

STUDENT/PARENT HANDBOOK

**Glacial Drumlin School
801 Damascus Trail
Cottage Grove, WI 53527
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GLACIAL DRUMLIN
— SCHOOL —

2022-2023
Monona Grove School District
mononagrove.org

Welcome to Glacial Drumlin School!

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

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

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

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

Mrs. Kristen Langer
Principal

Mr. James Kamoku
Associate Principal

Mr. Nate Verhage
Dean of Students

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

The Monona Grove Vision and Mission Statement

Our Mission

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

Our Vision

Engaged learning where equity is prioritized.

Table of Contents

GENERAL STUDENT INFORMATION	5
Academic Honesty Statement	5
Anti-Harassment and Bullying	5
Athletics and Activities Code of Conduct Handbook	5
Attendance	5
Illness	6
Preplanned Absences	6
Backpacks	6
Classes	7
Course Offerings	7
Cold Weather Recess Guidelines	8
Confidentiality of Student Records	8
Dress Code	8
Drug and Alcohol Use	9
Email Accounts	10
Student Emails & Children's Online Privacy Protection Act (COPPA)	10
Monona Grove School District Computer Use Policy for Students	10
Policies Governing Student Use of the Monona Grove School District Computer Network	10
Early Dismissal Due to Poor Weather	11
Family Education Rights and Privacy Act (FERPA)	11
Food and Drink at GDS	12
Grading Policy	13
Incompletes	13
Make-up Work Requirements	13
Hat Policy	14
Hiking, Biking, Skateboarding, or Rollerblading	14
IDs	14
Lockers	14
Locker Room Privacy	15
Lost and Found	15
Medicine at School	15
Inhalers	15
Prescription & Non-prescription Medication	15
Student Self-Administration of Medication	15
Morning Arrival	16
Nondiscrimination and Access to Equal Educational Opportunity	16
Personal Devices (cell phones, computers, earbuds) Rule	16

Personal Phones, Earbuds, Computers, Video Games	16
4 Step Personal Device Rule	16
School Resource Officer	17
Smoking	17
Student Activities, Sports, and Clubs	17
Student Attendance at After School or Evening Events	18
Visitors	18
Weapons	19
Wellness Policy	19
STUDENT CODE OF CLASSROOM CONDUCT	19
Specific to GDS	19
Character	19
Restorative Justice Practices	21
STUDENT TRANSPORTATION	21
Conduct While on the Bus	22
Co-Curricular and Special Activity Trips	22
Late Bus	22
Loading/Unloading	23
Notifying the bus contractor of absences	23
Appendix 1	24
School Board Policies	24
Protections of Pupil Rights Amendment (PPRA)	25
Family Educational Rights & Privacy Act (FERPA)	26
Parental Notice Regarding Homeless Children	27
Child Find Notice	29
Appendix 2	30
Monona Grove Board of Education	30
Monona Grove District Office	31
Building Administrators	32

GENERAL STUDENT INFORMATION

Academic Honesty Statement

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

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

Anti-Harassment and Bullying

[Board Policy po5517 Student Anti Harassment](#)

[Board Policy po5517.01 Bullying](#)

Athletics and Activities Code of Conduct Handbook

Glacial Drumlin School Students have the opportunity to participate in several different extra-curricular and co-curricular activities. A signed parent and student agreement letter needs to be returned to the sport or activity supervisor prior to the students being allowed to take part in official activity events.

Attendance

[Board Policy po5200 Attendance](#)

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

The school attendance officer (Principal) is the only individual who has the authority

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

Illness

If a student is ill or receives an injury, 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).

Preplanned Absences

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

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

Backpacks

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

Classes

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

Course Offerings

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

Cold Weather Recess Guidelines

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

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

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

Confidentiality of Student Records

[Board Policy po8350 Confidentiality](#)

Dress Code

[Board Policy po5511 Dress and Grooming](#)

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

Students dress and grooming should not:

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

Dress requirements may be developed for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where

appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

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

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

Expressive dress may not be protected speech if it involves:

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

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

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

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

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

Drug and Alcohol Use

[Board Policy po5530 Drug Prevention](#)

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

Email Accounts

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

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

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

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

Monona Grove School District Computer Use Policy for Students

[Board Policy po7540.03 Student Technology Acceptable Use and Safety](#)

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 email they send and receive, and what material they save on the network—will be monitored and sometimes accessed. Students should not expect privacy in any work they do, any communication they make, or any material they save. **Students found to have violated the rules above, or other school rules governing behavior and communication, may lose computer privileges, which may result in the inability to complete assignments on school computers. They 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.

