

# Glacial Drumlin School

801 Damascus Trail Cottage Grove, Wisconsin 53527. (608) 221-7676

## STUDENT HANDBOOK 2020-2021

**Ms. Kristen Langer**  
Principal

**Mr. James Kamoku**  
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### Welcome to Glacial Drumlin!

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

Students in the Monona Grove School District have established a long tradition of raising the bar for student achievement, as well as continually assessing and improving the school climate and culture. At **Glacial Drumlin**, Core and Encore classes are considered valued aspects of the middle school program. As always, the 2017-2018 students, staff, and parents will continue to shape the culture of the school that we all share.

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

Parents, consider being a part of the **GDS Parent Teacher Organization (PTO)**. This is a great way for you to keep in touch with what is happening at school and a way to make connections with other parents in the district. We also encourage you to volunteer at **Glacial Drumlin...** or even take part in some committee work!

**Again, welcome to Glacial Drumlin School! We look forward to a successful year!**

### This agenda belongs to:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_



**GDS Vision Statement**  
**GLACIAL DRUMLIN SCHOOL**

***Building a 21<sup>st</sup> century community of learners where ALL students are motivated to find their purpose, to clearly see their worth, and to realize their full potential.***

**We believe that:**

- The best interest of the student is the focal point of decision-making.
- Building positive relationships helps students develop a strong work ethic and life-long skills.
- Learning occurs within an environment of trust, acceptance, understanding, and joy.
- Individual success is achieved through acceptance of individual differences. We recognize and embrace the fact that we all learn in different ways.
- High standards challenge students to achieve their potential with a sense of respect and ownership.
- Learning communities are best created through collaborative team teaching and meaningful and challenging curriculum.
- The school, the family, and the communities of Cottage Grove and Monona are partners.
- As a community of learners and leaders, we are committed to shared decision making.

**Monona Grove School District**  
**“Promoting Excellence for Global Opportunities”**

**The Vision:**

MGSD is a student-focused culture that empowers continuous learners to embrace global opportunities and excellence.

**The Mission:**

The mission of the MGSD is to enhance achievement for all students by cultivating a desire for learning and instilling social responsibility.

We will achieve this by...

- Building positive relationships among students, staff, parents, and community.
- Working together to inspire and engage students in meaningful learning opportunities by using research-based practices to address individual academic and social/emotional needs.
- Providing a safe and healthy environment that fosters respect and culturally responsive practices.
- Attracting, retaining, and developing a diverse, high-quality staff.
- Using resources efficiently and effectively.

*Unanimously adopted by the Monona Grove Board of Education on May 25, 2016*

# GENERAL STUDENT INFORMATION

## Athletics and Activities Code of Conduct

Glacial Drumlin School Students have the opportunity to participate in several different extra-curricular and co-curricular activities. Students that participate in athletics and other activities will be provided with the GDS Student Athletics and Activities Code of Conduct supplement. A signed parent and student agreement letter needs to be returned to the sport or activity supervisor prior to the students being allowed to take part in official activity events.

## Backpacks

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

## Be Respectful, Be Responsible, Be Safe and Be Kind...Also known as "The 4 Be's."

All Glacial Drumlin School community members are expected to display these four behaviors at all times. These larger expectations drive what is expected of students, staff, and parents in the different school environments. As the school year progresses, students will be explicitly taught appropriate behaviors for the various school environments. If there are ever questions about how to act, students should ask, "Is this respectful? Is this responsible? Is this safe? Is this kind?" The school-wide behavior matrix is displayed in the *Student Behavior and Discipline* section of the *GDS Student Handbook*.

## Classes

Students' three or four years at Glacial Drumlin are meant to be meaningful and rich in many different ways. First, we hope to establish a relationship with students that is based on mutual respect and understanding. We know that students' years with us are exceedingly important ones, each one building on the experiences of the previous year, having a dramatic impact on their future opportunities.

In Fifth grade, students will spend time in homerooms and in their Related Arts classes. These classes include music, art, and physical education. In students' Sixth and Seventh grade years, they will explore many different classes. By the time they reach Eighth grade, they will begin making elective choices. That is, students will choose the classes they wish to take. These classes may very well have a direct impact on their high school career.

The middle school experience is intended to offer opportunities to explore classes that prepare students for high school electives. Along with standard academic classes, student in grades 5-8 have Encore classes that contribute to a well-rounded educational program.

### **Course Offerings**

5th Grade	Math Science Social Studies Language Arts/Reading	General Music Physical Education Art Instructional Media Strings
6th Grade	Math Science Social Studies English	Physical Education Health Art Spanish and French Family and Consumer Education Computers Technology Education General Music, Choir, Orchestra, Band
7th Grade	<u>Required Course:</u> Math Science Social Studies English	<u>Encore Courses:</u> Physical Education Art Computers Spanish or French Family and Consumer Education Energy and Environment Flight and Space Choir, Orchestra, or Band

8th Grade	<u>Required Course:</u>	<u>Elective Courses:</u>
	Math	Art
	Science	Spanish
	Social Studies	French
	English	Multimedia
	Physical Education	Family and Consumer Education
		Technology Education
		Choir, Orchestra, and/or Band

### Why a flexible schedule?

The Glacial Drumlin School schedule is designed to give students and teachers blocks of time to divide in ways that are most appropriate for whatever activity is going on. Core academic subjects include math, science, social studies, and English. Encore subjects include foreign language, PE, Health, Family and Consumer Ed. (FACE), Technology, Engineering, & Design (TED), Art, and Computers. At Glacial Drumlin School, we offer four music options – General Music (5/6), Choir, Band, and Orchestra. (Performance music is available for grades 6-8).

We encourage students to take music while enjoying the middle school experience. Music classes meet during MGS (Music & Guided Study). In grades 6-8, students who do not attend any music classes, will attend a study period. This guided study period is planned by their Core academic teachers based on individual needs. If, for example, students are working on a project for math class, they may end up going to work with their math teacher with a few other students. Since student needs vary, so will MGS classes. Some MGS classes may be quiet study, others enrichment, remediation, peer tutoring, etc. In other words, MGS classes will vary in content and size.

### What is the + Period?

The + Period was added to the 7<sup>th</sup> and 8<sup>th</sup> grade student schedule to allow for additional intervention and enrichment opportunities. Students who require additional support in acquiring reading, writing, and math skills will participate in targeted interventions during this 45 minute period. At the same time, other students will have additional learning experiences throughout the school year. These students will rotate between the various + Period offerings on a quarterly basis. Some of the + Period offerings include (but not limited to): Careers, Science Inquiry, Communications, Current Events, or Math Problems in Real Time.

