

Family and Student Handbook

2026-2027

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Letters from the Principals

Thank you for choosing Denmark School District, Home of the Denmark Vikings, for your child's education. Our district hosts some of the area's very best educators and we are honored to be a part of your family's educational journey. Every student in our building is taught by highly qualified teachers and support staff, has access to the latest technology and facilities, and is served by an administrative team who believes that every child can learn and every member of the community plays a part in their journey.

We wholeheartedly believe that the Denmark School District is a very special place to learn and grow! Our schools are nestled in the heart of the Village of Denmark which allows families to experience the wonderful benefits of a small town that cares about kids, while also offering our students a wealth of opportunities to expand their world view, becoming progressive thinkers and participators in our ever-changing world.

The following handbook has been developed to provide you with information about the routines and policies at Denmark Elementary School and Denmark School District. This information is shared so we can provide a safe and welcoming learning environment for all. Please read through it carefully and keep it so you can refer to it during the year.

We look forward to working with your family and many others to meet the needs of our growing school community. We value your partnership, enthusiasm, and dedication to our school. We look forward to watching our students grow, learn, and achieve great things together!



Mrs. Kate Willett, Elementary Principal (Gr. 1-5)

willettk@denmark.k12.wi.us, 920-863-4051



Mr. Lance Grishaber, EC Principal (Gr. 4K/5K)

Director of Teaching & Learning

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Mrs. Ashlee Resch, K-8 Associate Principal

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2026-27 Elementary School Year Calendar

August 20th ..... Elementary Student Portrait Sessions from 8-12am

August 24th ..... Elementary Student Portrait Sessions from 2-6pm

August 26th ..... Elementary School Open House from 4-5:30pm

September 1st ..... First Day of School

September 7th ..... No School (Labor Day)

September 16th ..... Picture Re-Take Day

October 2nd ..... Early Release (11:30 Dismissal)

October 29th & 30th ..... No School

November 17th & 19th ..... 5K-5th Grade Fall Family Conferences

November 20th ..... Early Release (11:30 Dismissal)

November 25th - 27th ..... No School (Thanksgiving Break)

December 3rd ..... 3rd Grade Music Concert

December 17th ..... 1st & 2nd Grade Music Concert

December 24th - January 3rd ..... No School (Winter Break)

January 4th ..... First Day Back After Winter Break

January 15th ..... Early Release (11:30 Dismissal)

January 18th ..... No School

February 22nd ..... No School

February 25th ..... 5th Grade Music Concert

March 2nd & 4th ..... 5K-5th Grade Spring Family Conferences

March 18th ..... 4th Grade Music Concert

March 26th -29th ..... No School

April 23rd-26th ..... No School

April 13th ..... Treble Makers Concert

April 29th ..... Discovery Fair & Scholastic Book Fair

May 13th ..... 4K End of Year Concert

May 18th ..... Kindergarten End of Year Concert

May 28th ..... Last Day (11:30 Dismissal)

Denmark School District Mission Statement

The mission of the Denmark School District is to provide the highest level of educational programming to ensure student success within school and beyond.

Vision Statement

Learning transfers to life beyond the Denmark School District experience, enabling each student to flourish as a responsible citizen in the global community.

Denmark Elementary School staff envision a school in which all staff members:

- ✔ unite to achieve a high level of learning for all students
- ✔ work together in collaborative teams to achieve stated goals
- ✔ seek and implement promising strategies for improving student achievement on a continuing basis
- ✔ demonstrate a personal commitment to academic, social, emotional and behavioral success of all students

Commitments

Denmark Elementary School staff believes that the most promising strategy to achieve our mission and vision is to develop our capacity to function as a Professional Learning Community. Denmark Elementary School staff have made the following commitments.

1. Align curriculum, instruction and assessments
2. Develop, implement and evaluate unit plans that focus on standards, concepts and skills, learning intentions and success criteria as identified by student data analysis
3. Provide high-quality instruction, including differentiated instruction, to meet the needs of ALL students
4. Utilize a variety of instructional strategies to reach all students
5. Develop and implement formal and informal assessments based on curriculum and student data analysis.

Address Changes

If you move or have a change of address at any time during the school year, then it is important to let our main office know so we can update your information in our system. We will also ask for proof of the address change, as well.

Annual Student Information Updates

Annual Student Information Updates occur every year during the summer. This is a process that parents and/or guardians complete through their Infinite Campus Parent Portal. Any updates to addresses, telephone numbers, emergency contacts, etc. can be done online while completing the annual update. If changes occur during the school year, please contact the Elementary Office at 920-863-4050 and we will update your information.

Classroom teacher assignments will be shared with families via the Infinite Campus Portal each year in the month of August. Annual Student Information Updates must be completed in order for families to learn their child's classroom teacher for the upcoming school year. Class lists are no longer posted for the public in an effort to maintain student confidentiality.

Arrival and Dismissal Procedures

Arrival

Students and their families are asked to utilize the clearly marked drop off lane that follows the sidewalk from Highridge Avenue to the entrance of the Elementary School main office and beyond. If you are dropping your child(ren) off at school, then please enter campus using Highridge Avenue. Continue to drive along the front of the middle school towards the Elementary School. Parents will be directed to drop their students off in the front of the main office, where students will immediately enter the building, allowing the driver to continue to follow the drop off lane towards the exit.

For safety reasons, we ask that all students exit the vehicle through the passenger side doors so they are able to step directly onto the sidewalk. **If your child needs more time or assistance getting out of the vehicle other than a quick drop off (stop your vehicle and your child getting out without assistance), please find a place to park in one of the designated parking spaces.** Once you are parked, you can take as much time as needed without disrupting the flow of traffic. If you decide to park, please make sure your student crosses in a designated crosswalk area to reach the school safely before re-entering your vehicle and merging back into the drop off lane.

Once a vehicle arrives at the end of the drop off lane, the driver will have two choices:

- Option 1: Continue straight, following the area that goes along the south side of the high school parking lot along the fence by the residential area before exiting the parking lot onto Wall Street.
- Option 2: Turn right, again following the sidewalk in front of the Elementary School before turning left to follow the sidewalk along the High School and then finally exiting the parking lot onto Wall Street.

★ **Please note that making a left turn at the end of the drop off lane is not allowed at arrival and dismissal.**

All students in grades 1-5 will be redirected to the playground located behind the elementary school for a short recess until the bell rings to signal student entry into the building. At approximately 7:55 am, our first bell of the day rings and we begin to bring students into school so they are ready to begin learning at 8:00 am.

We want all of our students to be safe. **Please do not drop them off prior to 7:40 am. Due to professional responsibilities, staff are <u>not</u> available to supervise students before 7:40 am**. Any staff members who are outside prior to 7:40 am are there for other reasons. Please help us keep your child safe. If there is inclement weather, a large yellow flag will be posted to indicate that students should enter the building upon arrival.

Dismissal

At dismissal, please park in a designated parking space in one of the district parking lots. We have staff members at our two crosswalk locations stopping traffic for anyone needing to cross. Please do not "wave" your child across the path of traffic to come to you. The parking lot can be dangerous for a child to navigate on their own. There is no parking between the two crosswalks for safety reasons.

School ends at **3:07 pm.** If at all possible, please try to schedule all appointments after school so that your child can receive the full benefit of the instructional day.

Students and parents often request permission to ride a different bus home. Students may only ride their assigned bus and are not allowed to disembark at a different stop. **<u>ANY</u>** changes in bussing **<u>MUST</u>** be approved by the transportation coordinator at 920-367-2075 ext. 13211. To ensure student safety and clear communication, parents should contact the school office (via note or phone call) when students:

1. Will leave campus with anyone other than the parent or guardian
2. Will not ride a regularly assigned bus, but will be picked up at school
3. Will walk home with anyone other than the parent or guardian

Changes in Dismissal Arrangements

Students and parents often request permission to ride a different bus home, disembark at a different stop, or leave campus with a friend. In compliance with school board policy – students are not allowed to ride any other bus than their assigned bus or disembark at any other stop than their designated drop off point. **ANY** changes in busing **MUST** be approved by the transportation coordinator. You may contact them at 920-367-2075 ext. 13211. To ensure student safety and clear communication, parents should contact the school office (via note or phone call) when students:

1. Leave campus with anyone other than parent or guardian
2. Do not ride the bus, but are picked up at school
3. Walk home with anyone other than their parent or guardian

More information about transportation can be found in the transportation section of this handbook.

Attendance and Tardiness

The School District of Denmark believes that students need to attend school regularly to receive all the benefits their education can provide. When it is necessary for a child to be absent, parents need to call the school office at 863-4050 to leave a message in the attendance mailbox before 8:00 am. Please leave the name of your child, the reason for the absence, and the expected date the child will return to school. We must account for every child every day; therefore, it is critical that your call is received prior to 8:00 am.

A note about absences: **ALL** absences (other than medically excused absences) count toward your child's absence totals, whether excused or unexcused, and may be included in the 8, 10, and 15 day absence counts and letters. These letters are required by state law and serve as reminders of the number of absences your child has accrued, whether excused or unexcused.

Denmark School District's Attendance Policy

When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating from high school. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future.

As a parent, you can prepare your child for a lifetime of success by making regular school attendance a priority. By figuring out the reasons for your child's absences - whether they're physical or emotional - and taking advantage of support services - such as school counseling, nursing, and social work services - you can help set your child on the path to success!

Reporting an Absence

If your child is going to be absent or late for school, please call the school office by 8:00am. ***You must contact the school every day that your child will not be in school. Any unreported absences are considered unexcused*** (see Unexcused Absences for more information).

State Statute and District Policy allows the following reasons for a student to be excused from school:

- The student is ill to the extent that they are not in proper physical or mental condition to attend school
- For observance of a religious holiday or participating for not more than 180 minutes per week in religious instruction
- Serious illness or medical condition of a member of their immediate family, and the student is needed at home
- Bereavement due to the death of an immediate family member
- The student has an appointment with a doctor, dentist, therapist, or other medical appointment, or is hospitalized. Please ensure you secure proper documentation from the provider's office to provide to the school to excuse the student's absence.
- Inclement weather, when, there is a severe weather warning in place

- The student has their parent's or legal guardian's prior written permission (see Pre-Approved Planned Absences for more information)

Excusing Students Early

If it is necessary for a student to leave school early, parents/guardians must provide a written request or contact the school office as soon as possible that day. Students will only be released from the office to a parent or a person designated by the parent; if you would like to release your child to an adult other than a parent/guardian, please indicate that on your written request or when you call the office. If the adult is unknown to office staff, identification must be presented. Students will never be released directly from the classroom or allowed to wait in front of the school for pick-up.

