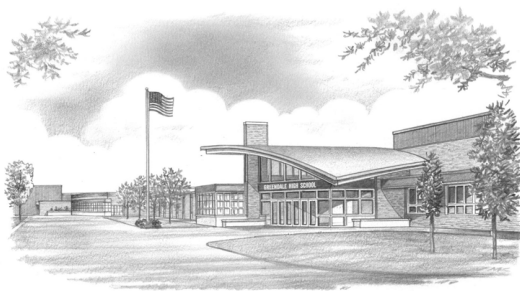




# Greendale High School

## Student Handbook

### 2024-2025



**JULY 1, 2024**

**SCHOOL COLORS:**

KELLY GREEN AND WHITE

**SCHOOL MASCOT:**

PANTHER

**THE GREENDALE HIGH SCHOOL “FIGHT” SONG**

*HAIL TO THE VARSITY!*

*CHEER THEM ALONG THE WAY.*

*ONWARD TO VICTORY.*

***MAY WE WIN AGAIN TODAY!***

*LET'S GIVE A CHEER FOR THE VARSITY!*

*LONG MAY THEY REIGN SUPREME.*

*SHOUT OUT YOUR PANTHER PRIDE*

*GLORY OF THE GREEN!*



## **PRINCIPAL'S MESSAGE**

Dear GHS Students:

I want to welcome you to, or back to, Greendale High School. The beginning of each school year provides us all with an opportunity for a fresh start and equally important, the opportunity to set new goals in order to further develop as a learner and as a human being. In order to grow as a learner and into a well-rounded individual, it is necessary to take the time to develop an academic game plan and to select the co-curricular opportunities that will enhance your experience during your time at Greendale High School. In short, GET INVOLVED in your classrooms and GET INVOLVED in our co-curricular opportunities!

A central mission of Greendale High School is to create an inclusive and welcoming community that celebrates all aspects of student diversity and nurtures the development of its learners, citizens, and individuals. To foster this, everyone must do their part and work together and bring high expectations for being kind, collaborative, communicative, and empathetic within each experience you encounter in these short four years.

Keep in mind that you will encounter challenges. As you rise to meet these challenges with perseverance, remember that you are an important member of our learning community and we stand committed to providing you with the resources and support it will take so that you may attain all of your goals. You will discover these systems of support from a committed community of staff members, coaches, parents, peers, and the school district. In short, advocate for yourself when needed. We are all here to help you.

Greendale High School is a learning community that cultivates intellectual growth, reflection, and most importantly, developing students into global citizens who make a living, a life, and a difference. Greendale HS also strives to provide a comprehensive high school experience that is safe and welcoming for ALL members of our diverse student body.

I would like to close by wishing you a happy and successful school year. I am honored to serve as your principal, and please remember that all of the adults at GHS are here to help you on your four-year journey.

Sincerely,

Mr. Steve Lodes

Greendale HS Principal



# GREENDALE SCHOOLS EQUITY BELIEFS STATEMENT

Greendale Schools believes in all of our staff, students, and families. Specifically:

- We believe that our students, staff and families who identify as people of color matter. We will act against any statement, practice or policy of injustice, racism, and hate.
- All are welcome and should be safe in our schools, especially our students, staff, and families who have immigrated and/ or speak languages other than English in their homes. We are committed to provide communication and access to all languages.
- We will ensure equitable opportunities and equal rights for our students, staff and families with disabilities.
- We will ensure that our students, staff, and families who identify as LGBTQIA+ can live openly without discrimination and enjoy freedom of expression and association.
- We will meet the physical, social and emotional needs of our students, staff, and families regardless of their economic status.
- Our country, at its foundation, is a nation of religious diversity and acceptance. We believe that every student, staff, and family should not be discriminated against due to their religious beliefs and practices.

These beliefs drive our efforts to create a diverse, inclusive, and equitable environment for our school community. Greendale Schools aims to create a safe, nurturing and rigorous school district for all of our students as outlined in [Board Policy 5518 - STUDENT EQUITY AND ANTI-RACISM](#).



## Board of Education Policies

Greendale Board of Education Policies are posted on the Greendale Schools website.

Click here for the policies: <https://www.greendaleschools.org/district/policies.cfm>

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## **ACADEMICS**

Greendale High School is renowned for its quality academic programs, and you have the opportunity to become a part of this outstanding tradition. Therefore, you must seize this opportunity, make the most of your education, and, in the process, obtain the necessary skills for success in life beyond graduation. **Reference:** [Board Policy 2131 - EDUCATIONAL OUTCOME GOALS AND EXPECTATIONS](#)

### **A. ACADEMIC EXCELLENCE/HONOR ROLL**

*Scholarship should be the primary focus of each and every student. Greendale High School recognizes students for high scholastic achievement at the end of each semester.*

#### **National Honor Society**

Greendale High School offers admission to membership in the Greendale Chapter of the National Honor Society. Membership is based upon character, leadership, service, and a grade point average of 3.5 or higher. National Honor Society is available to juniors and seniors.

#### **Academic Hall of Fame**

On the wall outside the auditorium is the Academic Hall of Fame. Students who have completed three or more AP exams, with grades of 3 or higher, will qualify for the AP Scholar Award; while students who have earned a score of 30 or higher on the ACT exam will qualify for the ACT 30+ Honors board. The board will be updated once a year in the fall.

### **B. LAUDE PROGRAM**

**Overview:** Greendale High School implemented a Laude Honors Program to recognize graduates who exemplify many of the indicators of an “ideal Greendale graduate” and who meet or exceed our adapted [AASA Redefining Ready!](#) Indicators. More information on the program may be found in the [Laude Program Information Sheet](#).

### **C. REPORT CARDS/PROGRESS REPORTS**

Transcribed report cards are made available via Infinite Campus every semester. All students’ cumulative records are updated biannually, at the end of each semester. Student progress is best monitored through regular parent use of Infinite Campus and communication with teachers. Courses taken in Summer School are added to students’ cumulative records in August, before the new school year begins. **Reference:** [Board Policy 5420 - REPORTING STUDENT PROGRESS](#)

### **D. FINAL EXAMS**

Final examinations or projects are generally given in all courses at the end of each semester. Students and parents should note these dates and arrange vacations, work schedules, or appointments so that they do not interfere with exams. Students must take all of their exams at the regularly scheduled times except in extenuating circumstances and only with prior approval from the teacher and Principal. Any student who is called in absent from an exam must contact the Attendance Office to schedule the make-up exam.

## E. ADVISORY/FLEX

Greendale High School incorporates an Advisory/FLEX period into students' daily schedules. Attendance is mandatory for this. Advisory/FLEX is held every day from 10:07am-10:47am. On days designated as "Advisory," students meet in a grade level group with a consistent assigned staff member. Academic and Career Planning experiences; skill development; community-building activities; and school-wide safety lessons/drills are some of the important programming offered as part of Advisory days. On "FLEX" days, students are able to choose teachers with whom to work, and teachers can request students to whom they will provide academic support during this time.

## F. INSTRUCTIONAL MEDIA CENTER (LIBRARY)

Greendale High School's IMC (Library) is a commons area open to all students from 7:00 a.m. until 4:00 p.m. during the regular school day.

## G. ACADEMIC INTEGRITY POLICY

All individual student work (submitted for the purpose of demonstrating proficiency and/or meeting course requirements) **must represent the efforts of only that individual student**. *In all cases, the teacher's professional judgment will be used in determining whether an infraction has occurred.*

**Academic dishonesty includes, but is not limited to:** plagiarism, cheating, forgery, copying or stealing another person's work, using digital/artificial intelligence programs (e.g. ChatGPT) to produce work you submit as your own, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, accessing or being in possession of another's material, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software.

### Definitions of Cheating and Plagiarism:

Students who are academically honest do not engage in:

**Cheating** – deliberately giving or receiving improper assistance as defined or implied by the teacher on assignments, projects, or tests, during class or outside of class. The student is responsible for consulting with the teacher to determine when group work may be permissible, or if using an outside source is permissible when not stated directly in class. Any attempt to give or receive improper assistance is cheating. Cheating includes, but is not limited to: representing oneself as another or having attempted to have oneself represented by another in an assessment, preparation of an assignment or assessment, or other similar activity; using a device to store and access specific class materials, other content, or communicating via electronic messages or social media; taking and sharing a photo of a class assignment or test; using translation software to complete assignments.

During exams, tests, and quizzes, students are responsible for following teacher directions and/or expectations of how to appropriately maintain their testing environment. Study guides, worksheets, notes, or any other written material that is visually accessible during the assessment are not allowed and may be construed as cheating or conspiracy to cheat. There is no plausible deniability and **students do not have to be "caught in the act."** Best practice expects students to completely secure their belongings (zipped up in their backpack) and place them out of sight (under the desk).

Falsifying or altering grade-related documents, programs, or information will result in administrative referral and disciplinary action.

**Plagiarism** – using the words, work, or ideas of another without giving credit. Plagiarism is a form of intellectual and academic dishonesty that can be done intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own. Unintentional plagiarism is the

inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate citation or documentation practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit. The consequences for both intentional and unintentional plagiarism are the same, and are outlined below.

Plagiarism includes an exact copying of another's work, rewording, paraphrasing, partially quoting, or summarizing another's work without properly acknowledging the creator of the original work. Plagiarism may occur in—but is not limited to—the context of tests, homework, research, speeches, presentations, programs, class assignments, labs, graphs, charts, and the original creation of essays, compositions, and final papers. Students learn to properly cite sources beginning in middle school and are expected to do so when they use material from any source in their work for classes.

**Unless specifically stated by the teacher in writing** all work turned in, for credit, is to be authentic (done by YOU) and not copied from a "partner" because you "worked together" or generated by a digital/artificial intelligence program (e.g. ChatGPT). Work cannot be recycled from previous classes or assignments. All work should be individual, therefore, sharing of any Google Docs or part thereof is not permitted.

In addition, **unless specifically stated by the teacher in writing**, all work turned in is to be completed entirely by you. This means that unless the assignment asks you to consult sources, you are not allowed to do so. This includes using any form of published online notes, websites, essays, or other resources. Even if you put these materials into your own words, your act of consulting resources when you are not allowed to do so is cheating. If sources are permitted to be used on an assignment, all material used **MUST** be properly cited. This includes material that you rephrase as well as material that you quote.

#### **Disciplinary Measures:**

If a teacher suspects or determines that an act of academic misconduct has occurred, the following steps will be followed:

1. The student will be notified of the suspicion by the teacher; that there will be an investigation into academic misconduct; and that a referral may be made to GHS Administration.
2. The **teacher will call the parent** informing them of the suspicion; that more information is being gathered; and that a referral may be made to GHS Administration.
3. An administrator will conduct a meeting with the student and the teacher. In this meeting, the student will be given the opportunity to respond to the allegations of academic misconduct.
4. The administrator will then inform the student and parent of the decision.

The following disciplinary measures will be enforced following any incident involving academic misconduct:

#### **Following the first incident of cheating and/or plagiarism, the following steps will be taken:**

1. The student will receive a zero (0) for any graded work involved—a test, paper, essay, quiz, homework, etc.
2. An administrator will log the incident into the Student Information System (Infinite Campus) and inform the appropriate guidance counselor.
3. Administration will review eligibility for Honors Society and other academic awards.
4. The student will be notified that any two (2) future incidents in any class will result in an F grade and/or removal from the current class.

#### **Following the second incident of cheating and/or plagiarism, the following steps will be taken:**

1. All steps instituted for a first incident.
2. If the student is involved in a co-curricular activity, they will be issued an Athletic Code of Conduct violation for conduct unbecoming.
3. Administrative review of eligibility for Honors Society and other academic awards.
4. A written warning given by the Principal or his designee about being withdrawn from a course with an F if any future incident occurs in any class.

