

**Gibraltar Elementary School  
Student and Parent **PANDEMIC** Handbook**



**2020-2021 School Year**

# NON-DISCRIMINATION STATEMENT/EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Gibraltar Area School District that no person may be denied admission to school in this district or be denied participation in, be denied the benefits of pupil service, recreational, or any other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by Wis. Statute 118.13. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act of 1990 (disability). The school district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The school district shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. The school district encourages informal resolution of complaints under this policy. A formal complaint procedure is available to address allegations of policy violations in the school district. Any questions concerning this policy should be directed to Mrs. Tina Van Meer, District Administrator, Gibraltar School 3924 Hwy.42, Fish Creek, WI 54212, 868-3284 extension 215. Any individual who is interested in learning more about a particular board policy or has other comments or questions can contact Brian Annen, Elementary Principal, at 868-3284, extension 283. *School Board Policy 2260.*

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# SECTION ONE

## District Expectations/Policies

### **STUDENT EXPECTATIONS:**

All members of the Gibraltar Elementary School (GES) community are expected to be responsible, respectful, and safe while in school during a pandemic. For students, this means that you:

- Do the best job you are capable of doing whether it is in the classroom, in the lab, or at extracurricular events
- Make wise use of the facilities and equipment available to you
- Conduct yourselves in a mature fashion
- Respect the property and rights of others
- Cooperate and work with fellow classmates, teachers, and other school personnel

### **DISTRICT EXPECTATIONS:**

Gibraltar Area Schools believes that all students are entitled to:

- A quality education by teachers with an interest in individual students
- Be treated with dignity and respect
- Consistent and fair treatment in relationship to school policies and expectations
- Attend a school that has a safe and healthy environment
- Due process when school policies are enforced

### **EXPECTATIONS FOR PARENTS:**

Parent/Guardian support is a critical part of student success.

- Actively participate in your child's education
- Attend Parent Teacher Conferences
- Communicate regularly with school staff regarding the child's academic and behavioral progress
- Ensure that the child attends school promptly and report reasons for absences
- Report to school personnel any problems or conditions that may affect their child's daily performance at school
- Provide your child with the materials necessary to complete school work
- Provide positive role models for students in the community as well as at extracurricular events associated with the school

### **SCHOOL BOARD POLICY:**

In addition to the information in this handbook, the Board of Education of Gibraltar Area Schools has developed district policies for the efficient operation of the district. Copies of the Board of Education policies can be found online and in the District Office.

### **FEEDBACK/CONCERNS:**

All school rules are subject to regular review. Students or parents who have a suggestion for a change or a new procedure are encouraged to talk to a teacher, an administrator, or the Positive Behavioral Intervention and Support Committee. All suggestions will be given due consideration and presented to the Superintendent and the Board of Education where appropriate.

Individuals who are not satisfied with a decision or discussion regarding school procedures should contact the building principal. A complaint or challenge that remains unresolved after discussing the matter with the building principal must be submitted in writing and will be reviewed by the superintendent. The superintendent will confirm or reject the principal's decision. If the concerned party is not satisfied with the superintendent's decision, an appeal can be made through the school board.

# SECTION TWO

## School Operations

### **AFTER SCHOOL ACTIVITIES:**

If your children stay after school for extracurricular activities they must stay with the adult in charge of their activity. For their own safety, they must be supervised at all times just as they are during the school day.

#### YMCA Activities

Students attending YMCA programs are expected to follow these guidelines.

There will be a designated bus for transportation to the YMCA daily. If you want your child to be a “regular Y participant,” provide your child’s regularly assigned bus driver with a written note stating the need to travel on the designated bus to the YMCA and that driver will assist your child in boarding the proper bus. Be sure to state the dates of this activity. A parent signature is required.

**Elementary school children K-5 are NOT to walk to or from school and the YMCA. Our school provides safe travel to the YMCA, and all K-5 students are expected to ride this bus or have their parent pick them up for parent transportation to the YMCA. School personnel will intervene to stop students who decide to walk to or from the YMCA.**

#### Wednesdays

Wednesday afternoons are reserved for family and church-related activities. As a rule, the school **will not** organize or schedule school activities during after school hours on Wednesdays.

#### Church-related Activities

The school and local churches coordinate the transportation of children to local churches for religious education and church-related activities on most Wednesdays after school. An additional bus is routed from school to the churches if the number of children is large enough to warrant a separate route. If the number of children going to a particular church is small, those children will be transported on a regular bus route.

### **ANNOUNCEMENTS:**

~~Announcements are made by students in the morning at approximately 8:10 AM. Students read the announcements and are selected by the teacher and rotated by grade level.~~

**Announcements will be sent via email everyday to teachers in the elementary to share with students.**

### **ARRIVAL TIME:**

~~Students are expected to arrive promptly to school. Front elementary and district doors remain locked until 7:45 AM and students will remain in the lobby area until 8:00 AM. Teachers are preparing for the day and are not able to supervise students who have been brought early. Please remember the first classes do not start until 8:10 AM. Any student who does not properly enter and exit the building will be subject to disciplinary sanctions.~~

**Students can arrive between 7:45 AM and 8:10 AM and can enter the building following district safety protocols. Students may take breakfast and then proceed to their classroom.**

~~If it is necessary for a parent to bring a child to school in the morning, please be advised that he or she will wait in the elementary lobby until 8:00 AM when students on school buses will arrive at school. In general, students who arrive at school early may not go immediately to the classroom as teachers may not be there prior to 8:00 AM, and we expect elementary children to be properly supervised at all times.~~

**Parents will not be allowed in the building or out of their cars for drop off and pick up. Parents will follow the district’s drop off and pick up procedures. The lobby of the school will be closed.**

### **BIRTHDAY CELEBRATIONS:**

~~Birthdays are important events in the life of a child. If you would like to send a birthday food or treat to school, please see that it conforms to the district *School Wellness Policy* guidelines regarding healthy food choices. (Page 22 of this handbook.)~~

If you choose to send food, please send an item that is easy to transport and hand out in the classroom, and be sure to include necessary items such as napkins or cups.

Birth day treats will not be allowed to be sent to school or distributed in any classroom.

Invitations to Private Birthday Parties

Unless everyone in your child's homeroom is invited to his/her birthday party, please do not send invitations to school for the student to distribute. Events that include some, but not all pupils, can cause distractions that interfere with class activities.

Please send all birthday party invitations through the United States Postal Service.

**CLOSED CAMPUS POLICY:**

Students attending the Gibraltar Area Schools will remain on school property during the noon hour. Exceptions to this policy may be made by the building principal only when extenuating circumstances exist. No student is to leave the school grounds for any reason during school hours without parent or guardian permission and school authorization. The auto parking area is off limits to students during the school hours.

**ARRIVAL/EXIT AT SCHOOL**

The normal school day is considered to be seven (7) hours.

The time schedule for students shall be as follows:

Elementary: 8:10 a.m. - 3:17 p.m.

Secondary School: 8:08 a.m. - 3:26 p.m.

**Entry procedures:**

1. School doors will open at 7:45.
2. Staff will be in classrooms with the door open at 7:45.
3. Students will enter the building and proceed to their classrooms.
4. School busses will drop off students in the back of the building.
5. Elementary parents will use the bus lane for dropping off students.
6. Secondary parents will drop off students in front of the secondary school.
7. Parents and/or visitors will not exit vehicles.
8. Students will wear masks while on school grounds and entering the building.

**Exit Procedures**

1. Parents and students must stay in vehicles when picking up students.
2. Elementary students will be walked to the bus by the classroom teacher or aide.
3. Secondary students riding the bus will exit through the back of the building.
4. Parents will utilize the bus lane in front of school to pick up elementary students.
5. Parents of secondary students will pick up students in front of the secondary school entrance.
6. Parents and/or visitors will not exit vehicles.
7. Students will wear masks while on school grounds and exiting the building.

GRADE	Drop off time	Instructional Start Time	Instructional End Time	Parent Pick up time	Bus Departure Time
K-2	7:45-8:10	8:10	3:17	3:20	3:45
3-5	7:45-8:10	8:10	3:17	3:30	3:45

Please see Appendix D for a map of bus pick up, student and parent pick up for all students.

## FACULTY, STAFF, AND ADMINISTRATION:

### **Office Staff:**

Brian Annen	Elementary Principal	Ext. 283
Tim Mulrain	Director of Student Learning	Ext. 208
Cindy Phillips	Administrative Assistant	Ext. 265

### **Teachers:**

Sue Olson	Kindergarten	Ext. 217
Lizbeth Thomas	Kindergarten	Ext. 289
Jodi Hoyerman	1st	Ext. 272
Marissa Norton	1st	Ext. 240
Karen Krause	2nd	Ext. 267
Becky Higginbotham	2nd	Ext. 270
Lori LeRoy	3rd	Ext. 241
Laura VanDreese	4th	Ext. 254
Jackie Warecki	5th	Ext. 253
Devin Thomas	5th	Ext. 221
Emily Heidler	Multi-Age K-5	Ext. 214
Michelle Daubner	Multi-Age K-5	Ext. 251
Kayla Schleicher	Multi-Age K-5	Ext. 292
Katie Wilson	Multi-Age K-5	Ext. 227
Justin Burrress	Multi-Age K-5	Ext. 245
Kasie Sattler	Multi-Age K-5	Ext. 249

### **Specials:**

Karla Donohue	Art	Ext. 206
Lori Free	Music	Ext. 223
Michael Peck	Physical Education	Ext. 290
Shane Harvey	Spanish/Bilingual	Ext. 214
Gina Thomas	Spanish/Bilingual	Ext. 226
Brooke Petrie	School Counselor	Ext. 288
	Library	Ext. 224

### **Special Education:**

Alex Hockers	Special Ed	Ext. 351
Anna Knapp	Special Ed	Ext. 317
Allison Prescott	Special Ed	Ext. 271
Becky Young	Special Ed	Ext. 261
Robin Warecki	Special Ed	Ext. 101

### **Specialists:**

Jody Weitman	Math	Ext. 214
Bridget Schopf	Literacy	Ext. 262
Donna McMurray	K-12 RtI	Ext. 282
Lorraine Kroll	Gifted and Talented	Ext. 315

### **Instructional Aides:**

Terri Braun	Ext. 302
Kathy Marquez	
Becky Meyer	Ext. 322
Lori Reinhardt	Ext. 242
Cindy Schneider	Ext. 305



## FIELD TRIPS:

For purposes of the following policies, student trips are defined into two categories: extracurricular and subject-centered field trips. When students participate in field trips that are conducted within the same *school day*, students shall be responsible for their own meals or have the school provide a cold lunch. The school will pay co-curricular registration and admission fees for participating in events.

Student trips requiring *overnight* lodging shall be because of educational value or because students are involved in curricular, athletic, or extracurricular activity in a location where commuting is not practical. All such trips shall have prior approval by the administration following rules and regulations approved by the board of education. The school district shall make every effort to schedule field trips that do not require overnight lodging. When the uniqueness of the event requires in-state, overnight lodging, the school shall pay for transportation, lodging, curricular admission or co-curricular registration fees, and shall provide for a group meal, when appropriate. A group meal is a pre-arranged meal at a designated eating establishment for which the school will pre-pay all costs. The students shall be responsible for incidental meals and non-curricular admission charges.

Out-of-state or out-of-country trips shall have board approval. Students shall pay all costs related to out-of-state and out-of-country trips. ~~School Board Policy 2340.~~

Field Trips will be allowed at the discretion and approval of the Gibraltar Area School Board for the 2020-2021 school year.

## INSTRUCTIONAL MATERIAL RATINGS:

Our teachers are sensitive to the influence that films may have on children, and seldom show full-length movies as instructional media. Rather, commonly used instructional videos are short segments with “G” rating. Segments from a PG movie might be shown with parent permission. A list of possible videos used throughout this year can be obtained from our classroom teachers. Concerns regarding this issue should be discussed with your child’s teacher or principal.

## LOCKERS:

A student locker or hook is provided by the school for the convenience of the student solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose. The locker assigned to a student is not the student's private property or under their exclusive possession and may be opened and inspected by school authorities at any time. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parents or guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of law, in which case the suspect material removed from the locker may be turned over to law enforcement officials. ~~School Board Policy 5771. All lockers are cleaned and ALL materials must be removed and discarded at the end of the school year. Students must remove all personal items and return all school-owned materials when vacating their school locker. GIBRALTAR ELEMENTARY SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.~~

Students will be provided a hook or cubby within the classroom for storage of materials and clothing for the 2020-2021 school year.

