



GLACIAL DRUMLIN

SCHOOL

STUDENT HANDBOOK

2024-2025

GLACIAL DRUMLIN SCHOOL

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Principal

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Associate Principal

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Welcome to Glacial Drumlin School!

Glacial Drumlin School opened its doors to Monona Grove students in 2008. We welcome you all to this amazing community. GDS strives to challenge ALL students with rigorous academic and character standards to better prepare our students for the increasing demands of the 21st Century.

GDS staff are committed to providing exceptional learning experiences for all students throughout the year. These learning experiences will occur in both Core and Encore classrooms, as well as opportunities that occur outside the classroom in co-curricular and extracurricular activities. Through our shared experiences as a school community, Glacial Drumlin School students will grow academically, socially and emotionally.

Parents, please remain an active participant in your child's education. We need to work together to build the best culture and learning experiences for your child. We will do our best to share important communication with you, and please never hesitate to give us a call. If we do not know the answer, we will find someone who does.

Again, welcome to Glacial Drumlin School, we look forward to working together.

This handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

ZIP CODE _____

Glacial Drumlin School

Monona Grove School District Mission and Vision

The Mission

To be a safe, equitable, and inclusive learning environment for everyone.

The Vision

Engaged learning where equity is prioritized.

Unanimously adopted by the Monona Grove Board of Education on May 11, 2022.

Equity Statement

Students of the Monona Grove School District have experienced significant, measurable, system-wide inequities in achievement due to interpersonal, institutional, and structural racism and biases. We recognize our historic failure and seek to address how race; language; religion; income and ability statuses; country of origin; sex; gender identity and sexual orientation; and their intersectionality impacts educational outcomes. The Monona Grove School District commits to the disruption of societal and historical inequities and elimination of disparities. The Monona Grove School District believes strongly in the value of diversity, inclusion, equity, and justice. The Monona Grove School District commits to maximizing the educational outcomes for each and every student.

Unanimously adopted by the Monona Grove Board of Education on September 9, 2020.

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GENERAL STUDENT INFORMATION

Academic Honesty Statement

Academic honesty is a characteristic that we value in all students. When students are dishonest in their academic efforts, it hinders them from meeting educational requirements and from showing their true academic skills. All forms of academic dishonesty will result in a learning situation as well as probable disciplinary actions. Some examples of academic dishonesty are, but not limited to:

- Cheating on assignments, quizzes, and exams
- Plagiarism
- Copying another's schoolwork
- Forging important information and presenting it to administration, teachers, or other staff members
- Parents doing schoolwork for their student
- Cutting and pasting information into assignments without citation

Anti-Harassment and Bullying

The Monona Grove School District has a no-nonsense anti-harassment policy which prohibits harassment of students based on their sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. This policy is intended to protect students whether they actually belong to or are perceived as belonging to one or more of the above-protected categories by those engaged in the harassment. See Appendix 1 for School Board Policy #5517.01 addressing student harassment.

We have a user-friendly [online form](#) for filing complaints about ongoing harassment. Students are encouraged to report incidents or harassment to any responsible adult in the school with whom they have confidence and trust and feel comfortable. Staff members have been given Misconduct Report forms that can be completed with students and submitted to the principal.

Wisconsin Statutes 813.125(1) and 947.013 define harassment as:

- Striking, shoving, kicking, or otherwise subjecting another person to physical contact or attempting or threatening to do the same
- Engaging in a course of conduct or repeatedly committing acts, which "harass or intimidate another person and serve no legitimate purpose."

Athletics and Activities Code of Conduct Handbook

Glacial Drumlin School Students have the opportunity to participate in several different extra-curricular and co-curricular activities. A signed parent and student

agreement letter needs to be returned to the sport or activity supervisor prior to the students being allowed to take part in official activity events.

Attendance

Board Policy po5200 Attendance

If a student is going to miss school because of illness, please be sure to have a parent or guardian call the attendance “hotline” as soon as they know the student will not be attending school. This will assist us in keeping an accurate attendance count. The GDS attendance line can be reached at 608-839-2175, or via email at GDS.attendance@mgschools.net. Both are available 24 hours a day, seven days a week. Failure to notify the office by 8:30 a.m. will result in an automated call home at 9:15 a.m. Additionally, an email will be sent at 10:00 a.m.

The school attendance officer (Principal) is the only individual who has the authority to determine if an absence is acceptable or not, according to school board policy and state law. Therefore, all absences require parent/guardian verification to be submitted in writing or by telephone to the school attendance officer or designee in advance of the absence or prior to readmittance to school. If students are absent for three consecutive school days due to illness, we request that parents provide a doctor’s note explaining the reason for the absence.

Illness

If a student is ill or receives an injury, they must report to the office after receiving permission from the teacher. Students are not to call home directly from a teacher's classroom or from personal cell phones. If it is determined by office personnel that a student should go home, the parents will be contacted. Students may not leave school until the office personnel have made contact with a parent or guardian.

Parents should be sure to call the attendance line if a student is ill. Students may be called in as ill for a total of 10 days over the course of the school year before the school will ask for a doctor’s excuse for future absences. Students unable to provide a medical professional’s excuse, when requested, will be marked as unexcused (truant).

Preplanned Absences

If it is known ahead of time that a student is going to miss school for an orthodontist, dentist or doctor’s appointment, family trip or church activity, please let the Main Office know. If the student is going on a trip, please try to let the office know as many days ahead of your trip as the trip will be long. (i.e. If you’re gone a week, let us know a week in advance). Bring a note stating the days the students will be gone and the reason the student will be out of school. A vacation request form will then be issued. The vacation request form is then taken to all of the student's teachers and signed.

For doctors/orthodontist/dentist, etc. appointments, students will need a “Permission to leave the building” slip signed by the office and the office you are visiting. Return this slip when you return to school.

