

# Lodi Elementary School



## Parent Student Handbook

### 2018-2019

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“Every Student Matters, Every Moment Counts”

Principal: TBD

Dean of Students/Reading Teacher: Amy Good  
[goodamy@lodischoolswi.org](mailto:goodamy@lodischoolswi.org)

Counselor: Val Bilkey  
[bilkeva@lodischoolswi.org](mailto:bilkeva@lodischoolswi.org)

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[www.lodi.k12.wi.us](http://www.lodi.k12.wi.us)



**School District of Lodi**  
School District of Lodi • 115 School Street • Lodi • Wisconsin • 53555

*The Mission of The School District of Lodi, a strong partnership of families, community, and educators, is to inspire students to become lifelong learners who seek new understanding and skill to assume the role of responsible and contributing members of society by creating a world-class, innovative learning environment that stimulates academic and personal excellence.*

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## WELCOME

Welcome to the Lodi Elementary School! This handbook is provided so that you have a reference on our school procedures. Please take the time to read through it, and to discuss it with your child(ren). We encourage your active participation in your child's education. We look forward to working with you and your children.

### ***Student Nondiscrimination***

It is the policy of the School District of Lodi that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extra-curricular, pupil services, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or qualifying disability.

Complaints regarding this policy should follow the procedure outlined in the School District of Lodi's Board Policy #154, Discrimination Complaint Procedure, which can be found on the School District of Lodi's website at [www.lodi.k12.wi.us](http://www.lodi.k12.wi.us).

### ***Special Education Programs***

The School District of Lodi provides special education programs for students with disabilities. These students are identified with a disability under state eligibility criteria by an IEP (Individual Educational Program) team and demonstrate a need for services. This process includes individual assessments and an IEP team meeting to determine eligibility. Each student identified with a disability has an IEP developed to meet his/her specific needs. It is the philosophy of the District to serve students in the regular classroom with support as much as possible. Students may also receive supplementary instruction or support in the special education classroom. Disability areas as defined by state and federal law include speech and language, emotional/behavioral, cognitive, and specific learning disabilities; hearing, vision, other health, and orthopedic impairments; autism; and significant developmental delays (for children ages 3 to 6 years). Students identified with disabilities may qualify for related services such as physical and occupational therapy. It is recommended that prior to making a referral; parents should talk to the child's teacher or guidance counselor about their child's needs. Parents, staff, medical and social services personnel may refer a child, however the parent must be informed prior to making the referral. Referrals of a child residing in the School District of Lodi should be made to the child's building principal; or Tiffany Loken, Director of Student Services at 592-3851. The School District of Lodi is in compliance with procedures related to Section 504 of the Rehabilitation Act.

## LODI ELEMENTARY SCHOOL MISSION STATEMENT

Learning respect, responsibility and safety with Lodi Pride.

### District Administration - 592-3851

Charles Pursell	District Administrator	Ext. 5481
Patrick Acker	Director of Buildings & Grounds	Ext. 5487
TBD	Business Manager	Ext. 5482
Tiffany Loken	Director of Instruction/Director of Student Services	Ext. 5486
Julie Clark	Intervention Specialist	Ext. 5485
Paul Anderson	Tech./Computer Specialist	Ext. 4404

### Board of Education

Sue Miller	President	millesu@lodischoolswi.org
Adam Steinberg	Vice-President	steinad@lodischoolswi.org
Steven Ricks	Treasurer	ricksst@lodischoolswi.org
Angie Lathrop	Director	lathran@lodischoolswi.org
Karl Westphal	Director	westpka@lodischoolswi.org
Michelle Pare	Director	paresh@lodischoolswi.org

### Parent Teacher Organization Officers (PTO)

Tiffany Houdek, President	Misty Roberts, Vice President
Brenda West, Treasurer	Julia Detert, Secretary

[www.lodipto.com](http://www.lodipto.com)

**Lodi Elementary School Staff – 2018-19***Kobussen Bus Services (608)592-0551***PRINCIPAL**

TBD x-2102

**ADMINISTRATIVE ASSISTANTS**

Beth Lang x-2100

Elin Saxon x-2101

**DEAN OF STUDENTS**

Amy Good x-2114

**THIRD GRADE TEACHERS**

Melissa Castro x-2501

Laura D'Agostino x-2302

Lisa Husnick x-2305

Sharron Wipperfurth x-2306

**FOURTH GRADE TEACHERS**

Julie Carter x-2502

Lori Saager x-2207

Suzanne Schmelling x-2504

**FIFTH GRADE TEACHERS**

Alison Juntunen x-2506

Nadalie Kratcha x-2304

Kayla Sperbeck X-2136

Randy Wallace x-2505

**EDUCATIONAL ASSISTANTS**

Deb Arnold

Rebecca Best

Julie Bray

Linda Erlandson

Angela Fandrich

Joanne Faust

Rachel Karls

Cassandra Leckwee

Mary Millmann

Norma Jean Schmudlach

Amber Schwartz

Neva Taylor

Sheila VanLankvelt

Teresa Zajicek

**ART**

Sandy Osterman x-2214

**GUIDANCE**

Val Bilkey x-2111

Julie Clark x-5485

**LMC**

Peggy Schaub x-2204

**MUSIC**

Kristin Muehlenkamp x-2216

Lexine Weber x-2216

**NURSE**

Jean Winter x-2103

Rodney Barrow x-2103

**OCCUPATIONAL THERAPIST**

Crystal Schaaf x-2211

**PHYSICAL THERAPIST**

Rebecca Eller x-2211

**PHYSICAL EDUCATION**

Nancy Rabensdorf x-2130

Kurt Wilson x-2131

**READING SPECIALIST**

Sue Chambers x-2307

Stephanie Seffrood x-2213

**Special Education**

Dawn Collins x-2134

Lesley Scheibach x-2134

Derek Stephany x-2134

**SPEECH & LANGUAGE INSTRUCTOR**

Ashley Anderson x-2122

Megan Rhode x-2122

**CUSTODIAN**

Kelly Rear x-2205

**FOOD SERVICE**

Kery Riley x-2210

Stephanie Timmons x-2210

Heather Klocko-Hermanson x-2210

Serena Walters x-2210

## ACCELERATION

If a student is being considered for acceleration, district policy and procedures must be followed.

## ARRIVAL/DISMISSAL

### Arrival

Students should **not** arrive at school prior to 7:50 am, as no supervision or crossing assistance is provided until then. At or after 7:50, students may go to their classroom.

### Dismissal

All students are dismissed at 3:05 pm; buses leave at 3:10.

### Crossing Guards

Children and adults are encouraged to cross at the designated sites. Crossing guards are located at:

Main and Fair Streets	Sauk Street and Valley Drive
Pleasant Street and Madison Avenue	Sauk Street and Strangeway Avenue
Parr Street and Millston Avenue	Sauk Street and Grand Avenue

### Drop-Off/Pick-Up Zones

Please use the car drop-off and pick-up zone in the parking lot. Do **not** drop or pickup students in the bus zone.

## ATTENDANCE

**Regular and punctual attendance is necessary to assure success and establish good work habits.**

### STUDENT ATTENDANCE POLICY

In accordance with Wisconsin Statutes 118.15, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age or graduate. If a student is enrolled in a district 5K or Kindergarten program, they are subject to the same school attendance requirements.

Because the School Board realizes the value of regular attendance in enabling students to profit from the school program, it shall be the policy of the School District of Lodi to require regular and punctual attendance of all students.

### School Attendance Procedures

The building principal or the principal's designee is designated to deal with matters relating to school attendance. (He/She) shall determine daily which pupils enrolled in the school are absent from school and whether the absence is excused. (Board Policy #531, II, A.-B.) *Because attendance is compulsory and is to be tightly monitored, parent(s)/guardian(s) must be aware that the principal or the principal's designee may require further evidence when an absence is deemed questionable.* The question of doubt is the right the responsibility of the principal or the principal's designee.

A student who misses more than half of the morning session, up to, or after 9:00 a.m. or afternoon session, up to, or after 2:00 p.m. is considered absent for half a day. A student who misses more than half the total academic day (3.5 hrs.) is considered absent for the entire day.

