



Empower and Inspire Every Student to Success

ELEMENTARY SCHOOL HANDBOOK

2025–2026

WELCOME ELEMENTARY FAMILIES!

Dear Parents,

This Elementary School Handbook is provided for your use and reference during the school year. It presents detailed information as well as the rules and procedures of the elementary schools in the Germantown School District. Please review this handbook with your child(ren).

Parents/guardians and teachers must work together to ensure the highest degree of success for our students. When that happens, there is a greater likelihood that children will be successful as they pursue their future goals.

As one way of joining this learning partnership, you are encouraged to join and become actively involved in the PTA. Please contact PTA Officers or the office at your child's school.

Sincerely,
Elementary School Principals
Germantown School District



Lindsey Chandelia
Amy Belle School
262-628-7825



Kelly Schultz
County Line School
262-253-3465



Tony Gonzalez
MacArthur School
262-253-3468



Dana Croatt, Ed.D.
Rockfield School
262-628-7622



ELEMENTARY SCHOOL HOURS

SCHOOL	START TIME	DISMISSAL
County Line	8:21 am	3:21 pm
Amy Belle	8:46 am	3:46 pm
Rockfield	8:46 am	3:46 pm
MacArthur	9:06 am	4:06 pm

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Empower and Inspire Every Student to Success

Vision Statement

The Germantown School District will be the premier district in Wisconsin.

Mission Statement

Empower and Inspire Every Student to Success.

Board of Education

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262-253-3920

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Technology Systems
262-502-7275

Jill Seefeld
Food & Nutrition
262-253-3419

Frank Lord
Buildings & Grounds
262-253-3934

The policies listed herein are under continuous study in order to keep the district relevant and within law changes. Therefore, [the Board of Education policies](#) take precedence over this handbook.



NOTICE OF NONDISCRIMINATION POLICY

The Germantown School District is committed to equal educational opportunity for all students in the District. It is the policy of the Germantown School District, pursuant to Wis. Stats. § 118.13, and PI 9, that no person may be denied admission to any District school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, career and technical education, extracurricular, pupil services, recreational or other program or activity because of the person's gender, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Further, it is the policy of the Board of Education to conform to all applicable legal requirements relating to nondiscrimination in employment on the basis of age, race, color, gender, creed, national origin, religion, disability, marital status, sexual orientation, arrest or conviction record (unless there is a substantial relationship between the crime and the job), military or veteran status, or any other such factor as may be specified in any law applicable to the District. This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination, and all other privileges, terms, and conditions of employment.

The District will provide reasonable accommodations for students and employees with disabilities, as required by law.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), Title II of the Americans With Disabilities Act (disability), and Section 504 of the Rehabilitation Act of 1973 (handicap).

The District will comply with the Boy Scouts of America Equal Access Act and will not discriminate against community groups listed in Title 36 of the United States Code as a patriotic society desiring to use school facilities.

It shall be the responsibility of the Superintendent of Schools or his/her designee to examine existing policies and develop new policies where needed to ensure that the Germantown School District does not discriminate pursuant to federal and state law. The following employees are designated to receive complaints filed under Wis. Stats. § 118.13; PI 9, Wis. Admin. Code; Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments; Title II of the Americans With Disabilities Act; and Section 504 of the Rehabilitation Act of 1973. These employees shall assure that an evaluation of the district's compliance with Wis. Stats. § 118.13 is completed every five years under PI 9, Wis. Admin. Code, and submit Form PI-1197 to the Department of Public Instruction annually.

For use on Co-curricular and athletic handbooks, scholarship handbook, scholarship applications, written communication, co-op agreements, employer training agreements, job vacancy notices: The Germantown School District does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability. The district provides equal access to the Boys Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding the non-discrimination policies as outlined in District Policy 2260.

Martin Castro
Director of Human Resources
mcastro@gsdwi.org

Jacob Misiak
Director of Teaching and Learning
jmisiak@gsdwi.org

N104 W13840 Donges Bay Road
Germantown, WI 53022
262-253-3900

Complaints regarding the interpretation or application of this policy shall be referred to the District Compliance Officer and process in accordance with the procedures established in the Nondiscrimination Grievance Procedure in [District Policy 2260](#).



STUDENT CODE OF CLASSROOM CONDUCT

BOARD POLICY 5500

The Board believes that successful schools have a primary focus on student learning, a commitment to high expectations, and an environment of caring, sharing, and mutual help between staff and students. Such a school culture can only exist if it is based on a foundation of respect and effective discipline and a shared responsibility by all stakeholders.

Students

- Must be active participants in developing for themselves the structure and control needed to promote a positive learning experience.
- Must learn to recognize relationships between their behavior and its consequences.
- Must assume responsibility and the consequences for their actions, striving to achieve self-discipline and self-control

Teachers

- Are primarily instrumental in establishing the learning environment to which students respond.
- Establish the atmosphere, the structure, and the contingencies that will secure for all students a positive learning experience.