Backpacks

Book bags and backpacks are convenient when carrying many books to and from school. When they are used throughout the school day, they often accumulate so much material that their bulk contributes to traffic jams in hallways and on stairs. They are also tripping hazards in the classrooms. For health and safety reasons, students are to leave book bags and backpacks in lockers during the school day and carry with them only those materials needed for one or two periods. Students may use book bags to transport materials to and from school.

Classes

The middle school experience is intended to offer opportunities to explore classes as well as prepare students for high school electives. Along with standard academic classes, students will take Encore classes throughout the school year. In 6th grade we ask that students try each of the areas, and then in 7th and 8th grade, we suggest a more interest-based selection of Encores. Below is an outline of what is required in each grade level and what the Encore choices are for the present school year.

Course Offerings

6th Grade	<p><u>Required Courses:</u> Math Science Social Studies English Art Physical Education Health Music (General Music, Band, Choir and/or Orchestra) 1 World Language Class</p>	<p><u>Encore Courses:</u> Spanish French Family and Consumer Education Computers/Business Technology Education</p>
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7th Grade	<u>Required Courses:</u> Math Science Social Studies English Physical Education	<u>Encore Courses:</u> Art Computers/Business Spanish French Family and Consumer Education Technology Education Band, Choir and/or Orchestra
8th Grade	<u>Required Courses:</u> Math Science Social Studies English Physical Education Health	<u>Encore Courses:</u> Art Computers/Business Spanish French Family and Consumer Education Technology Education Band, Choir and/or Orchestra

Cold Weather Recess Guidelines

During the winter season, the following guidelines will be used in determining whether or not students will be expected to go outside for recess/lunch period.

1. Accessibility of recreational areas
2. Temperatures (including wind chill)
 - a. +11° F and above: Outside Recess
 - b. +10°F to -10°F: Supervisor’s Decision
 - c. -11°F and below: Indoor Recess

Students should come to school dressed appropriately for the weather. Students are encouraged to go outside; however, when we have indoor areas available we will allow students to stay inside, but we will not allow personal devices.

Dress Code

Board Policy po5511 Dress and Grooming

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Students dress and grooming should not:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Dress requirements may be developed for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and grooming in his/her building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting

depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.

Drug and Alcohol Use

Board Policy po5530 Drug Prevention

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

Email Accounts

All Glacial Drumlin School students will be issued student email accounts. These student email accounts will remain with the students throughout the rest of their time in the Monona Grove School District.

Due to the responsibility that comes with the privilege of having a school issued student email account, all students will need to comply with the Monona Grove School District Computer Use Policy, Student Use of MGSD Computer Network, and other applicable policies. The policies governing computer and network use are noted below.

Student Emails & Children's Online Privacy Protection Act (COPPA)

GDS students may be asked to enroll in free Web 2.0 tools that request their student email address. Currently, a student email address contains a student's first name and last name. If a parent does not want their student utilizing Web 2.0 tools that make use of their email address, parents should contact the associate principal.

Monona Grove School District Computer Use Policy for Students

Board Policy po7540.03 Student Technology Acceptable Use and Safety

Student Use of the Monona Grove School District Computer Network

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. In general, school rules for behavior and communications apply to computer use as well.

Use of the Monona Grove School District computer system is a privilege, not a right.

Failure to abide by the rules governing student computer use may result in a forfeiture of that privilege. The rules listed below provide specific examples of inappropriate and prohibited use, but those examples are not intended to be comprehensive.

- 1) All use of the district's computer system must support learning appropriate for school.
- 2) No one may use a district computer unless a supervising adult is in the same room.
- 3) No one without an active user account may use the computer system, and no one may log onto the system using someone else's account, even with their permission.
- 4) No one may access or attempt to access any material stored in another user's designated network storage space. No one may access or attempt to access material that is not available using his or her system name and password. No one may access or attempt to access unauthorized areas of the system.
- 5) No one may use the system in such a way as to disrupt, or threaten to disrupt, the ability of others to use the system. Disruption may, but need not, include damage to equipment or stored data.
- 6) Threatening, hateful, harassing, insulting, defamatory, or offensive communication using the system is prohibited.
- 7) No one may use the system to obtain or transmit any material inappropriate for school.
- 8) No one may waste limited network resources, including bandwidth and storage space.
- 9) No student may download software without a teacher's permission.
- 10) Any use of the district's computer system for illegal or commercial purposes is prohibited.

Students suspected of inappropriate or prohibited computer use will be investigated. Students and parents are advised that students' use of the network—including which computers they use, which Internet sites they visit, what email they send and receive, and what material they save on the network—will be monitored and sometimes accessed. Students should not expect privacy in any work they do, any communication they make, or any material they save. Students found to have violated the rules above, or other school rules governing behavior and communication, may lose computer privileges, which may result in the inability to complete assignments on school computers. They may also be subject to other discipline. Decisions about punishment, and whether to involve the police, will be made by the building and district administration.

Parents should keep Infinite Campus contact information updated so that important messages and alerts may be received in a timely manner. Contact the GDS office at 839-8437 if there are any questions.

Early Dismissal Due to Poor Weather

On days when the weather becomes inclement after students have arrived at school, listen and/or watch the radio or television stations identified above. This is the quickest way to obtain accurate information. We will update information on websites and use Infinite Campus to notify parents as soon as we have any announcements. Students will follow their emergency closing plans for getting home from school.

Food and Drink at GDS

Students should come to school with only their lunch. We do not allow students anything larger than 12 ounce containers of drinks, for personal use only. Students may only drink water beyond the cafeteria. Students are not allowed to sell items to their peers.

