

***SCHOOL DISTRICT OF
GREENFIELD***

ELEMENTARY SCHOOL

HANDBOOK

2011 - 2012



School District of Greenfield Administration
8500 West Chapman Avenue
Greenfield, Wisconsin 53228
(414) 529-9090 Fax: 529-9478

Administrators and E-mail Addresses

Mr. Conrad Farner
Superintendent
cfarner@admin.greenfield.k12.wi.us

Mr. Todd Bugnacki
Director of Educational Services
tbugnacki@admin.greenfield.k12.wi.us

Ms. Kristin Kollath
Director of Business Services
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Ms. Megan Dixon
District Literacy Coordinator
mdixon@admin.greenfield.k12.wi.us

Ms. Emily Greiber
District Data & Assessment Manager
egreiber@admin.greenfield.k12.wi.us

Ms. Sara Summ
District Math Coordinator
ssumm@admin.greenfield.k12.wi.us

Dr. Monica Warnke
District Special Education Coordinator
mwarnke@admin.greenfield.k12.wi.us

Elementary Schools and Principals

Edgewood Elementary
Ms. Sue Sterner
4711 S. 47th Street
Greenfield, WI 53220

414-281-5750
Fax: 281-3909
e-mail address:
ssturner@admin.greenfield.k12.wi.us

Elm Dale School
Ms. Rebecca Toetz
5300 S. Honey Creek Drive
Greenfield, WI 53221

414-281-7100
Fax: 281-2580
e-mail address:
rttoetz@admin.greenfield.k12.wi.us

Glenwood School
Mr. Dan Carr
3550 S. 51st Street
Greenfield, WI 53220

414-545-2280
Fax: 545-5626
e-mail address:
dcarr@admin.greenfield.k12.wi.us

Maple Grove School
Ms. Michelle Weisrock
6921 W. Cold Spring Road
Greenfield, WI 53220

414-541-0600
Fax: 541-8070
e-mail address:
mweisrock@admin.greenfield.k12.wi.us

Office Hours:

Edgewood/Glenwood
7:30 AM – 4:00 PM

Elm Dale/Maple Grove
8:00 AM – 4:30 PM

An answering machine is on at all other times.



Student Day:

Edgewood/Glenwood

Morning Jr. K and Early Childhood
Afternoon Jr. K and Early Childhood
Kindergarten and Grades 1 through 5

Daily Schedule

8:45 AM – 11:21 AM
12:50 PM – 3:26 PM
8:45 AM – 3:26 PM

Early Dismissal

8:45 AM – 10:15 AM
1:56 PM – 1:26 PM
8:45 AM – 1:26 PM

Elm Dale/Maple Grove

Morning Jr. K and Early Childhood
Afternoon Jr. K and Early Childhood
Kindergarten and Grades 1 through 5

9:15 AM – 11:51 AM
1:20 PM – 3:56 PM
9:15 AM – 3:56 PM

9:15 AM – 10:45 AM
12:26 PM – 1:56 PM
9:15 AM – 1:56 PM

Walkers and those driven to school may not arrive until 8:35 a.m. at Edgewood and Glenwood. Students at Elm Dale and Maple Grove may not arrive until 9:00 a.m. There is no supervision until then.

Emergency School Closings

Occasionally emergency conditions arise which make it necessary to close schools. Notification of the emergency closing of Greenfield schools will be announced on television channels 4, 6, and 12 and radio stations WTMJ, WISN, WOKY and WEMP. **Closing information can also be found on the district website www.greenfield.k12.wi.us** Please do not call the schools but refer to the above media for announcements and information.

Placement of New Students

Students transferring into the district will be placed at the grade level recommended by the school of previous enrollment unless the parent and principal agree on another assignment that will be in the best interest of the child. Academic testing may be conducted to help determine the most appropriate placement.

Wisconsin statutes state a child must be five years of age on or before September 1st to attend Kindergarten. A child must be four years of age on or before September 1st to attend four-year-old kindergarten.

School Fees

Fees are charged for each student to cover the cost of consumable supplies. These fees are payable in September or at the time of registration.

