

**ABOUT THIS HANDBOOK**

Use this handbook as a point of reference. No handbook, of course, can cover every situation or every event, no matter how long it is. If you have a question, please call.

**TELEPHONE NUMBERS**

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

**SCHOOL DAY SCHEDULE**

**Junior Kindergarten** *Monday – Thursday and class on the first Friday of each month or the second Friday if no school on the first Friday, 9-8, 10-6, 11-3, 12-1, 1-5, 2-2, 3-2, 4-6, 5-4, and 6-1*

*Morning Section*

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

*Afternoon Section*

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

**Elementary Schedule, Grades K-3**

8:35 a.m.	Buses Arrive
8:45 a.m.	Classes Begin
12:05-12:55 p.m.	Lunch / Recess
3:45 p.m.	Dismissal

**Grade 4 Daily Schedule**

8:35 a.m.	Buses Arrive
8:45 a.m.	Classes Begin
11:46 a.m.	Lunch / Recess
12:20 p.m.	Classes Resume
3:45 p.m.	Dismissal

**Grade 5-6 Daily Schedule**

7:30 a.m.	Buses Arrive
7:42 a.m.	Warning Bell
7:45 a.m.	Classes Begin
11:46 a.m.	Lunch / Recess
12:20 p.m.	Classes Resume
2:46 p.m.	Dismissal

**Grades 7-8 Daily Schedule**

7:30 a.m.	Buses Arrive
7:42 a.m.	Warning Bell
7:45 a.m.	Classes Begin
11:46 a.m.	Recess / Lunch
12:20 p.m.	Classes Resume
2:46 p.m.	Dismissal

(Students dismissed from the high school at 2:51 p.m.)

**FACULTY AND STAFF DIRECTORY**

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

<i>Name</i>	<i>Position</i>	<i>Ext.</i>
Ann Ahola	Reading Specialist	4303
Charles Bares	Dir. of Pupil Services	4204
Mary Bauer	JK/ECH	4133
Computer Education	Middle School	4213
Computer Education	Elementary School	4064
Mary Farron	Grade 4	4305
John Groth	Maintenance	4177
Ann Graumann	Librarian	4175
Debbie Hammann	Principal ECH-8	4126
Amy Hammes	Art Teacher	4157
Jeremy Harrison	Grade 5	4150
Diane Hassinger	Secretary	4122
Holly Green	Music K-8	4229
Davin Hill	Phy. Ed K-1 & 3-8	4104
Stacy Hochmuth	Grade 1	4165
Samantha Hofacker	Guidance	4136
Elizabeth Kessenich	Grade 6	4148
Wendy Kossman	Grade 4	4304
Amy Kumrow	Kindergarten	4163
Bart Larson	Phy. Ed. 2 & Health 8	3105
Debbie Matthies	Grade 2	4171
Lori Meyer	Grade 6	4221
Scott Niemi	Liaison Officer	4203
Office		4123
Lois Pagelow	Pupil Services Sec.	4202
Chris Petrie	Grades 7-8	4201
Kristine Polzin	School Psychologist	4205
Heather Porath	Grade 2	4173
Heidi Rautmann	Health Aide/Secretary	4124
Angie Roth	Classroom/Spec. Ed.	4209
Angie Roth	OT	4307
Amy Schmidt	Speech/Language	4132
Jane Schmidt	Grade 3	4168
Diane Schwaller	Daycare Director	4159
Erik Simonson	Grades 7-8	4210
Maria Stecker	Grade 3	4170
Anthony Summers	Technology Coordinator	3420
Patricia Van Duern	Grades 7-8	4208
Jodi Voss	Band	3340
Abigail Wagner	Kindergarten	4160
Kim Wagner	Grades 7-8	4206

### MILK AND LUNCH TICKET INFORMATION

Students may purchase milk and lunch tickets Monday through Friday in the Office **before** school begins.

If a student arrives at school late, s/he may buy milk or lunch tickets when s/he arrives.

If you anticipate arriving at school late, please call ahead if you plan to purchase lunch here. The office staff must phone in the number and type of meals purchased very early so that the restaurant can make them.

Lunch and milk ticket prices are set each year. Students may not use tickets from a previous year.



### WHEN SHOULD MY CHILD STAY HOME?

If a child is not feeling well, s/he would probably benefit from recovery time away from school. We know that it is sometimes difficult to arrange child-care when a child has to stay home. But being sick at school can prevent your child from learning, can spread illness to the other children, and is no fun for anyone. The Sheboygan County Division of Public Health suggests that if children are experiencing any of the following, it is probably a good idea to keep the child home. Of course, your doctor should be consulted regarding any childhood illnesses.

- Fever; it is a good idea to keep a child home until s/he has been without fever for 24 hours
- Stomachache
- Vomiting and Diarrhea
- Pain
- Severe colds
- Headache
- Rash

### NON-CUSTODIAL PARENTS

Non-custodial parents will be given or sent report cards or other information as requested unless there is a court order to the contrary. Non-custodial parents may contact the school office for information on how to receive school materials.

Custodial parents with a court order preventing non-custodial parents from receiving information or from picking up the children must present a copy of the order to the principal. Please call the school office for more information.

The law requires the school to allow biological parents to pick up their child – unless there is a court order forbidding it. The court order must be on file with the school. If you have concerns about the child's other parent picking him/her up at school, please call the principal.

### ASSEMBLY OR PERFORMANCE EXPECTATIONS

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

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

### ARRIVING EARLY, STAYING LATE

Students should arrive at school in time for school to start, but not too early. Please do not send your child to school any earlier than the scheduled time for the buses to arrive. There is no supervision for students earlier than the designated times. Sometimes there is no one in the building to notice if there are children outside in the cold or rain if they arrive too early.

Students who stay after school may do so only with the permission of a teacher who is willing to supervise them.

### STAYING IN DURING RECESSES

If your child is too ill to go outside for recesses, it may be that s/he could benefit from another day at home.

### BICYCLES

Students are welcome to ride bikes to school. Bikes must be parked in the bike racks. We highly recommend that students wear a bike helmet and lock their bike up when not in use. Bike riding is not allowed during recesses. Please walk bikes on school property.

### SKATEBOARDS, ROLLER BLADES, SCOOTERS



As long as the student is following village and state ordinances, and being responsible, skateboards, roller blades, and scooters may be used to come to school. Students may not skateboard, roller blade, or use scooters on school property or sidewalks when school is in session. Carry the gear to the edge of the property before using.

### LOCKERS AND DESKS

School lockers and desks are the property of the Elkhart Lake-Glenbeulah School District. At no time does the Elkhart Lake-Glenbeulah School District relinquish its exclusive control of lockers and desks provided for the convenience of the student. Periodic general inspection of lockers and desks may be conducted by school authorities for any reason, without notice, without student consent, and without a search warrant. *School District Policy 5771* Lockers are assigned to students in middle school. Students in the upper middle school hallway may purchase a school lock from the office for their locker. If they return the lock at the end of year they will be refunded the lock fee. The school may periodically have the canine unit search middle school students' lockers and hallway areas. The school also reserves the right to search all school property and buildings (including both the elementary and middle school levels).

### TEXTBOOKS

Textbooks are provided to students by the school district as needed. Textbooks are checked out to individual students. Teachers keep records of who is issued what textbook. Students are expected to return the textbook issued to them. The student or his/her family is expected to pay for the repair or replacement of the book if it is damaged or lost.

Students are expected to take care of the textbooks. It is recommended that all textbooks be covered even if the teacher does not require it.

### SELLING, SOLICITING, AND DISTRIBUTING MATERIALS

Student may not sell items, solicit, or distribute any materials on school grounds unless they have received approval from the school administration. Please check with the principal in advance of when you would like to sell or distribute items.