Grading Policy

Our grading is based on the school district's philosophy that grades should provide students feedback on essential skills and learning goals. Students have two types of assignments: Summative and Formative.

	Summative	Formative
Definition	Assessments of essential skills which students have already practiced and received feedback on	Practice of essential skills
Grade Weight	90% of the total grade	10% of the total grade
Examples	Tests, final projects, presentations	Practice work in class, independent and collaborative work, attempts at new learning and skills, learning checks leading up to a summative assessment

Student Proficiency Levels

Assessments are scored out of 8 to provide feedback on student proficiency.

- 8: Extending
Student can independently extend grade-level concept or skill in an

- integrated or advanced way
- 7: Secure
Student can independently apply the concept or skill consistently
- 6: Developing
Student applies concept or skill in some instances and/or with some support
- 5: Beginning
Student demonstrates initial understanding of concept or skill
- 4: No Evidence
Missing, incomplete, or no evidence of meeting standard

Final Grades

All scores on assessments are converted to percentages to calculate final grades.

A	85-100
B	77-84
C	69-76
D	61-68
F	50-60

*note: the lowest score a student can get on an assessment is a 50%

While students receive a final grade on an A-F scale, we encourage families to prioritize feedback on student proficiency in essential skills and learning goals. The goal of learning is proficiency in skills, not just a letter grade.

Report cards will be available electronically at the end of each of the four quarters. Report cards show the cumulative grade of summative and formative assessment and the breakdown of summative and formative assessments is available in IC and Canvas.

Work and absences

Students are required to make up the school work missed when an excused absence occurs. If a test has been missed, arrangements need to be made to take the test. If students miss important formative practice while absent, they are required to complete the practice. Suggested due dates should be arranged with individual teachers.

Incompletes

If a student receives an Incomplete on a report card, the student has 10 days from the end of the grading period to complete the work required. If the student does not complete the work required, their grade will reflect the missing assignments.

In some circumstances (medically documented problem, hospitalization, a death in the family) the student will have two weeks from the end of the grading period to have work completed. These circumstances will be approved in writing by the principal. If the work is not completed, the student will receive a grade based on work recorded. In all situations, administration will work with the family and teachers to do what is best for each individual student situation.

Hat Guidelines

Hats may be worn as long as they do not create a distraction to learning. Hats may not cover up a student's eyes and must follow district board policy.

Students who handle other student's personal property without permission, including hats will be held accountable.

Hiking, Biking, Skateboarding, or Rollerblading

Students may commute to school on this equipment. Students should use good judgment when walking, biking, skateboarding, rollerblading, etc. to school. Bike racks are available. Be sure to lock bikes to the bike rack and not to the trees. Skateboarding or rollerblading on school property is NOT permitted. Students should exercise caution during dismissal time and are asked to walk skateboards, bikes and other wheeled transportation devices off of campus.

IDs

Every student will be provided one picture ID at the beginning of the school year. Students are advised to have their IDs with them throughout the school day. The student ID serves as general identification and food debit card. It is highly recommended that each student have a lanyard to hang his/her Student ID from. Students may not be permitted into HS athletic events without their ID's.

If a student has lost his/her school ID card, a new ID can be purchased through the main office. A new ID card can be purchased for \$5.00. It may be beneficial to have a "backup" ID card purchased at the beginning of the school year.

Lockers

Students will be issued two lockers, a PE locker and a hallway locker. **Lockers are the property of the school and may be checked at any time with or without the student's permission.**

The administration wishes to notify students and parents that drug sniffing canines may be asked to visit our school on occasions that are completely unannounced, for the purposes of maintaining a healthy, safe, and drug free environment at Glacial Drumlin School.

Locker Room Privacy

Board Policy po9151 Use of Cameras and Other Recording Devices in Locker Rooms

Lost and Found

Please ask your child to check often for missing items.

Lost and found will be collected throughout the school year. It will be available on tables lining the main hallway by the IMC entrance. Any high value or electronic devices are kept in the main office. Clothing and other items will be kept until the end of the semester and then donated to a local thrift shop.

Medicine at School

Board Policy po5330 Administration of Medication/Emergency Care

Any medications given by school personnel must be provided by the parent/guardian in a pharmacy container labeled with the student's name, name of the physician, name of the medication, dosage and its frequency, and name of the pharmacy. School personnel will NOT provide aspirin or any other medication to students.

Inhalers

Students may carry and self-administer an inhaler if the student uses the inhaler before exercise to prevent the onset or to alleviate asthmatic symptoms. The student must provide the office with written approval of the physician/health care provider and written permission from the parent/guardian. It is recommended that a back-up inhaler be kept in the office. Every inhaler must be labeled with an appropriate pharmacy label and student's name.

Prescription Medication

If administered and/or stored by school personnel, it must be accompanied by a form containing written orders from the physician and written permission from the parent/guardian.

Non-prescription Medication

If administered by school personnel, it must be accompanied by written parent/guardian permission and directions.

Student Self-Administration of Medication

(State Statute 118.291) A student's ability to manage his/her own medication may be evaluated by building staff after consultation with the District Nurse. The parent/guardian may be asked to reconsider the appropriateness of the student administering his/her own medication without supervision.

Students may carry and self-administer both prescription and non-prescription medication. Students shall have both non-prescription and prescription medications in the original containers for their use only. Sharing medication is not permitted. **The parent/guardian shall complete a medication consent to notify the office of the student's use of medication.**

Exception: Controlled medication such as Ritalin, Dexedrine, and Adderall are required to be stored and administered by school personnel at all grade levels.

All medication use forms may be obtained online at www.mononagrove.org under "Resources".

Morning Arrival

The school building is open with supervision beginning at 7:30 a.m. and students may go to the Courtyard, Commons (Breakfast will be available for purchase starting at 7:35 a.m.), Gym, and IMC at that time. Students must remain in the hallways until the 7:55 a.m. warning bell rings, at which time students may enter POD areas and classrooms.