## CHARACTER

Along with the "4 Be's," staff and students at Glacial Drumlin School focus on positive **CHARACTER** traits throughout the year. The middle level is a perfect time to build a repertoire of positive **CHARACTER** traits that are tools to use throughout life.

The CHARACTER traits that Glacial Drumlin School will focus on throughout the year include:

Confidence  
Honesty  
Achievement  
Respect  
Ambition  
Cooperation  
Tolerance  
Empathy  
Responsibility

## Child Find Notification

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

## Confidentiality of Student Records

The Board of Education recognizes and accepts its responsibility to adopt policy regulating the creation, maintenance, and dissemination of student records. Essential to this policy are the following principles:

1. The primary purpose of creating student records is to provide a basis for making sound educational decisions. Records may also be created when they can be expected to have some benefit to the student.
2. Adult students and the parents of minor students should have access to their individual student records and have an understanding of how this information is being used.
3. A procedure is available for parents and students to correct or amend inaccurate records.
4. Students and/or parents are able to prevent student information from being released to people outside the school, unless the release is required by law.
5. All school staff must take reasonable precautions to ensure that data in student records is reliable and is not misused. Maintaining confidentiality of student records is a major obligation of the school. Information may be released to people outside the school only with student and/or parent/guardian consent unless the release is required by law.

To further protect the privacy and interests of students, no lists of student names, addresses, and/or telephone numbers may be released by the school without the approval of the Superintendent. The Superintendent shall direct the development of procedures and regulations to implement this policy. These procedures and requirements shall be based on incorporating all the provisions of the following laws and rules:

1. Sections 118.125 of the Wisconsin Statutes;
2. Section 438 of P.L. 93-380, Family Educational Rights and Privacy Act of 1974, which is an amendment to the General Educational Provisions Act 90-247;
3. Sections 99.1-99.67 of the Rules and Regulations to Section 438 of P.L. 93-380;
4. Section 615 (b)(1)(A) of P.L. 94-142, Education of the Handicapped Act of 1975
5. Sections 121a560-121a574 of the Rules and Regulations to P.L. 94-142.

**(Monona Grove School Board Policy 505.1)**

## **Electronic Devices**

### **Two-way Communication Devices**

Student use of electronic paging or two-way communication devices is prohibited during school hours while on premises that are owned or rented by or under the control of the Board of Education. A student may use a paging or two-way communication device for emergency and medical reasons or other purposes as deemed appropriate by the school administration.

Students violating this policy shall be disciplined in accordance with established procedures as outlined in the student handbook. The school administration may confiscate a paging or two-way communication device if deemed appropriate.

**(Monona Grove School Board Policy 443.5)**

Cell phones should not be used between the hours of 8:00am and 3:20pm. In fact, they should be turned off and locked in lockers throughout the day. This expectation is in place both for safety/security reasons and to cut down on disruptions during the school day.

**Students who choose to use electronic devices or two-way communication devices (including, but not limited to cell phones and computers) for the purposes of harassing, bullying or otherwise negative interactions with other Glacial Drumlin School students will be subject to investigation on the part of Glacial Drumlin School administration. Inappropriate use of personal electronic devices to harm other students is grounds for school disciplinary action. (See Harassment on Page 18 and Monona Grove School Board Policy 411.1 on Page 23).**

## **iPods and Other Listening Devices**

iPods, MP3 Players, CD players, and other music devices may be used on the bus, but may not be used at school unless approved in the Bring your own device guidelines (BYOD)

See BYOD guidelines on page 24 of the handbook

## **E-mail Accounts**

All Glacial Drumlin School students, grades 5 through 8, will be issued student e-mail accounts. These student e-mail accounts will remain with the students throughout the rest of their time in the Monona Grove School District.

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

### **Student E-mails & Children's Online Privacy Protection Act (COPPA)**

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

### **Monona Grove School District Computer Use Policy for Students**

#### ***The Internet: Benefits, Risks, and Policies Reducing Risk***

Monona Grove School District offers students access to the district computer network and the Internet, which gives students access to educational resources around the world. Many classes incorporate the Internet as a primary research resource.

Although there is a national consensus among educators that the benefits of Internet access outweigh the risks, parents should know that because anyone can publish on the Internet, many sites contain material that is illegal, defamatory, inaccurate, or offensive. Although it is impossible to eliminate the risk that students might be exposed to such material, Monona Grove student's risk is reduced by the following rules and policies:

- 1) No student may use any district computer unless a supervising adult is in the same room.
- 2) Student use is electronically monitored, so that students can be held accountable for Internet sites they have visited. (See below for guidelines on acceptable sites.)
- 3) Monona Grove School District may filter Internet traffic coming into its network, to restrict access to inappropriate sites.

Despite these risk-reducing policies, determined students might still be able to access inappropriate sites, and Monona Grove School District does not

guarantee that such access will be impossible on the District computer system. Ultimately, students are responsible for where they choose to go on the Internet.

Parents who are concerned about risk to their children because of Internet access should contact their child's principal.  
**(Monona Grove School Board Policy 505.11)**

#### Policies Governing Student Use of the Monona Grove School District Computer Network

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

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

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

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

## Emergency Procedures

### Fire

If a fire starts at school, staff and students will hear the alarm sound in a long, steady blast. To assure everyone's safety, the following rules must be followed:

1. Students should leave books and papers in room.
2. Staff and Students should LISTEN and follow directions.
3. Students should WALK in a single file line with their teacher who will take attendance to be sure that everyone has evacuated the building safely.
4. Students should REMAIN with their teacher until further directions are given.

### Tornado/Severe Weather

In the case of a **TORNADO or SEVERE WEATHER WARNING**, which means a tornado or severe weather has been spotted; we will take shelter in the areas specified in the *Glacial Drumlin School Emergency Procedures Poster* displayed in every classroom. To assure everyone's safety, the following rules must be followed:

1. Students should leave books and papers in classroom.
2. Staff and students should LISTEN and follow directions.
3. Students should WALK in a single file line to the designated area.
4. Students should SIT & POSITION themselves kneeling facing a wall with their hands over their head until the main office has given the "ALL CLEAR".

## Emergency Weather Procedures

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

### Announcements

Any announcements concerning the closing of school due to bad weather can be heard on WTSO (1070 AM), WIBA (1310 AM), Z104 FM, and WILV (94.6 FM), or local TV stations prior to 7:00 AM. **Please do not call the school.** The district web site will have current information as well.