## MEDICATION POLICY:

A parent or guardian will advise the administration office when the parent wishes medication to be administered to a child while at school. *Self-Administration:* A student who has a parent’s written authorization may bring medication to school and take it during school hours. The student shall not possess more than a day’s supply. No child under 9 years of age shall self-administer medication. Students who suffer asthma or other respiratory illnesses that require the medicinal use of inhalers may carry and use inhalers for self-administration during the school day. *Short-Term Medication:* A short-term prescription (not to exceed 10 days) shall be in the original labeled container with the student’s name, doctor’s name, name of medication, amount and frequency of dosage, date of filing, and prescription number. A parent shall submit a written request to their child’s respective school office that school personnel administer the medication. *Long-Term Medication:* Written statements addressed to the school principal shall be requested of:

- \*The family physician, who shall state the necessity of said medication to be given during school hours.
- \*The parents, who shall request school personnel to administer medication as prescribed by the physician.
- \*The parent shall request the physician to prescribe a duplicate container of said medication for the school. The pharmacy shall label the container to include the student’s name, doctor’s name, medication name, amount and frequency of dosage, date of filling, prescription number, and telephone number of pharmacy.
- \*A daily log for each medication administered by school personnel shall be kept including date, name of child, name of medication, dosage, and name of person who administered medication.
- \*A thirty-day supply of medication is the maximum amount to be stored in school. All medication must be kept in a locked area.
- \*All long-term medication authorizations shall expire at the end of the school year. The physician and a parent shall notify the school when there is to be any change in the administration of the medication.
- \*The school shall maintain a master list of students who are to take medication at school including student’s name, name of medication, and amount and frequency of dosage. This list should be kept current and reviewed periodically.

*Non-Prescription Medication:* School personnel may administer non-prescription medication with a parent's authorization. Parents shall inform school personnel of the name of the medication, dosage, time to be administered, and the reason for administration. The quantity of nonprescription medication stored at school shall not exceed a ten-day dosage. All parental and physician requests shall be kept as part of the student file for one year after graduation. *School Board Policy 5330.*

**INSURANCE:**

The school carries insurance to apply to student injuries received in the school or while in a school-sponsored activity. Anytime a student is injured, the incident will be immediately reported to a teacher or coach. The teacher or coach will file an accident report in the office. This insurance is secondary to any other insurance under which a student may be covered.

**LOST & FOUND:**

The lost and found is located in the elementary school hallway. Students who find an item should turn it into the office staff during passing periods or before or after school.

**PLEDGE OF ALLEGIANCE or SINGING THE NATIONAL ANTHEM:**

Gibraltar Elementary staff will offer the Pledge of Allegiance each school day to our students. No child will be compelled to participate if that is his or her parent or guardian's intention. Please contact your child's teacher if you do not wish that your child engage in this practice.

**POLICE AND SCHOOL RELATIONS:**

The School District of Gibraltar Area is committed to establishing a cooperative working relationship with all administrative sanctioned agencies whose representatives need to or wish to work with students. The district is also interested in ensuring that the rights of students and their parents/guardians are maintained while the student is a responsibility of the school district. Every effort of the Gibraltar Area Schools will be made to develop healthy attitudes toward law enforcement agencies and all other administratively sanctioned agencies and personnel in order to promote a better understanding and communication. Police officers will make every effort to interview students outside of school hours and outside the school setting in those cases where police assistance has not been requested by school authorities. In the event it becomes necessary for police to interrogate a student during normal school hours, such interrogations in the schools will be coordinated with class schedules. When law enforcement personnel come to the schools, they shall be as inconspicuous as possible. Whenever possible, they shall wear plain clothes and drive unmarked cars when visiting the school. Actual summoning of a student from classes shall be done by the principal or his or her designee. The police officer shall be as unobtrusive as possible and the student should be seen in a setting which assures privacy, so as to avoid any possible embarrassment and/or stereotyping of the student as a consequence of the police contact. All interrogations of juveniles will be conducted with full regard for principles of fundamental fairness and in compliance with procedures and requirements established by law concerning interrogations of juveniles. A Police Contact Report will be kept by each administrator of all requests for police questioning of students either at the request of the school or by the police. (*School Board Policy 5540*) The school will contact law enforcement officers should student behavior violate local or state statutes as well as school rules.

**SCHOOL RESOURCE OFFICER (SRO)**

Gibraltar Area Schools has contracted with the Door County Sheriff's Department to provide a School Resource Officer (SRO). The SRO's presence is intended to provide additional security for our campus, staff, and students. The SRO will also provide proactive instruction on student health and safety topics in grades K-12. The SRO officer may engage with the administration in critical events as appropriate.

**RECESS POLICIES:**

Students will go outside for recess unless it is raining, or the administration observes that the temperature is too cold. Please assure that your child is dressed appropriately for weather conditions. Jackets, hats, mittens, boots, and snow pants are required winter clothing for all students in grades K – 3. The playground supervisor will inform students when these conditions exist due to varying weather conditions. Please see that your child has appropriate clothing that allows him or her to dress comfortably, and check that zippers are in good working condition. You may wish to send extra mittens and socks during the winter months to replace those items when they become wet from outdoor play. If your child does not wear boots when there is snow on the playground, they will not be allowed off the blacktop but will be expected to be outdoors on the blacktop

Outdoor recess will be held until the temperature or wind chill effect reaches 0 degrees as noted by local weather sources. Above those temperatures, little danger exists for properly clothed children. When severe weather conditions exceed safe limits, children will have indoor recess within their classrooms. The principal and/or playground supervisor will be responsible for determining whether indoor or outdoor recess will be held.

Your child can stay in from recess with a doctor's written excuse which should be kept on file with the nurse.

In addition, the following guidelines for recess will be in place:

Teachers can provide an additional recess OR Brain and body break outside or in the classroom following safety protocols set by the district.

The recess will be divided into 4 zones. A class must stay in their cohort group each recess and stay in their assigned zone for the day. Please see the appendix for a recess zone map (Appendix B) and schedule (Appendix C)

#### **RELEASE OF RECORDS:**

The State Legislature set down laws pertaining to the release of student records. Sections *118.125(2)(k)* and *767.24(7)* provide that a parent or adult student shall have access to a child's medical, dental, and school records regardless of whether the parent has legal custody of the child. *118.125(2)(k)* - A school board may disclose personally identifiable information from the pupil records of an adult pupil to the parents or guardian of the adult pupil, without the written consent of the adult pupil, if the adult pupil is a dependent of his or her parents or guardian under 26 USC 152, unless the adult pupil has informed the school, in writing, that the information may not be disclosed. *767.24(7)(a)* Except under *par. (b)* or unless otherwise ordered by the court, access to a child's medical, dental and school records is available to a parent regardless of whether the parent has legal custody of the child. A parent shall not have access to a child's student records if: *767.24(7) (b)* A parent who has been denied periods of physical placement with a child under this section is subject to *s. 118.125 (2) (m)* with respect to that child's school records.

#### **REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT:**

Wisconsin statutes require that certain school personnel who have a reasonable suspicion that abuse or neglect of a child has occurred, or will occur, must report this possibility to the county department of social services. It is the responsibility of this county agency to assess and determine what action is most appropriate to protect this child. Gibraltar School staff members annually are informed of their obligations to abide by this law.

#### **SCHOOL CLOSING:**

In the event that school will be canceled or closed due to safety concerns an announcement will be made via school messenger and on WDOR radio station in Sturgeon Bay as well as the following TV stations: WLUK Fox 11, WFRV 5, WBAY 2, and NBC 26 News. If school closes early, WDOR will announce the bus departure time from the school.

#### **SNACKS for GRADES K-4:**

Students and parents are expected to follow the district's School Wellness Policy (Policy 8510) in the provision of school snacks. Expectations are that:

- Snacks will include healthy food choices that reduce a child's intake of fats, sugars, and sodium. Snacks will be items that can be eaten quickly.
- Classroom celebrations are expected to comply with the nutrient standards of the Child Nutrition Program.
- Fruit juice or water can accompany a food item. Soda pop is NOT allowed within our elementary school.
- Food cannot be used as a reward or withheld as punishment for student behavior or work completion.

All children will have the opportunity to order a carton of milk at snack time (45 cents/carton). Sufficient funds should be maintained in a student's food service account to accommodate this need. Costs for snack milk consumption will be deducted at the end of the month, so anticipate a decline in your account at that time. Should your account fall below recommended guidelines established by the district, you will receive a daily automated phone call reminding you to deposit additional funds for food and/or milk expenses.

All students should adhere to a nut free / peanut free classroom policies and procedures for snacks and lunch.

#### **STUDENTS WITH DISABILITIES:**

The Gibraltar Area School District shall provide a free and appropriate education for all students evidencing special educational needs according to Section 115.89 (Wis. Statute) and Chapter P.I. 11 (Wis. Administrative Code). Students with disabilities will be instructed to the maximum extent possible with all other students. Special classrooms, separate schooling, or other removal of students with disabilities will occur only when the nature or severity of the disability is such that education in regular education settings cannot be achieved satisfactorily.

#### **STUDENT ILLNESS IN SCHOOL:**

If students become ill or have an accident, they should report it to a teacher or staff member immediately, and that person will assist the student to the elementary office. The school nurse or the elementary secretary will call a parent or guardian to determine if the student should remain in school or be picked up by a parent or appointee. In cases of emergency, the school will call for First Responders.

Any students who show signs or COVID-19 will be sent to an isolation room within the school.

**SUPERVISION:**

Students must leave the school grounds after the school day unless supervised by faculty or staff. Supervision is needed during all school activities. Unsupervised students may not “hang around” school after classes are dismissed.

**TELEPHONE:**

Students may request to use the telephone in the elementary office if needed. Students are prohibited from using cellular phones and telephones in the classrooms. Cell phones should be turned off and kept in backpacks in lockers. Students may use cell phones prior to or at the conclusion of each day.

**TEXTBOOKS:**

Students are responsible for returning textbooks to their teachers at the end of the course. A student who mistreats a textbook or loses a textbook will be charged the fair price to replace it. Textbooks should be stored in lockers/classroom when they are not being used.

**VISITOR GUIDELINES AND PASSES:**

Adult Visitors: The Gibraltar Area Schools welcome parents and members of the community to visit the school. All visitors must report to the building secretary, sign in and leave a photo I.D., and wear a visitor identification card provided by the office for the duration of their visit.

**In addition, all parents /guardians and visitors must make a scheduled appointment to visit the building and follow all safety protocols set by the district and then follow visitation guidelines mentioned above.**

Parents and visitors are welcome additions to our elementary school. However, for the protection and safety of our students, **you will be expected to wait in the school’s vestibule until acknowledged by a school secretary or other staff member. Please sign the registration book, provide a photo ID, and obtain a visitor’s welcome badge prior to entering the hallway.**

~~If you need to pick up your child during the day, our elementary secretary or another staff member will contact your child’s teacher and have the student sent to the office. Students will remain in the office area until an adult picks them up.~~

**If you need to pick up your child during the day, please call our elementary secretary and a staff member will contact your child’s teacher when a parent is present. Your student will be sent to the office. Parents will remain in their vehicle and wait for their child to exit the building.**

**DIRECTORY DATA:**

The laws of Wisconsin allow school districts to release “Directory Data” of pupils. “Directory Data” means those pupil records which include the pupil’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the pupil. Gibraltar Schools has a procedure that will allow this information to be given to responsible parties who do not seek monetary gain. Any parent, legal guardian, or adult student may request that any part of the directory data may be not released without prior consent. It is the parent’s, guardian’s, or adult student’s responsibility to inform the school immediately if they do not want the directory data released for any reason. Please contact the school should this be necessary.

**SCHOOL SAFETY****ACCIDENTS:**

Any student suffering an injury during the school day or at a school activity should report the injury to the teacher/coach involved or to the GES office. If medical attention is required, the office will follow the school’s emergency procedures.

**FIRE, TORNADO & DISASTER DRILLS:**

Periodic safety drills will be held throughout the school year. Emergency procedures are posted in each GES classroom. In the case of a fire evacuation, all individuals in the building are to leave promptly and quietly at the sound of the alarm. During a fire evacuation drill, all individuals are to return to the building when the recall bell sounds. In the case of a tornado or similar disaster students are to follow the directions of their instructors.

**RUN, HIDE, TAKE ACTION—BUILDING EMERGENCY PLAN:**

The Gibraltar Area Schools implement an options-based safety plan based on the Run, Hide, Fight to help ensure the safety of the school population in the event of an unwelcome intruder. The school will periodically review and practice these protocols.

## SECURITY DRILL:

Security drills will be periodically practiced to help ensure the safety of the population of this school in the event of an unwelcome intruder, or if a dangerous situation arises. It is imperative that these drills are taken seriously by everyone involved every time they are practiced.

