

2017-2018

ELEMENTARY SCHOOL HANDBOOK



GERMANTOWN SCHOOL DISTRICT

www.germantownschoools.org



August, 2017

Dear Parents:

This Elementary School Handbook is provided for your use and reference during the 2017-2018 school year. It presents detailed information as well as the rules and procedures of the elementary schools in the Germantown School District. Please review this handbook with your child(ren).

Parents/guardians and teachers must work together to ensure the highest degree of success for our students. When that happens, there is a greater likelihood that children will be successful as they pursue their future goals.

As one way of joining this learning partnership, you are encouraged to join and become actively involved in the PTA. Please contact PTA Officers or the office at your child's school.

Sincerely,

Elementary School Principals
Germantown School District

Germantown School District
2017-2018 Elementary School Handbook
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Vision Statement

The Germantown School District will be the premier district in Wisconsin.

Germantown School District Mission Statement

Empower and Inspire Every Student to Success.

BOARD OF EDUCATION

Bob Soderberg	President	262-253-3900
Sarah Larson	Vice President	262-339-6288
Michael Loth	Treasurer	262-253-9790
Lester Spies	Clerk	262-250-1556
Brian Medved	Director	262-649-6711
Thomas Barney	Director	262-437-0063
Ray Borden	Director	414-587-0509

DISTRICT OFFICE

Jeffrey Holmes	Superintendent	262-253-3905
Ric Ericksen	Director of Business & Auxiliary Operations	262-253-3908
Mike Nowak	Director of Human Resources & Assistant Superintendent	262-253-3906
Brenda O'Brien	Director of Teaching & Learning	262-253-3915
Todd Lamb	Director of Pupil Services	262-253-3920
Don Erickson	Director of Maintenance & Plant Operations	262-253-3930
Marc Gabrysiak	Director of Technology	262-253-3962

ELEMENTARY SCHOOLS

PRINCIPAL

Amy Belle School	Katie Kohel	262-628-7825
County Line School	Andrew Eisenbach	262-253-3465
MacArthur School	Steven Williams	262-253-3468
Rockfield School	Dana Croatt	262-628-7622

School Hours: 8:50 a.m. - 3:44 p.m.
Early Release Days 8:50 a.m. - 12:20 p.m.

The policies listed herein are under continuous study in order to keep the district relevant and within law changes. Therefore, the Board of Education policies take precedence over this handbook.

NOTICE OF NONDISCRIMINATION POLICY

The Germantown School District is committed to a policy of nondiscrimination on the basis of race, religion, sex or sexual orientation, age, national origin, handicap, ancestry, color, or any other factor provided for by state and federal laws and regulations.

Inquiries or complaints regarding the interpretation or application of this policy shall be referred and processed in accordance with established procedures.

Notice of district nondiscrimination policies shall be published annually in the official school district newsletter, incorporated into district application forms and published elsewhere as is necessary to give continuing notice. Copies of district nondiscrimination policies shall also be made available to students, parents/guardians, job applicants, and employees.

Federal law and Wisconsin Fair Employment Law also prohibit discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

Any question concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Brenda O'Brien, Director of Teaching and Learning
Germantown School District
N104 W13840 Donges Bay Road
Germantown, WI 53022 (262) 253-3907

Inquiries related to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of handicap, should be directed to:

TBD, Director of Pupil Services
Germantown School District
N104 W13840 Donges Bay Road
Germantown, WI 53022 (262) 253-3917

Inquiries to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin, should be directed to:

Jeffrey Holmes, Superintendent of Schools
Germantown School District
N104 W13840 Donges Bay Road
Germantown, WI 53022 (262) 253-3905

PUPIL SERVICES

The Germantown School District offers student services in many areas which are designed to assist children in their growth and development throughout the grades. Pupil Services personnel work closely with classroom teachers and pupils and are an important part of the total educational program. Programs in our schools include the following areas:

Guidance - The guidance program offers pupils a systematic testing program including group intelligence and achievement tests. The testing program is designed to be continuous, comprehensive, and meaningful. Individual and group tests are administered in order to best serve the needs of the child. Individual counseling is another important part of the guidance program. The guidance program utilizes the services of psychologists, social workers, and counselors.

Health - The Germantown elementary schools are serviced by a district nurse who makes periodic visits to the school and is available for consultation. Each school has a health station which is supplied with necessary first-aid

and emergency equipment.

Speech Therapy - Speech therapists are assigned to each school on a regularly scheduled basis to assist children with speech therapy activities.

Special Education - Special education classes are available for pupils who encounter difficulties in the regular classroom situation.