***Following the third incident of cheating and/or plagiarism, the following steps will be taken:***

1. All steps instituted for a first and second incident.
2. A meeting with parents, administration, teacher, and the student.
3. Administrative disciplinary action, which may include suspension from school.
4. The school will report violations of the Academic Integrity Policy to scholarship committees.
5. An F in the course in which the third incident occurred and/or removal from that class. No credit will be given for the class. No contract will be made available for make-up work.

Any infraction beyond a third incident will result in administrative referral for disciplinary action, which may include possible expulsion.

The procedure outlined above will apply from Freshman through Senior years and will be maintained from one grade to the next.

### **Academic Integrity Appeal**

The student and his/her parent/guardian have recourse in the event that the student was not given the opportunity to respond to the accusations. Issues related to the appropriateness and levels of discipline imposed are not subject to appeal. All consequences for the alleged offense will remain in effect during the appeal process.

1. A student and/or his/her parent/guardian may formally appeal an alleged violation related to an Academic Integrity Policy violation. Grounds for appeal must be based solely on whether or not the student was given their ability to respond to the academic integrity violation. This must happen via email or written letter to the Principal within five school days of the notification of the initial decision.
2. The Principal will conduct the appeals meeting with the student and parent. The Principal will render a decision on the appeal in writing within five school days of this meeting.
3. If a student/parent/guardian disagrees with the decision of the principal, that individual may appeal the decision in writing within five school days to the Superintendent of Schools. This must happen via email or written letter to the Superintendent within five school days of the notification of the initial decision.
4. The Superintendent will conduct the appeals meeting with the student, parent, and Principal. The decision of the Superintendent is final.
5. In the case of a second semester senior where the result of an appeal may affect the student's graduation from high school, the appeal will go directly to the Superintendent and will be heard within one school day following receipt of the written appeal.

## **H. STUDENTS' RIGHT TO LEARN**

Students deserve the right to equal opportunity in each class and should expect a well-run, orderly, academic classroom. If you are having problems with any aspect of a classroom, meet with the teacher at an appropriate time. If you still have questions after this meeting, see the Associate or Building Principal.

## **I. PUPIL SERVICES AND STUDENT PROGRAMS**

Our schools have pupil services staff available to support students with academic, behavioral and emotional concerns. Parents/guardians may contact the school office to reach out to pupil services staff. At times, our pupil services staff will visit classrooms and present information related to social and emotional well-being. Students may also be seen individually or in a group setting to address concerns that arise. If you do not wish to have your child participate in these sessions, please notify the Director of Pupil Services, Denise Burnett, in writing, at 6815 Southway, Greendale, WI 53129. You may also email her at [denise.burnett@greendaleschools.org](mailto:denise.burnett@greendaleschools.org) or call her at 414 423-0110, Ext. 2714.

Pupil services staff will contact parents/guardians to obtain consent in order to provide support to any student that is seen on a regular basis. In addition, classroom teachers will share information with students on personal safety each year. Families who wish to have their children excused from these sessions should contact your student's building principal. **Reference:** [Board Policy 2411 - SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING](#)

## J. TENTATIVE EDUCATION PLAN

Graduation Requirements = 23 Credits

4.0	English
3.0	Social Studies ( <i>must include Global Studies, U.S. History, Economics, or equivalent</i> )
3.0	Science ( <i>must include Biology, Chemistry, Physics or equivalent</i> )
3.0	Math ( <i>must include Algebra II or equivalent</i> )
1.5	Physical Education
0.5	Health
15.0	Required Credits
+ 8.0	Electives

## K. ACADEMIC AND CAREER PLANNING (ACP)

Based on State Statute 115.28, all graduating students must have successfully completed all requirements, as dictated by the building principal, of Greendale High School's Academic and Career Planning (ACP) program. Any student not fully meeting the ACP program requirements by the end of Semester 2 in their year of graduation will be ineligible to obtain a diploma and will not participate in graduation. **Reference:** [Board Policy 2411 - SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING](#)

## L. GRADUATION REQUIREMENTS

The Board of Education has established the following policy: Twenty-three (23) credits must be earned and a passing grade must be received in the course requirements as shown above. The physical education credit requirement may be waived or reduced and other credits substituted with proper medical certification of physical limitations. Credits earned prior to entrance into ninth grade shall not be accepted for graduation. Seniors will be allowed to participate in graduation only if:

1. All fines are paid, uniforms turned in, and detentions served.
2. Seniors are present at graduation rehearsal.
3. Twenty-three credits that comply with course requirements have been met.
4. Behavior and attendance in the final weeks of school need to be appropriate. Activities in the final week that lead to a suspension may exclude a student from participation. For a complete list of graduation policies which may affect unique classes, please refer to [Board Policy 5460 - GRADUATION REQUIREMENTS](#).

## M. GRADING SCALE

Teachers will use the following grading scale:

A	=	93 – 100	C	=	73 - 76
A-	=	90 - 92	C-	=	70 - 72
B+	=	87 - 89	D+	=	67 - 69
B	=	83 - 86	D	=	63 - 66

B-	=	80 - 82	D-	=	60 - 62
C+	=	77 - 79	F	=	59 - 0

## N. GRADE POINT AVERAGE

The point scale below is used to calculate a student's grade point average for a semester. **Reference:** [Board Policy 5421 - GRADING](#)

A	=	4.0	C	=	2.0
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.0	D	=	1.00
B-	=	2.67	D-	=	0.67
C+	=	2.33	F	=	0.0

## O. COUNSELING DEPARTMENT

Students entering Greendale High School are assigned to a counselor. Counselors help students in adjustments to high school; proper course selection; resolving academic, social, and personal problems; and making post-secondary decisions. Counselors work directly with parents and are available for parent conferences. Parents are encouraged to know and communicate with their student's counselor.

Counselors are assigned students according to the alphabet by the student's last name as follows:

Ms. Dani Young	A - G
Ms. Trish Matlock	H - O
Mr. Chris Muench	P - Z

## P. ACT TESTING

TESTING DATE FOR GHS 11TH GRADE STUDENTS: MARCH 11, 2025

NATIONAL TESTING DATES 2024-2025 (Subject to Change: See <http://www.act.org/> for updates.)

ACT TEST DATE	REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
September 14, 2024	August 9, 2024	August 25, 2024
October 26, 2024	September 20, 2024	October 7, 2024
December 14, 2024	November 8, 2024	November 22, 2024
February 8, 2025	January 3, 2025	January 20, 2025
April 5, 2025	February 28, 2025	March 16, 2025
June 14, 2025	May 9, 2025	May 26, 2025
July 12, 2025	June 6, 2025	June 20, 2025

**Reference:** [Board Policy 2623 - STUDENT ASSESSMENT](#)

## Q. EARLY GRADUATION

Students who wish to be considered for early graduation must contact their counselor and submit a written request signed by the student and his/her parent or guardian. A student/parent-guardian/counselor conference will be held to discuss the request and develop a plan of action to aid the student in this endeavor. Students may participate in their class's graduation ceremonies in May of the current school year.

## R. AUDIT POLICY

**Auditing a class allows a student to take a class without a grade or credit for the course being added to their transcript. This option is *ONLY* allowed through the following parameters:**

- An audited class must be above the Board of Education minimum requirements to graduate to be considered a full-time student.
- An audit must be requested by the end of the first six weeks of the semester.
- Any audit request must result in a meeting with the student/teacher/ counselor and administrator.
- Prior to requesting an audit, the student must have demonstrated consistent effort, appropriate behavior, and above average attendance in the course they wish to audit.
- If a student is requesting an audit in the first semester, every effort should be made to choose a class that might better meet their needs/level more appropriately for semester 2. Audits should not be for a full year, if avoidable.
- There must be room in the class they wish to audit.
- Students should attach a brief statement as to why they are requesting this audit.

**If an audit is granted, the student/parent should understand the following:**

- There will be grade checks performed with the student and his/her counselor (at 3 weeks, 6 weeks, 9 weeks, etc.)
- If the student is not completing all required work in the class and not demonstrating consistent effort, a meeting will be scheduled with the teacher, student, counselor, administrator **and parent** to create an academic and/or behavior plan.
- Failure to comply with the academic and/or behavior plan will result in the inability to continue the audit.
- Only the final grade will be indicated on the transcript as an audit with an "AU". **Quarter grades will show on Infinite Campus as a grade.**
- An audit is an audit. If the student is doing well, they cannot remove the audit to show their grade on the transcript.

## S. ADDITIONAL OPPORTUNITIES FOR COLLEGE CREDIT

**Students electing to take an AP and/or CAPP course** should possess the following characteristics:

- Strong interest in the subject area;
- Task commitment in the subject area; strong past performance in the subject;
- Parental/guardian support for taking advanced classes.

**Advanced Placement** is a program of college-level courses offered in the high school setting. They are designed to give participants an opportunity to experience college-level studies in high school. AP courses accomplish this by explaining subject areas in greater depth, at a faster pace, using more advanced materials and following a college level format. Each May, Participants in Greendale High School approved Advanced Placement courses will have an opportunity to take AP subject area tests administered through the College Board. Successful performance on these tests may result in advanced credit or placement upon entering college. Placement policy is at the discretion of individual colleges and universities. Students should check school AP policy when applying for admission to a college or university. Certain AP courses not offered at

Greendale may be available through on-line courses, Early College Credit Program (ECCP) courses, or neighboring school districts. Enrollment requests in February determine which courses will be taught each year at GHS. Students should see their counselor for details. Students may change their enrollment in an **Advanced Placement** class by submitting a “**Schedule Change Form**,” which is linked on the [GHS School Counseling](#) webpage, and following the schedule change guidelines listed on it.

**CAPP** courses allow the students to earn both high school credit and UW-Oshkosh college credit in the same course. These credits generally will transfer to other UW schools. Additional information about credit transfer to other colleges is available on the UW-Oshkosh CAPP website: (<http://www.uwosh.edu/capp/students/transferring-credits/>).

The great attraction to students of CAPP courses is that they earn the credits without having to take the course at the state university they plan on attending, and without the pressures of a one-time test, like AP courses. Students should consider researching their postsecondary options for transferability of credit by using the “Transferology” platform.

**CCiHS** (College Credit in High School) program is a dual credit program where students earn both high school and college credit for a class. UW-Green Bay offers college credit courses within high schools and provides opportunities for academically qualified high school students to engage in college-level learning experiences. Courses are taught by qualified and approved high school faculty, students pursue rigorous advanced subjects and earn college credit upon successful completion. More information is available at: <https://www.uwgb.edu/ccihhs/>.

**Dual Enrollment Academy** (DEA) is designed to give high school seniors a jump start in high-demand occupations, awarding participants credit at either Milwaukee Area Technical College (MATC) or Waukesha County Technical College (WCTC), along with earning high school credits. High School students will spend the majority of their school day, both the fall and spring semesters of their senior year, at MATC or WCTC participating in the Dual Enrollment Academy. Please see Mr. Muench to learn more about DEA requirements and how to enroll in the program.

**Early College Credit Program (ECCP) and Start College Now (SCN)** Juniors and Seniors have the opportunity to enroll at institutions of higher education in Wisconsin while in high school. ECCP is for students taking classes at a four-year college or university, whereas SCN consists of classes at any WI technical school. Junior or Senior students may take courses that would lead to credit toward high school graduation as well as college credit. Students need to contact the institution of higher education and their counselor here at the High School. Deadlines are very strict and enrollment deadlines are **October 1** for the Spring Semester and **March 1** for the Fall Semester. Students will have the option of having those grades calculated into their grade point average. Students need to be able to provide their own transportation. Be sure to discuss this decision with your counselor.

**MATC Equivalency Courses**, Greendale High School students may receive transcribed college credit or advanced standing at Milwaukee Area Technical College upon successful completion of selected courses or combination of courses with a minimum grade of B. Students enrolling in a program at MATC within 27 months after graduation may access this credit. See your counselor for an updated agreement.