## Pandemic Safety:

### Safety

- Classroom enrollment is limited to socially distanced desks in each individual classroom
- Masking is required for all elementary students during the school day
- Hallways include directional arrows to limit congestion
- Distance markers will be placed on the floors and line up areas to maintain social distancing

## SPECIAL OBSERVANCE DAYS:

The Department of Public Instruction has designated the following list as special observance days for all Wisconsin schools. Our teachers will include observance of these days in their daily instruction during the 2020-2021 school year.

September 16	Mildred Fish Harnack Day
September 16	Wisconsin Day
September 17	U.S. Constitution Day
September 18	POW-MIA Recognition Day
September 23	Bullying Awareness Day
September 28	Frances Willard Day
October 9	Leif Erickson Day
October 12	Christopher Columbus Day
November 11	Veterans Day
January 15	Dr. Martin Luther King Jr. Day
February 12	Abraham Lincoln's Birthday
February 15	Susan B. Anthony's Birthday
February 22	George Washington's Birthday
March 4	Casimir Pulaski Day
March 17	"The Great Hunger" in Ireland
April 9	Prisoners of War Remembrance Day
April 13	American's Creed Day
April 19	Patriots' Day
April 22	Environmental Awareness Day
April 30	Arbor Day
June 14	Robert La Follette Sr. Day

## TOYS FROM HOME:

~~We discourage toys being brought to school.~~ If children do bring toys from home to play with at recess, please realize that the school is not responsible for any that are lost, broken, or stolen.

Toys from home will not be allowed at school.

## VISITATION AT SCHOOL

**It is our practice that we do not allow school aged visitors within our classrooms.** As a staff, we acknowledge both advantages and disadvantages to this practice, yet we observe that our purpose is to instruct our students and not provide supervision for guests.

During a pandemic, guests or school aged visitors will not be allowed to visit school during regular instructional hours.

## WELLNESS POLICY:

The Gibraltar Schools are committed to promoting student wellness through proper nutrition, nutrition education, physical activity, and positive lifelong habits.

To accomplish this goal, the schools will –

### Nutrition:

1. Educate students and parents regarding healthy nutrition and the effect of proper nutrition upon their quality of life.
2. Regarding provision of foods and beverages to students,

- a. assure the school lunch program will continue to comply with the federally-mandated nutrient standards of the Child Nutrition Program.
- b. strongly encourage parents and school personnel to provide healthy foods/food choices and to reduce the inclusion of fats, saturated fats, cholesterol, sugars, and sodium in foods they prepare for student lunches, snacks, classroom observances and celebrations (e.g., birthdays, Halloween, Valentine's Day), and school sales (concession stands, breakfast cart, fundraisers).
- c. assure that food will not be used as a reward nor withheld as punishment for student behaviors or completion of school work.
- d. beginning with the Early Childhood and Kindergarten classes in September 2006, and continuing with the classes as they progress through successive grades, assure that observances and celebrations will comply with the federally-mandated nutrient standards of the Child Nutrition Program.

**Physical Activity:**

3. Educate students and families regarding the importance of frequent, vigorous physical activity in developing and sustaining personal wellness. The schools will provide opportunities (e.g., physical education instruction, recesses, athletics, before and after school activities, field trips) for a minimum of 60 minutes of physical activity per day for students.
4. Continue our collaboration between the school and community organizations (e.g., YMCA, scouts, community-based sports) for the provision of physical activity outside of the school day and school year.

**Risky Behaviors:**

5. Educate students and families regarding the use of alcohol, tobacco and other drugs, responsible sexual behaviors, stress management, and proper personal hygiene as pertains to wellness and positive lifelong habits.

**Personalized Goal Setting:**

6. Provide voluntary opportunities for students and school families to set goals and create personalized action plans for wellness improvement, including personal nutrition, physical activity, and weight or body mass management.

Adopted 07/17/06

**WINTER WEATHER WEAR EXPECTATIONS:**

All children are expected to be properly dressed for winter weather conditions. The following guidelines are provided to assist parents in having their child attired.

- Outdoor recess will occur unless temperature or wind chill indices fall below zero degrees (0). When the temperature or wind chill index is less than 20 degrees above zero, boots, snow pants, coats, mittens, and hats are to be worn for warmth, whether snow is or is not present.
- When temperatures fall below 50 degrees, all children will be expected to wear long sleeve outerwear. Additional outerwear is recommended.
- Should snow exist, children must wear boots and snow pants to leave the blacktop.
- Exceptions: No matter the temperature, fourth, fifth, and sixth grade students are not required to wear snow pants if they remain on the blacktop. However, they are strongly encouraged to bring boots every day as even the blacktop can be messy during the winter months.

# SECTION THREE

## Academics

### **REPORT CARDS / PROGRESS REPORTS**

Students in grades K-6 are issued report cards at the end of each trimester. Additionally, mid-trimester written progress reports will be sent home with children to convey progress towards our expected learning outcomes. Review this information together with your child, and feel free at any time to contact your child's teacher should you have a question or concern regarding the skill gains being noted.

Midpoint of Trimester 1: October 20, 2020  
End of Trimester 1: December 3, 2020  
Report Cards to be Sent Home: December 9, 2020

Midpoint of Trimester 2: January 26, 2021  
End of Trimester 2: March 11, 2021  
Report Cards to be Sent Home: March 17, 2021

Midpoint of Trimester 3: April 30, 2021  
End of Trimester 3: June 11, 2019  
Report Cards will be mailed home after school year

### **GRADE CLASSIFICATIONS:**

Final determination of grade level placement will be made prior to the start of the school year. A student who does not advance in grade level may be affected in terms of specific class activities, and other privileges and benefits afforded to the respective classification.

### **PROGRESS REPORTS/REPORT CARDS:**

Progress reports are issued at the six-week marking period and are sent home with students approximately one week following the conclusion of each marking period during a trimester. The progress reports are intended to provide parents with information as to the student's performance in his/her classes.

Report cards are issued at the end of each trimester, and are sent home the following Wednesday after the end of the trimester. Final end-of-school-year report cards are sent by mail.

### **GRADE REPORTS:**

Students will receive a grade report every twelve weeks. It is the responsibility of the student, parent, and teacher collectively to be informed and to take action if a low grade is being earned. At all times, parents and students will have access to student information via the parent portal in Skyward.

### **HOMEWORK:**

Each student should write each class assignment in his/her student planner (grades 3-6) Assignments should be recorded up to date and done each night. Homework varies depending on the grade level and teacher. Please talk to your individual classroom teacher or grade level team to find out nightly expectations for homework.

This section outlines the procedures in place to maximize both safety and learning under all points of the Gibraltar Continuum of Education under COVID-19 for Grades K-5

### Concept

Gibraltar Elementary School will implement a “one-room schoolhouse” concept

- Each classroom teacher will have the same students throughout the day
- Exceptions include:
  - Potential Co-Teaching Environments where strict cleaning procedures will be in place to prevent and limit exposure between students

### Expectations

Viking Way				
Student Profile:	Be Responsible	Be Respectful	Be Safe	Attendance Expectations
<b>In-Person</b>	Follow all cleaning and safety procedures set by the school  Maintain 6 feet of distance between classmates and teachers  Keep electronic devices charged and ready to go	Respectful of teachers, staff, and other students  Maintain social distancing in all areas  Maintain 6 feet of distance between classmates and teachers	Follow all safety procedures set by the school: <ul style="list-style-type: none"> <li>● Wash hands on a regular basis</li> <li>● Use hand sanitizer</li> <li>● Wear a face mask</li> </ul>	Be on time and ready to learn each day.
<b>At-Home with Internet Connection</b>	Be on time for scheduled class activities  Make sure your computer is charged and/or plugged in.  Gather all necessary materials for class ahead of time	Speak and write in a kind way  Raise your hand to be called on by the teacher  Turn off microphone except when called on by the teacher	Use school issued devices  Use school technology only for school purposes  Do not record information without permission from the teacher.	Turn on the video camera and be visible to your teacher for the entire class.
<b>At-Home without Internet Connection</b>	Complete assignments and communicate with teachers on a regular basis		Engage in self care	Daily completion of work and communication with teachers

### Lunch

- Lunches will be delivered to the classrooms and students will eat within their classroom
- Students may bring their own lunch to school or purchase a school lunch
- Students must follow all peanut and nut free classroom procedures as appropriate for individual classrooms
- Desks will be sanitized by staff after each lunch/snack period before and after each lunch/snack period

### Specials

- Specials teachers (Music, Art, School Counseling, Spanish) will go to the classrooms or provide remote lessons from the specials classrooms and areas with classroom supervision by a certified aide or teacher
- Library and PE will maintain social distancing and safety protocols and be held in their appropriate spaces. Students will wear masks in these areas



- Social-Emotional Curriculum provided by school counselor

### **Remote Learning**

- Students in remote learning may access course instruction through live, synchronous video of the teacher
- During in-school teaching and in-school learning, students electing to learn at-home follow the same daily schedule as in-school learners
- Standards and expectations for teaching and learning remain the same whether teachers and students are in-school or at-home

### **Curriculum**

- All subjects will be taught including literacy (reading and writing), phonics, math, science, and social studies using district approved curriculums, materials, and standards .
- Adaptations for specific curricula will be made that include factors such as:
  - Safety
  - Sharing of Materials
  - General accommodations for at home or in person learning

### **Assessment**

- Grading will follow a standard procedure which includes a numerical score (1, 2, 3, or 4) for each student in the following areas: reading, writing, math, science, social studies and all specials areas.
- A special assessment calendar and schedule will be developed for each required screener and assessment
- Mandatory state testing updates are forthcoming (Wisconsin Forward Exam)

### **Students**

- Classroom protocols and procedures will be introduced and practiced on a routine basis:
  - Review new schedule
  - Review safety protocols
  - Review access to school counselor and principal services

### **Staff**

- Social-Emotional resources and professional development
- Structured environment to reduce exposure to other staff
  - Mandatory masking and physical distancing
  - Structured access to mail, copy room, etc.

**For a sample plan of how a day will look with the different modes of instruction, please see Appendix E**

# SECTION FOUR

## Support Services and Counseling

### **SCHOOL COUNSELING:**

School Counseling services are available to all students in the form of individual or group counseling as needed. School counseling services are short-term services aimed to improve academic, personal/social, and career development as it pertains to the school setting. These may include problem solving, self-compassion, implementation of proactive actions, stress/emotion management, and helping students reach their full potential as a student and human being. Meetings with the school counselor may be a one-time session or multiple sessions, depending on the particular need/issue. These services are not intended as a substitute for diagnosis or treatment for any mental health disorder and are generally short-term in nature. Should it be determined by the school counselor that more extensive services are necessary it will be the responsibility of the parent, with assistance from the counselor if needed, to arrange outside counseling or psychiatric services.

### **STUDENT CONTACT GUIDELINES:**

Gibraltar Area Schools offer short-term, goal oriented individual counseling to all students as needed. Parents/guardians or school staff may refer students for counseling, or students may self-refer. Student services personnel are not mandated to seek parental permission to meet with a student for individual counseling. Parents will be notified in the event that their child participates in a school counseling group. School counseling groups are based on common needs and interest in participation. Parents who do not wish to have their child meet with the school counselor should notify the elementary principal at the beginning of each school year.

Because these services are often provided to minors in the school setting, the school counselors may share information with parents/guardians, the student's teacher, and/or administrators or school personnel who work with the student on a need to know basis, so that we may better assist the student. The counselor will make the students aware of these limits to confidentiality. School counselors may share information with a third party, such as an outside counselor, psychiatrist, social worker, or pediatrician, with a signed release of information from a parent/guardian.

School counselors, and all school staff, are mandated by law to report suspected abuse and/or neglect cases to the Department of Child and Family Services. The involved parties typically are not notified. This decision will be at the discretion of the mandated reporter. Certain situations, such as violation of the law, may be reported directly to local law enforcement.

### **STUDENT ASSISTANCE PROGRAM/SUPPORT GROUPS:**

The Gibraltar Comprehensive School Counseling Program offers a wide variety of resources to meet the concerns and challenges of all Gibraltar students. Parents will be notified in the event that their child participates in a school counseling group. School counseling groups are developed based on common needs and interest in participation.