### LOST AND FOUND

Lost and found boxes are located throughout the school. These locations include the elementary hallway, gym offices, and the office for small items. Please check these locations.



From time to time, we will display the lost and found items to try to locate the owners of these treasures. Items not claimed will be donated to charity.

### RULES

A school is a kind of community. Students, teachers, staff, and parents are members of the community. All communities have rules that help everyone get along and be safe. Our school has rules, too.

There are three reasons schools have rules:

- So students can learn
- So teachers can teach
- So everyone can be safe

Each teacher will have different rules, but most rules boil down to these three things:

- Be safe.
- Be responsible.
- Be kind.

Each teacher will have different ways they want things done. We call those things "routines and procedures." Teachers will inform students of rules and of routines and procedures they are expected to follow.

### STUDENT RIGHTS AND RESPONSIBILITIES

Students at Elkhart Lake-Glenbeulah Elementary/Middle School have rights and responsibilities:

- Each student has the **right** to a good education; each student has the **responsibility** to study and make the most of the opportunity to learn.
- Each student has the **right** to learn in a disruption-free environment; each student has the **responsibility** to keep our school free from disruption.
- Each student has the **right** to be treated with kindness and caring, and to be protected from harm; each student has the **responsibility** to show others kindness and caring.
- Each student has the **right** to be taken seriously; each student has the **responsibility** to listen to others.
- Each student has a **right** to make mistakes; each student has the **responsibility** to learn from those mistakes.
- Each student has the **right** to have their personal property protected; each student has the **responsibility** to protect and respect the property of others.
- Each student has the **right** to be proud of their heritage, beliefs, and abilities; each student has the **responsibility** to respect others' origins, beliefs, and abilities.
- Each student has the **right** to know what is expected of him/her; each student has the **responsibility** to do the right thing, even if no one is watching.

### EXPECTATIONS FOR STUDENTS

#### GENERAL EXPECTATIONS

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

#### BE SAFE.

- Walk.
- Keep hands, feet, and other objects to yourself.
- Fighting, assault, threats, intimidation, harassment (verbal or physical), or any activity that endangers the health, safety, or well being of others will be treated as serious.
- Weapons of any sort are not permitted in the school building or on school grounds. Toy or look-alike weapons are not allowed. *School Board Policy 5572*
- Possession of drugs, alcohol or tobacco in any form is prohibited as stated in *School Board Policy 5512*
- Students riding the bus must get on and get off the bus at the elementary/middle school. Exceptions: students who have a class or an assembly at the high school during the last period of the day may board the buses at the high school.
- Students must have a bus pass from a teacher to use the late bus.
- Students must have written permission from parents to ride a different bus, or when going to another home after school.
- Park bicycles in the bike rack. Locks are recommended.
- Walk bicycles when on the sidewalks around the school.
- Beepers, drug paraphernalia, laser pointers, Walkman or other electronic devices are not allowed at school.
- Throwing snowballs (or variations) is not allowed.
- Gum chewing is not permitted during school time.
- Follow the dress code.
- Rough housing and rough games are not allowed. (Students may play touch football only, not tackle.)

#### BE RESPONSIBLE:

- Be prepared -- bring needed materials and supplies to class.
- Be prepared -- complete assignments on time.
- Be on time, for school and for classes. (Passes and/or written excuses are required.)
- Participate in your education.
- Ask questions if you do not understand.
- Know what is expected in each area.
- Use the telephone with permission only, or on "student time."
- Field trip permission forms, or other permission slips must be returned on time.
- Students are allowed in the building only when they have permission and appropriate supervision.
- Leave large sums of money and precious items at home.
- To attend school functions like sports or concerts, students must attend school during the day. Athletes and other participants will be in school for a minimum

of ½ day (5th, 6th, 7th, and 8th periods) and on the day following an event.

- Purchase lunch and milk tickets at the appropriate time.
- Turn in bus notes and other notes from home on time.
- If you break it or damage it, fix it or pay for it.

**BE KIND.**

- Use responsible, appropriate, and kind language. (No profanity or name-calling.)
- Keep desks, rooms, lockers, hallways, etc., neat and clean.
- Use the sidewalks.
- Play games that include others.
- Use good manners at all times.
- Wait your turn.
- Treat everyone the way you think you should be treated.

**CODE OF STUDENT CONDUCT**

*School District Policy 5500*

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

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

Providing an effective classroom environment that promotes learning is the goal of each classroom teacher. Students also make a contribution to and have a responsibility for this environmental setting. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their planned lessons and allows all students to participate in the learning activities.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined in this code. Students may also be subject to other disciplinary action by the teacher and/or principal, and regular school disciplinary action, including denial of participation in extracurricular activities during the removal period, loss of commons privileges, suspension or expulsion from school or other consequences at the discretion of the principal/designee and consistent with state law and district policy.

This code covers behaviors occurring in the regular classroom as well as behaviors occurring in the school setting outside the classroom environment (e.g., hallways, playgrounds, restrooms, school -sponsored events).

Examples of behaviors which would interfere with a teacher's ability to teach effectively are listed below. This list is not all-inclusive.

- possession or use of a weapon or other item which might cause bodily harm to persons in a classroom.
- being under the influence of drugs, alcohol or other controlled substances which are in violation of school policy.
- behavior which interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
- taunting, baiting, inciting and/or encouraging a fight or disruption.
- disruption and intimidation caused by a gang or group symbols or gestures, gang or group posturing to

provoke an altercation or confrontation.

- interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- pushing or striking a student or staff member.
- obstructing classroom activities or intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
- dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
- throwing objects in the classroom.
- restricting another person's freedom to properly utilize classroom facilities or equipment.
- repeated disruption or violation of reasonable classroom rules.
- excessive or disruptive talking.
- behavior that causes the teacher or students fear of physical or psychological harm.
- physical confrontation or verbal/physical threats.
- willful damage of school, or other's personal property.
- defiance of authority (willful refusal to follow reasonable directions or orders given by the teacher)
- repeatedly reporting to class without necessary materials to participate in classroom activities.
- use of profanity.
- failure to show for detentions assigned by teacher
- other behavior as deemed inappropriate with regard to the classroom or teachers' ability to teach the curriculum.

**DRESS CODE**

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

- Hats are not allowed except with permission on special days. (Hats include baseball caps, bandannas, and scarves.)



- Clothing with questionable graphics or words, or which promote drugs, alcohol, tobacco, violence, or prejudice is not allowed.
- Shoes or sandals must be worn at all times. Due to safety issues, no Wheelies (Heelies) are allowed (shoes with roller blades that pop in

and out).

- Appropriate lengths of skirts and shorts are defined as fingertip length with the student standing straight with arms at their sides.
- Pants are worn appropriately, so undergarments are not seen, such as boxers.
- At the middle school level, shoulder straps of the outer garment, of all students, must be at least two finger widths of **EACH** shoulder and **MUST** cover the shoulder straps of the undergarments. (Two finger widths are defined as each specific student's own fingers.)
- Clothing that causes a disruption is not allowed. This includes but is not limited to clothing that is too revealing, showing stomachs, bare backs, cleavage, etc.
- Students are **NOT** allowed to wear what may be considered outer garments (jackets) in the school during school hours unless the principal has granted permission due to temperature conditions.

**DRESS CODE FOR WINTER RECESS- GRADE JK-4**

During winter, please send your child to school with hats, mittens/gloves, and boots. If your child comes without boots or snow-pants, they will not be allowed to play in the snowy areas, and must remain on the cleared blacktop. **Help us keep your child healthy.**

**DRUG, ALCOHOL, OR TOBACCO USE**

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

**DETENTIONS**

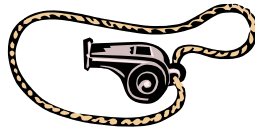
Detentions may be assigned for certain kinds of misbehavior. These may be during recess times or after school as decided by the teacher or principal. Students are expected to report to the detention area on time and with work to do. Parents will be notified prior to after school detentions.

