their house. If this is not the case, they will be dropped off at an alternate site.

TRANSPORTATION TO EXTRA-CURRICULAR ACTIVITIES AND FIELD TRIPS

Students being transported and supervised by the district to school sponsored events (for example: athletic, music, speech, field trips, etc.) may not use private transportation. Students who fail to travel to the event on transportation provided by the school district may not use their own private transportation and then participate in the activity unless special arrangements have been made with the school administration. Students must use the mode of transportation provided by the district when returning from a school-sponsored event unless arrangements have been made by parents or guardians in advance. Arrangements include:

- The student may leave with parent or legal guardian.
- Written notice is to be handed to the supervisor/coach.
- Parent or legal guardian must make personal contact with the supervisor/coach prior to leaving with the student.

- Any exception to the above policy must be granted by the principal.

The above rules and regulations will apply to any trip under school sponsorship. An exception to this rule may be in the area of middle school sports when it is determined by administration that parent volunteers will assume responsibility for the transportation of the athletes rather than the school providing bus transportation.

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 five through eight participate in Wisconsin State Testing annually which assess reading, language arts, and mathematics. Additionally, grade eight 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 five through eight. 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 standards. The Common Core Standards set requirements for English language arts, literacy in history/social studies, science, and technical subjects. They 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.

INSTRUMENTAL MUSIC

Students have the opportunity to study instrumental music (band) beginning in sixth grade. Students enrolled in the district will be screened and interviewed during the spring of fifth grade. Two years of piano background is desirable for those students who want to audition for percussion as sixth graders. Instruction for beginners starts in the fall of the sixth grade year.

Band members in grades seven or eight may add or drop band at registration and up to, but no later than, the conclusion of the first full week of the first quarter and the first full week of the third quarter. Written parent/guardian permission must be submitted to the band director by Friday of the first full week of the first quarter and the Friday of the first full week of the third quarter. All permission notices will be forwarded to the counselor to ensure student schedules reflect any authorized changes.

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 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 grade 5 will meet every other week, and grades 6-8 have classes on a as needed basis.

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: 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 fees are paid.

REPORT CARDS

Report cards are issued at the end of every quarter. Grades are a report of how a student has achieved in learning the content and skills associated with a particular subject.

Grades 5-8 use the following letter grades:

A+ 99-100	A 92-98	A- 90-91
B+ 88-89	B 82-87	B- 80-81
C+ 78-79	C 72-77	C- 70-71
D+ 68-69	D 62-67	D- 60-61
F 50-59	I = Incomplete	

F grades are unacceptable and require an educational plan for improvement. Coursework for “Incompletes” must be submitted within two weeks of completion of the grading period. The time limit for completion of incomplete work may be extended due to extenuating circumstances with administrator approval and/or to meet the goals listed in a students’ Individualized Education Plan (IEP), a student success plan, or educational plan of improvement.

GRADE POINT AVERAGE & HONOR ROLL

Grade point averages are computed for students in grades 6-8. Grade point averages are used to determine honor roll status that are computed on a quarterly basis.

High Honor Roll 3.75 – 4.00

Honor Roll 3.50 – 3.749

Honorable Mention 3.00 – 3.49

Grades from academic core courses, physical education, and elective classes are factored into the grade point average. Exploratory classes and advisor/advisee are not included in the calculation. Students who have an F in any subject or have an incomplete cannot be considered for the honor roll.

RETENTION AND PROMOTION

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. Concerns about a child’s progress will be shared with the parents and every effort will be made to address those concerns. Interventions may include tutoring, special help, modifying instructional practices, providing accommodations, testing to determine if there are special educational needs, and working with counselors and doctors. 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 this plan is to make sure that the student receives the best opportunity for development during the year.

Students who fail one or two core academic courses (Science, Language Arts, Social Studies, Math, and Reading) in the 5th, 6th, 7th, or 8th grade shall be evaluated by the retention committee, which shall be composed of the teachers of the academic courses wherein the failure(s) occurred, school counselor, assistant principal, and principal. Failures in physical education, health, electives, or exploratories may also be considered by the retention committee. The committee shall make one of these three decisions by June 1st of each year, and notify the parents in writing of the retention committee’s decision:

- the student is promoted to the next grade.
- the student is assigned to the next grade level, but a recommendation is made to the parents that the student completes appropriate remedial summer school course(s)/modules/assignments as determined by the retention committee.
- the student shall complete remedial summer school course(s)/modules/assignments as determined by the retention

committee and be assigned to the next grade pending successful completion of the summer school educational plan.