## Cold Weather Recess Guidelines

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

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

Students should come to school dressed appropriately for the weather. Students are encouraged to go outside; however, when temperatures are **below 20 degrees** students are permitted to spend lunch recess at one of the designated indoor areas.

Students should not arrive at school before 7:30am. The building is not open and there is not supervision before that time.

### **Early Dismissal Due to Poor Weather**

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

## Family Education Rights and Privacy Act (FERPA)

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts receiving assistance under the *Elementary and Secondary Education Act of 1995* (ESEA) to provide military recruiters, upon request, with three (3) directory information categories: names, addresses, and telephone listings, unless parents have advised the district that they do not want their student's information disclosed without prior written consent. (these laws are: Section 9528 of the ESEA (20 USC 7908), as amended by the *No Child Left Behind Act for Fiscal Year 2002* (PL 107-107), the legislation that provided funding for the nation's armed forces.)

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

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

## Grading Policy

### 5<sup>th</sup> grade

Report cards will be available electronically at the end of each of the four quarters.

Teachers for Core classes (i.e. math, science, social studies & English/Language Arts) will assign grades every quarter. There is NOT a cumulative Grade Point Average (GPA). Each quarter will be a separate grading unit without a cumulative GPA. Progress grades will be issued midway in terms 2, 3, and 4.

Related Arts will issue 2<sup>nd</sup> Quarter and 4<sup>th</sup> Quarter Knowledge & Skills grades. At the end of 1<sup>st</sup> Quarter and 3<sup>rd</sup> Quarter, a progress grade will be issued. The quarter progress grades will accumulate to semester grades for Related Arts in 5<sup>th</sup> grade.

Only Related Arts teachers will give a Citizenship grade in the 2<sup>nd</sup> and 4<sup>th</sup> Quarter. All teachers will issue an Effort grade each quarter. Related Arts Effort grades will be done in conjunction with Knowledge & Skills grades.

#### EXPLANATION OF RATING KEY

- 4 Outstanding - The student is making outstanding progress and performs at an outstanding level for this grade. The student frequently applies skills to other subjects. When percentages are used, the student receives 94-100% on tests and written work.
- 3 Good/Very Good - The student is making good/very good progress and performs at an acceptable/highly acceptable level of this grade. The student sometimes/usually applies skills to other subjects.
- 3+ When percentages are used, the student receives 91-93% on tests and written work.
- 3 When percentages are used, the student receives 85-90% on tests and written work.
- 3- When percentages are used, the student receives 80-84% on tests and written work.
- 2 Needs Improvement - The student is performing below an acceptable level for this grade. The student applies skills to other subjects. When percentages are used, the student receives 70-79% on tests and written work.
- 1 Unsatisfactory - The student is not attaining basic objectives/concepts and is performing far below an acceptable level for this grade. The student does not apply skills to other subjects. When percentages are used, the student receives below 70% on tests and written work.

#### Effort Rating

+ Area of Strength

\* Satisfactory

- Area of Difficulty/A Not evaluated at

### 6<sup>th</sup> – 8<sup>th</sup> grade

Report cards will be available electronically at the end of each of the four quarters. Students are graded in three different areas:

1. Knowledge & Skills
2. Effort

The **Knowledge & Skills** and **Effort** grades will be calculated utilizing the following scale:

100 - 99 = A+	98-93 = A	92-90 = A-
89-88 = B+	87-83 = B	82-80 = B-
79-78 = C+	77-73 = C	72-70 = C-
69-68 = D+	67-63 = D	62-60 = D-
59 & Below = F		

#### \*\*6<sup>th</sup> Grade Encore Grades

Due to the number of sections in 6<sup>th</sup> grade Encores, these classes are on a five (5) term schedule while 6<sup>th</sup> grade Core classes are on a four (4) term schedule. The Encore grade for each term will be reported on the Quarterly report card that falls AFTER the Encore term ends.

#### Grade Point Average (GPA)

The **Knowledge & Skills** grades are used to calculate a student's grade point average (GPA). Each school term, students can earn honor roll status with a grade point average of 3.30 GPA and high honor roll status with a 3.6 GPA or above.

<b>Knowledge &amp; Skills Scale:</b>	A+=4.3	A=4.0	A-=3.7	
	B+=3.3	B=3.0	B-=2.7	
	C+=2.3	C=2.0	C-=1.7	
	D=1.3	D=1.0	D-=.7	F=0

## Hiking, Biking, Skateboarding, or Rollerblading

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

## Incompletes

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

In some circumstances (medically documented problem, hospitalization, a death in the family) the student will have two weeks from the end of the grading period to have work completed. These circumstances will be approved in writing by the principal. If the work is not completed, the student will receive a grade based on work recorded.

## Lockers

Students (grades 6 – 8) will be issued two lockers, a PE locker and a hallway locker. Fifth grade students will be only issued a hallway locker. **Lockers are the property of the school and may be checked at any time with or without the student's permission.**

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

## Locker Room Privacy

Locker rooms are provided for the use of physical education students, athletes and other activity groups or individuals authorized by the building principal or Board policy. The district recognizes the privacy rights of individuals using the locker room and shall take reasonable measures to protect an individual's privacy.

No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. These restrictions apply, but are limited to, college recruiters or representatives and media personnel. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.

Under no circumstances may cameras, video recorders or other recording devices be used in the locker room. Also, no person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room. In addition to locker rooms, restrooms have the same restrictions.

Persons violating this policy shall be subject to appropriate disciplinary action in accordance with District procedures and/or penalties under state law or local ordinance. The building principal or his/her designee shall be responsible for enforcing this policy.

**(Monona Grove School Board Policy 731.2)**

## Lost and Found

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

## Lunch Account

Student lunch accounts utilize the Infinite Campus system. Students will be issued a Student ID card. Student ID cards will be issued within the first few weeks of school. Once ID cards are issued, it is necessary that students have their Student ID card with them at the time they purchase school lunch. Students that misplace, lose, or destroy their Student ID card will be required to replace the card.

## Make-up Work Requirements

Students are required to make up the school work missed when an excused absence occurs. The amount of time allowed to accomplish this is double the number of days that the student was absent. The student may receive an F for work not turned in within these time limits. If a test has been missed, arrangements need to be made to take the test. Teachers are aware that sometimes a student needs to make up several tests.

If papers, projects, or other materials are due on the day of an excused absence, the student will be required to deliver these immediately upon returning to school the following day.

Students with unexcused absences will have the opportunity to complete work within the time frame as noted above. However, students may not receive full credit.