Reading/Language Arts - The elementary schools have reading specialists available to help teachers meet the individual reading and language arts needs of students.

Gifted and Talented - Programming is available at all schools and will be recommended according to individual student needs.

School Lunch and Milk Program - School lunch and milk, including free and reduced, are available to all elementary students. Procedures for purchasing lunch and/or milk are announced the first week of school.

PUPIL HEALTH

Any student suspected of having a contagious, infectious, or quarantinable disease or infestation (e.g., live lice, scabies) shall be sent home by the school principal following parent notification. The school reserves the right to request a doctor's permission slip if there is any question regarding the child's fitness to attend school.

DISPENSING MEDICATIONS IN SCHOOL

Medications should be administered to school children by parents whenever possible. When necessary persons designated by the school principal or District Nurse may administer medications to students under established conditions. Before any medication can be administered to a student in the Germantown School District, school personnel must receive written parental /legal guardianship consent. **Physician signature is required for all prescribed medications.**

For a child to take medication(s) during the school day, the following procedures must be followed:

1. Complete Medication Administration Form (Each medication requires a separate authorization form)
 - Administration of Non-Prescription Medication Form (Buff)
(Over the Counter Medication) only parent's consent and signature is required
 - Administration of Prescription Medication Form (Green)
Parent consent and physician authorization and signatures are required
 - Self Administration of Medication Form (Blue) (Grades 6-12, see exception below)
Parental consent will be required for all self administration of medication. In addition a physician signature will be required for all self administered **prescription** medication. Students will be allowed to carry emergency medications to include Epi-Pens or Asthma inhalers with parental and physician authorization and signature. Self Administration will be approved under the discretion of the school principal. Competency and safety of self use must be demonstrated prior to students self administering medication. **No controlled medication will be authorized for self administration.**
2. Parents or designated responsible adults are required to deliver medication to school if requesting the school to administer such. Students are prohibited from bringing medications on their person for delivery to school.
3. Parents are required to provide a maximum of a 4 week supply of medications if requesting medication administration at school. Therefore, periodic replenishment of medication supply will be needed.
4. Prescription medication must be in the original prescription container, clearly labeled with the name of the student, name and dosage of the medication, method of dispensation, time of day to be given, name of physician, date issued, pharmacy name, address, and phone number.
5. Over-the-counter medications must in original bottle or packaging. It will **NOT** be dispensed without written permission by the student's parent/guardian and the instruction. If the dose requested is other than the recommended therapeutic dose, physician documentation will be required.

6. Students authorized for self administration are restricted to having only a 1-2 day supply of medication on their person. Any Student transferring medication to another student will be subject to disciplinary action.

7. Parent or designated adult are to pick up remaining medications at the end of the school year. If medications have not been picked up by the last day of school, the medications left will be properly discarded.

Should you have any questions regarding the district medication administration policy, please contact the District Nurse at [262-502-7436](tel:262-502-7436).

STUDENT MAKE-UP WORK

If a child has missed school assignments, the teacher will plan with the student to have the work completed.

FIELD EXPERIENCES

Field experiences (trips) are academic opportunities for all students. Permission slips will be developed for all off-site field experiences. Be sure to sign and return a permission slip by the due date.

VISITORS IN SCHOOL AND TELEPHONE CALLS

All visitors are required to sign in and obtain a visitor badge in the office upon entering the building during school hours. Visitors without the proper identification badge will be redirected back to the main office.

Classroom visits are welcomed but must be pre-arranged. This eliminates interruption to the instructional program. Children not currently attending the school are not allowed to visit during regular school hours without prior approval from the building principal.

Emergency calls can be made anytime. Student requests to use the telephone will be kept to a minimum. Students cannot be called to the office to receive telephone calls.

ADMISSION AND ENROLLMENT FOR SCHOOL

General Admission - All students must be registered before starting school. Students new to the district should have registration completed prior to the first day of school whenever possible. Parents must prove residency at the school office in your attendance area before enrolling their child(ren). During the summer months, please register at the district office. As part of the registration process, please provide two (2) proofs of residency such as a rental agreement, utility bill or tax bill as well as the child's birth certificate. Delayed pupil registrations cause unbalanced classes and bus loads. It is recommended that transfer pupils present evidence of having had a physical and dental examination within 90 days prior to the opening day of the school year. Transfer pupils must have the required immunizations prescribed by the State Board of Health.