Personal Devices (cell phones, computers, earbuds) Rule

Board Policy po5136 Personal Communication Devices

Personal Phones, Earbuds, Computers, Video Games

These items must be in the student locker and turned off from morning bell to end bell. They are not allowed in lunch or bathrooms (Illegal to use videos/cameras in bathrooms and locker rooms). Students may only use school issued Chromebooks on school grounds during school hours. Earbuds/Airpods may only be worn in classrooms when requested by teachers and connected into Chromebooks.

5 Step Personal Device Rule

1st time confiscated: Device goes to the office and the student gets it at the end of the day.

2nd time confiscated: Device goes to the office, parent notified, and student may have it at the end of the day.

3rd time confiscated: Device goes to the office, parents are notified, and parents will pick it up at the office.

4th time confiscated: Device goes to the office, parents are notified, and the student turns the phone into an advisory teacher every morning for 40 consecutive school days.

5th time confiscated: Device goes to the office, parents are notified, and the student turns the phone into an advisory teacher every morning for the remainder of the year.

School Resource Officer

Through collaboration with the City of Monona Police Department and Village of Cottage Grove Police Department, Glacial Drumlin School has regular access to a School Resource Officer. This officer is available for educational purposes as well as law enforcement purposes. The SROs are sworn police officers assigned to provide law enforcement expertise and resources to assist the District school staff in maintaining safety, order, and discipline within the assigned schools. The SROs are not the disciplinary arm of the District and will not normally become involved in discipline issues or the enforcement of school rules except as they relate to maintaining a peaceful and safe environment in the schools to which they are assigned.

Weapons

Board Policy po5772 Weapons

Smoking

Board Policy po5512 Use of Tobacco and Nicotine By Students

It shall be a violation of this policy for any student of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

Student Activities, Sports, and Clubs

There are many activities that students can be involved in while at Glacial Drumlin.

We welcome new ideas about additional activities. Here is a list of a few things that **may be** offered during the school year:

Sports, Academic & Other Activities

6th grade Intramural Sports	Glacial Drumlin Fun Run (6-8)
7th & 8th Grade Boys Basketball	Jazz Band (8)
7th & 8th Grade Cross Country	Math Team (6-8)
7th & 8th Grade Girls Basketball	Regional Math Meet (6-8)
7th & 8th Grade Girls Volleyball	Science Olympiad
7th & 8th Grade Track & Field	Show Choir (7-8)
Chess Club (6-8)	Sizzling Strings (6-8)
Gay & Straight Alliance (GSA) (6-8)	Spelling Bee (6-8)
Geography Bee (6-8)	Students of Color Union (SCU) (7-8)
Project Unify (6-8)	Yahara River Writing Contests (6-8)
Dungeons & Dragons (D&D) (6-8)	

Student Attendance at After School or Evening Events

All Glacial Drumlin School and Monona Grove School District policies are in effect at after school and evening events. If students did not attend school during the school day (marked as Unexcused Absent or Absent due to illness), they are **NOT PERMITTED** at after school or evening events. They are also not allowed to ride district provided transportation.

Holiday Celebrations

As part of our school and district-wide commitment to equity, we are focused on building community and creating welcoming, inclusive environments where all students feel they belong. We share about ourselves and our families and traditions, gather for all-school assemblies and performances, challenge ourselves on field day, learn from each other in buddy classrooms, and display our creativity at art shows and maker fairs. We are proud of our students, of these activities, and the opportunities they provide us.

We respect the cultural diversity among all our families and take time to learn and share with one another, but we refrain from celebrating holidays at school. Celebrating holidays like Halloween and Valentine's Day are fun traditions for many families, but it is our responsibility to provide space and opportunities for all students. As public schools, we must consider the many viewpoints, opinions, and values of our residents and families and do what is best for all students while they are at school.

School Nutrition

Lunch Program

Good nutrition is important, especially at the school age stage of development. You can support this by providing a nutritious lunch or taking part in our district hot lunch program. Adequate time will be provided for students to complete their meal. Children who carry a cold lunch may purchase milk tickets or bring another beverage. Please do not send soda as we are encouraging healthy choices during lunch. Children are encouraged to try new foods, to prevent waste, to taste everything, and to drink their milk. *School Nutrition Board Policy #8500*

Parents are welcome to join their children for lunch at school. Please do not bring food from a restaurant and let the office know by 8:10 a.m. if you will be purchasing a lunch.

Schools are set up on an automated “pre-payment program.” When an account balance gets low, an automated Infinite Campus message will be sent via messenger to the parents email. Any questions regarding a student’s account should be directed to the Food Service staff. You can access our automated system by going to the district website: www.mononagrove.org. Then go to Infinite Campus & log in using your user name and password.

The School Board implemented Wellness Policy #8510. In an effort to promote healthy bodies for our students, we encourage students and staff to include healthy good items for parties, snacks and classroom incentives. Good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn.

Free and Reduced Meals

Each year a new application form for eligible households must be filled out for free and reduced meals. Applications will be given to you at Student Registration Day in August. Be sure to list all of your children on ONE APPLICATION. Return the application as soon as possible. The District Office cannot process an application that is not signed, does not list the household income, and the TOTAL household monthly income, names of household members, or does not include social security numbers. Application approvals are delayed if any required information is missing. [School Nutrition Page](#)

School Breakfast

Breakfast and milk can be purchased through the food service program. (Those eligible for free or reduced lunch are automatically eligible for free or reduced breakfast.) Students may choose to bring their own food. Suggested healthy items from home are fruit, raisins, crackers, bagels, cheese, yogurt, juice box, popcorn, carrot and celery sticks, peanut butter sandwich, fruit roll-ups, nuts (please no peanuts in the shell), or granola bars. “Peanut-Free” rooms will be required to bring non-peanut snacks. The school nurse will distribute guidelines to parents.