**SUSPENSION (In-school or Out-of-school)**

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

**ACTIVITIES**

A wide variety of student activities are available to Elkhart Lake-Glenbeulah Students. Some activities are listed below:



- |                                           |                                 |
|-------------------------------------------|---------------------------------|
| Assembly programs                         | Knowledge Master                |
| Adopt-a-Grandparent                       | DARE                            |
| Concerts and Plays                        | 7 <sup>th</sup> Grade Bike Trip |
| Career Education Days                     | Junior Achievement              |
| Field Trips                               | School Store                    |
| Library Trivia Contests                   | Literacy Nights                 |
| Language Arts Olympiad                    | Drama Club                      |
| Math Contests                             | Chess Club                      |
| Poster and Essay Contest                  | Robotics Club                   |
| Spelling Bee                              | Art Club                        |
| Special Event Activities                  | Junior Chef Club                |
| Special in-school dances                  | Athletic Association            |
| Student Government                        | Track                           |
| SASIE                                     | Football                        |
| Thinking Cap Quiz Bowl                    | Girls & Boys Basketball         |
| Outdoor Skills Center                     | Cross Country                   |
| Geography Bee                             | Girls Volleyball                |
| 6 <sup>th</sup> Grade Camp                | Baseball / Softball             |
| Snack and Study                           | Wrestling                       |
| Yearbook                                  | Cheerleading                    |
| Jump Rope for Heart                       | Cub and Girl Scouts             |
| Early Riser / Early Evening Readers       |                                 |
| Outstanding 8 <sup>th</sup> Grade Student |                                 |
| Positive Behavior Incentive Activities    |                                 |
| 8 <sup>th</sup> Grade X-Country Ski Trip  |                                 |
| Presidential Academic Fitness Award       |                                 |

**ATTENDING SCHOOL-SPONSORED EVENTS**

To attend school functions like sports or concerts, students must attend school during the day. Athletes and other participants must be in school for a minimum of ½ day (5th, 6th, 7th, and 8th periods) and on the day following an event.

Students may be restricted from attending school-sponsored events as a consequence of misbehavior.

**DANCES, NIGHT**

Students in seventh and eighth grade have the privilege of attending night dances. Sixth graders are invited to attend the last planned night dance of the school year. Attending a night dance at school is a privilege, not a right.

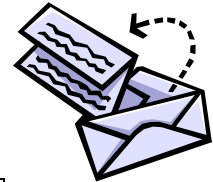
There are rules and expectations for students attending night dances just as there are for students during the day and at all other school sponsored activities.

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

**MIDDLE SCHOOL ELECTIVES**

Students in 7th & 8th grade have only a few elective classes. Students must select at least one of the electives. Electives may be changed only during the first three days of the semester in which they start. Once begun, students may not change or drop electives after the third day of class. Parent permission, in writing, is required to consider changing an elective class.

Elective classes include: Band, Choir, Art, and General Music. Students may have study halls on the other days. They may not have study hall every day. Due to staff schedules and course offering changes, administration may need to adjust the elective course offerings and/or schedule.



**TEACHER REQUESTS**

If a parent has an **educational reason** why s/he wants to request that the child be placed with a particular teacher, s/he should submit the request, in writing to the principal, stating the educational reason why the request is being made. Requests such as these should be sent at the beginning of the last quarter of school.

**STUDENT RELEASE OR CONTACT DURING SCHOOL HOURS**

When picking up your child during school hours, please check with the Elementary/MS office first. All children are to be picked up from the office. The office will provide the necessary pass so the teacher in charge will release the student. If you need to speak with your child during the day or need a message given to them, please contact the office. We would like to keep classroom interruptions to a minimum.

## VISITORS

We welcome adult visitors to our school. For safety sake, all visitors must report to the office, sign in, and wear a visitor's pass.

If a parent would like to speak to a particular teacher, s/he should first call the teacher to arrange a convenient time. (See the list of extension numbers at the front of this book.)

Young relatives or friends from other schools are not encouraged to visit school. Please do not consider the school a "day care service" for young visitors from out of town. If your young guest would like to visit school for a few hours, parents please contact the school in writing at least a week in advance. Thank you.

## ATTENDANCE

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

### Notifying the School

If a child is sick, please call the school at 876-3307 or 1-877-892-4731 to inform the secretary or principal, or to leave voice mail about the absence. On voice mail, please tell whom you are, the name of the child, his/her homeroom, and why s/he is not at school. If your child is absent and we do not receive a call from you by 9:30 a.m., for the safety and well being of the child we will attempt to contact the parent at home or at work.

**If you have called or personally notified the school regarding your child's absence, it is not necessary to send a note.** A written explanation must be sent within 24 hours of the absence if no contact had been made. However, the school reserves the right to request and/or require written documentation for any or all absences.

Please try to make appointments for children after school hours. Family vacations are an important part of family life; we encourage families to plan these vacations to take place during school vacations.

### Excused Absences

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

Excused absences include:

- personal illness; illnesses longer than 3 days need a note from the doctor
- family illness
- death in the immediate family
- appointments: medical, dental, chiropractic, or other valid professional appointments; please try to make appointments after the school day or during vacation days
- religious holidays
- religious instruction
- family trips including hunting and fishing; a minimum of 24-hour notice is needed for family trips to be excused; student trips without the family are not excused
- court appearances or other legal procedures
- quarantine
- college visits (seniors only)
- job shadowing, "Take Your Child to Work" day, military visits
- special circumstances if not in conflict with state law and if approved in advance by the school attendance officer (principal or designee)

### Pre-excused Absences

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



### Make-up Work

Parents may request that teachers gather together work for a child to do when absent. If a child is sick, however, it may be that s/he would benefit from spending his/her time recuperating rather than doing schoolwork. Please request homework when calling in the absence or before 8:00 a.m. Homework will be available to be picked up in the school office after 2:45 p.m.

### Leaving School and Returning to School

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

### Tardy

Students tardy at the start of the school day must report to the office for an admission slip. Tardiness between class periods requires a pass or admission slip from the student's previous teacher. An unexcused tardy is being late for any class without a valid excuse. Detentions or other consequences may follow chronic tardiness.

### Truancy

Wisconsin state law and village ordinance prohibit truancy, being away from school without a valid excuse. Students who have five or more unexcused absences per semester may be classified as "habitual truants." Parents are required by law to cause their children to attend school or be subject to fines or other legal action.

## CLOSED CAMPUS

Elkhart Lake-Glenbeulah Elementary/Middle School maintains a closed campus. This means that students may not leave school grounds for any reason without permission of the school administration.

**Students who live close enough to school to go home for lunch may do so with written request from the parents, approval of the principal, and if there will be someone at home to supervise the student. If a student is expecting to leave school grounds for any reason during the school day (medical appointments, church obligations, and funerals) the parent or guardian must send a note to school and receive approval from the principal.**

**Students who stay after school for athletics or other events must remain on school grounds and be supervised by an adult between school dismissal and the event. If there is no adult supervision arranged, the student is expected to go home and return later for practice or the event. Students may not leave school to, for example, run to purchase a soda and then return.**

**Bus students are expected to utilize the same transportation to and from school. However, parents may pick up their child from school but need to come to the parent waiting area to meet their child. If someone other than the parent or legal guardian will be coming to pick up your child, a written note should be sent to school or the parents should contact the school with a phone call.**

If bus students would like to have the options of walking home, staying in town, etc, they must bring a note to the office verifying parent permission of those alternative arrangements.