- **CNA - MATC's NRSNA-200** - Completion of this course can lead to students obtaining their State certification to work as a Certified Nursing Assistant in a variety of medical settings. Course incorporates clinical experience off site. GHS in conjunction with MATC will offer Fall, Spring, or Summer sections based on interest. Contact Mr. Muench and visit [HERE](#) for more information
- **Medical Terminology - MATC's HEALTH 101** - Students are able to take this introductory course to all Health careers. Successful completion can lead to transcribed credit through MATC. Class is offered either in-person or virtually in the second semester. Contact Mr. Muench for more information.

**PLTW (Project Lead the Way)** is a national curriculum whose goal is to empower students to discover and explore interests, imagine and design solutions to real-world challenges, and become independent problem solvers. Greendale High School offers classes in the Biomedical, Computer Science, and Engineering pathways. Students may be able to earn college credits and scholarship opportunities for PLTW courses taken at Greendale High School. Please speak with your PLTW teacher or go to [this website](#) for more information about earning college credit for PLTW courses.

**Youth Apprenticeship Programs:** These paid, work-based experiences enable students to earn high school credit and to develop skills in their chosen career path while learning both in the classroom and on the job. Examples: Healthcare-Nursing, Pharmacy, Dietary and Medical Office, Business-Accounting, Hospitality, Manufacturing, Construction, etc. Upon completion of 450 hours of related work experience and completion of the Skills Standards Checklist, students are granted a Level 1 Youth Apprenticeship Certificate from the Wisconsin Department of Workforce Development. 98% of YA students say they benefited from their experience. Junior standing required. Students provide their own transportation to the worksite. Tuition reimbursement and college scholarships are available. Successful completion (*or enrollment during senior year with intentions to complete*) of Youth Apprenticeship may also be used to fulfill a component of the [Laude Program](#). Please contact YA Coordinator, Tom Hermann, with questions at [thermann@whitnall.com](mailto:thermann@whitnall.com) and check out this [Overview Video](#).

**Reference:** [Board Policy 2370 - EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT](#)

## T. COURSEWORK THROUGH ACCREDITED INSTITUTIONS

Students who wish to earn additional credits toward graduation by attendance at a program approved by the principal may do so. Prior approval of the building principal is required before credits earned at an accredited school can be counted for graduation. By graduation policy, a maximum of four credits may be earned for graduation through coursework offered by these institutions and approved through the high school.

Credits from accredited and transcribed schools other than Greendale High School which are compatible will be recorded on the student transcript, but grades will not count toward the student's overall Grade Point Average (GPA).

## U. SUMMER SCHOOL

**REMEDIAL COURSES:** Students who fail courses during the regular year may be allowed an opportunity to retake the class by attendance at a summer school program approved by the Board of Education. The original failure will remain on the permanent record with the new grade being added to the grade point average at the end of the summer session in which the course was retaken.

**FOR-CREDIT COURSES:** Some courses are available during summer school that allow students to gain credit, and some of these courses are required courses for graduation (Physical Education, Health, Economics). The grade will be added to the grade point average at the end of the summer session in which the course was taken.

A full catalog of summer school choices is available in the spring of each school year. **Reference:** [Board Policy 2440 - SUMMER OR INTERIM SESSION SCHOOL](#)

## V. ACADEMIC RETAKE POLICY FOR MASTERY

Students may choose to retake any course once for the purpose of mastering the course content. The grade and credit earned will replace the previously earned grade and credit. The following guidelines apply:

1. Only courses in which a student has already credit may be retaken for mastery. Any course in which an "F" or failure has been earned does **not** qualify for this retake policy. Failures remain on a transcript.
2. A course may **not** be retaken if the student has taken and passed a succeeding course in the same

curricular area. (e.g. A student may not retake Algebra if they have passed Algebra-Trig; may not take English 9 if they have passed English 10; may not retake Spanish 1 if they have taken Spanish 2.)

3. This policy only applies to initial credit summer school courses.
4. Students transferring to Greendale High School may **not** retake a course for which credit was earned at their previous school. They may audit a previously taken course for no credit or grade.
5. The highest grade that can be earned is a "B".
6. Parents/guardians must sign a permission slip for students to pursue this option.
7. There must be room in the class

## W. SCHEDULE CORRECTION PROCESS

**Course requests for the following year are EXTREMELY important and should be considered a commitment that students and families make.** Students should discuss their selections with their parents/guardians. Students should closely consider the alternative courses they select in case a conflict should occur. And, students must sign-up for seven (7) hours per semester (this includes study halls, if chosen). Not choosing seven (7) hours per semester will result in being automatically placed in a study hall or alternative course.

At GHS, we spend a lot of time at the front-end of the course selection process as it is very important that we have complete and accurate course sign-ups before we build next year's master schedule. As the next year's schedule is built, we closely consider class size, balance between the sections of a course, the teacher(s) that have to teach a particular course, and identify any classes with low enrollments that are subject to cancellation. Once the schedule is built, we also have to make hiring and supply decisions. **All of these items are based on the course requests students put in Infinite Campus in December.**

Corrections to student schedules impact many other courses and will only be made on a limited basis—for very specific reasons. These reasons are listed below and on the **"Schedule Correction Form,"** which is linked on the [GHS School Counseling](#) webpage. **This Form opens on August 22, when schedules are released, and must be completed in order to make a request.** The specific reasons for a schedule change include:

- Missing the prerequisite for the course or did not pass the required preceding course
- Has already taken (and passed) this course (summer or school year)
- To enroll in this class to replace a study hall (class size permitting)
- Must make a course level adjustment (math and world languages only; student, teacher, parent and counselor must collaborate on this)
- Being a senior missing a graduation requirement
- Dropping a course to add a study hall (if you do not already have a study hall; can only be done for the first 6 weeks of each semester)
- Students may add an elective course to their schedule within **the first 5 school days of first semester** or the **first 5 days of second semester** only if space is available in the added course AND if the course is the same hour of a current study hall or release in the student's schedule.

If a student meets the acceptable criteria, it is appropriate and possible, and/or the correction does not create an imbalance, a correction will be made.

**Due to the complex nature of scheduling, requests to change teachers will NOT be honored unless existing extenuating circumstances are present and approved by administration.** Year-long courses are treated as semesters in your schedule; thus, classroom teachers will often change at semester.

Schedule corrections are collaborations between the parent, student, teacher and counselor as to what is the best option. For all the reasons stated above, **all schedule correction requests must be done through the**

“**Schedule Correction Form**,” which is linked on the [GHS School Counseling](#) webpage. Email, phone calls or in-person requests will not be accepted and will be referred to the form.

## **STUDENT ATTENDANCE**

Greendale Schools places high value on the classroom experience, thus regular attendance of all classes is expected. Consistent attendance is a key factor in determining a child’s academic success. And while making up missed work or activities may satisfy many of the measurable requirements for a course, doing make-up work cannot replace the immeasurable benefits of class participation and interaction with peers and teachers during the learning process.

### **A. EXCUSED ABSENCE**

Parents/guardians must call or email the attendance office to excuse **any whole or partial-day absence**. Only under legitimate extenuating circumstances will a late excuse be accepted. In no situation will a note from a parent/guardian excuse any absence from school. Students who are unexcused will be considered truant and will face disciplinary action and possible legal action administered by the courts. Parents/guardians are encouraged to call the school to excuse their student only for reasons that are considered excused. Parents/guardians may excuse their students for up to ten days of excused absences each school year. Following that a signed medical excuse is required. *(Missing 3 or more class periods will result in either a half day or full day absence.)*

These reasons include:

- Personal illness
- Funeral
- Requested legal appearance
- Designated religious holiday
- Family emergency
- Medical/dental appointment—if the appointment is too difficult to arrange after school hours. Families should request an excused appointment slip from the medical office.
- Approved school-sponsored event—e.g. field trip, college visit (2 school days per semester), co-curricular event
- Severe inclement weather when District schools are not officially closed
- Prior approved absence—the Principal must determine the educational benefit of the absence before giving approval

Working, shopping, applying for a job, or babysitting are not considered excused absences unless they fall under the realm of Item #9 above. Family vacations and deer hunting are examples of missed educational opportunities and are not encouraged. And just as students are expected to attend all of their classes, so, too, are they expected to attend scheduled study halls. Parents/guardians may not excuse their student from study hall for reasons other than those listed above.

Greendale School Administration reserves the right to limit out of school activity participation if children are absent from school.

Excused Absence Progression of Parent/Guardian Communication and Procedures:

1. A parent/guardian shall be required to verify all excused absences with the school.
2. A teacher shall take daily attendance, keep records thereof, and report all absences to the principal/designee.
3. Parents/guardians who have not notified the school of their child’s absence will be notified via an automated system or by phone.
4. Following the 5th excused absence, parents will be notified in writing.
5. Following the 10th absence from class in a school year, the principal/designee shall notify the parent/guardian of the student by mail of these accumulated absences. A student meeting with

Pupil Services and/or a parent/guardian phone call will also be conducted. All future absences will require a signed physician excuse from school, or may be deemed unexcused (see section C below).

6. When students miss 20 days of absences, without medical documentation, truancy proceedings may be started.
7. "Habitual truant" means a pupil who is absent from school without an acceptable excuse for part or all of five or more school days on which school is held during a school semester. Students attending Greendale Schools through Open Enrollment may lose their seat if they are habitually truant.

## **B. STUDENT VACATION/EXTENDED ABSENCE**

Greendale Schools discourages extended vacations for students. An extended vacation is defined as three (3) or more consecutive school days. A student who is absent for this length of time misses valuable educational opportunities like science labs, group activities, class discussions, and projects at all levels. Those students who anticipate being absent from school three or more consecutive days (e.g. family vacations, family business, etc.) must clear these absences through the Office by obtaining and returning an Extended Absence form.

A tentative calendar for the next school year will be published for parents before May 1. (Please note that according to state law, calendars always remain tentative until July 1.) Parents are asked to use this calendar to plan their vacations to correspond, as much as possible, with scheduled days off. School officials appreciate the fact that parents may be working with their employers to schedule vacations; employers may not always be able to match the school schedule with complete accuracy.

Some learning opportunities may be sent with students, but due to the interactive nature of learning, it is challenging for students to make up for the learning missed. At the middle and high school level procedures are in place through completing the approved forms. At the elementary level parents/guardians should contact their school principal.

- Students absent from school for 20 or more consecutive days, other than medically excused, will be required to un-enroll and re-enroll upon return. Students attending through open enrollment or tuition waiver may lose their seat in Greendale Schools if they unenroll.
- Students who are excused for an extended period of time and remain enrolled as a student are responsible for fulfilling the expectations of their classes and completing any assigned work. If a student becomes unenrolled and is no longer a student in the district, then Greendale High School is not responsible for providing access to any learning materials or assignments.

**Please note that all absences contribute to the ten days of absence allowed each school year.**

## **C. UNEXCUSED ABSENCES AND TRUANCY**

An unexcused absence is when a student is absent from school without his/her parent's/guardian's approval, or when a parent/guardian phone call is not received, or when a doctor's excuse is not supplied after having been requested due to excessive absences.

According to [Wisconsin Statutes 118.16](#) and [Board Policy 5200 - ATTENDANCE](#), students must attend school daily unless excused for legitimate reasons. Regular school attendance promotes continuity of the instructional/learning process and the academic success of every student. Consequently, frequent absences deny students the benefit of planned classroom instruction, participation, hands-on or active learning, and study benefits, and can never be regained despite extra instruction or support.

- Students who elect to miss class willingly are therefore unexcused and truant. Student not in compliance with compulsory attendance law will be subject to the following procedures:
  - a. A teacher shall take daily attendance, keep records thereof, and report all absences to the principal/designee.