Negative Account Balances

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance as determined by the Superintendent. The Superintendent shall determine the manner of determining permissible account balances by grade level. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

Students who are receiving free or reduced price meals will be permitted to purchase a USDA approved meal if the student has the necessary funds with him/her to purchase the meal, regardless of whether the student has a negative account balance.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's School Nutrition program, are to be sold during school nutrition hours.

The District's food service program shall serve only food items and beverages determined by the School Nutrition Department to be in compliance with the current USDA Dietary Guidelines for Americans and USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The Superintendent is responsible for administrative guidelines, implementing the School Nutrition program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually. The Superintendent shall assure that the District's vendors and/or Food Service Management Contractor is provided a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines.

Board Policy po2260 Wellness

STUDENT CODE OF CLASSROOM CONDUCT

Board Policy po5500 Student Code of Classroom Conduct

Specific to GDS

Character

Throughout the school year we will work on Character Education. This year our motto is Character and we will use this terminology often, please talk with your children about these traits.

Cooperation - Students at GDS will create a positive environment by listening, helping, and working with others as a team.

- Students will help maintain a clean and safe environment.
- Students may eat or drink in assigned areas with approval of staff.
- Students will comply with reasonable requests from any school staff.

Honesty - Students will be trustworthy and truthful no matter what the consequence.

- Students will enter only their assigned locker(s).
- Students will be truthful in any conversation with school staff.
- Students will complete and turn in their own school work and will be honest when taking tests and quizzes.
- Students will refrain from forging signatures of staff, parents, guardians, etc., at all times.
- Students will serve classroom and/or building consequences that have been issued by school staff.

Achievement - Students will set goals to help me do their best and will work to meet them.

- Students will be prepared for class at all times.
- Students will arrive on time to classes.
- Students will consistently attend school/classes. Excused absences must be cleared with the office.

Respect - Students will show kindness and consideration to themselves, other people, and will respect the expectations at GDS.

- Students will behave/participate in a manner that will not be a disruption to others.
- Students will meet expectations for the dress code.
- All cell phones, music players, and other personal electronics will be turned off and put away during the school day.

Ambition - Students will try to be the best they can be and will try their hardest no matter how hard the challenge.

- Students will meet or exceed academic expectations for promotion into the next grade level.

Confidence - Students will learn to believe in themselves and feel comfortable with who they are.

- Students will stand up for what is right and will report any inappropriate behavior to school personnel.

Tolerance - Students will respect different cultures, races, and beliefs of their peers.

- Students will treat others with kindness and respect, even if they disagree with the other people.
- Students will refrain from harassing behavior toward others.

Empathy - Students will understand and care about the feelings and sensitivities of others.

- Students will not judge others, or treat them with unkindness, if they don't agree with their viewpoints.
- Students will refrain from harassing behavior toward others.

Responsibility - Students will help create a safe and productive climate and culture.

- Issues of school safety
- Students are responsible for meeting all behavior expectations at school.
- Students will meet all expectations of the MGSD Computer Use policy.
- Students will refrain from inappropriate, unsafe, or reckless behavior.
- Students will not participate in illegal or inappropriate conduct.
- Students will not participate in bomb threats, arson, or false alarms.
- Students will not disrupt the school by use of force, violence, coercion, threat, or disorderly conduct.
- Students will not possess illegal or dangerous substances or objects at school or any extension of the school.
- Students will not possess weapons.
- Students will not possess pornographic material at school.
- Students will not participate in the harassment of others.

Restorative Justice Practices

The goal of Restorative Justice Practices is to proactively develop relationships and community and to create a safe and productive learning space where students develop social and emotional skills and strong relationships. We aim for all members to treat each other with dignity and respect. After conflict or harm, Restorative Justice Practices provide a way of thinking about, talking about, and responding to issues and problems by involving all participants to discuss their feelings and opinions, identify what happened, describe how it affected everyone, and find solutions to make things better for all involved. When a situation occurs, we will work to repair the harm and focus on learning and growing, everyone having a voice,

and everyone being valued even in the midst of possibly a poor choice/behavior or action.

In the first few days of school, students will be taught our basic behavior expectations in each area of our building like during lunch, at recess, in hallways, on the bus. Please talk with your child about the importance of this learning. Our goal is to create a community where students are kind, responsible, respectful as well as emotionally and physically safe.

STUDENT TRANSPORTATION

The school bus is considered to be an extension of the classroom; therefore, the School District requires students to conduct themselves while on the bus in a manner consistent with established standards for classroom behavior. The School District has developed a set of bus rider rules.

Please see our [Transportation](#) page for further information.

Appendix 1

School Board Policies and Procedures and Parental Notices

PARENTAL NOTICES (ATTACHED):

Family Educational Rights and Privacy Act
Parental Notice Regarding Homeless Children
Protections of Pupil Rights
Child Find Notice

SCHOOL BOARD POLICIES:

Not attached but available on the Monona Grove website at:

www.mononagrove.org

- Click on District
- Click on Board Policies

Accommodating Student Religious Beliefs – 5223
Adult School Volunteers – 8120
Student Use of Technology –7540/ 7540.03
Confidentiality of Student Records – 8330
Drug Prevention – 5530
Harassment/Bullying Policy – 5517 / 5517.01 (Attached)
Parent/Citizen Complaints – 9130
Parental Right to Receive Teacher Information – 2261.02
Possession or Use of Dangerous Weapons – 5772/7217
Student Residency – 5111
Student Attendance Policy – 5200
Student Nondiscrimination - 2260/2260.01 (Attached)
Student Promotion, Placement, and Retention Policy – 5410
Personal Communication Devices – 5136
Student Privacy and Parental Access to Information - 2416/9130
Suspension and Expulsion – 5610
Wellness Policy – 8510
Nondiscrimination on the Basis of Sex In Education Programs or Activities - 2266
(Attached)

Copies of all school board policies are available on the Monona Grove website.