Students who fail three or more academic courses are automatically retained in the same grade level during the next school year. It is strongly recommended that these students attend appropriate remedial academic courses during the summer and/or successfully complete the summer school educational plan. The retention committee shall evaluate each individual case and may assign individual students to the next grade level if it would be in the best interest of the student and the school. The registration fee for summer school courses/modules will be the responsibility of the parent. Parents will be responsible for transportation if the district's bus transportation is unable to provide transportation services (*School District Policy 5410*).

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 are the probability of emotional harm to the student, student's age, and problems arising due to scheduling, such as testing, etc.

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 the student is in need of protective services (*School District Policy 5540*).

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.

PERSONAL TECHNOLOGICAL 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.

CELL PHONE GUIDELINES

-Students may use their cell phones before and after school. Students are to refrain from unwanted videoing or picture taking.

-Cell phones are not to be used when walking to the high school and when returning from the high school.

-Cell phones are to be out of sight during all class periods, between classes, while in the hallway, the library, the playground, and the cafeteria.

-Cell phones are to remain in the classroom if needing to use the restroom

-Teachers may utilize a pocket chart to collect all cell phones for the duration of a class period as part of classroom management.

-At the teacher's discretion, cell phone use may be an earned privilege during study hall periods.

-Students are strictly prohibited from using their cell phones or other devices with picture/video capabilities in bathrooms, locker rooms, designated changing areas, or any other area where a reasonable expectation of privacy exists.

Students making contact with parents/guardians regarding issues of concern to the office during the school day should do so in the office. Students may use their devices on buses and when traveling to and from school events and activities, unless otherwise directed by the supervising staff or bus driver. Students are not to use their devices to threaten/harass others, engage in acts that violate state statute, or otherwise significantly disrupt the learning or safety of others.

1st Offense: Personal device is kept in the teacher's possession for the remainder of the day and student picks-up.

2nd Offense: Personal device is kept in the office for the remainder of the day and the student picks it up after dismissal.

3rd Offense: Personal device is kept in the office for the remainder of the day and the parent picks it up.

Students who repeatedly violate these expectations will receive a behavioral referral for insubordination, and, potentially, other infractions, as determined by the specific use of their device (i.e., harassment). In addition to consequences associated with an insubordinate behavior (i.e., conferencing, detention, suspension), restrictions on the use and possession of their devices may be enforced (i.e., required to keep the device in their locker, in the office when entering school, or at home).

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, including, but not limited to Hunters' Educations courses, if used for the purpose and in the manner approved (working firearms, except, those protected at all times by a cable or trigger lock, and live ammunition will never be approved); and
- 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. Bullying 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, the District Administrator, or the district-wide reporting app. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. 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

School District Policy 8330

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. It 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, 2021, 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.

ASTHMA INHALERS

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

SCHOOL 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 District 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

Reference: 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. All concerns and complaints should be addressed first with the person directly involved. Sidestepping the staff member directly involved in a concern or a complaint without their knowledge is highly discouraged and counterproductive. If you do not believe the situation has been resolved after speaking directly to the person, a communication chain of command is expected to be followed. The district has a formal complaint procedure if satisfaction is not achieved at a first level and necessary subsequent levels. Please contact the school or district office to receive the complaint form (*School District Policy 9130*).

CONCERNS ABOUT INSTRUCTIONAL MATERIALS

Concerns about instructional materials should be directed to the principal who will provide a copy of the procedures and forms upon request.

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.*

ELKHART LAKE - GLENBEULAH MIDDLE SCHOOL ATHLETIC CODE --

EXPECTATIONS & PROCEDURES

Pertains to grades 5-8 only

Extra-curricular activities such as interscholastic athletics are an important component of the overall educational program afforded students. Through athletic programs, a student is provided opportunities to develop physically and emotionally, gain specific sport skills, learn sportsmanship, develop a wholesome competitive spirit, and acquire the ability to work cooperatively on a team.

While there are numerous advantages to becoming involved in athletic programs, a student's first responsibility is to his/her classroom studies. Participation in interscholastic athletics is a privilege offered to students that have successfully met basic responsibilities in the classroom. The Elkhart Lake-Glenbeulah community expects participants to be a credit to themselves, their family, their school, and their community. As such, all participants must abide by all rules and responsibilities at all times (24 hours a day/365 days per year) in order to continue participating in athletic or school sanctioned events. In order to assist the partnership between the classroom and a school sanctioned athletic team in being complementary to one another, the following guidelines regarding participation in middle school athletics at Elkhart Lake-Glenbeulah have been developed.