- b. Parents/guardians will be notified via an automated system or by phone regarding their child's absence.
  - c. Following the 5th unexcused absence, parents will be notified in writing. A parent/guardian phone call and/or meeting with Administration and/or Pupil Services and/or a staff designee will also be conducted.
  - d. Following the 10th unexcused absence, the principal/designee shall notify the parent/guardian of the student by mail of these accumulated absences. A parent/guardian meeting with Administration and/or Pupil Services and/or a staff designee will also be conducted. Truancy may be filed after 10 days of unexcused absences.
  - e. "Habitual truant" means a pupil who is absent from school without an acceptable excuse for part or all of five or more school days on which school is held during a school semester.
  - f. Students attending Greendale Schools through Open Enrollment may lose their seat if they are habitually truant. Please see the following for more information: [Board Policy 5113 - OPEN ENROLLMENT PROGRAM \(INTER-DISTRICT\)](#).
  - g. Greendale Schools Administration reserves the right to revoke or deny work permits or school-based privileges based on patterns of student attendance.
- Students absent from school for 20 or more consecutive days, other than medically excused, will be required to un-enroll and re-enroll upon return. Students attending through open enrollment or tuition waiver may lose their seat in Greendale Schools if they unenroll.

## D. EXTENUATING CIRCUMSTANCES

Extenuating circumstances may necessitate changes to these practices. These may include community health risks, weather situations which cause difficulty in attendance, or student participation in special activities that necessitate being away from the school building. If the circumstances require a transition to digital learning for a period of time, it is an expectation that students engage and participate in learning activities presented.

## E. PARTICIPATION IN CO-CURRICULAR ACTIVITIES

In order to participate in an athletic contest or any other co-curricular event, a student must be in full attendance at school on the day of the contest or event; exceptions will be made only for unavoidable excused absences. A student who is too ill to attend school or who is unexcused will not be able to participate. Students who are suspended from school cannot participate in any school-related activities throughout the duration of their suspension. **Please note:** In order for a student to actually participate/practice/compete in an activity/sport/club/intramural, they/their family must complete their back-to-school registration.  
**Reference:** [Board Policy 2430 - DISTRICT-SPONSORED CLUBS AND ACTIVITIES.](#)

## F. EXPECTED LOCATION DURING THE SCHOOL DAY

During the school day, students are expected to be: in their assigned class/location during scheduled class time; in the hallways moving to/from classes, the bathroom, or another approved location during passing time; in the MPR or another approved location during Lunch; or a permitted location (e.g. bathroom, Health Room, Office, etc.), as indicated by a pass or staff approval, during any time of the school day. Refusal to follow these expectations, including intentionally skipping class; leaving class without permission (indicated via a pass and/or prior staff approval); and leaving the building without proper permission may result in an administrative referral and/or disciplinary action.

1. Students are not permitted to leave the building during the school day and after getting dropped off unless for illness, an excused appointment, or another reason permitted by school rules. Juniors and Seniors, defined as third and fourth-year students, respectively, are also allowed to leave the building during their lunch period. They must bring their student IDs with them to scan back in upon returning to the building.

2. **Freshman and Sophomore students are restricted to the building for the entire school day, including the lunch period.** In the event that a non-Junior or Senior is caught leaving the building, a suspension may be assigned. Juniors and Seniors who are in the presence of or complicit in any non-Junior/Senior leaving the building run the risk of losing their Open Lunch privileges.
3. **Open Lunch Behavioral Expectations:** Junior and Senior students, while out of the building for lunch, must adhere to all school rules. **“School Location”** refers to all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district, including Junior and Senior students off campus for lunch.
4. Junior/Senior Open Lunch is subject to change at the discretion of the school administration. Junior/Senior Open Lunch is a privilege and may be denied under certain circumstances, including, but not limited to, accumulating excessive unexcused tardies and/or absences to the class period immediately following the lunch period.
5. Students who need to leave the building due to an appointment or illness must sign out digitally, using their student ID in the Office, **before** doing so. A parent/guardian **must** call the Attendance Office before a student leaves the building during the school day. Any student who arrives at school during the school day must sign in digitally using their student ID in the Office. Students who fail to sign out of the building or back into the building through the Office, with their student ID, may be subject to disciplinary action.

## **G. JUNIOR/SENIOR AM/PM RELEASE**

To qualify for a Junior/Senior Release, students must remain in good standing with the school; display the type of conduct expected of a GHS junior or senior; and meet certain academic indicators. Any student who does not meet these will be removed or ineligible for Junior/Senior Release. These expectations include, but are not limited to, the following:

### **Academic Expectations:**

- Participating students can accrue no more than one F each grading period (quarter/semester).
- Inappropriate academic progress and/or compromised progress towards graduation requirements will result in a loss of this privilege.

### **Behavioral Expectations:**

- A participating student may not have had any major behavioral incidents, including, but not limited to, incidents that result in an out-of-school suspension.
- Appropriate behavior while in school and appropriate behavior during release time.
- A participating student may not be in the presence of or complicit in non-qualifying students missing school during release time.

### **Attendance Expectations:**

- A participating student may not accumulate more than three unexcused absences per quarter.
- A participating student may not accumulate more than four unexcused tardies per quarter.

### **Procedural Expectations**

Students interested in participating in the release program must complete the Junior/Senior AM/PM Release Form, including parental signatures.

- **Entry:** Except for lunch periods, the only door open for students to enter the building is the Main Front Door Atrium.
- **Exit:** Students are expected to vacate the building by the time the passing bell rings to begin the period of their release.
- **Staying:** On a very limited basis (pre-approved by administration), the high school will facilitate

students on release who still want to remain in school to address academic and learning needs.

Failure to abide by these rules will result in loss of Junior/Senior Release privileges. Additionally, the parent or guardian may revoke the release privilege at any time.

## H. TARDINESS

### **Rationale:**

Considerably reducing excessive tardiness is an on-going school wide goal. Listed below is a detailed explanation of the Greendale High School Tardy Policy and the manner in which it will be administered.

### **Procedure**

- Tardies are continuously monitored in the GHS Associate Principal/Attendance Office.
- Automated messages will be communicated home when a tardy/tardies occur(s).
- In most cases, one detention will be issued for every 5 tardies that a student accrues. Detentions will be served either during lunch, after school, or another designated time under the supervision of a GHS staff member. Any deviation from this procedure will be determined by GHS Administration.
- After 15 tardies have been accrued (or an amount as determined by GHS Administration), GHS Administration will meet with the student to seek solutions for the student's excessive tardiness. As part of this, disciplinary action may be taken. This may include, but is not limited to:
  - Additional detentions and/or in-school suspensions.
  - Restrictions on student privileges, including the ability to attend school-based events (e.g. dances, sporting events, etc.) and the loss of a junior/senior release period(s).

**Reference:** [Board Policy 5200 - ATTENDANCE](#)

## I. DETENTION POLICY

### **Expectations and Procedures:**

- Administration and/or AP/Attendance Administrative Assistant will assign students to detentions.
- Students serve detentions after school, at lunch, or during another assigned time in a designated location.
- Detentions are often 30 minutes.
- Failure to serve detentions may result in additional detentions and/or an in-school suspension.
- If a student is unable to serve a detention for a **legitimate reason**, the detention may be rescheduled. The student **MUST** clear this with the Attendance Office and/or the Associate Principal **in advance**.
- Students must be in the designated room no later than 5 minutes from the start time.
- All school rules and policies apply to students serving detentions. Any student who is asked to leave the detention room for disruptive behavior may be suspended from school.

## J. END OF THE DAY

1. The school is very much in use throughout the night on most weeknights; a safely supervised, educational atmosphere must be maintained for those who use the building after normal school hours. At the conclusion of the school day, students remaining for co-curricular activities, teacher conferences, or library use must be in those locations. All other students must vacate the building hallways by 3:00 PM.
2. Students awaiting pick-up must do so by the Upper Gym or the front lobby doors. They must be picked up

and/or out of the school building by 3:30 PM. Students who are going to be picked up later must use the school library/commons areas, which closes at 4:00 PM, to quietly study and get homework done, or they must make arrangements to be picked up at a different location (i.e. - Greendale Public Library).

3. Students who are in the school later due to a co-curricular activity should wait for pick-up at either the Upper Gym or the front lobby doors when their activity is done. They must exit the school in a timely manner and not loiter in the hallways.
4. School staff will actively monitor the hallways and lobby areas of the school, requiring all students not engaged in a co-curricular activity, teacher conference, or library/commons area use to vacate the building in a timely manner. Students who fail to vacate the school premises will be warned and issued progressive consequences in the event that they continue to loiter, up to and including a citation from the Greendale Police Department for trespassing.

## **K. AGE OF MAJORITY**

Students who turn eighteen may come to the Associate Principal's Office to obtain an Age of Majority form. Signed by the student and parent, this form allows the student to be responsible for his/her own attendance while still following school attendance rules, expectations, and procedures. See the Associate Principal for details and the agreement form. **Reference:** [Board Policy 5780 - STUDENT/PARENT RIGHTS](#)

# **STUDENT CONDUCT**

The central mission of Greendale High School is to create an inclusive and welcoming community that celebrates student diversity and nurtures the development of its learners, citizens, and individuals. To foster this growth, all members must abide by expectations that promote a shared responsibility and individual accountability for the safety and wellbeing of our community. These expectations extend out of the building and into any school function, event, field trip, on the bus and at bus stops, at lunchtime, and any time a student is under the supervision of a school authority.

## **A. PASSES**

Students must be issued a pass any time they are not in their assigned classroom area. Verbal permission alone will not suffice; they must have a designated pass. Passes will be issued through the electronic pass system, but paper passes may also be used, if warranted.

If a student refuses to follow pass procedures; is regularly out of class, without proper permission, for an extended period of time; and/or requests an excessive amount of passes above established limits, without proper permission, they will be referred to the Associate Principal Office. This may result in disciplinary action, including, but not limited to, restrictions on obtaining passes for a period of time.

## **B. VERBAL AND NON-VERBAL DISRESPECT**

Language or gestures that are abusive, derogatory, discriminatory, inflammatory, obscene, profane, provocative, racist, or threatening will not be permitted on school property. Such behavior could result in suspension or expulsion from school and, in some cases, a police referral.

## **C. BULLYING, HATE SPEECH, AND HARASSMENT**

### **References**

- [Board Policy 5517 - STUDENT DISCRIMINATION, HARASSMENT, AND HATE SPEECH PROHIBITED](#)
- [Board Policy 5517.01 - BULLYING](#)
- [Board Policy 2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES](#)

## **Bullying and Hate Speech**

Greendale Schools strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims, and bystanders. The District consistently and promptly addresses bullying so that there is no disruption to the learning environment and learning process. If your child is involved in bullying behavior he/she is subject to immediate discipline up to and including suspension and expulsion from Greendale Schools.

Specifically:

- **Bullying** is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power.
- **Hate Speech** is a specific form of bullying which uses language, behavior and symbols to incite violence and attacks a person or group on the basis of a distinguishing characteristic in order to socially marginalize the person or group.

For the purpose of school discipline and the student handbook, bullying behavior, including hate speech, may consist of:

- **Physical** (e.g. hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact)
- **Verbal** (e.g. taunting, malicious teasing, insulting, name-calling, making threats)
- **Psychological** (e.g. spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation)
- **"Cyberbullying"**: the use of information and communication technologies, such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Bullying behavior and hate speech is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the District. This includes the use of District-owned computers or online accounts associated with the District. If the behavior occurs outside of school, but brings a substantial disruption to the school environment for a student or group of students, it constitutes a violation of this policy.

Hate speech must be reported promptly to a school official, such as the principal, counselor, or staff member, who will address the situation and present the act to a building principal for further investigation. Any other person, including a student who is either a victim of the bullying or hate speech or is aware of the bullying, or any other concerned individual is encouraged to report the conduct to a teacher, building principal or staff member. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action, up to and including expulsion and/or referral to law enforcement officials for legal action, as appropriate.