### Excused Absences

Excused absences include illness, family health emergency, death in the family and school sponsored trips. An excused absence may also be granted for **pre-arranged absences, up to a combined total of 10 days per year**, which have been pre-approved by the building principal or his/her designee. Pre-arranged absences require a written request from a parent/guardian before the absence. Pre-arranged absences include, but are not limited to (Board Policy #531, III, A):

- Medical/Dental Appointments
- Family Vacations
- Religious Holidays

### Unplanned Absences

Parent(s)/guardians(s) shall contact the school by email or telephone before 8:15 a.m. Call 608-592-3842 anytime to leave a message on our automated telephone system or you may speak directly with a school administrative assistant between 7:30 a.m. and 3:30 p.m. It is the parent/guardian's legal responsibility to assure student attendance at school. Students are expected to be in school every day that school is in session. Parents may request an excused absence, but the school has the legal right to decide whether an absence request will be excused or unexcused.

### Pre-Planned Absences

For **multiple-day** pre-planned absences, a letter will be sent from the office to confirm and approve the absences.

### ***Make-up Work***

Make-up work will be required for **all** absences. Students will have a period of time equal to the number of days they were absent **plus one additional day** to complete make-up work. Student(s) **must** complete and hand in their makeup work by 3:30 pm on the day the makeup work is due.

Full credit will be given for makeup work completed, within the prescribed timeline, for all excused absences.

No credit will be given for makeup work completed, within the prescribed timeline, for unexcused absences, unless it means the difference between passing and failing a grading period.

Preparing work in advance, and then doing the record keeping as work is handed in, is a great inconvenience for teachers. Please cooperate with the teacher fully on any work assignment that is sent home. Work assignments, if made, will be sent home on the child’s last day before the absence.

## **HOMEWORK REQUESTS**

### ***Requests***

Homework requests should be made **when your child is absent for more than two (2) days**. Requests must be made by 10:00 am and should specify who will be responsible for taking the homework to the absent child.

Make sure siblings, classmates, or neighbors who are assigned to pick up materials are aware of the plan. Work may be picked up between 3:00 and 3:45 pm in the office.

### ***Truancy***

The laws are very clear in this area. A “habitual truant” is a student who is absent without an acceptable excuse for part or all of 5 or more days during a semester. A meeting will be scheduled with parents when a student reaches these limits. If a student has unexcused absences for all or part of five consecutive days, or all or part of ten days within a grading period, they are legally truant.

### ***Late Arrival***

Students arriving after 8:05 am must report to and sign in at the office.

### ***Tardiness***

Students with chronic unexcused tardiness will make up the time during recess or after school. Tardiness is disruptive to teachers, students, and office staff. Please make every effort to encourage your child’s arrival by 8:05 am every day. As a consequence, every third tardy the student will have a consequence determined by the principal.

### ***Early Dismissal***

In the interest of safety, NO CHILD is to leave school during school hours, unless the parent has given prior permission. According to board policy, a written note must be sent to the school **office**. We must receive requests from a parent, and **cannot take requests from non-guardians during the school day**. In case of illness or injury, your child will not be permitted to go home unless the parent or guardian has been contacted. Children must sign out at the office and be met there by the adult picking them up.

### ***Suspension***

Students who are removed from the classroom to serve in-school or out-of-school suspension will be marked as such.

## **BEHAVIOR MANAGEMENT GUIDELINES**

The following is an outline of our behavior management plan. This explains how we will implement the district Code of Conduct at the building level. We believe in setting high expectations for our students, and in creating an environment in which all students can learn and all teachers can teach. We hope to recognize all students when they do their best (through positive consequences). When students do make poor choices about their behavior (or homework) we will provide consequences, and will try to make it a learning experience. We will communicate with you as a part of the process, in an effort to build a partnership. We are bound to accomplish more when we all work together.

<b>Guidelines for Success</b>	<b>TRIBES Agreements</b>
Be Respectful	
Be Responsible	
Be Safe	

## **Teacher and Office Referrals**

### **Office Referrals:**

The Code of Conduct (see Appendix A) outlines behaviors, which warrant a referral to the principal’s office (a referral form is filled out, and given to the principal, who returns a copy to the homeroom teacher). The principal will handle the referrals; parent contact will be made and a consequence will be given in accordance with the Code of Conduct.

### **Teacher Referrals**

There are times when inappropriate behavior is not serious enough to warrant an office referral, but still must be addressed by an adult in the school. In such cases, a teacher referral will be made.

Teacher referrals can be made by support staff as well as by teachers. Typically, students will be given a warning, and an attempt will be made to identify the problem and a solution before a referral is made.

### **Missing Assignments**

Missing Assignments - Teachers will convey expectations about homework & assignments to parents at the beginning of the school year.

**Positive Consequences:**

Positive consequences will vary from classroom to classroom, but might include any of the following: a note or phone call home; a special class-wide activity (i.e. lunch in the classroom, a class walk, free choice time); a special privilege (i.e. first in line, teacher’s helper); verbal praise; or a positive office referral.

**PBIS Program:**

Also currently practiced at LES, PBIS (Positive Behavior Intervention and Support) discipline program, supports and emphasizes the importance of positive behavior school wide.

**Logical Consequences:**

Whenever possible, we try to use logical consequences as a means of behavior management (while maintaining a safe environment for all students). If a student doesn’t wear boots in the snow, s/he will have to spend an afternoon with wet socks. Someone who throws food in the cafeteria may have clean-up duty. Students who take the wood chips out of the playground area may have to rake wood chips back into the designated area. However, some behavior (such as fighting) may be severe enough that it warrants a more serious consequence, such as a detention or suspension.

**BIRTHDAYS**

Birthdays are special events at the elementary school. Students may bring a treat for the class. Please try to keep treats nutritionally appropriate.

See “Appendix A”.

**COMMUNICATION**

**Address/Phone Number Change**

If you have a change of address, phone number, work place, emergency numbers or such, please contact the District Registrar, Kris Wendorf at the district office 608-592-1053 or wendokr@lodi-schoolswi.org. Our records need to be current in case of emergencies.

**Parent Orientation Meetings**

There will be an Orientation/Open House night on August 30<sup>th</sup>, 4:00 – 6:00 pm. Teachers will present information regarding grade level expectations, curriculum, and building staff will discuss school-wide procedures and expectations.

**Parent/Teacher Conferences**

Our conferences this year will be October 2<sup>nd</sup>, 4<sup>th</sup>, and 11<sup>th</sup>. In addition, any time you feel a need to discuss your child’s progress or have a concern regarding a particular situation or incident, please contact the teacher and ask for a conference. For your convenience, it is always wise to make arrangements in advance so the teacher will be available. Again, we wish to encourage parents to visit their children’s classes, including music, speech, physical education, art, etc.

**Formal Complaints**

Every effort is made to satisfy concerns at the building level. After informal measures for resolution have not succeeded, a parent may wish to lodge a formal complaint. For the appropriate form, contact the school office.

**Questions and Concerns**

We value your thoughts and concerns. Please call at any time. If your child tells you something about school that sounds unreasonable, please send a note or call. Remember, a child’s perception or understanding of an incident may be very different from what actually happened. If you are especially pleased with something a teacher or the school is doing, please let us know. A positive phone call or note can make a teacher’s (or principal’s) day!

If you are concerned about a situation in your child’s education, the order in which to address concerns follows:

- Classroom teacher (your first contact)
- Principal
- District Administrator

**Parent Information**

Parent information is located next to the office area (at the front of the building). Informational booklets, parent resource books, and much more will be found in this area. If you have questions or need information, please stop in the office.

**Messages for Teachers**

We will usually put you through to a teacher’s voice mail so you can leave your own message. If you care to speak directly to a teacher you should call between 7:45 and 8:00 or 3:05 and 3:45.

**Telephone Messages, Flowers, Balloons for Students**

We deliver messages to students at approximately 2:40 pm. We encourage you to make plans with your child before he/she leaves for school. Phone messages are often confusing to the children. We will do our best to deliver messages to students; please understand that the number and timing of these messages does make delivery difficult at times.

Balloons and flowers can sometimes be a distraction in the classroom; therefore, we deliver them to students at 2:30 unless the teacher chooses to pick them up earlier in the day. Be sure to plan to pick your child up if he/she receives these items, as are difficult to carry to take on the bus.