Also, if students plan to be involved in activities immediately after school, (girl scouts, boy scouts, soccer, etc) that would alter their usual schedule, parents should please send a note to the office so teachers can be made aware of these changes. (This would not involve Middle School activities such as sports, snack-n-study, committee meetings, etc.)

Schools are required to stand in *loco parentis* and cannot dismiss students to places where they will not be under school or parental supervision.

### RUMORS

Please do not give much heed to rumors. If you are unsure about something you have heard, please contact the school office.

If we do not know, we will find out.

### WORK PERMITS

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

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

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

### EMERGENCIES

#### Fire and Evacuating Building

Fire and evacuation drills are held monthly. Students are taught what to do when the fire alarm sounds: exit the building by the nearest exit. Meet your homeroom class at its designated area on the playground.

#### Tornado or severe weather

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

#### Emergency Contact

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

### SEVERE WEATHER AND SCHOOL CLOSINGS

Information about school closings or delays will be broadcast on:

TV station

- WTMJ-TV 4
- WFRV-TV 5
- WLUK-TV11
- WISN-TV 12

Radio stations:

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

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

### CANCELING SCHOOL

Canceling school means school will not be held all day. The building will be closed.

### LATE START OR SCHOOL DELAY

A school delay means that school will be delayed in starting for one or two hours. Buses will begin their routes one or two hours later than normal.

A delay of two hours means there will be no early childhood classes, no morning only kindergarten, and no morning junior kindergarten. Afternoon junior kindergarten classes will meet as usual. Students attending all day kindergarten will come to school after the delay.

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

### MEDICINES AND COUGH DROPS

School personnel cannot administer medicines – either prescription or over the counter – to any student unless

- there is a copy of the medication form
  - the medicine is in the original container
- Students are not allowed to carry their own medications.

Students are allowed to bring cough drops to school and to keep them for their use.

### MEDICATION POLICY

The Elkhart Lake-Glenbeulah School Medication Policy (*School District Policy 5330*) complies with State Law 334. This policy conforms to the recent change regarding Administration of Medication in schools. Following this policy, the school district must have in writing from the physician, the specific order regarding the name of the medication, the time(s) it is to be given, and the dosage. Forms which will comply with this policy's directives are available in the school office. School personnel will not



administer medication without this form completed according to the school policy.

Any medication not ordered by a physician (over the counter medication) will require written parent or guardian permission -- indicating the name of the medication and the correct dosage -- prior to being administered by school personnel. Medication must be labeled correctly and include the child's name.

If parents/guardians have questions concerning the medication policy, please call the county Nurse at (920) 459-3030 or the Public Health Service at (800) 596-1919. This policy is for the protection of the child and school personnel.

### IMMUNIZATIONS

(School District Policy 5320)

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



### BUS QUESTIONS

If you have questions about bussing, please call the school office first. We will try to get answers to you as soon as possible. This will, hopefully, streamline the process.

### BUS RULES AND REGULATIONS

(from Johnson School Bus Service, Inc.)

Regulations for Bus Riders of Elkhart Lake Schools:

1. **Before Loading the Bus (On the Road and at School):**
  - a.) Be on time at the designated school bus stop to help keep the bus on schedule. (Arrive at least 5 minutes before scheduled pick-up).
  - b.) In rural areas walk to the bus stop on the side of the road facing the traffic.
  - c.) Wait until the bus comes to a complete stop before attempting to enter the school bus.
  - d.) Respect the rights of property owners at bus stop areas.
2. **After Leaving the Bus:**
  - a.) Cross the road, when necessary after getting off the bus (at least ten feet in front of the bus), but only after looking to be sure no traffic is approaching from either direction and then only upon the driver's signal.
  - b.) Help look after the safety and comfort of small children.

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

### 3. Rules when Riding the Bus:

- a.) Practice the same conduct as expected in the classroom.
- b.) Obey the direction of the driver promptly. The bus driver is in complete authority when a student is on the bus. Cooperation with the bus driver is expected at all times.
- c.) Loud talking or laughing that causes unnecessary confusion or diverts the driver's attention from the road is not permitted.
- d.) The use of musical devices (radios, I-pods, cell phones, etc.) are permitted only if the students use earphones for the devices.
- e.) The driver can ask students to put away cell phones (or other devices) if their use is causing a distraction or disturbance on the bus. Refusal to cooperate with the driver's request can result in the cell phone being confiscated by the driver. The driver will return the device to the school principal for return to the parent.
- f.) No food or drink is allowed on the bus (per state law).
- g.) Bus riders will keep the bus clean and not litter on the bus. Any damage to the bus other than regular usage will be paid for by the rider.
- h.) Scuffling and fighting are forbidden.
- i.) Keep head, hands, and feet inside the bus.
- j.) No hanging key chains, bead chains, etc. on backpacks.
- k.) Remain seated. Do not leave your seat while the bus is in motion.
- l.) Profane or vulgar language is not permitted.
- m.) In case of a road emergency, remain on the bus unless given other directions by the driver.
- n.) Smoking is not permitted.
- o.) No animals are permitted to be transported on the bus.
- p.) The following actions may result in immediate loss of bus privileges:
  - Deliberate destruction of school property, bus property, or personal property of riders.
  - Striking or hitting bus driver or others on the bus.
  - Use of profane language to drivers or others on the bus.
  - Any act, which in opinion of the bus company and school officials, endangers the safety of others.
- q.) Inform the driver, if possible, when rider will be absent (893-5941).

### Infraction Procedure – Unsatisfactory bus conduct reports

1. Drivers are required to notify the bus supervisor in writing of any bus rider rule infraction. The bus supervisor will submit the written report to the student's principal for appropriate disciplinary action.
2. The student's principal will act on the infraction and report to the parents and the bus supervisor.
3. When the principal receives an unsatisfactory bus conduct report, s/he meets with the student regarding the problem. Parents are informed of the report, and consequences are determined. A copy of the report is filed with the Bus Company, in the student's cumulative file, the district administrator, the principal, and the parent/guardian.
4. Bus riding is a privilege. Students may be denied bus transportation and parents required to provide alternate transportation on a temporary (suspension) or permanent basis.



- Continued infractions of bus rider rules may result in a complete loss of bus riding privileges.
- If bus conduct is severe during the ride, the driver may choose to return the student to school.

**Students and parents are expected to read the bus rules and to sign the sign-off form at the end of this handbook.**

### BUS PASSES

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

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



### CURRICULUM

Throughout the school, the curriculum (course of study) is designed to give students the opportunity to learn, meet, or exceed the Common Core State Standards.

The Common Core Standards set requirements for English language arts as well as for literacy in history/social studies, science, and technical subjects. They lay out a broad vision of what it means to be a literate person and so represent the overall goals of every language arts curriculum.

The Common Core Standards are organized in to Seven Standards: Reading: Literature, Reading Informational Text, Foundational Skills, Writing, Speaking and Listening, Language, and Range, Quality, and Complexity: Text Illustrating the Complexity, Quality, and Range of Student Reading.

For specific competencies access [www.corestandards.org](http://www.corestandards.org).

#### Elementary

##### Science

Elementary science is an integrated program where children learn about the world around them based on various themes like sound, movement, water, etc. Emphasis is placed on problem-solving, hands-on learning, and learning to ask and answer questions based on observation.

##### Social Studies

Elementary children learn about how people live together, about landforms, geography, economics, and history. Students in fourth grade focus on Wisconsin history. Many grade levels welcome volunteers from Junior Achievement to teach about economics.

##### Math

Mathematical practices—make sense of problems and persevere in solving them. Reason abstractly and quantitatively. Construct viable arguments and critique the reasoning of others. Model with mathematics. Use appropriate tools strategically. Attend to precision. Look for and make use of structure. Look for and express regularity in repeating reasoning.

