LAKE GENEVA
SCHOOLS

Lake Geneva Joint #1 School District Elementary Student Handbook

www.lakegenevaschools.com

Welcome

The entire Lake Geneva Schools staff welcomes parents and students to an exciting and challenging new year. Our schools are dedicated to the belief that all children can and will learn, and our primary goal is the education of the total child.

Our schools strive to be caring, stimulating places where children learn respect for themselves, their friends, teachers, and their environment. With this respect comes the freedom to learn, explore, and discover all the wonders of the world around them.

Our educational decisions are guided by what we consider best for every student. Working in partnership with home and community, our staff commits itself to developing the social, emotional, academic, and physical well-being of all our students. We empower all students to become responsible, knowledgeable, and productive citizens in an environment characterized by rigorous expectations and accountability.

Our Mission

Engage. Educate. Empower.

Our Vision

Creating and connecting opportunities for excellence.

School Information

CENTRAL-DENISON
900 Wisconsin Street
Lake Geneva, WI 53147
Phone: 262-348-4000
FAX: 262-248-7321

EASTVIEW
535 Sage Street
Lake Geneva, WI 53147
Phone: 262-348-6000
FAX: 262-248-0456

STAR CENTER
W1380 Lake Geneva Hwy.
Lake Geneva, WI 53147
Phone: 262-348-7000
FAX: 262-279-7938

Daily Schedule

CENTRAL-DENISON
School Hours:
8:45 a.m. - 3:50 p.m.

School Year Office Hours:
7:30 a.m. - 4:30 p.m.

EASTVIEW
School Day Hours:
8:35 a.m. - 3:40 p.m.

School Office Hours:
M-F: 7:30 a.m. - 4:30 p.m.

STAR CENTER
School Hours:
8:35 a.m. - 3:40 p.m.

School Office Hours:
7:30 a.m. - 4:15 p.m

Communications with School

School phone numbers listed on page 2 will connect you to the school secretary. To leave a voicemail for the teacher, dial the teacher's extension and leave a message. A directory for staff phone number extensions is available on our website. To keep interruptions of instructional time in the classrooms to a minimum, all parents and visitors entering the building must ***first report to the office.*** Any items (lunch boxes, backpacks, messages for students) can be left in the office, and they will be forwarded to the students.

Current student information must be on file at all times. Please notify the office, in writing, of any changes to your address or phone number as soon as they occur.

A monthly school newsletter will be sent home during the first week of each month. Classroom newsletters are also sent home by many teachers. Parents are asked to read these publications. The newsletters are the primary means of keeping you informed about school activities and news. In addition, classroom teachers use other forms of communication, such as notes in daily planners, emails, and phone calls. The monthly school newsletter can also be found on the school district's website: **www.lakegenevaschools.com.** Please also follow us on Facebook and Instagram.

Lastly, Lake Geneva Schools has a communication protocol to help promote direct, open, and respectful interactions so that we can quickly and efficiently resolve problems and concerns. The protocol starts with the staff member closest to the situation, as that person usually has the most important information. However, at times, additional personnel are required to resolve specific concerns. Appropriate communication channels for a variety of topics are listed on our communication matrix below.

COMMUNICATIONS MATRIX

Parents/Patrons should use the matrix below to address questions or concerns. Issues should be addressed beginning at level 1. If the issue cannot be resolved, it is appropriate to move to the next level with the inquiry.

Areas of Concern	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Academics & Curriculum, Instruction & Assessment	Teacher	Assistant Principal	Principal	Directors of Curriculum & Instruction	Superintendent	Board of Education
Activities & Athletics	Coach/Sponsor	Athletic Director	Principal	Superintendent	Board of Education	
Discipline	Teacher	Assistant Principal	Principal	Director of Student Services	Superintendent	Board of Education
Facilities, Maintenance & Grounds	Assistant Principal or Athletic Director	Principal	Director of Buildings & Grounds	Director of Business Services	Superintendent	Board of Education
Food Service	School Kitchen Manager	Food Service Coordinator	Director of Business Services	Superintendent	Board of Education	
General Concerns	Teacher	Assistant Principal	Principal	District Level Directors	Superintendent	Board of Education
Counseling, Social Emotional Learning & Mental Health	School Counselor, Social Worker, Psychologist	Assistant Principal	Principal	Director of Student Services	Superintendent	Board of Education
Health Services	School Nurse/Health Aide	District Nurse	Principal	Director of Student Services	Superintendent	Board of Education
Special Education	Teacher	Assistant Principal	Principal	Director of Student Services	Superintendent	Board of Education
Transportation	Assistant Principal	Principal	Director of Business Services	Superintendent	Board of Education	

School Messenger

School safety is an issue that is of great importance to us all. One aspect of our district's emergency response plan is the School Messenger system. In the event of an emergency, this system will generate calls to all telephone numbers in our student database that are designated as home contact numbers. This system allows the district to inform all parents and guardians of an emergency within a few minutes of placing the first telephone call. In the event that you have more than one student attending our schools, the system will eliminate duplicate numbers, sending one phone message per number. If an emergency is specific to one building, the call will be limited to the parents of that building. Calls notifying parents of snow and cold weather cancellations can be generated using this system. Building principals may communicate a building-specific call, or at the district level, general information may be shared.