If your child returns from an appointment before the end of the day or arrives at school after 8:00 am, an adult must come into school to sign your child in at the office.

Please make sure contact information for you and emergency contacts are up to date in the Infinite Campus Parent Portal. We use this information in the case of any emergency.

Pre-Approved Planned Absences

If your child is to be absent for a vacation or trip, a "Request for Pre-Approved Planned Absence" form must be completed and approved by your school's attendance office before the scheduled absence for those days to be considered excused. **Our excused absence form can be found on our district website under the "Families" tab, then click on "Attendance".**

Here is an example of what may be considered for a Pre-Approved Planned Absence:

- Family Vacation
- Hunting
- Taking a Driver's Licensing test
- College Visits
- Death of someone outside the student's immediate family

When possible, arrangements shall be made for the completion of schoolwork missed over the course of the absence.

Pre-Approved Absences should occur only for special circumstances and for no longer than 10 days in a row. There is a maximum of 10 days allowed as excused Pre-Approved Planned Absences for the entire school year.

Pre-approved school field trips do not count against the 10 allowable days. Attending WIAA State events to support Denmark Student Athletes is considered a school field trip and approved by the Board of Education. Students must be pre-approved by administration to attend.

Questions about this procedure can be answered by your school's office staff.

Chronic Absenteeism

Your child's success in school is a goal we share. Missing just one day a month adds up to the maximum of 10 days to be missed during the school year! We work hard to partner with our families to make sure all students are at school, on time for school, and throughout the school day, every day!

Students who miss 10 or fewer school days per year are:

- More likely to be at grade level in math and in reading
- Less likely to be behind in their social-emotional development
- Less likely to drop out of high school
- Less likely to develop school refusal or school anxiety
- More likely to graduate from high school

If your child has 10 or more absences during the school year, you will be required to provide a note from a medical provider for the absence to be considered medically excused. After a child misses 10 days of school for any reason, they will be marked unexcused unless a provider states otherwise. It is the parent's responsibility to provide such documentation.

Please stay in communication with your child's school regarding your child's attendance, as 5 unexcused absences result in your student becoming Habitually Truant under Wisconsin State Statute (see Habitual Truancy for more information). We understand that things come up for families during the school year and we are committed to working with you. Your school welcomes the opportunity to discuss any questions or concerns you may have regarding your child's attendance. Please feel free to contact a school official if you have any questions or concerns regarding your child's attendance.

Habitual Truancy

Denmark School District values its partnership with families. We will be seeking your help in the event that your child becomes habitually truant. Per Wisconsin State Statute 118.15, requires compulsory school attendance and defines habitual truancy as "a pupil who is absent without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester."

You can take steps to prevent your child from becoming habitually truant by:

- Contacting your school every time your child is not in attendance.
- Working together with your school when they contact you by phone, email, or letter regarding your child's attendance and contact your school's Student Services Office if you have concerns about your child's attendance.

Please note by law, the School District of Denmark is required to begin the habitual truancy process once a student is considered habitually truant. The process is outlined below:

The Habitual Truancy Process consists of the following:

1. An 8 day letter will be sent when your child has missed 8 days of instruction.
2. A 10 day letter will be sent when your child has missed 10 days of instruction. This 10 day letter will include contact information of the Denmark school social worker, in which you can contact him/her to discuss your child's truancy. Per state statute you have the right to set up a meeting to discuss your student's attendance after the student has missed 10 days. Please note if your student is open enrolled a 10 day meeting will be held with the school social worker to discuss the student's open enrollment status.
3. A 15 day letter will be sent when your child has missed 15 days of instruction. Attached to this letter will be a meeting time and place to meet with the school social worker and discuss your child's attendance. Any support needed to improve your child's attendance will be discussed at this meeting.
4. Your child's attendance will be monitored for improvement. In the event a student's attendance does not improve, a truancy citation from the Brown County Sheriff's Department may become appropriate.

IMPORTANT: All students who are classified as being habitually truant are in violation of Wisconsin law, and as such the student, and their parent(s)/guardian(s), may be required to appear in court. Depending upon the age of the student and circumstances related to the absences, the court may levy sanctions and require that the parent/guardian cause the child to attend school. In addition, the court may order sanctions requiring that the student receive counseling and/or perform community service.

The purpose of the Habitual Truancy Process is to identify the cause(s) of attendance problems and identify supports within the school and community that can assist your student and family.

Tardiness

A student who is not in his/her assigned location by 8:00 am shall be considered tardy. Any student arriving late to school is to report to the office, accompanied by the parent and sign in. After getting a pass from the office, the student may then proceed to his/her classroom.

Automated Message System

Keeping your children safe and you informed is a top priority for the School District of Denmark. Adopting the automated message system allows us to send a telephone, e-mail or text message to you providing important information about school events, emergencies or absences. It will notify you of school delays or cancellations due to inclement weather, attendance, and emergency situations. In the event of an emergency at school, you will have peace of mind knowing that you will be informed immediately by phone.

What you need to know about receiving calls sent through the automated system

- Caller ID will display the school's main number when a general announcement is delivered.
- Our Automated Message System will leave a message on any answering machine or voicemail.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers and email address for you and all emergency contacts. If this information changes during the year, please let us know immediately.

Books

Each student will be assigned books and will be held accountable for them. The student responsible will pay for any book/math supply that is damaged by carelessness or becomes lost.

Media Center (Library) Books

Rules for care of library books are the same as those that apply to textbooks. Each student who checks out books will be held accountable for them. The student responsible will pay for any book that is not returned to the Media Center. Articles or order forms are not to be cut out of books or magazines.

Care of Property

Students are responsible for the care of their own property. The school will not be responsible for personal property. Valuables such as jewelry, electronic devices, items that interfere with the learning environment, or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Cell Phones /Electronic Devices

Use of all personal electronic devices, other than school district issued devices, during the school day is prohibited. **Personal devices, including wearable technology, are to stay in the student's locker and turned off for the entire school day, including the time outside before school begins.** Please review the Denmark School District's Response to Student Technology and Internet Usage Agreement Violations.

If a student's cell phone goes off (rings/vibrates/etc.) or a student is text messaging, reading text messages, or making a call during school hours, the device will be confiscated by a staff member. The device may be returned to the student at the end of the day or parents/guardians may be asked to pick up the device from the school office.

The use of an electronic device that has photo capabilities (ie: camera phones) are **strictly prohibited**. Use of such devices in areas where a reasonable expectation of privacy is warranted (ie: restrooms, locker rooms, etc.) may lead to disciplinary actions up to and including recommendation for **expulsion**.

Parents and guardians, we need your support for this policy to be effective and to promote an effective learning environment.

Child Abuse and Neglect - Mandated Reporting

Any staff member who suspects that a child is being abused and/or neglected must, by state law, report the situation to the proper authorities.

Classroom Concerns

Your child's teacher is the best source of information about individual classroom procedures and your child's progress. If you have a question or concern about your child's progress or events that happened in the classroom, please contact the teacher directly prior to contacting the principal.

- Step 1 – Contact the teacher – usually the concern can be solved.
- Step 2 – Contact the building principal for problems that are unresolved or are continuing in the classroom.
- Step 3 – Upon re-evaluation, additional district resources may be contacted.

Co-Curricular Activities

Participation in co-curricular activities is intended to assist in the physical, emotional, and social development of a student beyond what can be achieved in the regular academic programs. It is an important and desired part of an individual's total educational program but it is a privilege. Therefore, additional explanations are made along with such participation. When looking at a child's overall development, it may be necessary at times to restrict or eliminate such participation for certain periods of time. These steps will be taken when it is evident that correction of negative behavior is necessary.

Communication

Phone Calls

Teachers will **not** be called to the telephone during school hours except in case of an emergency. Parents may leave a message to have the teacher call back as soon as possible or utilize SeeSaw to communicate with teachers.

SeeSaw

SeeSaw is used as our primary method of communication with our families. All students will have a student account in SeeSaw, and all families will be invited to join with a family account by their child's teacher. Please contact your child's teacher with any specific questions about SeeSaw.

Parent/Teacher Conferences

New! Conferences are scheduled each year and are excellent opportunities for you to discuss your child's academic and social-emotional development with their teacher. **As of the 2026-27 School Year, we will now be scheduling fall and spring conferences.** Parents are welcome to call their child's teacher anytime during the school year to request additional conferences. On occasion, your child's teacher may also call you regarding your child's progress.

Denmark School District App

We are happy to announce that the Denmark School District has an app! Search your preferred app store for "Denmark @School District" and download it today!

Dress Code

While fashions change, the reason for being in school does not. Students are in school to learn. A student's dress, like their conduct, is a personal matter limited only by the realities of health, safety, guidance or disruption of normal school operation. In order to maintain an effective learning environment, all students will be expected to adhere to the following guidelines:

- Footwear must be worn at all times.
- No pajama type of clothing or clothing similar in fashion to pajamas will be allowed. Exceptions are if it is part of a school sponsored event or activity.
- All shirts must cover 1.5 inches (3 fingers) of the shoulder.

- Hats, caps, headscarves (do-rags), bandanas, stocking caps, hoods, sunglasses, and winter jackets may not be worn in school during school hours. Further, they may not be carried around by the student during the day.
- Clothing must cover the torso from above the chest to mid-thigh.
- All apparel must be worn to allow for no exposure of undergarments.
- Holes above mid-thigh length should not show skin or undergarments. (Leggings are not considered undergarments.)
- Any clothing (including lanyards for student ID's) with inappropriate (profane, vulgar, threatening, sexually explicit or suggestive, racially or ethnically offensive, alcohol, weapon, drug or gang related) sayings, slogans, or graphics will not be allowed. This list is not all inclusive.
- Hazardous items cannot be a part of the student's attire. Wallet chains, spiked necklaces or bracelets, and any other item that could cause injury to self or others are not allowed. This list is not all inclusive.
- The board authorizes school administration to make judgments for the health, safety, and welfare of all members of the Denmark School community.
- Since styles of dress change rapidly, the administration will interpret this policy and may restrict certain styles deemed distracting to the learning environment.