ACADEMIC ELIGIBILITY

A student must maintain passing grades in ALL SUBJECTS every quarter including the previous school semester. Students who earn an "F" grade in one or more classes as a quarter grade are suspended for a minimum of the next five (5) consecutive practices and/or activities/games for the quarter following the one in which the failing grade was issued. Following the five (5) day suspension, the student must receive a note from the teacher issuing the failing grade, stating that the student is doing passing work in order to return to participation in practice and game events.

A student currently earning an "F" in one or more classes whether at the beginning of the term or at midterm may not practice or play until the student has raised his/her grade above an "F" and has been notified by the athletic director that he/she may resume participating in practice and game events.

Should a student's grade in a given class again drop to an "F" after it has been raised at any time during the grading quarter, the student will again not be allowed to practice or play in a game until the grade(s) has been raised, and the student has been notified by the athletic director that he/she may resume participating in practice and game events.

"Incompletes" on a midterm report or quarter report shall mean the student is ineligible to participate in practice or a game until all work has been satisfactorily completed and a passing grade is obtained in the class from which the work was missing. The student will use the same procedure as previously described to regain eligibility to participate in practice or a game. Should incomplete work again become an issue for a student at any time during the grading quarter, the procedure to gain eligibility to participate in practice or a game will apply. Ineligibility will not carry over into a 9 through 12 grade eligibility period.

REMEDATION

Ineligibility to participate in practice or a game is not intended to be a punishment, but to act as an opportunity for a student to improve his/her schoolwork in a given class or classes. Each student who has become academically ineligible is expected to work closely with the staff in order to raise his/her grade and regain eligibility to participate.

Any student, regardless of his/her grades, may be expected to come in after school for additional help and guidance from a classroom teacher. Students who are late to practice as a result should carry a note from the teacher informing the coach of the excused absence. Students with such notes should not be punished, but may be expected to warm-up appropriately for practice, i.e. running laps, calisthenics.

Teachers need to use discretion in requesting that students come in for assistance on game nights. A student that is academically eligible should be able to participate in that event.

DETENTION

Serving a detention has priority over attending practice or playing in a game. If a student earns a detention that is scheduled to be served on a night when there is a practice or a game, the student must first serve the detention for the specified amount of time. The student may then attend the practice or game. It is important to note, should a student become involved in a situation such as this, it may mean the student might miss the bus to an away game and need to be driven to the game after the detention has been served by his/her parents.

SUSPENSION

In school suspension or suspension from school carries with it automatic suspension from any practices or games during the suspension period.

SCHOOL ATTENDANCE

A student must be in attendance at school a minimum of 5th through 8th hours in order to attend practice or play in a game after school. Absences during the day due to medical appointments or family emergencies are excused and do not affect practice or game participation.

Students are also expected to be in school the day following an athletic event.

PRACTICE ATTENDANCE

Students are expected to attend ALL PRACTICES. They may be excused by the head coach/advisor only. Penalties may result from unexcused absences. If a student needs to miss a practice or practices, a written request from the parents stating the reason for the absence should be given to the coach. This should occur prior to the absence if possible. A written note is not needed for illness from school or injury.

TRANSPORTATION

Transportation to middle school athletic contests may occur in two manners: Parent volunteer drivers or school provided transportation. For those sports utilizing parent volunteers, parents will assume the responsibility/liability for the student athletes' transportation. When the transportation is being provided by the school the following guidelines will be utilized:

- Players must travel to and from games/matches in transportation provided by the Elkhart Lake-Glenbeulah School District. PLAY AS A TEAM MEANS TRAVELING AS A TEAM. If a parent/guardian wishes to transport their student they must have a written statement with respective names written by and signed by the parent/guardian driver and given to the coach.
- If a student has a need to be transported by a person other than the parent/guardian a note from BOTH the parent and the adult party responsible for driving must be turned into the office during the school day so it can be approved by the principal. Failure to do so will result in the student not being able to use the alternative form of transportation.

EQUIPMENT

Each student is responsible for the proper care and safekeeping of the equipment and uniforms issued to him/her. At the conclusion of the sport season, all equipment must be turned into the coach in charge. Parents' assistance in this matter is greatly appreciated by the school. Replacement costs will be assessed for lost or damaged equipment and/or uniforms.

TRAINING RULES

The following list of training rules will be in effect:

1. No smoking or other use of tobacco products.
2. No drinking or other use of alcoholic beverages.
3. No unauthorized use of drugs or other controlled substances.
4. General conduct in and out of school shall be such as to bring no discredit to the athlete, school or team.

Should it be determined that a student is in violation of one or more of the stated training rules, the following consequences will take place.