Please be sure to provide us with the correct contact information at registration and inform us of phone number changes by sending a note, an email, or placing a phone call to your school secretary.

We remain fully committed to your child's safety. These improvements mean that our school district is better equipped to ensure the safety of your child by keeping you informed in a timely manner.

Visitors to the School

You are invited to visit district schools and see them in operation. Visitors to any of the schools are required to report to the office to obtain permission and a visitor's badge to enter a classroom and to state the reasons for the visitation. Parents are welcome to assist in the classrooms and the lunchroom. All volunteers must submit a Volunteer Application Form, which includes a background check, which must be resubmitted every three years. Please check with the office or teachers to establish times for you to help. Any person entering or remaining in a building after the Principal has refused visitation may be referred to the local police for possible prosecution.

Attendance

In accordance with Walworth County ordinances and state law, every child between 5 and 18 years of age is required to be in school attendance unless he/she: (1) Is excused temporarily for physical or mental reasons or other reasons defined by the Board; (2) Has graduated; (3) Has been authorized to attend an alternative educational program; or (4) Has been excused by his/her parent/guardian prior to an absence in accordance with state law.

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the child becomes 18 years of age.

Student Attendance and Attendance Procedures

Parents, one of the biggest ways you can help your child succeed this school year is to make sure your child gets to school on time, each and every day. The evidence is clear: children with good attendance are more likely to be successful in school. High attendance rates are linked to high student achievement. Every day counts, and missing school even 10% of the time has a significant negative impact on reading and math achievement as children progress through school. We want to ask for your commitment to making sure your child attends school every day possible this year.

When your child does have to be absent from school, we ask that you communicate with us about the absence. It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. You have two communication options listed below:

- Parents are to call the school office **before 9:00 a.m.** to explain your child's absence. The office will notify the teacher whether the absence is excused or unexcused. If the parent has not notified the office and the teacher marks the child absent, the parent will be contacted by the office. If the school is unable to make contact with the home, the absence will be recorded as unexcused until an accepted excuse is submitted. When a student is absent from school, parents/guardians assume full responsibility for the student's activities. **Parents should continue to call the school each day their child is absent due to illness. In addition, a note must be sent with the child upon his/her return. A doctor's excuse may be required for the student to be excused. A doctor's excuse is required for a student missing three (3) consecutive days due to illness.**

- You may log in to Powerschool to record the reason for your child's absence. Please see the directions linked here.

We also ask that you let us know about pre-planned absences, including vacations and doctor appointments, ahead of time. Please ask for a Planned Absence Form from the office. When missing school for an appointment, it is always encouraged that you get documentation of your visit to provide to the school as verification. When leaving for an extended vacation, we also ask that you complete the planned absence request form. Make-up work is required from the student who is absent. Although written assignments can be made up, the classroom activities and knowledge taught in the school setting cannot be replaced.

Lastly, please also note, as a school, we are required to track student attendance and support families with any attendance issues or concerns. Our highest priority is to have students at school, and we are willing to help in any way we can. As a parent, it is important to understand the current attendance laws stated below:

- A parent or guardian may only excuse their child/children **10 days** during the school year. After these 10 days, an absence can only be excused if the school is provided with a note from a doctor, dentist, court, etc. The same guidelines apply for excessive tardies.

- Once a student has been absent for 10 days (excused or unexcused), parents/guardians will receive a letter, noting the absences as well as procedures for next steps to improve attendance

Thank you in advance for your commitment and support to your child's attendance this school year.

Truancy

Students who are unexcused from school for five days are considered "habitually truant." Once students reach this level of unexcused absence, they are subject to court appearances and intervention from Human Services. In addition, parents are subject to fines for their child's unexcused absences. Students seen away from school without a valid reason during school hours can be given a ticket for truancy, regardless of how many unexcused absences they have previously accumulated.

Appointments - Permission to Leave the Building and Returning to School

Parents are expected to make every effort to schedule a student's doctor and dental appointments after school hours. However, when this is not possible, students will be excused for these appointments. If a student must leave during school hours, please send a written note in the morning stating the time the student must leave, the destination, and the reason for leaving the building. Students must have a permission slip issued from the office before teachers will allow the student to leave the building. The parent must come directly to the office to sign the student out. When a student is returned to school, we would like the parent to sign the child into school.