Board Policy Updated: March 21, 2022

Dress Code - Physical Education

Students must wear gym shoes in the gym during physical education classes. Shoes are to be labeled with the student's name on the reverse side of the tongue of both shoes.

Dress Code Violations

Students who are in violation of dress code policy will be subjected to one or more of the following consequences:

- Students may phone home for appropriate clothing or change into school supplied garments. The student will remain in the office until he/she has changed into appropriate clothing.
- Students who habitually violate the dress code may be subject to detention time, in-school suspension, out-of-school suspension, and/or possible recommendation for expulsion.

Eligibility for After School Events

Unless an absence has been prearranged (doctor/dental appointment, etc.) a student must be in school all day in order to participate/attend after-school activities on that day. All exceptions must have administrative approval.

Emergency Closing of School

In the event of treacherous weather conditions or other emergencies which may cause the school to close early, students will be dismissed according to the guidelines specified in the emergency school closing information that families complete in the beginning of the school year.

Announcements for school closing or snow days will be aired on local TV and radio stations, a message will be sent to all families through the district automated messaging system, and social media feeds will be updated.

Facilities

It is everyone's duty to keep the building as neat and clean as possible. Vandalism of any sort will never be tolerated.

Bathrooms

Bathrooms are to be kept neat and orderly. Any items not functioning properly should be reported. Tampering with the facilities will not be tolerated.

Bicycle Parking

Bikes must be parked in the bike rack by the entrance. If the bike rack is full, bikes must be parked on the concrete as close to the bike rack as possible. Bikes must not block the entrance in any way. Bikes must be walked on the sidewalks in front of district buildings to ensure the safety of all.

Food Service

The lunch menu can be found by visiting the Denmark Elementary School website.

With our computerized system, each child is issued a family account and each day your child has lunch (milk included), purchased milk with their bag lunch, breakfast, or milk break, the amount will be deducted from your account.

Milk Break is a separate program and is based on free, reduced and paid status. Milk cost is $.55 per carton. Milk with Lunch and Breakfast is part of the meal. Extra milk or milk with a bag lunch from home is $.55.

School meal participation goes beyond helping students with their nutrition. Our food and nutrition program provides real funding beyond the cafeteria into the classrooms.

We still encourage families to fill out meal applications! When we receive free and reduced meal applications we are eligible for more federal funds. The free and reduced eligibility that is initially used for free or reduced meal participation is also used to determine our district's eligibility for other funding such as Title 1, E-rate, and funds other programs across the district.

School District of Denmark's Meal Charge Policy and Guidelines

Meal Prices for 2026-2027

Meal Type	2026-27
Breakfast	$2.05
Reduced Breakfast	$0.00
Adult Breakfast	$2.95
Lunch Elem	$3.05
Lunch MS/HS	$3.60
Reduced Lunch	$0.40
Adult Lunch Regular	$5.00
Milk	$0.55

Our Commitment

The School District of Denmark is dedicated to fueling our students with healthy, delicious meals every day. To keep our Food Services program running smoothly and sustainably, we've established these guidelines to help families manage meal accounts and ensure every child is fed.

Managing Your Family Account

Parents and guardians are responsible for maintaining a positive balance in their family meal accounts. To help you stay on track, we've made monitoring and funding easy:

- **Track Balances:** Log in to the Infinite Campus Parent Portal anytime to check your balance and activity.
- **Stay Notified:** We will send automated reminders once your account balance reaches $10.00 to give you plenty of time to add funds. You can set up your account to automatically refill.
- **How to Pay:**
    1. **Online:** Add funds electronically via the Infinite Campus Parent Portal. You can set up your account to automatically refill.

2. **By Check or Cash:** Make checks payable to the School District of Denmark. Place it in an envelope with your Family ID and Child's Name, and drop it in the designated office boxes at any school.

Account Balance Guidelines

- **Prices:** Students pay the district's published prices for breakfast and lunch.
- **Positive Balance Responsibility:** Parents and guardians are responsible for maintaining a positive balance in their family meal accounts.
- **Balance Alerts:** We understand that life happens. Family accounts will receive automated notices once your balance reaches a positive 10.00 to remind you to add funds.
- **A la Carte:** Items outside of standard breakfast and lunch must be paid for via cash or prepaid funds. Ala carte items, which include snacks and extra items outside of the standard breakfast and lunch, cannot be charged to a negative account balance

Benefits Programs

- **Free Meal Benefit:** Students qualifying for free status receive one breakfast, one lunch, and one snack-break milk daily at no cost.
- **Reduced Meal Benefit:** Students qualifying for reduced status receive breakfast at no cost and lunch for $0.40.
- **A la Carte:** Items outside of standard breakfast and lunch must be paid for via cash or prepaid funds. Ala carte items, which include snacks and extra items outside of the standard breakfast and lunch, cannot be charged to a negative account balance.
- **Support:** If you are experiencing financial hardship, please apply for the Free & Reduced Meal program. We are here to help.

Helpful Information

- **Payment Plans:** If your account is negative and you're unable to pay the balance immediately, please contact us. We're happy to set up a flexible payment plan.
- **Refunds & Donations:** For graduating or withdrawing students, you may request a refund via email. You can also choose to transfer funds to a sibling or donate the remaining balance to help other students in need. Unclaimed funds should be requested within one school year.
- **Returned Checks (NSF):** If a check is returned for insufficient funds, any associated bank fees and the check amount

Contact Us

We are here to support your student's nutrition! For questions about menus, restrictions, or your account, visit our Food Service Website or contact: Food Service Director, 920-863-4220

Revised: 5/28/26

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination

Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to USDA by:

Mail
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

Fax
(833) 256-1665 or (202) 690-7442; or

Email
program.intake@usda.gov

This institution is an equal opportunity provider.

Harassment Complaint Procedure

The School District of Denmark Board of Education expects students, administration and staff to work proactively toward the elimination of harassment. Harassment encompasses a wide variety of behaviors; there is no single response that is appropriate to address all behaviors that constitutes harassment. However, to ensure that all complaints of harassment are addressed, the Board establishes this complaint procedure.

This policy is not intended to relieve any person from any obligation, imposed by law, to report suspected child abuse or neglect to the appropriate authorities for investigation.

Definition

Title IX Coordinator,"Complaint manager" is a staff member appointed by the building administrator. A complaint manager is responsible for investigating formal complaints of harassment, where a student or staff is alleged to have committed the harassment. The district shall have one or more complaint managers.

RESPONSES

A. A substantiated charge of harassment against a staff member may subject such staff members to disciplinary action up to and including discharge.
B. The district has specific procedures to respond to harassment charges. Individual students and parents may be required to participate.
C. A substantiated charge of harassment against a student in the school district may subject that student to disciplinary action consistent with the student discipline code up to and including suspension or expulsion.
D. The procedures set out in this policy are not the exclusive remedies for harassment. Legal remedies may also be pursued concurrent to district complaints.

PROCEDURES

The person or persons charged with making a decision will gather as much of the following information as possible: (see complaint form)

- Names and addresses of parties involved, including witnesses
- Whether parents have been notified; if so, when and how
- Follow-up
- In the following subsection, any individual given the authority to make a decision regarding a complaint of harassment may refer to the next higher level without rendering a decision.

In determining the appropriate response to any substantiated complaint of harassment, the person or persons charged with making the decision at each level of the complaint procedure shall consider, at a minimum:

- The nature and extent of the conduct.
- Whether the person engaging in the harassing conduct has been the subject of previous, substantiated complaints of harassment, and the actions taken in light of those complaints.
- The effect of the conduct on others in the school community.
- Whether the complaint can be adequately addressed at that level.

STUDENT

All staff members are expected to intervene in any suspected pupil harassment situations. Informal efforts to resolve the situation are encouraged.

Any student who believes he/she has been harassed is encouraged to pursue the complaint procedure as follows:

STEP I - The student who believes he/she is being subjected to harassment is encouraged to advise the person who is engaging in such conduct of his/her objection to the physical or verbal acts of harassment. Failure to do so does not prevent the student from moving to Step II of this procedure.

STEP II - The complaint shall be presented to the complaint manager either in writing or orally to be put into writing. If the parents of any students involved in the incident have not been notified before this point, they shall be notified of the written

complaint. The complaint should include the specific nature of the offensive behavior, date of occurrence, name of the alleged perpetrator, names of witnesses, and any informal strategies the complainant has used to try to stop the behavior. The complainant must sign all formal complaints. Complaints will be handled confidentially. The complaint manager shall thoroughly investigate the complaint, notify the person who has been accused of harassment with a copy of the complaint, permit a response of the allegation, and may arrange a private meeting to discuss the complaint with all concerned parties within a reasonable period after receipt of the written complaint.

STEP III - If either party is not satisfied with the resolution of the building administrator, he or she may submit a written appeal to the superintendent indicating with particularity the nature of disagreement with the resolution and reason underlying such disagreement. Such appeal must be filed within a reasonable period after receipt of the complaint manager's answer. The superintendent shall arrange a private meeting with the affected parties, if requested by either party, at a mutually agreeable time to discuss the appeal. The superintendent shall give a written answer to the appeal within ten (10) working days.

STEP IV - If either party is not satisfied with the answer, a complaint may be filed with the Board of Education within ten (10) working days after receipt of the Step IV answer. The Board of Education shall, within twenty (20) working days, conduct a hearing in executive session for the purpose of providing an opportunity to present the complaint. The Board shall give a written answer to the complaint within ten (10) working days following the completion of the hearing.

