



# Parent/Student Handbook 2016-2017

**Ouisconsin School of Collaboration**  
103 Pleasant Street  
Lodi, WI 53555  
(608) 592-3855  
<http://www.lodi.k12.wi.us>

## **SCHOOL DISTRICT OF LODI MISSION STATEMENT**

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.

TABLE OF CONTENTS

DISTRICT MISSION STATEMENT	1
PHILOSOPHY OF SCHOOL DISTRICT OF LODI	4
WELCOME	4
OSC MISSION STATEMENT	5
BUILDING and DISTRICT DIRECTORIES	5
STAFF LIST	6
ACCELERATION	7
ARRIVAL/DISMISSAL	7
ATTENDANCE	7-8
BEHAVIOR MANAGEMENT GUIDELINES	8
Guidelines for Success and TRIBES Agreements	8
TEACHER AND OFFICE REFERRALS	8-9
BIRTHDAYS	9
BUS TRANSPORTATION	20
CODE OF CONDUCT	Appendix A, Pg. 17
Student's Rights	
Discipline Plan	
Teacher Disciplinary Action Plan	
Administrative Disciplinary Action Plan	
Placement Procedures	
Bus Transportation	
COMMUNICATION	9
Address/Phone Number Change	
OSC Kick-Off	
Parent/Teacher Conferences	
Formal Complaints	
Questions and Concerns	
Parent Information	10
Messages for Teachers	
Flowers and Balloons for Students	
COMPLAINTS	10
COMPLAINT FORM	24
COUNSELING	10
DAILY SCHEDULE	10
DRESS	10
DRUG FREE SCHOOLS	10
EMERGENCY SITUATIONS	11
Security Threat Control	
Cold Weather Policy	
Tornado, Fire	
Late Start Information	
FEES	11
FIELD TRIPS	11
FOOD SERVICE	11-12
Lunch Fees	
Family Lunch Account Program	
Online Food Service Payments	
Milk	
Breakfast/AM Nutrition Break	
Federally Funded Free or Reduced Lunches	
Food Allergies/Special Needs	
Visitors	
GRADING SCALE	13
GUM/CANDY	13
HEALTH	13-14
Accident Insurance	
Health Records/Immunization	
Health Services	
Nurse	
Recess Excuse	
Physical Education Excuses	
Medications	

Questions	
Vision and Hearing Screening	
Specialized Health Care Plans	
HOMEWORK REQUESTS	14
HUMAN GROWTH AND DEVELOPMENT	14
INTERNET USAGE/AUTHORIZATION	Appendix B, Pg. 20
INSTRUCTIONAL MATERIALS	14
Fines	
LIBRARY/MEDIA CENTER (LMC)	14
LOST AND FOUND	14
NONDISCRIMINATION POLICY NOTIFICATION	Appendix C, Pg. 23
PARENT RESOURCES	14
PARENT INVOLVEMENT	15
Lodi Parent Teacher Organization	
Parent Advisory Council	
PARENTS WHO LIVE APART (PWLA)	15
Student/Parent Contact Restrictions	
PERSONAL ITEMS	15
PETS	15
RELIGIOUS ACCOMODATION	15
SCHOOL PICTURES	16
SCHOOL DISTRICT FORMAL COMPLAINT FORM	24
SEARCH AND SEIZURE POLICY	16
SPECIAL EDUCATION PROGRAMS	4-5
STUDENT ATTENDANCE POLICY	Appendix D, Pg. 23
STUDENT PLACEMENT	16
TECHNOLOGY USAGE	16
TESTING	16
TELEPHONE CALLS	16
VISITORS	17
VOLUNTEERS	17

## ***PHILOSOPHY OF THE SCHOOL DISTRICT OF LODI***

The School District of Lodi will provide all students with the opportunity to acquire a diversified education in accordance with Department of Public Instruction Standards, Board of Education policies, and administrative procedures. It is the sole intent of the Board of Education and the Administration to provide learning opportunities designed to promote the maximum intellectual, social and physical potential of each student.

The School District of Lodi shall strive to provide: the best means for students to acquire and apply fundamental intellectual skills; guidance and training necessary to develop social competencies which permit children and young adults to achieve the highest degree of self-sufficiency, self worth, and confidence; an environment which allows students to develop into emotionally stable, well-adjusted young adults who can interact in a harmonious manner with respect and concern for all human beings; diversified enrichment opportunities, in accordance with each student's capabilities, as a means of promoting physical and mental health; an education that prepares students for occupational, academic, and technical programs beyond high school and also prepares them for effective participation in the economy as consumers or producers; opportunities for students to learn about other cultures and their own heritage; and appropriate educational programs for students with exceptional educational needs.