2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities. This policy is intended to support and promote non-discriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships, and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

2260 - **NO DISCRIMINACIÓN Y ACCESO A LA IGUALDAD DE OPORTUNIDADES EDUCATIVAS**

La Junta está comprometida a brindar igualdad de oportunidades educativas para todos los estudiantes del Distrito.

La Junta no discrimina por motivos de raza, color, religión, origen nacional, ascendencia, credo, embarazo, estado civil, estado parental, orientación sexual, sexo (incluido el estado de género, cambio de sexo o identidad de género) o condición física, discapacidad mental, emocional o de aprendizaje (Clases Protegidas) en cualquiera de sus programas y actividades estudiantiles. Esta política tiene como objetivo apoyar y promover prácticas no discriminatorias en todas las actividades del Distrito y de la escuela, particularmente en las siguientes áreas:

- A. uso de bases objetivas para la admisión a cualquier escuela, clase, programa o actividad;
- B. prohibición de acoso hacia estudiantes y procedimientos para la investigación de reclamos (vea Política 5517);
- C. uso de autoridad disciplinaria, incluida la autoridad de suspensión y expulsión;
- D. administración de obsequios, legados, becas y otras ayudas, beneficios o servicios a estudiantes de agencias, organizaciones o personas privadas;
- E. selección de materiales didácticos y bibliotecarios de manera no discriminatoria y que reflejen la diversidad cultural y la naturaleza pluralista de la sociedad estadounidense;
- F. diseño e implementación de prácticas, materiales y herramientas de evaluación de estudiantes, pero sin excluir la implementación de técnicas para satisfacer las necesidades individuales de los estudiantes;
- G. diseño y configuración de instalaciones;
- H. oportunidad de participación en actividades extracurriculares y cocurriculares siempre que puedan estar disponibles programas separados para estudiantes masculinos y femeninos siempre que se pongan a disposición de todos actividades comparables en términos de tipo, alcance y apoyo del Distrito; y
- I. el programa de almuerzos escolares y otros programas de servicios de alimentos patrocinados por la escuela.

2266 – NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

The Board of the Monona Grove School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) are:

Associate Superintendent of Business, Operations and Human Resources
608-316-1916
5301 Monona Drive
Monona, WI 53716

Director of Student Services
608-316-1908
5301 Monona Drive
Monona, WI 53716

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

2266 – NO DISCRIMINACIÓN POR RAZÓN DE SEXO EN PROGRAMAS O ACTIVIDADES EDUCATIVAS

La Junta del Distrito Escolar de Monona Grove no discrimina por motivos de sexo en su programa o actividad educativa y el Título IX y sus reglamentos de implementación exigen no discriminar de esa manera. El requisito de no discriminar en su programa o actividad educativa se extiende a la admisión y al empleo. Los coordinadores del Título IX del distrito son:

Superintendente Adjunto de Negocios, Operaciones y Recursos Humanos
608-316-1916
5301 Monona Drive
Monona, Wisconsin 53716

Director de Servicios Estudiantiles
608-316-1908
5301 Monona Drive
Monona, Wisconsin 53716

Cualquier consulta sobre la aplicación del Título IX y sus reglamentos de implementación al Distrito puede remitirse al Coordinador del Título IX, al Subsecretario de la Oficina de Derechos Civiles del Departamento de Educación de EE. UU., o a ambos.

La Junta ha adoptado un proceso y procedimientos de quejas que prevén la resolución rápida y equitativa de las quejas de estudiantes y empleados que alegan cualquier acción prohibida por el Título IX y/o sus regulaciones de implementación. El proceso y los procedimientos de quejas están incluidos en la Política 2266 – No discriminación por motivos de sexo en programas o actividades educativas. El proceso y los procedimientos de quejas abordan específicamente cómo denunciar o presentar una denuncia por discriminación sexual, cómo denunciar o presentar una denuncia formal por acoso sexual y cómo responderá el Distrito.

5517- **STUDENT ANTI-HARASSMENT**

The Monona Grove School District is committed and dedicated to providing equal access to educational services for every student in the district and to providing a learning environment free of any form of harassment against or between students.

No student may be discriminated against in any school programs, activities or in facilities usage because of the student's sex, (gender identity, gender expression and non-conformity to gender role stereotypes), color, religion, profession or demonstration of belief or nonbelief, race, national origin (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation or physical, mental, emotional or learning disability. Harassment is a form of discrimination and shall not be tolerated in the district. It is the responsibility of administrators, staff members and all students to ensure that student discrimination or harassment does not occur.

This policy does not prohibit the provision of special programs or services to students based on objective standards of individual need or performance.

Homeless children, unaccompanied homeless youth (youth not in the physical custody of a parent or caregiver) and youth residing in the District shall be provided with equal access to the District's educational programs, have an opportunity to meet the same challenging State of Wisconsin and Monona Grove School District Academic standards and shall not be segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination based on their homelessness.

Students who have been identified or regarded as having a disability under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (**ADA**) or the Individuals with Disabilities Education Act (**IDEA**), shall be provided reasonable accommodations in educational services or programs and facilities. When program or classroom modifications are necessary in order to provide a disabled student with equal opportunity, they will be made as required by law. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

The district shall also provide for reasonable accommodation of a student's sincerely held religious beliefs in accordance with established Board policies. Any modifications or accommodations granted under this policy shall be provided to students without prejudicial effect. See [Board Policy po5223](#).