Enrollment Age for Kindergarten - Children entering kindergarten must be five (5) years old on or before September 1 of the year when enrolling. Each student must have a birth certificate. It is recommended that children entering kindergarten or transfer pupils have a physical and dental examination within 90 days prior to the opening day of school. Children entering school for the first time must submit verification that they have received **Hepatitis B (three doses)**, two measles and rubella vaccines after age one, four doses of the polio vaccine, four doses of the DPT vaccine, and two doses of Varicella (chickenpox) vaccine (or proof of chickenpox disease history). Requirements can be waived only if a properly signed health, religious, or personal conviction exemption is filed with the school. Parents must complete necessary school registration forms and must be residents of the school district.

All first-graders who have not completed the kindergarten registration requirements and forms will be expected to have completed these before entering first grade.

Withdrawal - If a pupil transfers from the school district, the pupil's new address and the name and address of the new school should be submitted to the student's principal at least two days prior to the date of transfer. This allows the pupil's records to be properly transferred to the next school.

SPECIAL REQUEST TO LEAVE SCHOOL

A student who must leave school for any purpose shall bring a note from his/her parents indicating the time he/she is to be excused and the reason for the excuse. The school encourages parents to keep such requests at a minimum.

The school is not responsible for students off the school grounds during the course of the regular school day due to parental request. A student who goes home for lunch or takes a different bus home shall bring a note from his/her parents granting that permission.

FIRE, SEVERE WEATHER, AND LOCKDOWN DRILLS

Fire, severe weather, and lockdown drills are held periodically.

ACCIDENTS/EMERGENCIES

If a serious student accident occurs, the school will summon the community fire department for assistance and will immediately contact the student's parent. However, sometimes we are unable to contact parents and the administration and rescue squad members must decide if the student needs to be transported to the hospital. Menomonee Falls Community Hospital is the designated receiving hospital.

All fire departments servicing the Germantown School District have a policy which states that there is a charge for conveying any person to the hospital. This cost is directly billed by the fire department to the student's family.

ATTENDANCE

ATTENDANCE (Policy 5200)

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Written Excuse Required

The District Administrator shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence; or
- C. repeated unexplained absence and tardiness.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

- A. **Physical or Mental Condition**
The student is temporarily not in proper physical or mental condition to attend a school program.
- B. **Obtaining Religious Instruction**

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. **Permission of Parent or Guardian**

The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

D. **Religious Holiday**

For observance of a religious holiday consistent with the student's creed or belief.

E. **Suspension or Expulsion**

The student has been suspended or expelled.

F. **Program or Curriculum Modification**

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. **High School Equivalency – Secured Facilities**

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

H. **Child at Risk**

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

A. **Quarantine**

Quarantine of the student's home by a public health officer.

B. **Illness of an Immediate Family Member**

The illness of an immediate family member.

C. **Emergency**

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

PERSONAL PROPERTY

Personal property (electronic toys, games, etc.) should stay at home. The school is not responsible for damaged, lost, or stolen personal property. A favorite toy or a family heirloom should only be brought to school by a parent and with prior written approval of the teacher. Any personal property deemed a distraction or safety risk will be confiscated and held for parent pickup. Personal property; for example, snow pants, backpacks, boots, scarves, mittens, jackets, and hats, should be labeled with your child's name.

Parents must complete a permission slip before a child is permitted to walk or ride a bicycle, scooter, or skateboard to school. Students are also encouraged to wear recommended safety gear. Bikes and scooters should be secured at the racks provided. Skateboards will not be allowed during recess and will be kept in the classroom in a location determined by the teacher.

Laser pointers are not allowed in school. Such items will be confiscated and returned at the discretion of the building principal.

WIRELESS COMMUNICATION DEVICES

Students may use wireless communication devices (WCDs) before and after school, during after school activities (e.g. extra-curricular activities), and at school-related functions. Use of WCDs, except approved devices, at any

other time is prohibited and they must be powered completely off and concealed and secured in hall lockers (but not locker room lockers) or vehicles.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior written approval from the building principal:

- A. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
- B. The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited unless teacher permission and supervision is provided. In no circumstances shall the device be allowed to connect to the District's network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated.

"Sexting" is prohibited at any time on school property or at school functions, while under the supervision of school authorities, or transmitted to others at school. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. This also explicitly includes displaying images received to a third party. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms and/or swimming pool.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography).

Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with except in accordance with Policy [5771](#) – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

Revised 5/14/12
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HOMEWORK

Students are directly responsible for all assignments given to them by their teachers and must make every effort to complete these on time. In addition, students must learn to be responsible for bringing books, homework, gym attire, milk money, etc., to school on the days these items are needed. School personnel will not interrupt classes to deliver these items to students.

Teachers may give homework each day. It should not require more than 30 minutes for pupils in Grades 1 and 2 and 60 minutes for pupils in Grades 3, 4, and 5 on an average daily basis.