Maintenance of Compliant Records

Records of all complaints shall be kept for the purpose of documenting complaints, resolutions, compliance, and past practices. These records shall include information of all written complaints, disposition of complaints, appeals, and dispositions of complaint appeals. These records shall include:

1. The name of student the complaint was filed on behalf of
2. The name of the adult complainant and his/her title or status
3. The date the complaint was filed
4. The specific allegation made and any corrective action requested by the complainant
5. The name(s) of respondent(s)
6. The levels of processing followed, the resolution, date(s), and decision-making authority at each level
7. A summary of facts and evidence presented by each party involved
8. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken

Health/Safety

Medication Administration (Denmark School District Policy)

Ideally, all pupil medication (prescription and non-prescription) should be administered at home. However, occasionally a student may require medication to be administered at school, during school hours. In compliance with school district procedures, the following school medication administration guidelines are required;

School employees will not administer prescription medications without the following completed forms on file:

1. Parent/Guardian Medical Consent form
2. Physician Request for Medication Administration form

School employees will not administer non-prescription (over the counter) medications without the following completed forms on file:

1. Parent/Guardian Medical Consent form

All medication must be dispensed from the school office; students are not allowed to carry medication for their safety and the safety of others.

- Exception: Students requiring emergency inhalers are allowed to carry them on their person. However, the physician must indicate this on the Physician Request for Medication Form. Parents MUST notify Amber Kapinos, School Nurse, if their child will be carrying an emergency inhaler.

Medication must be sent in the original prescription bottle for prescribed medicines and the original container for over-the-counter medication. Please do not send medication in envelopes, plastic bags, or other containers. Pharmacies will prepare a bottle specifically for school use; just let them know that you need one.

Epi-pens (prescribed for potentially life-threatening allergies) require specialized staff training. If your child has a life-threatening allergy, contact the district nurse to develop an emergency plan to ensure the safety of your child.

If you have further concerns regarding your child's health, please contact the district nurse.

- **Amber Kapinos, BSN, RN**
- **920-863-4032**
- **kapinosa@denmark.k12.wi.us**

Immunizations

State law requires that an immunization record be on file at the school for your children prior to their entrance. Guardians are responsible for keeping their children's records and shots up-to-date. Please begin the process as soon as possible. Additional information regarding Wisconsin's School Immunization Requirements can be found here.

Brown County Community Health provides schools and parents with schedules of monthly (day and evening) immunization clinics, which are free. You can get further information about clinics by calling the **Brown County Health Department at (920) 448-6400**.

Insurance

School no longer provides accident insurance to students. If parents are interested in purchasing a program, brochures are available in the office.

Student Illnesses

Students are not to be sent to school if their illness results in a greater need for care than teachers can provide without affecting their ability to teach the other children in the classroom. There is a more comprehensive list of illnesses and symptoms below for your reference.

In the event a student becomes ill or injured while at school, staff members are to bring the student to the office and office personnel will notify parents/guardians or persons designated to act on their behalf to come to school and pick up the ill student.

Keep your child home from school when:

- *Fever (above 100.4° F) - **Students must be fever free for 24 hours without the use of fever reducing medication in order to safely return to school.***
- *Diarrhea*
- *Vomiting*
- *The illness keeps them from participating comfortably in activities at school*
- *The child appears extremely fatigued or ill*
- *Head lice or nits, until after the first treatment*
- *Pink or red conjunctive (ie, whites of the eyes) with white or yellow eye drainage, until 24 hours after treatment has been started*
- *Impetigo, until 24 hours after treatment has been started*
- *Streptococcal pharyngitis (ie, strep throat or other streptococcal infections), until 24 hours after treatment has been started*

Instruction

Report Cards

Report cards are issued to the students at the end of each trimester, with the exception of 4K students that will receive report cards twice during the school year, at the end of Trimester 2 (Winter) and Trimester 3 (Spring).

The grades placed on the report cards will represent quality of work during the period and academic growth over time. The reports themselves are not to be returned to school; however, **the envelopes in which the reports are placed are to be signed by parents and returned to school.**

Homework Policy

We believe:

1. Homework should enhance positive attitudes toward school on the part of both students and parents.
2. Students need time for non-school activities and activities that build stronger family units. In assigning homework, teachers must take into account that students are involved in non-school activities.
3. Regular and open communication must take place between parents and teachers. Monitoring your child's ability to complete school work independently and prioritizing their academic success outside of school creates opportunities for open communication between school and home.

Lockers

Lockers are to be kept in good order at all times, and locker doors should be kept closed when the student is not present. Stale food is not to be left in lockers, and articles of clothing should not be left protruding from lockers. No one is to crawl into the lockers at any time. Proper procedures for opening and closing lockers will be demonstrated when lockers are assigned. No locks will be used on elementary school lockers.

Locker and Desk Inspection

Lockers and desks are owned and controlled by the school district for the use and benefit of students. School officials retain the right to periodically inspect contents of lockers and desks.

Locker Searches

The Board acknowledges the need for safe storage of books, school materials, and other personal property on school premises and may provide lockers and cabinets for such storage. All lockers are and will remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked (where required) against unlawful entry, but no student may use a locker as a depository for any illegal substance or for any contraband which constitutes a threat to the health, safety or welfare of the occupants of the school building or which could damage the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reasonable cause to believe that the locker is improperly used for the storage of any substance or object, the possession of which is illegal, or any contraband which poses a hazard to the safety and good order of the schools. (In addition, general locker inspections may be conducted during which locker(s) will be inspected for cleanliness, to find overdue library books, etc.).

For purposes of this policy, the following definitions are applicable:

Contraband is all substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, abuse of glue or aerosol paint, guns, knives, weapons, or incendiary devices. Reasonable cause is the standard for search on school property or at school related events that is based on the school official's specific reasonable inferences which he or she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including but not limited to, a tip from a reliable student, suspicious behavior that suggests that contraband is present, a smell indicating the presence of a contraband or a bulge in a pocket, etc.

This policy requires that:

1. All requests or suggestions for the search of a student's locker will be directed to the school building principal.
2. Before opening the locker for inspection, the principal will appoint a third party to be present at the inspection.

If law enforcement personnel seek permission from school authorities to search a student or the student's property or locker to obtain evidence related to criminal activities, the school officials shall require the police to obtain a valid search warrant unless:

1. There is un-coerced consent by the person whose interests are involved.
2. There is probable cause and circumstances are such that taking the time to obtain a warrant would frustrate the purpose of the search or,
3. A valid arrest has been made and the search is incident to the arrest.

The principal will be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker.

Notwithstanding the above procedural requirements for locker inspection, whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker constitute an immediate threat of traumatic injury either to persons or property, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.

Pet Policy

To insure the safety of all students and staff, the items below need to be followed:

- The principal needs to approve a visiting pet.
- After the principal approves the pet visit, the parent must submit a copy of the pet's immunization records.
- The pet must be on a leash that is no longer than 5 feet long (no retractable leashes).
- The pet must be muzzled.
- Pets should not be on school grounds unless the above are followed. This includes during student pick-up/drop-off, non-school time and during special events.

Permission to Stay After School

If elementary aged students want to stay after school for any reason, they need to be supervised by an adult and parents must contact the office (via note or phone call) giving their permission and letting us know the name of the adult who will be supervising their child.

Parent Teacher Organization (PTO)

The Denmark PTO focuses its energy on projects and programs that encourage family participation. The PTO believes that parent involvement is important to the success of our children and exists to provide opportunities for parents to be a part of the school's experiences and celebrate learning with their children. Come and join the fun!

The Denmark Parent Teacher Organization

- Raise funds to provide equipment and materials for the Elementary School students and staff.
- Provide a liaison between parents and teachers on issues concerning our children.
- Provide a way for parents to get involved in activities that are occurring at school.

PTO Board

- Kristin Olsen, President, Treasurer
- Sara Wiltman, Vice President
- Lynn McIntyre, Secretary

- Lance Grishaber and Kate Willett, EC and ES Principals

Parents Right to Know

District Assessment Policy

You have the right to know about the mandated assessments your child participates in. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents that they may request, and the district will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessment mandated by ESSA, the State or district.

The School District of Denmark Board Student Assessment policy po2623:

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, pre-school screening, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

The District Administrator shall develop a program of testing and assessment that includes:

A. State-required tests;
B. curriculum-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
C. assessment tests;
D. achievement tests;
E. vocational inventories;
F. tests of mental ability.

The Board requires that:

A. tests be administered by persons who are qualified under State law and regulation;
B. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
C. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;
D. the results of each school-wide, program-wide, and District-wide test be made part of the public record.

All students shall participate in State-wide or District-wide assessments, and any student with a disability shall be provided appropriate accommodation and/or alternate assessments where necessary as indicated in the student's I.E.P. or Section 504 plan.

Parental Opt Out of Assessments (students)

The Board shall excuse any student from the State examination administered in 4th grade, 8th grade, 9th grade, 10th grade, or 11th grade whether the test administered is the one developed by the Department of Public Instruction or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations, the student's parent must submit a statement in writing to the building Principal designated official stating that the parent is opting out of the examination(s).

Professional Qualifications

The School District of Denmark hires quality personnel for all its positions. If no fully certified teachers are available for a position, the next most qualified person is hired and enrolled in course work to complete the certification. The District provides numerous professional learning sessions to help staff review the latest strategies to instruct students.

The Elementary and Secondary Education Act (ESEA) requires school to offer parents the opportunity to request information on the following staff qualifications:

1. Whether the teacher has met Wisconsin licensing criteria to serve the grade assigned.
2. Whether the teacher is teaching under an emergency or provisional status.
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher.
4. The professional qualifications of a paraprofessional providing services to the student.

To obtain this information, contact the Human Resources Department at 920-863-4217.

If you have any questions regarding (teacher's name) qualifications, please feel free to contact Kristi Buhr at 920-863-4217 or buhrk@denmark.k12.wi.us.

For additional information about the requirements for teacher qualifications under the ESSA, please visit the Wisconsin Department of Public Instruction's website at: https://dpi.wi.gov/title-i/teacher-and-paraprofessional-qualifications

Sincerely,

Kristine K. Buhr

Human Resource Coordinator
School District of Denmark
920-863-4217
buhrk@denmark.k12.wi.us

Pupil Services Information

The School District of Denmark, Department of Pupil Services provides the following educational support services and programs to assist students in maximizing their school educational experience:

- Denmark Community School and DANE
- English Language Learner Program
- Homebound Instruction
- Homeless Student Services
- Parent Education Programs
- Police Liaison Program
- Preschool Screening
- Pupil Equity, Discrimination, and Harassment Compliance Services
- Rehabilitation Act of 1973 (Section 504) Compliance
- School-Age Parent Program
- School District Crisis Plan Services
- School Nursing Services
- School Psychological Services
- Special Education Programs
- Student At-Risk Service

Pupil Records

The School District of Denmark maintains educational relevant pupil records on all school district students. These pupil records are maintained consistent with state and federal pupil records statutes and prohibit disclosure of most pupil records without

written consent of parent or adult student. Access to these pupil records by school district personnel is restricted to those staff members who maintain a "legitimate educational interest" in that student. An annual listing of school personnel access to these pupil records is posted in the pupil records area of the school office.