Any person who believes that a student has been the subject of prohibited discrimination or harassment shall report the matter in accordance with established complaint procedures. Complaints or questions regarding this policy shall be referred to:

Monona Grove School District
Attention: Director of Student Services
5301 Monona Drive

Monona, Wisconsin 53716

All reports regarding student discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. The district shall take all appropriate and necessary action to eliminate student discrimination and harassment, up to and including discipline of the offenders. There shall be no retaliation against any person who files in good faith (or who is believed to have filed a complaint) under this policy. It is also against this policy to retaliate against any person who otherwise participates in any investigation, inquiry, or other proceeding related to an incident, report, or complaint underneath this policy. Retaliation includes, but is not limited to, any form of intimidation, harassment, or inappropriate disparate treatment. Such retaliation shall be considered a serious violation of Board policy independent of whether the report, complaint, or allegation in question is substantiated. Allegations or concerns regarding retaliation may be reported to the District using the procedures that are established for reporting harassment and discrimination.

5517- ANTI-ACOSO ESTUDIANTIL

El Distrito Escolar de Monona Grove está comprometido y dedicado a brindar igualdad de acceso a los servicios educativos para todos los estudiantes del distrito y a brindar un ambiente de aprendizaje libre de cualquier forma de acoso contra o entre estudiantes.

Ningún estudiante puede ser discriminado en ningún programa escolar, actividades o en el uso de las instalaciones debido a su sexo (identidad de género, expresión de género e inconformidad con los estereotipos de roles de género), color, religión, profesión o demostración de creencia o no creencia, raza, origen nacional (incluido dominio limitado del inglés), ascendencia, credo, embarazo, estado civil o parental, situación de falta de vivienda, orientación sexual o discapacidad física, mental, emocional o de aprendizaje. El acoso es una forma de discriminación y no será tolerado en el distrito. Es responsabilidad de los administradores, miembros del personal y todos los estudiantes garantizar que no se produzca discriminación o acoso estudiantil.

Esta política no prohíbe la provisión de programas o servicios especiales a estudiantes basados en estándares objetivos de necesidad o desempeño individual.

Los niños sin hogar, los jóvenes sin hogar no acompañados (jóvenes que no están bajo la custodia física de un padre o cuidador) y los jóvenes que residen en el Distrito tendrán acceso igualitario a los programas educativos del Distrito, tendrán la oportunidad de enfrentar los mismos desafíos de los estándares académicos que enfrentan los estados de Wisconsin y el Distrito Escolar de Monona Grove. Distrito Escolar de Grove y no serán segregados por su condición de personas sin hogar. El Distrito establecerá salvaguardias que protejan a los estudiantes sin hogar de la discriminación basada en su falta de hogar.

Estudiantes que han sido identificados o considerados con una discapacidad según la Sección 504 de la Ley de Rehabilitación de 1973, la Ley de Estadounidenses con Discapacidades. (**ADA, Americans with Disabilities Act**) o la Ley de Educación para Individuos con Discapacidades (**IDEA, Individuals with Disabilities Education Act**), se les proporcionarán adaptaciones

razonables en servicios o programas e instalaciones educativos. Cuando sean necesarias modificaciones al programa o al salón de clases para brindarle a un estudiante discapacitado igualdad de oportunidades, se harán según lo exige la ley. Las modificaciones necesarias en las instalaciones para proporcionar acceso y participación adecuados a las personas con discapacidades se realizarán en la medida requerida por la ley.

El distrito también proporcionará adaptaciones razonables para las creencias religiosas sinceras del estudiante de acuerdo con las políticas establecidas de la Junta. Cualquier modificación o adaptación otorgada bajo esta política se proporcionará a los estudiantes sin efecto perjudicial. Vea [Política de la Junta](#) po5223.

Cualquier persona que crea que un/a estudiante ha sido objeto de discriminación o acoso prohibido deberá informar el asunto de acuerdo con los procedimientos de queja establecidos. Quejas o preguntas sobre esta política deberán ser remitidas a:

Monona Grove School District
Attention: Director of Student Services
5301 Monona Drive
Monona, Wisconsin 53716

Todos los informes relacionados con la discriminación o el acoso estudiantil se tomarán en serio, se tratarán de manera justa y se investigarán con prontitud y a fondo. El distrito tomará todas las medidas apropiadas y necesarias para eliminar la discriminación y el acoso estudiantil, hasta e incluyendo la disciplina de los infractores. No habrá represalias contra ninguna persona que presente una queja de buena fe (o que se crea que presentó una queja) conforme a esta política. También va en contra de esta política tomar represalias contra cualquier persona que de otra manera participe en cualquier investigación, indagación u otro procedimiento relacionado con un incidente, informe o queja según esta política. Las represalias incluyen, entre otras, cualquier forma de intimidación, acoso o trato desigual inapropiado. Dichas represalias se considerarán una violación grave de la política de la Junta independientemente de si el informe, queja o acusación en cuestión está fundamentado. Las acusaciones o inquietudes relacionadas con represalias se pueden informar al Distrito utilizando los procedimientos establecidos para informar acoso y discriminación.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the Monona Grove School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Monona Grove School District may disclose appropriately designated "directory information" without your consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Monona Grove School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual student yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Lease

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three (3) directory information categories: names, addresses, and telephone listings, unless parents have advised the district that they do not want their student's information disclosed without prior written consent. {These laws are: Section 9528 of the ESEA (20 USC 7908), as amended by the *No Child Left Behind Act of 2001* (PL 107-110), the educational bill, and 10USC 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (PL107-107), the legislation that provides funding for the nation's armed forces.}

If you do not want the Monona Grove School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by **September 15, 2023**. The Monona Grove School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Photographs
- Name of the school most recently attended by the student
- Electronic mail address
- Grade level attended

Parental Notice Regarding Homeless Children

The McKinney-Vento Act provides protections for children and youth and for unaccompanied youth that lack a fixed, regular, and adequate nighttime residence. The information outlined below provides a summary of the rights of homeless children and youth, including unaccompanied youth.