The Board of Education in cooperation with staff, administration and community will establish annual goals to foster on-going implementation of the district philosophy.

## ***WELCOME***

Welcome to the Ouisconsing School of Collaboration! 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 9 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 Administrator of Record, Amy Kohl, School Psychologist, 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.

***OUISCONSING SCHOOL OF COLLABORATION MISSION STATEMENT***

*“The mission of the Ouisconsing School of Collaboration is to strengthen each learner's unique styles, intelligences and interests by providing project-based learning opportunities using real world solutions in a multiage setting.”*

***District Administration - 592-3851***

Charles Pursell	District Superintendent		Ext. 5481
Tom Nack	Maintenance/Custodial Consultant		Ext. 5487
TBD	Business Manager		Ext. 5482
Tiffany Loken	Director of Instruction/Director of Student Services		Ext. 5486
Paul Anderson	Tech./Computer Specialist	<b>592-3853</b>	Ext. 4404
Andrea Somerfeldt	School Psychologist	<b>592-3851</b>	Ext. 5485

***Ouisconsing School of Collaboration Governance Board (To be updated in August)***

Kelly Hatch		<a href="mailto:hatchke@lodischoolswi.org">hatchke@lodischoolswi.org</a>
Jennifer Morgan		<a href="mailto:morgaje@lodischoolswi.org">morgaje@lodischoolswi.org</a>
Jill Roessler		<a href="mailto:roessji@lodischoolswi.org">roessji@lodischoolswi.org</a>
Tom Tritt		<a href="mailto:tritto@lodischoolswi.org">tritto@lodischoolswi.org</a>
H. Adam Steinberg		<a href="mailto:steinad@lodischoolswi.org">steinad@lodischoolswi.org</a>
Mary Klein	Member At Large	<a href="mailto:kleinma@lodischoolswi.org">kleinma@lodischoolswi.org</a>

***School District of Lodi Board of Education***

Sue Miller	President	<a href="mailto:millesu@lodischoolswi.org">millesu@lodischoolswi.org</a>
Bill Beers	Vice-President	<a href="mailto:beersbi@lodischoolswi.org">beersbi@lodischoolswi.org</a>
Steven Ricks	Treasurer	<a href="mailto:ricksst@lodischoolswi.org">ricksst@lodischoolswi.org</a>
Karl Westphal	Clerk	<a href="mailto:westpka@lodischoolswi.org">westpka@lodischoolswi.org</a>
Bill Wipperfurth	Director	<a href="mailto:wippebi@lodischoolswi.org">wippebi@lodischoolswi.org</a>
Michelle Pare	Director	<a href="mailto:paresh@lodischoolswi.org">paresh@lodischoolswi.org</a>
Mark Seidler	Director	<a href="mailto:seidlma@lodischoolswi.org">seidlma@lodischoolswi.org</a>

***Parent Teacher Organization Officers (PTO)***

Debbie Scherer, President	Tiffany Houdek, Vice President
Brenda West, Treasurer	Dawn Thistle, Secretary

**Ouisconsing School of Collaboration Staff 2016-2017**  
To be updated in August

**Principal**

Sherri Endres-Lovell 1002

**Administrative Assistants**

Andrea Giese 1000  
Kris Karls 1001

**School Counselor**

Val Bilkey 1210

**School Nurse**

Rodney Barrow 1004  
Terry Haag 2103

**Early Childhood**

Julia Knudson 1209

**Lodi 4 Kids Teachers**

Melissa Brick 1206  
Denise Hasburgh 1208  
Julia Knudson 1209

**Kindergarten Teachers**

Kim Breunig 1200  
Sarah Cahalane 1202  
Angela Griffing 1204  
Elizabeth Mayer 1203  
Kerrie Rashid 1201

**OSC Advisors**

Chris McNeill 1311  
Grace Schirra 1311  
Allison Stone 1311  
Carly Zick 1311

**Special Ed. Resource**

TBD 1307  
Sarah Grant 1307

**Speech/Language**

Ashley Anderson 1213  
Jennifer Fafinski 1213

**Physical Therapist**

Rebecca Eller 1205

**Occupational Therapist**

Crystal Schaaf 1205

**Art**

Sandy Osterman 1501

**Physical Education**

Ron Winkler 1603

**Music**

Lexine Weber 1503

**LMC**

Peggy Schaub 1302

**Reading Teacher**

Susan Chambers 1003

**Educational Assistants**

Rona Anderson 1302  
Janel Errthum 1308  
Carrie Findora 1207  
Pam Finney 1206  
Julie Haag 1209  
Susan Kearney 1208  
Ann Lins 1208  
Denise Patterson 1309  
Norma Jean Schmudlach 1308  
Luann Schwartz 1309  
Krista Stark 1308  
Rachael Steinkopf 1309  
Kristin Tracy 1206  
Terri Zajicek 1309