### **Pandemic Resources for Supports Services and School Counseling**

#### **Parent Resources in Relation to Supporting Children During COVID 19:**

Helping Children Cope with Changes Resulting from COVID-19:

[Link](#)

Helping Kids Face the Challenges of Reopening:

[Link](#)

Back-to-School Anxiety in Kids: What to Watch Out For This Year:

[Link](#)

Preparing for Back to School During COVID 19:

[Link](#)

Supporting Your Child's Mental Health as They Return to School During COVID 19:

[Link](#)

Mental Health Tip Sheet:

[Link](#)

How to Teach Your Child to Wear a Mask:

[Link](#)

# **SECTION FIVE**

## **PHYSICAL EDUCATION**

### **PHYSICAL EDUCATION MEDICAL EXCUSE:**

A medical excuse from a doctor is needed if a student is unable to participate in physical education for more than two days. Students are required to bring a medical excuse from their doctor to the office. A copy will be kept on file in the office as well as forwarded to the PE teacher.

# SECTION SIX

## Student Activities

**EXTRACURRICULAR CODE OF CONDUCT:**

All elementary students who participate in the privileges provided through co-curricular programming will read and acknowledge the expectations set forth in policy 10.15.

Participation in Gibraltar co-curricular programs is a privilege. Students may exercise their privilege by complying with the following rules:

- Complete all requirements for participation (Physical, Fees, Code).
- Abstain from being in the presence of illicit alcohol and drug use.
- Abstain from the use, provision, sale, and/or possession of alcohol, tobacco products, controlled substances, mood altering substances, or look-alike drugs.
- Attend class without truancy.
- Maintain behavior that does not violate school suspension rules and/or Wisconsin felony statutes.

The consequence for non-compliance is non-participation. The rules apply 24 hours per day and 365 days per year.

**LEAVING A COMPETITION/EVENT WITH PARENTS:**

Group or team members must use the mode of transportation approved by the school (i.e. bus, van, etc.) Any member who travels with the group or team must return with the group or team. If a student wishes to go to, or leave an event, via alternative transportation, the student **MUST** come to the office **PRIOR** to the competition and obtain a Travel Release Form. A parent/guardian must first sign the form and then the form must be signed by an administrator and the coach/advisor of the event to be valid.

List of Activities:

<b>Club/Activity/Sport/Opportunity</b>	<b>Season</b>	<b>Grades</b>	<b>Advisor</b>
Basketball (boys and girls)	Fall/Winter	4-5	Peninsula Youth Basketball Club- Josh Kropuenske
Little Vikings (Grades K-3) Gibraltar Hoopsters (Grades 4-5)	Winter (Saturdays)	K-5	Justin Burress
Noetic Math Club	Late Winter	4-5	Lorraine Kroll
Destination Imagination (D.I.)	Winter/Spring	3-4-5	Becky Meyer
Ike University	Summer	K-5	Tim Mulrain
Vikings Summer Basketball Camp	Summer	4-5	Justin Burress

All school sponsored activities are subject to board approval during a pandemic.

# SECTION SEVEN

## Attendance

### **ATTENDANCE:**

Gibraltar Area Schools requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

### **COMPULSORY STUDENT ATTENDANCE:**

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter, trimester, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

### **EXCUSE FOR ABSENCE:**

A parent of a student who is absent shall provide a verbal statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the School Attendance Officer (K-5 Principal) and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

### **RELEASE OF STUDENTS TO AUTHORIZED PERSONS:**

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parents shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

### **EXCUSED ABSENCES:**

A student shall be excused from school for the following reasons:

#### Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 10 days, the inability of the student to attend due to physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty (30) days.

#### Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by a school administrator. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Policy 5223 - Religious Instruction for further details.

#### Permission of Parent or Guardian

The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any coursework missed during the absence. Examples for being absent that should be counted under this paragraph include, but are not limited to, the following:

- Professional and other necessary appointments (e.g. medical, dental, and legal) that cannot be scheduled outside of the school day
- To attend the funeral of a relative
- Legal proceedings that require the student's presence

- College visits
- Job fairs
- Vacations

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements and file appropriate paperwork.

#### Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

#### Suspension or Expulsion

The student has been suspended or expelled.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

#### Quarantine

Quarantine of the student's home by a public health officer

#### Illness of an immediate family member

The illness of an immediate family member

#### Emergency

An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

#### **TRUANCY:**

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute - Sec. 118.15, Wis. Stat

#### **UNEXCUSED ABSENCES:**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case by case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- Counseling the student;
- Requiring the student to make-up lost time;
- Requiring the student to make-up course work and/or examinations, as permitted under this Guideline;
- Conferring with the student's parents;
- Suspending the student from school;
- Referring the student to an appropriate agency for assistance.

Administrative action addressing excessive unexcused absences shall be in accord with due process as defined in Policy 5611, the Student Code of Conduct, and other applicable Board Policies.

#### **LATE ARRIVAL AND EARLY DISMISSAL:**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written or verbal request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by a school administrator.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

**HABITUAL TRUANCY:**

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

*Parent/Guardian Responsibilities*

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

*Student Responsibilities*

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

**STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY:**

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of any emergency as determined by principal.

**MAKE UP COURSE WORK AND EXAMINATIONS:**

A student whose absence from school was excused or unexcused shall be permitted to make up coursework and examinations missed during the absence when he/she returns to school. It is the student's responsibility to contact his or her teachers to determine what coursework and examinations must be made up. Teachers shall have the discretion to add substitute coursework and examination. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

**TARDINESS:**

- Students not in their homeroom or in class when the late bell rings are considered tardy
- All students who are tardy to school should report to the office to sign in
- Teachers are requested to refer cases of chronic tardiness to the principal or appropriate administrator

**STUDENT ATTENDANCE AT SCHOOL EVENTS:**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

**Attendance**

- At-home and in-school attendance will be recorded in Skyward daily (noted in person, by log-in, or by backpack)



# SECTION EIGHT

## Student Conduct and Behavior

### STUDENT BEHAVIOR EXPECTATIONS:

Gibraltar Area Schools students are expected to act in such a manner that their behavior will reflect favorably on the individual student and on the school, showing consideration for fellow students and creating a positive, cooperative school atmosphere.

The guiding principles at Gibraltar Elementary School are known as “**The Viking Way**”. The three core expectations of the “The Viking Way” are: **be respectful, be responsible, and be safe**. The staff and administration expect that students live the “The Viking Way” and conduct themselves as good citizens at all times; in classrooms, hallways, commons, on campus, and while at school activities.

### FOOD AND BEVERAGES:

For the promotion of good health, students may consume bottled water during the school day. Students are expected to use the trash cans whenever allowed to consume food or beverages in the classroom or hall.

### CULTURAL RESPONSIVENESS:

Gibraltar Elementary is committed to providing a school environment that is welcoming to all students. Such an environment is free from all derogatory racial or ethnic speech or action. Any Elementary student in violation of this commitment, whether such action is generalized or directed to an individual, will be subject to our leveled discipline system. This includes but is not limited to in- or out-of-school suspension and/or mandatory training on culturally responsive behavior. Examples include but are not limited to: racial slurs, the viewing or sharing of offensive materials (digital or analogue), and other actions that may be perceived by a reasonable adult to be culturally inappropriate.

### PLAYGROUND EXPECTATIONS

Our elementary playground is a learning environment where children can develop and practice social, physical and language skills. Recess is an important part of an elementary school setting as children make independent choices and negotiate social networks. All children in grades EC – 6 will have daily scheduled recess. Parent(s) are always invited to join in these activities after signing into the office if there is a current, approved back-ground check on file .

Homeroom teachers and our physical education teacher will review playground expectations with pupils. These include:

- School re-entry – Play equipment must be brought to the playground at the start of recess. Students will not be allowed to return to their classrooms or hall area during recess for items forgotten.
- Swings- Safety is our first concern. Only one person to a swing. Students may push each other from behind only. Be careful around swings and steer clear of poles and swinging areas. (Do not run under swings.)
- Slide always FEET FIRST. Treat others respectfully and keep hands to yourself. Walking up the slide is prohibited.
- Fences and Backstops- Should a ball or similar playground equipment go behind a fence, ask a supervisor on the playground for assistance. Climbing on or over backstops or fences is prohibited. Students will play in designated safe areas at all times.

### Other Playground Rules

- Get ready for recess quietly. When leaving the building, please be quiet so other classes are not disturbed.
- Demonstrate respectful, cooperative and courteous behavior at all times on the playground.
- The woods are off limits. If a ball goes into the woods tell an adult.
- Appropriate language is to be used on the playground as well as in the school building.
- When recess is over, and the bell rings, students should line up at designated spot. Enter the building with indoor voices.
- **Students should maintain social distancing when lining up at the end of recess.**
- If an emergency drill (fire) has begun during recess, go immediately to the blacktop and line up by homeroom. Do not continue to play.

### SERIOUS DISCIPLINARY REFERRALS:

Certain student behaviors seriously violate standards of student behavior and do not follow general referral procedures. Such student violation, within a due process investigation, may cause suspension or expulsion from school. In addition, law enforcement may be contacted. These behaviors include:

\* possession or use of a weapon; harassment of a student or staff member, possession, use, sale, or provision of alcohol or drugs; arson or initiating a false alarm; open defiance of or uncivil behavior towards school authority; incorrigible behavior; possession, use, sale,

or provision of tobacco, alcohol or drugs; stealing; destruction of school property or property of school personnel or students; and/or fighting

A student suspended out-of-school is ineligible from participating in any school events or activities and denied the opportunity to be on the school campus while suspended. A student and parent conference with the principal will be required for reinstatement of a suspended student. Any student has the right to appeal disciplinary actions to the Superintendent and the Board of Education. All appeals must take place within five (5) days of the disciplinary action.

#### **SEXUAL HARASSMENT:**

A sexual harassment policy was developed for students and all employees who have direct contact with the school. The seven-page document is too lengthy to include, but a complete policy may be obtained from the Gibraltar Administrative Office. The policy outlines some of the following: *Definition Of Sexual Harassment:* In simple terms, sexual harassment is deliberate and/or repeated sexual or sex-based behavior that is not welcome and not asked for. *Reporting Procedures:* Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. DO NOT assume or hope that the problem will go away. Keep notes of times, places, witnesses and a description of each incident. Save all notes or records in a safe place. Notify a counselor or principal. *Examples of Sexual Harassment:* These examples may help you recognize certain behaviors as sexual harassment. It's generally considered sexual harassment when a person or group: Stares at a person's body in a sexual way; Hugs, grabs, pinches or touches someone sexually; Calls someone at home and makes obscene suggestions or noises; Tells "dirty" stories near someone who doesn't want to hear them; Intentionally bumps into someone, stands too close, or blocks the way; Passes "dirty" notes or pictures, or puts them in a person's book or locker; Writes graffiti or starts rumors about someone's sexual behavior or orientation; Calls out obscene names, whistles or shouts sexual suggestions to a student walking by. *Remember One Basic Rule:* It's probably sexual harassment if the person feels uncomfortable or threatened as a result of the action. It doesn't matter what the harasser intended. *School Board Policy 0145.*

#### **DRUG PARAPHERNALIA POLICY:**

No student or employee shall use, possess, or possess with intent to use any drug paraphernalia for purposes prohibited by the controlled substances law while on the premises owned or rented or under the control of Gibraltar Area Schools. The definition of "drug paraphernalia" shall be that as defined in Special Session Assembly Bill #9, October 1989, Chapter 120 and adopted by the Gibraltar Board of Education April 23, 1990 and confirmed on July 26, 1999. *School Board Policy 5530.*

The administration recognizes that students who use, are under the influence of, or in possession of tobacco, tobacco products, drugs, tobacco paraphernalia (e-cigarettes, trippy sticks, etc.) drug paraphernalia, alcohol, inhalants, performance-enhancing drugs, or other substances that alter human physiology/mood, during a school session, on school premises, on school-provided transportation, or while attending a school-sponsored activity are subject to disciplinary consequences and referral to law enforcement officials as appropriate.

#### **SMOKING POLICY:**

In keeping with the district health curriculum, which stresses the dangers from the use of tobacco products, and in an effort to create a healthy environment for students, employees, and the general public, the Board of Education has adopted the following policy:

There shall be no use, possession, sales, or provision of tobacco products in any of the Gibraltar School buildings, offices, shops, storage buildings, vehicles, or enclosed structures at any time. There shall be no use, possession, sales, or provision of tobacco products on school grounds, playing fields, or other outdoor areas of the school district property. *School Board Policy 7434.*

#### **WEAPONS:**

It is the goal of the Gibraltar Area Schools to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. To aid in reaching that goal, the district shall strictly enforce a policy that no person age 20 or less shall possess, use, or threaten use of a weapon, or a look-alike weapon, on school premises, on school vehicles, or at any school-related event; and, that no person age 21 or more shall use or threaten use of a weapon, or a look-alike weapon, on school premises, on school-sponsored vehicles, or at any school-related event. A weapon is defined as a firearm (loaded or unloaded), knife, razor, chemical irritant including pepper spray, martial arts device, explosive device, metal knuckle or any other object which, by the manner in which it is used is capable of inflicting bodily harm. A look-alike weapon is defined as a toy gun, non-working replica of a weapon, cap gun, starter pistol, or any other object which could reasonably be mistaken for an actual weapon regardless of where it is manufactured for that purpose. All persons are prohibited by state law from possessing a firearm on school premises, on school sponsored vehicles, or at any school-related event, or within 1,000 feet from the grounds of the school. Exceptions to this policy shall be made for: weapons under the control of law enforcement personnel, and weapons authorized by the building principal that must be handled in a legal manner for the purpose of education, and tools that may be used as weapons but are used in a non-threatening manner by school personnel or adults age 21 or older in their completion of their daily endeavors.