Junior Kindergarten and Early Childhood	\$30.00
Senior Kindergarten and Grades 1 through 5	\$45.00

School Security

During the school day, only the main entrance door will be unlocked. All visitors are required to check in at the office each time they visit, no matter how well known they may be. Volunteers and others who spend time in the schools will be asked to wear a visitor's badge.

This and many other security measures have been developed for the safety of your children.

Breakfast/Lunch Program

A United States Department of Agriculture approved federal lunch program is available to all students in the district. Free or reduced price meals are available for those families who apply and meet the income guidelines. Applications will be sent home at the beginning of each school year and given to new registrants. If your child qualifies for free or reduced meals, this information is confidential and if you so choose, your child does not even need to know. A new application for free and reduced lunch must be submitted at the beginning of each school year. One application may be turned in for all family members attending the School District of Greenfield.



Meal Prices

	Daily	10 days	20 days	30 days
Lunch	\$2.05	\$20.05	\$40.10	\$60.15
Reduced Lunch	\$.40	\$4.00	\$8.00	\$12.00
Milk	\$.35	\$3.50	\$7.00	\$10.50
Breakfast	\$1.10	\$11.00	\$22.00	\$33.00
Reduced Breakfast	\$.30	\$3.00	\$6.00	\$9.00

Lunch Procedure

Students will punch their four or five digit ID number into a keypad. The student's name and picture will appear on the screen for verification. The cost of purchases will be automatically deducted from the family account balance. When the balance in your account becomes less than \$4.00 per student the computer will beep as the ID number is entered. The student will be informed the account is getting low. You will receive a notice or phone message informing you when your family account is in a negative balance. **If payment is not received, the student may get a mini lunch of bread, vegetables and milk.**

How It Works

The Food Service Department utilizes a lunch accounting system for the school lunch program at all the district's schools. A family can write out just one check to cover the student/s account. The system operates similar to a checking account—money is put into the account and your child/ren will draw on the account when they purchase lunch, milk, etc. You may even request a print out of when and what your children ate. You may check your family balance online or contact Food Service at 281-3357.

Payments for Lunch

Parents are encouraged to send an initial payment of \$25 per student. Larger amounts will be accepted. Families qualifying for reduced price meals should send \$8.00 per student. Checks should be made payable to GREENFIELD SCHOOL DISTRICT LUNCH PROGRAM and either mailed to: 3200 W. Barnard Ave., Greenfield, WI 53221 or given to classroom teachers.

Leaving During the School Day

If your child must be picked up during the school day, please notify the teacher by a note that morning. The child will be sent to the office at the appointed time. Children will be sent home on the bus if the office is not officially notified by note or phone call. **Please pick up your child in the office, not from the classroom.**

Student Attendance

If a child is to be absent for a day or a known number of days, parents are to call to inform the school of the child's absence any time before 8:30 a.m. Leave a message on the answering machine if the office is not open with the child's name, grade, teacher and reason for absence.

If a child is absent and the school has not been notified, a member of the office staff will phone the home. If there is no answer at home, the emergency number or the parent's place of business will be called in an attempt to reach the parents. (Refer to Board Policy 5200)

Attendance

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Regular attendance is a responsibility that should be shared by parents, students, and the school.

The "School Attendance Officer" (Superintendent or designee) of each school shall determine daily which students enrolled in the school are absent from school and whether that absence is excused, unexcused or truant.



A. Excused Absences

Each excused absence shall be explained by telephone at the high school and by telephone and/or in writing (and signed by the student's parent) at the middle and elementary schools. The excuse shall be submitted to the Attendance Office and maintained in the student's school record.

The following are considered excused absences:

1. Personal illness. Medical verification may be required.
2. Family emergencies or crises.
3. Attendance at a funeral.
4. Religious holidays or religious instruction.
5. Medical and legal appointments. Verification of appointment may be required.
6. Severe inclement weather when District schools are not officially closed.
7. Attendance at special events of educational value, approved by the principal or designee. A written excuse from the parent or guardian before the absence. (A child may not be excused for more than ten (10) days in a school year under this type of excuse, per state statute 118.15(3))

B. Unexcused Absences

Absences that exceed the number of days permitted by State Statutes, despite parent approval, are unexcused absences. An exception to this rule is a documented medical excuse. Home and in-school suspensions are excused absences.