The following pupil records may be maintained by the school district:

- **Progress Record:** Pupil's grades, listing of courses taken, attendance record, extracurricular activity involvement
- **Pupil Physical Health Record (confidential record):** Basic health information of pupil, immunization record, emergency medical card, athletic permit card, record of pupil's ability to participate in an education program or activity, lead screening results, record of any routine screening test (i.e. hearing, vision, scoliosis)
- **Behavioral Record (confidential record - authored by any public school district personnel):** Psychological tests, personality evaluations, written statements relating specifically to a student's behavior, records of conversations about a pupil, tests relating specifically to student achievement or ability, any other pupil records which are not progress records, pupil physical health records (other than immunization or lead screening records)
- **Patient Health Care Record (confidential and restricted access record):** Any pupil record relating to a pupil's physical health which does not fall within the definition of "Physical Health Care Record." (i.e. records relating to the health of a child which are authored by a healthcare provider (nurse, chiropractor, dentist, physician, podiatrist, PT, OT, optometrist, pharmacist, psychologist, social worker, Speech Therapist, audiologist, etc)
- **Pupil Record (staff personal file- confidential record):** Notes or personal records maintained by licensed professional school staff, records necessary for the psychological treatment of a pupil, HIV test result record.

Pupil Equal Education Opportunities

The District is committed to providing the best education possible for every student in the District for as long as the student can benefit from attendance in the district and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, color national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability/handicap.

Children of homeless parents/guardians and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.

The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Complaints regarding the interpretation or application of this policy shall be referred to the school district Director of Pupil Services (450 N. Wall Street, Denmark, WI 54208) and processed in accordance with District established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the District's official newspaper, school building student and staff handbooks, and posted in each school in the District. In addition, a student nondiscrimination statement shall be included in student course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

LEGAL REF., Section 118.13, Wisconsin Statutes
PI 9, Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Improvement Act (2004)
Civil Rights Act of 1991
McKinney-Vento Homeless Education Assistance Act

Security Cameras

As a precautionary safety measure to benefit the well-being of students, staff, and visitors at Denmark Elementary School, security cameras are in operation. The cameras monitor parking lots, entrances, and hallways throughout the building.

School Hours

Our normal school hours are 8:00 AM - 3:07 PM.
Early release hours are 8:00 AM - 11:30 AM.
In the morning, breakfast will be served from 7:45-8:00. All students will be brought into school at 7:55 AM.

School Safety and Security Procedures

1. All doors will be locked during the school day and all visitors **must** enter through this secure main entrance. The main entrance is equipped with video surveillance and an intercom system to monitor and greet those wishing to enter Denmark Elementary School. Upon entering the secure main entrance, all visitors will need to state their reason for visiting prior to being allowed entry into the main office. Should you need to enter the building, then an administrative assistant will electronically open the door for you.
    - If you are dropping off an item for your child, please make sure it is labeled with your child's name and you may be directed to leave it on a table in the entry.
    - If you are picking up an item for your child, you may find it on the table in the entry clearly labeled with your child's name.
2. All visitors to the Elementary School office will **require a state issued ID** (example: drivers license) and **a scan through the RAPTOR system**. These passes are necessary for all adults who volunteer and/or visit our school.
3. If an adult is not wearing a visitor's pass, a staff member will ask them to immediately go to the office to sign in. Do not be offended if you are asked to go to the office to obtain a visitor's pass.
4. We ask that you not accompany your child into the school in the morning.
5. We also ask that you wait for your child outside of school at the end of the day. You may want to set up a meeting point on the sidewalk, away from the main entrance, so that this area does not get congested.
6. If you come to pick up your child during the day, you will be asked to wait in the office for your child to arrive.
7. If you drop off a project, snack, or any other item, you will be asked to leave the item in the office for your child to pick up. We ask that you only bring items to school during the day if it is an emergency. This helps reduce the distractions that occur from children being called to the office.
8. Our playgrounds are an extension of our school building. You will need to sign in and wear a visitor's pass to be on the playground.
9. Supervision begins at 7:40 am on the playground. Students will be allowed to enter the building at 7:55 am, those eating breakfast will be allowed to enter at 7:45 am.
10. If you need to speak/meet with your child's teacher, please contact your child's teacher directly or call our main office to make an appointment.

Alcohol and Other Drugs

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event (home or away).

For purposes of this policy, "drugs" shall mean:

A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
B. all chemicals which release toxic vapors;
C. all alcoholic beverages;
D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
E. anabolic steroids;
F. any other illegal substance so designated and prohibited by law.

A copy of the full policy is available for inspection on the district website.

Tobacco-Free Schools

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any visitor of the District to use, consume, or sell any commercial tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

ADOPTED: 1/8/18
REVISED: 4/12/21

School District Crisis Response Plan

The School District of Denmark has an established crisis response process in the event of a student or faculty death, student or faculty life threatening injury, as well as other crisis emergencies such as intruders or severe weather. The Crisis Response Process is activated by the school district Superintendent and coordinated by the school district Director of Pupil Services. In these situations, school staff should contact the building principals with first hand knowledge of these issues.

Weapons on School Premises

The Board of Education prohibits staff members, students, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle to the extent permitted by law. Policies regarding staff members are found in Policy 3217 and Policy 4217. The policy pertaining to students is found in Policy 5772.

This prohibition does not apply to unloaded firearms in a locked vehicle or locked firearms case, or to separately stored ammunition, that is on any part of school grounds used as a parking facility provided, however, that the firearm case or rack is not visible to those passing by the vehicle (i.e., the case is in the vehicle trunk or, if not possible, covered with a blanket or in some fashion shielded from vision.)

A volunteer may transport students for school sponsored events or school-related purposes in his/her own vehicle only if any and all firearms in said vehicle are cased, unloaded and in a trunk or separate compartment while transporting such students. This does not apply to the transportation of students related by blood or marriage to the volunteer member if only such students are being transported.

A volunteer who is a concealed carry permit licensee may transport students for school sponsored events or school-related purposes in his/her own vehicle only if the volunteer has agreed not to carry a concealed weapon while transporting such students. This does not apply to the transportation of students related by blood or marriage to the volunteer if only such students are being transported.

Concealed Carry Permit Holders

No parent or other volunteer may carry, or in any fashion possess, a concealed weapon, whether they hold a permit or not, while transporting students in a district owned vehicle. Additionally, anyone, including a holder of a concealed carry permit license issued or recognized by the State of Wisconsin, is prohibited by virtue of Wis. Stat. 948.605(2)(b)1r from possessing a concealed weapon anywhere in or on school grounds, including parking areas.

Definition of "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, metallic knuckles, martial arts weapons, ammunition, and explosives.

Exceptions to this policy include:

1. 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;
2. 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);
3. Items approved by a Principal, as part of a class or individual presentation under adult supervision, including, but not limited to hunters' education courses, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);
4. Theatrical props used in appropriate settings;
5. Starter pistols used in appropriate sporting events; and
6. A lockback knife having a blade no longer than three (3) inches in length, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's employment.

The District Administrator may refer a visitor or volunteer who violates this policy to law enforcement officials. The visitor or volunteer may also be subject to other action such as loss of volunteer status at the sole discretion of the Board.

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

Fire Drills

Fire drills will be conducted throughout the school year. At the sound of the fire alarm signals that everyone is to leave the building immediately, walking in single file and without talking. Fire drill procedures are posted in each room.

Severe Weather Drills

Severe weather drills may be conducted at any time. In the event of a tornado, high wind, or other potentially dangerous form of severe weather, a warning will be broadcast over the intercom. At that time, all talking is to cease, and teachers are to direct their students to designated shelter areas. Designated areas will be posted in each room. (If caught by surprise, children are to move to an inside wall and crouch down, covering their heads with their hands.)

Crisis and Security Drills

Evacuation Drills may be conducted at any time in order to prepare students for a variety of situations including an unwanted visitor, a situation occurring in the community within close proximity of a school, a medical emergency, etc. At this time, it will be affirmed that this is only a drill, and teachers will be given specific instructions as to what is happening and how to proceed safely. Students and staff will debrief after each drill.

Statement of Non-Discrimination: Denmark School District Policy

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

In order to achieve the aforesaid goal, the District Administrator shall:

- Curriculum Content
    - Review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society;
    - Provide that necessary programs are available for students with limited use of the English language;
- Staff Training
    - Develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the protected classes in all aspects of the program;
- Student Access
    - Review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
    - Verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;
- District Support
    - Require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;
- Student Evaluation
    - Verify that tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The District Administrator shall appoint and publicize the name of the compliance officers who are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officers also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages three (3) to twenty-one (21), who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who

are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Luke Goral
Superintendent
450 N. Wall St
Denmark, WI 54208
(920) 863-4004, gorall@denmark.k12.wi.us

Carissa Nusbaum
Director of Student Services
450 N. Wall St
Denmark, WI 54208
(920) 863-4035, nusbaumc@denmark.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the staff handbook, in the School District Annual Report to the public and on the School District's website.

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

Legal
118.13 Wis. Stats.
P.I. 9, 41, Wis. Adm. Code
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of the Education Amendments Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

Carissa Nusbaum
Director of Pupil Services
School District of Denmark
450 N. Wall Street
Denmark WI 54208
Phone: (920) 863-4030

Rehabilitation Act of 1973

The Americans with Disabilities (A.D.A.) and section 504 of the Rehabilitation Act of 1973 require the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to students, but also to individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact Carissa Nusbaum, Director of Pupil Services, at 863-4035.

Pupil Discrimination Complaint Procedure

Any adult person believes the School District of Denmark, or any part of the school organization, has inadequately applied the principles and/or regulations of Title VI, Title IX, and/or Section 504, or in some way discriminates against any District pupil on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap, or homeless student status, may bring forward a complaint as outlined below:

Special Education Discrimination Complaint

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a special education disability shall be processed in accordance with established appeal procedures outlined in the district's special education board policy.