**COMPLAINTS**

**Complaints against School Personnel**

The Board directs all school personnel to make every practical effort to facilitate communication with students, parents/guardians and residents of the School District of Lodi. However, realizing that complaints may arise, it directs the district administrator to establish consistent procedures among buildings to deal with such complaints.

These procedures should comply with the following guidelines:

1. Informal measures should be attempted first, consisting of a face-to-face meeting between the complainant and the staff member.
2. If the complaint is not resolved informally, the building administrator will provide a form to the complainant to document his/her concern(s). The staff member and administrator involved will respond to the written complaint within 5 days of its receipt.
3. If the complaint is not resolved at this step, the complainant should schedule a meeting with the district administrator. At the meeting with the district administrator, the complaint will be reviewed with the complainant and possibly the building administrator and staff member if deemed necessary. The district administrator will issue a written decision within 10 days of this meeting.
4. If the complaint is not resolved at step 3, the complainant may request a Board review and, if desired, the complainant may schedule an appearance before the Board in executive sessions. The Board will hear the complaint and issue a written response within 10 days.
5. All procedures must comply with contractual agreements with LEA and LESA. (Policy 711)

If any person suspects that discrimination has occurred, they may file an informal and, if needed, a formal complaint by contacting Tiffany Loken, Director of Student Services, School District of Lodi, 115 School Street, Lodi, WI 53555, 608-592-3851, x-5487.

See last page for Complaint Form.

### TECHNOLOGY USAGE AGREEMENT

I agree to observe the following computer use rules while using technology in Lodi Schools. I understand that I will be responsible for any costs incurred by the school district because of my misuse of the technology. I also understand that I will not be permitted to use technology because of my misuse of the equipment. An administrator will determine the length of suspended technology privileges. Misuse can also result in a Detention or Suspension from school.

While using technology in Lodi schools, I agree to:

- observe all rules and teacher's instructions
- not write on any equipment, stands, books, or mouse pads
- leave all equipment, stand, books, and mouse pads in original position at the end of each class and to pick up my materials
- not play computer or technology games unless given permission by a teacher
- not copy any licensed computer software
- not copy any software to the machines unless given permission by a teacher
- not have any food, candy, or beverage near the computers
- not touch the printers unless given permission by the teacher
- be responsible for any damage from my misuse of equipment
- pay transportation and labor costs (currently \$90 an hour) for repairing technology equipment because of damage I caused
- not change passwords on accounts or equipment unless directed by staff
- understand that my grades may be affected for assignments I am not able to complete if I violate any of the above rules and am not permitted to use the technology or if I fail to sign and return the Usage Agreement form

There is an appeal process if desired.

### COUNSELING

Services provided by guidance include:

1. Classroom guidance activities based upon a developmental guidance curriculum
2. Individual and small group counseling sessions; and
3. Meetings and consultations with parents, guardians, and staff as needed

Students, parents or staff can make referrals or requests for services. A lending library is available to parents. It contains materials on managing children's behavior, developmental issues, parenting, and special crisis issues such as death, divorce, etc. The counselor is available to work with parents and guardians for brief counseling regarding your child. Call the counselor to discuss a concern, refer your child for counseling, or to make contact with community resources.

### DAILY SCHEDULE

**Students should not arrive at school prior to 7:50 am.**

First Bell	7:50 am
Classes Start	8:05 am
Dismissal	3:05 pm
Buses Leave	3:10 pm

### DRESS

Students are expected to dress in a manner that is conducive to work and learning.

- Shorts may be worn during warm weather, but they should not be the short, tight variety. **Halter-tops, spaghetti straps, and bare-midriff shirts are not acceptable.**
- Underwear should be covered by appropriate outerwear.
- Flip Flops and open-toe shoes are **not** permitted for Recess and P.E. classes.
- Caps are not allowed during regular school days.
- Shirts, hats, etc. with inappropriate slogans (alcoholic beverages, suggestive language, etc.) are not approved.
- All clothing should cover the appropriate body parts at all times.

Students who are dressed inappropriately will be asked to change clothes, or a parent will be called to provide appropriate attire.

### DRUG FREE SCHOOLS



The possession, use or distribution of illegal drugs, controlled substances, drug paraphernalia, intoxicating liquor or alcoholic beverages by a student or employee on school property or at school sponsored activities where students are present is prohibited. The use of tobacco products by anyone on school property is also prohibited. Violation of this policy by students can lead to suspension or expulsion from school, and violation by employees can lead to suspension or expulsion from school, and violation by employees can lead to suspension or termination of employment (Policy 54317)

**EMERGENCY SITUATIONS**

The School District of Lodi website announces all emergency situations as they may occur. Please check the school website for school closings, delayed start times or early dismissal. Our Infinite Campus Notification System is also used via telephone and email. Please check this when weather is questionable. Please be aware that we will continue to broadcast the school closing information through the usual media outlets, that is, the TV and radio stations listed below and on the district website <http://www.lodi.k12.wi.us/>.

**Security Threat Control**

It is the policy of the Board to ask the assistance of local enforcement agencies, namely the county sheriff and local police departments, whenever a disturbance interrupts regular school activities. A search of the buildings shall be conducted by the local law enforcement agencies, fire department officials, administration and selected custodial and teaching personnel. **School time missed due to a security threat shall be made up. Any person found guilty of turning in a security threat shall be disciplined according to established school procedures and/or state law.**

**Cold Weather Policy**

Children will be kept inside when temperatures reach 0 degrees Fahrenheit or the wind chill reaches 0 degrees. Appropriate dress is important. Boots should be worn for wet, muddy or snowy conditions. Warm jackets, mittens and hats are a must! Snow pants or snowsuits are advised. If children plan to play in snow-covered areas, they should have boots and snow pants. Children will not be excused from recess due to improper clothing. If students are healthy enough to attend school, they are expected to go outside for recess.

**Tornado, Fire, etc.**

Plans are in place for fire, tornado and other emergency situations. In the event of an emergency, please do not call the school. School phone lines need to be kept open to handle outgoing calls and needs. Parents will be notified as decisions are made. Your child will have monthly drills to practice emergency plans, as required by law. Remind your child that these practices are serious and should be taken seriously.

**Late Start Information**

The following TV and Radio Stations will receive and broadcast information from the School District of Lodi regarding school closings or delayed start times. Parents should be advised to watch/listen when weather is questionable:

- WTSO (WTSO).....1070 AM includes WIBA 1310 AM/WIBA 101.5 FM/WZEE 104.1 FM/WCJZ 96.3 FM/WMAD 92.1FM)
- WIBU .....1240 AM (includes: WNNO 106.9 FM or 95.95 FM/WBKY)
- WDLA.....900 AM (Formerly under WIBU—which is being sold) (includes WNNO 106.9 FM or 900AM/WBKY/WDLA)
- WPDR-WDDC.....1350 AM/100.1 FM
- WNWC.....102.5 FM
- WOLX/WMMM/WYZM...94.9 FM/105.5 FM/105.1 FM
- WISC-TV - Channel 3                      WMTV - Channel 15                      WKOW-TV - Channel 27

**FEES**

All students are assessed a consumable textbook/materials fee of \$30.00. This fee helps to cover the cost of workbooks and other consumable materials. Fees must be in to the school office by September 15.

Any student who is requesting that his/her fees be reduced or waived will need to provide the school proof that he/she has qualified for reduced/free meal program. Any student who provides the school proof that he/she has qualified for the reduced meal program will have his/her fees reduced to one-half the cost of the fees listed. Any student who provides the schools proof that he/she has qualified for the free meal program will have his/her fees waived. Only the parent or the student may supply the approval letter for the reduced/free meal program to the staff member collecting the fee.

**FIELD TRIPS**

- Bus trips are a direct outgrowth of a specific unit of study or class project; not all classes will be taking the same kind of field trips, even within the grade level. The field trips that are taken are treated as an educational venture and not a picnic affair.
- Students are usually required to pay the cost of admission and transportation. Parents are notified in writing of field trips that involve transportation and are required to return a parent permission slip and all fees two days prior to the field trip date (unless otherwise noted). If a permission slip and fees are not on file, the child will not be able to attend the trip. Your child will then have supervised work to do at school.
- Volunteer chaperones assist teachers. Younger siblings are not allowed on the buses. Contact your child’s teacher and complete a background check form if you are willing to chaperone. We often have more chaperones than we are able to use. When this is the case, parents who have not chaperoned that year will be selected first.
- Walking trips - During nice weather, teachers may take their class outdoors on short learning excursions near the school or in town. Parent permission slips will not be required for such walking trips.