C. Truant Absences

Truant absence is any absence of part or all of one (1) or more days from school during which the School Attendance Office, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of Wisconsin State Statutes.

Habitual truant means a student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester under Wisconsin State Statutes.

Vacations

The School District of Greenfield encourages the planning of family vacations and trips during non-school days. It is extremely important that your child be given the proper time to be instructed in the curricular areas to insure their success. In the rare cases when your child must be out of school, please contact both the school office and the teacher as soon as possible to make arrangements for work to be completed. Students who are absent for vacation are subject to the regulations of the state statute.

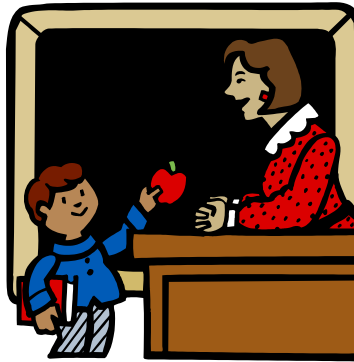
Classroom Visits

Parents/guardians and persons authorized by parents/guardians are welcome to visit classrooms in the district. This is arranged by contacting the building principal in advance of the visit to ensure that the visit time and date is during a time when classroom instruction will not be disrupted. Student visitors are not allowed.

Volunteers

While the District acknowledges the importance of volunteerism in its school, serving as a volunteer in the District is a privilege. The District shall conduct background checks on all persons who request to serve as a volunteer with the District. The results of the background checks will be reviewed by the District Administrator. The District Administrator shall have sole discretion to determine whether information obtained through the background check process disqualifies an individual from serving as a volunteer within the District, or may place restrictions on the type of volunteer service the individual may provide.

No individual that has been convicted of any crime involving children may serve as a volunteer in the District. (Refer to Board Policy 4120.09) The form is located on our website: www.greenfield.k12.wi.us/parent, Elementary School Information (left-hand side), *Volunteer Consent Form*



2011–12 Board of Education Meetings

The Board of Education meets at 6:30 PM on the second and fourth Mondays of each month. For those months when the 2nd or 4th Monday occurs during a holiday or break, a single Board of Education meeting will be held on the 3rd Monday of the month.. Agendas are posted at each school. You are invited to attend! The meetings are held at the Greenfield Administration Center at 8500 West Chapman Avenue.

Bruce Bailey, President

4281 S. 81st St.
Greenfield, WI 53220
414-321-8225
Term Expires 2014

Pamela Sierzchulski, Vice-President

7935 W. Cold Spring Rd.
Greenfield, WI 53220
414-545-4687
Term Expires: 2014

Julie Rome, District Clerk

3713 W. Cold Spring Rd.
Greenfield, WI 53221
414-281-9782
Term Expires 2012

David Richlen, District Treasurer

4320 W. Anthony Dr.
Greenfield, WI 53220
414-837-3582
Term Expires 2013

Rick Moze, Board Member

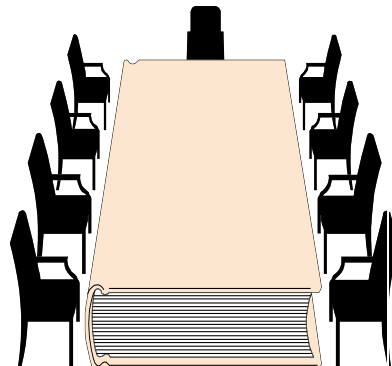
8901 W. Whitaker Ave.
Greenfield, WI 53228
414-541-5224
Term Expires 2012

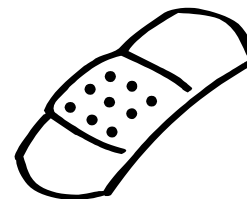
Don Carlson, Board Member

5082 W. Colonial Ct.
Greenfield, WI 53220
414-719-0807
Term Expires: 2013

Audrey Ellison, Board Member

3473 S. 50th Pl.
Greenfield, WI 53219
414-545-1232
Term Expires 2012





Health Services

The School District of Greenfield Nurse serves schools in Greenfield and works in consultation with the Greenfield Health Department as needed. The nurse's schedule varies at each school depending on the number and needs of the students. Duties include: oversight of immunization assessment and medication administration, vision and hearing screening, consulting with teachers, parents and health care providers regarding individual health concerns of students, developing individualized and emergency health care plans for these students, training and overseeing designated staff that assists in providing special health care services to students as well as providing general health information to staff, parents and in the classroom, developing or updating health services policies and guidelines and maintaining health records. The nurse also performs follow-up and investigation of contagious medical conditions, such as pink eye, chicken pox, strep throat, and communicable disease outbreaks.

