

**PUBLIC NOTICE OF A REGULAR SCHOOL BOARD MEETING OF  
THE GALE-ETTRICK-TREMPEALEAU SCHOOL DISTRICT**

**PUBLIC NOTICE** is hereby given to the public and the news media pursuant to Wisconsin State Laws that a **REGULAR** meeting of the School Board of Joint School District No. 1 of the City of Galesville, Villages of Ettrick, and Trempealeau and Towns of Dodge, Caledonia, Ettrick, Gale, and Trempealeau in the County of Trempealeau and Town of North Bend in Jackson County, Wisconsin, will be held on **Monday, June 13, 2022**, commencing at **6:30 p.m.** at **G-E-T High School Library** in the City of Galesville, Trempealeau County, Wisconsin and the preliminary agenda for said meeting is as follows:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call of the Board
4. Proof of Public Notice
5. Mission Statement
6. Approval of Minutes
7. Approval of Financial Reports
8. Public Comments – Board may not take any action
9. Correspondence
10. Administrative Reports/Building Reports
  - A. Professional Learning Communities (PLCs) Update
  - B. AGR Report (Terri Fanta)
11. Unfinished Business
  - A. Possible Action on Resignations/Retirements, Employment, and Transfers
    1. Resignations/Retirements
      - a. Principal
      - b. Pupil Services Director
      - c. School Social Worker
      - d. Food Service Director
      - e. Teachers
      - f. Bus Driver
      - g. Custodial
      - h. Coach
    2. Employment
      - a. Teachers (7)
      - b. School Counselor
      - c. School Psychologists
      - d. Paraprofessional
    3. Transfers
      - a. Teachers (4)
      - b. Food Service
      - c. Custodial
  - B. Grant
12. New Business
  - A. Review Proposed Revisions to the Board Policies- First Reading
  - B. Consider Recommendation to Approve Updates to HS Handbooks (Action)
  - C. Consider Recommendation to Approve Updates to MS Handbook (Action)
  - D. Consider Recommendation to Approve Updates to Elementary Handbooks (Action)
  - E. Consider Recommendation to Approve Updates to Employee Handbook (Action)
  - F. Consider Recommendation to Approve ESSER Funded Position at Ettrick Elementary and Support 2-Year, Full-Time Curriculum Director/Reading Specialist Position (Action)
  - G. Consider Recommendation to Approve Increases for Hourly Wages for 2022-2023 School Year (Action)
13. Committee Reports
14. Board President Report
15. Review Timelines and Items for Future Board Agendas and Meetings
  - A. Thursday, July 7 – Committee Meetings @ High School Library
    - o Finance Committee @ 6:30 p.m.
  - B. Monday, July 11 – Regular Board Meeting @ 6:30 p.m.
16. Closed Session
  - A. Consider Convening in Closed Session Under State Statute Section 19.85 (1)(f) for the Purpose of Discussing Early Graduation Request and State Statute Section 19.85 (1)(b)(c) for the Purpose of Discussing Personnel Concerns, Administrative Job Performance and Administrative Salary Recommendations.
17. Adjournment

**PUBLIC NOTICE** is further given that any changes in the final agenda will be posted on the bulletin board located in the district office in Galesville not later than 24 hours prior to the meeting.

**G-E-T SCHOOL BOARD AGENDA INFORMATION**  
**Regular Board Meeting – June 13, 2022**  
**High School Library**

**CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF THE BOARD**

**PROOF OF PUBLIC NOTICE**

**MISSION STATEMENT**

The mission of the Gale-Ettrick-Trempealeau School District is to provide an education based upon a strong academic foundation in order to equip all students with skills to be productive and responsible citizens.

**MEETING MINUTES**

Request a motion to approve the minutes from the May 9, 2022, regular board meeting and the May 25, 2022, special meeting. **(Action)**

**FINANCIAL REPORTS**

If you have any questions about the reports, please call Cary Brommerich, District Office Manager, prior to the meeting. Request a motion to approve Payroll Vouchers #101154- #101159 in the amount of \$2,657.16 and Payroll Direct Deposit Vouchers #1007666 - #1008194 in the amount of \$729,275.00, and Vouchers #106109- #106341 in the amount of \$1,016,600.73, and Petty Cash Vouchers #3238 - #3241 in the amount of \$416.00. **(Action)**

**PUBLIC COMMENTS** - Board may not take any action.

**CORRESPONDENCE**

**ADMINISTRATIVE/BUILDING REPORTS**

- A. Professional Learning Communities (PLCs) Update**
- B. AGR Report (Terri Fanta)**

**UNFINISHED BUSINESS**

- A. Possible Action on Resignations/Retirements, Employment, and Transfers**

- 1. Resignations/Retirements (Action for the following)**

- a. Principal**

- Notes:** Recommend a motion to approve the resignation of Troy White, HS Principal.

- b. Pupil Services Director**

- Notes:** Recommend a motion to approve the resignation of Lindsey Schubert.

- c. School Social Worker**

- Notes:** Recommend a motion to approve the resignation of Shelby Wuebker.

- d. Food Service Director**

- Notes:** Recommend a motion to approve the resignation of Susan Jandt.

- e. Teachers (3)**

- Notes:** Recommend a motion to approve the resignations of Annie Hughes, HS SPED Teacher and Angela Ausprung, TE SPED Teacher; Hillary Garcia, HS Science.



**f. Bus Driver**

**Notes:** Recommend a motion to approve the resignation of Deb Householder.

**g. Custodial**

**Notes:** Recommend a motion to approve the resignation of Mike McClanahan.

**h. Coach**

**Notes:** Recommend a motion to approve the resignation of Dan Stuhr, Head Softball.

**2. Employment (Action for the following)**

**a. Teachers (7)**

**Notes:** Recommend a motion to approve the hires of Noah Gansen, TE SPED Teacher; Carley Green, PE/MS Health Teacher; Kara Kargard, ELL Teacher; Amy Wallis, TE SPED Teacher; Samantha Yehle, TE 1<sup>st</sup> Grade Teacher; Michael Mullikin, HS SPED Teacher; Ellen Funke, EE 3<sup>rd</sup> Grade Teacher

**b. School Counselor**

**Notes:** Recommend a motion to approve the hire of Kristin Iverson, EE Counselor (ESSER Funded Position)

**c. School Psychologists**

**Notes:** Recommend a motion to approve the hires of Tara Klinski, HS/MS School Psychologist and Maureen Trim, Elementary School Psychologist.

**d. Paraprofessional**

**Notes:** Recommend a motion to approve the hire of Robert Seibon, MS SPED Paraprofessional.

**3. Transfer (Action for the following)**

**a. Teachers (4)**

**Notes:** Recommend a motion to approve the transfers of Patty Behan, TE 4<sup>th</sup> Grade Teacher to ESSER Growth Support Teacher @ TE; Sara Purvis, TE 4K to TE 2<sup>nd</sup> Grade Teacher; Karalyn Zachary, EE 4<sup>th</sup> Grade Teacher to TE 4<sup>th</sup> Grade Teacher; Kate Kubicek, GE 3<sup>rd</sup> Grade Teacher to ESSER Growth Support Teacher @ GE.

**b. Food Service**

**Notes:** Recommend a motion to approve the transfer of Melody Schorbahn, HS Cook to Food Service Director.

**c. Custodial**

**Notes:** Recommend a motion to approve the transfer of Tamara Bisek, HS Part-time Night Custodian to Ettrick Elementary Full-time Custodian; Kurt Kuchan, MS Part-time Night Custodian to MS Full-time Night Custodian.

**B. Grant (Action)**

**1. Notes:** Recommend a motion to approve the following grant:

- a.** \$7,000.00 grant from BK5k.

**NEW BUSINESS**

**A. Review Proposed Revisions to the Board Policies – First Reading**

**1.** 185 – Standing Board Committees and Appointments

**B. Consider Recommendation to Approve Updates to HS Handbooks (Action)**

**1. Notes:** This includes three handbooks: Student/Parent, Athletic/Activities Code and Staff. Handbook changes are highlighted. Staff name updates and lunch prices will be updated when information is available.

**C. Consider Recommendation to Approve Updates to MS Handbook (Action)**

- D. Consider Recommendation to Approve Updates to Elementary Handbooks (Action)**
- E. Consider Recommendation to Approve Updates to Employee Handbook (Action)**
  - 1. Notes: Recommended changes have been reviewed by the Handbook Committee, which is comprised of board members, administrators, and GET-EA members.
- F. Consider Recommendation to Approve ESSER Funded Position at Ettrick Elementary and Support 2-Year, Full-Time Curriculum Director/Reading Specialist Position (Action)**
  - 1. Notes: Proposal will be presented by Terri Fanta.
- G. Consider Recommendation to Approve Increases for Hourly Wages for 2022-23 School Year (Action)**

#### COMMITTEE REPORTS

#### BOARD PRESIDENT REPORT

#### REVIEW TIMELINES AND ITEMS FOR FUTURE BOARD AGENDAS AND MEETINGS

- A. Thursday, July 7 – Committee Meetings @ High School Library**
  - o Finance Committee @ 6:30 p.m.
- B. Monday, July 11 – Regular Board Meeting @ 6:30 p.m.**

#### CLOSED SESSION

- A. Consider Convening in Closed Session Under State Statute Section 19.85 (1)(f) for the Purpose of Discussing Early Graduation Request and State Statute Section 19.85 (1)(b)(c) for the Purpose of Discussing Personnel Concerns, Administrative Job Performance and Administrative Salary Recommendations.**

#### ADJOURNMENT



**Gale-Ettrick-Trempealeau School Board Meeting Minutes**  
**REGULAR SCHOOL BOARD MEETING**  
**May 9, 2022**

President Larry Moore called the meeting to order at 6:30 p.m. at G-E-T High School Library, Board members present: Gene Hogden, Paul Kinzer, Mark Kopp, Deb Lakey, Adam Leavitt, Larry Moore and Todd Roessler. Missing Paul Halderson & Harold Olson. Also present at the meeting: Michele Butler, District Administrator; Cary Brommerich, Business Manager; Terri Fanta, Pete Peterson, Sam Ruud, Troy White, and Melissa Wilber, Principals.

PLEDGE OF ALLEGIANCE  
ROLL CALL OF THE BOARD

PROOF OF PUBLIC NOTICE

Ms. Pehler verbally affirmed that the meeting had been properly posted.

MISSION STATEMENT

Mission statement was read by Mr. Kinzer, as agreed upon by the Board Members.

MEETING MINUTES

Mr. Kopp made a motion to approve the minutes from the April 11, 2022, regular board meeting and the April 25, 2022, special board meeting. Ms. Lakey seconded this motion. Motion carried by a 7-0 voice vote.

FINANCIAL REPORTS

Mr. Kinzer made a motion to approve Payroll Vouchers #101148 - #101153 in the amount of \$2,651.28 and Payroll Direct Deposit Vouchers #1007145 - #1007665 in the amount of \$698,933.68, and Vouchers #105866 - #106104 in the amount of \$865,346.58, and Petty Cash Vouchers #3233 - #3237 in the amount of \$521.50. Mr. Kopp seconded this motion. Motion carried by a 7-0 voice vote.

PUBLIC COMMENTS - Board may not take an action.

Pam Roh spoke on behalf of the high school staff to communicate that the vast majority of the staff is supportive of Troy White as their building principal and their boss.

CORRESPONDENCE

No Correspondence.

ADMINISTRATIVE REPORTS

- A. High School Schedule: Troy White explained that the change in the high school schedule to a block schedule was to provide an avenue for students to catch up on courses following the disruptions to instruction that occurred because of the pandemic. He explained how adjustments were made this year to further accommodate elective opportunities for students.
- B. Youth Apprenticeship: Amy McCutchen provided updates on the Bluffview YA Consortium. She also brought along two students who shared their experiences as participants in the YA program
- C. FCCLA: Kristine Burritt and four students who are active in FCCLA provided information about the activities and successes that have occurred this year, including that 17 students made it to state and 6 of those went on to nationals.
- D. FFA: John Nelson and several FFA student representatives presented an overview of this year's program and events. This included the national convention, FFA week activities, and various competitive events.

UNFINISHED BUSINESS

- A. Employment- Resignations, Retirements, Employment, and Transfers
  1. Resignations/Retirements



Mr. Kinzer made a motion to approve the below teacher retirements/resignations. Seconded by Mr. Kopp. Motion carried 6-0 voice vote; Gene Hogden abstained.

- a. Lauren Burchill, School Psychologist, end of school year, resignation
- b. Michelle Meil, TE SPED Teacher, end of school year, resignation
- c. Barbara Hogden, School Nurse, end of school year, retirement
- d. Anne Merry-Jumbeck, Activities Director Secretary, end of school year, resignation
- e. Wendy Kiedrowski, GE Part-time Custodian, resignation
- f. Mikayla Duffenback, MS Paraprofessional, and Heidi Jo Matthews, GE Paraprofessional, end of school year, resignation

## **2. Employment**

Ms. Lakey made a motion to approve the below hires. Seconded by Mr. Roessler. Motion carried with a 7-0 voice vote.

- a. Jessica Kish, MS/HS PE/Health Teacher
- b. Hannah Smith, 7<sup>th</sup> Grade ELA Teacher
- c. Madison Schmidt, 6<sup>th</sup> Grade Science Teacher
- d. Jamie McCabe, Ettrick Elementary, 3<sup>rd</sup> Grade Teacher

## **3. Transfer**

Mr. Kopp made a motion to approve the below transfers. Seconded by Mr. Leavitt. Motion carried 7-0 voice vote.

- a. Maggie Gengler, from MS Paraprofessional to MS Part-time Secretary
- b. Misty Speltz, from HS Secretary to GE LMC Paraprofessional

## **B. Donations**

Mr. Leavitt made a motion to approve the below Donations as reviewed. Seconded by Mr. Roessler. Motion carried by a 7-0 voice vote.

- a. \$ \$250 from Coulee Boutique to the MS SPED Department.
- b. \$250 from Ryan and Kristina Schwertel to G-E-T FFA.
- c. \$500 from Andrea Thompson, in memory of Stewart Nehls, to G-E-T FFA.
- d. \$1,500 from Trempealeau Lions for football uniforms.

## **NEW BUSINESS**

### **A. Consider Recommendation to Hire a TE 2<sup>nd</sup> Grade Teacher**

Mr. Kinzer made a motion to approve the recommendation to hire an additional 2<sup>nd</sup> Grade Teacher at Trempealeau Elementary for the 2022-2023 school year. Seconded by Mr. Roessler. Motion carried by a 7-0 voice vote.