*Violations:* A student age 20 or less who violates this policy shall be subject to school disciplinary action, including immediate suspension and presentation for expulsion, in accordance with state and federal laws. Disciplinary measures taken will be the

responsibility of the building principal. Circumstances involving a policy violation, including the age of the student, will be taken into consideration when disciplinary action is being determined. Weapons will be confiscated by the district. A weapon taken from a student will be reported to the student's parents/guardians. The building principal also will report the confiscation of the weapon to the county sheriff's office. A violator age 20 or less who is not a student in the Gibraltar Area Schools will be subject to appropriate response by the district which may include referral to law enforcement officials. A person age 21 or more who violates this policy will be referred to law enforcement officials. A student with exceptional education needs who violates this policy shall be removed from school and displaced in an interim alternative education setting in accordance with the Individuals with Disabilities Education and state regulations while the violation is being processed in the district. *School Board Policy 5772.*

#### **DRESS CODE:**

Student clothing must not distract from teaching and learning or contradict the philosophies and policies of the school. The style of student dress is not prescribed. However, clothing must not be suggestive or revealing through the exposure of the body. Clothing must cover a student's midriff, back, breasts and derriere. Given usual student physical activities, clothing must maintain coverage so that skin and undergarments are not inappropriately exposed. Short shorts or skirts, swimsuits, and suggestively tight-fitting or loosely draped clothing that distract other students and/or the teacher are prohibited. Belts or suspenders are to be worn to maintain pants and slacks at or above the hips. The wearing of hats and other head coverings, except those related with religious observances or for medical need is prohibited. Students are not to wear jackets, coats or other outerwear to class, unless specifically authorized by the classroom teacher. Clothing that has printed words or insignias must not violate the stated philosophies and policies of the school. For example, wording that is obscene, promotes the use of alcohol, drugs or tobacco, is harassing in nature or promotes insensitivity, or promotes sex is prohibited. Students who arrive at school inappropriately dressed will be removed from class until they are appropriately dressed. *School Board Policy 5511*

#### **ELECTRONIC DEVICES:**

The school district encourages student use of laptop and PDA technology for the purpose of personal productivity. The administration reserves the right to assure that student-provided devices are compatible with the school's infrastructure. Electronic communication and personal entertainment devices, including cellular phones, are a part of a contemporary student's life. However, the use of these devices in classes, assemblies, meetings, etc., is an unwarranted distraction. Students are prohibited from activating or allowing their device to be activated in the school or while attending school events between the hours of 8:10 a.m. and 3:17 p.m., unless directed to do so by a teacher. When observed during the prohibited hours, staff members shall confiscate the device(s) and deposit the device(s) with the school principal. Confiscated items may be retrieved by the student's parent or guardian, or, in the case of a liberated student, by the student after 3:21 p.m. The use of personal electronic devices is permitted during a student's posted lunch time, except in the media center. Under the direct supervision of a teacher, students may use personal, handheld electronic communication devices to accomplish an instructional objective. In order to ensure the privacy of all persons in school locker rooms and restrooms, no person may electronically record and/or transmit the image of any other person in the locker room or restroom. In addition, no person shall possess or distribute such images. Violation of this prohibition will lead to a suspension and recommendation of expulsion from school and referral to law enforcement.

The use of electronic devices –with earphones is prohibited in instructional settings, such as classrooms, study halls, and the media center, unless specifically approved by a faculty member, and without earphones is prohibited on school buses. *School Board Policy 5136*

#### **UNACCEPTABLE CONDUCT:**

Listed below are some examples of conduct that are considered unacceptable. This list is not to be considered all-inclusive. Inappropriate behavior will be addressed and an appropriate remedy will be sought.

1. **Alcohol and other Drugs:** Gibraltar Area Schools will take the necessary steps to discipline any students who uses, solicits, attends school or school-related activities after using, is in possession of or under the influence of a drug or an intoxicant, and/or is in possession of related paraphernalia will be subject to the following sanctions:

\* social suspension - excluding the student from school activities for a stipulated time.

\* school suspension - excluding the student from the school setting for a stipulated time.

\* expulsion - removal of the student from the school setting. If school officials deem appropriate, referrals will be made to the Door County Unified Board for individual counseling or treatment.

2. **Defiance:** Students are expected to treat all with the proper respect: other students, custodians, food service staff, supervisors, secretaries, teachers and administrators. If approached, students should identify themselves, follow directions, and comply with all reasonable requests or directives.

3. **Threatening Behavior/Harassment:** Harassment or intimidation can arise from a broad range of physical or verbal behavior which can include, but are not limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advance and touching, sexual comments or jokes, sexually explicit/derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interfere with the recipient's academic performance and is forbidden by federal and state laws and. Please report incidents to the office.

4. **Punctuality:** Students are expected to be in class on time for all assigned placements. Please refer to "Tardiness".

5. **Truancy:** Per state statute (Ch.118.15), all students are to be in all classes and scheduled study halls every day.
6. **Loitering:** Students are expected to be in assigned areas at all times. Students may not be in unassigned areas such as restrooms, locker rooms, hallways, stairwells, commons area, outside the building, or in cars in the parking lot at any time without permission (a pass). When moving from one area of the building to another, students are to go directly to their destination and not “hang out” at lockers or in any area along the way.
7. **Tobacco/Nicotine Products:** Possession or use of any product containing nicotine is not allowed at any time in school buildings, on school grounds, at school functions off school property, or in any vehicle used for school purposes. This includes but is not limited to cigarettes, cigars, chewing tobacco, snuff, e-cigarettes and hookah pens (all types, including related products not containing nicotine), and all “look-alike” products.
8. **Cheating/Lying/Plagiarism:** Gibraltar Area Schools does not tolerate cheating/lying/plagiarism in any form. Cheating/lying/plagiarism includes copying homework, copying another person’s test answers, buying/selling homework, paraphrasing information without giving credit to the original writer, and copying material off of the internet and calling it your own. Work submitted under a student’s name must be her/his own independent effort unless credit is given for resource assistance. Plagiarism/lying/cheating is unethical and dishonest. Students caught cheating/lying/plagiarizing will receive a zero on the paper, project, or assignment. In addition, parents will be notified by the teacher, and a disciplinary referral will be made. Violations will be taken into consideration when determining student eligibility for awards, scholarships, and letters of recommendation.
9. **Vandalism/Theft.** We are proud of our school and our students. Acts of vandalism or theft will not be tolerated. Restitution will be required and students may face additional disciplinary action.
10. **Weapons.** No one shall possess or use dangerous weapons or look-alike weapons in school, on school grounds, in vehicles or at school-sponsored events. The building principal will report the confiscation of the weapon to the county sheriff’s office. A violator age 20 or less who is not a student in the Gibraltar Area Schools will be subject to appropriate response by the district which may include referral to law enforcement officials. A person age 21 or more who violates this policy will be referred to law enforcement officials.
11. **Profanity.** Use of profane or vulgar language is unacceptable at all times. (City Ordinance 8.04(2)) “No person shall use any indecent, vile, profane or obscene language or conduct himself or herself in any indecent, lewd lascivious or obscene manner.”
12. **Amorous Behavior.** Overt romantic behavior is not appropriate in a public school. Students are encouraged to show proper respect for themselves, their companion, and those around them by refraining from such displays.
13. **Salesmanship.** A student may not display, distribute, offer to sell, or sell any item to students or school personnel on school property, at school sponsored functions, or on school transportation without the written permission of the principal.
14. **Use of laser pointers.** The use of laser pointers in school is strictly prohibited. No student shall possess or use a laser pointer in school. If a laser pointer is found or taken from a student it will not be returned.
15. **Anti Social Affiliation/Organization.** No student shall be permitted to wear any clothing or possess any paraphernalia which is identified by the administration as gang related. Gang related behavior, such as hand signs, insignia, colors, or other behavior identified by the administration will not be tolerated on school property or at any school event. A student who is in repeated violation of this policy will be either suspended and/or expelled.

## **BULLYING AND HARASSMENT:**

(Student-to-Student, Staff-to-Student, Student-to-Staff, Parent-to-Staff)

The Gibraltar Area Schools are committed to an educational environment that is free of harassment in any form. It is therefore the policy of the District to:

1. Prohibit and discourage any individual (employee, applicant for employment, parent, student or other individual doing business or having a relationship with the District) from harassing any other individual associated with the District;
2. Provide a harassment-free educational environment;
3. Address any instances of harassment in a timely manner;
4. Provide ongoing educational awareness of the problem of harassment in all forms; and,
5. Provide procedures for filing and pursuing claims of harassment.

The District will not tolerate any form of prohibited harassment and will take all necessary and appropriate action to eliminate it, including discipline of employees and suspension and expulsion of students.

Definition of Prohibited Harassment: Harassment is prohibited if it is based upon a protected group status. In that regard, no person shall be subject to harassment on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, age, marital or parental status, sexual orientation, arrest or conviction record, or physical, mental or emotional disability or any other basis protected by state or federal law.

Prohibited harassment may include, but is not limited to, the following:

1. Verbal harassment, including epithets, kidding, derogatory comments, slurs or ethnic jokes;
2. Physical harassment, including patting, pinching, or intentional brushing against another’s body;
3. Physical interference with movement, activities, or work;
4. Visual harassment, including derogatory cartoons, drawing, posters, and

5. Demands for sexual favors, where or not accompanied by implied or overt promises of preferential treatment or threats.

This policy applies to all District employees, applicants for employment, parents, students, and other individuals doing business or having any dealings with the District.

Definition of Bullying Behavior: Bullying is deliberate and intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identification, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status.

Bullying behavior can be:

1. Physical (e.g., assault, hitting or punching, kicking, theft)
2. Verbal (e.g., threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g., spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet – also known as cyber bullying)
4. Between students and students, students and adults, or adults and adults.

Bullying and Harassment Complaint and District Response:

A report of bullying and/or harassment and the subsequent investigation will be handled confidentially, to the extent possible. No information regarding the initial report, the complaint, or the investigation will be released by the District unless required by law or, if necessary, for the purpose of taking corrective action.

Violations of the District's bullying and harassment policy will result in discipline of the individual involved. In the case of an employee bullying and/or harassing a student, the discipline to the employee may range from a warning to termination, depending on the facts. In the case of a student bullying and/or harassing another student, the discipline to the student may range from a warning to expulsion from school, depending on the facts. In the case of other violations of the policy, appropriate action will be determined by the investigation process.

The District recognizes that false or fraudulent claims of bullying and harassment may be filed. The District will treat all bullying and harassment claims as valid claims unless and until the District's investigation reveals that the complaint was filed falsely, fraudulently, or for an improper purpose. The District reserves the right to discipline any person filing a false or fraudulent claim of bullying and harassment. The discipline shall be determined based upon the facts and circumstances of the individual case.

The District forbids retaliation against anyone who reports an incident of bullying and/or harassment or files a complaint of harassment.

The policy applies to all District employees, applicants for employment, parents, students and other individuals doing business or having dealings with the District.

Bullying and Harassment Complaint Procedure: Any individual who believes he/she has been subjected to bullying and/or harassment by another individual or an employee, applicant for employment, parent/guardian, or other individual doing business or having dealings with the District, or any parent/guardian who believes his/her child has been subjected to harassment should report the bullying and/or harassment. The report should be presented in writing to the principal or counselor in the school where the alleged bullying and/or harassment occurred, or to the administrator who is primarily responsible for the program where the alleged bullying and/or harassment occurred. If the student or parent/guardian is not comfortable making the complaint to one of the aforementioned individuals, the complaint should be submitted to the school superintendent.

In the event the complaint is made to a staff member, the staff member shall immediately report the complaint to the school principal. All complaints of bullying and/or harassment should receive immediate attention and investigation, and should be reported to the school superintendent.