**Custodian**

Rick Brisky 1700

**Food Service Administrative Assistant**

Karen Ripp 1600

**Food Service**

Dianne Smith 1605  
Serena Walters

## 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 2:55 pm.

### Crossing Guards

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

Main and Columbus Streets  
Pleasant Street and Madison Avenue  
Parr Street and Millston Avenue

Main and Fair Streets  
Sauk Street and Strangeway Avenue (pm only)  
Sauk Street and Grand Avenue (pm only)  
Sauk Street and Valley Drive

### Drop-Off/Pick-Up Zones

Please use the car drop-off and pick-up zone in the upper parking lot or the church parking lot. Do not drop off or pickup students in the bus zone or the lower parking lot. The lower parking lot is for disabled students only.

## ATTENDANCE

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

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 and the responsibility of the principal or the principal's designee.

### Excused Absences

Excused absences include illness, family health emergency, death in the family and school sponsored trips. In the case of absence due to an appointment, we encourage students to attend as much of the school day as possible, rather than miss an entire day. 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 608-592-3855 anytime to leave a message on our automated telephone system or you may speak directly with a school administrative assistance 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, the parent must obtain a planned absence form from the office. The form requires the signature of the student's teacher. The completed form should be returned to the office before the scheduled absence.

A student who misses more than half of the morning session, up to, or after 9:45 a.m. or afternoon session, up to, or after 1:15 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.

### **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 makeup 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 or 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.

### **Tardiness**

Students are expected to be on time to school and to class. Being late to class not only creates a problem for the student, but also disturbs the entire class. Students are expected to be inside their classrooms by 8:05 a.m. every day. Every 3<sup>rd</sup> unexcused tardy will result in a missed recess.

### **Suspension**

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

### **Bus Transportation**

Please see the "Bus Transportation" section of the Code of Conduct, Appendix A.

## **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.

### **Guidelines for Success**

Be On Time  
Be Prepared  
Be Respectful

### **TRIBES Agreements**

Mutual Respect  
Right to Pass  
No Putdowns  
Appreciations

The above TRIBES agreements are a template. Final TRIBE agreements will be determined by classrooms.

### **Teacher and Office Referrals**

#### **Teacher Referrals:**

There are times when inappropriate behavior is not serious enough to warrant a teacher referral. Teacher referrals will serve as communication between parents, students and staff related to inappropriate behavior in OSC. All attempts will be made to handle the situation at this level, but in extreme cases an office referral may be made if the teacher referral does not mitigate said behavior.

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 teacher referral is made.

#### **Office Referrals:**

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

### **Missing Assignments**

Students will discuss missing assignments with homeroom teachers. If missing assignments continue, communication will be made with families. Further actions will include students making up missing assignments during free time such as recess and/or during lunch and/or breakfast.

### **Consequences**

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.

### **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.



**After School Detention/Study Room:**

After school detention is intended for more serious behavior, or for chronic/escalating behavior. Students will be assigned one after school detention for every three teacher/office referrals or missing assignment forms (or any combination of three of these). Detention will be assigned for the following night. Parents will be informed in writing of the detention, which will be served the "detention" day (detentions will be served on Tuesdays, Wednesdays, and Thursdays, from 3:00 to 3:30 pm). Parents will be responsible for providing their child's transportation when a detention is assigned.

A detention may be assigned if the severity of the student's actions warrants a more serious consequence. The teacher or Administrator of Record will make that decision.

Students are expected to have work to do at detention/study time, and are expected to behave appropriately. If a student does not meet these criteria, it will be communicated to the homeroom teacher, and the student may have to make up the detention/study time.

**BIRTHDAYS**

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

**BUS TRANSPORTATION**

Kobussen Buses is in charge of all bus transportation. To contact them, please call 592-0551. Please see the "Bus Transportation" section of the Code of Conduct, "Appendix A".

**CODE OF CONDUCT**

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 school's administrative assistance. Our records need to be current in case of emergencies.