### **B. Consider Recommendation to Hire 2, 2-Year Positions at TE and GE for AGR Support Funded through ESSER Grants to Address Learning Loss**

Mr. Kinzer made a motion to approve the recommendation to hire 2, 2-Year positions at TE and GE for AGR Support Funded through ESSER Grants to Address Learning Loss. Seconded by Mr. Leavitt. Motion carried by a 7-0 voice vote.

### **C. Select Board Member to Represent District as Delegate at CESA 4 Convention**

The board appointed Mr. Moore represent the district as a delegate at the CESA 4 convention in June.

## **COMMITTEE REPORTS**

- A. **Policy Committee:** Mr. Roessler reported that the committee reviewed the 900 series, Facilities Development policies and the 100 series, Board of Education policies. Policy 185 - Standing Board Committees and Appointments will be updated and brought to the June board meeting for a first reading.

## **BOARD PRESIDENT REPORT**



Mr. Moore acknowledged the work of our school nurse, Barbara Hogden, in honor of Nurses Day. Mr. Moore stated that as the new board president, one of his goals for the board is to follow board policies at all times.

#### REVIEW TIMELINES AND ITEMS FOR FUTURE BOARD AGENDAS AND MEETINGS

- A. Monday April 25– Special Meeting @ 6:30 p.m.
- B. Wednesday April 27– Negotiations Committee Meeting @ 6:30 p.m.
- C. Thursday, May 5 – Committee Meetings
  - o Policy Committee @ 6:00 p.m.
  - o Finance Committee @ 6:30 p.m.
- D. Monday, May 9 – Regular Board Meeting @ 6:30 p.m.
- E. Friday, May 27 – Graduation @ 7:00 p.m.

#### CLOSED SESSION

- A. Mr. Kopp made a motion to move to Closed Session Under State Statute Section 19.85 (1)(f) for the Purpose of Discussing Early Graduation Request and State Statute Section 19.85 (1)(b)(c) for the Purpose of Discussing Personnel Concerns, Administrative Job Performance and Administrative Salary Recommendations. Seconded by Ms. Lakey. Motion carried with a 7-0 voice vote. Board moved to close session at 8:00 p.m.
- B. Mr. Hogden made a motion to move back into to open session. Seconded by Mr. Kinzer. Motion carried with a 7-0 voice vote. Board moved to open session at 8:36 p.m.

#### ADJOURNMENT

Mr. Hogden made a motion to adjourn the meeting at 8:37 p.m. Mr. Kinzer seconded this motion. Motion passed with a 7-0 voice vote.



School Board Report  
Pete Peterson, Principal  
Gale-Ettrick-Trempealeau Middle School  
Month of: May

### Middle School Building update

What is something to discuss:

- We made it! Another great year in the books.
- We are sending out our Standard Based Reporting Parent Guide with our end of the year report cards. We are trying to keep parents informed of our changes for next year.
- We have all our students signed up for classes for next year. Allene and I will work this summer on creating class schedules.

What is something to celebrate:

- Just a normal end of the year. After the last two years, it was fun to go on end of the year trips and send students off in style.
- We scored above the 50% in both reading and math for our STAR -student growth percentile (SGP). That means we were above the national average in each one.
- We had a great Move-Up Day! Our school counselors designed a day for the 5<sup>th</sup> graders to come to the middle school and for the 8<sup>th</sup> grade to go to the high school. Each place had activities planned to show the students what each school had to offer.
- Our spring band and choir concerts went very well. The students sounded amazing.







School Board Report  
Terri Fanta, Ettrick Elementary Principal, Curriculum, and Reading Specialist  
June Report

**Ettrick Elementary Building Update**

-End of the school year highlights:

- PBIS Celebration - students rotated through different stations on June 1 for an afternoon of fun (dance party, side walk chalk drawings, obstacle course, Bingo, water balloon toss and playground time). All had a great time and the weather was fantastic.
- 5th Grade students were recognized for various achievements at an end of the year program in their honor. Retirees, Kathy Beirne and Dale Anderson were also recognized at this program for their dedicated service to Ettrick Elementary. . Students presented Mrs. Beirne and Mr. Anderson a fingerprint painting and blanket, both made by all the students.
- Following the end of the year program, staff and students made their way to the Ettrick Ball Park. While there, the Ettrick Elementary Staff took on the 5th graders in a game of kickball. Fortunately, the game ended in a tie, so all were happy. All students enjoyed watching the game, playing on the playground, and eating lunch at the park.
- On the very last 5 minutes of the last day, the entire student body created a tunnel for the 5th graders and Mrs. Beirne and Mr. Anderson to exit through as they made their departure as students and staff members at Ettrick Elementary.

-Derrick Hammer and crew are busy installing new shelves, cabinets, and countertops in the classrooms. We are so excited for this new and improved look.

**Curriculum/Reading Specialist Update**

-District-wide data is taking shape. I will be meeting with principals, ES's, and MS, throughout the summer to analyze each building's end-of-the-year assessments.

-K-5 teachers are working on revising science scope and sequence, units, assessment, and resource identification that align with the new standards and learning new social studies standards which require a shift from previous standards.

-6-8 Math, ELA, Science, and Social Studies teachers will be meeting this summer to review standards and update power standards/mastery standards. Rubrics are being developed to assess level of learning which will facilitate standards based reporting.

-All G-E-T Staff will be receiving a preview of the district's professional development plan for the 2022-23 school year. Main themes are: Assessment, Universal Design for Learning, Equity, and Social and Emotional Learning

-The district's Equity Team will be meeting to plan for the 2022-23 staff meetings and district professional development days.



School Board Report  
Melissa Wilber  
Galesville Elementary Principal  
June 2022

### **Galesville Elementary Building Update**

We are prepping the building for several summer projects which include:

- Installing cabinets for storage for art & K in halls
- New sinks and flooring in entry bathroom area
- Additional sink in 4,5 wing bathroom
- Carpet in remaining hallways

End of the Year Excitement:

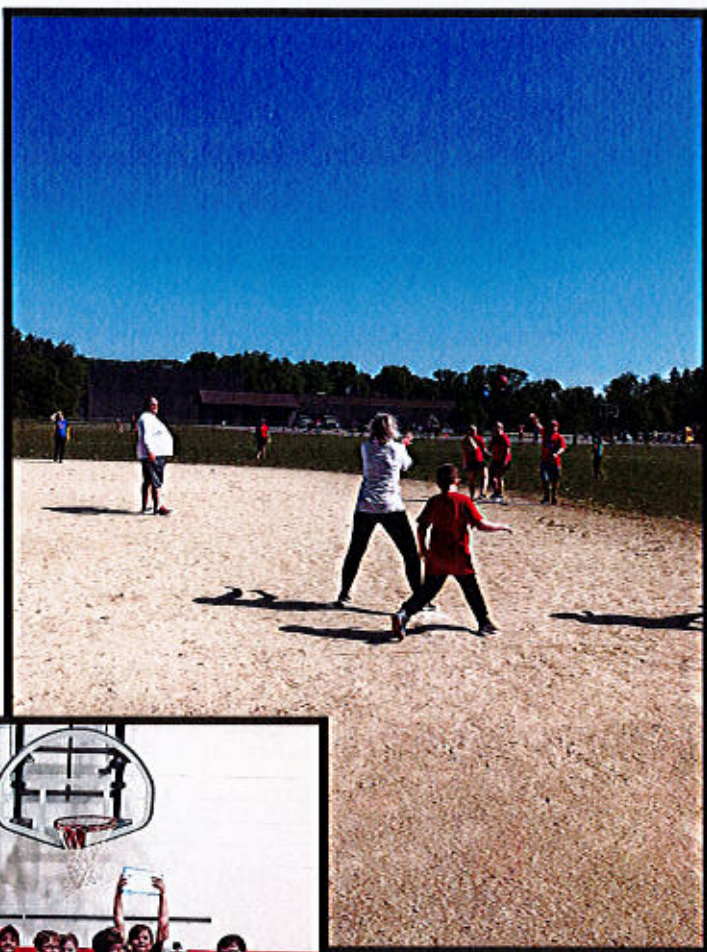
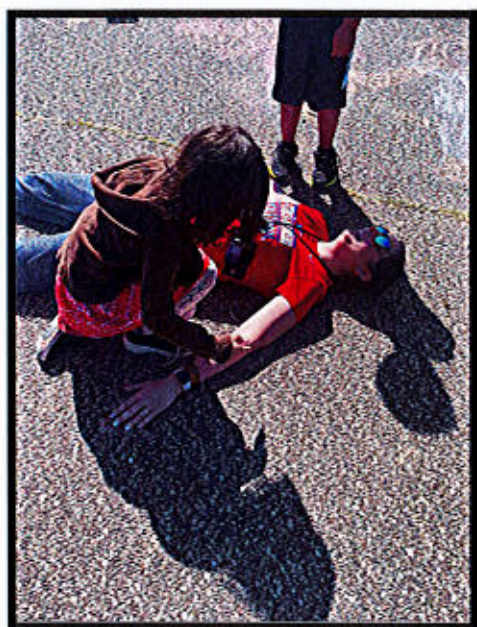
- Kindergarten students were invited to attend the Halderson farm. They enjoyed learning about this enterprise.
- 1st graders traveled to Perrot State Park, Bike & Bean, and Sunset Gardens.
- 2nd graders went to tour the LaCrosse Queen and then tested out the Trane All Abilities Park.
- 4th graders traveled to the capital to support their learning about Wisconsin state history.
- 5th graders learned about the environment at the School Forest. They also traveled to the zoo.
- Last day Redhawk Rally with staff vs. students kickball tournament was held where staff claimed their win for the 14th consecutive year.

We celebrated Mr. Smidt's and Mrs. Hogden's last day at Galesville with friendly waves to the buses and a cartwheel from Doyle.

#### Appreciation

- Jean Wallner wrote a BK5K grant that awarded \$5000 for a new greenhouse in the garden.
- Angie Lavery wrote a BK5K grant for art that awarded \$12000 to GE for art room renovations.
- We are thankful for the Galesville Library and look forward to the summer reading program coordinated by Wina Mortenson.
- We are thankful for the summer meals that will be provided in our community as organized by Barb Longwell.









17511 North Main ★ Galesville, WI 54630 ★ p: (608) 582-4657 ★ f: (608) 582-4961 ★ [www.getsd.org](http://www.getsd.org)

School Board Report  
Sam Ruud, Trempealeau Elementary Principal  
June Report

**Trempealeau Elementary Building Update**

- During the month of May we completed a number of assessments. This data will help drive our work when we start the next school year. Teams have already met to discuss needs and where they can start on the first day of school.
- The last day of school was smooth and well organized. We divided all students into groups, mixed by age, for activities and had an outdoor assembly so all the students could be together one time this year. We also used this time to honor and recognize our 5th graders as they completed their last day as elementary students. Our 5th graders have been great leaders during the past year.
- Since January the TE Staff has been engaged in the work of completing a Mission and Vision Statement, Values, and Collective Commitments for the building. This has been a major undertaking, but it helps us move forward as a building, knowing what the commitments and expectations for all are.





**Mission Statement:**

The mission of Trempealeau Elementary School is to ensure high levels of learning and growth for all.

**Vision Statement:**

At TREMPealeau, we are committed to:

- Teaching with research based practices
- Relationship building
- Engaging in collaboration
- Meeting social, emotional, and academic needs
- Promoting growth by utilizing data

All Learning. All Growing. All Flourishing.

**Values:**

Joy, Kindness, Compassion, Balance, Collaboration, Teamwork, Connection

**Collective Commitments:**

- We will collaborate with colleagues to meet the needs of OUR students.
- We will focus on the students' successes and their 'next steps' to ensure high levels of learning and growth.
- All decisions made will be student-centered.
- We will set high growth expectations for all students.
- We will use assessment results to guide our instruction.
- We will seek out opportunities to celebrate staff successes to increase morale and appreciation of each other.
- We will bring knowledge, love, acceptance, and celebration to ALL.
- We will honor that everyone is working with their best intentions to serve all.
- In order for students to be flourishing, we will bring joy, questioning, investigating, and inquiry learning to as many lessons as we can.
- We seek to educate the WHOLE child in all learning styles through developmentally appropriate ways.
- We will choose positivity over negativity.
- We will openly share student progress, both struggles and successes, to better meet the needs of our learners.
- We will seek the advice of PLCs, both district and building level, to assist our students' growth and learning.
- We will allow time for "life" for students and staff - time for students to be kids and teachers to be human.

**G-E-T Middle School**  
Standards-Based Reports on Student Growth

**Parent Guide**





## Reporting Student Growth

### Introduction

Standards-Based Reporting focuses on what students are *learning* instead of what they are *doing*. Traditionally, grades focus on what students do, how well they behave, their attendance, their effort, and how well they conform; only some focus is on what they learn. Standards-based report cards measure students against a standard rather than each other. They communicate student progress by measuring student learning on a well-defined standard.

The G-E-T Middle School reports student progress on the well-defined Power Standards that were determined to be essential to master and were derived from the Wisconsin State Standards. Standards-Based Reporting recognizes all students start at different levels of understanding and gives students time and ample opportunity to demonstrate proficiency in the skills and concepts deemed essential by our Professional Learning Communities (PLCs).

## Explanation of Our Core Beliefs

### Core Belief 1:

*Grades must communicate what students know and can do.*

Grades are a communication tool rather than a collection of points. G-E-T Middle School believes that grades should report student proficiency against identified learning standards and should not be influenced by non-academic factors. Learning comes from what students carry forward and use beyond the test. Thus, a pattern of evidence over time is a more reliable measurement of student achievement.

### Core Belief 3:

*Academic achievement is reported separately from behaviors.*

We believe behavior is a powerful indicator of student performance. Although student behaviors such as missing assignments, late work, extended practice, effort, etc. affect student learning, they are not calculated into the marks given in each subject on a standards based report card. Instead, teachers will assess student behaviors in the Citizenship section on the report card. Separating behavior expectations from academic achievement is a core tenant of providing valuable feedback.

### Core Belief 2:

*Grades are based on clearly established criteria determined by content teams.*

The number of standards teachers are expected to cover, and students are required to learn is overwhelming. By identifying instructional priorities, students can develop proficiency in grade level skills and concepts essential for learning. Teachers collaboratively work across content area PLCs to identify a progression of essential standards from their content area and deconstruct them to create student friendly learning targets. Students should know and demonstrate proficiency in each essential learning outcome.