## Medicine at School

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

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

**Non-prescription Medication:** If administered by school personnel, it must be accompanied by written parent/guardian permission and directions.

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

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

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

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

All medication use forms may be obtained on-line at the [www.mononagrove.org](http://www.mononagrove.org) under "Resources".

## **Morning Arrival**

The school building is open with supervision beginning at approximately 7:30am and students may go to the Courtyard, Commons (Breakfast will be available for purchase starting at 7:35am), Gym, and IMC at that time. Other parts of the building are NOT open for students until 7:53am unless a student has a pass to see a teacher, has a lesson, etc.

## **Preparing Students for the 21st Century**

At Glacial Drumlin School, we recognize that one of our roles is to prepare students for the demands of the 21st Century workplace. It is no secret that the world is different today than it was even ten or fifteen years ago, so the information that we provide students needs to keep pace with those changes.

The "Partnership for 21st Century Skills", which the Wisconsin Department of Public Instruction is aligned with, points out that today's learners need to focus on Core Subjects and 21st Century Themes (including global knowledge, literacy, thinking skills, etc), Life and Career Skills (including communication skills, character development, etc.), Learning and Innovation Skills (including collaborative skills, the ability to solve problems, etc.), and Information, Media and Technology Skills (including information literacy, media literacy, and technology literacy). While many of these areas are already a focus in the current curriculum at Glacial Drumlin, staff will continue to look at new ways to infuse 21st Century skills into their content areas.

Unlike many models that describe *what* to teach, the 21st Century model also provides support systems for teachers/schools so that they know *how* to move forward positively. For more information about the Partnership for 21st Century Skills, please check their website at [www.21stcenturyskills.org](http://www.21stcenturyskills.org).

## **School Liaison Officer**

Through collaboration with the City of Monona Police Department and Village of Cottage Grove Police Department, Glacial Drumlin School has regular access to a School Liaison Officer. This officer is available for educational purposes as well as law enforcement purposes. The officer has been assigned to Glacial Drumlin School to assist students with school and community concerns. As a school staff member, the School Liaison Officer may be involved in school investigations. Parents will be notified when the officer investigates community events involving GDS students.

## **Smoking**

Smoking is prohibited on the school grounds or at school events. Possession of any tobacco product is prohibited. Violators are subject to suspension and will face police action including large fines and mandatory court appearances.

## **Student Activities, Sports, and Clubs**

There are many activities that students can be involved in while at Glacial Drumlin. We welcome new ideas about additional activities. Here is a list of a few things that **may be** offered during the school year

### **SPORTS, ACADEMIC & OTHER ACTIVITIES**

6th grade Intramural sports	Student Council (5-8)
7th & 8th grade girls' volleyball & basketball	School Dances (5-8)
7th & 8th grade girls track & field	Talent Show (5-8)
7th & 8th grade boys basketball	Jazz Band (8)
7th & 8th grade boys track & field	Sizzling Strings (6-8)
Geography Bee (5-8)	Show Choir (7-8)
Math Team (5-8)	Spelling Bee (5-8)
Glacial Drumlin Fun Run (5-8)	Washington D.C. trip (8)
Destination Imagination	American Mathematics Contest
Regional Math Meet (6-8)	Yahara River Writing Contests (6-8)
Wisconsin Math League (6-8)	GOALS Group (6-8)

## **Student Attendance at After School or Evening Events**

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

## **Student IDs**

Every student will be provided one picture ID at the beginning of the school year. Students are advised to have their IDs with them throughout the school day. The student ID serves as general identification and food debit card. It is highly recommended that each student have a lanyard to hang his/her Student ID from.

Students without a regular Student ID card will be required to sit in the cafeteria and wait until all other students have purchased their school lunches. Students that habitually misplace their school ID may be referred to the school administration and may be required to purchase a new ID to be kept in the cafeteria.

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

## **Student Nondiscrimination**

It shall continue to be the policy of the Monona Grove School District not to discriminate on the basis of national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, sex, age, or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the U.S. Department of Education including Section 504 of the Rehabilitation Act of 1973.

Section 504 provides that: "No otherwise qualified individual shall solely, by the reason of his or handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..." (29 USC 794)

If an adult, parent, or legal guardian disagrees with the determination made by the professional staff of the Monona Grove School District, he/she has the right to file a complaint with the Monona Grove School District, have a hearing with an impartial hearing officer, or submit a complaint to the U.S. Department of Education, Office of Civil Rights, which enforces Section 504. Questions may be directed to:

Nondiscrimination Officer and Title IX Coordinator  
Monona Grove School District  
5301 Monona Drive  
Monona, Wisconsin 53716  
608/221-7660 ext. 330

All students shall have an equal opportunity to participate in, and benefit from, all academic and extra-curricular activities and services.

In addition to the first paragraph, the district will make reasonable accommodations for a student's sincerely held religious beliefs with regard to all examinations and other academic requirements.

It shall continue to be the policy of the Monona Grove School District to make all employment decisions in a nondiscriminatory manner. No decision as to hiring, assignment, promotion, transfer, layoff, termination or reinstatement shall be made on the basis of religion, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, sex, age, or handicap.

The district Nondiscrimination Officer shall receive complaints regarding discrimination (under S. 118.13). Written acknowledgement shall be provided within 45 days of receipt of a written complaint and a determination issued within 90 days of the receipt of the written complaint unless parties agree to an extension.

Title IX

**The School District of Monona Grove and the Board of Education shall not discriminate on the basis of sex, against a potential employee, an employee or student in any of its educational programs and activities, employment practices and policies or personnel practices or policies.**

**Additionally, the Monona Grove School District shall comply with Title IX of the Educational Amendments of 1972 in that no employee or student shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any school sponsored program or activity.**

## Student Services

If students need assistance, they are encouraged to come see one of our Student Services staff members in the main office. If a Student Services staff member is not immediately available, students may request a form from office staff.

## Telephone Use

Glacial Drumlin School is fortunate to have a great telephone system. Therefore, students should not carry cell phones with them during the school day. The expectation is that cell phones remain in lockers. Because students and staff have access to phones easily, we do not wish to disrupt the learning environment during the school day. Students are allowed to use the office or classroom phones to call parents because of illness, emergency, and permission to stay after school to work with a teacher.

## Wellness Policy

The Monona Grove School District recognizes that good health is related to student performance, growth, development, readiness to learn and overall physical well-being. Healthy eating patterns and regular physical activity are essential for students to achieve their full academic and life potential. The District aims to promote wellness by supporting and modeling a healthy school environment. Decisions made in school programming will reflect and encourage positive nutrition and wellness messages.