Any person who files a complaint alleging bullying and/or harassment will receive written acknowledgement within five (5) working days that the complaint has been received. Each complaint will be thoroughly investigated within fifteen (15) working days after receipt, unless additional time is needed to conduct the investigation. The investigation shall be conducted by the school principal. The investigation shall include conferring with the person(s) involved in the alleged harassment and shall include a written summary of the investigation.

If the investigation reveals that the complaint is valid, prompt action designed to curtail the bullying and/or harassment and to prevent its recurrence will be taken. If appropriate, the matter shall also be reported to the appropriate social service or law enforcement agency.

If the complaining party is dissatisfied with the decision of the investigating party, the matter may be appealed to the school superintendent, in writing. The school superintendent shall review the appeal and may, if appropriate, conduct a further investigation into the matter. The school superintendent shall render a decision with respect to the appeal within ten (10) working days following receipt of the appeal.

If the complainant is dissatisfied with the school superintendent's decision, the complainant may appeal the decision, in writing, within thirty (30) days following the superintendent's decision to the State Superintendent of Public Instruction. Appeals may also be made to the Office of Civil Rights.

Sanctions and supports: If it is determined that students participated in bullying behavior in violation of the policy, the principal may take disciplinary action, including, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed in this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice. Parents or other non-school adults found to have participated in harassing and/or bullying behavior will be referred to law enforcement officials for possible legal action.

Disclosure and public reporting: The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy. An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.  
*Adopted 02/11/91, School Board Policy 5517.01*

## **TRANSPORTATION**

### **Bus Expectations:**

The bus driver is totally responsible for safety on the bus. Therefore, students must abide by his/her authority. All bus riders are expected to abide by the following expectations. Failure to follow these expectations may result in loss of bus riding privileges.

#### Be Responsible

- Be ready when it is your turn to get off the bus
- Keep area clean - throw trash in the garbage on your way out
- Report any damage or messes to the bus driver

#### Be Respectful

- Use inside voices
- Keep hands and feet to self
- Keep sports equipment and school projects stored
- Use positive and kind language

#### Be Safe

- Follow the directions of the driver at all times
- Stay in your seat
- Keep the aisle clear

In addition to the bus expectations, please also be follow these procedures:

- \* Please enter and leave the bus in an orderly fashion with kindergarten and primary children seated in the front of the bus, middle grades in the center portion, followed by junior and senior high students in the rear.
- \* Be on time at designated pick-up points.
- \* Expect to be picked up and delivered at your destination stop. Written permission must be provided for drop-off at another stop.
- \* Please call the driver (if possible) if your child will be absent from school.
- \* Cross in front of bus upon signal from driver.
- \* Walk away from the outside of the bus to allow driver full vision of you in side mirror.
- \* Students who cause damage to the bus or school property may be assessed a fine to cover damages.
- \*The driver maintains the right to assign student seats.

### **Pre-Planned Exceptions – Written Notes Required**

The following practices ensure clear communication, consistent route times, and safe transportation of your child to and from school.

- All students in grades preschool through sixth grade are required to bring a signed permission slip to their bus driver if a parent is requesting a child to be delivered to a different location after school other than the child's regularly

scheduled home drop off. Should a phone contact be necessary, please call your child's homeroom teacher rather than the school office.

- Buses cannot deviate from the established routes. If the location is not on a scheduled route, parents will be expected to meet the bus at a location on the route and take their child the rest of the way. If this is necessary, parents must contact their respective bus driver who will assist in this matter.
- In addition to a bus driver note, children in preschool, kindergarten and first grade must also bring a note to their classroom teacher describing the bus change. This assures that school staff will assist the child in getting on the proper bus.
- All students in Gibraltar Elementary School must bring a signed parent permission note to their teacher if another adult will be picking them up after school.
- Bus drivers and teachers have been informed to NOT allow a student to ride a different bus without prior parent information.
- **Please do not expect your child's teacher or our office secretary to make "last-minute" phone attempts to clarify bus travel plans. Written permission slips ensure proper communication and safety.**
- For transportation messages or questions that do not require immediate attention, please use the school voice mailbox (868-3284, ex. 279) which will be checked daily by our drivers.

### Delayed Bus Dismissals from School

Occasionally we have experienced delays in after school bus departure. This could result from a field trip bus returning to school late, for example. Given the nature of these unexpected problems, advanced parent notice is not usually possible. If you are worried that your child hasn't arrived home at the scheduled time and you have waited an additional 10 minutes, please call our transportation director, Rob Rericha (920-868-3284, ext 279) to hear a possible message regarding this delay. If there is an emergency, you may reach Mr. Brian Annen at 868-3284, ext 283.

### Pandemic Bus Transportation Protocol:

Gibraltar Schools recognizes that transportation to and from school is an educational right given to all students. It is also an area of significant impact due to social distancing and cleaning recommendations. Gibraltar Schools is committed to its responsibility to transport students, and will do so in the safest manner possible.

#### Physical changes to the bus:

1. PPE and cleaning supplies will be stocked on the bus for the use of school employees.
2. A hand sanitizer station will be installed near the drivers cabin on the bus
3. When practical, windows will be lowered when the bus is in transit to increase air flow throughout the bus.
4. Students will be provided with assigned seats. Family members will be assigned to sit together.
5. Pod seating when possible (students in classroom cohorts)

#### Cleaning protocols:

1. After each route is completed, the bus driver will sanitize the bus using materials provided by the district.
2. During this cleaning process all windows on the bus will be opened and the door will be opened.
3. The bus driver will be provided SDS sheets for materials used to clean the bus- these sheets will remain on the bus.
4. The bus driver will wear appropriate PPE when cleaning the bus.
  - a. Gloves
  - b. Facemask
  - c. Protective eyewear
5. The bus driver will document the date and time of cleaning.

#### Additional Transportation Services:

1. Lunch and backpack material delivery for at-home learners.
2. Late bus route to support after-school study and approved extra-curricular activities.

Expectations for passengers:

1. All individuals on the bus are required to wear a facemask.
2. Upon entering and exiting the bus, passengers will use hand sanitizer
3. All passengers will social distance as much as possible.
4. Passengers will not change seats.
5. Passengers will not eat or drink on the bus.
6. Passengers will not share any materials or items on the bus.
7. Passengers will exit the bus one at a time with others remaining in seats to avoid congestion at the exit.
8. Passengers will be assigned seats



# SECTION NINE

## Technology Use

### COMPUTER, INTERNET, AND NETWORK USE RULES:

The following code of conduct applies to all users of the Internet. "I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be of service to others and to the community." The user is held responsible for his/her actions using the Internet. Unacceptable uses of the system will result in the suspension or revocation of Internet use. *School Board Policy 7540.*

District computers and network resources are provided for the instruction of students. All instructional computer workstations are filtered to prevent access to Internet websites that violate the intent of the federal filtering rules. School personnel monitor all student access to the Internet.

Students who:

- \*circumvent the filtering device will lose their school access to the Internet,
- \*use the network for any illegal activity, including violation of copyright laws, plagiarism, academic dishonesty, or cheating,
- \*use the network to access, upload, download, or distribute pornographic, obscene, or sexually explicit material,
- \*use the network to transmit obscene, abusive, or sexually explicit language,
- \*use the network in ways which violate school policies and/or student behavior standards, in
- \*particular policies dealing with harassment,
- \*degrade or disrupt the technology equipment or system performance,
- \*invade the privacy of other individuals,
- \*gain unauthorized access to restricted resources or entities,
- \*use an account allocated to another user, with or without that person's permission, or
- \*post personal communications without the author's consent, and/or
- \*use the computer system for playing of non-instructional games

- will lose their school access to the school's computers and network for a period of –

**1<sup>st</sup> offense** = 45 school days

**2<sup>nd</sup> offense** = 90 school days

**3<sup>rd</sup> offense** = one (1) school year

*School Board Policy 7540, Revised Policy Adopted 10/12/98, Revised Policy Adopted 08/27/01, and Revised Policy Adopted 02/23/04*

### Technology

- Students will be issued appropriate technology to participate in both in school and remote learning activities.

# SECTION TEN

## Student Discipline

### **DISCIPLINE:**

The Board recognizes that students who cannot or will not control themselves and who disrupt the school program need to learn how to behave. All members of the school district's staff are responsible for doing as much as possible to help these students. However, students who do not respond to this help and are persistent in infringing upon the rights of other students by performing or exhibiting actions which degrade or harm other students or otherwise limit the rights of other students to learn and of teachers to teach, and interfere with the safe, secure, and effective operation of the school, shall not be tolerated. The district administrator, principals, and every teacher in the school district shall ensure that proper conduct and behavior is maintained by students in the classrooms, on school premises, on school buses and during school-sponsored activities. Students shall be informed that teachers and administrators are authorized to employ reasonable practices in disciplining students for misbehavior and/or violations of rules and regulations. A positive approach in the disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction, and the need for positive motivation of students. In reference to discipline in the school, the ultimate goal is to develop an understanding of self-discipline and its necessity in our society. Specific rules and regulations concerning student behavior shall be established by the administration. These rules and regulations, along with state laws relating to student conduct and behavior, shall be distributed to parents, staff and students. The school district shall not discriminate in standards and rules of behavior or disciplinary measures, including suspensions and expulsions, on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, discrimination complaints shall be processed in accordance with established procedures. *LEGAL REFERENCE: Sections 118.13; 120.13(1); 121.52(2) Hayes Statutes, CROSS REFERENCE: Complaint Procedure for Student Non-Discrimination Policy 4122.*

Students who act in a manner that violates the rights of other students to learn and of teachers and other staff to carry out their duties and that causes loss to the property of students, staff, and the school, and/or act without regard for specific rules and the authority of staff members, will be referred to the school principal for disciplinary action. A record of the reason for the referral and action taken is to be placed in the student's cumulative folder. If a student is repeatedly referred to the school principal for unacceptable behavior, he or she is subject to suspension from school for a period not to exceed three (3) days, or may be presented for expulsion due to incorrigible behavior. *School Board Policy 5600.*

### **DISCIPLINE PROCESS:**

The principal is authorized to make any reasonable rules and regulations concerning the conduct of students while the students are under the supervision of school personnel or associated with any school-sponsored activity. The principal may restrict the privileges of a student to participate in school activities and/or school leadership roles if the student's behavior violates school rules and regulations. In all student disciplinary actions, a student's due process rights will be assured.

### **DISCIPLINARY CONSEQUENCES:**

Students who willfully disregard rules or exhibit behavior that adversely affects other students or members of the staff will be subject to consequences as a result of their action. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner consequence such as suspension or expulsion. Listed below are the major possible disciplinary actions utilized by the Gibraltar Area Schools administrative team. In such situations, every effort will be made to administer consequences appropriate to the infraction as well as the student's needs. Parents will be notified should any of these actions become necessary.

- 1. Student removal from class.** All efforts will be made to resolve a problem within the classroom first. Students may be removed from the classroom or related area if the student exhibits severe or repeated behavior that is deemed dangerous, unruly, disruptive, or interferes with the teacher's ability to teach effectively, as specified in the classroom expectations and student expectations. Students may also lose recess time to discuss actions with a teacher or administrator.
- 2. In-School Suspension.** In some cases, it becomes necessary to isolate a student from the student body for all or part of a school day. Students assigned to in-school suspension (ISS) will be required to spend the assigned time in a predetermined location. Assignments will be gathered from classroom teachers and must be completed by the end of the day. All completed assignments will be returned to teachers for grading and will be included as a part of the overall grade.
- 3. Out-of-School Suspension.** Out-of-school suspension (OSS) is utilized in cases of severe or persistent infractions. OSS may be invoked for a period of one to three days. During the suspension, the student is not allowed on school grounds or at any school-sponsored event until reinstatement. A suspended student will be given the opportunity to make up any major quarter, semester or grading period exam. No extracurricular participation will be allowed. A re-entry conference with the student, parents, and the administrative team may be required prior to re-entry.
- 4. Probation.** Upon the third suspension, the principal will determine whether a probationary hearing will be recommended to the district administrator or their designee. Following the probationary hearing a student may be readmitted after agreeing to a behavioral contract or the student may be referred to the Board of Education with a recommendation for expulsion. The

Superintendent of Schools or the Board of Education may place a student on probation based on a violation of school rules or readmission after a suspension or expulsion.

5. **Expulsion.** Repeated refusal to follow school rules, conduct which endangers the property, health, and safety of others, alcohol and drug infractions, weapons violations, theft, threats to staff, and other serious, significant behaviors are considered potential grounds for expulsion. In such cases, a recommendation for expulsion may be made to the Board of Education for the student’s removal from school.

**POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

In compliance with the Wisconsin DPI and the state of Wisconsin, GES has incorporated PBIS into its student discipline procedures. PBIS is a student behavior management system that focuses on reinforcing appropriate student conduct. Under the GES PBIS plan, teachers model and reinforce appropriate student behavior, and students are expected to follow the “Viking Way:” be respectful, be responsible, and be safe. The GES staff and administration hope that by reinforcing the principles of PBIS, students can enjoy a safe and productive learning environment. Within the GES PBIS plan, rules violations are classified into two major categories: minor offenses and major offenses. Teachers/administrators will determine whether a rules violation is major or minor based on the severity and frequency of the offense. See Appendix A for more information.

**DISCIPLINE LEVELS:**

When incidents occur outside of the classroom or when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incident shall be referred to the administration for investigation and action. The severity of the consequences applied by the administrative team depends on two factors:

1. The seriousness of the offense
2. The previous disciplinary record of the student

In an effort to take both factors into account, a progression of consequences (Discipline Levels) has been adopted. A student who is referred for violating a rule within this code will receive at least the consequences that correspond to the entry-level for that offense. Student actions may violate several infraction categories, and students may receive a more strict consequence depending on the seriousness of the infraction.

**All parents and guardians will be contacted via phone, e-mail, or in-person, regarding discipline issues or consequences.**

**The potential consequences for each level are as follows:**

**Minor Offenses:**

**Level 0:** Student and teacher work out a plan for behavioral improvement. There are no formal administrative consequences if this plan is successful, and teachers issue and record a warning and then restate and reteach expectations and may issue a classroom consequence. Minor offenses become major offenses if the student repeats the behavior.

**Major Offenses (Parent/Guardian will be contacted with each occurrence):**

**Level 1:** School official will conference with student and issue a consequence.

**Level 2:** Administrative conference with parent(s), teachers and/or student. Optional number of detentions and/or in-school suspension.

**Level 3:** One to three days of in-school or out-of-school suspension. Administrative conference with parent(s), teachers, and student as necessary.

**Level 4:** Three days of in-school or out-of-school suspension. Parent conference with administrator.

**Level 5:** Three days out-of-school suspension. Re Entry conference with a parent/guardian is required and a written contract is made with the student.

**Level 6:** Out-of-school suspension pending an expulsion hearing before the Board of Education.

**Behaviors resulting in student injury:**

**DISCIPLINARY INFRACTIONS AND CONSEQUENCES:**

**RESPECT**

INFRACTION	LEVEL	SPECIAL PROVISIONS
Defiance/Disrespect	0-6	May Include a Culmination of Repeated Offenses from Other Categories
Dress Code	0-3	
Physical Aggression	2-6	
Fighting	3-6	
Harassment/Bullying	0-6	
Inappropriate Display	0-6	

Inappropriate Language	0-6	
Theft	2-6	
Cell Phone/ Electronic Device	0-6	
Technology Misuse	0-6	

**RESPONSIBILITY**

<b>INFRACTION</b>	<b>LEVEL</b>	<b>SPECIAL PROVISIONS</b>
Academic Dishonesty	0-3	
Endangering Behavior	0-3	
Inappropriate Location	0-4	This may result in truancy
Property Misuse	0-6	
Tardiness	0-4	Excessive Tardiness May Result in Truancy Fines

**SAFETY**

<b>INFRACTION</b>	<b>LEVEL</b>	<b>SPECIAL PROVISIONS</b>
Alcohol	3-6	
Drugs	3-6	
Dangerous Weapon Not Firearm	3-6	
Nicotine Products	3-6	

Note: The Disciplinary Infractions and Consequences chart serves as a reference and guideline for staff and students. Unique circumstances may warrant different action by administration.

**DUE PROCESS:**

Any student accused of an action and facing a consequence shall:

- Be advised of the reason for the disciplinary action.
- Have the right to explain his/her actions or his/her side of the allegations.
- Have his/her parent(s) or guardian notified if less than eighteen and/or living at home.
- Have a right to a hearing before the district administrator and/or board with the student's parent(s), legal counsel, or guardian present if desired.

# SECTION ELEVEN

## Dining Room

### HOT LUNCH:

Students have the opportunity to purchase a school lunch through the lunch program or they may bring their own lunch from home. Lunch money can be deposited prior to the start of school. Families will be expected to use a **school-provided Lunch Deposit Envelope** for making payment to this account when necessary, and can view their balance at any time through the Family Access link on the Gibraltar Schools' website ([www.gibraltar.k12.wi.us](http://www.gibraltar.k12.wi.us)).

### Gibraltar Area Schools LUNCH GENERAL GUIDELINES:

- ~~Students should act in an orderly manner to be served.~~
- ~~Students are expected to pick up after themselves so that the commons area remains neat for the next people using it.~~
- ~~Students are expected to maintain appropriate lunchtime decorum. Throwing food or inappropriate behavior will result in serving a detention or school rule violation citation.~~
- ~~Students should place waste in the appropriate garbage/recycling receptacles when throwing things away.~~
- ~~Students may not leave the school during lunch~~
- ~~Students are expected to utilize lunch periods in an honest and respectful way~~

Hot lunch and snack milk will be available to all elementary children through the **Family Food Service Debit Account** system.

Gibraltar Schools' food service program is a member of the National School Lunch Program that provides financial assistance through free or reduced lunches. Interested parents should request an application from the district administrative office or by visiting the school website and selecting *Food Service* from the gold navigation link on the left.

Children are not permitted to use another child's PIN number. Should insufficient funds for the purchase of a hot lunch occur, students will be provided a basic lunch consisting of fruit, vegetables and milk. **Please check your child's food service account regularly.**

### 2020-2021 Lunch and Snack Milk Prices:

- \$3.05 daily lunch with milk (child)
- \$4.30 daily lunch with milk (adult)
- \$0.45 snack milk (½ pint)

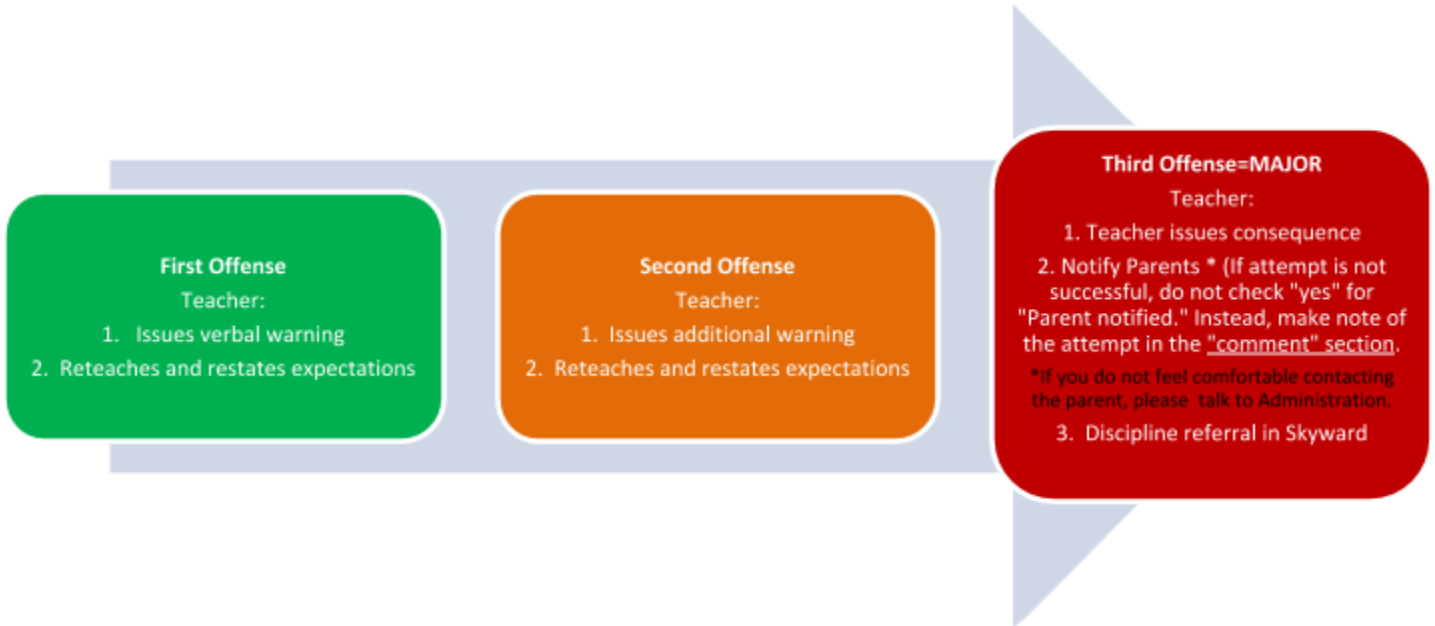
### Lunch

- Lunches will be delivered to the classrooms and students will eat within their classroom
- Students may bring their own lunch to school or purchase a school lunch
- Students must follow all peanut and nut free classroom procedures as appropriate for individual classrooms
- Desks will be sanitized by staff after each lunch/snack period before and after each lunch/snack period
- The Dining Room will not be utilized for large groups of children.