**FOOD SERVICE**

<b>Food Service Fees</b>				
Student Lunch	\$ 2.80	Milk \$ .40	Adult Lunch	\$ 4.00
Reduced Lunch	\$ .40		Adult Breakfast	\$ 2.50
Student Breakfast	\$ 1.70			

Reduced Breakfast \$ .30

All general questions or concerns about the Food Service program can be addressed by contacting Paula Larrabee, Food Service Director, at the Lodi High school, 1100 Sauk Street, 592-3853 ext. 4433, [larrapa@lodischoolswi.org](mailto:larrapa@lodischoolswi.org). For specific account or free/reduced meal information you may contact Karen Ripp, Food Service Administrative Assistant, at the Primary school, 1307 Sauk Street, 592-3855 ext. 1017, [rippkar@lodischoolswi.org](mailto:rippkar@lodischoolswi.org)

#### **Family Lunch Account Program**

All food service money is deposited into one family account, regardless of the number of children in grades K-12, and each daily purchase is deducted from this account. It is NOT necessary to send separate payments for each student. Deposits may be made in the food service box located in the office, mailed to the Primary school (see address above) or completed online. Include the student(s) and family account name with your payment. Deposit a sufficient amount of monies to cover all purchases, including extra entrees and milk purchases. It is each household's responsibility to monitor the account balance. Balance information may be viewed online thru the Infinite Campus parent portal and is displayed to the students on the checkout terminal during service. You may contact food service to block all Ala Carte purchases (except milk). **Our system is PRE PAY and NOT a CHARGING account. Money must be turned in BEFORE 9 am daily! Money received after this time may NOT be credited to the account until the following business day. You may deposit funds using the online payment process for it to be credited immediately to the account.** Contact food service directly with any account questions or if your family is experiencing a financial hardship.

#### **Infinite Campus (IC) Account Balance Phone Notification & Online Payments**

When the account balance falls below \$20.00, or is negative, you will be notified by the IC phone system that a payment should be sent. All adult members of a household will receive the general phone notification for account balance information. Each member may edit his or her notification preference within the IC parent portal. The online payment option is available for deposits in the account. Log in to the IC parent portal and click on the PAYMENT link on the left side. You will be required to register your payment information the first time it is utilized. The payment will be credited into the account immediately after the payment is completed. For specific IC parent portal help contact Kris Wendorf, at 592-3851 ext 5483, [wendokr@lodischoolswi.org](mailto:wendokr@lodischoolswi.org)

#### **Student PIN**

Students will enter the same PIN number as assigned to them in previous years. If they have forgotten their PIN food service staff will have it available during the meal service. Students who qualify for the free meal program are also required to enter their PIN.

#### **Milk**

A choice of a fat free flavored or a 1%/Skim white milk variety is included with all meal purchases. It may also be purchased separately from the family account for those students bringing a lunch from home or only having milk only during morning nutrition break. The student must have money in their family account to do so.

#### **Breakfast/Nutrition/Milk Break**

A grab n go breakfast/AM milk break is offered to all students. A choice of purchasing the full breakfast meal (free/reduced pricing applies) or a single milk will be available in the cafeteria. The cost will be deducted from the family account when the student enters their PIN. Students on the free/reduced meal program do NOT qualify for a free/reduced milk, but they DO qualify if they take the FULL breakfast. NO milk purchase will be allowed if the account is negative. Please encourage your child to participate in the breakfast program, as we all know, there is an important link between eating a good breakfast and improved learning.

#### **Free/Reduced Lunch & Breakfast Program (includes ONE daily of each FULL breakfast and FULL lunch meals)**

Any family that is approved by the direct certification process will receive an approval letter from the district and will NOT need to fill out an application. All other families MUST fill out a new application every year. It may be downloaded from the Districts web site, picked up from each school office, or you may request a mailed copy. After the family application is reviewed, a letter will be sent confirming your status, keep a copy of this letter to prove your eligibility status. If you would like to participate in the districts reduced fee program, such as waived or reduced registration fees, ONLY you may supply this letter to the staff collecting the fee. Complete your application and return as soon as possible to take full advantage of the free/reduced meal program! If you qualify for the free/reduced meal program it does NOT include the cost of milk if it is taken separately from the meal or ANY extra meals or Ala Carte purchases.

#### **Menus and Meal Options**

Menus are available on the website, published in the school newsletters and posted in each school's cafeteria. As a District we strive to offer healthy meal options. All our menus feature fresh fruits, salads, farm to school items and whole grains. A WG low fat PB&J uncrustable sandwich option is offered on some days. A choice of a fat free flavored or a 1%/Skim white milk variety is offered daily. Review the monthly menu for all the options offered.

#### **Negative Balance Procedure**

It is established that the District's Food Service program utilizes a pre-pay system.

Monies must be available in the family account before purchases will be allowed. Deposits may be sent to each school building, paid online with the IC parent portal or mailed to the attention of the food service department.

Families may monitor and view their account balance and detailed statement within the IC parent portal or request a statement from the food service department. Students may view their account balance on the point of sale terminal during meal service. When the account balance starts to fall below \$20.00 the family will be notified by the IC system that a payment is required and will continue until a deposit has been received. In addition a paper statement may be sent.

If a family account has a negative balance and no monies or response from the family has been received the students name will be forwarded to the building secretaries. They will talk with the student and help them contact a parent who can choose to make a deposit or bring a meal from home. It is designed so as to avoid denying the student a meal while in the food service line. It DOES NOT apply to a student participating in the free meal program. Absolutely no ala carte purchases shall be allowed once the account is negative.

#### **Field Trip Sack Lunch Option**

A WG PB&J uncrustable sack lunch may be pre ordered for field trips by indicating to the student's teacher that they would like one for their trip. The cost is charged to the FS account at the regular meal price or for no cost/reduced fee if a student participates in the free/reduced meal program.

#### **Food Allergies/Special Needs**

Report any food allergies or special dietary needs your student may have immediately to the School Nurse and the Food Service Director.

#### **Visitors**

Parents and other family members are invited to visit and eat lunch with their child. Please sign in at the office before meeting your child and put on a Visitor Tag".

## GRADING SCALE

The following Leveled Grading Code is used school wide:

- Level 4:** Outstanding
- Level 3:** Meets Expectations
- Level 2:** Progressing toward Understanding
- Level 1:** Limited Understanding
- N/A:** Not assessed at this time

In order to be promoted to the next grade level, students must demonstrate improvement in the core academic areas (math, social studies, science, and language arts). Criteria for improvement is based on academic performance, work habits, effort, and attitude. In addition, 4<sup>th</sup> grade students need to earn a certain level of proficiency on the State Exams, in order to be promoted to 5<sup>th</sup> grade.

## GUM/CANDY

Gum is not allowed in school. Candy is allowed only on special occasions and in teacher designated situations.

## HEALTH

### *Accident Insurance*

The school district itself does not provide accident or health insurance, nor does it insure personal property.

However, the school district will make it possible for parents to purchase (at a nominal cost per child) student accident insurance.

### *Health Records/Immunization*

State Law requires that immunizations be kept current. Health records are kept by the school nurse and updated yearly. Please supply us with any updated information on immunizations or special health concerns. A waiver must be signed if immunizations are not complete due to personal, religious or medical reasons.

State law requires that children entering kindergarten have a physical exam prior to the start of the school year. Two doses of MMR, two doses of Varicella, 3 doses of Hepatitis B, four doses of DTaP/DTP/DT/Td, and four doses of Polio are required.

### *Health Services*

First aid is administered to any child experiencing an injury at school. If the injury is a minor scratch or bump, we encourage students to take care of these minor injuries themselves and no home contact is made. Typical complaints of headache or stomachache are handled at the classroom level. A minor injury is cleaned/bandaged and student sent back to class.

Parent/guardian will be notified regarding head injuries, contagious diseases, and temperature over 100°. If there is a questionable condition or serious injury the student will be given first aid, a medical professional and/or parent called.

Therefore, it is extremely important that you provide the school office with current home, work and emergency telephone numbers. If you have any questions, please call Beth Lang at 592-3842, extension 2100.