### Core Belief 4:

*Grades are equitable.*

The focus for students shifts from the collection of points to improve their average, to understanding and achieving proficiency in Power Standards. Grades will report only what students know and can do after a learning cycle, not the routes used to get there. The G-E-T Middle School values teaching utilizing the Universal Design for Learning model which allows us to meet the instructional and assessment needs of each student. Our goal is to provide a fair and equitable education to all learners.



## Grading Practices

**ONE: The adoption of a 3-tiered proficiency scale.**

I - Initial	A - Approaching	P - Proficient
The student demonstrates an initial understanding of the standard. Evidence suggests the student's understanding of academic knowledge and skills is below grade-level expectations at this point in the school year.	The student is approaching proficiency in the standard at this point in the school year. Evidence suggests partial understanding and application of academic knowledge and skills consistent with grade-level expectations.	The student demonstrates a proficient understanding of the standard at this point in the school year. Evidence of learning includes the ability to apply content knowledge and skills with accuracy and quality consistent with grade-level expectations.

\*NE- not enough evidence

**TWO: Proficiency is based on a body of evidence.**

A body of evidence is a collection of student data that includes multiple pieces of evidence that help teachers measure student learning and make instructional decisions about how to best teach each student. At the end of a term, teachers review this evidence and measure it against a criteria to determine each student's level of performance. Assessments to determine students' achievement of Power Standards include but are not limited to the following:

- Projects
- Collaboratively developed tasks
- Presentations
- Checklists
- Formative assessments
- Performance Tasks
- Summative Assessments
- Writing Samples

*What's the difference between formative and summative assessments?* Formative assessments are real-time student data such as assignments, exit tickets, progress checks, etc. given to students as a way for us to see how a student is progressing **during the unit**. Summative assessments are assignments, projects, presentations, etc. that students complete at the **end of a unit** so we can evaluate what they learned throughout the course. Student performance on the summative assessments will be used to determine mastery of Power Standards.

All of these sample items provide teachers with information about a student's understanding, application and process toward specific learning goals. The difference between grading based on a body of evidence and the way traditional grades are given is that there is no averaging of the evidence allowing in class assessment to drive the majority of the performance rating.

**THREE: Proficiency is organized and reported by the Power Standards.**

You will find descriptions of the Power Standards that will appear on the Standards-Based Report Card for the Core subject areas linked on the G-E-T Middle School website under Standards-Based Report Card Materials.

**FOUR: Academic achievement is reported separately from student learner characteristics.**

Learner characteristics, or behaviors, are considered an essential part of a student's progress. Learner characteristics are separated from academic achievement to accurately report what students know and what they are able to do. Factors such as effort, participation, and homework completion are not included in a student's academic proficiency score. Like academic achievement, a learner characteristic proficiency scale gives the parent and student feedback about their progress toward essential skills needed for sustained academic success. The following rubric is used to provide feedback to students and parents about their student's progress toward grade level learner characteristics.

**Learner Characteristics**

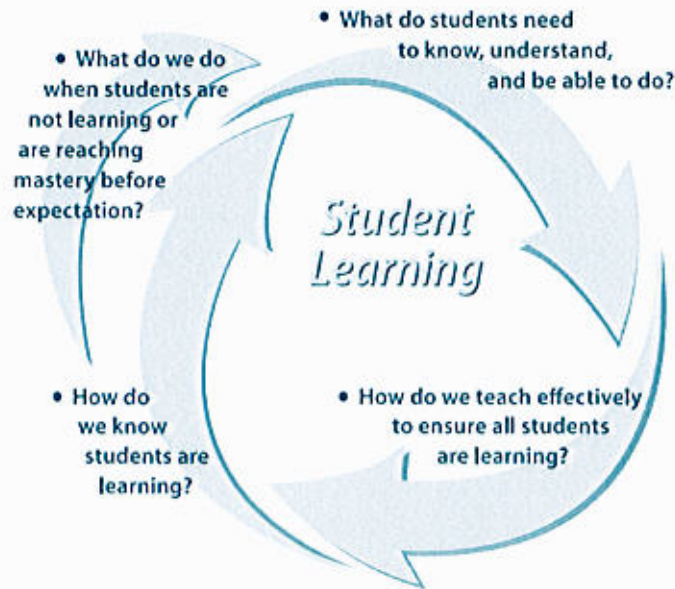
Engagement	Respect	Responsibility
Participates in class, works well with groups, and seeks assistance.	Treats self, peers, staff, and property with respect.	Uses time wisely, completes assignments on time, comes to class prepared.

**FIVE: Students will have multiple opportunities to demonstrate proficiency, which may include reassessment.**

**Extra Credit-** In standards-based reporting, extra credit does not exist. Extra credit distorts a grade. If students want to show they have improved their understanding of concepts and skills, they need to demonstrate the required learning. Teachers will provide reteaching opportunities for students instead of extra credit. **Proficiency** can include additional time or an alternative assessment that provides evidence of an essential learning outcome.



# Continuous Cycle of Student Learning



## Step 1: What do students need to know, understand, and be able to do?

- Know grade level standards in each core and co-curricular subject
- Understand grade-level expectations identified, organized, and described
- Explain the differences of a 3, 2, and 1 on the proficiency scale

## Step 2: How do we know students are learning?

- A variety of assessment methods and strategies to determine student proficiency (quizzes, exit slips, short writing prompts, oral questioning, classroom monitoring, observation of performance, and unit assessments)

- Regular feedback and guidance to students
- Learning is measured through common rubrics

## Step 3: What do we do when students aren't learning or reaching proficiency?

- Students are given multiple opportunities to reach proficiency
- Teachers utilize a universal design approach to help students make connections and build skills toward grade-level expectations
- Teachers utilize school-wide systematic interventions and supports that match student needs
- ELT provides students with extra time and instruction to reach proficiency



02 June 2022

# STANDARDS-BASED REPORTING AT G-E-T MIDDLE SCHOOL

Standards-Based Reporting focuses on what students are learning instead of what they are doing.

CORE BELIEF 1: Grades must communicate what students know and can do.



CORE BELIEF 2: Grades are based on clearly established criteria determined by content teams.

CORE BELIEF 3: Academic Achievement is reported separately from behaviors.



CORE BELIEF 4: Grades are equitable.



## GRADING PRACTICES

- The adoption of a 3-tiered proficiency scale.
- Proficiency is based on a body of evidence.
- Proficiency is organized and reported by the Power Standards.
- Academic achievement is reported separately from student behavior.
- Students will have multiple opportunities to demonstrate proficiency, which may include reassessment.

## HOW?

### CONTINUOUS CYCLE OF LEARNING

- Step One: What do students need to know, understand, and be able to do?
- Step Two: How do we know and ensure ALL students are learning?
- Step Three: What do we do when students aren't learning or reaching proficiency?
- Step Four: What do we do if students already know it?

ADDITIONAL  
PARENT GUIDE  
INFORMATION







## New Employee Summary

Employee Name	Position	Building	Hours/Days	Salary**	Replaces	Background
Noah Ganssen	Special Education Teacher	Trempealeau Elementary	1.0 FTE	\$52,202	Michelle Meil	
Carley Green	PE/Health Teacher	High School/ Middle School	1.0 FTE	\$48,067	Doyle Smidt	
Kristin Iverson	Counselor	Ettrick Elementary	1.0 FTE	\$57,370	New Position	
Kara Kargard	ELL Teacher	High School	1.0 FTE	\$46,000	New Position	
Jessica Kish	PE/Health Teacher	High School/ Middle School	1.0 FTE	\$53,500	Pam Roh	
Tara Kliniski	School Psychologist	District	1.0 FTE	\$57,370	Jennifer Vogelsberg	
Jamie McCabe	3 <sup>rd</sup> Grade Teacher	Ettrick Elementary	1.0 FTE	\$55,500	Kathy Beirne	
Madison Schmidt	6 <sup>th</sup> Grade Science Teacher	Middle School	1.0 FTE	\$41,500	Jane Sawall	

June 13, 2022

Hannah E. Smith	ELA Teacher	Middle School	1.0 FTE	\$41,500	Lyn Halderson	
Maureen Trim	School Psychologist	Elementary	1.0 FTE	\$67,707	Lauren Burchill	
Samantha Yehle	1 <sup>st</sup> Grade Teacher	Trempealeau Elementary	1.0 FTE	\$61,505	Christine Sebranek	
Amy Wallis	Special Education Teacher	Trempealeau Elementary	1.0 FTE	\$41,968	Angela Ausprung	
Michael Mullikin	Special Education Teacher	High School	1.0 FTE	\$51,168	Anne Hughes	
Ellen Funke	3 <sup>rd</sup> Grade Teacher	Galesville Elementary	1.0 FTE	\$52,2022	Kate Kubicek	Kate transferred to ESSER position
Robert Sehon	Special Education Paraprofessional	Middle School	6 hr/day	\$16.13	Maggie Gengler	
Patricia Behan	ESSER Growth Support Teacher	Trempealeau Elementary	.85	\$59,309	Transfer	From TE 4 <sup>th</sup> Grade
Sara Purvis	2 <sup>nd</sup> Grade Teacher	Trempealeau Elementary	1.0 FTE	No Change	Transfer	From TE 4K
Karalyn Zachary	4 <sup>th</sup> Grade Teacher	Trempealeau Elementary	1.0 FTE	No Change	Transfer	From EE 4 <sup>th</sup> Grade



Kate Kubicek	ESSER Growth Support Teacher	Galesville Elementary	1.0 FTE	No Change	Transfer	From 3 <sup>rd</sup> Grade
Melody Schorbahn	Food Service Director	District	1.0 FTE	\$45,000	Transfer	From HS Cook
Sheryl Byom	AD/Attendance Secretary	High School	1.0 FTE	No Change	Transfer	From High School Counseling Office Secretary



# Board of Education Policy

## *Gale-Ettrick-Trempealeau School District*

### STANDING BOARD COMMITTEES AND APPOINTMENTS

Policy 185

Following the May organizational meeting, the president of the Board of Education of the Gale-Ettrick-Trempealeau School District shall make appointments to all standing committees. The appointments are to become part of the official minutes, and may consist of any or all of the following committees:

#### Standing Committees

1. Policy
2. Negotiations (certified)
3. ~~Negotiations (non-certified)~~ Insurance
4. Curriculum
5. Finance
6. ~~Long Range Planning Personnel~~
7. Buildings and Grounds
8. Handbook
9. ~~Compensation~~

#### Appointments

1. ~~Pupil Services~~
2. CESA Representative
3. WASB Delegate

The Finance Committee shall include all board members and function as a committee of the whole. This meeting will take place at 6:30 p.m. on the Thursday preceding the regular monthly school board meeting.

Public notice of meetings of standing board committees shall be given in accordance with state law and established procedures.

Legal Reference:	Sections	19.84	Wisconsin Statutes
		19.85	

Approved in part:	02/11/91
Amended in part:	08/10/99, 07/12/04
Amended:	05/08/06, 02/09/09, 06/14/10, 09/10/12
Reviewed:	01/23/06, 02/12/07, 02/11/08, 11/08/10, 05/04/17



# ***Gale-Ettrick-Trempealeau High School***

**Tradition in Excellence**

**Safe, Responsible, and Respectful**



## **Parent/Student Handbook**

**2022/2023**

Rigor - Relevance - Relationships

*Approved by the Board of Education  
August 2021*

## HIGH SCHOOL STAFF

Ian Anderson	Physical Education
Niels Anderson	English
Kathryn Bentz	English
Kara Brandau	Mathematics
Megan Broten	Spanish
Kristine Burritt	Family & Consumer Sciences
Sheryl Byom	Secretary
Dan Dahl	Custodian
Jeanette Dooley	Paraprofessional
Tina Duffenbach	Cook
Don Foley	Social Studies
Hilary Garcia	Science
Wayne Gholson	Special Education
Cindi Gilbertson	Paraprofessional
Barbara Hogden	District School Nurse
Jessica Holder	Special Education
Molly Hovell	Mathematics
Scott Hovell	Physical Education
Louis Hurd	Social Studies
Susan Jandt	Food Service Manager
Jennifer Johnson	Art
Jon Johnson	Science
Anne Jumbeck	Secretary
Tony Kading	Instrumental Music
Laura Knutson	Interventionist
Nicole Kube	Business
Justin Lange	Coulee Region High School & Academic Supports Teacher
Ben Levendoski	Mathematics
Brad Malpert	Science
Mike McClanahan	Custodian
Kathleen McHugh	Special Education
Ryan Mendez	Social Studies
Devin Micke	Cook
John Nelson	Agriculture
Aaron Ottum	Technology Education
Anne Pearson	Special Education
Jen Pinnow	School Counselor
Michelle Petersen	English
Amy McCutchen	C-T-E Coordinator
	<b>Health</b>
Rick Schmidt	Athletic/Activities Director
Melody Schorbahn	Cook
Christine Sherry	English
Garet Sorenson	Spanish
Misty Speltz	Secretary
Cindy Stetzer	Science
Ryan Stuempges	Vocal Music
Carissa Sutton	Paraprofessional
Emily Tonn-Odell	Cook
Penny Tranberg	Paraprofessional
Madeline Vinzant	School Counselor/Director, Coulee Region High School
Jason Valley	Custodian
Lance Walker	Technology Education
Linda Wolter	Paraprofessional
Troy White	Principal



## ATTENDANCE FOR 18-YEAR-OLD STUDENTS

Students who are 18 cannot excuse themselves from school. Parents and/or guardians are still responsible for excusing their son/daughter from school.

### PREARRANGED ABSENCES:

Any student excused in writing by his/her parent or guardian before an absence (24 hours minimum) is excused from school attendance, with the following restrictions. A **"Pre-Excused Absence Form"** must be signed by each of the student's teachers prior to the missed day, to make the excused absence valid. Generally, this should be done 2 or more days prior to the absence period. The School Board requires students so excused to complete the coursework missed during the absence.

### TARDINESS:

1. Students are expected to be in their classrooms at the beginning of each class period. Students, who are late to school, must report to the office before attending classes. **STUDENTS WHO ARE TARDY TO THE FIRST BLOCK OR AFTER LUNCH MORE THAN THREE TIMES IN THE YEAR WILL BE ASSIGNED 1 HOUR OF DETENTION FOR EACH ADDITIONAL TARDY.** If a student is later than 15 minutes for a class period he/she will be unexcused for that class.
2. Students who are tardy to class in 1st period **and/or** after their lunch must be sent to the office for a tardy slip. At other times, tardy students must explain the tardiness to the classroom teacher, and receive an appropriate consequence from that teacher (All teachers are required to have a tardy policy). If a student is detained by a teacher, a pass from that teacher must be presented to the next-period teacher.