Parents are asked to notify their child's school if a student has contracted a contagious illness such as head lice, pink eye, chicken pox, impetigo, or ring worm.

The schools are not staffed by medically trained or licensed personnel so cannot assess or care for illness or injuries that occur at home. Parents are encouraged to use their family physician for treatment if their child/ren is injured or becomes ill at home. There are, however, several staff members in each school who are trained in emergency first aid and CPR. In the event of a life-threatening situation the school personnel will initiate entry into the Emergency Medical System by calling 911.

Please protect the health of all children by keeping sick children at home.

In the event of illness or accident at school, school personnel will attempt to contact the parent immediately, either at home or at work. If it is impossible to contact a parent in a reasonable amount of time, emergency services will be called. **Be sure to keep your home, work and emergency phone numbers up to date.**

When children return to school after an illness it is expected that they be fever and/or symptom free for **24 hours without medication**. They are expected to participate in the full range of activities including outdoor recess and physical education classes, unless a doctor's excuse is provided. School personnel cannot, under any circumstances, provide non-prescription medicine to students unless a completed parent/guardian consent form is on file in the office.

Medication

Prescribed medication will be administered only after the school receives written authorization from the health care provider and permission from the student's parents on the **Medication Request and Authorization** form. Forms are available in the school office (and attached as the final page of this handbook) as well as on the district website. The medication policy has recently been revised. (Refer to Board Policy 5330)

Medication should be properly labeled including the name of the student, name of the medication, amount to be given, how it is to be given and the time to be given. Prescription medication must be contained in the original properly labeled prescription bottle that includes the physician's name. School personnel will give only oral medication. If eye drops, ear drops or inhalants must be taken during school hours, the student must be able to self-administer. All medications will be kept in the office area regardless of who will be administering except for essential or emergency medications such as asthma inhalers, Epipens or insulin. For these medications the health care provider and parent must additionally complete on the **Medication Request and Authorization** form the section that indicates the student has been trained in using the medication properly and is responsible enough to carry and use it safely. It is at the principal's discretion to require the medication be kept in the office area if the student is not using or handling it appropriately by him/her self.

Medications to be administered at the school must have the following information clearly printed on the container: full name of the student, name of the medication, amount to be given, and how and at what time it is to be given. In the case of prescription medication, the prescribing health care provider's name and pharmacy label must also be on the medication container. **Physician or licensed prescriber signature is now required.** Medications must be provided in the original manufacturer's container, or the original prescription container. Baggies, envelopes, or other unsafe containers are not allowed for the transportation and storage of any medication. Medication must be provided in the proper dosage. School staff will not alter (cut or break) pills.

Dissemination of Student Directory Data

Notice is hereby given that the School District of Greenfield, pursuant to the Family Education Rights and Privacy Act and State Statute 118.125(1)(b) and (2)(j) has designated the following as Directory Data:

- Pupil's name
- Grade
- Date of birth
- Major fields of study
- Participation in officially recognized school activities and sports
- Weights and heights of members of school athletic teams
- Dates of attendance
- Photographs
- Degrees and awards received
- Most recent education institution attended by student

The district may disseminate directory data in oral, written, or electronic form, such as via the Internet or Cable TV. Any parent, guardian, or eligible student may advise the school district or the school said student attends, in writing, of their desire that all or any part of the directory data not be disclosed without the parent, guardian, or eligible student's consent. Such notification must be given to the district within two weeks of the publication of this notice in the Greenfield Forum Newsletter each fall. Any previous notice on file with the School District of Greenfield to withhold the disclosing of directory data will be void at that time.