Health reports will be sent home with children who visit the health room for attention to injury or illness.

### *Medical Emergencies*

In the event a student is considered medically unstable in the school setting, the parent will be called to transport the child to an emergency facility or clinic. If we are unable to contact the parent, or if the parent is not able to reach school in a reasonable amount of time, or student requires emergency treatment, the child will be transported to the nearest medical facility via ambulance. Each school building has a CORE team of individuals that work with the school nurse and are trained and certified in CPR and first aid. These individuals, along with administrators, are responsible for making these decisions when students are in school. We always attempt to contact parents when there is an emergency with their child. NOTE: Please update the school when parent contact information changes.

### *Nurse*

The school district contracts the part time services of a registered nurse. The school nurse will visit the elementary building regularly. The nurse is not expected to be in the elementary building every day.

### *Recess Excuse*

If your child is recovering from an extended illness and needs to stay in from recess for a day or two, please notify the teacher to make arrangements. The child will sit in the office during the recess period. Otherwise, our general rule is: "If a child is well enough to be in school, he/she is well enough to get some fresh air."

### *Physical Education Excuses*

All students in grades 1-5 take physical education classes as required by state law. Students will be excused from such classes by request of a physician, or at the discretion of the instructor.

### *Medications*

All medications are kept in the health room office in a locked medication cabinet and monitored by health room personnel.

- Medications must be in original and properly labeled container (a sandwich bag with a pill is not acceptable).
- The Specialized Health Care Plan form must be completed and signed by a parent and a physician. This is required for prescription as well as over the counter medications.

Medication guidelines are to protect the students as well as the staff dealing with these medicines.

### **Questions**

If you have any questions regarding school district policies and medication, please feel free to contact the School Nurse.

### **Vision Screening**

Vision screening is for distance only and will take place in September and October for 3<sup>rd</sup> grade students. A letter will notify parents of students who do not pass the distance test on two tests with both eyes at 20/30. Parents and/or teachers may refer other students for testing by calling the school nurse.

### **Specialized Health Care Plans**

Please complete this form if your child needs special medical attention or consideration. This should be completed for children who:

- Have ALLERGIES
- Use INHALERS
- Need regular or frequent MEDICATION

## **HUMAN GROWTH AND DEVELOPMENT**

The school District of Lodi has a Human Growth and Development Committee that reviews curricular material and provides directives for staff engaged in instruction in this area. This committee has developed a position statement, which, in part, states that, whenever students are required to attend a course or program involving presentation of information in the area of sexuality, the following procedures shall take place:

1. Parents are notified in writing and invited to preview the materials to be covered.
2. Parents have the option of excluding their child from this portion of instruction. A decision to remove a child from class for this purpose will not affect their academic status.

In terms of communication with students, staff are reminded that it is the position of the district that: "Abstinence is the only safe practice for avoiding unwanted pregnancies and sexually transmitted diseases, including HIV." (Adopted 5/9/95) Parents may request a copy of the full position statement (2 pages) by contacting the Student Services office at 592-3851.

## **INTERNET USAGE/AUTHORIZATION FORM**

See "Appendix C".

## **INSTRUCTIONAL MATERIALS**

Instructional materials include textbooks, workbooks, library books, magazines, pamphlets, pictures, films, maps, recordings, and, all other materials which are used by the pupils and staff in fulfilling the curriculum requirements of the school. These materials are selected by staff members through a process of individual and committee study and recommendations in accord with the criteria established by policy adopted by the Board of Education. You are invited to review instructional materials used by the elementary schools at any time. Materials will be made available to you upon request to your child's classroom teacher or the principal. The complete policy governing the selection of instructional materials can be reviewed at any office within the district.

### **Fines**

Students are responsible for proper care of all books. Books that have been damaged or lost will be assessed a fine. The minimum charge is \$3.00.

## **LIBRARY/MEDIA CENTER (LMC)**

Students may check books out for a 2-week period. Books may be returned prior to the due date. No more than 6 books may be checked out at one time. Please encourage your child(ren) to have a safe place to keep books in your home. All books are due the last Friday in May.

## **LOST AND FOUND**

To help eliminate the large number of lost items, we ask that you put your child's name and teacher's name on items such as lunch boxes and school bags. **Names in jackets and clothing would also be helpful.** Lost items will be turned in to the classroom teacher. Items not claimed in a few days will be placed in the lost and found area located in the cafeteria. Parents are encouraged to check this area often. Unclaimed items will be donated to charity at the end of each trimester.

## **PARENT RESOURCES**

Parent resources are available for parents. Resources include information on managing children's behavior, developmental issues, parenting and special crisis issues such as death, divorce, student achievement, etc. Some materials will be located in the Parent Resource Center (near the Office window). Additional materials are in the LMC. Take materials to the circulation desk in the LMC to check them out.

## **PARENT INVOLVEMENT**

### **PTO**

The Lodi Parent Teacher Organization is very active and provides many projects and activities that benefit the children of the Lodi Schools. Meetings are held at 7:00 pm in the Lodi Elementary School LMC. Meetings are scheduled for the 1<sup>st</sup> Monday of most months.

PTO fundraisers/Activities include:

- Holiday Gift Shop

**PTO officers for 2018-2019**

TBD, President  
Brenda West, Treasurer  
[www.lodipto.com](http://www.lodipto.com)

Mary Boisen, Vice President  
TBD, Secretary

#### PAC (Parent Advisory Council Information Meetings)

This parent group is designed to provide the principal with a forum to share and discuss ideas and issues. All parents are welcome to attend. PAC Meeting dates are TBD. Also see the "Volunteers" section.

#### **PARENTS WHO LIVE APART (PWLA)**

It is the policy of the School District of Lodi to maintain strict neutrality between parents/guardians who are involved in an action affecting the family unless otherwise directed by court order. Where a court order restricts the access of one parent or guardian to a student, or information regarding that student, it is the responsibility of the enrolling party to provide to the district administrator a certified copy of the court order. \*Without such a court order, the school will assign a custodial role to the parent/guardian enrolling the child, and a visitation role, with no restrictions, to the other parent/guardian.

\*The order will be maintained in the child's cumulative file. If any changes take place during the year, which change the court order, the school must be notified.

#### **PERSONAL ITEMS**

Children like to bring things to school to show to their class; this should be done only if prior arrangements are made with the teacher. Valuable items such as jewelry, sports equipment, trading cards, MP-3 players, Nintendo DS and large toys should not be sent with your child. The school cannot assume responsibility for these items.

A student may bring their own technology to use for educational purposes such as iPads and tablets. If a student wishes to bring these items, parents will need to fill out the Appropriate Use of Technology - Use of Non-District Provided Technology Permission Form. This form was included in the registration packets. They can also be found on the school webpage in the forms link.

If a student chooses to bring a cell phone to school it must be turned off when entering the building and remain off until the end of the school day. Students should come to the office to use the office phone/ or be given staff approval to use their cell phone if they need to call their parent during the school day.

#### First Offense

Cell phones or electronic devices will be taken away, if they are used inappropriately. A parent phone call made with the teacher, and item will be given back at the end of the day.

#### Second Offense

Cell phones or electronic devices will be taken away, if they are used inappropriately. The child will call home with principal, child will miss one recess, and parent will pick up item at the end of the day.

#### Third Offense

Progressive discipline will follow.

#### **PETS**

In accordance with Board policy students are not allowed to bring pets to school. The principal must approve all classroom pets.

#### **RELIGIOUS ACCOMODATION**

The School District of Lodi will make accommodations for sincerely held religious beliefs under the following conditions:

- a. There has been a written request for such accommodations, (e.g. excused absences, exemption from certain activities) to the building principal.
- b. The request will be reviewed and acted upon within 10 days.
- c. Parents will receive a written response to the request.
- d. Parents have the right to appeal the principal's decision.

#### **SCHOOL PICTURES**

School pictures will be taken at Registration Day. Anyone that misses this opportunity will have their picture taken during Re-take day.

**Dates are: Picture Day - Registration Day Thursday, August 9, 2018**  
**Re-takes/Activity Pictures Tuesday, September 11, 2018**

#### **SEARCH AND SEIZURE POLICY**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy:

#### **Locker/Vehicle Searches**

School lockers, cubbies, and school desks are the property of the School District of Lodi. At no time does the Board of Education of the School District of Lodi relinquish its exclusive ownership and/or control of lockers, cubbies or school desks provided for the convenience of students/adults. School authorities may, as they deem necessary and appropriate, conduct general inspections of lockers, at any time, without notice, without student/adult consent and without a search warrant. "School authorities" includes the District Administrator, any other administrator, or any teacher acting at the express request of an administrator in the District.