### ILLNESS AND INJURIES:

1. Students who become ill at school should report to the **main office**.
2. Report all injuries that occur in school to the teacher in charge. If there is not a teacher in charge, report the injury to the Principal or office personnel.
3. **Parents and/or Guardians are financially responsible for student health care, including injuries at school.**

### LUNCH PERIOD / OPEN CAMPUS:

Students enjoy the privilege of open campus during the lunch period, with the following restrictions:

1. Students should leave and enter the building using the main entrance near the office, or the south entrance facing Hwy 53. Students may not exit through the north doors- student parking area.
2. Students are not allowed in the parking lot during the lunch hour or any other time during the day (This includes vehicles parked on Crestwood Lane, Main Street, or any other street, lot or residence). Students may not drive or be in a vehicle during the lunch hour.
3. Students trespassing on private property will be referred to police authorities. Students may not go to the fairgrounds, the track area, or any other place local residents have requested they not be.
4. Violating open lunch hour rules can result in loss of this privilege.
5. Students may eat lunch in the new cafeteria or outside on the patio. No eating is allowed outside in the front of the building, in the halls, or in the lobby during the lunch periods.

### BREAKFAST/LUNCH PRICES

High School Student Breakfast

\$TBD

Adult Breakfast

\$TBD

High School Student Lunch

\$TBD

Adult Lunch

\$TBD

Milk

\$TBD



## GRADUATION REQUIREMENTS/GRADES

To graduate from Gale-Ettrick-Trempealeau High School, a student must earn a minimum of 16 core credits in the following areas:

English	4.0 credits	Health	0.5 credit
Social Studies	3.0 credits	Community Service	0.5 credit
Math	3.0 credits	Economics	0.5 credit
Science	3.0 credits	Physical Education	1.5 credits

Students will be required to earn 10.0 elective credits for a total of 26.0 credits. All students in grades 9 and 10 must carry 8 credits unless they are in band or choir. All students in grades 11 and 12 must carry 7.5 credits unless they are in band or choir. The principal must approve all exceptions.

## “QUICK \$50” PROGRAM

Students who wish to report a situation of potential danger, such as weapons in school, drugs, alcohol, bomb threat, etc., are encouraged to tell the Principal, office personnel, a staff member, or a counselor. However, if students want to remain anonymous and potentially receive \$50.00 cash, they may call Trempealeau County Crime Stoppers’ “Quick \$50” Program at 1-800-228-3203.

## PROGRESS REPORTS/GRADES/INCOMPLETES

Progress reports are sent electronically at the midpoint of each of the 4 terms. Report cards are mailed home following the completion of each term. Students who have “incompletes” at the time of regular term grades will have no more than 2 weeks from the last day of that term to earn a grade. At the end of two weeks, an “F” will be recorded on the student’s report card. Exceptions to this must be approved by the Principal and teacher. Students or parents who wish to appeal an incomplete turned into an “F” may present their appeal to the Principal, who will hear the appeal and make a decision to either uphold the “F” or to grant an extension to the incomplete.

## HONOR ROLL

The honor roll is determined at the end of each grading period. Students with a 3.6670 term grade point average or greater will be included on the “A” Honor Roll; students with a 3.00-3.666 term grade point average will qualify for the “B” Honor Roll. (GPA’s are “rounded up”.) A student must have at least three (3) graded classes to be considered for a term honor roll (classes with “Pass” grades are not considered graded classes). Rare special exceptions (i.e. Youth Options, IEP’s) may be considered at the discretion of the building administrator.

## FIRE/EMERGENCY DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. Please use prescribed routes, moving as quickly as possible. Quiet must be maintained in a fire drill so that verbal directions can be heard. Walk away from the building to a safe distance. Drills for other emergencies, including “Lockdowns”, will also take place at the high school.

## MEDICATION

All students who must take medication while at school must have a “School Medication/Procedure Form” on file in the main office. All medication must be administered by High School personnel. Parents who want their child to have over-the-counter Tylenol, etc at school must provide the medication & fill out a medication form.

## ANNOUNCEMENTS

Each teacher will read the *Daily Bulletin* by the end of 1st block each day. Teachers who wish to have an announcement included will submit this announcement to the office by 8:15 a.m. Everyone has access to the Daily Bulletin by logging in to PowerSchool.

## POSTINGS / HALL SIGNS

Any signs or postings in the school building must be approved by the Main Office.



## PLEDGE OF ALLEGIANCE

In accordance with state law, staff and students will be invited to participate daily in reciting the Pledge of Allegiance.

## SEVERE WEATHER DURING THE SCHOOL DAY

Severe weather conditions and tornado warnings will be provided to the school over the P.A. system. Staff and students will be alerted.

## BUS SAFETY AND BEHAVIOR

Bus transportation is provided for all students. Bus transportation is also provided for team participation, field trips, and other school activities. (*See, Board Policy 443.2*)

1. Be on time and stay well off the road while waiting for the bus.
2. Since safety is our prime concern, no misbehavior will be tolerated.
2. All buses to games or field trips are scheduled by the school and each bus is under the direction of a faculty and/or adult supervisor. All students are required to return to the school on their assigned bus unless authorization has been given by the building Principal.

## VISITORS

Students who wish to have someone visit school with him or her must obtain a visitor's clearance pass from the Principal prior to the visitation day. All visitors must report to the main office upon arrival at school.

Permission to be a school visitor will be at the principal's discretion

## NATIONAL HONOR SOCIETY

Gale-Ettrick-Trempealeau High School is a charter member of the National Honor Society with yearly induction of new members. Membership is determined by scholastic achievement, service to school, citizenship, and character.

## GUIDANCE

The School Counselors will assist you in planning your educational program in High School and your life after you graduate from High School. If you need to see a counselor for any reason, ask the secretary for an appointment in order to ensure that your counselor is available at the time you wish for a conference.

## SCHEDULE CHANGES

Schedule changes after school starts are discouraged because teachers are hired, and budgets set based on student course selections for classes made the previous spring. **If a schedule change is deemed necessary for Term 1, students must take care of this during the first 3 days of school.** Schedules will be distributed approximately 1½ weeks prior to the beginning of Terms 2, 3, and 4. **Schedule changes that are deemed necessary must be made prior to the first day of these terms.** The "Schedule Change Form" (*See Appendix*) must be completed and submitted to the counselor for any schedule change. Students who drop a course after the first week of a term will generally receive a **failing grade** for that course unless extenuating circumstances (such as an extended illness) are approved by the principal.

## STUDENT SENATE

The Student Senate has an active role in student life. Its purpose is to serve as a meeting place between the student body and the administration, where the students can assume much of the responsibility of organizing their high school activities. It is the organization where problems or questions arising from either the students or the administration can be presented for discussion and consideration.

## DISTRICT PROPERTY

Desks, lockers, books, and equipment loaned to students remain school property while in possession or control of the student. Such property is provided for convenience and shall be used only for authorized purposes. Students will be expected to reimburse the school district for damage, loss, or theft of school property. Students are responsible for reporting damage and/or theft of personal property to school officials.

*Gale-Ettrick-Trempealeau  
School District*



**Athletic/Activities  
Code**



## CO-CURRICULAR ACTIVITIES COVERED BY ACTIVITIES/ATHLETIC CODE

### GROUP A

Dance Team  
Interscholastic Athletics

### GROUP B

Band (Pep, Jazz)  
Drama  
Forensics  
Show Choir  
Deca  
FCCLA  
FFA  
High Quiz Bowl  
Link Crew  
National Honor Society  
Student Senate  
SkillsUSA  
Trap

## CO-CURRICULAR ACTIVITIES NOT GOVERNED BY ACTIVITIES/ATHLETIC CODE

Spanish Club  
Tech Club  
Robotics  
Art Club  
All Curricular Bands  
All Curricular Choirs  
Yearbook

Activity Participants Must Comply with:

### Group A

WIAA Codes  
G-E-T High School Activities Code  
Coaches Rules

### Groups B

State Organization Codes  
G-E-T High School Activities Code  
Advisor's Rules

A student, participating in more than one activity at the time, when a suspension is being applied, will be suspended from both group A and group B/C activities chronologically in order of occurring events using the combined seasons for determination of the suspension within the specific group.

- In sport/activity season violations – suspension begins immediately upon discovery.
  - If a suspension is served while a student is active in a group A and/or B activity and extends beyond the end of such activities, the suspension must be completed in the next participated respective group activity (Group A activity suspension must be completed in a group A activity and a group B activity suspension must be completed in a group B activity chronologically in order of occurring events).
  - Out of sport/activity season violations – suspension begins at the start of the next participated group A and B activities chronologically in order of occurring events.
  - Scrimmages do not count as part of the suspension.
  - Students must serve their suspensions at the level they are participating at. If students are participating in multiple levels which occur on different dates, the levels will be combined as one season and the suspension will be determined from the combined schedule of events they would participate in.
  - Suspensions can only be served on competition/program/performance dates they are eligible to participate in.

## ATHLETIC ELIGIBILITY

The athletic code becomes effective when a student declares himself/herself to be an athlete. Any student who participated in any middle school athletic activity or signed up with the high school athletic director or any high school coach indicating he/she intends to participate in high school athletics is a "declared athlete." On the last day of the 8th grade year, any middle school violations are not considered to be part of a student's high school record. Also, after the last day of the 8th grade year, any new training violations become part of the student's high school record and are dealt with accordingly. \* A high school student who has never participated in athletics before becomes a "declared athlete" when he/she signs up for a sport, indicating intent to participate. \*Thus, training violations occurring in the summer following grade 8 are punished as high school offences. In accordance with W.I.A.A. regulations and conference by-laws, student-athletes in grades 6-12 cannot compete in non-school competitions in the same sport during that season.



## TYPES OF VIOLATIONS

### I. ACADEMICS

Students in grades K-12 will be expected to do passing work. Passing will be determined in each class at the grade reporting time periods. Teachers will report F's at mid-term and end-of-term for the ineligible list. The ineligible list will become active on the day following the published Guidance Department grade reports. High School and middle school teachers should provide students with grade information and inform the students of placement on an ineligible list. Parents of high and middle school students may reference information on the Student Information System-PowerSchool Parent Portal in respect to grades. Unless extenuating circumstances exist, students who turn in work, assignments, tests, etc. should have this work graded by the teacher who placed them on the ineligible list within two school days, with the purpose being to assist students in regaining a passing grade and eligibility. Eligibility for participation in fall sports will be based on fourth quarter grades. Students entering the 9th grades will be exempt from this requirement. Participation of students receiving special education services shall be in accordance with administratively approved IEP guidelines.

- A. Any student on the ineligible list, shall be ineligible of a period not less than 15 consecutive days. Special consideration may be given by the administration to students with exceptional difficulties. (Special Note: For term 1, the period of ineligibility will be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction.)
- B. Any student who is on the mid-term ineligible list will be ineligible for competition or performances until he/she is at a passing level in the class or classes.
- C. Any student receiving more than one "F" shall be ineligible until the next grading period.
- D. Students with incomplete grades will be allowed to participate and compete for 5 days in which school is in session to allow them time to bring the grade to passing. If after 5 days, the students work remains incomplete they will be ineligible for a period not less than 10 consecutive days in which school is in session- regain eligibility immediately if incompletes are made up within two weeks.
- E. A student may erase a second semester ineligibility status by making up failures during the summer months.
- F. Extenuating circumstances must be approved by the administration.

Clarification of Rules - If currently in season, the athlete is expected to practice and accompany the team but is not eligible for competition. Any student who becomes ineligible due to grades must complete the suspension period and demonstrate that he/she is passing all classes at the time of reinstatement and at the time of midterm progress reports. Failure to meet this minimum requirement will result in additional suspension time until the requirement is met. Special consideration may be given by the Administration to students with exceptional difficulties.

### II. DRUG, TOBACCO OR ALCOHOL USE, POSSESSION OR DISTRIBUTION

A student, grades 6 - 12, shall be subject to disciplinary action at any time for violations involving (a) the use, possession, buying or selling of alcoholic beverages, tobacco, banned performance enhancing substances\*\* as listed by the W.I.A.A. including steroids, or any controlled substance as defined by state statute, [includes "non-alcohol beer" and controlled substance "lookalikes"] (b) attendance at events/parties where drugs and/or alcoholic beverages are being illegally consumed or used, and (c) flagrantly violating School Board policy on "Students Rights and Responsibilities". Exceptions to this rule would be (a) the use of alcoholic beverages in a formal religious ceremony or (b) the use of a drug legally prescribed by a physician for one's personal health. Any suspensions will occur immediately as per W.I.A.A. provisions following notification to the student by the Administration or their Designee.

Students who refer themselves to a guidance counselor regarding concerns about their own alcohol or other drug use/abuse, or students who are referred by parents or other students or friends, can be assured that such referrals are completely confidential, and counselors will not or cannot by law report such referrals to school administration officials. \*The G-E-T board of education encourages students to seek this confidential help to deal with personal concerns.

If the participant self refers within 48 hours of an offense to the administration or athletic director the suspension will be half the penalty listed below. However, should the Administration or their Designee develop separate evidence about code violations, this type of self-referral would not protect this student from disciplinary action. However

\*As per Wisconsin State Statute 118.126 Conversations with guidance counselors are confidential. \*\*Androstenediol - Androstenedione - Nor-Androstenediol - Nor-Androstenedione - Dihydrotestosterone(DHT) - Dehydroepiandrosterone - Pro-Hormones - Pheromone - Masking Agents(Diuretics) - Peptide Hormones(EPO) - Insulin(for non- diabetics) - Phenylephrine - Ephedra - Ephedrine Student Assistance Program

In order to encourage students to do something to help improve their performance, a student's voluntary participation and completion in the Student Assistance Program will result in a reduction in the consequence for alcohol or drug related violation. The SAP Coordinator sets the requirements, which generally involve individual counseling, participation in a support group and/or an assessment to determine if a chemical problem exists. Failure to complete the requirements will result in the full suspension being served. To be eligible to compete again, the student must present a "Completion Form", signed by the SAP Coordinator, to the Athletic Director and to his/her coach. If the penalty period has been served, but the SAP portion has not been completed, the signature will indicate that the athlete is working to complete the SAP requirements. Failure to complete SAP will result in reinstatement of the remaining portion of the suspension.