PUPIL EVALUATION

While pupil evaluation is a continuous process, report cards are given on a semester basis. Two conferences are also held each year. Additional progress reports are sent to the parents as needed.

The purpose of any school reporting system is to inform the parents as accurately as possible of their child's progress. Parents need not wait until any reports are issued to inquire about their child's progress. They should feel free to contact the teacher or principal at any time and arrange an appointment to discuss areas of concern. Only when the home and school work together can the best educational program be provided for the child.

PROMOTION, PLACEMENT & RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.

DETENTION

Detention is defined as a supervised time served out of the student's daily academic routine. Detention may occur before, during, or after school as deemed appropriate by a building administrator. If a student is assigned a detention before or after school, transportation is not the responsibility of the school.

SCHOOL PROPERTY

You should be aware that under the new law, the School Board retains ownership and possessory control of all student lockers and desks and as such they may be searched by the teacher, the principal or other designee when determined necessary to ensure general welfare and student and staff safety.

SUSPENSIONS

Suspension is defined as the exclusion of a student from all class(es) and school-sponsored activities for a limited period of time for:

1. Violation of school rules.
2. Finding that the student has knowingly conveyed or caused to be conveyed a threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property.
3. Finding that the student has engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others.
4. Find that the student while not at school or while not under supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority.
5. Finding that the student endangered the property, health or safety of any employee or school board member of the school district of which the pupil is enrolled.

The above offenses may result in a recommendation of a student for expulsion. In-school suspensions are served within the school building during the school day under the supervision of school personnel. Students will be required to work on school assignments.

Out-of-school suspensions are served off of school premises. Students are expected to keep up with their studies during the term of the suspension. Parents will be notified when students are to serve either an in-school suspension or out-of-school suspension. The superintendent or building administrator may suspend a student for a period not to exceed the maximum days as provided by law.

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school

authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a)(3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to the criminal justice or juvenile delinquency system.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1)(c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

119.25, 120.13, Wis. Stats.
18 U.S.C. 921(a)(3)
20 U.S.C. 7151
42 U.S.C. 11431 et seq.

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Students who have been suspended may be excluded from additional activities that occur during or after school such as dances and in-school incentive activities.

The suspended student or pupil's parent or guardian may, within five school days following the beginning of the suspension, have a conference with the school district administrator or his or her designee who shall be someone other than a principal, administrator, or teacher in the suspended pupil's school.

SCHOOL CLOSINGS AND DELAYS

In the event of inclement weather, families will be notified of closings and/or delays via Connect 5, an automated notification system.

In addition, Germantown public school closings and delays will be announced on the district's website (www.germantownschools.org) and on the following TV & radio stations beginning at 6:15 a.m.:

WBKV 1470 AM	WOKY 920 AM	WTMJ 620 AM
WISN 1130 AM	WKTM 1540 AM	

Closings will also be announced on television Channels 4, 6, 12, and 58. The announcement will include "all Germantown public schools."

If the opening of school is delayed for a period of time, the same procedure will be followed and the school starting time will be announced.

If a sudden storm forces the schools to close before the regular dismissal time, a similar radio announcement will be made. Parents should have on file in the office specific information as to where their child(ren) should go if school closes early.

INCLEMENT WEATHER

An inclement day is defined generally in the following ways:

1. Any combination of temperature or wind chill of 0° or below
2. Rain, heavy snow, or sleet
3. Wet grounds

On inclement days, children will be allowed to enter the building. The principal will make the decision as to when a day is considered inclement.

STUDENT HEALTH AND PARTICIPATION

Generally, no child is excused from outdoor activities on non-inclement days unless a doctor's excuse is provided. The school considers physical education classes, recess, and outdoor noon activities part of the normal school day. Therefore, any child who comes to school is required to participate in all activities unless a doctor specifies that for health reasons some activities must be eliminated.

SAFETY

Safety is a habit that is learned only through practice. Parents as well as teachers need to continually remind and discuss the reasons for all safety practices with their children.

Here are some suggestions that may help develop these essential practices:

1. If your child walks, plan the safest way to get to and from school. Insist that this route be taken at all times.
2. Insist that your child go directly home or to the designated care-giver after school.
3. Discuss with your child the danger of taking gifts or going anywhere with strangers.
4. Teach your child his/her home address and telephone number.
5. Help your child understand that throwing stones, rocks, sand, or snowballs at school, on the bus, or at bus stops is wrong.
6. Encourage your child to obey all bus safety rules.
7. For those parents taking children to and from school by automobile, be sure that you do not park in areas where bus loading takes place. Instruct your children where they will be dropped off and picked up so as not to violate safety rules.
8. Use, possession, or sale of controlled substances, alcohol, or other drugs may result in expulsion.
9. Bike riders must walk their bikes at all times on school grounds. Helmets are strongly recommended.
10. Students must have a parent permission slip on file which authorizes them to walk or ride their bike to and from school if transportation is typically provided by the district.