Some policy excerpts are:

- Food sales/parties for students that are held during school hours will not conflict with the lunch and breakfast programs
- Healthy food choices or non-food items are acceptable as learning incentives. The use of foods with minimal nutritional value, such as candy, is not acceptable.
- Students will participate in physical activities that meet or exceed state standards.
- Students shall receive nutrition education designed to provide them with the knowledge and skills necessary to adopt healthy eating behaviors.

(Monona Grove School Board Policy 458 can be found on our district web site at [www.mononagrove.org](http://www.mononagrove.org).)

## STUDENT ATTENDANCE

### Student Absences

If a student is going to miss school because of illness, please be sure to have a parent or guardian call the attendance "hot line" as soon as they know the student will not be attending school. This will assist us in keeping an accurate attendance count. **Our attendance line is 839-8437, and is available 24 hours a day, seven days a week.** Parents can leave a message about the absence on voice mail. Failure to notify the office by 8:30 AM will result in an automated call home at 9:15am. Additionally, an email will be sent at 10:00 am.

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

(Monona Grove School Board Policy 431 is available online @ [www.mononagrove.org](http://www.mononagrove.org).)

### Student Illness

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

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



# GDS Code of Conduct

Individual classroom teachers or teams handle the majority of classroom behavior issues. Team and individual teachers generally establish guidelines for appropriate behavior at the beginning of the school year. Teachers usually attempt several intervention strategies before involving administration in an issue. These intervention strategies may include talking to the student during or after class, talking or conferencing with the parent, assigning detention, etc.

If the administration does become involved in a disciplinary issue, a written disciplinary referral form will be submitted to the office. When the administrator receives a written disciplinary referral, he/she will review and process the infraction with the student and work with the student in deciding an appropriate consequence. Whenever possible, students will have the opportunity to help choose a solution to the problem that will not only discourage students to make the same mistake twice, but to learn from the mistake that was made.

Put simply, our goal at GDS is to help students develop character traits that will help them succeed throughout their lives. The list of expectations below relates to each character trait, but is not intended to be complete. The school administration does reserve the right to vary consequences based on individual situations and school board policy.

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

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

## **Honesty (*Students will be trustworthy and truthful, no matter what the consequence.*)**

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

## **Achievement (*Students will set goals to help me do their best and will work to meet them.*)**

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

## **Respect (*Students will show kindness and consideration to themselves, other people, and will respect the expectations at GDS.*)**

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

## **Ambition (*Students will try to be the best they can be, and will try their hardest no matter how hard the challenge.*)**

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

## **Confidence (*Students will learn to believe in themselves and feel comfortable with who they are.*)**

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

## **Tolerance (*Students will respect different cultures, races, and beliefs of their peers.*)**

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

## **Empathy (*Students will understand and care about the feelings and sensitivities of others.*)**

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

## **Responsibility (*Students will help create a safe and productive climate and culture.*)**

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

**Key Characteristics of the GDS Restorative Discipline Policy:**

- Allowing differentiated consequences allows for individualized learning opportunities.
- Each “Assignment” is designed to help students learn from mistakes so they don’t happen again.
- Each “Assignment” can be designed using various research based discipline models such as Love & Logic, Restorative Practices, etc.
- If students repeat their mistake, there are still options available for learning.
- “Assignment” can be completed in In-School-Suspension or REAL Time, if necessary.
- For students that are working through multiple options, each option can provide data for more informed decision making by parents, staff, and administrators.
- Some behaviors may include police (or other outside resources) intervention depending on the severity of the behavior.
- In extreme cases, student behavior may lead to expulsion proceedings. Examples include repeated failure to follow school rules, knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosive, or any conduct while at school or under the supervision of a school authority that endangers the property, health, or safety of others.

**Additional Code of Conduct Interventions**

In conjunction with the Restorative components of Glacial Drumlin School’s Code of Conduct, supplementary, more “traditional,” consequences may be assigned at the discretion of the classroom teacher or school administrator involved for some infractions. Below is a listing of possible “traditional” consequences that may be assigned. This list is not meant to be all-inclusive, but rather give a general understanding of potential consequences for various violations of the GDS Code of Conduct. **Final decisions regarding behavioral consequences are at the discretion of the school administration who does reserve the right to vary consequences based on individual situations and school board policy.**

<b>Level 1 – infraction</b>	<b>possible classroom interventions</b>
Running in hallway Tardy to class Disrespectful language Minor teasing Classroom insubordination Minor classroom infractions Cell phone use Dress code violations	Restorative choice/assignment Parent contact Classroom restriction Peer/staff mediation Restorative Circle Notification to office for specific offenses Student behavior monitoring plan
<b>Level 2 – infraction</b>	<b>possible office interventions</b>
Repeated Level 1 infractions Cheating Harassment (physical, verbal) Bullying/Extortion Verbal/Written Threats Physical altercations (pushing, kicking) Graffiti/Vandalism Derogatory language directed at others Chronic/Severe insubordination Pornographic/obscene material Truancy Significant Computer Network Use violations	Restorative choice/assignment Parent contact Level 1 consequences Lunch detention REAL Time appointment School privilege restriction Peer/staff mediation Restorative Circle Possible Student Services involvement In School Suspension Out of School Suspension Student behavior monitoring plan
<b>Level 3 – infraction</b>	<b>possible office interventions</b>
Repeated Level 2 infractions Severe, ongoing harassment Physical altercations (assault) Theft Threats to cause bodily harm Bomb threats Arson Drug/alcohol related offenses Weapon related offenses Gang related offenses Sexual misconduct Disorderly Conduct	Restorative choice/assignment Parent contact Level 2 consequences Student Services involvement Police involvement Referral to outside agencies Out of School Suspension Recommendation for Expulsion (depending on infraction and district guidelines) Student behavior monitoring plan

## **Academic Honesty Statement**

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

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

## **Drug and Alcohol Use**

The Board recognizes that drug and alcohol use and abuse are problems within U.S. schools of the nation. The Board recognizes that alcohol and drug use/abuse is a problem that must be addressed. The Monona Grove School District becomes concerned when an individual student's behavior endangers the property, health, or safety of others on or off school grounds, or during a school-related activity.