Informal Procedure

Anyone who believes he/she has a valid basis for a pupil discrimination complaint is encouraged to contact the school principal of the school in which the student attends in an attempt to informally resolve the issue. If the issue cannot be informally resolved to the complainant's satisfaction, a formal written complaint form may be obtained from, and submitted to, the School District Director of Pupil Services at 450 N. Wall Street, Denmark, WI 54208.

Student Behavior & Social Emotional Learning

Viking Values

Our goal at Denmark Elementary School is to create a welcoming environment in which all students feel safe, accepted, and encouraged to be active participants in their educational experiences. Viking Values are a school-wide set of behavioral expectations designed to help all students achieve important social, behavioral, and academic goals. We know that when good behavior and quality teaching come together, our students will excel in their learning.

The "Viking Values" feature three components: Be Respectful, Be Responsible, and Be Safe. As a school community, we have established clear and consistent expectations for behavior in all areas of our school while maintaining a focus on our three Viking Values. We explicitly teach and model strategies (known as our Cool Tools) for demonstrating our Viking Values and reward students frequently with positive reinforcement and school-based rewards for meeting (and exceeding) behavior goals. Expectations for all student behavior will now be clearly posted throughout our school, playground, cafeteria, gym, hallways, and classrooms.

Social Emotional Learning

New! The implementation of a school-wide Social Emotional Learning (SEL) curriculum establishes a shared language across classrooms and supports our Viking Values through direct instruction on all levels. By proactively teaching skills like emotional regulation, empathy, and responsible decision-making, we anticipate a significant boost in student well-being, sense of belonging, and academic focus, alongside noticeable drops in chronic absenteeism and behavior infractions.

Please reach out to your child's principal to learn more about this new initiative. Monthly parent connections will be shared with families, as well.

School Conduct

Acceptable behavior is expected of all Denmark students while in school and at all school-sponsored activities. The matter of student conduct is not so much as one of rules and regulations but is one of consideration of the rights of other persons. The rightness or wrongness of one's conduct is determined in the final analysis by whether or not the conduct interferes with the rights and privileges of others. If it does, then it is unacceptable conduct - even if there are no specific rules to govern the case. Students should give thought to the consequences of their actions. Whenever restrictions are placed on the students as individuals, it is because of the possible consequences of their actions to the larger group of which the individuals are a part. The result of a regulation will always be the granting of more, not less, freedom to a larger number of people.

Code of Classroom Conduct

In accordance with Wisconsin Statute 120.13(1) Wisconsin classroom teachers and administration have authority to remove students from classrooms for disciplinary or behavioral reasons. A student may be removed from class for conduct or behavior which (a) violates the district's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in a Denmark School District Student Handbook; (c) is disruptive, dangerous, or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or which is incompatible with effective teaching and learning in the class.

Behavior which is disruptive, dangerous, or unruly may include but is not limited to:

- Inappropriate physical contact intended or likely to hurt, distract, or annoy others, such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
- Inappropriate verbal conduct intended or likely to upset, distract, or annoy others, such as name calling, teasing, or baiting.

- Behavior which may constitute sexual or other harassment.
- Repeated or extreme inappropriate verbal conduct likely to disrupt the education environment, particularly when others are talking or during study time.
- Throwing any object, particularly one likely to cause harm or damage.
- Inciting other students to act inappropriately or to disobey.
- Loud, obnoxious, or outrageous behavior.

Bullying

Bullying is deliberate or intentional behavior using words or actions over a period of time, intended to cause fear, intimidation, or harm. Bullying is a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. Bullying will NOT be tolerated. Bullying will be treated with very serious consequences that may include suspension.

Digital Conduct & Off-Campus Behavior

Denmark Elementary School recognizes that students may engage in online activity or interactions outside of school hours and off school grounds. In general, off-campus or out-of-school behavior is the responsibility of families and will not be investigated or addressed by the school.

The school may intervene only when there is a clear and direct connection to the school environment, including situations in which the behavior:

- Substantially disrupts the learning environment or school operations
- Poses a credible safety concern to students or staff
- Involves harassment, bullying, or threats that significantly interfere with a student's ability to participate in school

The school does not serve as a mediator for peer conflict, social disagreements, group chats, social media disputes, or other online issues that occur outside of school and do not meet the criteria above.

Digital conduct may be subject to school discipline only when it substantially affects the school community or the school's ability to maintain a safe, orderly, and respectful learning environment.

Fundraising or Selling Items

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. The Board requires that fundraisers by student clubs and organizations that involve the sale, to students, of food and/or beverage items that will be consumed on campus, the food and/or beverage items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals. Each exempt fund-raiser cannot be longer than two (2) consecutive weeks.

Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity will involve students under age twelve (12), such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

School Board Policy 5830 & 9700

Physical Contact

Students are not to engage in amorous, dangerous, disruptive or unruly verbal or physical contact during school or when attending school sponsored activities. If such action is serious, particularly when directed at others, the guilty student may be suspended from school.

Profane Language

The use of profane or vulgar language is forbidden on school grounds and at school activities. Students using such language will be subjected to consequence and/or discipline. If such use is serious, particularly when directed at others, the guilty student may be suspended from school.

Recess Guidelines

Students will go outside for recess if the weather, with windchill, is 0° or above, as recommended by Childcare Weather Watch: Wisconsin. If the weather, with wind chill, is below 0°, recess will be held indoors. Please dress your child appropriately for the weather.

When snow is present on the ground or forecasted throughout the day:

- 4K - 2nd Grade Students must wear a coat, boots, hat, gloves/mittens and snow pants.
- 3rd - 5th Grade Students must wear a coat, boots, hat, and gloves/mittens.
    - Older students will need to make a reasonable, responsible decision in regards to wearing snow pants.
    - Older students who chose not to wear snow pants must remain on the blacktop only.
- All students must wear boots in order to keep our hallways and classrooms clean and safe.

All students will participate in outdoor recess in accordance with this policy. **In the event of illness or injury a note from a doctor will be required to keep students from participating in outdoor recess**

Students are not to bring electronic games to play at recess. All toys and trading cards (sports, Pokemon, etc.) are to be left at home unless the student has received permission from the school principal.

Students on School Property

Students are prohibited from being on school property (except those facilities intended for public daytime use) when not in attendance at a school authorized activity unless granted permission to do so by a school administrator or his/her designee. Littering of school property is also prohibited. Students found to be in violation of this policy may result in consequences such as detention, community service work, and suspension.

Student Behavior Management

Staff have created clear and consistent behavioral expectations for students; however, staff also will introduce ways for students to take ownership of what occurs in our classrooms and assume responsibility for their own actions and behaviors, positive or negative. Staff will also work hard to establish positive relationships with students' parents and/or guardians, because the success of the educational experience and the encouragement and intervention of student behavior is most effective when the school, students, and families collaborate together.

Behavior management is structured based on two components - clear expectations with positive reinforcement and consistent, logical consequences. Consequences are established for different behaviors based on context and severity, and these

consequences are consistently assigned based on each incident. Staff and students will collaborate to set goals for behavior improvements and interventions that support student behavioral growth.

Depending on the incident, a student may be assigned a lunch/recess detention, after-school detention, in-school suspension, or out-of-school suspension as an appropriate consequence. All behavioral incidents are documented in the school district's Infinite Campus program.

Discipline/Consequences

The main goal of school is education. Any student preventing another student or himself/herself from reaching that goal will have consequences and may be disciplined. The school protects a student's right to an education without interference. It is the policy of the School District of Denmark that all disciplinary actions including suspensions and expulsions are to be administered without regard to a person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13 Wisconsin Statutes. Complaints involving this policy shall be processed in accordance with established procedures.

Suspension

Under state statute, principals have the authority to suspend students for periods not to exceed five days per infraction. Suspension occurs when a student deliberately violates a school rule that negatively affects the school atmosphere. A suspended student may be sent home for a period not to exceed five days as provided under 120.13. During this period, a conference shall be arranged between the parent, student, and building administrator.

Expulsion

Expulsion occurs when a student continuously violates these rules or violates a more serious rule.
Section 120.13 of the Wisconsin Statute permits the school board to expel students for the following reasons:

- Repeated refusal or neglect to obey school rules.
- Conveying a threat or false information concerning an attempt or alleged attempt to destroy school property by means of explosives.
- Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others.
- While not at school or while not under the supervision of a school authority, engaging in conduct which endangers the property, health, or safety of others at school or under the supervision of a school authority.
- Engaging in conduct which endangers the property, health, or safety of an employee or a school board member of the school district.
- Is at least age 16 and repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute other grounds for expulsion.
- Possessing a firearm while at school or while under the supervision of a school authority (as defined by 18 U.S.C. 921 (a) (3)).

Use of Physical Force

The use of physical force on students for disciplinary purposes is judged by the School Board to be inappropriate, considering the prevailing legal climate. Therefore, all staff members are instructed that except in instances of self-protection or in instances when physical restraint is necessary to protect the student or others from injury, the use of corporal punishment or physical force on students is discouraged. The school District Administrator is instructed personally to review all instances of corporal punishment or physical force, which become known to him/her, and to report to the Board disciplinary action taken or recommended.

Student Concerns/ Complaints Procedures

Issues created by decisions made by school personnel – such as para educators, teachers, or assistants to the principals – which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may most often be

resolved through discussions between the persons involved. Absent the sense of resolution from such discussions, students are encouraged to discuss their concerns informally with the appropriate building principal.

To more formally appeal, students may contact the principal's office in their school within two days and provide their name, the issue, and the reason for their appeal on a printed form available at the office. The appeal will usually be decided confidentially and promptly, preferably within two school days.

If the principal does not make a decision within two school days following the date of complaint or if the decision is not considered satisfactory, students or parents may appeal further by contacting the District Administrator.

When possible, an investigation and decision will be made within two school days and communicated to the school principal and student. A written copy of the decision also will be sent to the student and principal.

Board Policy 5710

Student Fees

A student fee of **$10.00** is charged to all students in grades 4K - 5th to compensate for miscellaneous items provided for students to use during the year. This fee is payable during the first month of school or when students are newly enrolled during the course of the school year.