Special Services

Title I

Some of Greenfield's elementary schools are eligible for the Title One Program. Title One teachers offer students support in language arts and mathematics.

Guidance and Counseling

Each elementary school in Greenfield has a guidance counselor who provides a wide variety of services to students, parents and staff. These services include individual student and group counseling, developmental guidance classes in each classroom weekly, as well as consultation with staff and parents.

Gifted and Talented Services

Students who have special talents in a number of areas are served through the gifted and talented program. Children are referred by either teacher or parent recommendation, or possibly by peer or self-nomination. The areas of giftedness addressed in this program are intellectual, academic, creative, and leadership.

Reading Resource Program

A reading specialist at each building directs many aspects of the reading program. These include Reading Recovery, demonstration lessons, remedial help, diagnostic testing, motivational and enrichment activities and consultation with parents and teachers.

Psychologist

All students are eligible for referral to one of the district's psychologists if their needs so indicate.

Special Education Services

The School District of Greenfield offers services for Early Childhood, Special Education and Speech and Language students. Eligibility for these programs involves formal multi-disciplinary team action identifying children with special educational needs. For additional explanation of any of these programs, please contact your school principal or visit the District website at www.greenfield.k12.wi.us.

504 Plan

Students who do not meet criteria for special education services may require a specialized accommodation plan called a 504 Plan. These plans are formalized accommodations that are reviewed yearly. The plans also follow students throughout their educational career in Greenfield.

Student Intervention Teams

Student Intervention Teams meet to discuss concerns regarding individual students. The Team consists of faculty members who interact directly with the student, as well as the psychologist and social worker, assigned to the school. Teaching strategies or techniques are discussed to address the needs of individual students as they relate to specific concerns and lack of achievement.

English Language Learners

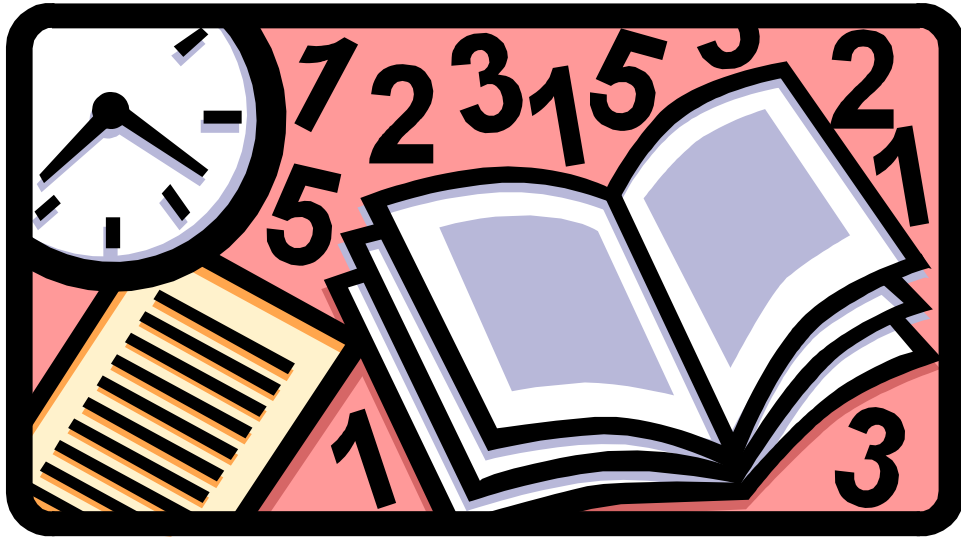
ELL teachers assess students for whom English is not the primary language. The goal is to improve the ability of these students to communicate in English and to provide resources to teachers that enable ELL students to succeed in the regular classroom.

Modification Notification

When significant modifications in subject or course content and grading have been made, the report card will indicate that through a notation. The criteria for determining this is as follows:

- information is obtained from an alternative textbook where the vocabulary is at a significantly lower level than the adopted text for the class;
- material is taught at a significantly lower grade level;
- alternative assignments are given where the questions and/or problems are at a recall and recognition level and have less synthesis and application than the required assignment;
- modified curriculum assessments are created where the expectations of the amount and/or type of knowledge is less than the required assessment in the curriculum.