##### Technology

The use of technology, especially computers, is integrated throughout the curriculum. Using a computer is like learning to use a pencil -- it is another kind of tool that students are expected to employ.

##### Health

Children are taught ways to stay healthy, and to understand how the body works. Health classes are developmental in nature.

##### Art, Music, Physical Education, IMC

See the entries under "Departments" for descriptions of these classes.

#### Middle School

##### Math

Sixth grade studies the understanding ratio concepts and use ratio reasoning to solve problems. Apply and extend previous understandings of multiplication and division to divide fractions by fractions. Compute fluently with multi-digit number and find common factors and multiples. Apply and extend previous understandings of numbers to the system of rational numbers. Apply and extend previous understandings of arithmetic to algebraic expressions. Reason about and solve one-variable equations and inequalities. Represent and analyze quantitative relationships between dependent and independent

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

Students being transported and supervised by the district to school sponsored events (for example: athletic, music, speech, field trips, etc.) may not use private transportation. Students who fail to travel to the event on transportation provided by the school district may not use their own private transportation and then participate in the activity unless special arrangements have been made with the school administration.

Students must use the mode of transportation provided by the district when returning from a school-sponsored event unless arrangements have been made by parents or guardian in advance. Arrangements include:

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

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

Students shall respect and follow the direction of the chaperons assigned or appointed by school officials to accompany the bus driver.

### STANDARDIZED TESTS

Students in grades 3<sup>rd</sup> – 8<sup>th</sup> will take the required state assessments. The district administers the MAP assessment (Measures of Academic Progress) in grades Kindergarten – 8<sup>th</sup> grade. This test measures student progress in the areas of reading, language arts, and math.



variables. Solve real-world and mathematical problems involving area, surface area, and volume. Develop understanding of statistical variability. Summarize and describe distributions.

Seventh grade math extends students' understanding of ratios and develop understanding of proportionality to solve single- and multi-step problems. Solve a wide variety of percent problems, including those involving discounts, interest, taxes, tip, and percent increase or decrease. Students graph proportional relationships and understand the unit rate informally as a measure of the steepness of the related line, called the slope. They distinguish proportional relationships from other relationships. Students continue their work with areas from Grade 6, solving problems involving the area and circumference of a circle and surface area of three-dimensional objects. Students work with three-dimensional figures, relating them to two-dimensional figures by examining cross-sections. They solve real-world and mathematical problems involving area, surface area, and volume of two- and three-dimensional objects composed of triangles, quadrilaterals, polygons, cubes and right prisms. Student build on their previous work with single data distributions to compare two data distributions and address questions about differences between populations.

Eighth grade math instructional time focuses on three critical areas: (1) formulating and reasoning about expressions and equations, including modeling an association in bivariate data with a linear equation, and solving linear equations and systems of linear equations; (2) grasping the concept of a function and using functions to describe quantitative relationships; (3) analyzing two- and three-dimensional space and figures using distance, angle, similarity, and congruence, and understanding and applying the Pythagorean Theorem.

#### **Social Studies**

Sixth grade explores aspects of Eastern Hemisphere Ancient Civilizations -- including India, Greece and Mesopotamia. Countries on the continents of Europe, Asia, Australia and Africa are studied from origin to present. Current events are an additional component of this program.

Seventh grade concentrates on Wisconsin History and its correlation with the development of history and culture in the Western Hemisphere. Basic areas of study include: the effects of the glacier on Wisconsin's history, Native American culture, French exploration and its influence on Wisconsin history, ethnic heritage and the impact on student's lives, and the development of history and cultures in the Western Hemisphere. Student study South America, Canada, Latin America, Mexico, and the Caribbean and their specific ties to the Western Hemisphere. Students use a textbook as well as doing research reports and projects relating to the areas of study. Current events will be stressed through discussion, newspapers and *Junior Scholastic* magazines.

Eighth grade focuses on United States history from exploration to present day life. Students are exposed to various learning strategies. The primary tool is the textbook, however, research reports and projects will also be used as learning strategies. Current events will be emphasized through discussion, newspapers and *Junior Scholastic*.

#### **Science**

Sixth grade provides hands-on laboratory experiences. The course includes studies in microbes, matter, ecology, conservation, energy, pollution, and the human body. Chemistry, space, biology (invertebrate and vertebrate animals), genetics, measurement, weather, geology, and oceanology.

Seventh grade is general science, including chemistry, matter, energy, space, earth science, and life science. The purpose is to give the students a better understanding of the world around them and a better appreciation of their part in it. Many hands-on activities are incorporated to foster learning.

The first part of eighth grade focuses on the function and systems of the human body. Students study how their bodies work and why we look the way we do. The second part of the course is a general science covering, chemistry, space, earth science and life science. Lab work and hands-on activities foster learning.

#### **Health**

Sixth grade health is designed to around the following: mental health, family and social health, growth and development, nutrition, exercise and fitness, drugs, disease and disorders, consumer and personal safety, and first aid, community and environment. In addition, the Advisor/Advisee program, which utilizes "Quest" materials, is integrated into the health program.

Seventh and eighth grade health expands on the sixth grade health curriculum with more in-depth discussion and study of nutrition, exercise and fitness, drug awareness, personal hygiene, emotional health issues, the human body and human growth and development. Information regarding AIDS and other diseases. "Quest" materials are integrated into the health program.

#### **Art**

In art, students explore many mediums and materials in two-dimensional and three-dimensional work. Creative problem solving in painting, drawing, fiber and construction techniques is emphasized. Students are exposed to a variety of cultural heritages and historical aspects of art. Art is also integrated into a variety of academic curricula.

#### **Choir**

Middle School choir is an elective that meets two days per week for both semesters. Students may enter choir at the second semester if there is sufficient space and their schedule permits. Students study a variety of vocal music in voicing soprano, alto and baritone/bass, where applicable. This is a performance based elective. *Participation in the Winter and Spring Concerts are required.* Students have the option of participating in the WSMA sponsored Conference and State solo-ensemble festivals.

#### **Instrumental Music**

Band is an elective for students in grades 6 through 8. Band students meet once a week for individual or small group lessons. Seventh and eighth graders also meet for large group instruction.

*Participation in the Winter and Spring Concerts is required.* Students also have the option of participating in the WSMA sponsored Conference and State solo-ensemble festivals.

#### **Physical Education**

Sixth grade Physical Education (Phy. Ed. or PE) teaches and reinforces skills from previous grades. Introduction to advanced skills for the majority of sports is provided. Skills for track and tennis are included.

Seventh grade PE reinforces the skills learned in sixth grade. Emphasis is placed on games and strategy when possible. Skills in badminton and golf or tennis are introduced and/or reinforced. Cross-country skiing skills are introduced, weather permitting.

Eighth grade PE continues teaching and reinforcing skills developed at the lower grade levels. Offensive and defensive strategies for various team and individual sports is

introduced and emphasized. Basic golf or tennis is continued on an alternate year rotating basis. Cross-country skiing skills are reinforced, weather permitting.


### Foreign Language (Spanish)

Foreign language will be provided as a required exploratory class for both 7<sup>th</sup> and 8<sup>th</sup> grade. This is a basic introduction to the Spanish language with emphasis on basic grammar, vocabulary and an introduction to Spanish culture, heritage and history.

## PHYSICAL EDUCATION

Students in Jr. Kindergarten through Eighth grade attend physical education classes on a regular basis. The physical education program attempts to develop the students' potential through participation in a variety of vigorous physical activities. These activities are intended to develop useful physical skills and physical fitness. The environment is structured so that students can develop a positive self image with regard to physical exercise, experience situations that encourage the development of social skills and have fun experiences doing something physical.