RULES AND REGULATIONS FOR SCHOOL BUS RIDERS

1. **Bus riding is a privilege, not a right. Students will lose this privilege if their behavior warrants such action.**
2. Be at the loading place at the scheduled time, morning and afternoon. Wait in an orderly manner, board the bus safely, and use the handrail.
3. Follow the recommended procedure when crossing a roadway. (Cross 10 feet in front of the bus, look both ways, and wait for the driver's signal.)
4. Inform the driver, if possible, when you will be absent.
5. All riders will remain seated when the bus is in motion.
6. Keep heads, hands, and arms inside the bus.
7. All riders are to remain in their seats.
8. Scuffling, fighting, obscene language, eating, smoking, and throwing objects are forbidden.
9. Bus riders will not litter.
10. The bus driver is in charge. **Disrespectful behavior will not be tolerated.**
11. The bus driver will file a written report of any misconduct with the school principal and the bus company.
12. Parents will be notified if misconduct continues.
13. No unauthorized passengers are allowed on the bus.
14. Parents are financially responsible for any damage done to school bus property by their child(ren).

Violations of the above rules and regulations may result in loss of bus riding privileges and may include expulsion.

BULLYING POLICY 5517.01

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. 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. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. 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 bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President. Complaints against a school board member should be filed with the District legal counsel.

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.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the 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. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined on page one. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- 4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs of students;

4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy 5516.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

The complaint procedure established by the District Administrator as set forth in AG 5517.01 shall be followed.

Wis. Stat. 118.46

ALCOHOL AND OTHER DRUG USE POLICY VIOLATIONS

This section is an excerpt of Board Policy 5530 regarding alcohol and other drug use. The complete Board Policy is available for review at your school.

Use/Possession

Any student who is involved in the use of, transfer, manufacture, sell, give away, dispense, possess, distribute, or be under the influence of alcoholic beverages, controlled substances, mood-altering substances or drug paraphernalia on school premises or while engaged in or attending school-sponsored activities is in violation of school policy, and disciplinary action will be taken.

This action will include the following:

- 1) Parental notification/conference
- 2) Student conference
- 3) Referral to Law Enforcement (charges may be filed as a result of this referral) and Emergency Medical assistance, if necessary
- 4) Suspension for up to the legal maximum days AND
- 5) Petitioning the Board for consideration of expulsion

Sale/Transfer

Any student who is involved in the sale of or intent to sell, the transfer of, or the purchase of alcohol, controlled substances, mood-altering substances, look-alike drugs, or drug paraphernalia (as defined by state statutes) is in violation of school policy, and disciplinary action will be taken.

This action will include the following:

- 1) Parental notification/conference
- 2) Student conference
- 3) Referral to Law Enforcement (charges may be filed as a result of this referral)
- 4) Suspension for up to the legal maximum days AND
- 5) Petitioning the Board for consideration of expulsion

GRIEVANCE PROCEDURES

Student Complaints

The Board of Education recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the District Administrator.

Public Requests, Suggestions, or Complaints

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board of Education. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 9130. It is the desire of the Board to address any such matters through direct, informal discussions and other means. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

Guidelines for Matters Regarding a Staff Member

A. First Level

Generally, if the matter concerns a professional staff member the individual(s) should discuss the matter with the staff member. The staff member shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the Principal or their immediate supervisor.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s)

(or child of a complainant) has been affected adversely;

3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted promptly after receiving the District Administrator's written response.

The Board, after reviewing all material relating to the matter shall provide the individual(s) with a written response or grant a hearing, which may be held in closed session at the discretion of the Board when consistent with Wisconsin's Open Meetings law before the Board.

The individual(s) shall be advised, in writing, of the Board's decision no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall inform the individual that s/he has no authority to act in his/her individual capacity and may refer the individual(s) to this guidance or the District Administrator for further assistance.

Guidelines for Matters Regarding a Support Staff Member

In the case of a support staff member, the matter is to be directed, initially, to the person's supervisor, and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Staff Member".

Guidelines for Matters Regarding District Services or Operations

If the matter relates to a District procedure or operation, it should be addressed, initially, to the Principal and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Staff Member".