Relatively few students would have curriculum modifications that meet these criteria. A team consisting of the teacher and principal would make the decisions on which students would be provided with these modifications and allowed this grade notation.



Board of Education Policies

There are several important Board of Education policies, which are summarized below. Copies of these policies will be discussed and distributed to students during the first month of school. All other Board of Education policies, in their complete forms, are available at any District school or the Administration Center or online at www.neola.com/greenfield-wi

Dress Code

Children attending Greenfield's elementary schools are expected to dress in a manner that is dictated by good taste and principles of good personal hygiene. Caps and coats are not allowed to be worn in the building during the school day. Any article of clothing that is determined by the principal to interfere with the educational process is prohibited. Detailed information can be found in Board Policy 5511.

Behavior Degrading to Human Dignity Policy

An integral part of this commitment is the recognition that the district is becoming increasingly multi-cultural, that we value and respect the diverse makeup of the school community and that we seek equal education and employment opportunity for all the students and employees.

To this end, the school district will not tolerate comments or other expression by student or employees which insult, degrade, or stereotype any person or group because of gender, race, religion, national origin, or physical, mental, emotional or learning disability.

Students violating this policy will be disciplined in accordance with applicable Board of Education policies and student handbooks. (Refer to Board Policy 5516)

Code of Classroom Conduct

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code). In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed. (Refer to Board Policy 5505)

Anti-Harassment Policy

It is the policy of the School District of Greenfield, Wisconsin that the Board of Education recognizes the long term physical, psychological and emotional harm that can be suffered by victims of sexual assault, sexual exploitation, and related crimes.

The Board of Education wishes to acknowledge all Wisconsin state laws, which prohibit sexual assault, sexual exploitation and related conduct, and to ensure that any such crimes are reported. Alleged victims are encouraged to report alleged incidents to the school principal. Employees of the School District are required to report abuse or neglected children whether or not the incident

occurred on school premises or while the child was under the control of school authorities. This complete subject is addressed in Board Policy 5571.

Violators will be subject to disciplinary action, up to and including expulsion.

It is the policy of the School District of Greenfield, Wisconsin to provide a learning environment free from all forms of discrimination including incidents of sexual harassment or intimidation. Anyone violating this policy, whether a student, teacher, or Board of Education member is subject to disciplinary action. Additional information can be found in Policy 4362 and 5517.

Non-Discrimination and Equal Employment Policy Statement

The School District of Greenfield does not discriminate against pupils on the basis of sex, race, national origin, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. (Refer to Board Policy 2260). Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, gender, handicap, marital status, religion, social or economic status or any other characteristic protected by law. (Refer to Board Policy 3122 and 4122).

Controversial Issues

Board Policy 2240 states how the controversial (sensitive) issues presentation and discussion will be conducted in the classroom. In order to respect the values of the individual family, all parents will receive notice prior to the formal teaching of this portion of the curriculum. Parents will be invited to preview materials used in this program. The Board of Education has adopted a set of Policies that address the Human Growth and Development curriculum. (Refer to Board Policy 2414)

Surveys, Analysis, or Evaluations

No students shall be required, without prior consent of their parents, to participate in any survey, analysis, or evaluation associated with a school program or curriculum in which the primary purpose is to reveal information about political or religious affiliations, mental problems, sexual behaviors or attitudes, illegal behavior, relationships, with legally-recognized privileged officials, or their income status. (Refer to Board Policy 2416).

Weapons

It is the policy of the School District of Greenfield, Wisconsin to provide a safe and healthy environment for students and those employed in the schools. Therefore, no person shall possess or use a dangerous weapon on school premises, on school buses, or at any school-related event.