### GUIDELINES FOR JR. KINDERGARTEN - 4<sup>th</sup> GRADE

- 
1. To protect the gym floors, all students are expected to have a separate pair of gym shoes used only for PE class. Gym shoes are kept at school and not taken home. Most tennis shoes are acceptable. Shoes with tennis tops and boot bottoms, street shoes, sandals, etc., are not allowed.
  2. No gum or candy is allowed in the gym or locker rooms.
  3. A glasses guard is strongly recommended for students who wear glasses.
  4. Students are expected to participate unless they have a note from the parent or guardian or doctor stating the medical reason for non-participation. The principal must approve the excuse.
  5. A doctor's excuse will be required for non-participation longer than three (3) days.
  6. Students who wear a skirt to school must have a pair of shorts on underneath for PE class.

### GUIDELINES FOR 5<sup>th</sup> THROUGH 8<sup>th</sup> GRADES

1. Each student will have a shirt and gym shorts of appropriate length and design for PE. Gym shoes with socks are required. Students may substitute sweat pants or athletic type wind pants for gym shorts if they want. Shirt, shorts and socks should be cleaned at least weekly.
2. All students are expected to have a separate pair of gym shoes used only for PE class. The shoes will be kept at school and not taken home. Most tennis shoes are acceptable. Shoes with tennis tops and boot bottoms, street shoes, sandals, etc. will not be allowed.
3. Students may have a lock and locker assigned to them. Only school locks are allowed on the lockers. The school cannot be responsible for items left in lockers that are unlocked. Students are responsible for returning the lock at the end of the school year. A five-dollar fee is assessed for lost or damaged locks.
  1. A protective glasses guard is strongly recommended for students who wear glasses.
5. Students need to provide towels, soap, shampoo, and deodorant for showering after PE class. Showering is required. It is strongly recommended that the student's name be marked on the containers in indelible marker.
6. No gum or candy is allowed in the gym or locker rooms.
7. The only excusable absences are for medical reasons and/or those approved in writing by the principal.
8. A doctor's excuse will be required for non-participation

longer than three (3) days.

9. Put the student's name on all gym clothes and gear.



## MUSIC

### Music K-6

General music classes for the Kindergarten through eighth grade are held twice each week. The music curriculum emphasizes singing, playing instruments, listening, moving, and creating. An effort is made to coordinate instruction with skills being taught in other curricular areas. Since music is also a performing art, appropriate stage presence and audience behavior is stressed.

### Instrumental Music

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

Middle school band members (7 & 8) may add or drop at registration and up to, but no later than the third (3rd) day of the school year. Written parent/guardian permission must be submitted to the band director by the third day of school year. All permission notices will be forwarded to the principal for recording and grading purposes.

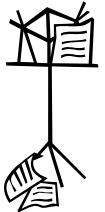
## STUDENT SERVICES AND SPECIAL EDUCATION

The student services department provides assistance to parents, students and teachers. Student Services encompasses the School Guidance and Counseling Program, School Psychological Services, and Special Education Programs.

Students in grades K-8 have the opportunity to receive guidance services through regularly scheduled classroom activities, small group experiences, individual counseling sessions, and community service projects. The guidance program, using a developmental model to address the needs of all students, strives to help students learn the skills necessary to prevent as well as cope with problems. Collaboration with teachers, administrators, and parents is an important component of the guidance program at all grade levels, for all students.

Students with disabilities are provided specially designed instruction to meet their learning needs. Special education teachers design individual educational plans for students with cognitive, emotional, and learning disabilities, speech/language and early childhood needs. The related services of occupational and physical therapy, specially designed physical education and services for students with visual and hearing impairments are also provided within the district. Our school psychologist services students, parents, and teachers through consultation, assessment, and program planning to promote appropriate, child-centered, and effective educational experiences for all students.

In keeping with the district's Mission Statement to "challenge each individual to strive for his/her personal best," the district's Gifted and Talented Program (GT) provides children who have been identified as gifted with appropriate



educational services to meet their exceptional abilities and interests. Goals of the GT Program are to develop, reinforce and extend the student's potential ability, creativity and motivation through appropriate challenges within the classroom setting and through the GT Resource Room. The needs of gifted students are met through a variety of programming options including differentiated educational experiences, enrichment activities, acceleration and guidance. The GT program aims to provide staff development to teachers and assistance to parents that will help them to better understand and work with gifted students.

#### STUDENT ASSISTANCE PROGRAM

Students have the opportunity to participate in the Student Assistance Program. Information and support are given to students in small groups in the area of alcohol or other drug abuse issues, and other emotional or social issues affecting learning. The school counselors discuss the various types of groups offered and invite students to participate if they are interested.

#### INSTRUCTIONAL MEDIA CENTER -- IMC

The overall purpose of the elementary/middle school IMC is to provide access to and promote the effective use of a current, balanced collection of books, reference material, magazines, on-line and audio-visual materials and equipment which support the educational objectives of the school.

Students in ECH - Grade 4 will meet every week for 20 - 45 min. for library instruction. Grade 5 will meet every other week, and Gr. 6-8 will have classes as needed.

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

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

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

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

Parents are encouraged to visit the IMC to check out extra books to read with their children.

#### ART EDUCATION

All students receive art instruction either as a required subject or as an elective. Classroom studies are regularly integrated with the art curriculum, making discussions and creations relevant. Creative and artistic individual problem solving is highly stressed in art classes.

Please encourage your child to bring his/her artwork home. Find a special place -- the refrigerator, door, bulletin board, bedroom wall -- to display the work for even a short time. Some families have saved student masterpieces in a memory box for the children, or have framed a few treasures. Praise the effort the child has made. Part of the pride in creating is the joy of sharing how the artistic problem was solved.

Students' art is exhibited throughout the school. Parents and guests are welcome.

#### REPORT CARDS

Report cards are issued at the end of every quarter. Grades are not "given" but are earned by the student. Grades are, in general, a report of how well a student is doing in learning the content of a particular subject or concept.

Grades at first through third grade are:

- |   |                              |
|---|------------------------------|
| 4 | Exceeds Expectations         |
| 3 | Meets Expectations           |
| 2 | Partially Meets Expectations |
| 1 | Does not Meet Expectations   |

Fourth and fifth grade use traditional letter grades: A, B, C, D, and F.

Grade 6-8 uses the following letter grades:

A+ 100-up	A 94.5-99.99	A- 92.5-94.49
B+ 90.5-92.49	B 86.5-90.49	B- 84.5-86.49
C+ 82.5-84.49	C 78.5-82.49	C- 76.5-78.49
D+ 74.5-76.49	D 71.5-74.49	D- 69.5-71.49
I Incomplete	F Unacceptable	

Coursework for "Incompletes" must be submitted within 2 weeks of the completion of the grading period. Any assignments outstanding beyond that time will receive no credit in the final course grade calculation. The time limit may be extended in extenuating circumstances with administrator approval and/or to meet the goals listed in a student's Individualized Education Plan.

#### GRADE POINT AVERAGE & HONOR ROLL

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

High Honor Roll 3.75 – 4.00  
Honor Roll 3.50 – 3.749  
Honorable Mention 3.00 – 3.49

Grades from academic core courses, physical education, and elective classes are factored into the grade point average. Exploratory classes and advisor/advisee are not included.

Students who have an F in any subject are not eligible for honor roll. Students with an Incomplete in any subject for any reason other than illness will not be considered for honor roll.

#### RETENTION AND PROMOTION

*Reference: School District Policies 5410*

It is the policy of the Elkhart Lake - Glenbeulah School District to advance students to the next higher grade provided they have successfully met the requirements of a particular grade level at the end of the school year.

Students will be considered for retention only after efforts have been made and documented according to established procedures to remediate deficiencies. These efforts may include testing (intelligence, ability, and appropriate special tests) to assess the range of individual ability and to discover any special educational needs.