Building Principals

- Serve as the educational leaders in individual school buildings.
- Ensure that all building programs, practices, and procedures establish a positive school culture and maintain a high-quality learning experience for all students.

Parents

- Shall be involved in all aspects of maintaining the level of structure and control necessary for their child to learn.

The District shall not discriminate in standards or rules of behavior, including harassment, on the basis of sex, race, national origin, color, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established complaint procedures.

Student Code of Classroom Conduct

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.



Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall include the following items:

- A. specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
- B. other student conduct that may be used by a teacher as a basis to remove a student from class; and
- C. procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

The Code of Conduct, developed by a committee created by the Board for that reason and consisting of parents, students, Board members, school administrators, teachers, student services professionals, and other appointed residents, and, once created, shall be reviewed by the Board periodically.

Removal of a student from a class that is consistent with the Code of Conduct does not constitute a report under Policy 8462.01. If the staff member believes in good faith that the threat represents a serious and imminent threat to the health or safety of students, staff, or others, and the threat is a threat of violence made in or targeted at a school. Staff must still report such threats as described in [Policy 8462.01—Mandatory Reporting of Threats of Violence](#).

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POLICIES AND PROCEDURES

Admission and Enrollment for School

General Admission — All students must be registered before starting school. Students new to the district should have registration completed prior to the first day of school whenever possible. Parents must prove residency at the school office in your attendance area before enrolling their child(ren). As part of the registration process, please provide two (2) proofs of residency such as a rental agreement, utility bill, or tax bill as well as the child's original birth certificate. Delayed pupil registrations cause unbalanced classes and busloads. It is recommended that transfer pupils present evidence of having had a physical and dental examination within 90 days prior to the opening day of the school year. Transfer pupils must have the required immunizations prescribed by the State Board of Health.

Enrollment Age for 4K and Kindergarten — Children entering 4K must be four (4) years old and children entering 5K must be five (5) years old on or before September 1 of the year when enrolling. Each student must have a birth certificate. It is recommended that children entering kindergarten or transfer pupils have a physical and dental examination within 90 days prior to the opening day of school. Children entering school for the first time must submit verification that they have received Hepatitis B (three doses), two measles and rubella vaccines after age one, four doses of the polio vaccine, four doses of the DPT vaccine, and two doses of Varicella (chickenpox) vaccine (or proof of chickenpox disease history).

Requirements can be waived only if a properly signed health, religious, or personal conviction exemption is filed with the school. Parents must complete necessary school registration forms and must be residents of the school district.

All first graders who have not completed the kindergarten registration requirements and forms will be expected to have completed these before entering first grade.

Withdrawal — If a pupil transfers from the school district, the pupil's new address and the name and address of the new school should be submitted to the student's principal at least two (2) days prior to the date of transfer. This allows the pupil's records to be properly transferred to the next school.



Alcohol and Other Drug Use

[Board Policy 5530](#) regarding Drug Prevention is available online.

Use/Possession

Any student who is involved in the use of, transfer, manufacture, sell, give away, dispense, possess, distribute, or be under the influence of alcoholic beverages, controlled substances, mood-altering substances, or drug paraphernalia on school premises or while engaged in or attending school-sponsored activities is in violation of school policy, and disciplinary action will be taken.

This action will include the following:

- A. Parental notification/conference
- B. Student conference
- C. Referral to law enforcement (charges may be filed as a result of this referral) and emergency medical assistance, if necessary
- D. Suspension for up to the legal maximum days AND
- E. Petitioning the Board for consideration of expulsion

Sale/Transfer

Any student who is involved in the sale of or intent to sell, the transfer of, or the purchase of alcohol, controlled substances, mood-altering substances, look-alike drugs, or drug paraphernalia (as defined by state statutes) is in violation of school policy, and disciplinary action will be taken.

This action will include the following:

- A. Parental notification/conference
- B. Student conference
- C. Referral to law enforcement (charges may be filed as a result of this referral)
- D. Suspension for up to the legal maximum days AND
- E. Petitioning the Board for consideration of expulsion

Attendance

[Board Policy 5200](#) regarding Attendance is available online.

Bullying

[Board Policy 5517.01](#) regarding Bullying is available online.

Detention

Detention is defined as a supervised time served out of the student's daily academic routine. Detention may occur before, during, or after school as deemed appropriate by a building administrator. If a student is assigned a detention before or after school, transportation is not the responsibility of the school.



Directory Data

The Germantown Board of Education has designated the following student records information as directory data: student's name, address, telephone listing, place and date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently attended by the district. Parents wishing to keep their child from being listed as such must notify your school office, no later than two weeks after the opening of school or receipt of this notice. Please refer to [Board Policy 8330](#) for further information.