Any person violating this policy shall be referred to law enforcement officials for possible prosecution. Students who have threatened another with a weapon will immediately be suspended from school and recommended for expulsion. (Refer to Board Policy 4217)

Search and Seizure

It is the policy of the School District of Greenfield, Wisconsin that the school principal and other administrators may conduct a search of a student if they believe the student has drugs, weapons, alcohol, or other materials in violation of school rules or state law. The search may include inspection of clothing, purses, wallets, knapsacks, and other personal property including an automobile or other vehicle parked on the school grounds. The search may also include an inspection of school property including school lockers, desks, and other areas in which items may be kept. The Board also authorizes the use of breath test instruments, and the use of specially trained dogs to detect the presence of drugs and other harmful devices. (Refer to Board Policy 5771)

Gangs

It is the policy of the School District of Greenfield, Wisconsin that gangs, gang affiliation and gang-related activities are banned from school buildings, school related activities, and school property at all times. No gang insignia may be worn, possessed, used, distributed, displayed, carried or sold by any student on school grounds or at school related activities at any time. Students are not permitted to send gang signs either through their body language or in the manner in which they wear their clothing. Violations of this policy will result in one or more of the following: parent notification, in-school detention, suspension, or recommendation for expulsion. (Refer to Board Policy 5840)

Suspension-Expulsion

It is the policy of the School District of Greenfield, Wisconsin that a student may be suspended for non-compliance with rules or a student may be expelled for repeated refusal or neglect to obey school rules. A student may also be suspended or expelled for conduct while at school or while under the supervision of school authorities which endangers property, health, or safety of others or for knowingly conveying, or causing the conveyance of any threat or false information concerning an attempt or alleged attempt being made, or to be made, to destroy any school property by means of explosives. (Refer to Board Policy 5610)

Suspended students and their parents shall be given prompt notice of the suspension and the reasons for the suspension. A conference with the principal may be requested within 5 days. A hearing must be held by the Board of Education before a student can be expelled. The student and their parents must be given 5 days notice of the hearing. The hearing is an opportunity for the student to answer the charges. (Refer to Board Policy 5611)

Suspension: Homework and Tests

This Administrative Guideline applies to all students K-12 regardless of disability, and is implemented at the elementary, middle, and high school level, consistent with the following:

1. Teachers at the direction of the designated person(s) prepare homework that can be completed at home.
2. Homework is made available for parent pick-up at a single designated location within 24 to 48 hours of the suspension.

3. To the extent possible, student takes home at the time of the suspension all textbooks that might be necessary for completion of homework assignments.
4. The parent is notified at the time of the suspension that they are expected to pick up the homework, that they will be informed of the time and location the homework assignments will be ready for pick up, and that additional pick-up times will be scheduled if the length of the suspension requires that.
5. Homework is due at the completion of the suspension, and is to be brought to school at the time of the suspension intake conference.
6. The student has 5 school days starting with the completion of the suspension and return to school to make up missed exams, tests and quizzes.
7. Full academic credit is given for homework, exams, tests, and quizzes completed within the timelines in #5 and #6. (Refer to Administrative Guideline 5610)
8. Elementary, middle, and high schools will write Administrative Procedures for implementation of these Administrative Guidelines. Those administrative procedures will be included in the student handbooks appropriate to the grade level.

Accommodating Student's Religious Beliefs

It is the policy of the School District of Greenfield, Wisconsin that reasonable accommodations with regard to examinations and other academic requirements may have to be made from time to time because of a student's sincerely held religious beliefs. (Refer to Board Policy 5223)

Parents/guardians may make requests regarding the above to the building principal. All requests shall be judged individually, based upon state and federal guidelines. The principal shall inform the parents/guardians in writing of his/her decision in a timely manner. From time to time, sensitive issues will be discussed in classes (ex. Health). Parents will be informed when such issues are up and coming. Parents are able to request that their child be excused from the class session by contacting the teacher directly.

Absences for Religious Instruction

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for the children but also recognizes its responsibility to enforce the attendance requirements of the State.

The Board shall permit students, with written parental permission, to be absent from school during required school periods at least sixty (60) minutes but not more than 180 minutes per week to obtain religious instruction outside of school.

A student must be properly registered and a copy of such registration must be filed with the principal. The supervisor of the religious instruction must report monthly to the District the names of the students who are attending the weekly instruction.

The District will assume no liability for a student while attending religious instruction nor will it provide transportation for such instruction.