A one-time field trip fee will be accessed to each student during our annual enrollment process. The fee varies by grade level and will cover the cost of any field trips taken over the course of the school year, with the exception of the 4th & 5th Grade Bay Beach Trip held annually in May. Student Fees and Field Trip Fees can be paid online using Infinite Campus Parent Portal.

Supply Lists

The current supply lists can be found by visiting the Denmark Elementary School's website.

Student Questioning by Non-School Personnel

With the exception of circumstances involving alleged child abuse, conferences with or the questioning of minor members of the student body will be permitted by legal representatives of other agencies such as law enforcement officers and social service agencies within the following guidelines.

I. **Law Enforcement Interviews**

A. Types of Student/Law Enforcement Interviews

1. A student suspect interview is an interview with a student who is suspected of some violation of the law or some other offense.
2. A student witness interview is an interview with a student who is thought to have some information that would be helpful to law enforcement officials in investigating some crime or other offense.
3. A student victim interview is an interview with a student who is the victim of a crime.

B. General Requirements Regarding Student/Law Enforcement Interviews on School Premises. Except as otherwise specifically provided, all student interviews with law enforcement officers on school premises shall be governed by the following guidelines:

1. Law enforcement officers should make every reasonable attempt to interview students outside of the school setting except in cases where the school has requested law enforcement assistance, emergencies, or as specifically required by law.
2. All student interviews with law enforcement officers on school premises shall be conducted in such a way as to minimize school disruptions.
   *Interviews should be coordinated with the student's schedule if at all possible.
   *Interviews should not be allowed during an exam, except in an emergency.
   The principal, or his/her designee, should summon the student from his/her class rather than the law enforcement officer, unless the police department and school administrator feel the situation warrants personal contact by the officer.

*When possible, law enforcement officers should wear plain clothes when visiting the schools. Interviews should be conducted in a closed setting so as to promote confidentiality.

3. For student victim/witness interviews, parent notification will be attempted when law enforcement officers are involved.
4. If a student or his/her parent/guardian does not wish a student interview with a law enforcement officer on school premises, the student may be dismissed from school or removed from school premises for the interview.
5. If the student is asked to leave the building and accompany the officer to the police station, the police department is responsible for contacting the student's parent or guardian. If there are any complaints regarding the removal of a student from school, or notification, they should be directed to the county's District Attorney or the appropriate police department.

C. Special Requirements Regarding Student Suspect Interviews

1. School officials shall attempt to notify a student's parent/guardian prior to allowing a student suspect interview with law enforcement officers on school premises. A student suspect interview may be conducted without such prior parent notification if an emergency exists as determined by the building principal or designee and the police department. Some instances that might constitute an emergency are as follows: A delay may result in the flight of a suspect, destruction of evidence, opportunity to cover up the crime, or an unacceptable threat to the community.
2. A student's parent/guardian will be given an opportunity to be present during a student suspect interview when possible.
3. A school official shall be present during any student suspect interview with law enforcement officers on school premises unless the student or his/her parent/guardian requests otherwise.

II. **Social Worker/Counselor Interviews**

Social workers and counselors from agencies other than the school may not remove a student from the school building while the student is properly in attendance without the permission of the parents or guardians or unless the student is under the legal custody of the agency represented.

Social workers and counselors from agencies outside the school may counsel with a student upon presentation of permission to do so either by the parents or guardians or the agency holding legal custody. All questioning of students shall be done in such a manner as to minimize disruptions to the school or individual.

Technology

Each student in grades 5K-5th will be assigned a Google Chromebook to be used at school and will be held accountable for them. It is in the best interest of the student and their family to review the following guidelines carefully, as the student responsible will pay for any technology and/or materials that are damaged by carelessness or become lost.

1:1 Chromebook Usage Guidelines

The following expectations are excerpts from the 6-12 Student/Parent 1:1 Chromebook Handbook. While learning expectations and developmentally appropriate responsibilities differ from building to building, there is still a standard level of care that all students must adhere to when using a device provided by the district.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued. Students must immediately report any concerns about Chromebooks that are broken or fail to work properly so the issue can be addressed. District Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

2a. General Care

- Chromebooks are expected to remain in the case at all times, even during use.
- Students are responsible for maintaining a fully charged Chromebook at school.
- All District labels must remain on the equipment.
- Chromebooks must remain free of any personalization, such as: writing, engraving, drawing, stickers, labels, etc.
- Be mindful of food, drink, etc. that may come in contact with the Chromebook when it is stored or in use.
- Chromebooks should not be used with the power cord plugged in where the cord may create a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks must not be left unattended.
    - If an unattended Chromebook is found, students must notify a staff member immediately.
    - Students who leave their Chromebooks unattended may face disciplinary action.
    - Upon discovery that a Chromebook has been stolen, report the information to building administration who will involve law enforcement, as necessary.

2b. Carrying Chromebooks

- Transport Chromebooks with care.
    - Use the provided case, zipped, when carrying.
    - No additional accessories should be plugged in (power cord, USB drives, etc) when transporting Chromebooks.
- Chromebook lids should always be closed when transporting. Always support a Chromebook from its bottom with the lid closed.

2c. Screen Care

- Chromebook screens can easily be damaged. The screens are particularly sensitive to damage from excessive pressure.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not place anything in the protective case that will apply additional pressure against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (pens, pencils, papers, etc).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
    - Do not use window cleaner, household cleaners, or other sprays, as they may damage the Chromebook.

2d. Technical Support

- Students should notify their teacher if a Chromebook is broken or fails to work properly.
- Services that will be provided, depending upon facilities and staffing, may include:
    - Troubleshooting, repairs, and loaner devices
    - Loaning of devices to students who have lost or sent devices out for repair
    - Assist students with questions about devices or online tools
    - Submission of warranty claims
- ***Do not take District-owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

Insuring and Replacing Your Chromebook

7a. Chromebook Insurance and Warranty

- Chromebooks have a limited warranty against manufacturer defect provided by the Denmark School District.
- Chromebooks are also insured by the Denmark School District against accidental damage claims as specified in section 7b.

7b. Accidental Damage Claims

- $50 deductible per broken screen including accidental breakage.
- Claims for accidental drops, breaks, spills, hardware failure and manufacturer defects are covered under DSD insurance.
- The District reserves the right to charge for the entire replacement cost of a Chromebook (accessory) due to repeated damage or negligence. Examples of negligence include, but are not limited to, losing or destroying your Chromebook, or obvious damage such as in the image on the right.
- Manufacturer defects covered under warranty will not be subject to the above criteria.



Student Technology and Internet Usage Agreement and Behavior Flowchart

School District of Denmark

Student Technology and Internet Usage Agreement

The School District of Denmark's computer resources are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission statement and goals of the District. To that end, we believe parents and teachers should work together to help students develop the necessary technological skills and attitudes.

Acceptable Usage	Unacceptable Usage
Research of topic being studied in school	Plagiarizing information from the Internet
Use of information in accordance with copyright law	Wasting Technology Resources – files, storage space, printers or paper
Exploration of opportunities outside of school related to community service, employment or further education	Using software to download unlicensed video, audio, or software programs
Pursuing personal interests as appropriate for an educational setting	Sending or displaying offensive messages or pictures (including *cyber bullying)
Participation in educator-approved games	Violating licensing and/or copyright laws
Social Media accounts accessed only when directed for use by staff for educational purposes	Using another person's username and password or allowing unauthorized users to use your username and password.
School issued Gmail account to communicate & collaborate for educational purposes only.	Using remote access to other computers/Proxy bypassing (getting past filters)
	Accessing and manipulating files of others
	Attempting to access unauthorized files or programs
	Other misuses of technology not specifically stated, but implied, through this agreement and/or board policy.

*Cyber bullying includes, but is not limited to: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email or text messages, digital pictures, or website postings, including blogs and social networking sites. Users are responsible for the appropriateness of material they transmit over the system.

Use of the computers in our schools for programs, software, and to access telecommunication resources is a privilege, not a right. Violations of these guidelines will result in disciplinary action. The District has the right to limit or deny access to technology resources to any student at any time, for any reason.

All communications on, and uses of, the District's technology resources may be monitored from time to time by the District with or without notice. Students should be aware that all communications and uses of the network are not private and that the District has and may exercise the right to review, audit, intercept, and disclose all matters created, transmitted, received, or stored on such resources. No student shall have any expectation of privacy as to his or her use of District technology resources.

As part of our learning this year, we will continue using a suite of secure online applications called G Suite for Education as well as other web tools which teaching staff have determined to be educationally and age appropriate.

Tools include: Gmail, Classroom, Docs, Sheets, Slides , and other appropriate Web Tools

As required by the Child Internet Protection Act ("CIPA"), the District has technology measures and policies in place which protect students from harmful materials. Email and websites are filtered so that content from inappropriate sites is blocked.

Under the Children's Online Privacy Protection Act ("COPPA"), verifiable parental consent is required for students under the age of 13 if accounts containing certain basic information (generally student name, username, and email address) are created for them on third party websites or online services. The law permits schools, such as those in the District, to consent to the collection of this information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each website provider.

Limited information for your child consisting of first name, last name, birth date, username and email address may be provided to the online resources for the purpose of securing confidential credentials and access for the student. This information will remain confidential and will not be shared except for providing online programs solely for the benefit of students and the school system. Under no circumstances will student information be used by third party websites for commercial purposes.

Students who bring privately owned equipment to school are personally responsible for the equipment as well as all security, maintenance, repairs and are subject to the District's technology and internet use policies.

By signing this document, I agree that I have read and will abide by the guidelines outlined in the Student Technology and Internet Usage Agreement for the School District of Denmark.

Student Name (PLEASE PRINT) _____ Grade _____

Student Signature _____ Date _____

By signing below, I understand my daughter/son will be using the above online educational technology tools.

Parent/Guardian Signature _____ Date _____

Rev. January, 2019

Denmark School District

Response to Student Technology and Internet Usage Agreement Violations

Staff Deals With...