The school district's goal is to address developmental difficulties at the early stages of learning. Retention, then, at the primary grades does not denote failure but provides additional time for the child to grow in the areas of cognitive, affective, and psychomotor skills.

Parents will be kept notified of students' progress. Concerns about a child's progress will be shared with the parents and every effort will be made to address those concerns. This may include tutoring, special help, testing to

determine if there are special educational needs, modifying instructional practices, working with doctors or counselors, etc. The recommendation for retention will be discussed at a conference with the parents or guardians.

If a student is retained, the staff will create an educational plan for the following year. The purpose of this plan is to make sure that the student receives the best opportunity for development during the year. The principal will monitor the following of this plan.

In the middle school, students who fail one or two core academic courses (Science, Language Arts, Social Studies, Math, and Reading) in the 6th, 7th, or 8th grade shall be evaluated by the retention committee, which shall be composed of the principal, the teachers of the academic courses wherein the failure(s) occurred, and the guidance counselor. Failures in Phy. Ed., Health, Electives, or Exploratories may also be considered by the retention committee. The committee shall make one of these three decisions by June 1st of each year, and notify the parents in writing of this decision:

1. the student is advanced to the next grade.
2. the student is advanced to the next grade level but a recommendation is made to the parents that the student attends the appropriate remedial summer school course(s) in Plymouth.
3. the student shall attend the appropriate remedial summer school course(s) in Plymouth and advancement to the next grade shall be contingent upon successful completion of the summer school course(s).

Students who fail three or more academic courses are automatically retained in the same grade level during the next school year. It is strongly recommended that these students attend appropriate remedial academic courses during the summer. (The retention committee shall evaluate each individual case and may advance individual students when advancement would be in the best interest of the school and the student.)

The policy shall be revised should the cooperative summer school program between Plymouth and Elkhart Lake - Glenbeulah school district be discontinued unless a suitable substitute program is established.

The registration fee for summer school courses shall be the responsibility of the parent. The bus transportation (from the grade school to Plymouth and return) and the contracted educational costs shall be the responsibility of the Elkhart Lake - Glenbeulah School District.

### TECHNOLOGY DEVICES

The world's evolution to accessing information to digital form requires today's student to have a different set of skills than what was required a decade ago. Future graduates must be equipped with the 21<sup>st</sup> century skills of problem solving, critical thinking, communication, and technological literacy. To ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world, the Elkhart Lake-Glenbeulah Middle School is launching a 1:1 (student to computing device) and continuing digital conversion creating a seamless and dynamic educational experience for students. All students involved in the 1:1, along with their parents, are required to attend a meeting to go through the usage guidelines and rules for this device prior to the start of the school year. Students will be expected to follow the policies and procedures as outlined at that meeting. Before a student will be allowed to take a device home, the student and parent must have attended an information meeting and all

required paperwork needs to be returned to the school. Again, the goals of the 1:1 digital conversion are to enhance and accelerate learning, leverage technology for individualizing instruction, promote collaboration, increase student engagement, and strengthen the 21<sup>st</sup> century skills necessary for future student success.

### RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

#### *School District Policy 5540*

Law enforcement officials have the authority to question students at school during the school day in accordance with State law and established procedures. The principal shall be the person responsible for making the decision to call a student from class.

When questioning is done in the line of "reasonable police investigation", an attempt shall first be made to notify the student's parent/guardian. School officials may refuse to allow a student to be questioned in school if there is reasonable basis for such refusal. (Examples of reasonable basis are the probability of emotional harm to the student, student's age, and problems arising due to scheduling, such as testing, etc.)

Removal of students from school: Law enforcement officials have the right to remove a student from school if such removal is authorized by law. If law enforcement officials are to remove from school any student for voluntary questioning, the student's parents/guardians must be notified and their consent obtained.

Both the officer and the principal must have knowledge of such notification and consent before removal can be permitted.

If a law enforcement official is to take a student into custody from school, notification to the parent/guardian, by the law enforcement official, is mandated by law. In such cases, the principal shall also notify the parent/guardian. (If notification by the law enforcement official has been done in the presence of the principal, further notification from the principal is not necessary.)

The definition of "custody" as used above shall be "deprivation of the child's freedom". Eighteen (18) year old students shall be treated as adults in reference to the above guidelines.

The county agencies may interview any student without notification of parents/guardians, if necessary, to determine if they are in need of protective services.

### NON-DISCRIMINATION POLICY

The Elkhart Lake-Glenbeulah School District does not discriminate on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

### COMMUNICATION AND RECORDING DEVICES

Pagers or other two-way communication devices may be carried by students provided they are switched off and remain off during school hours. An exception may be made for the use of pagers or other two-way communication devices if the school board or administration determines that the device is used or possessed for medical, educational, vocational or other legitimate reason

Inappropriate use of communication devices may result in their confiscation, suspension, etc. If a communication/recording device is used during the school



day, administration or their designee reserves the right to review the contents of the device.

The use of recording devices by students on school grounds is strictly prohibited without prior consent from the subject area teacher in whose classroom the recording will take place and the principal or his/her designee. Violation of this policy may lead to disciplinary action. Recording devices that are a component of a Special Needs Student's IEP would be excluded from this policy. **No cameras, video recorders, cell phones, or other images that can be used to record or transfer images may be used in the locker rooms at any time. (Specific guidelines/consequences per School Board policy 9151)**

**DRUG PARAPHERNALIA**

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

**TOYS AND ELECTRONIC DEVICES**

Please do not bring expensive toys, trading cards, or electronic devices like Disc Man or Game Boy to school. The potential for loss or damage is great. Such items can create distraction in the classrooms. Students are expected to be involved in active play on the playground.

**SNOWMOBILES**

Students at the Elementary/Middle School may not have a snowmobile on the elementary, middle, or high school campus. Students at this age are not allowed to drive snowmobiles to school. That is a high school privilege.

**HARASSMENT**

(School District Policy 5517)

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

**A. Definitions**

1. **Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics that:
  - a) places a student in reasonable fear of harm to his/her person or damage to his/her property
  - b) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or;
  - c) has the effect of substantially disrupting the orderly operation of a school
2. **Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a) submission to that conduct or communication is made a term or condition, either explicitly or

- implicitly, of access to educational opportunities or programs;
  - b) submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
  - c) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.
- Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

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

- a) unwelcome verbal harassment or abuse
- b) unwelcome pressure for sexual activity
- c) unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property
- d) unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status
- e) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status
- f) Unwelcome behavior or words directed at an individual because of gender. Examples are:
  1. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
  2. Rating a person's sexuality or attractiveness;
  3. Staring or leering at various parts of another person's body;
  4. Spreading rumors about a person's sexuality;
  5. Letters, notes, telephone calls, or materials of a sexual nature;
  6. Displaying pictures, calendars, cartoons, or other materials with sexual content
- g) inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life
- h) remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history, and,
- i) verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature

Students are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the conduct may be addressed before it becomes severe, pervasive or persistent.

**ANY FORM OF HARASSMENT SHOULD BE REPORTED AT ONCE TO THE SCHOOL COUNSELOR OR PRINCIPAL.**

## **BULLYING**

*School District Policy 5517.01*

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.

### A. Definition

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 prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

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. Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors 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.

### B. Complaint Procedures

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

If an investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion.

### C. Student Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Disciplinary action for students may include, but not limited to, suspension and/or expulsion.

## **RELEASE OF STUDENT DIRECTORY INFORMATION**

*School District Policy 8330*

### **STUDENT DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the Elkhart Lake-Glenbeulah School District, with exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with the following procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's records in certain school publications/communication avenues. Examples include (but are not limited to): a drama playbill, showing your student's role in a production; the annual yearbook; honor roll and recognition lists; graduation programs; sports activity sheets, such as for wrestling, showing height and weight of team members; and district communication tools such as Channel 20, the website, and the Resorter Reporter.