Guidelines for Matters Regarding the Educational Program

If the matter relates to a District program, it should be addressed, initially, to the Principal and then in subsequently higher levels as prescribed in "Matters Regarding a Staff Member".

Guidelines for Matters Regarding Instructional Materials

The District Administrator shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A and Form 9130 F3.

STUDENT CONDUCT

The Board believes that successful schools have a primary focus on student learning, a commitment to high expectations, and an environment of caring, sharing, and mutual help between staff and students. Such a school culture can only exist if it is based on a foundation of respect and effective discipline and a shared responsibility by all stakeholders.

Students

- Must be active participants in developing for themselves the structure and control needed to promote a positive learning experience.
- Must learn to recognize relationships between their behavior and its consequences.
- Must assume responsibility and the consequences for their actions, striving to achieve self-discipline and self-control

Teachers

- Are primarily instrumental in establishing the learning environment to which students respond.
- Establish the atmosphere, the structure, and the contingencies that will secure for all students a positive learning experience.

Building Principals

- Serve as the educational leaders in individual school buildings.
- Ensure that all building programs, practices, and procedures establish a positive school culture and maintain a high-quality learning experience for all students.

Parents

- Shall be involved in all aspects of maintaining the level of structure and control necessary for their child to learn.

The District shall not discriminate in standards or rules of behavior, including harassment, on the basis of sex, race, national origin, color, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established complaint procedures.

STUDENT CODE OF CLASSROOM CONDUCT

Introduction

The District is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, the administration, and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Student Code of Classroom Conduct, which applies to all students. The Code of Classroom Conduct was developed in consultation with a committee of School District residents consisting of parents, students, members of the Board, school administrators, teachers, pupil services professionals, and other residents of the District appointed to the committee by the Board.

The Code of Classroom Conduct will be reviewed periodically by the Board.

Grounds for Removal of a Student From Class

Generally, standards for student conduct throughout the schools of the District should be the same. However, each school is expected to specify particular rules and procedures suited to the specific needs of the school.

Disturbances that interrupt the learning process cannot be permitted by any teacher. A rule of reason, restraint and understanding applied to any difficult situation will go furthest in resolving such matters. However, there may be circumstances that are most effectively addressed by removing a student from class. Removal may serve many purposes. Removing a student from class may eliminate disruption and give the student time to consider the wisdom of his/her actions. Addressing inappropriate behavior by removing a student from class may also avoid imposing more substantial disciplinary measures such as suspension or expulsion.

A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the building principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the District from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations in the Student Handbook;
- C. is dangerous, disruptive or unruly.

Such behavior includes, but is not limited to the following:

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom.

2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
 3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
 4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
 5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
 6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
 7. 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.
 8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
 9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
 10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
 11. Throwing objects in the classroom.
 12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
 13. Behavior that causes the teacher or other students fear of physical or psychological harm.
 14. Willful damage to or theft of school property or the property of others.
 15. Repeated use of profanity.
- D. interferes with the ability of the teacher to teach effectively.

Such conduct includes, but is not limited to, the following:

1. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
 2. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others
- E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
- F. is inconsistent with class decorum and the ability of others to learn.

Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure For Student Removal From Class

When a student is removed from class, the teacher shall send or escort the student to the principal (or his/her designee) and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for removal of the student within twenty-four (24) hours of the student's removal from class.

The principal should give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

Student Placement

The principal shall place the student, who has been removed from a class by a teacher, in one (1) of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

When making the placement decision, the principal should consider all relevant factors including, but not limited to, the following:

- A. the reason the student was removed from class;
- B. the severity of the offense;
- C. the type of placement options available;
- D. the estimated length of the placement;
- E. the student's individual needs and interests;
- F. the student's previous behavior in class (repeat offenders); and
- G. the relationship of the placement to other disciplinary actions such as suspension or expulsion.

The principal may consult with other school personnel and the student's parents as deemed necessary when making or evaluating the placement decision. All placement decisions shall be made consistent with Board policies and procedures.

Parent/Guardian Notification Procedures

The principal shall provide the parent or guardian of a student removed from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion, for the particular classroom conduct and/or other disciplinary incidents, the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Recordkeeping

A record of a student's suspensions and expulsions are to be made a part of the student's permanent record for an appropriate period and such record(s) are to be released in accordance with AG [8330](#) - Student Records.

Students With Disabilities

A student with a disability under the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stats. may be removed from class and placed in an alternative educational setting only to the extent authorized under law. Where this Administrative Guideline conflicts with State or Federal law, the law shall govern.

Definitions

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

"Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that s/he hold that license or permit.