**OSC Kick-Off**

All parents and students are invited to attend the OSC Kick-Off on Tuesday, August 30<sup>th</sup> from 5:00-7:00 p.m.

**Parent/Teacher Conferences**

October 27, November 3, February 28, March 9

Conferences are held on a scheduled basis each fall. Teachers will schedule spring conferences as needed. 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.

**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 Administrator of Record'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)
- Administrator of Record
- OSC Governance Board
- District Administrator

**Parent Information**

Parent resources are available for parents. Resources include information on managing children's behavior, developmental issues, parenting and special crisis issues such as a death, divorce, student achievement, etc. A parent resource is located in the LMC. Take materials to the circulation desk in the LMC to check them out. Materials can also be found on the Parenting Bulletin Board by the main office.

**Messages for Teachers**

We deliver messages to students at approximately 2:30. We encourage you to make plans with your child before he/she leaves for school. Changes in plans can be very confusing to young children and often cause more anxiety than benefit. If you need to make a change for after school arrangements, please call by 2:00 p.m.

PLEASE DO NOT LEAVE A MESSAGE FOR A CHANGE OF AFTER SCHOOL PLANS ON A TEACHER'S VOICE MAIL. YOU MUST TALK TO THE OFFICE TO ASSURE THE MESSAGE REACHES THE STUDENT BY THE END OF THE SCHOOL DAY.

**Flowers and Balloons for Students**

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 Governance 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 OSC Governance Board. At the meeting with the Governance Board, the complaint will be reviewed with the complainant and possibly the building administrator and staff member if deemed necessary. The Governance Board will issue a written decision within 10 days of this meeting.
4. 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.
5. 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.
6. 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.

## **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
Buses Arrive	7:45-7:50 am
Students Report to Homerooms	8:05 am
Dismissal	2:55 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 unacceptable for Recess and P.E. classes.
- Caps are not allowed during regular school days unless permitted by homeroom teachers.
- 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 443.4).

## **EMERGENCY SITUATIONS**

### **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 is 0.

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: WNN0 106.9 FM or 95.95 FM/WBKY)

WDLS.....900 FM (includes WNN0 106.9 FM or 900AM/WBKY/WDLS)

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 \$25.00. Additional fees may be assigned by the Ouisconsing School of Collaboration Governance Board as deemed necessary. This fee helps to cover the cost of workbooks and other consumable materials. Fees must be in to the school office by September 11.

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 STUDIES**

- 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 studies that involve transportation and are required to return a parent permission slip and all fees two days prior to the field study 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 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**

### **LUNCH FEES K-5**

Student Lunch: \$2.75

Reduced Lunch: \$.40

Student Breakfast: \$1.70

Reduced Breakfast: \$.30

Adult Lunch: \$4.00 Adult Breakfast: \$2.25

4K Milk Break fee: \$58.00/year

Milk: \$.40

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 or [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, 103 Pleasant Street, 592-3855 ext. 1600 or [rippkar@lodischoolswi.org](mailto:rippkar@lodischoolswi.org)

Children may bring a lunch from home or purchase a meal from the Food Service Program.

#### ***Family Lunch account***

All food service money is deposited into one family account, regardless of the number of children in grades K-12, each daily purchase is deducted from this account. It is NOT necessary to send separate payments for each student, the **only exception** being the yearly 4K milk break fee of \$58.00, which should be paid separately and clearly marked "4K milk fee". Deposits may be made to the student's teacher, turned in at the school office or mailed to the school (103 Pleasant Street, Lodi). Include the student(s) and family account name with your payment. Deposit a sufficient amount of monies to cover all food service costs. 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 for the students on the checkout screen during service. The system is PRE PAY and NOT a CHARGING account. Money must be deposited BEFORE meal service to prevent a refusal. Contact food service directly with any account questions or if your family is experiencing a financial hardship.

#### ***Infinite Campus (IC) Account Balance Phone Notification***

When the household balance falls below \$20.00, or the account 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 food service account balance information. Each member may edit his or her notification preference within the IC parent portal. For specific IC parent portal help contact Kris Wendorf, at 592-3851 ext 5483.

#### ***Student PIN***

Students will enter the same PIN number as assigned to them in previous year. Kindergartners and new students will be assigned a new one. If they have forgotten their PIN, food staff will have it available during the meal service and will also be working with the students the first few weeks of school to help them with the process. Students who qualify for the free meal program are also required to enter their PIN.