Severe Weather/School Closings

School cancellations or delays may occur due to inclement weather. School Messenger will notify parents with a phone call or text message, but you may also check Facebook and www.lakegenevaschools.com for information regarding weather-related school delays or school closings. ***Please leave the school line open.***

Conferences/Report Cards

Parent/Teacher/Student Conferences are a very important way to communicate a child's progress at school. Fall conferences are scheduled for all students, and winter conferences are scheduled by teacher recommendation/request. All parents/guardians have the option to schedule a winter conference. Additional conferences may be arranged at any time at the request of the parent/guardian and/or teacher. Report cards are given to parents at conferences or sent home at the end of the nine-week periods.

Dress Code

Students are expected to dress in a manner suitable for attendance at school. Our character education program includes respecting others at all times. It does not allow students to belittle others. This includes sayings on our clothing.

Extreme dress, such as beach attire, clothing that is torn, dirty, or has lettering or designs considered in poor taste, will not be allowed. Students will not be allowed to wear clothing or hairstyles that present danger to the student's health and safety, cause interference with work, create classroom or school disorder, or damage school property. All students and adults are required to wear footwear within the school at all times. **All themed spirit-wear must respect our school dress code and remain in good taste (i.e., no blood, guns, knives, etc.).**

School administrators shall make final decisions regarding what constitutes appropriate school wear and any consequences for inappropriate dress.

Use of Computers

All students are offered the privilege of using the Internet unless parents sign the request stating otherwise. Keep food, drinks, pens, pencils, and magnets away from electronic devices. Students should not change program or file names, move them or trash them. Searching the web for inappropriate items will result in a loss of Internet privileges.

Use of School-Owned Electronic Devices (Chromebooks, etc.)

Students will follow Digital Citizenship requirements.

Video Surveillance and Electronic Monitoring

Please refer to: Board Policy Video Surveillance and Electronic Monitoring 7440.01

Bringing Things from Home

Students should obtain teacher permission to bring items other than "Show and Tell" items for the classroom or sports equipment for the playground. Any personal items brought to school will be kept in school bags. The school is not responsible for these items.

Student Physical Exams

New students transferring into the District shall be requested to have a physical exam unless they have had the recommended examinations for another district within the preceding five years. Examinations are recommended as follows:

1. Prior to Kindergarten admission: physical, dental, and vision examination
2. Prior to Sixth Grade: physical and dental examination

Student Immunizations

The parent or guardian of any child being admitted to the district for the first time shall present a complete and accurate immunization history on the appropriate form prior to the child's admission.

A student may be waived from the immunization requirement if the student's parent, guardian, or legal custodian signs the Wisconsin Immunization Waiver. If not in compliance by the 40th day of school, students may be excluded from school.

Administering Medications at School

If your child requires medication while at school, please follow the guidelines listed below:

- All medication should be given outside of school hours if possible.
- Any over-the-counter medication must be pre-approved by the school health office. Proper documentation must be provided and signed by a parent/guardian.
- Please do not send any medication to school in your child's backpack
- Only medication that is required to enable a student to stay in school may be given at school.
- Medication ordered to be given three (3) times a day can be given before school, after school, and at bedtime.
- Medications must be in an original, properly labeled pharmacy container and brought to school by an adult. Medications sent in baggies or unlabeled containers will not be given. Parents are required to pick-up any medication that is sent to school.
- Prescription medication must have a physician's order along with a parent's signature. Please ask the nurse, health aide, or secretary for the proper form, or see the forms block of this site.
- All medications must be kept in the school health office unless a physician has given approval for the student to self-carry an inhaler or Epi-pen.

- Please speak to the school health office if your child requires long-term medication during the school day.

Student Health & Welfare

The health and welfare of every student is our number one concern. In order to provide quality health services for your child, we need your help.

Please keep us informed of any vital information that pertains to your child and his/her learning needs while at school. You will need to inform your school health office and your child's teacher of any health concern which may influence your child's school performance.

In case of an accident or illness, only basic first aid can be administered. If the recommendation is that the child be taken home or to seek additional medical care, parents/guardians will be contacted as soon as possible and advised of the circumstances.

When to Keep Your Child Home

Protocols for "When to Keep Your Child Home From School" - *Click to View*

If you are not sure if you should send your child to school, please call the school health office to discuss your child's symptoms.

Student Code of Conduct

The Lake Geneva Joint #1 School District has a code of conduct that pertains to removing a student from class for conduct or behavior that (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous or unruly; (d) otherwise interferes with the ability of the teacher to teach effectively; or (e) is incompatible with effective teaching and learning in the class.