No solicitation for attendance at religious instruction shall be permitted on District premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

Parents/Guardians may make requests regarding the above to the building principal. All requests shall be judged individually, based upon State and Federal guidelines. The principal shall inform the parents/guardians in writing of his/her decision in a timely manner. If a parent/guardian is not satisfied with the building principal's decision, s/he may appeal to the Superintendent, and if necessary, to the Board. Appeals beyond the Board may be made to the State Superintendent of Public Instruction in accordance with the complaint procedure. (Refer to Board Policy 5223)

Wireless Communication Devices

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on Board authorized vehicles the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured in hall lockers (but not locker room lockers) or vehicles, or stored out of sight. Use or possession of such a device is allowed if the principal or its designee determines that the device is used or possessed for medical, school, educational, vocational, or other legitimate use. (Refer to Board Policy 5136)

Aggressive Behavior toward Students

Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, on school property and off school property if the student is at any school-sponsored activity or function. Any student that believes she/he has been or is the victim of aggressive behavior should immediately report the situation to a building administrator. All complaints will be promptly investigated and if the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and remedial action. Retaliation and making intentionally false reports about aggressive behavior is similarly prohibited and may result in disciplinary action. (Refer to Board Policy 5517.01)

Smoking

No student shall smoke or use smokeless tobacco, or have in his possession at any type of tobacco while he or she is on school premises, in a vehicle on school grounds, or in a vehicle operated by or under the auspices of the School District of Greenfield; this includes but is not limited to, school buses, vans or any other official transportation operated by the school district. (Refer to Board Policy 5530)

Other Information

Lost or Stolen Articles

Because the responsibility for personal belongings rests with the student, the school cannot assume any financial responsibility for items lost or stolen. We will, however, make an effort to help the student recover the lost belongings. Labeling property with the student's name is always advised. There is a "Lost and Found Department" at school. Check there for lost articles! Students are not allowed to bring electronic toys, radios, etc. to school unless arrangements have been made with the teacher.

Video Taping

During the school year your child *may* be photographed, video taped, or audio taped for the purpose of celebrating a special event, documenting student progress, or allowing a teacher to observe specific instructional techniques. If you have any concerns about this practice, please contact your building principal.

Internet

Occasionally student writings and artwork will be featured on each school's Internet site. Students will be listed by first name and last initial. If any parent or guardian would prefer their student's work or name not be used, please notify the school.

Day Care

Before and after school day care is available at parent expense at each elementary school. Contact Ebenezer Day Care at 643-5699 for more information.

Bus Code of Safety and Behavior

1. Report to the bus stop about 5 minutes before the scheduled time.
2. Board the bus without pushing.
3. Go directly to your seat and remain seated until the bus has reached a complete stop at its destination.
4. Never throw ANY object while on the bus.
5. Loud talking, yelling and screaming create an unsafe situation for the driver. They are not allowed.
6. If you must cross the street in front of the bus, do so only when the red flashers are on and the bus driver has signaled to you.
7. Public and private property at bus stops is to be respected.
8. The bus driver and all passengers are to be regarded with respect at all times.
9. It is unlawful to vandalize buses in any way. Damage done to buses will be dealt with by the bus company and the Greenfield Police Department.



Bus Code of Safety and Behavior - Consequences

1. If unacceptable behavior continues after at least one warning, the bus driver will write up the incident and send the notice to the principal.
2. A copy of the write up will be sent to the student's parents.
3. The principal or designee will meet with the student.
4. If three or more unacceptable behavior write ups are received by the principal in a given semester, the student will be suspended from riding the bus for a period of from one to three days. During that time it is the responsibility of the parents and student to see to it that he/she gets to school. Severe or repeated behavior may result in immediately and/or extended suspension from the bus.

Summer School

The School District of Greenfield offers a summer school program that provides academic and enrichment courses for elementary students. Remediation focuses on identified needs in math and reading skills. Enrichment is offered in a variety of areas. A brochure describing the summer school program is distributed to all parents each spring. Busing is offered to and from summer school for resident students only.

The City of Greenfield Recreation Department also sponsors summer recreation program. Those children attending summer school in the morning can stay at the same site and participate in the recreation program in the afternoon. Students should bring a bag lunch if they participate in the Greenfield Parks & Recreation Summer Playground Program, as no other lunch program is offered.