The Board of Education specifically reserves the right for school authorities to search a vehicle parked on District property, with the consent of the owner/driver and

with a law enforcement official present, if they have a reasonable suspicion that the vehicle contains contraband or of a violation of law.

A copy of this policy shall be included in all student-parent handbooks and distributed to all pupils enrolled in the school District on an annual basis. WI Act 329

### **STUDENT PLACEMENT**

Placement for each new school year is determined through a group effort by the principal, guidance counselor, and teaching staff. Input from parents is considered as a part of this process. Serious consideration is given to the child's individual educational needs, social and emotional needs, ability level, or handicaps that require accommodation.

Advisory Placement Information forms are available in April from the school office and are due back in April. Changes in placement will be considered for emergency situations only. We do not accept requests for a specific teacher.

### **TESTING**

Parents will be notified of exact dates of tests. This is an important part of your child's educational experience. Please help your child do his/her best by making sure they have adequate rest and a good breakfast during the testing week. This is the tentative schedule:

Beginning of school year – Dibels Testing Grades 3 -5

Forward Exam (State Testing) will be in April & May

MAP – Measure of Academic Progress – 2 times per school year for Grades 3-5.

### **TELEPHONE CALLS**

Students will not be called to the office to take phone calls. The office staff will take messages of extreme importance or emergencies. Students will not be allowed to make phone calls, unless their teacher or office personnel consider them necessary.

### **VISITORS**

In the interest of safety and security, all visitors to the elementary school must check in and out at the office. Visitors will be asked to indicate their destination and purpose, and are required to wear a visitor/volunteer tag.

School-age visitors are welcome only if their school is not in session and if the Lodi student host of such a visitor gets permission from the teacher and principal in advance.

### **VOLUNTEERS**

In the interest of safety and security, all volunteers to the elementary school must check in and out at the office. We welcome the help of parents and other adults. We have a wide variety of tasks and needs. Volunteer forms must be completed or updated annually. These will be used in assigning all volunteer duties from chaperons to regular classroom helpers. Forms are available on registration day and thereafter in the office. According to School District of Lodi policy, a background check will be made on all volunteers that come into direct contact with students. Background checks need to be updated every three years.

## **Appendix A Code of Conduct**

### **STATEMENT OF PHILOSOPHY**

The School District of Lodi believes in an educational atmosphere, which respects student rights and supports student responsibility. It is the responsibility of students and parents to read this Code of Conduct since it spells out expectations and consequences for violations of the Code of Conduct and school policies.

The Student Code of Conduct has been developed through the cooperative efforts of Lodi students, teachers, parents and administrators. Its purpose is to provide students and parents with the information needed to be successful in school. The Code of Conduct, policies and procedures outlined are based on the following premises:

1. Students who think about their behavior have a vision for the future. They are mature, positive, constructive, and self-motivating people who understand the value of an education. The rewards of an education endure for a lifetime.
2. Parents, students and school officials will work cooperatively to provide students with the best possible educational programs.
3. Parents and students have the primary responsibility for making individual students program decisions.
4. All students have the right to be educated in an environment conducive to learning.
5. All student behavior should be based on respect and consideration for the rights of others.
6. Students have a responsibility to know and follow the Student Code of Conduct, and all school policies.
7. Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, for the educational purpose underlying school activities, and for the widely shared use of school property.
8. Field trips and co-curricular activities are valuable educational experiences and are considered extensions of the classroom. Students should remember that when they travel to other communities, their behavior is considered representative of all students in the School District of Lodi by those who observe them. It is of the utmost importance that students represent their school district in positive ways.
9. School officials have the right and the responsibility to establish, communicate and enforce Board of Education policies and procedures which will afford students the best possible learning environment.

The following Code of Conduct and school policies regarding student behavior are in effect for all students in the School District of Lodi. Violating some of these policies and rules may also constitute a breach of Wisconsin Statutes. Offenders will be reported to the proper authorities for prosecution. Those rules and regulations taken from Wisconsin Statutes are cited by Statute Chapter and Section. Copies of these Statutes, as well as copies of Board of Education Policies, are available at the District Office or at the schools website <http://www.lodi.k12.wi.us/board/policies.cfm>.

## Guidance Services

The guidance and counseling services are designed to help students grow and develop as individuals. The counselors are here to help students make decisions about their educational, personal, social, and career plans. Students will have an opportunity to meet with the counselor on an individual basis or participate in any of the group experiences that are offered.

### Behavior Violations

THE FOLLOWING BEHAVIORS WILL BE CONSIDERED A VIOLATION OF THE STUDENT CODE OF CONDUCT AND STUDENTS WILL BE SUBJECT TO THE CONSEQUENCES OF THE DISCIPLINE PLAN. CERTAIN ACTIONS MAY RESULT IN SUSPENSION AND/OR EXPULSION AND/OR ARREST.

THIS LIST IS ONLY REPRESENTATIVE AND SHOULD NOT BE CONSIDERED A COMPLETE LIST OF OFFENSES WHICH MAY RESULT IN DISCIPLINARY ACTION.

1. **Assault and Battery** - a student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed is guilty of a misdemeanor.
2. **Possession/Use of Tobacco Products** on the school premises. The use of tobacco products by anyone on school property is prohibited.
3. Possession, use or under influence, sale, purchase or distribution of alcohol or other illegal drugs, look-alike drugs and drug paraphernalia. The possession, sale, use or distribution of illegal drugs, drug paraphernalia, intoxicating liquor or alcoholic beverages by a student or employee on school property or at school-sponsored activities where students are present is prohibited. Violation of this policy by students can lead to suspension and/or expulsion from school and violation by employees can lead to suspension from or termination of employment.
4. **False Fire Alarms and Bomb Threats (s.941.3 and s.947.015)** - Students causing false fire alarms or making bomb threats may be recommended for expulsion to the School Board. Both offenses are felonies. The police will be notified. Any person found to have conveyed or caused to have conveyed shall be disciplined according to established school procedures and/or state law. *School time missed due to a bomb threat will be made up.*
5. **Weapons In School** - No one shall possess a weapon or look alike weapons on school property, school bus, or at any school-related event. A weapon is defined as any object that by its design and/or use can cause bodily injury or property damage. In addition, no one may use any article to threaten or injure another person.
6. **Fire-Lighting Devices, Firecrackers, and Dangerous Chemicals (s.941.31)**  
Possession of fire-lighting devices, firecrackers, or dangerous chemicals by students is prohibited in school or on school grounds with the exception of students operating under the supervision of a teacher.
7. **Trespassing**  
Persons not authorized to be in the building or on school grounds will be charged with trespassing. Students who are on a limited or partial schedule are required to leave the grounds at their appointed time. If the student remains in school or on school grounds, the student may be charged with trespassing. Students who are on an out of school suspension or expulsion from school will be charged with trespassing if they are in school or on the school grounds in violation of their suspension or expulsion.
8. **Disorderly Conduct** - Students who engage in violent, abusive, indecent, profane, boisterous, unreasonable loud behavior or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance are guilty of disorderly conduct
9. **Profanity, obscenity, vulgar language, obscene gestures, or threatening language** or disrespectful behavior is prohibited.
10. **Willful disobedience** - refusal to follow school rules and the direction of an adult engaged in the operation of the school is prohibited. (This includes failure to report to the office).
11. **Disrespectful Behavior or Inappropriate Actions and Displays of Affection are prohibited.**
12. **Disruptive Behavior** - Actions in the classroom, halls or at school events that interfere with the operation of school are prohibited.
13. **Lying/forging** - passes, excuses or any other school-related documents is prohibited.
14. **Slander/Libel** - Wisconsin state statutes prohibit intentionally defaming another whether a student or a staff member. This involves anything that exposes another to hatred, contempt, ridicule or disgrace in the line of work.
15. **Loitering** - Outside of school hours and school sponsored activities, students loitering in or around entry ways, bathrooms, locker room areas, outside of the school next to the parking lot and other areas is prohibited.
16. **Theft or possession of stolen property is prohibited.**
17. **Possession, Concealing or Storing Electronic Equipment** while on the school premises is prohibited. This electronic equipment includes "boom boxes", beepers, laser pointers, electronic paging or two-way, laser pointer communication devices, etc. Walkman units may be stored in the lockers but not used in the building at any time.
18. **Vandalism** - intentionally damaging or defacing school premises or property or causing willful damage to the property of staff members and others. In addition, unauthorized decorations, signs or symbols constructed on or placed on school premises shall be considered vandalism.
19. **Sexual Harassment.** It is a violation for students to harass anybody through conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:
  - verbal harassment or abuse
  - use of inappropriate language or jokes with sexual implications
  - unwelcome touching or unsolicited and inappropriate gestures suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning
  - one's grades, job, etc. -repeated display of offensive, sexually graphic materials which are not necessary in the educational process. Confirmed sexual harassment could be a Class A misdemeanor. Unresolved harassment cases will be referred to the School District of Lodi's Director of Student Services.
20. **Driving recklessly** or imprudently in any way on school property is prohibited.
21. **Parking** - Vehicles must be parked in the lot in parking stalls with parking sticker displayed in driver's side upper window. Students