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extra-curricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

Non-Discrimination

The District will not discriminate in standards and rules of behavior, or disciplinary measures, including suspension and expulsion, on the basis of gender, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

Parental and Student Notification

The District shall provide students and parents with a copy of the Student Code of Classroom Conduct at the beginning of each school year.

Sec. 120.13, Wis. Stats.

Sec. 118.164, Wis. Stats.

Sec. 118.13, Wis. Stats.

The Individuals With Disabilities Education Act

Section 504 of the Rehabilitation Act

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WEAPONS IN SCHOOL

The Germantown School District prohibits any person from possessing or using weapons or firearms on school premises or on school buses at any time. The District further prohibits any person from possessing or using a firearm or weapon at any school-sponsored activity.

“Weapons” include, but are not limited to, the following:

1. Any device or instrumentality that (a) is designed as a weapon and capable of causing death or bodily harm or (b) in the manner it is used or intended to be used is calculated or likely to produce death or bodily harm. Such devices include, but are not limited to, martial arts instruments, instruments similar to martial arts instruments, knuckles, instruments similar to knuckles, razors, knives, chains, or clubs.
2. Devices designed for other purposes, but used in a manner that could inflict bodily harm or intimidate others. Such devices include, but are not limited to, belts, combs, pencils, files, compasses, aerosol sprays, and scissors.
3. Any BB, paint-ball, pellet-firing, or other air gun that expels a projectile through the force of air pressure.
4. Any electric weapon; i.e., any device that is designed, redesigned, used or intended to be used, offensively or defensively, to immobilize or incapacitate persons by the use of electric current.
5. Look-alike weapons, including toy guns, water guns, replica nonguns, and air-soft guns firing nonmetallic projectiles.

“Firearms” are loaded or unloaded firearms, including, but not limited to:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm silencer or any destructive device under Wis. Stat. 921(a)(4).
4. Any destructive device, including, but not limited to, explosive, incendiary or poison gas devices (i.e., bombs, grenades, or similar devices) and any type of weapon that will or may be readily converted to expel a projectile by the action of an explosive or other propellant.

“School premises” include, but are not limited to, any school building, grounds, recreation area, athletic field, or any other property that the Germantown School District owns, uses, or operates.

Any student who violates this policy is subject to disciplinary action, including suspension and recommendation to the Germantown Board of Education for expulsion from the District. If a student violates this policy, District staff will confiscate the firearm or weapon and notify the student’s parents or guardians. Building administrators will determine the appropriate disciplinary action to take against a student who violates this policy and may notify law enforcement officials.

If a student possesses a firearm at school or while under the supervision of a school authority, District staff will confiscate the firearm and notify the student’s parents or guardians. The Building Administrator will suspend the student and recommend expulsion. The School Board will hold an expulsion hearing. If the School Board determines that the student possessed a firearm at school or while under the supervision of a school authority, the School Board must expel the student for at least one year, unless it decides to modify the term of the expulsion on a case-by-case basis.

If a student brings a weapon or firearm to school, the District will report the student to the appropriate criminal justice authorities or the juvenile delinquency system. The District will also comply with applicable reporting requirements under the Gun-Free Schools Act, 20 U.S.C. @ 8921.

INTERNET ACCESS

The Germantown School District is offering your child the opportunity to access information via the Internet. The school district believes there is strong educational value in teaching students how to access information, conduct research, and communicate with others over the Internet. All students in the school district using school district technology shall obtain parent permission and shall sign and return this form to the appropriate classroom teacher. Before Internet access is provided for your child, he shall agree to follow the Germantown School District rules and guidelines for Internet usage.

- A. Students shall use the Internet only for educational purposes.
- B. Students shall be instructed not to provide any personal information to someone they "meet" on the Internet.
- C. Students shall not access, communicate, display, download, or send messages, pictures or any other material that is offensive, objectionable, inappropriate or unlawful.
- D. Students shall not use obscene or vulgar language or harass others through the Internet.
- E. Students shall not use another's network ID and/or password, with or without permission, nor will student be allowed to use a home Internet ID on District networks.
- F. Students shall use the Internet only after they are able to demonstrate Internet usage competency or attend training sessions to gain competency for proper Internet use.

Violations of this contract, as determined by a member of the school staff or administration, shall result in the loss of Internet access. Depending on the severity of the offense, violations shall range from warnings to permanent loss of Internet access. Severe violations may result in other disciplinary and legal action as well. Furthermore, the school district is not responsible, and shall not be liable for any damage, harm, or injury caused by individuals who violate this contract.