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

Early Dismissal Due to Poor Weather

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

Family Education Rights and Privacy Act (FERPA)

The *Family Education Rights and Privacy Act* (FERPA), a federal law, requires the Monona Grove School District, with certain exceptions, to 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

Food and Drink at GDS

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

their peers.

Grading Policy

The GDS Staff is presently working on creating new school wide equitable grading practices. We have placed the basic information below as to how Infinite Campus computes grades, and teachers will share information about their specific classes in their beginning of class syllabuses. Look for positive changes in the near future!

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

1. *Knowledge & Skills* - How a student is performing in showing proficiency towards reaching understanding of the educational standards of each class.

2. *Effort* - How a student's choices (behaviors such as completing practice work, being prepared for class, working with others, etc.) are helping or hindering a student in his/her/their ability to learn the educational standards.

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		

Incompletes

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

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

Make-up Work Requirements

Students are required to make up the school work missed when an excused absence occurs. If a test has been missed, arrangements need to be made to take the test. 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 upon returning to school the following day.

Hat Policy

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

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

Hiking, Biking, Skateboarding, or Rollerblading

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

IDs

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

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

Lockers

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

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

Locker Room Privacy

[Board Policy po9151 Use of Cameras and Other Recording Devices in Locker Rooms](#)

Lost and Found

We have way too much lost and found at GDS! Please ask your child often to check over and over again for missing items.

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

Medicine at School

[Board Policy po5330 Administration of Medication/Emergency Care](#)

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

Inhalers

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

Prescription Medication

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

Non-prescription Medication

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

Student Self-Administration of Medication

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

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

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

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

Morning Arrival

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

Nondiscrimination and Access to Equal Educational Opportunity

[Board Policy po2260 Nondiscrimination and Access to Equal Educational Opportunity](#)

Personal Devices (cell phones, computers, earbuds) Rule

[Board Policy po5136 Personal Communication Devices](#)

Personal Phones, Earbuds, Computers, Video Games

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

4 Step Personal Device Rule

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

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

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

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

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

School Resource Officer

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

Smoking

[Board Policy po5512 Use of Tobacco and Nicotine By Students](#)

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

Student Activities, Sports, and Clubs

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

Sports, Academic & Other Activities

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

Student Attendance at After School or Evening Events

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

Visitors

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. (Board Policies [7440](#) and [9150](#))

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Weapons

[Board Policy po5772 Weapons](#)

Wellness Policy

[Board Policy po2260 Wellness](#)

STUDENT CODE OF CLASSROOM CONDUCT

[Board Policy po5500 Student Code of Classroom Conduct](#)

Specific to GDS

Character

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

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

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

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

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

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

- Students will be prepared for class at all times.
- Students will arrive on time to classes.

- Students will consistently attend school/classes. Excused absences must be cleared with the office.

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

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

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

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

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

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

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

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

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

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

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

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

Restorative Justice Practices

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

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

STUDENT TRANSPORTATION

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

In cases when a student fails to conduct himself/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:

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.

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.**

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 scheduled 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.

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 voicemail as well as email 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.

Appendix 1

School Board Policies and Procedures And Parental Notices

School Board Policies

Copies of all school board policies are available on the web by going to:

www.mononagrove.org

- *Click on District*
- *Click on School Board*
- *Click on Board Policies*

Or Click on the link below if viewing electronically

Student Residency-[5111](#)
Student Promotion Policy-[5410](#)
Student Attendance Policy-[5200](#)
Suspension and Expulsion-[5610](#)
Possession or Use of Dangerous Weapons-[5772/7217](#)
Drug and Alcohol Use-[5530](#)
Wellness Policy – [8510](#)
Harassment Policy-[5517](#) / [5517.01](#)
Confidentiality of Student Records- [8330](#)
Parent/Citizen Complaints-[9130](#)
Student Use of Technology- [7540](#) / [7540.03](#)
Student Privacy and Parental Access to Information [2416](#)
Adult School Volunteers-[8120](#)
Accommodating Student Religious Beliefs-[5223](#)
Parental Right to Receive Teacher Information [2261.02](#)
Student Nondiscrimination [2260](#) / [2260.01](#)