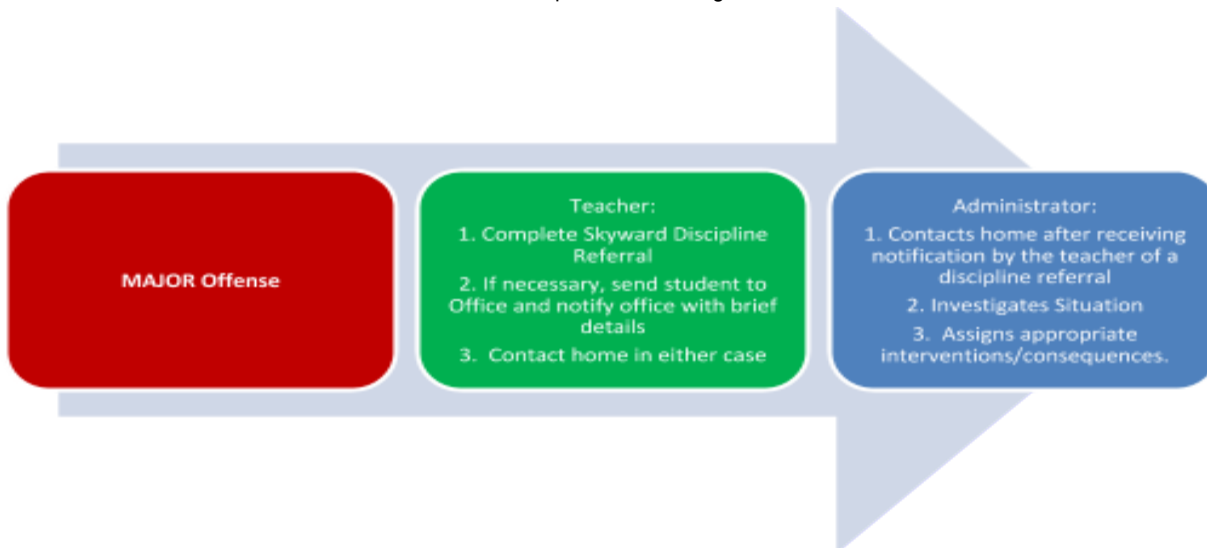
# APPENDIX A

## PBIS Flowchart

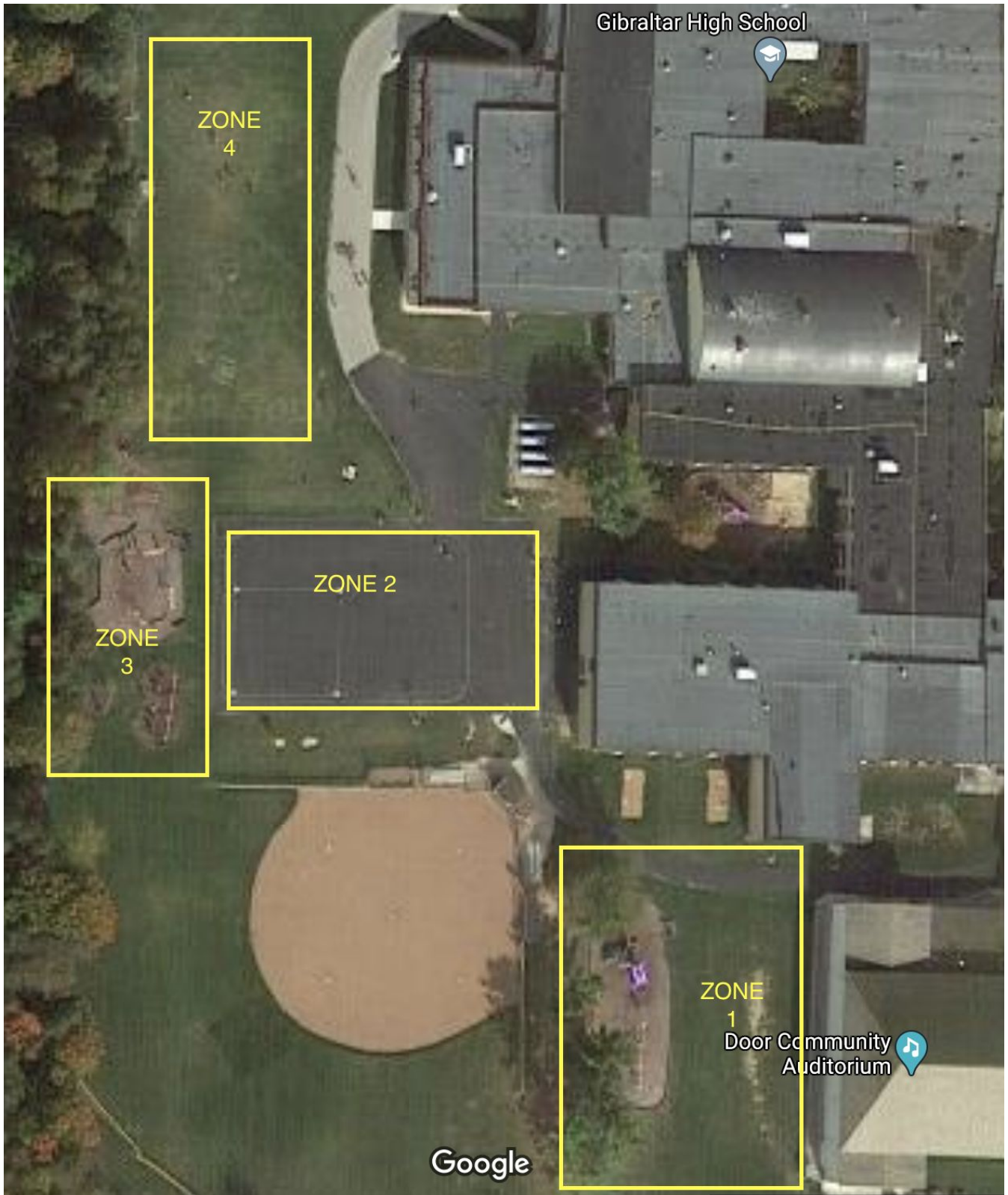
**Minor Offenses:** (Minor Behaviors are those behaviors that are often characterized as being of low intensity and are often best handled by/between the teacher, student, and/or parent. **Chronic minor behaviors may warrant being classified as a major behavior. See red box below.)**



**Major Offenses:** (Major Behaviors are those behaviors that often are characterized as being of high intensity and often result in inclusion of school administration with the teacher, student and parent in handling of the student behavior.)



# APPENDIX B



# APPENDIX C

## Recess Zone Assignment Rotation Schedule

	Recess Time	Monday	Tuesday	Wednesday	Thursday	Friday
L. Thomas	10:15 - 10:45 AM	Zone 1	Zone 2	Zone 3	Zone 4	Zone 1
S. Olson	10:15 - 10:45 AM	Zone 3	Zone 1	Zone 2	Zone 3	Zone 4
E. Heidler	10:15 - 10:45 AM	Zone 4	Zone 3	Zone 1	Zone 2	Zone 3
J. Hoyerman	11:25 - 11:55 AM	Zone 3	Zone 4	Zone 2	Zone 1	Zone 2
M. Norton	11:25 - 11:55 AM	Zone 2	Zone 3	Zone 4	Zone 3	Zone 1
M. Daubner	11:25 - 11:55 AM	Zone 1	Zone 2	Zone 3	Zone 4	Zone 3
K. Schleicher	11:25 - 11:55 AM	Zone 4	Zone 1	Zone 1	Zone 2	Zone 4
B. Higginbotham	12:00 - 12:30 PM	Zone 2	Zone 1	Zone 2	Zone 3	Zone 4
K. Krause	12:00 - 12:30 PM	Zone 4	Zone 2	Zone 1	Zone 2	Zone 3
L. LeRoy	10:50 - 11:20 AM	Zone 2	Zone 3	Zone 4	Zone 2	Zone 1
K. Sixel	10:50 - 11:20 AM	Zone 1	Zone 2	Zone 3	Zone 4	Zone 2
L. VanDreese	12:35 - 1:05 PM	Zone 3	Zone 1	Zone 2	Zone 3	Zone 4
J. Burress	12:35 - 1:05 PM	Zone 4	Zone 3	Zone 1	Zone 2	Zone 3
D. Thomas	1:10 - 1:40 PM	Zone 3	Zone 4	Zone 2	Zone 1	Zone 2
J. Warecki	1:10 - 1:40 PM	Zone 2	Zone 3	Zone 4	Zone 2	Zone 1
TBD	1:10 - 1:40 PM	Zone 1	Zone 2	Zone 3	Zone 4	Zone 2



# APPENDIX D



# APPENDIX E

## Gibraltar Elementary Learning Options 2020-2021

Teacher Location: At School

Student Location: At Home

My School Day	Important Points
Morning	<ul style="list-style-type: none"> <li>➤ My parent checks me for signs of COVID. I eat breakfast and get ready for virtual school.</li> </ul>
Class Chat	<ul style="list-style-type: none"> <li>➤ My class starts our morning virtual class meeting.</li> <li>➤ The teacher highlights the important parts of my day and reviews the schedule.</li> </ul>
Morning Learning	<ul style="list-style-type: none"> <li>➤ My class starts our morning reading, writing, and phonics lessons each day.</li> <li>➤ My teacher tells me the important learning targets for the day.</li> <li>➤ I continue my learning from earlier in the week in reading, writing and phonics to build knowledge and vocabulary.</li> <li>➤ I write about what I am reading. Sometimes, I can make a video of my thinking and share it with my family and my teacher. I am also working on my reading and writing using the strategy my teacher helped me with earlier in the week.</li> <li>➤ Every day I am learning at home, I have a lesson virtually. Sometimes after my class meeting, I meet with a small group of my classmates or one on one with a teacher.</li> </ul>
Morning/ Afternoon Break	<ul style="list-style-type: none"> <li>➤ I get a brain and body break.</li> <li>➤ I get a small snack to get my brain and body ready to learn!</li> </ul>
Lunch and Recess	<ul style="list-style-type: none"> <li>➤ I wash my hands.</li> <li>➤ I eat my lunch delivered from school or prepared at my house.</li> <li>➤ I have a 20 - 30 minute recess outside or playing a non-screen activity.</li> </ul>

Afternoon Learning	<ul style="list-style-type: none"> <li>➤ My class starts our afternoon math, social studies, and science lessons.</li> <li>➤ My teacher tells me the important learning targets for the day.</li> <li>➤ I continue my learning from earlier in the week in math, social studies, and science to build knowledge and vocabulary.</li> <li>➤ I write about what I am learning. Sometimes, I can make a video of my thinking and share it with my family and my teacher.</li> <li>➤ Every day I am learning at home, I have a lesson virtually. Sometimes after my class meeting, I meet with a small group of my classmates or one on one with a teacher.</li> </ul>
Specials	<ul style="list-style-type: none"> <li>➤ As a class, I meet virtually with my specials (PE, Library, Art, Music, Spanish, and Life Skills) teachers each day depending on my schedule.</li> <li>➤ I will attend Phy Ed and Library as a regular special maintaining safe social distancing and while wearing a mask.</li> <li>➤ My specials teachers provide the necessary materials for me to complete my lesson for the day.</li> </ul>
Class Chat	<ul style="list-style-type: none"> <li>➤ My class ends our day with an afternoon virtual class meeting.</li> <li>➤ The teacher highlights the important parts of my day and reviews the schedule for upcoming days.</li> </ul>
Wrap Up	<ul style="list-style-type: none"> <li>➤ Before I end my school day, I complete a reflection about my learning today and send it to my teacher. I check our class schedule to be sure I know when I can log on to check in tomorrow.</li> <li>➤ I make sure my Chromebook or iPad is plugged in so it is charged and I am ready to learn tomorrow.</li> </ul>

Teacher Location: At School

Student Location: At School OR At Home

My  
School  
Day

## Important Points

Morning

- My parent checks me for signs of COVID. If I don't have symptoms or a fever, I eat breakfast and get ready for virtual school.

Bus Pick  
Up

- I wear my mask.
- The bus windows are open. If it's raining hard or cold, windows aren't open as wide.
- I sit next to my brother and sister or in my classroom cohort.

Arrival

- I enter my designated entrance, staying six feet apart from other students.
- I clean my hands with hand sanitizer.
- I walk to my classroom and get a warm welcome from my teacher.
- I put my coat and backpack in my bin or cubby.
- I make sure my mask is on correctly.
- My breakfast is delivered to my classroom.

Class  
Chat

- My class starts our morning virtual class meeting.
- The teacher highlights the important parts of my day and reviews the schedule.
- I say hi to my virtual classmates and in school classmates

<p>Morning Learning</p>	<ul style="list-style-type: none"> <li>➤ My class starts our morning reading, writing, and phonics lessons.</li> <li>➤ My classmates who are learning from home join us in the meeting</li> <li>➤ My teacher tells me the important learning targets for the day.</li> <li>➤ I continue my learning from earlier in the week in reading, writing and phonics to build knowledge and vocabulary.</li> <li>➤ I write about what I am reading. Sometimes, I can make a video of my thinking and share it with my family and my teacher. I am also working on my reading and writing using the strategy my teacher helped me with earlier in the week.</li> <li>➤ Every day I am learning at home, I have a lesson virtually. Sometimes after my class meeting, I meet with a small group of my classmates or one on one with a teacher.</li> <li>➤ Whether we are discussing our reading, writing, or phonics lesson in small groups or as a whole class, we stay in our seats so we stay apart and wear our masks.</li> <li>➤ If I need to get up to get materials or go to the bathroom, I follow the routine my teacher set, and I always wear my mask.</li> <li>➤ If I need to use a Chromebook or iPad, I use the same one every day.</li> </ul>
<p>Morning/ Afternoon Break</p>	<ul style="list-style-type: none"> <li>➤ I get a brain and body break.</li> <li>➤ I get a small snack to get my brain and body ready to learn!</li> </ul>
<p>Lunch and Recess</p>	<ul style="list-style-type: none"> <li>➤ I clean and wash my hands before lunch and after play.</li> <li>➤ Lunch is delivered and I eat at my desk.</li> <li>➤ Our class takes a special route to the playground so we don't pass other students.</li> <li>➤ We keep our masks on outside.</li> <li>➤ The playground is turned into 4 zones. I play in my assigned zone with my classmates so we have room to stay apart.</li> <li>➤ My teacher gets a break too. Another staff person supervises recess.</li> </ul>
<p>Afternoon Learning</p>	<ul style="list-style-type: none"> <li>➤ My class starts our afternoon math, social studies, and science lessons.</li> <li>➤ My teacher tells me the important learning targets for the day.</li> <li>➤ If using supplies, we each get our own. We share our thinking using whiteboards and paper so others in the class can see what we are thinking.</li> <li>➤ I continue my learning from earlier in the week in math, social studies, and science to build knowledge and vocabulary.</li> <li>➤ I write about what I am learning. Sometimes, I can make a video of my thinking and share it with my family and my teacher.</li> </ul>

Specials	<ul style="list-style-type: none"> <li>➤ As a class, I meet virtually with my specials (Art, Music, Spanish, and Life Skills) teachers each day depending on my schedule.</li> <li>➤ I will attend Phy Ed and Library as a regular special maintaining safe social distancing and while wearing a mask.</li> <li>➤ My specials teachers provide the necessary materials for me to complete my lesson for the day.</li> </ul>
Class Chat	<ul style="list-style-type: none"> <li>➤ My class ends our day with an afternoon virtual class meeting.</li> <li>➤ The teacher highlights the important parts of my day and reviews the schedule for upcoming days.</li> <li>➤ I say goodbye to our virtual classmates and my in person classmates</li> </ul>
Departure	<ul style="list-style-type: none"> <li>➤ I exit the building at the same place I came in this morning.</li> <li>➤ We stay 6 feet apart as possible.</li> </ul>
Bus Drop Off	<ul style="list-style-type: none"> <li>➤ I wear my mask.</li> <li>➤ The bus windows are open. If it's raining hard or cold, windows aren't open as wide.</li> <li>➤ I sit next to my brother and sister or in my classroom cohort.</li> </ul>