If it is determined that students participated in bullying behavior and/or hate speech, or retaliated against anyone due to the reporting of bullying and/or hate speech behavior, the District administration and School Board may take disciplinary action up to: suspension, expulsion and/or referral to law enforcement officials for possible legal action, as appropriate. Students who participate in hate speech may be expected to participate in anti-bias and/or anti-bullying training. Victims and perpetrators will be offered the opportunity for a restoration process within two school weeks of the incident(s) being reported, assuming the investigation is concluded.

### **Pupil Non-Discrimination**

It is the policy of Greendale Schools to ensure that no pupil will be discriminated against in any curricular, co-curricular, pupil services, or recreational activity based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Classes"). Any student who discriminates could be suspended from school and may be referred to the police.

It is the policy of the Board to maintain an educational environment that is free from all forms of discrimination and harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment.

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class that:

- A. Places a student in reasonable fear of harm to their person or damage to their property;
- B. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. Has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

Sexual harassment is a form of sex-based discrimination prohibited by Greendale Schools. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Contact the Associate Principal for more information. Harassing behaviors could result in suspension and/or possible expulsion from school and may include a police referral. If you are the victim of discrimination or sexual harassment, either verbal or physical, please seek out an Administrator, a member of the Pupil Services Team, and/or a trusted staff member. Our goal is to effectively handle the situation as quickly as possible and to provide intervention that supports lasting change.

For complete information, see [\*\*Board Policy 5517 - STUDENT DISCRIMINATION, HARASSMENT, AND HATE SPEECH PROHIBITED.\*\*](#)

Greendale High School provides an anonymous reporting system, called [Speak Up. Speak Out \(SUSO\)](#), to report matters of concern such as: warning signs, signals, and/or threats; illegal and/or dangerous items and actions; concerns about student self-harm behaviors; bullying and harassment (written, verbal, physical, cyber, exclusion); or illegal activity (weapons, drugs, alcohol, theft, vandalism). If students, parents, or community members wish to anonymously report information, please go to the [Greendale Schools](#) website, click on the “i” icon in the upper right hand corner of the webpage, and select the link to “**Speak Up, Speak Out (SUSO)**.”

## D. DRESS

An aspect of developing a safe learning community is adhering to shared expectations for student dress. At GHS, we encourage student self-expression but also establish guidelines for ensuring that attire reflects our values of inclusivity and maintaining the appropriateness of the learning environment.

Student dress must comply with the health code of the State of Wisconsin, must not be destructive to school property, must not be provocative in nature, and must not interfere with the educational process. Students must also adhere to the following guidelines listed below. **Reference:** [Board Policy 5511 - DRESS AND GROOMING](#)

- Wearing clothing or jewelry with writing, pictures, symbols, or slogans depicting alcoholic beverages, tobacco, or illegal substances; sexually suggestive themes or innuendo; hate speech (e.g. racism), violence, or gangs; or profanity, vulgarity, or obscenities will not be permitted. Students will be asked to change immediately or will be sent home to change. Arguing and refusing to comply is grounds for disciplinary action.
- Examples of other unacceptable attire include, but are not limited to, clothing which exposes undergarments; attire without appropriate clothing underneath; and clothing deemed of such an extreme nature as to draw undue attention within the learning environment. ***Students dressed inappropriately will be asked to change clothes, secure appropriate clothes from a parent, or be sent home to secure appropriate clothing.***
- **Hats**-- A variety of hat types (knit, ski, baseball hats, beret, visor, classic styles) may be worn during the school day. Hats may not have any offensive/discriminatory images or any inappropriate brands (tobacco, vape, drug, or alcohol references). The style, size, and shape of the hat should not detract from the learning environment. All building staff have final discretion on hat appropriateness, and ***each individual teacher has the final say*** on whether or not hats can be worn within their classroom. **Students will not wear hats during any type of standardized test.**

## E. ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCES

Consistent with our efforts to remain a drug and alcohol-free institution, **no student shall: sell; possess with the intent to sell, deliver, manufacture, use, or display; or be under the influence of any alcohol, illegal drug, look-alike substance, or drug paraphernalia while in school, on school property, or while attending a school-sponsored activity.** The terms “alcohol, narcotics, drugs, mood-altering substances, and other substances” refers to items including, but not limited to, marijuana or any of its derivatives, any intoxicant beverage or substance, hallucinogens, amphetamines, barbiturates, cocaine, crack, heroin and other opiates, all scheduled narcotics, caffeine pills and other natural herbal stimulants, look-alike drugs, any substance referred to as “designer drugs,” prescription drugs and over-the-counter drugs consumed or disseminated without the consent and authorization of established school procedures. **Failure to comply with any and all aspects of this policy will result in disciplinary action ranging from suspension to expulsion.**

With reasonable suspicion, school authorities may search students, their belongings, and their vehicles during

an investigation into the use or possession of a controlled substance. Lockers may be searched at any time. Anything found in the course of a search pursuant to this policy, which constitutes evidence of a violation of a particular law, Board policy, or school rule shall be promptly seized, secured, and documented for use as evidence, if appropriate. For more information, please see [Board Policy 5530 - STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA](#) and [Board Policy 5771 - SEARCH AND SEIZURE](#).

## F. MEDICATION AT SCHOOL

**Students are not permitted to carry most medication** on their person. To ensure safety, all medications are stored in a secured cabinet in the health room. To keep medication at school:

1. An "Authorization for School Personnel to Administer Medication to Student" form must be on file. Parent and physician signatures are required on the form for any prescription medication to be administered at school, including student-carried inhalers. A parent signature is required on the form for non-prescription (over-the-counter) medication.
2. Medication is prescribed by a licensed doctor and kept in a prescription container.

The only medications that students are permitted to carry are: inhalers, epi-pens, approved allergy medications, or diabetic supplies. Healthcare provider and parent/guardian consent must be on file with the Associate Principal's office to allow students to carry inhalers, epi-pens, or diabetic supplies.

In the event that students do not follow Greendale High School's medication procedures listed in the Student Handbook, the following consequences will be put into place:

- A. **First Offense:** A student found in possession of an over-the-counter or prescription medication will have the medication confiscated. A call home and a discussion with parents or guardians regarding the issue will occur, and the proper paper forms necessary to make medications available to students will be provided.
  - i. **Note:** Any distribution of any medication will involve police notification, as well as a school consequence up to and including a suspension and/or a possible expulsion.
- B. **Second Offense:** Students in possession of prescription or over-the-counter medication for a second time will be subject to the same standards applied to students in possession of illegal drugs. Consequences may range from suspension to expulsion.

## G. SMOKING/TOBACCO PRODUCTS

Selling; possessing with the intent to sell, deliver, manufacture, use, or display; or being under the influence of tobacco products, look alike or imitation tobacco products (examples include, but are not limited to cigarettes, cigars, chewing tobacco, snuff, e-cigarettes, hookah, hookah pens/vapes whether nicotine or non-nicotine products) by students while on school property, at school-sponsored activities regardless of location, or on school buses, whether during school or while under the supervision of a school authority, are expressly forbidden. Matches and lighters are also prohibited. This policy also applies to students over the age of 18.

Any action which, upon investigation, is deemed to be conspiratory in nature (i.e., aiding another student to violate this policy or to avoid detection) is also a violation of this policy. All suspected violations of this policy shall be investigated and appropriate disciplinary action taken up to and including expulsion; this shall include a referral to the Greendale Police Department for criminal matters. For more information, please see [Board Policy 5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS](#).

With reasonable suspicion, school authorities may search students, their belongings, and their vehicles during an investigation into the use or possession of smoking/tobacco products. Lockers may be searched at any time. Anything found in the course of a search pursuant to this policy, which constitutes evidence of a violation of a particular law, Board policy, or school rule shall be promptly seized, secured, and documented for use as

evidence, if appropriate. For more information, please see [Board Policy 5771 - SEARCH AND SEIZURE](#).

## H. WEAPONS

The purpose of this policy is to assure a safe environment for students, staff, and the public. Consistent with School Board policy, any student who has in their possession any type of weapon will be automatically suspended from school pending an expulsion hearing. Students who bring any type of weapon onto school property, participate in the hiding of a weapon, or know about a weapon but fail to report it will be subject to the same consequences. This rule applies to any “toy” or look-alike weapons. A referral to the Greendale Police will be made, and charges may be pressed, resulting in fines.

### DEFINITION OF A WEAPON

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295 (1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

Exceptions to this policy include:

- A. Weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. Contracted personnel that are authorized by law to carry weapons in the course of their professional duties and for which the District and the contracted entity have a contract that authorizes employees of the contracted entity to carry a weapon on school grounds and in school buildings in the performance of their duties (i.e. armored transport services);
- C. Theatrical props used in appropriate settings;
- D. Starter pistols used in appropriate sporting events; and
- E. A knife/blade lawfully used for food consumption and preparation; a knife used for a lawful purpose within the scope of a staff member’s employment; a knife used for a lawful purpose within the scope of the student’s class work, or a knife used for lawful purpose within the scope of visitor’s business while on District property or at a District-sponsored activity.

For more information, please see [Board Policy 7217 - WEAPONS PROHIBITED](#) and [Board Policy 5771 - SEARCH AND SEIZURE](#).

## I. INAPPROPRIATE PHYSICAL CONTACT/ACTION

Students are prohibited from having any physical contact or directing any actions (*e.g. making a gesture; throwing an object; posturing with their body, etc.*) toward other students, school personnel, and other individuals, which could lead to bodily harm; is classified as harassing or threatening; and/or could detract from and jeopardize safety within the school environment. Such physical contact/actions are classified as:

- **Physical Contact or Action Without Intent to Harm/Horseplay:** This may include, but is not limited to, any physical contact or action (*e.g. throwing a piece of food toward someone or lightly pushing someone*) that may disrupt the learning environment but whose purpose is not to directly harm someone.
- **Physical Contact or Action With Intent to Harm:** This may include, but is not limited to, any type of physical contact/action that is targeted toward someone with an intent to inflict harm, threaten their well-being, and/or cause a safety concern. Such actions may include pursuing and confronting

a student; directing and engaging in physical actions (e.g. *punching, pushing, throwing objects etc.*) toward another person; and threatening another person's well-being at school. This contact is one-way, for which there is a clear offender and victim.

- **Fighting:** This includes any situation where two or more individuals direct physical contact/actions toward each other (regardless of who initiated the contact) with the purpose of harming; retaliating against; and/or threatening the well-being of each other. Students engaged in fighting significantly disrupt the school environment and pose a great risk to the safety of students and staff.
- **Displays of Affection:** Students shall not engage in physical displays of affection that would be considered inappropriate for a public setting, including forms of sexual contact. School personnel shall use their professional judgment when determining the inappropriateness of an act.

Students who are engaged in any type of inappropriate physical contact/action toward students, staff members, or other individuals will be referred to GHS Administration. They may be subject to disciplinary action, up to and including suspension, expulsion, and/or a referral to the Greendale Police.

## J. GANG ACTIVITY

Indication of gang involvement, either through words, gestures, written symbols, jewelry, clothing, or other behaviors is strictly prohibited and may result in suspension from school. Actual gang activity can result in expulsion from school.

## K. THEFT/VANDALISM

The theft of another student's or staff member's belongings, in addition to school property, is strictly prohibited. Such incidents will be thoroughly investigated. Any student involved in a theft may be subject to disciplinary action, up to and including suspension, expulsion, and/or a referral to the Greendale Police.

Stolen personal property must always be reported immediately to the appropriate classroom teacher or to the Associate Principal's Office. In either case, a stolen property form should be filled out with the Associate Principal's Office, and the police may be called to investigate the situation. Students should remember that they are always responsible for personal property and that the school can assume no responsibility or liability for personal property. Use lockers and locks in gym classes and never leave any personal items unattended.

Students who destroy or vandalize school property will be required to pay for losses or damage. If students willfully destroy or vandalize school property, the police may be called; suspension and possibly expulsion from school may result.