#### ***Milk at Lunch***

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

#### ***Grab N Go Breakfast/AM Nutrition 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. They DO qualify if they take the FULL breakfast. NO milk purchase will be allowed if the account is negative. No cash accepted in line, all monies should be deposited into the family account. 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 meal program (includes BOTH the FULL breakfast and lunch meals)***

Applications for the free/reduced meal program are available in the School office, the District office or can be downloaded off the web site. If you think you might qualify fill out the application and send it to the Lodi Primary School, ATTN: Food Service, 103 Pleasant Street, Lodi, WI 53555. If you qualify for the free/reduced lunch program it does NOT include the cost of milk if it is taken separately from the meal or taken at milk break time. Remember to fill out the application as soon as possible so we can process your request. You must fill out a new application every school year. If you would like to participate in the districts reduced fee program, such as waived or reduced registration fees, ONLY you may supply your approval letter to the staff collecting the fee.

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

A 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 account at the regular meal price or for no cost/reduced fee if a student participates in the free/reduced meal program.

#### ***Menu and meal options***

Menus are available on the website, sent home with the students at the beginning of each month 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.

#### ***Food allergies and 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 Pin".

## **GRADING SCALE**

The following Leveled Grading Code is used in OSC:

- A** = Advanced
- P** = Proficient
- B** = Basic
- M** = Minimal
- 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, 4th grade students need to earn a certain level of proficiency on the WKCE Test, in order to be promoted to 5th grade.

## **GUM/CANDY**

Gum and candy are not allowed in the classroom unless allowed by the teacher.

## **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 health 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 measles/mumps/rubella are required. The district has the authority to exclude any student whose immunization records are not in compliance and/or when the lack of documented immunization poses a threat to the health of students and staff.

### **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 the Primary School Office at 592-3855.

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

### **Nurse**

The school district contracts the part time services of two registered nurses. They will visit the OSC building regularly. The nurses are not expected to be in the OSC 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 3-5 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 and Hearing Screening**

Vision and hearing screening is conducted in kindergarten and first grade. Third grade students are screened for vision only.

Vision screening is for distance only and will take place in September and October. 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

### **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.

### **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 B**".

### **INSTRUCTIONAL MATERIALS**

Instructional materials include textbooks, iPads, computers, workbooks, library books, magazines, pamphlets, pictures, DVDs, 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 Ouisconsing School of Collaboration Governance Board. You are invited to review instructional materials used by the charter schools at any time. Materials will be made available to you upon request to your child's classroom teacher or the Administrator of Record. The complete policy governing the selection of instructional materials can be reviewed at any classroom within OSC.

#### **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. No more than 4 books may be checked out at one time. Please encourage your child(ren) to have a place to keep books in your home. No books may be checked out after mid May.

#### **Fines**

Overdue fines will be assessed quarterly. Fines for lost books will be assessed according to price and condition of the book. The minimum charge is \$3.00.

### **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 by the office. Parents are encouraged to check this area often. Unclaimed items will be donated to charity at the end of each trimester.

### **NONDISCRIMINATION POLICY NOTIFICATION**

See "**Appendix C**" for Nondiscrimination Policy Notification.

### **PARENT RESOURCES**

Parent resources are available for parents. Resources include information on managing children's behavior, developmental issues, parenting and special crisis issues such a death, divorce, student achievement, etc. A parent resource is located in the LMC. Take materials to the circulation desk in the LMC to check them out. Materials can also be found on the Parenting Bulletin Board by the main office.

## **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 1st Monday of most months.

PTO fundraisers/Activities include:

- Market Days
- Primary/Elementary School Science Fair

### ***PTO officers for 2016-2017***

Debbie Scherer, President                      Tiffany Houdek, Vice President  
Brenda West, Treasurer                      Dawn Thistle, Secretary

## **PAC MEETINGS**

The PAC meetings are a parent advisory council and open to all parents. There will be two meetings that will be district-wide on October 17<sup>th</sup> and February 20<sup>th</sup> at 6:00 p.m. at the HS. The PS/OSC/ES meeting will be on March 6<sup>th</sup> at 6:00 p.m. at the LES LMC.

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

Many students have parents residing in more than one home. In order that we have all parent information for students whose parents live separately, we request that you provide us with both parents information. Parents can request that newsletters, progress reports, etc. be sent to them.

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 radios, tape recorders, jewelry, sports equipment, trading cards (Poke'mon, Yu-Gi-Oh, and baseball), MP-3 players, I-Pods, Nintendo DS and large toys should not be sent with your child. The school cannot assume responsibility for these items. If special (costly) items are to be shared, a parent should bring the item, show it, and take it back home. This must be pre-arranged with the teacher. **Cell phones** are included in this category.