The following Elkhart Lake-Glenbeulah School District procedure pertains to the release of student information during the school year. It informs parents and eligible (adult-age) students of their right to deny release of this information.

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

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

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

Parents/guardians or eligible students are informed by this notice that they have until August 31, 2017, to advise the school district in writing (a letter to Ann Buechel Haack, District Administrator) that all or any part of the directory data may not be released without the prior consent of the parent/guardian or eligible student.

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

School districts are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings unless such as has been restricted in writing by the secondary school student or the student's parent.

If you have any questions, contact:  
Dr. Ann Buechel Haack, District Administrator, PO Box 326  
Elkhart Lake, WI 53020 or phone 876-3381



#### **ASTHMA INHALERS**

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

#### **SCHOOL SECURITY CAMERAS**

*(School District Policy 9151)*

All students and staff and adult visitors should be aware that security cameras have been installed in the High School parking lot area and the High School Commons/Cafeteria, hallways and entrance areas. Cameras are also located at the front elementary and middle school entrances, elementary and middle school hallways and on the back and side playground areas. Camera locations may vary and/or additional cameras may be installed if needed.

#### **USE OF SCHOOL DISTRICT BUILDINGS OR FACILITIES**

*School District Policy 7510*

Community groups or organizations are welcome to use the school facilities with administrative approval. Application for use must be made well in advance of the event. There is a nominal fee charged for facility rental; this fee may be waived in some cases. Also, a Certificate of Insurance is required from all non-school organizations that use the school facilities. For more information or an application form, please contact the school office.

#### **CORPORAL PUNISHMENT**

*School District Policy 5630*

The use of corporal punishment on students for disciplinary reasons will not be permitted. However, any official, employee or agent of the school board for the following may use reasonable and necessary force:

- 1) to quell a disturbance or prevent an act that threatens physical injury to any person.
- 2) to obtain possession of a weapon or other dangerous object within a student's control.
- 3) for the purpose of self-defense or the defense of others.
- 4) for the protection of property.
- 5) to remove a disruptive student from a school premise or motor vehicle or from school-sponsored activities.
- 6) to prevent a student from inflicting harm on him/herself; and
- 7) to protect the safety of others.

#### **DUE PROCESS RIGHTS**

*School District Policy 5611*

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

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

- a) Students subject to suspension:  
The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.
- b) Students subject to expulsion:  
Prior to expelling a student, the Board must hold a hearing. A student and his/her parents must be given written notice of the intention to expel and the reasons therefor, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parents to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parents may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

#### **COMPLAINTS**

*Reference: School District Policy 9130*

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

#### *Personnel or Building Level Concerns*

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

The district has a formal complaint procedure if you do not achieve satisfaction at these levels. Please contact the school or district office for a copy of the complaint form.

#### **CONCERNS ABOUT INSTRUCTIONAL MATERIALS**

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

#### **QUESTIONS**

If you have a question about anything concerning the education of your children, the school, buses, etc., please call the principal.



**ELKHART LAKE - GLENBEULAH MIDDLE  
SCHOOL ATHLETIC CODE -- EXPECTATIONS  
& PROCEDURES**  
**Pertains to grades 5-8 only**

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

While there are numerous advantages to becoming involved in athletic programs, a student's first responsibility is to his/her classroom studies. Participation in interscholastic athletics is a privilege offered to students that have successfully met basic responsibilities in the classroom. In order to assist the partnership between the classroom and the athletic team in being complimentary to one another, the following guidelines regarding participation in middle school athletics at Elkhart Lake-Glenbeulah have been developed.

### ACADEMIC ELIGIBILITY

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

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

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

The responsibility for raising an "F" grade and securing all the appropriate signatures rests with the student. As soon as the "F" grade has been raised and a note secured from the teacher(s) attesting to this fact has been given to the athletic director, the student may return to practice and game competition. It is very important to note that the teacher or teachers that an ineligible student is turning in schoolwork to will need a reasonable amount of time to correct the schoolwork and determine if the student's grade has been raised above an "F" level. It is quite possible that the schoolwork the teacher(s) needs to correct will take more than a single day. Ineligible students need to keep this point in mind and plan accordingly.

"Incompletes" on a midterm report or quarter report shall mean the student is ineligible to participate in practice or a game until all work has been satisfactorily completed and a passing grade is obtained in the class from

which the work was missing. The student will use the same procedure as previously described to regain eligibility to participate in practice or a game. Should incomplete work again become an issue for a student at any time during the grading quarter, the procedure to gain eligibility to participate in practice or a game will apply. Ineligibility will not carry over into a 9 through 12 grade eligibility period.

### REMEDIATION

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

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

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

### DETENTION

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

### SUSPENSION

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

### SCHOOL ATTENDANCE

A student must be in attendance at school a minimum of 5<sup>th</sup> through 8<sup>th</sup> hours in order to attend practice or play in a game after school. Absences during the day due to medical appointments or family emergencies are excused and do not affect practice or game participation. Students are also expected to be in school the day following an athletic event.

### PRACTICE ATTENDANCE

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

## TRANSPORTATION

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

Players must travel to and from games/matches in transportation provided by the Elkhart Lake-Glenbeulah School District. **PLAY AS A TEAM MEANS TRAVELING AS A TEAM.** If a parent/guardian wishes to transport their student they must have a written statement with respective names written by and signed by the parent/guardian driver and given to the coach.

If a student has a need to be transported by a person other than the parent/guardian a note from **BOTH** the parent and the adult party responsible for driving must be turned into the office during the school day so it can be approved by the principal. Failure to do so will result in the student not being able to use the alternative form of transportation.

## EQUIPMENT

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

## TRAINING RULES

The following list of training rules will be in effect:

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

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

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

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

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

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

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

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

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

**Second Violation:** Satisfactory participation in and successful completion of any and all interventions as recommended by the

SA Program committee may include, but not be limited to

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

**Third Violation:** Removal from the team and possible community service time.

All suspensions will be enforced during the season of the sport in which the athlete is currently participating or during the season of the next sport in which he/she would be participating. If there is no sports participation remaining in that school year, the penalty will be served by performing community service. In imposing the length of the suspension/community service time, the principal, assistant principal, and middle school athletic director shall consider the severity of the offense and whether it is a first or subsequent violation of the code by the student. The community service time period may range between 5-15 hours, and may be adjusted to fit individual circumstances. Community service time must be satisfactorily completed before the athlete is allowed to participate in any sports the following year. This includes 8<sup>th</sup> grade athletes going into 9<sup>th</sup> grade sports. Suspensions will be served in the same school year that they occur, with the possibility of violations that occur during the summer. These

may carry over into the following school year. This decision will be made by the principal, assistant principal, and middle school athletic director. Any 8<sup>th</sup> grade student violations occurring during the summer will be directed to the high school athletic director/principal for disciplinary action. Violations committed by an athlete in the middle school are cumulative; however, they will not carry over into high school.

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

### **ATHLETIC REQUIREMENTS**

All students must have a current WIAA physical card or alternate card on file, signed athletic code, and paid participation fee before the first practice. Students will not be allowed to participate in an activity until the details associated with all three areas have been completed. Should a student experience difficulty with any one of the listed areas, he/she should notify the principal or athletic director to discuss the situation as soon as possible.

**These expectations and procedures shall apply to all school sponsored athletic teams, as well as the grades 6-8 Football Alumni Sponsored Football Program as they have a reciprocal athletic code agreement with our school. This athletic code shall be in effect from the date the code is signed until the first day of the following school year.**

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

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

<b>NOTES</b>
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*Elkhart Lake-Glenbeulah Elementary/Middle School  
2017-2018 Student and Family Handbook and Middle School Athletic Code*

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