# ***GALE-ETTRICK-TREMPEALEAU HIGH SCHOOL***



## ***STAFF HANDBOOK*** ***2022-2023***

**"A 100 years from now it will not matter what  
my bank account was, the sort of house I lived in, or  
the kind of car I drove.....  
But the world may be different because  
I was important in the life of a child."**

## HIGH SCHOOL STAFF

Ian Anderson	Physical Education
Niels Anderson	English
Kathryn Bentz	English
Kara Brandau	Mathematics
Megan Broten	Spanish
Kristine Burritt	Family & Consumer Sciences
Sheryl Byom	Secretary
Dan Dahl	Custodian
Jeanette Dooley	Paraprofessional
Tina Duffenbach	Cook
Don Foley	Social Studies
Hilary Garcia	Science
Wayne Gholson	Special Education
Cindi Gilbertson	Paraprofessional
Barbara Hogden	District School Nurse
Jessica Holder	Special Education
Molly Hovell	Mathematics
Scott Hovell	Physical Education
Anne Hughs	Special Education
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Susan Jandt	Food Service Manager
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John Nelson	Agriculture
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Amy McCutchen	C-T-E Coordinator
	<b>Health</b>
Rick Schmidt	Athletic/Activities Director
Melody Schorbahn	Cook
Christine Sherry	English
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Cindy Stetzer	Science
Ryan Stuempges	Vocal Music
Carissa Sutton	Paraprofessional
Emily Tonn-Odell	Cook
Penny Tranberg	Paraprofessional
Madeline Vinzant	School Counselor/Director, Coulee Region High School
Lance Walker	Technology Education
Linda Wolter	Paraprofessional
Troy White	Principal



## **SECTION 2. CURRICULUM**

Teachers are to follow the curriculum approved by the School District Board of Education. There will be a department meeting scheduled to discuss the changes of curriculum for the following year. All changes to the curriculum will follow the policies set by the district.

### **LESSON PLANS**

Lesson plans must be kept on a daily basis and made available to the principal, upon his/her request.

### **COURSE OUTLINES AND CURRICULUM GUIDES**

We have outlines for courses and comprehensive curriculum guides. The outlines and guides are to be followed by all teachers. When changes in the written descriptions are needed, they should be made, and the new outline should then be followed. Such changes should not be made without the approval of the department and the administration. Existing outlines and guides are designed to prevent overlap and a duplication of materials. The curriculum as developed, approved, and accepted by the Board of Education must be followed. We will continue our progress on standards, assessment, and benchmarks.

## **SECTION 3. MEETINGS**

### **FACULTY MEETINGS**

Faculty meetings will be held monthly. There will be a 48-hour notification for administrative scheduled meetings except in an emergency. Any items for the agenda should be submitted prior to the meeting. Certified staff members are required to attend all faculty meetings.

### **GUIDANCE / SPECIAL EDUCATION MEETINGS**

**All teachers, when requested to attend, are expected to attend for the duration of the meetings.** If you are unable to attend, please notify the person running the meeting 24 hours in advance and provide him/her with needed information. Your input at these meetings is vital and is needed to assist in developing an appropriate plan for the student involved. Federal law requires regular education teacher participation at IEP meetings.

## **SECTION 4. PROFESSIONAL RESPONSIBILITIES**

Keep your classroom neat and inviting by making sure desks and chairs are in order and paper is picked up from the floor. It is a primary responsibility of every teacher to see that their assigned area and its furnishings are kept clean and in good repair. Some general conditions to note:

1. Close and secure windows and doors.
2. Students are not to adjust windows, thermostats, or window coverings without permission.
3. Permit no one to write on or mark student desks, chairs, or tables.
4. Check ceilings for paper wads, gum, masking, or scotch tape.
5. Check walls for writing, tape, etc.
6. Instructors with labs must have a policy for maintenance of class floors, equipment, and cleanup.
7. All computers must be turned off at the end of each day.

### **FINAL EXAMINATIONS**

Final examinations are strongly encouraged, and we expect all teachers to give some type of final exam, preferably the last day of the term.

### **HONOR ROLL**

The honor roll is determined at the end of terms 2 & 4. Students with a 3.667 or greater G.P.A. will be included on the "A" Honor Roll; students with a 3.00 or greater g. p. a. will qualify for the "B" Honor Roll. A student must have at least three (3) graded classes to be considered for either honor roll. Special exceptions (i.e., Youth Options, IEP's) may be considered at the discretion of the building administrator.



## INCOMPLETE MARKS

Students who have "incompletes" at the time of term grades will have no more than 2 weeks from the last day of that term to earn a grade. If the "incomplete" is not made up at the end of two weeks, an "F" will be recorded on the student's report card. Exceptions to this must be approved by the administration. Students or parents may appeal an incomplete turned into an "F" to the administration for an extension.

## PROGRESS REPORTS

Midterm grades will not be mailed home. Term grades will be mailed home within a week of the completion of each term.

**Midterm 1:** Sept 30<sup>th</sup> grades due Oct 3<sup>rd</sup> at 8:00 am...P/T Conferences, Oct 6<sup>th</sup> 4:00 - 8:00 pm

**Term 1:** Term 1 ends Oct 28<sup>th</sup> grades due Oct 31<sup>st</sup> at 1:30 pm

**Midterm 2:** Dec 9<sup>th</sup> grades due Dec 12<sup>th</sup> 8:30 am...P/T Conferences, Dec 15<sup>th</sup> 4:00 - 8:00 pm

**Term 2:** Term 2 ends Jan 12<sup>th</sup> grades due Jan 13<sup>th</sup> at 3:30 pm

**Midterm 3:** Feb 10<sup>th</sup> grades due Feb 13<sup>th</sup> at 8:30 am...P/T Conferences, Feb 15<sup>th</sup> 4:00 - 8:00 pm

**Term 3:** Term 3 ends Mar 23<sup>rd</sup> grades due March 27<sup>th</sup> at 8:00 am

**Midterm 4:** April 28<sup>th</sup> grades due May 1<sup>st</sup> at 8:30 am...P/T Conferences, May 4<sup>th</sup> 4:00 - 8:00 pm

**Term 4:** Term 4 ends June 2<sup>nd</sup> grades due at checkout

## RECORDS

The Counseling Office handles cumulative record folders. In these folders will be found the following information: home background, school history, record of class work, test scores, out-of-school experience, and educational and vocational interests. Keeping these records current is the responsibility of the Counseling Office personnel. Teachers are encouraged to consult a counselor in working with students.

## ROOM KEYS

Each teacher is responsible for his/her school keys. No keys are to be duplicated.

## SPEAKERS AND GUESTS

We do not encourage students from other schools or alumni to visit our building during the school days. All visitors must report to the office upon their arrival at the building. Guest speakers can make fine contributions in many areas of our curriculum. Teachers should use professional judgment when making plans for guest speakers. These plans must be discussed with the principal before the invitation is offered.

## STAFF COMMUNICATION

We will use eight methods to get announcements or messages to teachers.

1. Daily announcements will be posted on PowerSchool, Daily Bulletin, and the district webpage. Each teacher **must read the daily announcements to the class during 1<sup>st</sup> block.**
2. E-mail will be used on a regular basis. Staff must check email throughout the day for correspondence.
3. "Red Hawk Pride" Weekly Bulletin containing announcements and celebrations for the week are e-mailed at the conclusion of each week.
4. Mailboxes will be used for notes and information for individuals. Please check your mailboxes frequently throughout the day.
5. Routing slips may be sent to the faculty. Please read material and pass it on. If you do not have time to read the material, pass the material to another without checking off your name.

## STAFF PHONES

The school telephones are for school business. Keep personal calls to a minimum (No long distance personal calls on school phones). Personal cell phone use during class shall be for emergency use only. If it is necessary to receive a call during the school day, please inform him or her when you are available. It is important that all staff model appropriate use of technology, but especially regarding cell phones.



# CLASS ADVISOR LIST 2022-23

## Class of 2023 - Seniors

T. Kading  
W. Gholson  
J. Nelson  
L. Hurd  
I. Anderson  
G. Sorenson  
Jon Johnson  
N. Andersen\*

## Class of 2024 – Juniors

D. Foley  
L. Walker \*  
K. McHugh  
S. Hovell  
K. Brandau \*  
H. Garcia  
K. Bentz

## Class of 2025 – Sophomores

A. Ottum  
C. Sherry  
M. Broten  
C. Stetzer \*  
A. Hughes  
Jen Johnson  
M. Hovell  
R. Stuempges

## Class of 2026 – Freshmen

K. Burritt  
N. Kube \*  
B. Malpert  
R. Mendez  
M. Petersen  
New Health/PE  
B. Levendowski  
J. Holder \*

\*Advisory Council – Jen Pinnow, Amy McCutchen, Maddie Vinzant

## SCHEDULE CHANGES

Schedule changes at the beginning of each term are avoidable with proper planning. Parents and students must understand that selected courses represent a commitment and are part of their academic and career plan.

However, if extenuating circumstance arise, changes must be completed by September 1<sup>st</sup>, and before the start of terms 2, 3, and 4. The "schedule change form" shown below must be completed and submitted to the counselor. Students who do drop a course after September 1<sup>st</sup> or after a term starts will receive a failing grade for that course unless extenuating circumstances (such as an extended illness) are approved by administration.

## Gale-Ettrick-Trempealeau High School

### Schedule Change Form

\_\_\_ Freshman

\_\_\_ Junior

Cost of Changes: \_\_\_

\_\_\_ Sophomore

\_\_\_ Senior

Paid: \_\_\_

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please print

Block	Course DROPPED	Teacher Signature	Course ADDED	Teacher Signature

Student's signature: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Counselor's Signature: \_\_\_\_\_

Reason for change: \_\_\_\_\_



# **Gale-Ettrick-Trempealeau Middle School**

## **FAMILY HANDBOOK 2022-2023**

Phone: (608) 582-3500

Fax: (608) 729-7402



Gale-Ettrick-Trempealeau Middle School  
19650 Prairie Ridge Lane  
Galesville, Wisconsin 54630

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July 2021

Hi everyone,

Welcome back to the middle school! We hope you and your family have had a great summer and your child is ready for the new school year that is quickly approaching. We are all ready to get back to normalcy with a regular school day and school year. We have been meeting and doing lots of planning this summer. We have lots of new changes and are ready to get to work having a great school year. I can tell you I am very excited to continue our work here as the middle school principal. For those of you who don't know me, I will be starting my 18<sup>th</sup> year in the Gale-Ettrick-Trempealeau School District. I have taught at both the elementary and middle school level and also have experience as an elementary principal and athletic director. I have an awesome family with my wife Jalena, and three sons Ben (17), Braden (13) and Blake (9).

See you soon!

Pete Peterson  
G-E-T Middle School Principal



"Education is the most Powerful Weapon which you can use to change the world"-  
Nelson Mandela

## **QUICK HELP PAGE**

**SICK CHILD** – Please use the SafeArrival website (School Messenger) or call 582-3500 any time before 8:30 a.m. to report your child absent. If the office has not been notified by 8:30, the office staff will need to call you to ascertain the reason your child is not in school.

**DROPPING OFF CHILD LATE** – Please let the office know of your arrival. Students can come to the front doors and will be let into the office to sign-in.

**PICKING UP CHILD EARLY** – Either call the school on arrival (608-582-3500) or please come to the front doors to let us know you are here. Your child will then be called down to the office. Please plan ahead so that your child has time to get to the office upon your arrival.

## **FOOD SERVICES/MENUS/LUNCH MONEY**

Breakfast and hot lunch are served every day. The menu varies each day. Each breakfast and lunch is nutritionally balanced and is served in adequate amounts to supply students with the energy needed for the rest of the school day. Our Food Service Manager determines the daily menu for our school breakfast and lunch programs.

The price for breakfast and lunch has not yet been determined for the 2022-23 school year.

Lunches are to be purchased before school in the office. All lunches include milk. We encourage parents to pay for breakfast and lunch a week at a time, preferably by check to avoid the loss of cash. Only three charges will be allowed per student.

Students with cold lunches may purchase milk.

**CELL PHONES:** Any personal devices brought to school will be the responsibility of the student owner and not the school. Cell phones are not to be used for communication between 8:00 a.m. and 3:25 p.m. except in designated areas and times. If cell phones are used in violation of school policy during the school day, the cell phone will be confiscated and put in the office. On the first offense, the cell phone may be picked up by the student. On the second offense, the cell phone will need to be picked up by the parent. On the third offense, the cell phone must be picked up by the parent and will no longer be allowed on school grounds or dropped off in the office at the beginning of each school day.

**FRONT DOOR:** For security reasons, after 8:05, anyone entering the building will need to be buzzed into the building. Please note that the door to the main office is unlocked during regular school hours and simply needs a heavy push to open. The doors to the rest of the building remain locked during instructional time for safety reasons.

**BUS STOP and DROP OFF:** Students who walk, ride bicycles, or are given rides to the middle school should not arrive any earlier than 7:30 when adult supervision begins.

**STUDENT EMAIL ACCOUNTS:** Students will use Google tools including Drive, Calendar, and Gmail as educational resources. To ensure the safety of our students, student accounts are closed accounts, meaning that students in our district are limited to emailing and sharing only with their teachers and other students within just the middle school.



**GALE-ETTRICK-TREMPEALEAU SCHOOL DISTRICT**  
**Mission Statement**

The mission of the Gale-Etrick-Trempealeau School District  
is to provide an education based upon a strong academic  
foundation in order to equip all students with skills to be  
productive and responsible citizens.

**Vision Statement**

If the Gale-Etrick-Trempealeau School District is to be an exemplary school district, then it must have a clear sense of the goals it is trying to accomplish, the characteristics of the district it strives to become and the stakeholder contributions that must be made in order to transform these ideals into reality.

The following vision statement is intended to provide the standards that the Gale-Etrick-Trempealeau School District should strive to achieve and maintain.

***I. Culture and Climate***

An exemplary school district provides an inviting climate that enables all to enjoy the school. It results in a shared sense of pride for the school district.

***II. Communication***

An exemplary school district is committed to fostering effective communication.

***III. Students***

In the final analysis, the effectiveness of a school district is determined on the basis of the conduct, character, and achievement of its students.

***IV. Personnel***

An exemplary school district operates on the premise that a school can only be as good as the people that it employs.

***V. Curriculum and Instruction***

An exemplary school district provides a balanced curriculum.

***VI. Community Partnerships***

An exemplary school district recognizes the importance of establishing and maintaining partnerships with parents, community members, businesses, organizations, governmental agencies, and other educational systems.