## L. GAMBLING

Gambling often leads to larger problems and arguments and is not permitted on school property at any time. Participation in gambling-related activities may result in suspension from school. Dice and playing cards have no legitimate purpose at school and should be left at home. If these items are being used at school, they may be confiscated.

## M. ELECTRONIC DEVICES

Consistent with [Board Policy 5136 - PERSONAL COMMUNICATION DEVICES](#), this rule is broken into two sections: instructional use of technology and personal use of technology. Instructional use is encouraged and allows for teachers to develop multi-faceted, dynamic lessons harnessing the students' use of technology to enhance their learning. Personal use is defined as students staying connected to the outside world through their appropriate and responsible use of technology.

### Instructional Technology

Through Greendale High School's Ready Access program, students are furnished a device for appropriate use related to the academic mission of school. The school is not responsible for lost or damaged electronic

devices while on school grounds, and students should treat the device like any other personal property that they wish to bring to school. The policy regarding inappropriate use of personal technology follows below:

### **Cell Phones/Earbuds**

The GHS Electronic Device Policy is designed to promote a respectful and safe learning environment for students, staff, and parents. The possession of an electronic device is a privilege, and inappropriate use will result in the repeal of the privilege at any time.

### **Responsible Use Policy and Etiquette**

The following situations illustrate when and where cell phones/earbuds are **PERMITTED** for use:

- Before and after school
- Lunch period in the MPR or front lawn area
- Hallways only during passing periods
- Study Halls

The following are situations where cell phones/earpods are **NOT ALLOWED and must be turned off and put away**:

- Classrooms
- Locker rooms
- Bathrooms
- Office areas (if in office for disciplinary reasons, often you will be asked to turn-off and turn-in your phone)
- Hallways during class time. *Cell phones will remain in classrooms (not in a pocket) while students are out on a pass. Students who are observed to be on a cell phone while in the hallways-during class time-may be subject to disciplinary action.*

In addition, cell phones should not be used to take videos or audio recordings of:

- Students, staff members, or other individuals without their consent
- Incidents that violate policies in this handbook and may lead to disciplinary action, for example the bullying of students or fights

### **CONSEQUENCES:**

A student who is perceived by any staff member to have violated this policy will have his/her device confiscated and returned according to the following procedures:

- **1st Offense (per class):** The teacher/staff member will issue a warning to the student.
- **2nd Offense:** The teacher/staff member will issue a warning to the student. Parent contacted by teacher/staff member if warranted by situation.
- **3rd Offense:** Device confiscated by teacher/staff member/administrator and stored in the office area. Students can pick up at the end of the day. The teacher/staff member/administrator will write a referral, and the student's parent/guardian will be contacted.
- **4th Offense and Beyond:** In addition to the aforementioned consequences, GHS Administration may impose further disciplinary action, including, but not limited to, requirements to store the phone in the office/keep the phone at home for an extended period of time and restrictions on student privileges, including the ability to attend school-based events (e.g. dances, sporting events, etc.)
- **Students who refuse to turn over their electronic device** stand to make the situation and subsequent consequences much more serious than they need to be, including possible suspension for non-compliant behavior.
- **Persistent tardiness to class** may result in the loss of the privilege if it is determined that cell phone use has contributed to excessive tardiness.

- **Consequences for Academic Misconduct:** If it is determined that students used an electronic device to engage in academic misconduct, cell phone privileges may be revoked.

### **Cell Phone Search**

Greendale Schools will not engage in the search of a student's cell phone without the permission of the student or a parent unless the school is acting to protect the safety and welfare of the schoolhouse and the students. Incidents related to cell phone searches would be prompted by reasonable suspicion as related to the objective of the search, taking into consideration the context or factual background of the search as it relates to the threat.

**Reference:** [Board Policy 5136 - PERSONAL COMMUNICATION DEVICES](#)

## **N. FOOD AND DRINK**

Beverages (including water bottles), but not food, are allowed in the classrooms with consent of the individual teacher. Teachers may make exceptions for special class activities that allow food.

## **O. STUDY HALL CONDUCT**

GHS believes in, encourages, and supports the concept of a rigorous course of study for each and every student. To that end, we provide study halls in order to support academic success. In order to provide appropriate support and to create the optimal studying environment, we have enacted and adopted the following rules that are designed to benefit ALL students:

1. ALL students in a study hall must bring coursework to work on during their study hall period. We as a staff are of the belief that there is always something students can be working on that supports their efforts to achieve excellence in the classroom.
2. ALL behavior during a study hall must be of an academic nature. Any student engaging in non-academic behavior will receive a warning for that behavior. It is expected that students will respond appropriately to the teacher's warning.
3. Inappropriate behaviors include, but are not limited to, talking excessively with peers; engaging in off-task behavior that disrupts the learning environment; misusing passes/refusing to follow pass expectations, and refusing to follow directives from the supervisor.

We believe this standard of conduct will support all students who wish to use their study hall time to further their learning and achievement to maximize potential.

## **P. UNAUTHORIZED SALES**

The selling of any article (*e.g. apparel; food and beverage; technology; etc.*) not approved by the Principal is prohibited.

## **Q. SKATEBOARDS/ROLLERBLADES**

Skateboards/rollerblades may be used as a mode of transportation to and from school by students but are not to be ridden on school grounds and must be stowed in lockers during school hours.

## **R. BUS RIDING**

Behavior that is distracting to the bus driver or abusive, verbally or physically, to anyone on the bus will not be tolerated. Bus riding is a privilege, and students who refuse to act appropriately may be disciplined or have their bus riding privileges suspended or revoked.

Per [Board Policy 8600 - TRANSPORTATION](#), The Greendale Schools Board of Education authorizes the Superintendent to install and operate video cameras on District buses to enhance safety and well-being. The District contracts for bus transportation with First Student and authorizes First Student to operate video

cameras for contracted bus service in accordance with Board policy.

## **S. VERBAL AND WRITTEN THREATS**

Providing a safe learning environment is of the utmost importance. Any threats—verbal, electronic, or written—are grounds for swift discipline, up to and including expulsion from the Greendale Schools.

## **T. COMPLIANCE WITH STAFF**

In order to preserve the orderly operation of the school, all staff members equally share the responsibility for enforcing the expectations outlined in this handbook. Any student who argues with school personnel, refuses to cooperate with any staff member making a reasonable request, and/or attempts to evade disciplinary action, will be disciplined, including, but not limited to, a suspension from school.

During administrative investigations, students are expected to fully cooperate. Lying, withholding information, or intentionally deceiving administration will be grounds for disciplinary action.

# **DISCIPLINARY PROCEDURES**

Greendale High School staff members want to work with students to make good choices for behavior that supports a positive learning environment for everyone. Sometimes, students may make mistakes, and their choices have a negative impact on their peers, the staff, the school community, and/or themselves. Such choices may result in a range of consequences that follows a progressive approach to student discipline. Consequences may include, but are not limited to:

- Conferencing with an administrator
- Loss of privileges
- Time out of class
- Restorative conversation with people impacted by the behavior
- Parent conference
- In-school suspension
- Out-of-school suspension
- Referral to police if a law or ordinance is violated
- Potential expulsion

## **A. DUE PROCESS**

Greendale High School's goal is to provide a safe and appropriate learning environment for all of our students. We try to be very proactive in our communication of our disciplinary procedures to both our students and our parents. GHS realizes that disciplinary situations are also learning opportunities for our students. Guiding our disciplinary process is the belief in the fair treatment of our students. Due process is provided for each student on any office referral and in any investigation. Students have the right to have their side heard before any disciplinary action is taken.

## **B. OFFICE REFERRALS**

Students sent to the Associate Principal's Office by a teacher or staff member for misbehavior in class will be subject to progressive disciplinary action.

***All office referrals will be completed in Infinite Campus within a timely fashion. Additionally, parent contact will be made within the same time period.***

Students who are sent out of a class repeatedly for misconduct will face further disciplinary action, which may include suspension and/or removal from the class.

Students who do not report directly to the Associate Principal's Office when sent out of a classroom will receive appropriate consequences for demonstrating substantial non-compliant behavior.

## C. OUT-OF-SCHOOL SUSPENSIONS

Students may be suspended from school for reasons outlined in [Board Policy 5610 - SUSPENSION AND EXPULSION](#). Students who are suspended during the school year may be required to attend a conference with the Principal, Associate Principal, Counselor, parent/guardian and any other staff as deemed necessary. If a student is suspended on multiple occasions, a pre-expulsion hearing may be scheduled with the Superintendent or designee.

**Please note:** A student's out-of-school suspension is in effect until the morning of the student's re-admittance. For the duration of an out-of-school suspension, a student may not be on school district property for any reason, including attending school activities. Failure to abide by this may result in additional consequences and a referral to the Greendale Police Department.

Students may appeal a suspension by requesting an appeals conference, in writing, to the building Principal within five (5) days after receiving the suspension letter. The request should include the allowable circumstance(s) upon which the appeal may be based:

1. The student was suspended unfairly or unjustly.
2. Given the nature of the alleged offense, the suspension was inappropriate.
3. The student suffered undue consequences or penalties as a result of the suspension.

The building Principal will then forward the completed request to the Superintendent of Schools. The Superintendent or an assigned designee will contact all parties involved, investigate, and provide a finding within 15 days of the appeals conference.

## D. IN-SCHOOL SUSPENSIONS

In-school suspensions allow students to remain in the school building, albeit segregated from peers, while doing academic work. Misbehavior, walking out, refusal to stay seated, refusal to work, or sleeping during an in-school suspension may result in an out-of-school suspension and the completion of the in-school suspension upon return.

***\*\*To reinforce the importance of creating a safe learning community, students may be asked to complete restorative processes as part of the discipline process.\*\****

## E. POLICE CONTACT

Greendale Schools and the Village of Greendale Police Department (GPD) work in collaboration for the safety and well-being of all school students, families, and the community. Part of this work includes the assignment of one GPD officer to serve as a School Resource Officer (SRO) for the high school.

The high school SRO is a resource to our staff, students, and educational programs. They visit regularly, participating in classroom activities, student assemblies, and attendance at after-school and evening events.

School Resource Officers help to build positive police-community relationships, assisting the school staff, students, and families in referrals to various services and resources available both in our schools and in the community. In addition, the SROs provide formal and informal educational opportunities to discuss law, Village ordinances, the justice system, and law enforcement on crime prevention and safety programs with students, staff, and parents.

At times, there may be a need for the SRO or another police officer to speak with a student at school. When this is necessary, the following guidelines will govern how parents/guardians/trusted adults will be contacted.

- **In-School Referrals:** An administrator will offer the student opportunity to contact a trusted adult (parent/guardian or emergency contact) when a referral is made to the GPD and prior to engaging

in an interview with a police officer. The student may choose not to contact the trusted adult until after a conversation with a police officer. If the circumstances present imminent danger to the student or others, or the student is seeking assistance from a police officer, the parents/guardians of the juvenile will be contacted by the police officer and/or a school official as soon as feasible or when it is determined that an arrest, issuance of a citation, or other serious matter requires it.

- **Out-of-School Referrals:** Interviews may be permitted at GHS with the prior approval of the student's parent(s)/guardian or as required by law. If it is determined that the student may be in need of protective services, observation and interviews of the student may be conducted at the school without permission of the parent or legal guardian.

This program is a partnership with the GPD and the Greendale Board of Education. [Board Policy 5540 - THE SCHOOLS AND GOVERNMENTAL AGENCIES](#) and [Board Policy 8407 - SCHOOL RESOURCE OFFICER PROGRAM](#) provide guidance for this relationship.