Behavior Guidelines

Students have the right to learn in a safe environment, free from violence, foul and inappropriate language, disrespect, and defiance.
Students have the responsibility to:

- Practice self-control and refrain from aggressive behavior
- Use appropriate language
- Show respect to adults, peers, and authority figures
- Comply with reasonable requests from staff

School Discipline

Students who choose not to demonstrate responsibility for themselves and acknowledge the rights of others may be subject to the following disciplinary interventions that are utilized by faculty and staff:

- time-outs both in the classroom and in the office;
- giving students choices;
- loss of recess privileges;
- development of verbal/written behavioral plans;
- behavioral contracts;
- counseling interventions;
- class meetings/grade level meetings;
- restitution;

- positive reinforcement;
- ignoring minimal misbehavior;
- phone calls home to inform of consistent misdemeanors;
- parent conference;
- in-school suspension;
- out-of-school suspension; and/or
- a meeting with the school liaison officer.

Student Suspension/Expulsion

A student may be suspended and/or expelled only after the student has been advised of the reason for the proposed action and it is determined that the student is guilty of the misconduct charged and that his/her suspension and/or expulsion are reasonably justified. Students may be expelled for reasons specified in Wisconsin Statute 120.13.

Any student in possession of a weapon or look-a-like weapon on school premises shall be subject to disciplinary actions, including the possibility of expulsion from school for at least one year. A student in possession of a weapon shall automatically be referred to the criminal justice system or juvenile delinquency system. A weapon under the Gun Free School Act is defined as a firearm as described in Section 921 or Title 18 of the United States Code. Administration may determine if other items are used in a weapon like fashion.

The Director of Student Services, in conjunction with appropriate staff, shall determine recommendations regarding students possessing exceptional educational needs and examine the possible relationship of the handicap and exhibited behavior. The consideration of expulsion of students with exceptional educational needs shall be in accordance with state and federal laws.

The district may suspend or expel a student from school for conduct while not at school or not under the supervision of a school authority which endangers the property, health or safety of any employee, or school board member of the school district in which the student is enrolled. The Board must be satisfied that the interests of the school demand the suspension or expulsion. The Board shall determine expulsions in accordance with due process rights afforded to students.

Suspension or expulsion of students shall be carried out in accordance with state law and established procedures. Discipline imposed under the Gun Free School Act shall be reported to the Department of Public Instruction. We continue to make every effort to ensure that Lake Geneva Schools are a safe environment for all.

Alcohol and Drug Use

The use, possession, sale or distribution of cigarettes, alcohol, controlled substances, "look alike" substances, or drug paraphernalia by students or adults will not be tolerated in school buildings, in school vehicles, on school grounds, or at school functions regardless of location. Such conduct will result in an expulsion hearing or police action. Students have accessibility to the Student Assistance Program. Students will face an expulsion hearing if a previously identified offense is committed again.

Harassment

In order to provide a positive school environment, it is necessary to prevent or react to harassing behaviors. Harassment will not be tolerated in any form and all necessary and appropriate action to prevent and eliminate harassment at school will be taken. Various disciplinary measures from the school may apply, including referral to law enforcement.

Equal Educational Opportunities - Discrimination Complaint Procedures

If any person believes that the school district or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX or Section 504 or in some way discriminates against students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability in its programs or activities, he/she may bring or send a complaint to the Director of Student Services, Administration Office, 208 South St., Lake Geneva, WI, 53147.

Child Abuse/Neglect Reporting

Any school employee, who suspects that a child has been abused or neglected, as defined by state law, or who has reason to believe that a child has been threatened with an injury and that abuse of the child will occur, shall report to the appropriate authorities in accordance with state law and established procedures.

No district employee shall be disciplined for making a child abuse/neglect report. In addition, state law guarantees immunity from any civil or criminal liability that may result from making a report on child abuse or neglect and provides for the protection of the identity of any individual who makes such a report. Failure to report suspected cases of child abuse and neglect is punishable by a fine and/or jail sentence.

Gangs/Associations/Organization Activity

Gangs, associations, and/or organizations that are harmful to the educational process and/or the safety of students and staff shall not be tolerated. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

The district administrator, or designee, shall establish regulations to ensure that any student wearing, carrying or displaying association paraphernalia or exhibiting behavior or gestures which symbolize association membership, or causing and/or participating in activities, which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension or expulsion from school.

Student Desk and Backpack Searches

A student's desk or backpack may be searched, as determined necessary or appropriate, without notice, without student consent, and without a search warrant. The search may be conducted by the Superintendent of Schools, a building principal, an assistant principal, a dean of students, a police-school liaison officer, or a school employee designated by the district administrator or building principal.