***VII. Facilities***

An exemplary school district ensures that facilities support the curricular needs of the district.

**GALE-ETTRICK-TREMPEALEAU MIDDLE SCHOOL**  
**SCHOOL MISSION STATEMENT**

G-E-T Middle School will provide a positive environment that encourages the development of life-long skills.

**SCHOOL VALUES STATEMENT**

**The Gale-Ettrick-Trempealeau Middle School Staff will:**

- make learning engaging, enjoyable and exciting
- provide an environment that is physically, emotionally and socially safe
- focus on student achievement
- connect with students, parents and community
- make everyone feel welcome
- celebrate successes
- encourage student representation
- collaborate with one another and share best practices
- support and attend co-curricular activities

**ANNUAL NOTICES**

The following annual notices can be found on the Gale-Ettrick- Trempealeau School District website:

Asbestos Management Plan Notification  
Child Nutrition Programs  
Education of Homeless Children and Youths  
Human Growth and Development Instruction  
Meningococcal Disease Information  
Notice of Child Find Activity  
Notice of Suicide Prevention Resources  
Programs for English Language Learners  
Recruiter Access to Students/Records  
Request for Program or Curriculum Modifications  
School Performance Report

Special Education Procedural Safeguards  
Special Education Referral and Evaluation Process  
Student Attendance  
Student Bullying  
Student Directory Data  
Student Locker Searches  
Student Nondiscrimination  
Student Privacy  
Student Records  
Student Religious Accommodations  
Title I Programs  
Use or Possession of Electronic Communication Devices



## **GALE-ETTRICK-TREMPEALEAU MIDDLE SCHOOL**

19650 Prairie Ridge Lane  
Galesville, Wisconsin 54630

### **SCHOOL WEBSITE**

<http://www.getsd.org>

### **SCHOOL HOURS**

**8:00 a.m. – 3:25 p.m.**

### **TELEPHONE NUMBERS**

Main Office (608) 582-3500  
FAX (608) 729-7402

### **DISTRICT ADMINISTRATOR**

Michele Butler

### **PRINCIPAL**

Pete Peterson

### **SECRETARIES**

Rhonda Jenkins  
Maggie Gengler

### **MIDDLE SCHOOL STAFF**

#### **6<sup>th</sup> GRADE CORE TEAM**

John Bergum - MATH  
Molly Fawcett - LANGUAGE ARTS

Madison Schmidt - SCIENCE  
Heidi Wall - SOCIAL STUDIES

#### **7<sup>th</sup> GRADE CORE TEAM**

Jennifer Aasen - SCIENCE  
Hannah Smith - LANGUAGE ARTS

Jason Schmuck - GEOGRAPHY  
Jeff Bork - MATH

#### **8<sup>th</sup> GRADE CORE TEAM**

Melanie Truax - SCIENCE  
Kalen Hagen - MATH

Suzanne Truax - LANGUAGE ARTS  
Rob Kamrowski - HISTORY

### **SPECIALIST TEACHERS**

SPECIAL EDUCATION - Mai Kia Yang, Cory Kemnitz, Carrie Taysom  
BAND - Kim Schacherl  
GENERAL MUSIC / CHOIR – Kyra Walker

HEALTH / PHYSICAL EDUCATION - Jessica Kish, Carley Green  
PHYSICAL EDUCATION - Jessica Kish, Scott Hovell, Carley Green, Ian Andersen  
FAMILY AND CONSUMER SCIENCE – Kristine Burritt  
SPANISH - Garret Sorenson, Megan Broten  
SHOP / TECH - Aaron Ottum  
AGRICULTURE – John Nelson  
BUSINESS- Nichole Kube  
RESEARCH SKILLS, ROBOTICS and TECHNOLOGY COORDINATOR - Allene Horton  
ART - Angie Lavery  
CODING - Pete Peterson  
READING INTERVENTIONIST - Laura Knutson  
**DISTRICT NURSE -**  
**SCHOOL PSYCHOLOGIST -**  
COUNSELOR - Ashley Weibel  
**SPEECH / LANGUAGE PATHOLOGIST –**

\*Please note that most specialist staff are split between buildings in the district or are part time and are not always available at the middle school.

**I.T. DEPARTMENT:** Allene Horton (TECHNOLOGY INTEGRATION SPECIALIST),  
Jeremy Schnoonover (NETWORK SPECIALIST)

**OFFICE STAFF:** Maggie Gengler and Rhonda Jenkins

**LMC ASSISTANT:** Stacie Campbell

**PARA-EDUCATORS:** Stacie Campbell, Kit Locke, Jill Amoth, Heather Jehu, Emma Burds, Rob Sebion

**HEAD BUILDING CUSTODIAN:** John Schmidtknecht



## ARRIVAL AND DISMISSAL

Classes begin at 8:00 a.m. and end at 3:23 p.m. Doors open for students and supervision begins at 7:30 a.m. All students are dismissed at 3:23 p.m.

## ATTENDANCE

### ABSENCE DURING THE DAY

Whenever possible, students and parents are requested to schedule medical, dental, and other appointments during non-school hours. If an absence should be required during school hours, the student must present an excuse from a parent or guardian to the attendance secretary, stating the time and date of the absence. A follow-up phone call to the parent or guardian may be made at this time by a school official, and an administrator may be consulted to verify the absence. Upon returning to school, the student will report to the office for an admit slip.

Regular attendance is essential to a student's success in school. The U.S. Department of Education completed a long term attendance study in which they determined that students who are chronically absent (miss more than 15 days in a school year) at Preschool, Kindergarten and First Grade are less likely to read at grade level by the end of third grade. Students who do not read at grade level by the end of third grade are four times more likely than proficient readers to drop out of high school.

**NOTIFYING THE SCHOOL OF ABSENCE:** We use the SafeArrival reporting system for you to report your child's absence. With SafeArrival, you are asked to report your child's absence in advance using any of these 3 convenient methods:

1. Using the SchoolMessenger app. The first time you use the app, select Sign Up to create your account. You must use the email address that the school has on record for you.
2. Using the SafeArrival website, [go.schoolmessenger.com](http://go.schoolmessenger.com). The first time you use the website, select Sign Up to create your account. You must use the email address that the school has on record for you.
3. Call the toll-free number 1-833-893-5677 to report an absence using the automated phone system.

If the parent or guardian is unable to use the SafeArrival reporting system, the parent or guardian should call the school at 608-582-3500 and report the absence.

This is done to be sure that if the student does not arrive at school safely, the student is at home. If the school and parent do not connect, the absence will be marked unexcused. **A student may be excused by the parent/guardian for no more than 10 days in any given school year.** Please bring a medical excuse for medical or dental appointments when possible. After three consecutive days of illness, or more than ten total days absent in a school year, a medical note may be required for future absences.

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 8:00 a.m. is considered tardy, and any student arriving after 9:00 am is considered truant for the morning. Repeated tardiness will be handled in accordance to the Gale-Ettrick-Trempealeau District truancy policy.



**MAKE UP WORK:**

As a general rule, students shall be allowed two (2) days to make up work for each day missed because of an excused absence. The responsibility for arranging make-up work rests solely with the student. Physical Education classes have a more lenient homework policy, which will be sent home the first week of school. Please retain a copy of procedures to make up missed physical education classes. As with all classes at the middle school, physical education classes (academic and physical portions) must be made up.

**RESPONSIBILITY OF THE SCHOOL IN DEALING WITH TRUANCY:**

1. Check attendance of all students daily and determine which absences are unexcused.
2. Notify the parent(s) or guardian(s) of a truancy by phone, personal contact, mail, or email, and direct the parent to have the child in school no later than the next day that school is in session, or to provide an excuse under 118.15. A personal call will be attempted before using the U.S. mail, and a written record will be kept of all contacts.

**RESPONSIBILITY OF THE SCHOOL IN DEALING WITH HABITUAL TRUANCY:**

1. Arrange a meeting with the child's parent or guardian after a habitual truancy letter has been sent to the student's parent or guardian.
2. Provide an opportunity for educational counseling to determine whether a change in the child's curriculum would resolve the child's truancy.
3. Evaluate the child to determine whether learning problems may be a cause of the child's truancy.
4. Conduct an evaluation to determine whether social problems may be a cause of the truancy.
5. File a Trempealeau County Truancy Referral report.

**LEAVING SCHOOL:**

Students are not permitted to leave the school grounds at any time without a permit from the school office or under supervision of school personnel. If a student must leave the building because of illness or any other emergency, the student must remain in the office until a parent or guardian signs their child out of the school in the office. Failure to follow this procedure will be considered an unexcused absence.

**CO-CURRICULAR PARTICIPATION AND ATTENDANCE**

A student will not be allowed to participate in or attend a school activity if there has been an unexcused absence for any of the same day.

**G-E-T Athletic Code** Please see the district athletic code (linked here or available on the school district website) for up to information on rules and procedures of our athletic programs. We currently offer the following sport programs for each season and grade level:

**Fall-** Girls Golf (6-8), Volleyball (7-8), Cross Country (6-8), Football (7-8)

**Winter-** Girls Basketball (7-8), Boys Basketball (7-8), Wrestling (6-8) and Dance/Cheer and Stunt (6-8)

**Spring-** Boys Golf (6-8) and Track (6-8)



## Behavior/PBIS

### Behavior/PBIS

Our school is participating in an important district initiative. It is called Positive Behavior Interventions and Supports (PBIS). PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems.

The process focuses on improving a school's ability to teach and support positive behavior for all students. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

We have adopted a unified set of expectations for behavior in our school. You will see these expectations posted throughout the school and your child will be learning them during his or her first days at school. Your child's progress on these school-wide expectations will be reported on the quarterly report cards as Learner Characteristics. The grade will be determined by data collected throughout your child's time at school. Our unified classroom expectations, found in every classroom and non-classroom setting in the school, are as follows:

- **Be Safe-** Students make choices free of risk for injury, danger, or loss to themselves or others.
- **Be Respectful-** Treats self, peers, staff, and property with respect.
- **Be Responsible-** Uses time wisely, completes assignments on time, comes to class prepared.
- **Be Engaged-** Participates in class, works well with groups, and seeks assistance.

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students focused on the expectations in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect using a positive tone of voice.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.
- Develop a system of rewards to recognize good student behavior.

Consequences may include loss of privileges, re-teaching, meeting with the principal and parents. The middle school uses minors and majors to help track student behavior and consequences. Minors are used in behaviors that are less severe and require just a reteaching/conference with the person giving the minor. Several minors in a short time may result in a conference with the principal. Majors are for more severe behaviors and result in a

conference with the principal. If needed, the principal may have the student call home and serve a detention. The quarterly Learner Characteristic grades may impact your student's eligibility to participate in co-curricular activities provided by the school district. **\*\*Please see the Athletic/Activities Code for additional information.\*\***

## DETENTION

Teachers may make referrals/majors to the principal for detention for inappropriate behavior. Detention assigned by the Principal's Office will be served with an assigned staff member.

- a. Noon Detention is scheduled during the lunch period on regular school days.
- b. After-School Detention is scheduled from 3:30 – 4:15 on regular school days.

***\*\*Athletic and co-curricular participants must promptly serve detention. No excuses for co-curricular activities will be accepted.\*\****

## BICYCLES

Students may ride bicycles to school; however, the school assumes no responsibility for bicycles. Bicycles should be properly parked and locked in the school bicycle racks. Bicycles are not to be ridden on school grounds. Bicycles are not to be taken off school grounds during the school day except with prior approval.

## BULLYING/HARASSMENT

The Gale-Etrick-Trempealeau School District **Policy #411.1** on harassment-violence-bullying can be viewed at the link above or on the school district website.

## BUS CONDUCT

### Be Safe

- Stay seated
- Keep hands to yourself
- Use a voice level of 1 to 3

### Be Respectful

- Use appropriate language
- Use body basics
- Follow directions given by bus drivers
- Respect school district equipment and property

### Be Responsible

- Keep your space clean and the aisle clear
- Board and depart bus properly

Students will be required to follow their daily transportation plan unless the office receives notification. Transportation changes must be made with the building secretary prior to 2:30 pm to ensure communication to the student. If at any point during the school year you need to change your child's transportation plan, please contact your child's building secretary for guidance.



Bus riding is a privilege. Violations of the above expectations will be brought to the attention of parents and could result in consequences including suspension from the school bus or the denial of bus transportation.

#### **Suspension of Bus Riding Privileges**

A student **may** be suspended from riding the bus for one (1) to five (5) days for a **first offense**. The building principal shall notify the student's parent(s)/guardian(s) and may arrange for a conference between the student, bus driver and building principal. In addition to the procedures listed for a first offense, in the case of a **second offense** a conference with all parties, including the student's parent(s)/guardian(s), shall be required. If possible, the conference shall be held before the student returns to the bus. A student **may** be suspended from riding the bus for an indefinite period of time for a **third offense**. Such period of time shall be determined at a conference with all parties, including the student's parent(s)/guardian(s) and the district administrator. Long term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. The district administrator may recommend to the board the suspension of the student's bus privileges for the remainder of the year.

#### **G-E-T Calendar Dates for 2022-23**

Please see the district calendar (linked above or available on the school district website) for up to date calendar information.

### **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. School will not be canceled unless a significant safety risk has been created by unusual circumstances. On days when the weather is threatening, you will be notified automatically by our emergency notification system. This automated system will be used for emergency closings and other emergency situations.

**You may also check our district website ([www.getsd.org](http://www.getsd.org)) and local media outlets for weather statements.**

### **Virtual Learning Days.**

On days when in-person learning is canceled due to weather related issues, students may be asked to participate in a virtual learning day. Virtual learning days will require students to log into their class from their iPads and meet with their teachers. Teachers and staff will have a predetermined virtual schedule that will be shared with parents and students ahead of time. If we can predetermine a school closing the students will be sent home with school supplies the day prior, however, students should always take their iPads home just in case.

### **PROCESS FOR CONCERNS**

If you have concerns about classroom procedures, instructions, or about an incident in the classroom, you should call the school for an appointment to discuss it with the staff member directly involved or email the person directly. Communication between parents and staff members is very important and most of the time problems can be resolved at this stage. If there is no improvement in the situation after discussing it with the staff member involved, you should



then contact the principal.

## **CHANGE OF ADDRESS/TELEPHONE/EMPLOYMENT**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. A Student Information Change form will be provided to you by your child's building secretary, and will help us ensure all of our contact information is correct in all systems.

## **CLOTHING**

This policy is intended to provide guidance for students, staff, and parents.