If a student chooses to bring a personal electronic device to school they must have permission from the OSC teacher. Personal electronic devices include, but are not limited to cell phones, I-Pods, MP-3 players, Nintendo DS, etc.

### ***First Offense***

Phone or electronic device will be taken away, parent phone call made with the teacher, and item will be given back at the end of the day.

### ***Second Offense***

Phone or electronic device will be taken away, child will call home, 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 Administrator of Record must approve all classroom pets.

## **RELIGIOUS ACCOMODATION**

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

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

**SCHOOL PICTURES**  
**School pictures will be taken at registration on Thursday, August 4, 2016.**  
**Retake Day is TBD.**

***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 ATTENDANCE POLICY**

See "Appendix D".

***STUDENT PLACEMENT***

Placement for each new year is determined through a group effort by the Administrator of Record, 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. Final placement is determined by the OSC teachers.

Advisory Placement Information forms are available in March 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 state 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.

***TECHNOLOGY USAGE***

Students agree to observe the following technology use rules while using technology as part of the Ouisconsing School of Collaboration. It is understood that the student will be responsible for any costs incurred by the school district because of misuse of the computers. It is also understood that I will not be permitted to use computers because of misuse of the equipment. OSC staff will determine the length of suspended computer privileges. Misuse can also result in a Detention or Suspension from school.

While using technology in OSC, I agree to:

- observe all rules and teacher's instructions
- Use computers, iPads and other technology **for educational purposes only**
- 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 games unless given permission by a teacher
- not copy any licensed software
- not copy any software to the machines unless given permission by a teacher
- not have any food, candy, or beverage near technology
- be responsible for any damage from my misuse of equipment
- pay transportation and labor costs (currently \$100 an hour) for repairing technology equipment because of damage I caused
- 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.

***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 OSC 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 Administrator of Record in advance.

## **VOLUNTEERS**

In the interest of safety and security, all volunteers to the OSC must check in and out at the office. We welcome, and strongly encourage, 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 chaperones 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 must be done on all volunteers that come into direct contact with students. Volunteers are required to wear a volunteer tag. Volunteers in OSC are strongly encouraged to attend the volunteer training as outlined during orientation.

## **Appendix A**

### **Code Of Conduct**

#### **STATEMENT OF PHILOSOPHY**

The Ouisconsin School of Collaboration and School District of Lodi believe 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 studies 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. Statute Chapter and Section cite those rules and regulations taken from Wisconsin Statutes. Copies of these Statutes, as well as copies of Board of Education Policies, are available at the District Office and on 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)**
7. 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.
8. **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.
9. **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
10. **Profanity, obscenity, vulgar language, obscene gestures, or threatening language** or disrespectful behavior is prohibited.
11. **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).
12. **Disrespectful Behavior or Inappropriate Actions and Displays of Affection are prohibited.**
13. **Disruptive Behavior** - Actions in the classroom, halls or at school events that interfere with the operation of school are prohibited.
14. **Lying/forging** - passes, excuses or any other school-related documents is prohibited.
15. **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.
16. **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.
17. **Theft or possession of stolen property is prohibited.**
18. **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.
19. **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.
20. **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.
21. **Driving recklessly** or imprudently in any way on school property is prohibited.
22. **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.
23. **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 unless deemed appropriate by the homeroom teacher. 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.
24. **Gambling** on school grounds, field trips and/or by 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 Administrator of Record; 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 (before, during or after school) with the teacher, contact with parent, and/or an administrator referral if necessary. Ouisconsing School of Collaboration teachers will serve as the primary disciplinarians. Administrator referrals will only be used in severe cases and after a student behavior plan has been formalized, implemented and assessed by OSC staff.

### **Administrative Disciplinary Action Plan**

The administration reserves the right to discipline any student for conduct not specifically addressed by this code. A school administrator may vary from the Disciplinary Action Plan after developing an alternative plan with Ouisconsing School of Collaboration teachers, when both the Administrator of Record and OSC teachers have deemed the deviation is 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. The following steps will only begin after teacher disciplinary actions (as outlined above) have been followed.

#### *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:*

- Student will conference with an administrator, parent contact will be made, a parent conference may be held, students may be assigned two detentions.
- 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:*

- Student will conference with an administrator, parent contact/conference will be required. Three detentions may be assigned.
- 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 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.
- 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 OSC Governance Board for review. After said review a referral will be made to the Board of Education for a formal 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 an OSC classroom, the school Administrator of Record or the Administrator of Record'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 Administrator of Record or the Administrator of Record'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 Administrator of Record 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 Administrator of Record, or their designees from disciplining that student.