1. No student shall possess, distribute, sell, ingest, use or be under the influence of alcohol or drugs or drug paraphernalia while on the school property, while under the supervision of a school authority or while involved in any school-related activity. Prescription medications are to be construed as exceptions to this policy when used by the individual for whom they were prescribed and, in the manner, and amount prescribed.
2. A student shall be required to submit to a breath test to determine the presence of alcohol or a urine screening test to determine the presence of drugs if the student denies being under the influence of alcohol or drugs and no immediate mitigating evidence is provided to reduce suspicion.
3. If a chaperone at a school sponsored event suspects that a student is under the influence of alcohol or drugs, he/she shall immediately notify the building administrator or his/her designee. In all other cases, a student suspected of being under the influence of alcohol or drugs shall be immediately referred to a principal, assistant principal, and/or police officer. If the situation constitutes a medical emergency, emergency medical services shall be contacted and the student's parent(s)/guardian(s) shall be notified. Other suspected violations of this policy shall be referred to the principal, assistant principal, or his/her designee.

**(Monona Grove School Board Policy 443.4 is available online at [mononagrove.org](http://mononagrove.org).)**

## **Harassment**

The Monona Grove School District has a no-nonsense anti-harassment policy (Board Policy 411.1) which prohibits harassment of students based on their sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. This policy is intended to protect students whether they actually belong to or are perceived as belonging to one or more of the above-mentioned categories by those engaged in the harassment.

The Monona Grove School District has developed a user-friendly system for filing complaints about ongoing harassment. Students are encouraged to report incidents of harassment to any responsible adult in the school with whom they have confidence and trust and feel comfortable. Every adult has been given Harassment Report Forms that can be completed by students and submitted to the guidance office.

**(Monona Grove School Board Policy 411.1)**

**If any sort of harassment, or other negative behavior, occurring outside of the school (including technology related events) creates an unsafe or unhealthy learning or work environment for any student or staff, GDS administration may intervene.**

### **Harassment Reporting Process**

Incidents of harassment must be reported in a timely manner. Once a complaint has been filed, either verbally or written, the following actions will take place:

1. The principal, in cooperation with Student Services staff, shall interview all parties within five school days of complaint form being filed.
  - a. If additional time is needed administration will document this.
2. Administration will consider appropriate consequences, restorative procedures and strategies as interventions.
3. Within five days of the report, administration will contact complainant (and/or guardians) as to the outcome of the investigation.

**In the Spring of 2013, the City of Monona passed an ordinance prohibiting bullying. This city ordinance may be referenced in school discipline matter related to Bullying and/or Harassment.**

**For the full Monona Grove School Board Policy regarding Student Harassment please reference page 22 of this handbook.**

## Restorative Education Action for Life (REAL) Time

Students who receive a disciplinary referral may be assigned to the REAL Time program. This program allows students to “fix” negative behaviors by completing a restorative assignment or community service tasks under the supervision of a Glacial Drumlin School staff member. Generally, students are assigned to REAL Time for 2 hours, but the length of time is at the discretion of school administration. REAL Time generally is held on Monday and Wednesday from 2:35pm – 4:35pm (5<sup>th</sup> grade) and 3:05pm – 5:05pm (6<sup>th</sup> – 8<sup>th</sup> grade).

## Student Dress Code

Students are expected and required to wear clothing that is appropriate and safe. If in the judgment of a middle school staff member, the dress of a student is a distraction to the educational process or constitutes a health hazard, that student will be seen by the school administration or an assigned agent.

If students are found by administration to be in violation of the GDS Student Dress Code, students will be directed to change into appropriate clothing. A phone call may be placed to a parent/guardian to assist in obtaining appropriate clothing. If parents cannot provide appropriate clothing, **school will provide clothing** (to be returned at the end-of-day).

**Listed below are examples of items that are inappropriate for a school environment and are therefore not allowed.** Final interpretation of appropriate attire will be made by the Glacial Drumlin School administration.

1. Apparel with alcohol, tobacco, or other drug related logos or topics.
2. Apparel with sexually suggestive images/verbiage, sexual innuendo, obscenities, or racial/gender slurs.
3. Any shirt that is above the belt-line.
4. Slippers or other footwear that does not have a hard sole. (Flip flops are permissible.) Footwear must not be able to be easily folded in half.
5. Short mini-skirts, dresses, or shorts must provide adequate coverage and **no short shorts**
6. Apparel or accessories that commonly depict gang membership.
  - a. This includes particular dress styles and colors, as well as any clothing/accessories with gang symbols/verbiage written on it.
7. Clothing that does not provide adequate coverage, such as excessively sagging pants, low cut shirts, spaghetti strap shirts, tank tops, or clothing with holes or tears.
  - a. All underclothing must be covered at all times. Shirt necklines must not expose cleavage.
  - b. Shirts must have two shoulder straps
  - c. Sagging pants must not display underclothing and may not be worn lower than the bottom of the hipbone.
8. Hats, bandanas, hoods, do-rags, other head coverings and sunglasses.

Coats may be worn to school, at recess, and from school. Winter coats and jackets may NOT be worn in the classroom. Students may wear light jackets, sweaters and sweatshirts during the school day. The main office supplies clothing to students if they are in need of additional covering.

Not following the above stated guidelines will result in the following:

1. Students will be asked to correct any dress code violation before returning to class.
2. Parents will be notified after a second violation.
3. Multiple violations may result in behavioral referrals for insubordinate behavior.

## Weapons

*Excerpts from School Board Policy 502.4 - Weapons*

### **Definition of a weapon:**

A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, explosive device, metal knuckle or any other object which by the manner in which it is used, is capable of inflicting bodily harm. A look-alike weapon is defined as a toy gun, non-working replica of a weapon, cap gun, starter pistol or any other object, which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose. (The list of weapons is illustrative only and is not intended to be an inclusive listing of all weapons or look-alike weapons as defined in this policy.)

It is the goal of the Monona Grove School District to provide a safe and healthy environment for all people on its premises or attending any of its activities or functions. Therefore, except as otherwise provided:

1. No person shall possess, use or threaten use of a weapon or look-alike weapon on school premises, in school-sponsored vehicles or at any school-related event;
2. No person shall possess a firearm within 1,000 feet from the grounds of a school; and
3. No person shall unlawfully possess, use or threaten the use of a chemical irritant (e.g. pepper spray) on school premises, in school-sponsored vehicles or at any school-related event.

A Monona Grove student who violates this policy shall be subject to school disciplinary action, including suspension and/or expulsion in accordance with state and federal laws and Board policies, and shall be referred to law enforcement officers. In accordance with state and federal law, a student who possesses a firearm while at school or under the supervision of a school authority shall be expelled from school for not less than one year.