Parent Notices - Attached:
Protections of Pupil Rights
Family Educational Rights and Privacy Act
Parental Notice Regarding Homeless Children
Child Find Notice

Protections of Pupil Rights Amendment (PPRA) Notification of Rights

August 2022

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

Consent

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

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

Receive notice and an opportunity to opt a student out of

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

Inspect, upon request and before administration or use

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

The Monona Grove School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or

other distribution purposes. The Monona Grove School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after and substantive changes. The Monona Grove School District will also **directly** notify parents and eligible students, such as through the U.S. mail; or electronic mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

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

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

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

August 2022

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

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

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

If you do not want the Monona Grove School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by **September 15, 2022**. The Monona Grove School District has designated the following information as directory information:

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

Parental Notice Regarding Homeless Children

August 2022

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

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

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

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

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

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

Christa Foster, Director of Student Services
 Monona Grove School District
 Homeless Liaison Coordinator
 5301 Monona Drive
 Monona, Wisconsin 53716
 608-316-1908

[Related Board Policy: 5111.01](#)

**Monona Grove School District
Child Find Notice**

August 2022

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.

Christa Foster, Director of Student Services
Monona Grove School District
5301 Monona Drive
Monona, Wisconsin 53716
608-316-1908

Appendix 2

Board of Education

District Office Employees

How to Get Help With a Concern

Monona Grove Board of Education

Loreen Gage, President

Elizabeth Cook, Vice-President

Peter Sobol, Clerk

Andrew McKinney, Treasurer

Susan Fox, Member

Eric Hartz, Member

Susan Manning, Member

(See District website for contact information)

[MGSD Board Information](#)

Monona Grove District Office

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

Superintendent's Office

Dan Olson, Superintendent 316-1917 Tish Masarik, Admin. Assistant 316-1917

Buildings and Grounds

Jeff Carr, Facilities Supervisor 316-1910

Business Services

Mark Powell, Director, 316-1916 Karen Puccio, Admin Asst. 268-6918
Lauri Slattery, Accounting Specialist, 316-1918 Kari Brown, Accounting
Assistant 316-1913
Laura Curry, Business Service Manager, 316-1929 Judy Dilley, Payroll
Specialist 316-1359

Communications

Katy Byrnes Kaiser, Director, 316-1960 Emily Hayhurst, Admin. Asst. 316-1912

Technology Services

Chad Kliefoth, Technology Coordinator 316-1925

Curriculum and Instruction

Lisa Heipp, Director 316-1921 Maureen Lehman, Admin. Assistant 316-1914
Emily Kintzer, Curriculum Coordinator 316-1398 Tasha O'Malley, Curriculum
Coordinator 316-1931
Amy Kersten, Data & Assessment Specialist 316-1906

Human Resources

Nicole Thibodeau, Director 316-1923 Carrie Nemesi, Admin Assistant 316-1915
Heather Bellamy, HR Generalist 316-1938 Amy Czaplewski, Benefit Specialist
316-1901

School Nutrition

Margaret Sanna, Coordinator 316-1911 Terri O'Neil, Admin Assistant 316-1894

Student Services

Christa Foster, Director 316-1908 Kendra Atkinson, SE Coordinator 316-1907
Emily Boyd, SE Coordinator 316-1930 Toni Reider, Admin. Assistant 316-1905
Shelby Steel, Student Service/Equity Coord. 316-1926 Jade Sachs, Interpreter
316-1356
Katy O'Shea, District Registrar, 316-1920

Transportation

Nelson Bus Company 608-221-8417

Building Administrators

Monona Grove High School 9th-12th-- 221-7666

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

Glacial Drumlin School, 6th-8th -- 839-8437

Kristin Langer, Principal
James Kamoku, Associate Principal

Winnequah School 4K-5th --221-7676

Angie Fassl, Principal
Jesse Starr, Associate Principal

Granite Ridge School 3rd-5th-839-8980

Reed Foster, Principal
John Hagen, Associate Principal

Cottage Grove School 1st & 2nd--839-4576

Danyelle Wright, Principal

Taylor Prairie School 4K-KG --839-8515

Emily Foster, Principal