First Violation: Ineligibility for one-quarter of the regularly scheduled season. This would also include any tournament games and/or athletic contest that would occur during the suspension period. The athlete's ineligibility will continue into the next athletic season in which the student participates if less than one-quarter of the contests remain or the athlete may be required to do community service to serve the remaining time if the student will not be participating in any further athletic activities that school year. Per the coach's discretion, a student may be required to practice with the team during this time period and will not be allowed to participate in any contest.

In addition, should it be determined that a student is in violation of any training rules addressing using, possessing, being under the influence of, manufacturing or selling a controlled substance, alcoholic beverage or tobacco, the following consequences will also take place:

First Violation: Satisfactory participation in, and successful completion of the Student Assistance Program.

The content and duration of the counseling provided through the Student Assistance Program will be determined by the results of an informal assessment conducted by the Student Assistance counselor during the student's first meeting with the counselor and may include, but not be limited to:

- regular sessions with the Student Assistance counselor (a minimum of 4 counseling sessions will be provided for every student at this level, to allow the counselor adequate time to cover the necessary ATOD and decision-making skill issues relevant to each student)
- participation in an informational group for a specified number of group meetings, to be determined by the Student Assistance counselor

Second Violation: Ineligibility for three-quarters of the regularly scheduled season. This would also include any tournament games and/or athletic contest that would occur during the suspension period. The athlete's ineligibility will continue into the next athletic season in which the student participates if less than three-quarters of the contests remain or the athlete may be required to do community service to serve the remaining time if the student will not be participating in any further athletic activities that school year. Per the coach's discretion, a student may be required to practice with the team during this time period, but will not be allowed to participate in any contest. In addition, should it be determined that a student is in violation of any training rules addressing using, possessing, being under the influence of, manufacturing or selling a controlled substance, alcoholic beverage or tobacco, the following consequences will also take place.

Second Violation: Satisfactory participation in and successful completion of any and all interventions as recommended by the SA Program committee may include, but not be limited to:

- regular sessions with the Student Assistance Program counselor (a minimum of 7 counseling sessions will be provided for every student at this level)
- participation in a use/abuse group for a specified number of group meetings, to be determined by the Student Assistance counselor
- referral to a certified ATOD counselor for a formal assessment, at the student's/family's expense—with consideration given to families with documented financial hardship to assist them to access ATOD services in Sheboygan County.

Third Violation: Removal from the team and possible community service time. All suspensions will be enforced during the season of the sport in which the athlete is currently participating or during the season of the next sport in which he/she would be participating. If there is no sports participation remaining in that school year, the penalty will be served by performing community service. In imposing the length of the suspension/community service time, the principal, assistant principal, and middle school athletic director shall consider the severity of the offense and whether it is a first or subsequent violation of the code by the student. The community service time period may range between 5-15 hours, and may be adjusted to fit individual circumstances. Community service time must be satisfactorily completed before the athlete is allowed to participate in any sports the following year. This includes 8th grade athletes going into 9th grade sports. Suspensions will be served in the same school year that they occur, with the possibility of violations that occur during the summer. These may carry over into the following school year. This decision will be made by the principal, assistant principal, and middle school athletic director. Any 8th grade student violations occurring during the summer will be directed to the high school athletic director/principal for disciplinary action. Violations committed by an athlete in the middle school are cumulative; however, they will not carry over into high school.

Violations of the Athletic Code will be addressed by the middle school athletic director, the middle school assistant principal, and the middle school principal. Any questions regarding the athletic code can be directed to any of these people.

ATHLETIC REQUIREMENTS

All students must have a current WIAA physical card or alternate card on file, signed athletic code, and paid participation fee before the

first practice. Students will not be allowed to participate in an activity until the details associated with all three areas have been completed. Should a student experience difficulty with any one of the listed areas, he/she should notify the principal or athletic director to discuss the situation as soon as possible.

These expectations and procedures shall apply to all school sponsored athletic teams, as well as the grades 5-8 Football Alumni Sponsored Football Program as they have a reciprocal athletic code agreement with our school. This athletic code shall be in effect from the date the code is signed until the first day of the following school year.

The student signature on the Handbook signature page confirms that the “Athletic Code -Expectations and Procedures” for the Elkhart Lake-Glenbeulah Middle School has been read by the student. The student understands and agrees to abide by them.

The parent/guardian signature on the Handbook signature page confirms that the “Athletic Code - Expectations and Procedures” for the Elkhart Lake-Glenbeulah Middle School has been read and discussed with his/her son/daughter. The parent/guardian understands and agrees to support them.

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