(Copies of the complete school board policy 502.4 are available online at [mononagrove.org](http://mononagrove.org))

## **What I Need to Grow Successfully (WINGS)**

Based on the principles of Positive Behavior Interventions and Supports (PBIS), the WINGS program is Glacial Drumlin School's school-wide program to help support positive student behavior. At the start of the school year, all GDS students are specifically taught what behaviors are expected throughout the school environment. In each classroom, and other school areas, staff display behavior matrices to help reinforce the behaviors that are expected in the various environments. Based on current behavioral data, decisions are made regarding which behaviors should be reinforced or retaught throughout the school year.

In addition, those students who are displaying positive school behaviors have the opportunity to earn WINGS tickets. These tickets can then be exchanged for various incentives or entered into school-wide or grade level drawings. The list of potential student incentives is continuously changing throughout the year, as staff work to find reinforcement for positive student behavior.

If you would like to learn how you can support the GDS WINGS program, please contact the associate principal for details.

## **STUDENT TRANSPORTATION INFORMATION**

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

In cases when a student fails to conduct him/herself properly, the bus driver notifies an administrator at the student's school of the misconduct. Where continuing or extremely serious problems exist, the student's bus-riding privileges may be suspended. Guidelines for proper notification of parents/guardians and due process have been established.

The District shall not discriminate in standards and rules of behavior or disciplinary measures on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotion or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

All buses are equipped with video cameras for the primary purpose of reducing disciplinary problems and vandalism.

The following rule applies to any school-sponsored transportation by bus:

### **Loading/Unloading**

1. Students shall ride on their assigned buses.
2. Students shall get on and off the bus at their assigned stop for am/pm routes.
3. Riders are expected at the bus pick-up point five minutes prior to the schedule pick-up time and shall help keep the bus on schedule. The bus will stop only if the students are at the designated pick-up point.
4. Riders should stay off the roadway at all times as well as practice safe and courteous behaviors to other riders and to passerby's vehicles while waiting for the bus. Students shall walk on sidewalks and if no sidewalk is available the student shall walk on the side of the road facing traffic to get to the bus stop.
5. Riders should wait until the bus has come to a complete stop and the driver has signaled them before moving towards the bus. The riders should be in single file before entering the bus. If children must cross the roadway to get to the bus, they may cross the road only after the bus driver has signaled that it is safe to cross.
6. After getting off the bus and checking to be sure that no traffic is approaching, and after receiving the signal from the driver, riders may cross the road. Riders should cross the road 10 feet in front of the bus so that the driver can see them cross and for other safety reasons. Riders should be alert to the danger signal, a steady blast of the horn, from the driver. Should that danger signal be sounded, the students should return to curbside (the right hand side/door side of the bus).
7. Students shall be courteous, behave in an orderly fashion, and help look after the comfort and safety of small children.
8. Guest ridership is prohibited.

### **Conduct While on the Bus**

1. Students shall respect and follow the direction of the driver. All school rules apply on the bus.
2. Students shall assist in keeping the bus safe and sanitary at all times.
3. Students shall sit and remain seated while the bus is in motion. If applicable, students will be seated in their assigned seats.
4. Students shall not throw anything inside the bus or out of the bus windows and should keep hands and head inside the bus at all times.
5. Students shall never tamper with the bus or any of its equipment. Damage shall be paid for by the offender.
6. Riders should keep the volume of their talking and laughing at conversational levels. Loudness and unnecessary confusion could divert the driver's attention and result in an accident. When approaching a railroad crossing stop, riders shall remain silent.
7. Students shall remain in the bus in case of road emergency, unless directed to do otherwise by the driver.
8. Transporting animals or glass articles, are prohibited.
9. Transporting rollerblades, skates, scooters or skateboards are prohibited, unless fully enclosed in a backpack.
10. Students shall keep personal items out of the aisles.
11. Disrespectful, obscene or vulgar language and gestures are not allowed.
12. Food or beverages are not to be consumed on the bus, and use of tobacco is prohibited.
13. Students on trips must respect the instructions of the chaperones who have been appointed by school officials to accompany the bus drivers.

### **Notifying the bus contractor of absences (Nelson's Bus Service, 608-221-8417)**

1. Parents/guardians should notify the bus contractor by 6:30 AM if their student(s) is not riding the bus that day. The bus contractor has a 24-hour voice mail as well as e-mail allowing the parent/guardian to report the absence at his/her convenience.
2. Should a student(s) not be riding the bus for an extended time, the parent/guardian should notify the bus contractor the days the student(s) will not be using the bus service.
3. Students are not allowed to ride on alternative bus routes. Notes or phone calls will not be accepted. All assigned buses are the only bus that students may ride.

## Disciplinary Procedures

Since safety is a prime concern, appropriate behavior is the expectation. Students not following expectations shall be subject to disciplinary procedures which may include:

- Written warning
- Student conference
- Parent conference
- Restorative Practices
- Suspension of riding privileges
- Suspension in school
- Suspension out of school
- Law enforcement referral
- Expulsion
- Other

## Co-Curricular and Special Activity Trips

1. The above rules and regulations apply to any trip under District-sponsorship. However, in certain circumstances, with permission, and under the supervision of chaperones, food and beverages will be permitted. The riders are responsible for picking up any litter that results from food and beverages.
2. Bus conduct on co-curricular and special activity trips is the responsibility of the supervising chaperones.
3. Riders making a co-curricular or special activity trip must return on the same bus, unless written authorization from parents/guardians has been presented to the supervising employee in advance of the activity.

## Late Bus

A late bus is available for Glacial Drumlin students living in Monona while school is in session.

**Students must have participated in a school sponsored activity to be able to ride the late bus.** Arrangements for getting home from the high school should be made prior to going to the high school as there is no phone access in the evening. **There is no late bus for Cottage Grove students.**

# Monona Grove School District

## Board Policy 411.1

### STUDENT BULLYING AND HARASSMENT

The Monona Grove School District is committed to providing a healthy learning and working environment within the MGSD environment. Therefore, harassment within the MGSD environment including bullying, hazing and/or intimidation will not be tolerated, including but not limited to harassment on the basis of race, sex, color, creed, religion, ancestry, national origin, handicap, physical, mental, emotional or learning disability, arrest or conviction record, pregnancy, marital status, parental status, sexual orientation, homeless status, membership in the military service or other characteristics protected by law. This includes sexual harassment and electronically transmitted acts of harassment which directly affect the school environment.