- may not occupy parked vehicles in the parking lot.
22. **Student attire** - Student attire and grooming should not be offensive, obscene, disrupt the school, represent a gang, overexpose the body, or endanger other students' health or safety. Footwear must be worn at all times. Jackets and headgear (hats, bandannas, etc.) will not be worn during the school day. Appropriate attire will be required at all times during school and at school events. Any apparel that promotes alcohol, drugs, and/or sexually explicit material or is offensive is forbidden.
  23. **Eating and/or drinking** outside the cafeteria is prohibited.
  24. **Card playing or gambling** on school grounds, fields or co-curricular trips, and/or using the internet is forbidden.
  25. **Harassment** - physical, verbal, emotional of any nature is forbidden.
  26. **Excessive tardiness** - refer to tardy policy.
  27. **Leaving classroom without permission is prohibited.**
  28. Any other conduct that hinders a positive learning environment.

### Discipline Plan

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct.

Corrective measures may include but are not limited to: conferences with teacher, counselor, or principal; detention; loss of school privileges; parent conference with school staff; suspension; expulsion; police referral; court referral and removal from class. School administration will use the following progressive discipline plan to address student misconduct during school and school-related activities. Any single, but severe, violation of school rules can result in a recommendation for expulsion.

#### Teacher Disciplinary Action Plan

The teacher will always be the first line disciplinarian. Teacher classroom management procedures can include private conferences with the student, detentions with the teacher, contact with parent, and/or an office referral if necessary.

#### Administrative Disciplinary Action Plan

The administration reserves the right to discipline any student for conduct not specifically addressed by this code. At their discretion a school administrators may vary from the Disciplinary Action Plan whenever the deviation is deemed necessary or appropriate. The School District of Lodi reserves the right to pursue disciplinary action against a student for violating an ordinance or state law while on the school premises.

#### *First Offense:*

The student will conference with an administrator, parent contact will be made, and student may be assigned one detention and/or lose school privileges. A re-entry teacher/student conference will be held prior to student returning to classroom.

#### *Second Offense:*

- a. Student will conference with an administrator, parent contact will be made, a parent conference may be held, students may be assigned two detentions.
- b. At the middle school and high school a second referral from the **same class** will result in a conference being scheduled with parent, teacher, student, and administrator to outline behavior expectations prior to student returning to the classroom.

#### *Third Offense:*

- a. Student will conference with an administrator, parent contact/conference will be required. Three detentions may be assigned.
- b. At the middle school and high school a third student disciplinary referral from the **same class** may result in removal from that classroom. A re-entry teacher/student conference will be held prior to the student returning to the classroom.

#### *Fourth - Seventh Offense:*

- a. A student will conference with an administrator, may be suspended from school for 1-5 days, a parent conference will be scheduled. A re-entry conference will be held.
- b. At Early Childhood through fifth grade, the fourth-seventh office referral may result in a permanent change in the classroom for the student.

#### *Eighth Offense:*

Eighth referral will result in a pre-expulsion hearing with district office administrators. Continued misconduct will result in administration requesting expulsion. Expulsion is the exclusion of a student from school-related activities and school property for a specified period of time. Expulsion is the most severe measure a school may use to discipline a student. Chronic rule offenders will have a conference scheduled involving the student, staff member(s), administration, and parent/guardian. The possibility of expulsion will be discussed. Chronic rule offenders who show no/little change after the school has exhausted its opportunities for student improvement will be referred to the Board of Education for an expulsion hearing. In addition, any single serious violation of school rules may also result in a recommendation for expulsion.

Other interventions will include the following remedial procedures: a referral for educational counseling, referral to Building Consultation Team, co-ordination with community agencies as appropriate.

#### Placement Procedures

If a pupil has been removed from the classroom, the school principal or the principal's designee shall place the pupil in one of the following:

- the classroom the pupil was removed from if--after weighing the interests of the removed student, the other students in the class, and the teacher--the principal or the principal's designee determines that readmission is the best or only alternative;
- another class or other appropriate place in the school, as determined by the school principal or his or her designee;
- another instructional setting; or



- an alternative education program, which is defined by statute as an instructional program approved by the school board that uses successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.

A student's removal from class does not prohibit the teacher, the school board, the district administrator, school principal, or their designees from disciplining that student.

The principal or his/her designee will make the final decision in regard to placement, but may seek input from the guidance counselor, teacher, and/or grade-level team.

All decisions will be based upon costs, availability, location, space, and staff resources. In cases of students with identified disabilities, placement decisions will be made in accordance with applicable Federal and State laws and regulations.

### **Bus Transportation**

**The school bus is considered an extension of the classroom and, as such, the school district has established standards for behavior. It is required that students remain seated, keep head, arms and legs inside the bus and not distract the driver.**

#### Transportation Guidelines:

Safe transportation of school children is the joint responsibility of bus owners, drivers, school authorities, students and parents/guardians cooperating to assure safe, comfortable transportation. School bus transportation is a privilege provided by the district which may be denied to those who disregard policy and regulations which have been established in the interest of safe transportation.

The School District of Lodi, by authority of the State of Wisconsin, sets forth the policies regarding the transportation of its students. Details of the Transportation Guidelines are available from the school offices.

#### Bus Discipline Procedures:

- First Write Up: School District to call parent/guardian and student will have consequences.
- Second Write Up: School District to inform parent/guardian of bus suspension of 1-3 days. Parent/Guardian and student must sign and return form indicating that they have read and understand the bus rules before riding privileges are restored.
- Third Write Up: School District to inform parent/guardian of bus suspension of 3-5 days. Parent/Guardian and student must meet with bus company personnel before riding privileges are restored.
- Fourth Write Up: The student may be subject to bus suspension, suspension from school, expulsion or other consequences to be determined by the principal in conjunction with the bus company.

Flagrant, repeated or life-threatening violations of acceptable bus riding behavior may result in the acceleration of the outline 4-step disciplinary procedure.

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**7/04 for 2004-2005 (no changes from 2003-2004)**

## **Appendix B**

### *School District of Lodi* **Appropriate Use of Technology** Staff and Students

No. 363.2 (A) 5-13-02 (R) 5-14-12 (R) 9-10-12 (R) 1-12-15

#### Philosophy

The School District of Lodi uses technology resources, including the Internet, as a tool for research and education. The Board of Education supports the use of its technology resources and its Web resources, including the Internet, to access resources and reference materials to meet educational and information needs.

The terms "technology resources," "networks" or "computers" used in the District policy are generally synonymous and include laptop computers, desktop computers, cell phones, telephones, servers, storage media, handheld devices, pagers, printers, scanners, software and other District-owned or contracted-for electronic communication equipment. Technology resources, like any other school property, are owned by and the property of the District or subject to the District's rights under contract and law. Technology resources must be used in the interests of the District and for the educational purposes for which it was intended. Users are required to follow the guidelines outlined in this policy, administrative guideline and other related policies, guidelines and rules.