The school district personnel shall make a great effort to encourage responsible use of the Internet in all the schools, but there is no way to provide access only to the "safe" parts of the network. We shall take every precaution to safeguard access to areas; however, nothing is foolproof. We shall stress productive Internet exploring with specific educational objectives. We shall also help students develop responsibility. We ask you, the parent, to help us. If your son/daughter encounters something that you find objectionable, please bring it to the attention of the classroom teacher immediately. If you are uncomfortable with this policy, let us know, and we will restrict your child's access to the Internet.

The school district retains ownership and control of its networks, computers, peripheral hardware, and software at all times. To ensure that students are using the Internet responsibly, all electronic data is subject to the open records law. District staff and/or network administrators may review student generated data files without student permission. Student generated files and information communicated or stored on District file servers, computers, or floppy disks are not considered private.

INTERNET STUDENT USAGE CONTRACT

As a user of the Germantown School District computers for the Internet, I have read the rules and guidelines for use of the Internet and hereby agree to abide by this contract. I will use the Internet in a responsible manner and will honor all pertinent laws, rules, regulations, and Germantown School District Board of Education policies.

The School District retains ownership and control of its networks, computers, peripheral hardware, and software at all times. To ensure that students are using the Internet responsibly, all electronic data is subject to the open records law. District staff and/or network administrators may review student generated data files without student permission. Student generated files and information communicated or stored on District file servers, computers, or floppy disks are not considered private.

Parent Commitment

Student name _____ has my permission to use resources

available on the Internet at (school name) _____

Parent Signature _____ Date _____

Telephone Number (work) _____ (home) _____

Student Commitment

I commit to being a responsible user of the Internet at (school name) _____

Student Signature _____ Date _____

Grade Level _____

943.70, Wis. Stats.

947.0125, Wis. Stats.

Family Educational Rights and Privacy Act of 1974, as amended

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

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LUNCH SYSTEM

A brochure containing pertinent information about the lunch system is included in the packets mailed to parents/guardians prior to the beginning of the school year.

The Lunch Cashier System assigns each student a personalized four-digit code and a family ID number. The family ID number is the same for the entire family and is **different** than your student ID number. The parents/guardians send a check to activate the student's account. All checks should include the family ID number to ensure the money is deposited in the correct family account. Whenever the student participates in the hot lunch program, the account is charged for a meal.

An elementary student who chooses to eat hot lunch steps up to the computer. The child's account number is accessed. The computer system matches the four numbers with a picture of the student, which is verified by the Food Service aide. The student proceeds down the lunch line, chooses the hot meal, and proceeds to the lunch table. The account has been charged for one lunch.

Parents/guardians are responsible for making sure there is enough money in their family account to pay for their child(ren)'s hot lunch. An account will NOT be allowed to run a negative balance.

To check your lunch account balance, please log into your family's Skyward account and click on Food Service.

Further information is available from the Director of Food & Nutrition (253-3419) and each school office.

DRESS AND GROOMING

It is the policy of Germantown School District that students will attend school clothed and groomed neatly in a manner appropriate for school functions. Appropriately dressed and well-groomed students help create a positive environment for learning. Students may express themselves through their style of dress and personal appearance as long as it is not actually or potentially disruptive of school activities.

Any article of clothing or accessory or manner of hairstyle or makeup that is determined by the administration to be actually or potentially disruptive of school activities is prohibited, including, but not limited to, the following:

- Tops that expose a student's midriff or back, sleeveless tops with oversized armholes or spaghetti straps, or tops with low necklines.
- Short skirts or short shorts.
- Clothing that is see-through or otherwise exposes undergarments.
- Long or heavy chains and accessories with sharp or pointed protrusions.
- Any head covering, including hats, sweatbands and bandanas.

- Clothing or accessories that conceal one's identity.
- Clothing or accessories which directly or through innuendo contain obscenities, profanity, or pornographic images; represent illegal behavior; harass or discriminate based on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability; or advocate pain, death, suicide, or drug use.
- Any other clothing or accessories that are actually or potentially disruptive of school activities.

The student and his/her parents are responsible for the student's compliance with this policy. In the event that a student violates this policy, the student and his/her parents will be notified and the student will be required to change into appropriate attire. Recognized religious wear is exempt from these rules.

EARLY RELEASE DAYS

When an early release is indicated on our school calendar, the dismissal time for all elementary students is **12:20 p.m.** Lunch is not served on early release days.

DIRECTORY DATA

The Germantown Board of Education has designated the following student records information as directory data: student's name, address, telephone listing, place and date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the district. Parents wishing to keep their son or daughter from being listed as such must notify your school office, no later than two weeks after the opening of school or receipt of this notice. Please refer to Board Policy 8330 for further information.