This Policy applies to MGSD students. All of whom have an obligation to promote, monitor, and maintain a District-wide harassment-free learning and working environment. Harassment of students in the school setting will not be tolerated by the Monona Grove School District. For purposes of this policy, "school setting" includes schools, school grounds, school buses, school-sponsored social events, trips, sports events, or similar school-sponsored events and functions and travel to and from school and/or school sponsored events.

The Monona Grove School District is committed to the prevention of harassing behavior and to redirect these behaviors in a manner that will provide intervention for both victims and instigators or perpetrators of harassment. Intervention may include professional development, counseling, classroom activities and instruction. School climate must discourage all harassment whether among students, staff, employees, administration or other community members.

#### Definition Harassment

Harassment is defined as any physical, verbal, or written conduct and/or electronic transmissions that interferes with a person's work or school performance, or that creates an intimidating, hostile, or offensive school or work environment. Actions that are deliberate, repeated, or if occurring only once, when sufficiently severe to interfere substantially with one's in school performance or to create an intimidating hostile in school environment will be considered harassment and will not be tolerated

#### Sexual Harassment

Sexual harassment is a form of harassment and it will not be tolerated. Sexual harassment includes unwelcome and unsolicited sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to, unwelcome sexual advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes or physical assault.

No student within our school communities shall threaten or insinuate, either explicitly or implicitly, that a student's, employee's, applicant's or volunteer's refusal to submit to sexual advances will adversely affect the person's academic standing, employment, work status, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career or educational development.

#### Bullying

Bullying is another form of harassment and will not be tolerated. Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or attacks on the property of another. It may include, but is not limited to, action such as verbal taunts, spreading rumors, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Bullying may include the use of a computer or other telecommunications such as PDA's, cell phones, and other electronic communication devices to send embarrassing, slanderous, threatening, or intimidating messages.

#### Hazing

Hazing is defined as any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, or that results in property damage or theft, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in (collectively called "initiation activities"), or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District. Hazing is prohibited by the Monona Grove School District.

#### Dissemination of Policy

This policy will be disseminated to students of the MGSD.

#### False Accusations

The Monona Grove School District prohibits any student from falsely accusing another. The consequences and appropriate remedial action for anyone found to have falsely accused another person of harassment or bullying will be processed in accordance with district policies, procedures, and agreements.

#### Retaliation Prohibited

The District prohibits retaliation against anyone who reports an incident of harassment files a complaint of harassment or assists in an investigation. Students who retaliate shall be subject to discipline. The school staff or administrator will support students making such reports and protect against any potential retaliation for making such a report.

Additional procedures for Harassment Reporting, Complaint, Investigation and Discipline processes are delineated in the Administrative Rule 411 Student Bullying and Harassment Procedures

BOARD APPROVAL: November 28, 2012

# Glacial Drumlin School Bring Your Own Device (BYOD) Guidelines

## Student Use of Personal Electronic Devices

In building on the skills that Glacial Drumlin School (GDS) students need to be ready for College and Career in the 21st Century, GDS staff and administration believe that students' use of electronic devices is a critical component of today's educational experience. By structuring the use of **personal electronic devices**, it is our intention that student-owned devices will greatly increase the opportunities students have in using technology for learning in the classroom. This structure will also limit the potential concerns that are often associated with a more restrictive electronic device policy.

### Personal Electronic Device definition:

Personal electronic devices include, but are not limited to: laptops, netbooks (i.e., Chromebooks), mp3 players, and tablet devices (i.e. iPad and iPod) that are able to access district-provided Wi-Fi. Only portable, personal electronic devices, such as laptops, Chromebooks, iPads, and iPods are permitted to be brought to Glacial Drumlin School.

### Statement regarding Cell Phone Use

Cell phones, while able to access Wi-Fi, are NOT included as **preferred** personal electronic device due to the potential for distraction and misuse in the classroom. Teachers will inform students if or when cell phones will be allowed in the classroom. Glacial Drumlin School administration and teaching staff reserve the right to approve/deny cell phone use (for any reason) in the classroom.

### Personal Electronic Device Restrictions

Personal electronic devices at Glacial Drumlin School may not be used to:

1. impede the learning of the owner or other students;
2. endanger the health, safety and/or privacy of any student or any other person;
3. bully or harass any other person;
4. access any illegal or prohibited material; or
5. violate the Glacial Drumlin School *Student Code of Conduct* or Monona Grove School District *Computer Use Policy for Students*.

### Personal Electronic Device Guidelines

Students will be able to use personal electronic devices on Glacial Drumlin School premises under the following conditions:

1. **Personal electronic devices are intended to be used in the classroom for educational purposes under the direction and with the permission of the classroom teacher.** . Students should refrain from accessing social media sites during class periods unless specifically directed by the teacher for an educational purpose.
  1. It is understood that it is the classroom teacher's prerogative as to whether or not personal electronic devices will be used in his/her classroom.
2. **Personal electronic devices, including cell phones, may be used before and after the school day except as otherwise noted.** The "school day" is defined as the time between the start of the first-class period and the end of the last class period.
3. Personal electronic devices may NOT be used during the lunch period unless under the direction and with the permission of a staff member (i.e., to read eBooks).
4. Personal electronic devices, including cell phones, may NOT be used during passing times.
1. **Students who bring personal electronic devices are responsible for their own property and for ensuring that it is used in a respectful, responsible, and safe manner.** It is the responsibility of the student to keep devices turned off/silenced and stored in the locker unless a teacher has given permission to bring personal electronic devices to the class. By bringing a personal electronic device to school, **students and parents/guardians understand that Glacial Drumlin School staff and administration may examine student device use and internet browser history without warning.**
2. **Personal electronic devices of any kind are prohibited at ALL times in locker rooms, restrooms, and other similar private areas.** It is illegal to take photographs, videos or transmit the like in these areas.
3. **Students and parents/guardians must understand and agree that all personal electronic devices and related equipment are brought into the school at the students' own risk.** Glacial Drumlin School, its teachers, and other staff, are not responsible for loss, theft, or damage of personal equipment.
4. **Students should make sure that personal electronic devices are charged before bringing them to school.** Charging of devices will not be allowed at school due to safety hazards.
5. Students utilizing personal electronic devices at school agree that, while within the school or on school property, **the student will only access the Internet through district-provided wifi, and agree to not use any cellular service or other Internet wifi that may be available.**
6. **Use of the school's wireless Internet system is governed by Monona Grove School District's *Computer Use Policy for Students* and the Glacial Drumlin School's *Student Code of Conduct*.** Violations of either are subject to school staff and school administrator intervention and disciplinary procedures in accordance with Monona Grove School District School Board policy.