Web resources are a collection of tools that enable interaction on the Internet. Web resources include the Internet, blogs, wikis, podcasts, social-bookmarking, social networking sites, multi-user role-playing environments, video games and other forms of electronic communication. The District permits responsible and safe use of these tools for instructional and educational purposes. Users are expected to engage in safe and acceptable use of the Web resources. The information available via the Internet is constantly changing. Since it is impossible to predict with certainty what information individuals might locate, making electronic information available to individuals does not imply endorsement of that content by the District.

The use of technology resources and Web resources are considered extensions of the classroom. Therefore, compliance with all District policies, guidelines, rules and acceptable standards of behavior are necessary and required. Any communication that is considered inappropriate in the classroom is also inappropriate in all uses of Web resources. This includes but is not limited to profanity or racist, sexist or discriminatory remarks. The District prohibits users of the District's network from using, accessing, storing or transmitting inappropriate content. Examples of inappropriate content include offensive, profane, abusive, harassing, sexually explicit, threatening or obscene language or visual depictions, as well as pornography and child pornography.

#### Limitations/Privileges/Privacy

Technology resources provided by the District are for educational purposes only. Appropriate uses are those which support the Districts' mission and vision. Use of technology resources is a privilege. A user will be held responsible for his or her actions and obligations. This privilege may be revoked by the District in its sole discretion. Users of the technology resources will annually review the Appropriate Use of Technology policy.

The District is not liable for any damage suffered by a user of the system, including but not limited to, loss of data stored on or transmitted by technology resources or interruptions of service. The District is not responsible for any mistakes or negligence, liability, copyright infringements or other costs incurred by the person using the District's technology resources, or the accuracy or quality of information received over the Web resources. Copyright infringement, which may include the duplication of software or works, is a violation of the law and Board policy.

Users should have no expectation of privacy in the contents of any communications or files on District technology resources or Web resources unless such expectation is granted by the law. The District has access to its technology resources and District-sponsored Web resources, and maintains the right to access, inspect, investigate and monitor all use and its resources, including all files, communications and information created on, with or transmitted using its technology resources or Web resources, and including email, text messages, internet usage, and any other communications or information, without notice to or consent of the user. All such files, communications, or information can be reviewed by the District for any purpose and at any time, and may be subject to monitoring, review and disclosure pursuant to civil and criminal matters, investigatory purposes, or any other lawful reason.

School officials reserve the right to discipline users who violate terms of this policy and procedure, which may result in suspension of technology privileges, legal action, and discipline up to and including suspension and expulsion for students and discipline up to and including discharge for employees.

#### **Parental Opt-Out Provision**

The District will provide students access to technology resources, including the Internet, unless the parent/guardian notifies the appropriate building principal in writing that the District should prevent access to technology resources for his/her student(s). Parents or guardians have the right to view contents of their child's user account or network activity, if possible, accessible and within the confines of applicable law, or to revoke their child's technology permissions, upon written request.

#### **Children's Internet Protection Act (CIPA)**

It is the policy of the School District of Lodi to: (a) prevent access to or transmission of inappropriate content in its computers and over its network through electronic mail or other forms of communication; (b) promote the safety and security of minors using the District's computers, electronic mail, chat rooms, text messaging, instant messaging and other forms of communications; (c) prevent unauthorized access (such as "hacking") and other unlawful activities; (d) prevent unauthorized online disclosure, use, or dissemination of student personally identifiable information; and (e) comply with CIPA – the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and all other applicable laws.

The District uses an Internet content filtering system to limit access to material that is harmful to students, obscene or disruptive to the educational or work environment, and to a lesser degree, high risk activities. The District uses software designed to filter and block access to pornographic Internet sites. The District uses commercially reasonable technology protection measures designed to comply with CIPA's requirements. The District reserves the right to block sites that do not enhance educational activities or are not in compliance with CIPA. No technology measure can block 100% of inappropriate content so the District emphasizes the importance of responsible use and of parent and staff supervision in monitoring use of technology.

#### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to the online collection of personal information from children under 13. School districts must be COPPA compliant in order to receive E-rate funds. The School District of Lodi does not disclose personal information about students on district websites or through any unsecured Internet communication and staff members are instructed not to allow students to enter personal information on any external website or through any other Internet communication in compliance with COPPA. A consent form must be signed prior to any personal student information or work being placed on any district provided website.

#### **Education, Supervision and Monitoring**

It shall be the responsibility of all instructional members of the District and parents to educate, supervise and monitor appropriate use of the online computer network and access to the Internet in accordance with this policy.

The District will promote safe online activity for students and educate students about appropriate online behavior, including interacting with other individuals on social networking websites and cyber-bullying awareness and response. This includes, but is not limited to:

- Teaching students how to locate and evaluate appropriate electronic resources
- Teaching students information literacy skills, including understanding of safety, copyright, ethical practice and data privacy
- Teaching students proper safety procedures when using email, social networking websites, texting, and other forms of direct electronic communication.

Home and personal Internet or other communication tool technology use can have an impact on the District, school and others. If Internet expression creates a substantial disruption at school, offenders may be subject to school disciplinary action and/or legal action. Substantial disruption includes, but is not limited to, any of the following:

- Necessary cessation of instruction or educational activities
- Inability of students or educational staff to focus on learning or function as an educational unit because of hostile environment (including cyber-bullying)
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities
- Exhibition of other behavior by students that substantially interfere with the learning environment
- Endangering the health and safety of others
- Invading the rights of others at school
- Involve illegal or prohibited conduct of any kind

#### **Non-District Provided Technology**

The District permits approved use of personal technology devices by students and staff in support of teaching and learning, managing resources, and connecting with stakeholders. Personal devices must meet minimum requirements for network access. Limited use of personal devices is permitted so long as it does not interfere with educational or employment responsibilities and as long as the use does not hinder, disrupt or consume an unreasonable amount of network resources, violate state or federal law, or Board policies.

Users may bring personal devices into the District to access the District network. Personal devices may include laptop computers, portable digital assistants (PDAs), cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices, or other electronics that may be carried on a person. The District is not liable for the loss, damage, or misuse of any personal device including while on District property or while attending school-sponsored activities. Users that make use of any personal technology must follow all rules and guidelines of this policy and related policies, guidelines and rules.

The District may establish standardized guidelines regarding the use, nonuse or scope of permissible use of personal devices at the elementary and secondary levels. These guidelines shall not be less restrictive than the direction given by the Board in its policies.

Guidelines by School:

Lodi High School: Personal electronic devices can be used during passing times and at lunch, as well as at the discretion of the teacher during class time.

Lodi Middle School: Personal electronic devices can be used before and after school, as well as at the discretion of the teacher during class time.

Lodi Elementary School: Personal electronic devices can be used at the discretion of the teacher during class time.

Lodi Primary School: Personal electronic devices can be used at the discretion of the teacher during class time.

#### **Consequences**

Inappropriate use of the Districts' technology resources, Web resources or District property and any other violation of District policies, guidelines or rules may result in suspension of technology privileges, report to criminal authorities, legal action, and discipline up to and including suspension and expulsion for students and discipline up to and including discharge for employees. Specifically, users are notified that sexually explicit or pornographic content has no place in the District and violators who use or access such content will face severe consequences including expulsion or termination. In addition, violations may result in financial charges for repair, replacement or services, as well as legal action. Appeals may be made in accordance with appropriate Board policies, procedures, employee contracts and student handbooks.

Administrators may confiscate and search personal devices while on District property if the administrator has reasonable suspicion that the use of the device or technology is in violation of this policy.

The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the District's systems.

Legal References: Wisconsin Statutes 947.0125

948.11

948.12

18 U.S.C. ss 2252

Cross Reference: Rule Policy No. 363.2 – Social Media Procedures for staff

Exhibit – Employee Internet Account Agreement (A) 5-13-02

# **School District of Lodi**

## *Formal Complaint Form*

**Instructions:** This form is to be completed by the complainant only after informal measures for resolution of the problem have not succeeded. Please complete all information at the top and outline your complaint as clearly and concisely as possible.

A Complaint Involving \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Name[s])

Position \_\_\_\_\_ Building \_\_\_\_\_

**Statement of Complaint:** Please be as specific as possible, giving as accurate a description of your concerns as soon as possible. Please cite names and dates and also describe informal attempts to resolve the problem. Use additional pages if necessary.

Signature of Complainant \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### **School District Response:**

Administrator's Signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Copies to: All Parties Involved in Complaint, Building Administrator, District Administrator, Board*

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