## MISCELLANEOUS

### A. PARKING

Students wishing to drive to school must register their vehicles with the Associate Principal Office and purchase a parking permit. Students may purchase a permit for the entire year or a semester. The annual cost for student parking is \$160. Semester parking can be purchased for \$85. Daily parking passes must be purchased in the Guidance Office for \$2 before the start of the school day. **Please note that, in order to purchase a parking permit, a student/family must complete their back-to-school registration.**

Parking privileges may be temporarily or permanently revoked at the discretion of the school administration. Students parking without a permit or daily pass may be ticketed by the Greendale Police Department. Student vehicles, identified via parking permits, license numbers or student identification, can be searched for items prohibited on school property if reasonable suspicion exists to conduct the search. Anything found in the course of a search pursuant to this policy, which constitutes evidence of a violation of a particular law, Board policy, or school rule shall be promptly seized, secured, and documented for use as evidence, if appropriate. For more information, please see [Board Policy 5771 - SEARCH AND SEIZURE](#).

### B. LOCKERS

Each student is assigned a locker, which is the property of Greendale High School. The locker is the **student's sole responsibility** and is to be used only for school-related materials. Students are expected to care for their locker just as they are expected to care for their textbooks and other school-issued materials. **Students should not share their locker with anyone.** Students who do this run the risk of other people knowing their combination, which can lead to stolen items, and they can be pulled into investigations of those with whom they share their locker. Consequences may be issued in the event that lockers are shared. The school will not assume any liability or responsibility for any losses of property stored in a locker. Students who do not have a lock must purchase another lock for \$10.00 in the Guidance Office. Students must only use the school-issued lock; any other personal locks will be removed.

**Note:** Lockers and other similar spaces made available to students for their convenience remain the property of the school system, subject to inspection at any time and for any purpose deemed appropriate by the responsible school officials (building principals). No student should have any expectation of privacy with respect to any locker, desk or other space within the school system. School officials or law enforcement personnel may seize any or all items which are dangerous and/or illegal and which are in plain view upon opening school property. Parents or guardians will be contacted and provided with details of the incident.

For more information, please see [Board Policy 5771 - SEARCH AND SEIZURE](#).

## C. HEALTH-RELATED SERVICES

An emergency card must be on file in the office before health-related services can be provided.

The nurse's office is located in the Associate Principal's area. The Nurse's Office is staffed by a health room aide or school secretary during school hours. **Students are not allowed to call or text parents/guardians to be picked up due to illness; rather, they MUST OBTAIN A PASS from a staff member prior to reporting to the Nurse's Office. The student will be turned away if they do not have a pass. Upon their arrival, the Nurse's Office staff will evaluate the student's concerns and if needed will contact the student's parents/guardians regarding pickup.**

Emergency Nursing Services will be available in alignment with [Board Policy 5310 - HEALTH SERVICES](#) and [Board Policy 5310.01 - EMERGENCY NURSING SERVICES](#), and under the direction of the Medical Advisor.

***Medication can be given to a student only if:***

1. Written consent is on file with the nurse's office. Click here for the required [medication administration form](#).
2. All medications, prescription or over-the-counter, need to be brought to school in the original container. Prescription medications need to have a current pharmacy label attached. Over-the-counter medications need to be in the original container with the student's name written on the container.
3. Prescription medications need to be prescribed by a licensed healthcare provider. Both the health care provider and parents need to sign the medication administration form. Over-the-counter medications also need a medication administration form to be completed and signed by the parent/guardian. No health care provider signature is required for over-the-counter medications. A medication administration form will need to be filled out for any one time doses of medications that are dropped off at school.

**\*\*Please see [Board Policy 5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE](#) for more information.\*\***

Students should be aware that each visit to the Nurse's Office is recorded and kept for attendance records. Students will be expected to sign in/out of the nurse's office upon arrival and upon leaving. In order to alert parents of potential health concerns that their student is having, parent contact will be made for students who routinely use the Nurse's Office.

The Nurse's Office is intended to help students with illness or injury. Students must engage in appropriate conduct while visiting the Nurse's Office. They should use the Nurse's Office only for student health concerns and should not be loitering there.

## D. STUDENT ID CARD

A student ID card is required to check-in and out when entering and leaving the building during school hours. It is also used for identification when using buses, participating in after-school activities, and attending dances. Students are asked to always keep their ID on them, as they may be asked to present it at times. Students who lose their ID cards should report to the main office as soon as possible. Replacement IDs cost \$5.00.

## E. TELECOMMUNICATION AND COMPUTER NETWORK USE POLICY

**Reference:** [Board Policy 7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY](#)

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation of privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

## **ACCESS TO TECHNOLOGY**

The Ready Access (1:1) program provides technology access for all students. Please see the [Ready Access Handbook](#) for more information, including insurance options, care of devices, and fees for damage.

Greendale Schools offers an optional Accidental Damage Protection Plan for student-issued Chromebooks. Please click [HERE](#) for more information.

## F. FIRE/SEVERE WEATHER

Fire drills are held monthly during the school year, weather permitting. In addition, a severe weather drill is held in April each year. Students are required to remain with their class during fire/severe weather drills. Each room's exit and/or safety information is posted next to the door of that room. A fire drill is designated by a horn; a severe weather drill is indicated by a P.A. announcement to "SHELTER." Students are reminded to continue the drill until the "all clear" message is given. **Reference:** [Board Policy 8420 - SCHOOL SAFETY](#)

## G. SCHOOL CLOSING

In the event that school is closed because of severe weather, students will be informed through district social media platforms (X/Twitter, Facebook, Instagram), the GSD website, and local media. All parents/guardians will receive an Infinite Campus phone message and text message. When school is closed because of bad weather, after-school and evening events may be canceled. The district's severe weather procedures are shared on the [district website](#). **Reference:** [Board Policy 8220 - SCHOOL DAY/SCHOOL CLOSURE](#)

## H. VISITORS

Student visitors are not allowed at any time during the school year. Students from other schools, or friends of the family who are on vacation from their school, are not allowed to visit.

Any adult visitor must check in at the Main Office and be prepared to provide their driver's license or state ID, to be processed with our Raptor Visitor System. **Reference:** [Board Policy 9150 - SCHOOL VISITORS](#)

## I. LOST AND FOUND

The Associate Principal's Office maintains a Lost and Found Department. Turn in any articles, books, or keys immediately to this office.

## J. LUNCH PROCEDURES AND ETIQUETTE

Greendale High School has an open lunch period for Juniors and Seniors that allows them to leave the school premises during their scheduled lunch hour. Sophomores and Freshmen **do not have open lunch**. These students should not be in the parking lot at any time during the lunch period. Juniors and Seniors who are in the presence of or complicit in non-Juniors and Seniors leaving the building for lunch run the risk of losing their Open Lunch privileges. Reckless driving, cutting through neighboring yards, and loitering in the parking lot are not permitted at any time.

When dining at school, students may eat in the MPR; the outdoor commons space; Lunch Bunch; or in a classroom only if supervised directly by a staff member. Unless going directly to one of these locations, the bathroom, or to the Office, students should not be in the halls for any reason.

When dining at school, students are expected to engage in appropriate conduct. This includes, but is not limited to: keeping tables clean; promptly and thoroughly disposing of trash; not throwing food or engaging in horseplay; and following the directions of lunch supervisors. Failure to do so will result in disciplinary action, which may include temporary or permanent removal from the lunch location.

Students need to remain seated at their lunch tables until the dismissal bell rings. The exceptions to this would be if students are purchasing food, getting supplies, or going to the bathroom.

Greendale Schools' Food Service is part of the National School Lunch Program (NSLP). Greendale HS is an equal opportunity provider. Full versions of the USDA Non-discrimination Statement are found on the [district website](#). This institution is an equal opportunity provider. **Reference:** [Board Policy 8500 - FOOD SERVICES](#)

## K. OFFICE HOURS AND PHONE NUMBERS

Office Hours	7:00 a.m. – 3:30 p.m.		
Associate Principal:	423-0110	Mr. Pollex: x.4332	Mr. Del Ponte: x.4332
Athletics:	423-0110	x. 4802	
Attendance:	423-0120		
Guidance:	423-0105	Fax: 423-1667	
Main Office:	423-0110	Fax: 423-1667	

## L. DISTRICT WEBSITE AND EMAILS

Visit the Greendale Schools [website](#).

## M. STUDENT FEES FOR 2024-2025

**School Fees: \$95**

### **Activity Fees:**

A \$150.00 fee will allow a high school student to participate in all co-curricular activities, sports, clubs, and intramurals. *(In order for a student to actually participate/practice/compete in an activity/sport/club/intramural, **they/their family must complete their back-to-school registration.**)*

The \$150 fee will allow the student admittance to any home student activity at the high school for which admission is charged, except those that are postseason, self-supporting, or are for the purpose of fundraising. The Fall Play and Spring Musical are exceptions, and admission will be at half the regular price. A \$25 fee will allow the high school student to participate in clubs and intramurals. This fee also allows admittance on the same basis as above.

Replacement for lost **locks** = \$10.

Replacement for lost **ID cards** = \$5

**Parking permits** cost \$85 a semester or \$160 a year. Daily parking is available for \$2 per day. Parking permits are available starting in August at student registration and are on a first-come, first-served basis. Please note:

- In order for a student to purchase a parking permit, **they/their family must complete their back-to-school registration.**
- The permit must be displayed on the windshield mirror at all times while parking in the Greendale High School lots during the school day. Students must park in their assigned parking spot.
- Students may be issued a parking ticket from the Greendale Police Department **if found to be parking in GHS parking lots without a displayed permit.**

Other incidental fees for a particular class or workbook may be charged. Those fees will be set at the beginning of the school year. Please refer to [Board Policy 6152 - STUDENT FEES, FINES, AND CHARGES](#) and [Board Policy 6152.01 - WAIVER OF SCHOOL FEES OR FINES](#) for more information.

## N. OUTSTANDING SCHOOL FEES AND FINES

If you have outstanding school fees/fines owed to Greendale HS, there are a few ways these can be paid:

1. Pay online using the Infinite Campus parent portal. **This is the preferred method.**

2. Call the main office at 414.423.0110 to pay by credit card.
3. Payments by check can be sent to:

Greendale High School  
6801 Southway  
Greendale, WI 53129

4. If your current financial circumstances make it impossible to pay the full amount at this time, please let us know, and we can work out an acceptable schedule of installment payments. You may also apply for a fee waiver. Forms are available in the Main Office. Please call 414.423.0110 x4300 and talk to Jeitza Torres to set this up or to ask questions.

**Please remember that failure to pay outstanding school fees/fines *may result in your student's inability to register for classes for the next school year; participate in co-curriculars, student dances and events; receive a yearbook; and, ultimately, participate in graduation.***

## **O. FOOD SERVICE**

All students will have an established debit account which works with a PIN number issued during registration. The PIN number is their personal identification number (PIN) to access their lunch account library check-out. The PIN number will stay the same throughout the remaining years your child is enrolled in Greendale Schools.

The system works with a PIN pad that is similar to an ATM. **Please note that this system is very confidential. All students will be required to enter their PIN number regardless of meal status or payment method, thus ensuring your child's privacy.**

To prevent fraudulent use of student accounts, each register is equipped with a digital image of your child, which will appear on the monitor for the cashier to view every time your child accesses his or her account, therefore ensuring that no other student can use your child's account.

### **Pay with a Check or Cash**

Middle and High School students may make cash/check deposits right at the register. Elementary students may bring cash or check deposits to school to be turned into their teacher or front office. To ensure that the cash/check you send with your elementary students is deposited correctly you **MUST** include their full name, ID number and school on the front of the envelope. All elementary cash/check deposits are sent to the Food Service staff for processing. Please allow up to 48 hours for deposits to be credited to accounts.