### **GOALS OF OUR STUDENT DRESS CODE:**

1. Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as Tech-ed, science labs or PE (athletic attire/shoes)
2. Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
3. Allow students to wear clothing of their choice that is comfortable.
4. Allow students to wear clothing that expresses their self-identified gender.
5. Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
6. Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
7. Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

### **Minimum Requirements:**

1. Tops must cover areas from one armpit across to the other armpit. Tops must have shoulder straps and cover all the way down to the waist line (no midriff showing).
2. Bottoms must have a minimum 4-inch inseam. Rips or tears in clothing should be less than 3 to 4 inches in length, and underwear and buttocks must not be exposed
3. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
4. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
5. Students may wear hats that will allow the face to be visible at all times to staff. (No hoods)
6. Specialized courses may require specialized attire, such as sports uniforms or safety gear. Students taking P.E. should have the appropriate shoes for such activity.

### **Additional Requirements:**

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or vulgar conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.



3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn.
6. Clothing and accessories that endanger student or staff safety may not be worn.

#### **Dress Code Enforcement**

1. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.
  - Students will only be removed from hallways or classrooms as a result of a dress code violation. Students in violation will be provided three (3) options to be dressed more to code during the school day:
    - o Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
    - o Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
    - o If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
2. These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, and dances.

### **GALE-ETTRICK-TREMPEALEAU SCHOOL DISTRICT STUDENT CONDUCT**

The Gale-Ettrick-Trempealeau School District **Policy #443** on student conduct can be viewed at the link above or on the school district website.

### **COUNSELORS/ PSYCHOLOGIST**

A middle school guidance counselor is available to meet with students, parents, and teachers in their school. The counselor helps in the development of academic, personal, and social growth of the student and sees students in classrooms, small groups, and on an individual basis.

Our guidance counselor is here to help children understand themselves and others, to help prevent problems from developing, to help identify children with special needs, to provide crisis intervention, to develop personalized programs for students, to provide guidance related information and activities, and to coordinate or facilitate efforts of the psychologist, social workers, parents and other caregivers, teachers, students and administration.

During the regularly scheduled classroom guidance times, the counselor provides age appropriate information and activities.

Individual and small group counseling can help children understand, accept and express feelings, develop social skills, make better choices, develop problem solving skills, and better understand how to deal with the problems and changes that life presents. Small groups are



formed as needs arise. Some typical issues that can be addressed in counseling are: problems with unhappiness, anger and other feelings, social/friendship concerns, frequent school absences, classroom academic or behavior concerns, and coping with family issues such as drug and alcohol problems, violence, illness, death, absent parent, separation, divorce, or any other areas of concern.

Parents and other caregivers are encouraged to call the counselor with any questions or concerns they have about their child, as well as any parenting questions or concerns they may have.

A **school psychologist** is housed at the middle school and shared with the high school. The psychologist is available as a special counselor to students and provides the teaching staff with different kinds of evaluation tools.

The psychologist is also available to parents who have special concerns about their children.

## **EMERGENCY DRILLS**

Fire drills are conducted several times during the year and tornado drills are conducted at least once each year. For fire drills, each class has a route to an outside area a safe distance from the building.

During tornado drills, each classroom goes to a designated area within the building. Students are moved to these designated areas in less than 75 seconds in a safe, quiet, and orderly manner.

The school district uses ALICE system for emergency situations. Students and parents will be educated on this during the school year. The middle school will run ALICE drills throughout the year to make sure staff and students are well prepared. Parents are notified ahead of time when ALICE drill may be taking place.

Planning is important in most of the activities that we do. Planning ahead is also important for emergency situations. We have developed an emergency evacuation plan for each building that will be implemented in emergencies.

In an actual emergency, students may be forced out of the school quickly without jackets, hats, boots, or mittens. Having a pre-arranged location and plan available will do several things to reduce the trauma of an emergency evacuation.

The emergency plan will proceed in the following steps:

1. The school building will be evacuated as soon as the emergency (fire, bomb threat, etc.) occurs.
2. Staff members will escort students to the football field bleachers and then into the high school.
3. District administration and local emergency responders will be advised of the emergency.
4. Bus transportation will be arranged through the district transportation director's office.
5. **Students will only be released to parents (or their designees) at the emergency sites.**

## **FIELD TRIPS**

Field trips are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will fill out one permission slip for all field trips at the start of the year. . Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs.



## GRADING SYSTEM

The middle school has moved to a standard based reporting system. Please see the school website for a parent guide to provide information and help answer questions.

It shall be the policy of the Gale-Etrick-Trempealeau School District to evaluate student achievement in grades kindergarten through twelve (12). The board recognizes the following objectives or purposes of a system of student reporting practices:

1. To inform parents/guardians of the level attained by their children
2. To bring parents/guardians into closer understanding of the work of the school
3. To record for students their level of achievement
4. To assist students in evaluating their achievement
5. To assist the student, parents/guardians, and school in working cooperatively for the welfare of the student

## REPORT TO PARENTS

Parent/Teacher conferences shall be scheduled at least twice each year in the elementary schools, and no less than two (2) and no more than four (4) times each year in grades 6-12, in order to personally inform parents about the progress of their children.

## PROGRESS REPORTS / REPORT CARDS

Grades are available online. Contact the office for login procedures if you have lost that information.

1. Report cards and progress reports will be emailed home to parents four times throughout the school year. Paper copies are available upon request.
2. Parents will have access to student's academic records on a continuous basis via the internet.
3. Special Education reporting to parents will follow IDEA guidelines.

You, as a parent or guardian, may also check your child's progress through our student management system, PowerSchool. Parents can access their child's grades, lunch balances, and attendance. Letters are mailed to all parents at the beginning of the school year with PowerSchool access information. **Please keep your letter in a safe, secure place.** If you happen to lose it, check with the office to see how you may access the program.

## ILLNESS OR INJURY

It is important that your child attends school, but if your child is ill, he/she should stay home. A day of rest, fluids and lots of loving care may be the "best medicine" available.

### General guidelines for keeping your child at home:

1. **Fever:** A fever of 100.4 degrees or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. Your child should stay at home until he/she is fever-free. (Fever-free without the use of medication such as Tylenol or Ibuprofen)
2. **Vomiting, Diarrhea or Severe Nausea:** A student should remain at home until a normal diet is tolerated the night before and the morning of school. A student with diarrhea should not attend school.
3. **Infectious Diseases:** Impetigo, pink eye with thick drainage and strep throat require a health providers examination and prescription medication. After 24 hours of medication and when the student is feeling better, he/she may return to school.
4. **Chickenpox:** A student may return to school when all scabs are completely dried and no new lesions are developing (usually 5-7 days).
5. **Rashes/with or without fever:** Rashes or patches of broken, itchy skin need to be examined by a

- health provider if they appear to be spreading or not improving.
6. **Injuries:** If a student has an injury that causes continuous discomfort, the student should not attend school until a physician checks the injury or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education class is not recommended, a doctor's written excuse is required.

In the event of one of the following conditions, the school nurse or a member of the school staff may call a parent/guardian to pick up their child:

- The child has a fever.
- The child has vomited.
- The child has diarrhea.
- The child is coughing persistently.

In case of illness or injury, the school nurse or a member of the school staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be transported to the emergency room/hospital, designated on the student's emergency/health form. **Current** emergency telephone numbers, including parental work, home, family doctor, and hospital preference must be on file with the school. **We rely on parents to update this information with their school's office.**

## IMMUNIZATIONS

Wisconsin State Law requires that every student who is admitted to public school must present a complete vaccination record. This must be completed before admission to school. All students must have received the following grade appropriate vaccinations:

### Grades 6-12:

4 DTP/DTaP/DT, Tdap, 4 Polio, 2 MMR, 3 Hepatitis B, 2 Varicella

If your child has received additional immunizations, please notify the school in writing. Personal conviction, health or religious waivers are recognized by the State of Wisconsin. Please note that students not completely immunized may be excluded from school if an outbreak of one of these diseases occurs.

## INSURANCE

School insurance will not be offered by the district, however a private carrier policy will be available at the beginning of each school year. The cost is small compared to the potential cost of medical care and parents are encouraged to examine this service carefully.

## iPads

Every student in grades 6-8 will be assigned an iPad. All students are given a secure Apple ID account that can only be accessed and utilized by them. Devices will be the responsibility of the students during the school day and stored in a safe location in the classroom. Students may have the opportunity to take them home to enhance instruction once forms are signed and turned in to the main office. Parents are asked to supervise their students' use of the device when it is home.



## LOST AND FOUND

All clothing found at school, regardless of its value, is placed in the lost and found. Money, jewelry or other valuable articles are turned in at the office. Students may claim them after proper identification. Lost and found items left unclaimed for more than one month may be donated to a local charity.

## MEDICATIONS

### ADMINISTERING MEDICATIONS TO STUDENTS

### Policy 453.4

Medications should be given at home when possible. Medication given at school is administered by the school nurse or other assigned staff. If medication is needed during the school day, the following is required:

#### Prescription

1. A medication order must be obtained from a healthcare provider/dentist/podiatrist. Medication cannot be given until the medication form is on file at school. If the student's medication dose, time or drug should change, a new medication form must be submitted. This is not a parental request, but a physician's order.
2. All medications must be in properly labeled containers. Pharmacy-labeled containers must have the student's name, name of the drug, dose the student should take, frequency/time of administration, mode (method) of administration, directions and date of drug expiration. Do not send medication in a student's lunch box or a plastic bag. Improperly labeled medication will not be given, and will be returned to parents at the end of the school day.
3. All medication must be turned in to the office at the beginning of the school day.
4. The parental consent portion of the medication form must be signed.
5. Epi pens and Asthma Inhalers may be carried on the student. Age appropriateness is determined by the student's healthcare provider. All other medications should be kept in the school office.

#### Non-prescription Medications

1. Complete the medication form. A health provider's signature is not required. A parental signature is required, giving permission for school personnel to administer the student medication.
2. Supply the medication in a properly labeled container. No baggies, envelopes or home based containers.

#### Acetaminophen/Ibuprofen

A non-aspirin form of medication can be given at school for an occasional headache or body aches. Fevers **will not** be treated. Students with a temperature of 100.4 degrees or more must be sent home. A medication form should be completed, signed by a parent, and sent to school with the medication. We do not administer over the label dose recommendations unless we have a signed order by the health provider.

#### Cough Drops

Please do not send cough drops to school.

*Medication forms are available on our district website, at the school or local clinic.*

## NON-DISCRIMINATION POLICY

The Gale-Etrick-Trempealeau School District does not discriminate against pupils on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education program, or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

The District encourages informal resolution of complaints under this policy. If any person believes that the Gale-Etrick-Trempealeau School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the district office at the following address:

Gale-Etrick-Trempealeau District Office  
17511 North Main  
Galesville, Wisconsin 54630

### STEP 1

A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the superintendent of schools. The superintendent shall send written acknowledgement of receipt of the complaint within 45 days.

### STEP 2

A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 C ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or subgrantee is violating federal statute of regulation that applies to a program shall be referred directly to the state superintendent.

### STEP 3

If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint.

Appeals should be addressed to:

State Superintendent  
Wisconsin Department of Public Instruction  
125 South Webster Street  
Madison, WI 53707-7841

## PARENT VOLUNTEERS

G-E-T considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. All visitors to the building, including parent volunteers, must sign in at the main office.

When volunteering at school, we ask that you do not bring younger siblings to school. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow. Typically we suggest approximately 60 minutes of a time commitment.

**All volunteers must submit to a background check annually as well as view a video on confidentiality. Please contact the school office for necessary forms authorizing the school to perform this vital safety check.**



## PETS

Per policy 835, No live domestic animals may be brought into school district buildings or permitted on school district property, except on sidewalks used for normal pedestrian traffic.

Exemptions shall be allowed under the following circumstances:

1. For the day-to-day operations of classrooms where animals are normally used in the course of study or in classrooms where they are normally displayed for either educational or decorative purposes with prior approval of the building administrator.
2. For display of animals not mentioned above on a short-term basis. Building administrators shall determine under what circumstance this will be allowed, and will require prior notification from building staff of such displays.
3. Animals trained to assist persons who are physically impaired shall have unlimited access to district property when being used for that purpose.
4. Animals under the control of public safety officials shall have unlimited access to district property for exercise, educational and public relations purposes. Proper notification of such visits shall be left to the discretion of the controller of such animals.

## PLAYGROUND EXPECTATIONS

Students are to remain on the play field or blacktop area during outdoor recess. When the fields are muddy, the area will be off-limits. Tackle football and other contact games are not permitted. Other potentially dangerous activities such as skateboarding, piggyback riding, rock throwing, and snowball throwing are not permitted. Misuse or destruction of playground equipment will not be allowed.

Students will have supervised recess inside on days when bad weather prevents outside recess. An adult is on the playground during regularly scheduled breaks. The playground is not supervised after school, and students are expected to leave for home immediately following dismissal.

The following expectations will be taught and reinforced throughout the year:

### **Be Safe**

- Use equipment safely
- Use words to solve problems

### **Be Respectful**

- Show good sportsmanship
- Respect self, others, staff, and property

### **Be Responsible**

- Be a problem solver
- If you take it out, put it away
- Line up quickly and quietly

## STUDENT SAFE AND RESPONSIBLE USE POLICY FOR DIGITAL RESOURCES

The Gale-Ettrick-Trempealeau School District is providing access to the Internet and other digital resources as a means to enhance the curriculum and learning opportunities for all of our students and staff. The district will provide access to Google Apps for Education (GAFE), a free, web based program for students and teachers. This service is available through an agreement between Google and the district. Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use only.

The district has established the Student Safe and Responsible Use Policy for Digital Resources to ensure appropriate use of the resources. All digital resources are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and these procedural guidelines may result in the suspension or revocation of the offender's privilege of access or



other disciplinary actions.

To view the complete policy, you may access it on our district web page at <http://www.getsd.org/> or in the policy handbook located in the school district office. The Gale-Etrick-Trempealeau School District is CIPA (Children's Internet Protection Act) compliant, meaning that all computers are filtered for objectionable content, which includes visual depictions that are obscene, contain child pornography, or are harmful to minors.

### **Limitation of Liability**

The district cannot assure the rights of privacy on district computer systems. Due to the nature of digital resources, there can be no absolute guarantee that the implementation of the safe and responsible use measures contained in this policy will fully protect against access to material or people that may be considered inappropriate or potentially harmful. The district will not be responsible for any damage students may suffer if they accidentally or intentionally are exposed to such materials or people. The school board will not be responsible for any damages a user may suffer, including loss of data.