The OSC teachers will make the final decision in regard to placement within OSC, but may seek input from the Administrator of Record, guidance counselor, 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: Bus Company to call parent/guardian and student will have consequences.  
Second Write Up: Bus Company 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: Bus Company 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 Administrator of Record 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.

## **Appendix B**

### **INTERNET/E-MAIL ACCEPTABLE USE POLICY**

No. 350  
(A) 5-13-02

All computer networks, hardware, and software (including the Internet/E-mail system) are educational tools owned by the School District of Lodi. The District Internet/E-mail system has been established only for educational purposes and administration of the District. The term "educational purpose" includes classroom activities, continuing education, and professional or career development.

The District Internet/E-mail system is not a public access service or a public forum. Users should have no expectation of privacy when using the District's computer network, hardware and/or software. The District retains the right to restrict use of the overall system and to monitor, access, manipulate, remove and/or disclose any message, data, or document created, archived, stored, received, deleted, looked at or sent with the District's computer resources, without prior notice to users of the system. Established procedures for acceptable use of District computer resources are published in the Parent-Student and Staff Handbooks.

The Board of Education grants the district administrator or the designee(s) the discretion to determine whether unacceptable use of the District's network, hardware, and/or software has occurred using the following guidelines.

The computer networks, hardware, and/or software of the District may not be used for any of the following purposes or with any of the following results:

- Use for personal business
- Use for commercial or financial gain
- Soliciting or lobbying for political or religious causes
- Sending junk mail or chain letters
- Sending material that may be discriminatory, threatening, harassing or offensive to others, material that defames an individual, company or business, or discloses personal information without authorization.

The District has approved privacy and communication safety requirements. The District uses a technology protection measure (Internet filter) on its computer network to protect against access to inappropriate material. However, the District's use of an Internet filter is no guarantee that users of the District's computer network will be completely protected from accessing inappropriate material. Ultimately, it is the responsibility of the user to avoid accessing or disseminating inappropriate material over the District's computer network.

The Board of Education grants the District Administrator or designee(s) the discretion to determine whether material is appropriate or inappropriate based on the content of the material and the intended use of the material.

### **Student Users**

In addition to the above, the following provisions apply specifically to students:

- Internet use is a privilege, not a right. As with all privileges, abuses will not be tolerated.
- Students are required to have a signed consent form before they may use the District's network, hardware and/or software.
- Failure to abide by this policy and/or the rules/guidelines published in the Student-Parent Handbook may result in revocation of the use privileges, without notice, as well as disciplinary actions, including suspension or expulsion.

### **Staff Users**

In addition to the general provisions above, the following provisions apply specifically to staff:

- A signed authorization form is required from each staff member before they may use the District's network, hardware and/or software.
- Internet and E-mail services are public and not private in nature and the District reserves the right to monitor, access, record and alter employee's Internet activities and E-mail content.
- Staff is prohibited from accessing pornographic sites on the Internet or viewing, displaying, or publishing images of a sexual nature or immoral content on computer monitors or the Internet system. Penalties for such use may include criminal sanctions under the law.
- Violation of this policy and/or the rules/guidelines published in the Staff Handbook may result in disciplinary action including suspension and termination.

Legal References: Wisconsin Statutes 947.0125  
948.11  
948.12  
18 U.S.C. ss 2252

## **School District of Lodi**

### **District Internet Safe and Responsible Use Procedures**

Reference Policy No. 350

(A) 5-13-02

#### **A. Protections Against Access to Inappropriate Material**

##### 1. Inappropriate material

a. The district has identified the following types of material as Prohibited, Restricted, and Limited Access Material.

- i. Prohibited Material. This material includes material that is obscene, child pornography, or material that is considered harmful to minors, as defined by the Children's Internet Protection Act and may not be accessed by students or staff at any time for any purpose.
- ii. Restricted Material. These materials may arguably fall within the description provided for Prohibited Material, but have clear educational relevance, such as material with literary, artistic, political, or scientific value. Restricted materials include those that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and/or cult group membership, school cheating, and weapons. These materials may be accessed by middle and high school students in the context of specific learning activities that have been approved by a teacher, or by staff for legitimate research or professional development purposes.
- iii. Limited Access Material. These materials are generally considered to be non-educational or entertainment. Limited Access Material include such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investments and may be accessed only in the context of specific learning activities directed by a teacher.
- iv. The restriction of material shall be based on the content of the material and its intended use, not on the protective actions of the Technology Protection Measure. The fact that the Technology Protection Measure has not protected against access to certain material shall not create the presumption that such material is appropriate for users to access.