### **Pay with Credit Card or Echeck**

Greendale Schools uses [MYSCHOOLBUCKS.COM](https://myschoolbucks.com) for online payments. **By creating an account you can check your student's balances, purchasing history and make deposits using an echeck or debit/credit card. This service is free to check student balances or purchase history. If you use it to deposit money into their accounts, there is a \$3.25 convenience fee, per child, per transaction for using this service. Currently, Credit Card and Debit Card payments are not accepted at the schools. Please do not pay for your students' lunch account on Infinite Campus. Food Service payments made in Infinite Campus will not transfer to their Lunch Account.**

Money will only be deducted from an account when the student uses the account to purchase meals or milk. The system will know the meal status of your student (full-pay, free, or reduced). Each meal purchased is then

deducted from their account. Reminders are sent by phone from the District's School Messenger program each Wednesday to alert you when the account has a negative balance. Please respond to this message and bring your child's account up to date as soon as possible. If you have any questions or need assistance please contact Cindy Kacmarcik, Food Service Director, at (414) 423-0110 x 4314.

Ala Carte sales at elementary schools are on a CASH ONLY basis. Elementary students can not use their lunch accounts for these purchases.

**Breakfast Program** - We want to remind you that the School Breakfast Program is available to all students at every school every day. No advanced registration is necessary. These supervised meals are nutritionally balanced and vary daily.

School Breakfast is an ideal solution on busy mornings when kids are running late or parents have early work schedules. Oftentimes, kids are not hungry when they first wake up but are ready to eat when school begins. Whatever the reason, if breakfast at home is not convenient, please take advantage of breakfast here at school. Studies have shown that children who eat a nutritious breakfast have better behavior, better attendance, and improved test scores.

The first and best tool that we can use to make sure all of our students are successful in school is to guarantee that each child begins the day with a healthy and nutritious breakfast – at home or at school.

The Breakfast menu is available on the district website. Breakfast at the High School will be served in the Multi-Purpose Room each morning from 7:00 am – 7:25am. Students who will be eating breakfast should go directly to the MPR with their coats and backpacks. After eating, the students may go outside to their class. We look forward to serving the students and providing them with a healthy start to the academic day. Please note that if a student qualifies for Free or Reduced Meals they also qualify for Free or Reduced Breakfast. If you have any questions or suggestions please feel free to contact Cindy Kacmarcik at 414-423-0110 x4314 or [cindy.kacmarcik@greendaleschools.org](mailto:cindy.kacmarcik@greendaleschools.org).

**Lunch Program** – Greendale's service style is called Offer versus Serve or OVS. Offer versus Serve is a concept that applies to menu planning and meal service. OVS allows students to decline some of the food offered in a reimbursable lunch or breakfast. The goal of OVS is to reduce food waste and to allow students to choose the food they want to eat. Due to the fact that students may choose fewer selections under OVS, guidance is provided on what constitutes a reimbursable lunch and breakfast. A food item is a specific food offered within the three food components. The Five components of a healthy lunch are offered: milk, fruits, vegetables, proteins, and grains with strict limits on calories, sodium, saturated fat, and portion size. Under OVS, the student must select three food items, including at least 1/2 cup of fruits or vegetables or a combination of fruits and vegetables, to have a reimbursable meal. Under OVS, all students must be allowed to decline up to two components.

All menus are printed on the district website. Students bringing cold lunches may purchase milk daily. Free and Reduced students **DO NOT** receive free milk. These services are for meals only.

**Special Diets** - To accommodate students with special diets due to medical needs, a Special Dietary Needs Form must be completed and signed by a licensed medical professional. Please reach out to your school nurse for that form.

If dietary restrictions are on file and they ever change a signed medical from a licensed medical professional

statement must be on file reversing the original dietary restrictions.

## **SCHOOL MEAL ACCOUNT CHARGES AND COLLECTIONS**

Parents and guardians must plan for their child to have sufficient access to food at school each day and must actively monitor and manage their child's school food service account. By creating an account at [www.myschoolbucks.com](http://www.myschoolbucks.com), parents and guardians can access this information at their convenience. In order to help parents and guardians meet these responsibilities and to ensure that school families are reasonably informed about the food service options that are available to students, the District has established the following guidelines regarding food-service charges and student access to food at school.

### **Student Meals**

A student will always be permitted to select and receive one reimbursable meal of their choice that is on the daily menu regardless of his or her food service account balance. A student will never be denied a school meal. A student with a zero-dollar or negative food service account balance is able to charge a qualifiable school meal to his or her food service account, however, the debt remains on the student's account until paid by the parent or guardian. The District does not provide alternate meals.

Students with negative food service account balances are unable to purchase a la carte items or charge a la carte items to their food service accounts.

### **Collection Procedures for Food Service Debts**

The District strongly encourages school families to establish and regularly fund a prepaid school food service account for each student in the household. A negative balance in a student food service account is a debt that is owed by the student's parent or guardian (or, if applicable, by an adult student).

Once a student has a negative balance, the District will notify the parent or guardian with a weekly automated call if a student has eaten a meal that week. Payment is due immediately upon notice. In addition, email notifications are sent monthly to notify parents of their student's negative account balances. If your email address ever changes please contact your school secretary about this change.

Debt in a student food service account is not automatically discharged, forgiven, or reduced at the end of the school year or due to a change in a student's enrollment status (graduates, transfers, drop-outs, etc.). Any debt remaining at the end of the school year will be rolled over into the following school year. At its discretion, the District may pursue collection efforts through an agency if attempts to collect internally are unsuccessful.

[\*\*Board Policy 8500 - FOOD SERVICES\*\*](#) outlines school meal account charges and collections.

### **Free and Reduced-Priced Meals**

Meal benefits are awarded for each school year, so any approved applications from the last school year will expire 30 school days after the start of the new school year. (October 14th, 2024). Benefits **DO NOT** transfer between school districts. Families new to the district must complete a new application as soon as possible.

**You will be responsible to pay charges accrued** prior to submission of your current year application. Applications cannot be backdated. Please submit your application as soon as possible to avoid meal charges. In order to qualify for free/reduced school/athletic fees, families must submit a new application for the school year 2024-2025, unless you have received a letter of eligibility from the school district. Families may reapply for benefits at any time during the school year. Families are especially encouraged to submit a new application if they experience a decrease in household income, become unemployed, have an increase in family size, or

qualify for Food Stamps. Free/reduced-price meal applications are now available electronically and can be accessed by clicking [Free/Reduced Lunch Application](#), as well as the main office of every school, at the District office, and are electronically mailed each summer for the succeeding school year.

For the upcoming school year, new meal applications will not be available until **July 22nd, 2024**.

### **Sharing Information with other Programs**

If your child(ren) qualifies for free/reduced meal benefits, they may qualify for reduced or waived school Instructions Fees, Athletic Fees, Activity/Intramural/Admission Fees, and Instrument Rental Fees. As your child(ren)'s free/reduced meal status is confidential, we must have your permission to share it with other programs for which they may qualify. The Sharing Information form must be returned every school year in order for school fees to be reduced or waived. Sending in this form will not change whether your child(ren) receives free or reduced meals. For more information, please call the Food Service Director at (414) 423-0110 x 4314 or email [cindy.kacmarcik@greendaleschools.org](mailto:cindy.kacmarcik@greendaleschools.org).

### **P. CHAPERONES/VOLUNTEERS**

Our schools are pleased to have parent/guardian volunteers chaperone our field trips. The following are expectations for all chaperones: 1) Students assigned to your group must stay with you at all times; 2) Sit with your group on the buses; 3) Do not purchase gifts for your group; 4) Maintain control of the group's behavior. If any difficulties arise, please report the problem to the teacher as soon as possible. You may also view [Volunteer Guidelines](#) on the [district website](#). Chaperones are required to complete the [volunteer information form and background check](#) two weeks prior to attending the trip. **Reference:** [Board Policy 8120 - VOLUNTEERS](#)

### **Q. STUDENT CONFIDENTIALITY**

Procedures for the maintenance and disclosure of student records are provided in [Board Policy 8330 - STUDENT RECORDS](#). A printed copy of the policy can be provided upon request.

***The Student Handbook continues on the next page.***

# CO-CURRICULAR ACTIVITIES AND ATHLETICS

## CO-CURRICULAR ACTIVITIES

Band/Orchestra

Buddy Club

Colorguard

Creative Writing Club

Fall Play

Forensics

French Club

DECA

Gardening & Sustainability Club

GSA

HOSA

Game Board Club

Mac Pac

Marching Band

Math Club

Model UN

Musical

National Art Honor Society

National Honor Society

Outlook/Panther Publishings (School Newspaper)

Pep Band

Robotics Club

Sources of Strength

Set Design/Lighting Crew

Student Council

Student Athlete Leadership Club

Student Equity Team

United Student Alliance

Winter Guard

Yearbook

## ATHLETICS

### Fall

Cross Country: Boys/Girls

Soccer: Boys

Tennis: Girls

Golf: Girls

Football

Swimming: Girls

Volleyball: Boys/Girls

### Winter

Basketball: Boys/Girls

\*\* Boys Hockey

\*Swimming: Boys

Bowling: Boys/Girls

\*\*Girls Hockey

\*Wrestling

### Spring

Golf

Softball: Girls

Track: Boys/Girls

Soccer: Girls

Tennis: Boys

Baseball: Boys

**Year-round:** Poms, Cheerleading

\*Greendale co-ops when needed due to number of athletes

\*\*Extra fee involved.



## **DAILY SCHEDULE**

<b>Hour 1</b>	7:30 – 8:18
<b>Hour 2</b>	8:23 – 9:10
<b>Hour 3</b>	9:15 – 10:02
<b>Advisory/FLEX</b>	10:07 – 10:47
<b>Hour 4</b>	10:52 – 11:39
<b>Hour 5A</b>	<u>Lunch A:</u> 11:39 – 12:09 <u>Class 5A:</u> 12:14 – 1:01
<b>Hour 5B</b>	<u>Class 5B:</u> 11:44 – 12:31 <u>Lunch B:</u> 12:31 – 1:01
<b>Hour 6</b>	1:06 – 1:53
<b>Hour 7</b>	1:58 – 2:45

## **GREENDALE SCHOOLS INFORMATION**

### **Superintendent of Schools**

Dr. Kim Amidzich

414-423-2700 Ext. 2701

[kim.amidzich@greendaleschools.org](mailto:kim.amidzich@greendaleschools.org)

### **Director of Equity & Instruction**

Maggy Olson

414-423-2700 Ext. 2711

[maggy.olson@greendaleschools.org](mailto:maggy.olson@greendaleschools.org)

### **Director of Business Services and Residency/Open Enrollment Coordinator**

Jonathan Mitchell

414-423-2700 Ext. 2705

[jonathan.mitchell@greendaleschools.org](mailto:jonathan.mitchell@greendaleschools.org)

### **Director of Pupil Services**

Denise Burnett

414-423-2700 Ext. 2714

[denise.burnett@greendaleschools.org](mailto:denise.burnett@greendaleschools.org)

### **Principal of Greendale High School**

Steve Lodes

414-423-0110 Ext. 4302

[steve.lodes@greendaleschools.org](mailto:steve.lodes@greendaleschools.org)

**Associate Principal**

Chris Del Ponte

414-423-0110 Ext. 4332

[chris.delponte@greendaleschools.org](mailto:chris.delponte@greendaleschools.org)

**Associate Principal**

Mark Pollex

414-423-0110 Ext. 4334

[mark.pollex@greendaleschools.org](mailto:mark.pollex@greendaleschools.org)

**Athletics and Activities Director**

Jerad Galante

414-423-0110 Ext. 4333

[jerad.galante@greendaleschools.org](mailto:jerad.galante@greendaleschools.org)

**Board of Education**

Kathleen Wied-Vincent, President

[kathleen.wied-vincent@greendaleschools.org](mailto:kathleen.wied-vincent@greendaleschools.org)

Rob Kobleska, Vice President

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Kristin Settle, Secretary/Clerk

[kristin.settle@greendaleschools.org](mailto:kristin.settle@greendaleschools.org)

Brian Bock, Member at Large

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