The McKinney Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth (and unaccompanied youth) who:

- Share the housing of other persons due to the loss of housing, economic hardship, or a similar reason.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
- Are living in emergency or transitional shelters.
- Are abandoned in hospitals.
- Are awaiting foster care placement.
- Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

Homeless children and youth, their parents, and unaccompanied youth are afforded the following rights and protections under the McKinney-Vento Act:

- Immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- Access to and participation in educational and related opportunities which may include special education, programs, and services for students with gifts and talents, programs and services for English Language Learners, Title I services,, and the like.
- Enrollment and transportation rights, including to the school of origin if that is the parents or unaccompanied youth's choice and is in the best interests of the child. School of origin is defined as the school the child attended when permanently housed or last enrolled.
- A written explanation as to the reason(s) a homeless child or unaccompanied youth is placed in a school other than the school of origin or school requested by the parent and the right to appeal the decision within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children.

For more information, please contact the Monona Grove School District Homeless Liaison Coordinator at the following:

Related Board Policy #5111.01

Monona Grove School District
Homeless Liaison Coordinator
5301 Monona Drive
Monona, WI 53716
(608)316-1908

Protections of Pupil Rights Amendment (PPRA) Notification of Rights

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who reached the age of majority or emancipated minors (“eligible students”) certain rights regarding the Monona Grove School District’s conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights include:

Consent

Consent is required before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional materials used as part of the educational curriculum.

The Monona Grove District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Monona Grove School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after substantive changes. The Monona Grove School District will also **directly** notify parents and eligible students, such as through the U.S. mail; or electronic mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Child Find Notice

The Monona Grove School District is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts child find activities each year at kindergarten and 4K registrations. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

Monona Grove School District
Christa Foster, Student Services Director
5301 Monona Drive
Monona, WI 53716
(608) 316-1908

Appendix 2

Board of Education District Office Employees How to Get Help with a Concern Calendar of Events

“Building a Community of Learners” Monona Grove School District

Board of Education

Elizabeth Cook, President

Philip Haven, Vice-President

Peter Sobol, Treasurer

Rachelle Miller, Clerk

Dr. Eric J. Hartz, Member

Rachelle Miller, Member

Janice Stone, Member

Leena Rathgerber, Student Representative

Monona Grove District Office

5301 Monona Drive, Monona, WI 53716 Phone: 608-221-7660 Fax: 608-221-7688

Superintendent's Office

Tanya Fredrich, Superintendent 316-1917

Tish Masarik, Executive Assistant to the Superintendent 316-1917

Business Services

Kristin Sobocinski, Assistant Superintendent for Business Services, Operations and Human Resources, 316-1916

Karen Puccio, Business Services Specialist 268-6918

Lauri Slattery, Accounting Specialist, 316-1918

Kari Brown, Accounting Assistant 316-1913

Laura Curry, Business Services Manager, 316-1929

Judy Dilley, Payroll Specialist 316-1359

Gary True, Buildings and Grounds Director 316-1910

Communications

Katy Byrnes Kaiser, Director of Communications and Community Engagement, 316-1960

Emily Hayhurst, Communications Specialist 316-1912

Curriculum and Instruction

Lisa Heipp, Director Of Instruction 316-1921

Maureen Lehman, Admin. Assistant to Director of Instruction 316-1914

Katherine Brown, Curriculum Coordinator 316-1935

Tasha O'Malley, Curriculum Coordinator 316-1931

Amy Kersten, Data & Assessment Specialist 316-1906

Chad Kliefoth, Technology Coordinator 316-1925

Greg Benz, Career & Tech Ed Coordinator 316-1398

Human Resources

Carrie Nemesi, HRIS Administrator 316-1915

TBA, HR Generalist 316-1938

Amy Czaplewski, Benefit Specialist 316-1901

Andrea Rosemeyer, Talent Acquisition and Development Specialist 316-1951

School Nutrition

Margaret Sanna, Coordinator 316-1911

Dana Hoffman, Assistant Coordinator 839-8592

Terri O'Neil, Admin Assistant 316-1894

Student Services

Christa Foster, Director 316-1908

Kendra Atkinson, SE Coordinator 316-1907

Toni Rieder, Admin. Assistant to Director of Student Services 316-1905

Shelby Steel, Student Service/Equity Coord. 316-1926

Jade Sachs, Bilingual Resource Specialist 316-1356

Katy O'Shea, District Registrar/Student Information Systems, 316-1920

Transportation

Nelson Bus Company 608-221-8417

Building Administrators

Monona Grove High School Phone: (608)221-7666, Fax: (608)221-7690

Mitch McGrath, Principal
Melissa Hahn, Associate Principal
Jason Kling, Associate Principal
Joe Schneider, Athletic Director

Glacial Drumlin School Phone: (608)839-8437, Fax: (608)839-8414

Kris Langer, Principal
Emily Koch, Associate Principal
Tyler Zaspel, Associate Principal

Winnequah School Phone: (608)221-7677, Fax: (608)221-7694

Angie Fassel, Principal
Emily Kintzer, Associate Principal

Granite Ridge School Phone: (608)839-8980, Fax: (608)839-9345

Reed Foster, Principal
John Hagen, Associate Principal

Cottage Grove School Phone: (608)839-4576, Fax: (608)839-4439

Jesse Starr, Principal

Taylor Prairie School Phone: (608)839-8515, Fax: (608)839-8323

Emily Foster, Principal