2. Technology Protection Measure The Technology Protection Measure may not be disabled at any time students may be using the district Internet system, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

a. Technology Protection Measures have been found to inappropriately block access to appropriate material. Authority will be granted to educators to recommend temporary or permanent access to sites blocked by the Technology Protection Measure.

#### **B. Safety and Security of Students When Using Direct Electronic Communication**

3. Students may not establish or access web-based e-mail accounts on commercial services through the district Internet system unless such accounts have been approved for use by the individual school.

4. Students may not use real-time electronic communication, such as chat or instant messaging unless such need has been approved for use by the individual school.

#### **C. Illegal, Unauthorized, and Inappropriate Activities**

##### 1. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the district Internet system or to other computer systems through the district system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files.
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.

c. Users will not use the district Internet system to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.

2. Inappropriate Language

a. Restrictions against inappropriate language apply to all speech communicated through the district Internet system, including but not limited to public messages, private messages, and material posted on web pages.

b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

c. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

d. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.

e. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

3. Plagiarism and Copyright Infringement

Users will not plagiarize works that they find on the Internet. Users will respect the rights of copyright owners in their use of materials found on, disseminated through, or posted to the Internet.

**D. System Security**

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account, including protecting the privacy of their password.

**E. Protection of Student Confidentiality and Privacy**

1. All contracts with third party providers of data management services for the district will be reviewed to ensure compliance with federal and state student privacy and records retention laws.

2. Staff transmission of student confidential information via e-mail is prohibited.

3. The district will not enter into any agreement with a third party supplier of Internet-related services if the third party service provider intends to collect, analyze, and/or sell individual or anonymous student use data for the purpose of commercial advertising and marketing research activities.

4. Students will abide by the following privacy and communication safety standards when using the district Internet system, including use of electronic communications and the web.

a. Personal contact information includes the student's name together with other information that would allow an individual to locate the student, including, but not limited to, parent's name, home address or location, work address or location, or phone number.

b. Students will not disclose personal contact information, without specific staff approval.

c. Students will not disclose names, personal contact information, or any other private or personal information about other students under any circumstances.

5. The following provisions address the disclosure of student information, posting student-created material, and posting pictures of students on the District web site. Parents must approve such disclosure and posting.

a. For students in primary, elementary and middle school, the following standards apply: Students will use limited student identification (first name or other school-developed identifier). Group pictures without identification of individual students are permitted. Student work may be posted with the limited student identification.

b. For students in high school, parents *may* approve the following standards: Students may be identified by their full name. Group or individual pictures of students with student identification are permitted. Student work may be posted with student name.

**F. District Web Site Regulations**

1. The Superintendent will designate a district web publisher, responsible for maintaining the official district web site and monitoring all district web activity. Personal, non-educationally-related information will not be allowed on the district web site.

2. Building Administrator of Records will designate a school web publisher, responsible for managing their school web site and monitoring class, teacher, student, and extracurricular web pages.

3. Teachers may establish web pages for use with class activities or ones that provide a resource for other teachers. Teachers will be responsible for maintaining their sites and will be developed in such a manner as to reflect well upon the district and school.

4. Students may create a web site as part of a class activity. Material presented on a student web page must meet the educational objectives of the class activity.

5. Extracurricular organizations may establish web pages with the approval of the building Administrator of Record. Material presented on the organization web page must relate specifically to organization activities.

6. Web Page Requirements

a. All Internet Use Policy provisions, including those addressing inappropriate language, privacy, and copyright, will govern material placed on the district web site.

b. Web pages shall not contain the identification information or pictures of the student or student work unless such provision has been approved by the student's parents/guardians.

c. Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.

d. All web pages will carry a stamp indicating when it was last updated and the e-mail address of the person responsible for the page.

L:\admin\shared\district\Lois\Procedures\350 Internet Procedures 5-13-02.doc

### Student Nondiscrimination Notification

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).

### 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.

#### 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 608-592-3855 anytime to leave a message on our automated telephone system or you may speak directly with a school administrative assistance 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, the parent must obtain a planned absence form from the office. The form requires the signature of the student's teacher. The completed form should be returned to the office before the scheduled absence.

A student who misses more than half of the morning session, up to, or after 9:45 a.m. or afternoon session, up to, or after 1:15 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.

# **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*