1st Offense - Address expectation with student

2nd Offense - Address expectation. Explain changes that are needed to meet expectation. Issue detention. Make parent contact and document incident in IC

3rd Offense - Address expectation. Make office referral. Consequence recorded in IC

Problem behavior is observed

Minor Offenses: Detentions Issued	Major Offenses: Immediate Office Referral
• Plagiarism • Gaming • Misuse of personal information (Password violation) • Accessing manipulating files of others • Cheating • Copyright & Licensing violation • Wasting technology resources • Inappropriate use of personal electronic devices	• Incitement (online coordination of a fight) • Hate crimes • Suicide Threat • Credible physical threat • Harassment, sexual harassment, or slander • Cyberbullying • Downloading unlicensed video, audio, or software programs • Hacking • Sending or displaying offensive messages or pictures • Firewall/Proxy bypassing

Office Deals With...

Report incident to Administration

Administration investigates & develops a plan of action

Administration conferences with parent and student, regarding investigation and plan of action

Incident & evidence recorded in IC

*Other misuses of technology not specifically stated, but implied, are subject to the Student Technology and Internet Usage Agreement and board policy.

*Please note that the categorization of Minor and Major are subject to the severity or frequency of the incidences and are defined under the discretion of Denmark school District Staff.

Therapy Dog Program - Denmark Elementary School

Paws with a Purpose

The Denmark School District recognizes that animals can play various supportive roles in our community. To ensure a safe and inclusive environment, we distinguish between three types of supportive dogs.

Understanding the Types of Dogs

- **Service Dogs:** Specially trained to perform specific tasks directly related to an individual person's disability (e.g., guiding the blind or alerting to medical needs). They are permitted in almost all public places, including school buildings.
- **Emotional Support Animals (ESAs):** Dogs that provide comfort through companionship rather than specialized task training. ESAs are not permitted in our schools.
- **Therapy Dogs:** Dogs trained to provide comfort and emotional support to groups of students and staff. They are only allowed on campus when specifically invited as part of an approved school program.

Our Program

Because therapy dogs require strict district approval and supervision, Denmark Elementary operates a structured Therapy Dog Program designed to support our students' social-emotional well-being and connection to school. The Denmark School District Therapy Dog policy can be found on our district webpage. Look for policy 8390 - Animals on District Property.

Program Safety & Expectations

- **Constant Supervision:** Therapy dogs are never left alone with students and are always under the direct supervision and control of a trained adult handler.
- **Student Behavior:** Students are expected to follow posted "PAWS" expectations (asking permission, using soft voices/touches) and follow all staff directions when interacting with the dogs.

Participation, Allergies, & Accommodations

- **Interaction is Voluntary:** Participation is entirely optional. Students are never forced to interact with the dogs, and families may opt their child out at any time.
- **Allergies and Fears:** The district has thoughtful, discreet procedures in place to accommodate children with dog allergies or fears (such as adjusted scheduling or physical distancing).
    - Access to the digital accommodation/opt-out form by clicking this link.
- **Action Item:** If your child has an allergy, a fear of dogs, or any other medical concern regarding this program, please reach out to the main office, Mrs. Resch, or Mrs. Ehlert to get access to the Google Form to assist in preparing accommodations for your child at school.

For detailed program pamphlets and/or specific handler contact information, please contact the main office.

Transportation

School Bus Rules and Regulations

State law requires that we transport everyone who lives over two miles from school. Our local school board policy is considerably more generous than this. Students riding buses are under the jurisdiction of the school and as such are directly under the supervision of the bus driver. Students must follow the bus driver's direction at all times. The driver has authority to administer the rules and to assign a student to a particular seat. Any student who fails to follow bus regulations will be reported to the principal.

School buses will not leave the school grounds until at least five minutes after dismissal, so there is no need to run to catch the bus. Bus drivers have been instructed not to stop and pick up students once the buses begin moving. **Students may only ride their assigned bus. This includes early and emergency dismissal days.**

All 1st-12th grade students will not be discharged at places other than the regular drop-off points unless proper written or verbal authority to do so comes from the parents or school officials.

Bus Service to and from Childcare Providers

Parents wishing bus service for students to and from locations other than places of residence are requested to do so previous to August 1 preceding the school year. Requests will be honored only under the following conditions:

1. Application must be made with the Office of the District Administrator or designee.
2. The drop-off/pick-up point must be within an area of an existing bus route.
3. Only one pick-up and one drop-off point (4-5 Kindergarten for safety purposes) may be designated. Occasionally exceptions to the one pick-up point may be granted if the pick-up point is on the same bus route and is at an established stop. Parents need to contact the driver directly for this change.
4. Students may only ride their assigned bus. This includes early and emergency dismissal days. All 1-12 students will not be discharged at places other than the regular drop-off points unless proper written or verbal authority to do so comes from the parents or school officials. (4-5 Kindergarten students are not allowed different drop-off points for safety purposes.)

Bus Behavior Guidelines

In order to assure the safety and sense of security of all bus passengers, the following rules regarding appropriate behavior of students have been established:

Previous to Loading:

A. Be on time.
B. Stand clear of vehicle lanes.
C. Do not approach the bus until it comes to a complete stop.

While on the Bus:

A. Remain seated and facing forward while the bus is in motion.
B. Keep hands and head inside the bus.
C. Eating and drinking will be allowed on the bus with the bus driver's approval.
D. Be courteous to fellow students and the bus driver.
E. Talk in conversational tones. (Never yell out of bus windows.)
F. Do not throw things from the bus or on the bus.
G. Keep all objects out of the aisles.
H. Do not tamper with the bus or any of its equipment.
I. Be absolutely quiet when approaching railroad crossings.
J. Keep personal items in your own seat permitting others room to sit. All items must fit in your backpack. Large items are not permitted with the exception of band instruments.
K. No glass containers on the bus.
L. No hanging objects from backpacks, **no backpacks with wheels.**
M. Unless told to leave the bus, students should remain on the bus during road emergencies.

After Leaving the Bus:

A. Be sure to look for traffic coming from both directions. Do not cross the road until the bus driver signals that it is clear to cross.
B. Assist young children.
C. Be alert for the driver's danger signal.

*Please note that drivers will not discharge passengers at places other than the regular bus stops at home or at school unless they have proper written authority to do so from parents or school officials.

Consequences

Bus drivers maintain records of students' offenses. First offense will typically result in a verbal warning by the driver. A second offense may result in the suspension of bus riding privileges for a period of one to five days. Further infractions will result in immediate suspensions of bus riding privileges for a period of one to five days. Severe inappropriate behaviors will result in immediate suspension of bus rider privileges. Damage to the bus will be paid by persons responsible.

Guilt by Association

Every effort will be made to be accurate in dealing with discipline problems. However, the only totally accurate form of discipline is self-discipline, which prevents problems from occurring in the first place. Also, please remember that a bus driver's first responsibility is the safe movement of the bus. Parents should encourage children to clearly disassociate themselves from students violating bus rider rules to avoid circumstances where they may be incorrectly accused of inappropriate behavior.

Parents need to discuss these rules with their children

The safety and sense of security of all bus passengers is taken very seriously by school district personnel responsible for setting the atmosphere on and around the school buses.

Walking Distance To Meet School Buses

NOTE: These distances apply to areas outside of incorporated villages. Designated group bus stops will be developed in villages.

1. Kindergarten/Preschool students may be expected to walk up to 400 feet (1 Block) to a bus stop.
2. Grades 1-6 students may be expected to walk up to 1/8 mile to a bus stop.
3. Grades 7-12 students may be expected to walk up to ¼ mile to a bus stop.
4. RESIDENTIAL AREAS- Stops will be made only at one-block intervals. Consideration will be given to the ages of the students regarding where the stop will be assigned.
5. RURAL AREAS-Where two driveways are situated no more than 400 feet apart, only one stop will be made at a point midway between the two driveways. If three driveways are situated within 400 feet of each other at the extremities, the bus will stop at a point midway between the extremities. If four or more driveways are situated relatively close together bus stops will be determined jointly by the District Administrator and the transportation coordinator. This provision may be modified if safety would be improved by such modification as determined by the District Administrator and transportation coordinator.

   AD0PTED: 1/10/95
   REVISED: 2/26/07

Bus Schedule

Bus schedules are usually well established by the end of the first week of school, and students riding buses will know approximately the times at which the buses will pick them up in the morning. The buses will leave school at approximately 3:20 pm. Students riding school buses are under the jurisdiction of the school and as such are directly under the supervision of the bus driver. A set of bus safety rules has been established, and must be followed.

Bus Tags and Symbols

A bus tag/symbol will be attached to the backpacks of all 4K, 5K and first grade students and should be kept on the backpack throughout the school year. This will indicate which bus the student should board to be dismissed safely and accurately. Please do not remove this bus tag; if it is removed, please contact the school office.

Visitors

Parents and other visitors are welcome to visit District schools. All visitors are required to register in the main office of each school.

The following guidelines apply for all school visits:

- Please call in advance to schedule a visit to ensure that the visit does not conflict with instruction, testing, supervision responsibilities or other scheduled activities.
- All visits to individual classrooms during instructional time shall be permitted only with the teacher and principal's prior approval.
- Every visitor must sign in at the school office and obtain a visitor's pass.
- Signing in at the Elementary School office will **require a state issued ID** (example: drivers license) and **a scan through the RAPTOR system**.
- At the end of your visit, please sign out with office staff.
- Video and/or audio recording of students is prohibited unless special permission has been granted in advance.
- All parent visits/meetings with students during school hours shall be pre-arranged with the building principal and a meeting room will be provided, if available.
- Scheduled event invitations are excluded from the protocol (School Events, Assemblies, Concerts, etc.).

Translation Services

English:If you need this information in your native language, please contact Ms. Jessica Rodriguez at rodriguezj@denmark.k12.wi.us or 920-863-4034.

Spanish: Si necesita esta información en su idioma materno, póngase en contacto con Srta. Jessica Rodriguez en rodriguezj@denmark.k12.wi.us o 920-863-4034.

Hmong: Yog tias koj xav tau cov ntaub ntawv no ua koj hom lus, thov hu Jessica Rodriguez ntawm rodriguezj@denmark.k12.wi.us los sis 920-863-4034.

Mandarin Chinese: 如果您需要使用母语提供的这些信息，请联系 Jessica Rodriguez，电子邮件地址为 rodriguezj@denmark.k12.wi.us或920-863-4034。