### **Educational Purpose**

1. All students will have access to digital resources through their classroom, library, or school computer lab.
2. Any student produced web pages must be approved by the supervising teacher and building principal before being linked to or stored on any district web server. The district web master shall approve all web pages hosted on district servers. All student web pages must relate to their specific school, educational, and/or career informational activities and should follow web page construction guidelines as provided on the district server or by the classroom teacher.

### **Student Safe and Responsible Use Policy for Digital Resources**

Safe and responsible uses of the Internet and other digital resources include activities which support learning, collaborative work, and teaching. Students are encouraged to develop uses which meet their individual needs and which take advantage of the functions: communication, education, information storage and retrieval. Acceptable uses include (but are not limited to):

- Using subscription databases and other websites for research
- Using classroom wikis and blogs for student projects
- Using the Internet to send electronic mail (e-mail) to others for classroom projects
- Respecting and upholding copyright laws and all other applicable laws and regulations
- Respecting the rights and privacy of others by not accessing private files
- Following the directions of the adult in charge of the computer lab or other room where computers are in use
- Using Google Apps and tools for communication, collaboration, and productivity on school assigned projects

### **Unacceptable Uses**

- Accessing inappropriate material (as described in the district's Technology Protection Measure) using digital resources
- Swearing, using vulgarities or any other inappropriate language, pictures or gestures in any form using any digital resource
- Violating the rules of common sense or etiquette
- Changing any computer configuration, password or file that does not belong to the user
- Using the system for commercial use, financial gain or illegal activity
- Using an account other than your own or misrepresenting your identity



- Attempting to "hack" into any computer or digital resource
- Creating and/or distributing a computer virus over the network
- Using the system to illegally transfer software (i.e. pirating) in violation of copyright law
- Downloading unacceptable digital materials in any form
- Revealing personal addresses or telephone numbers of students or staff
- Using the network in such a way that would disrupt the use of the network by others (i.e. streaming music, streaming videos and emailing large attachments, unless directed by a teacher)
- Causing damage to digital resources or assisting others to cause damage
- Accessing resources that are inconsistent with the school's rules or district's educational goals or showing others how to do this
- Playing online games, accessing chat rooms or other resources which have little learning potential
- Installing or storing any software on any district computer without the permission of the teacher or staff member responsible for the device
- Using any digital resource without permission of the teacher or staff member responsible for that device
- The student and their parent/guardian must read the district's Student Safe and Responsible Use Policy for Digital Resources and sign the Parent/Guardian Digital Resource Responsibility Form. Access to digital resources may be withdrawn at any time.

## **OTHER GENERAL INFORMATION**

### **COMMUNITY SERVICE**

Although we will continue to promote, emphasize, and coordinate community service opportunities, the middle school will no longer require hours to be submitted to the office for documentation.

### **DROPPING OFF**

Students who walk, ride bicycles, or are given rides to the middle school should not arrive any earlier than 7:30 a.m. when adult supervision begins.

### **LOCKERS**

Policy Number: 444.1

The search of a locker will involve the building administrator or designee. Lockers may be searched when the welfare of students or faculty is in jeopardy. As lockers belong to the school, lockers may be opened at any time with or without the presence of the student occupant.

Guidelines to follow:

1. Do not hesitate to open and inspect when clear and present danger to other students and personnel is indicated.
2. Do not hesitate to open and inspect when sufficient evidence points to a student's concealing therein materials forbidden in school by policy and regulations such as alcoholic beverages, illegal narcotics, or firearms.
1. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order. The school attorney may be consulted in regard to any questions of legality.

### **DROPPING CLASSES / CHANGING STUDENT SCHEDULES**

We recognize that a student may change their mind for an optional class and will want to drop a



class or change their schedule. We encourage a student to complete all the classes that they sign up for. In the event that there is an extraordinary reason why the school should change a schedule by dropping a class, the student must do the following:

1. Discuss with the teacher reasons for wanting to drop or change the class,
2. Bring a note signed by the parents of the student to the teacher to have them sign it,
3. Bring the signed note to the principal's office.

All of these steps must be completed within the first week of each term.

**OPTING OUT of DISPLAYS, etc.:** If parents would like to DENY permission to the Gale-Etrick-Trempealeau School District to display their child's image and their work in public (honor rolls, newspapers, district newsletter, web page, etc.) or if parents would like to DENY permission to the Gale-Etrick-Trempealeau School District to have their child in the background of classroom videos that are made for the purpose of teacher training or accountability (e.g. student teachers filming lessons to be evaluated by a third party reviewer, teachers filming lessons to become nationally certified, teachers recording a lesson to be used as an artifact for Educator Effectiveness, etc.), they should submit a written letter to the office secretary stating that their child's name and that they would like to opt out.

#### **TELEPHONE CALLS & MESSAGES**

Students may use the office or classroom phones only in cases of emergency *after* the office or classroom personnel have granted permission. Only emergency messages will be delivered to the students during class. Students may use personal devices only at lunch/recess, at breakfast break, and before and after school and only in designated areas. Students must notify office personnel if they are calling to be picked up during school hours.

#### **POSTINGS / HALL SIGNS**

Signs or postings in the school building, including on lockers, must be approved by the building principal or designee. An exception will be made for signs specifically made in class meetings under the direction of staff. Adhesives should not be used on painted walls.

#### **PLEDGE OF ALLEGIANCE**

In accordance with state law, staff and students will be invited to participate daily in reciting the Pledge of Allegiance during announcements.

#### **STUDENT COUNCIL**

A student government in any school may be organized within the framework of guidelines adopted by the building administrator and his/her faculty representatives.

The function of student government shall be to provide a channel of communication between students and the professional staff of the building. Regulations and policies shall always remain the province of the board and administration.

#### **VISITORS**

It is discouraged to have friends visit at school. If there are special circumstances, please contact the building principal at least 3 days in advance of the visit to gain permission. Rarely is permission granted due to the disruptive nature of having an additional person in classes. Visitors are not allowed to attend school dances at any time.

#### **TRANSGENDER STUDENT GUIDELINES**

These guidelines provide direction to address issues concerning the needs of transgender students. These guidelines help to ensure a safe learning environment free



from discrimination and harassment and promote the educational and social integration of transgender students. They do not anticipate every situation that may occur, and the needs of each student must be assessed on a case-by-case basis.

#### *Sports and Physical Education*

Transgender students are to be provided the same opportunities to participate in physical education as other students. Generally, students should be permitted to participate in physical education and sports in accordance with the student's gender identity that is asserted at school. Participation in competitive athletic activities and contact sports will be resolved on a case-by-case basis.

#### *Restroom and Locker Room Accessibility*

The Gale-Etrick-Trempealeau School district aims to support transgender students while also ensuring the safety and comfort of all students. The use of restrooms and locker rooms by transgender students requires schools to consider numerous factors, including, but not limited to the transgender student's preference, protecting student privacy, maximizing social integration of the transgender student, minimizing stigmatization of the student, and protecting the safety of the students involved. One option available will be a restroom designated as a unisex bathroom and arrangements for privacy in changing for activities will be made for all adults and students.

#### *Gender Segregation in Other Areas*

As a general rule, in any other circumstances where students are separated by gender in school activities, students should be permitted to participate in accordance with their gender identity asserted at school.



To: Gale-Ettrick-Trempealeau Board of Education  
From: Pete Peterson Middle School Principal  
Date: June 13, 2022  
Re: Proposed Student Handbook Changes

## **Changes to Middle School Parent/Student Handbook**

Page 3 - Opening letter to parents

Page 4 - Sick child

Page 4 - Food service - Waiting for prices

Page 6 Staff list updated with new teachers

Page 7- School hours- Starting at 8:00 a.m. - 4 minutes earlier

Page 9 Arrival and dismissal times

Page 10 Athletic Code - Posted on the district website.

Middle school athletic eligibility will be determined by Learner Characteristics at the end of each term, and because middle school athletic seasons have a much shorter duration than high school seasons, midterm grades will also be evaluated.

Since moving to Standard-Based Reporting, middle school students will be placed on a Co-Curricular Eligibility Action Plan for receiving an Initial (I) indicator in Learner Characteristics. The student will have 10 school days to successfully complete the Eligibility Action Plan or will be ineligible to participate in events/games. Students who do not display a change in behavior will lose eligibility for 15 school days after the Eligibility Action Plan has been evaluated. See handout for Co-Curricular Eligibility Action Plan

Page 11- PBIS Behavior - Wording was updated

Page 13 Calendar updated

Page 14 Dress Code updated/changed

Page 16 Grading System - Please see handout

Page 19 Medications updated per Barbara Hogden



## Co-Curricular Eligibility Action Plan

\_\_\_\_\_ is being placed on an Eligibility Action Plan in order to remain eligible for \_\_\_\_\_, due to getting an Initial (I) indicator on their Learner Characteristics grade in class. The student will have 10 school days to complete the action plan, after which successful completion of the plan will allow the student to remain eligible. Students who do not display a change in behavior will lose eligibility for 15 school days after the Eligibility Action Plan has been evaluated.

Circle the area in need of improvement below:

Safety

Engagement

Respect

Responsibility

The plan will start on \_\_\_\_\_ and will be evaluated on \_\_\_\_\_.

Plan for improvement to remain eligible:

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Student Signature: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Coach/Supervisor Signature: \_\_\_\_\_

## 2022-2023 ELEMENTARY HANDBOOK CHANGES

### Change of Address

Remove sentence about district link (no longer exists). Changed to going to the handbook or calling the school office.

### CHANGE OF ADDRESS/TELEPHONE/EMPLOYMENT

A Student Information Change Form can be downloaded from the District Website, found at the end of this handbook, or be requested from the school office. Click on the District link and drag to Parent Forms.

### Clothing

Last sentence reworded to align with general practice in 3 buildings.

### CLOTHING

Students should come to school dressed for the activities and events of the day. Students should have shoes that can be worn for P.E. and at recess. Clothing should be worn that is appropriate for weather conditions. The outside temperature affects the warmth or coolness of the classrooms as well, so please take this into account when planning what will be worn. Clothing that involves profanity, inappropriate material for schools, or becomes a distraction to learning is prohibited.

### Emergency Plan

Removed details/address of locations for meeting areas for safety.

The emergency plan will proceed in the following steps:

1. The school building will be evacuated as soon as the emergency (fire, bomb threat, etc.) occurs.
2. Staff members will escort students to a safe off site emergency site.
3. District administration and local emergency responders will be advised of the emergency.
4. Bus transportation will be arranged through the district transportation director's office.
5. Students will only be released to parents (or their designees) at the emergency sites as directed by law enforcement and/or school officials.

### School Lunch

Removed detailed pricing for meals/milk since this changes yearly. This information is given in other documents at the beginning of the school year.

For the 2021-2022 School Year all breakfast and lunches are free to students.

Students with cold lunches may purchase milk. The cost is 35¢ per carton and can be purchased on a daily basis in the lunch line. Milk for milk break is sold by semester only. The cost will be \$36.00 (40¢ x 90 days) for each semester. Milk for breaks will be offered one time per day.



## **Medical**

Mrs. Hogden had a few wording changes in medical and medication sections. Areas highlighted are the changes.

5. **Epinephrine Auto-Injectors and Asthma Inhalers may be carried by** the student. Age appropriateness is determined by the student's healthcare provider. All other medications should be kept in the school office.
3. **Infectious Diseases:** Impetigo, pink eye with thick drainage or strep throat may require a health provider's examination and prescription medication. After 24 hours of medication and when the student is feeling better, he/she may return to school.

designated on the student's emergency/health form. **Current** emergency telephone numbers, including parental work, home, family doctor, and hospital preference must be on file with the school. **We rely on parents to update this information with the school's office.**

## Handbook Committee Meeting – April 7, 2022

### Part I – Provisions Applicable to All Staff

#### Section 2. Employment Law

**2.01 Equal Opportunity.** Replaced this section with first two paragraphs of policy 511 to meet requirements of Civil Rights audit.

The G-E-T School District is an equal opportunity employer. The School Board's goal and expectation is that the District shall maintain policies, practices, and a workplace environment that (1) do not unlawfully discriminate against any employee or applicant for employment, and (2) facilitate a timely, appropriate, and proportionate response to any complaint, report, or concern regarding possible unlawful discrimination in employment. The District's commitment to nondiscrimination and to taking appropriate corrective action when needed encompasses all aspects of employment and personnel administration, including recruitment, hiring, training, assignments, compensation, evaluation, and discipline.

Accordingly, the District shall not unlawfully discriminate against any employee or applicant for employment on the basis of disability, race, color, ancestry, national origin, citizenship, sex (including sex-based stereotypes and an employee's transgender status), sexual orientation, marital status, pregnancy, age, religion, creed, political or religious affiliation, arrest or conviction record, military service, use or nonuse of a lawful product off school premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other basis prohibited by applicable law.  
(See board policy 511)

#### Section 12. Personal Leave

##### 12.02 Personal Leave Day Restrictions

If taken, personal days are chargeable to sick leave. Personal leave will not\* be granted:

- A. ~~On~~ During the first ~~five~~ days of school with students.
- B. During the last ~~ten (10)~~ ~~five (5)~~ days of school.

##### 12.03 Approval of Personal Leave and the Total Number of Employees on Personal Leave

- B. No more than a total of ~~ten (10)~~ ~~six (6)~~ employees, ~~(five (5) three (3) certified and five (5) three (3) non-certified)~~ will be granted personal leave on any particular day. If more than ~~five (5) three (3)~~ employees from each group express interest in using person leave, the first ~~five (5) three (3)~~ request received (from each group) will be allowed to use their leave.



## Wage Increase Proposal for 2022-23

The Consumer Price Index (CPI) for bargaining agreements that start on July 1, 2022 is 4.7%.

The teacher raises reflect 3.37% applied to all cells. The negotiated cell increases plus all professional development increases, which are estimated at \$77,712 result in a total wage increase of 4.54%.

Support Staff with and without insurance and Bus Driver raises reflect a 4.0% increase.

The administrator raises reflect 3.37% increases with a few exceptions to be presented in closed session at the June regular board meeting.

Employee Category	Wages	Raises	Percent
Support Staff with Insurance	\$851,979	\$34,080	4.00%
Support Staff without Insurance	\$1,255,609	\$50,224	4.00%
Bus Drivers	\$346,873	\$13,875	4.00%
Teachers	\$6,646,020	\$301,683	4.54%
Administrators	\$1,285,983	\$41,648	3.37%
Totals	\$10,386,464	\$441,510	4.25%