Dress and Grooming

It is the policy of Germantown School District that students will attend school clothed and groomed neatly in a manner appropriate for school functions. Appropriately dressed and well-groomed students help create a positive environment for learning. Students may express themselves through their style of dress and personal appearance as long as it is not actually or potentially disruptive of school activities.

Any article of clothing or accessory or manner of hairstyle or makeup that is determined by the administration to be actually or potentially disruptive of school activities is prohibited including but not limited to the following:

- Tops that expose a student's midriff or back, sleeveless tops with oversized armholes or spaghetti straps, or tops with low necklines.
- Short skirts or short shorts.
- Clothing that is see-through or otherwise exposes undergarments.
- Long or heavy chains and accessories with sharp or pointed protrusions.
- Any head covering, including hats, sweatbands, and bandanas.
- Clothing or accessories that conceal one's identity.
- Clothing or accessories which directly or through innuendo contain obscenities, profanity, or pornographic images; represent illegal behavior; harass or discriminate based on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability; or advocate pain, death, suicide, or drug use.
- Any other clothing or accessories that are actually or potentially disruptive of school activities.

The student and his/her parents are responsible for the student's compliance with this policy. In the event that a student violates this policy, the student and his/her parents will be notified and the student will be required to change into appropriate attire. Recognized religious wear is exempt from these rules.

Early Release Days

When an early release is indicated on our school calendar, lunch is not served.

Field Experiences

Field experiences (field trips) are academic opportunities for all students. Permission slips will be developed for all off-site field experiences and should be signed and returned by their due dates.



Grievance Procedures

[Board Policy 9130](#) regarding Public Requests, Suggestions, or Complaints is available online.

Student Complaints

The Board of Education recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the District Administrator.

Public Requests, Suggestions, or Complaints

Any individual(s), having a legitimate interest in the staff, programs, and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board of Education. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Board Policy 9130.

It is the desire of the Board to address any such matters through direct, informal discussions and other means. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

Guidelines for Matters Regarding Instructional Materials

The District Administrator shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A, and [Form 9130 F3](#).

Homework

Students are directly responsible for all assignments given to them by their teachers and must make every effort to complete these on time. In addition, students must learn to be responsible for bringing books, homework, gym attire, milk money, etc., to school on the days these items are needed. School personnel will not interrupt classes to deliver these items to students.

Teachers may give homework each day. It should not require more than 30 minutes for pupils in Grades 1 and 2, and 60 minutes for pupils in Grades 3, 4, and 5 on an average daily basis.



Library Materials

All library materials loaned to students will be assigned a specific due date. Students will be allowed to renew library materials provided they have no other outstanding library obligations and there are no other requests or holds for the same copy.

If students have overdue library materials by two (2) weeks or more they will be notified via email and/or printed notices.

If the library materials are not returned after four (4) and six (6) weeks beyond the due date, printed notices will again be distributed to students (elementary schools) and the primary parent contact listed in Skyward.

If library material/s are not returned after eight (8) weeks a “Lost Library Material” fine will be assessed to the student’s account in Skyward. Overdue library materials returned in good condition at any point prior to being billed and/or replaced will be accepted with no fine/s applied.

Students are expected to return library materials in the same condition in which they loaned them. Materials returned in damaged condition will be assessed and repaired whenever possible. While no fines will be applied for library materials able to be repaired, the school library staff will have conversations with students in an effort to educate them on their responsibilities when loaning library materials. Students with multiple instances of returning damaged library materials may be assessed a “Damaged Library Materials” fine in Skyward. If returned library materials have damage that warrants replacement (water damage, missing pages, etc.), a “Damaged Library Materials” fine will be applied to the student’s Skyward account for the replacement amount of the material(s).

Personal Communication Devices

[Board Policy 5136](#) regarding Personal Communication Devices is available online.

The use of personal communication devices during the school day is prohibited unless expressly allowed by a staff member for a special purpose. Cell phones must be turned off and placed in backpacks prior to entering the building. Smartwatches (i.e., Apple watch, GizmoWatch, Garmin, etc.) are considered personal communication devices if they have cellular or wifi connectivity. Cellular or wifi connectivity on smartwatches must be disabled during school hours if the student wishes to wear the watch during the school day. Students should use the classroom or office phones if they need to communicate with someone outside the building during the day.

Personal Property

Personal property (electronic toys, games, etc.) should stay at home. The school is not responsible for damaged, lost, or stolen personal property. A favorite toy or a family heirloom should only be brought to school by a parent and with prior written approval of the teacher. Any personal property deemed a distraction or safety risk will be confiscated and held for parent pickup. Clothing and other personal property (e.g., backpacks, shoes, snow pants, boots, and hats) should be labeled with your child’s name.

Parents must complete a permission slip before a child is permitted to walk or ride a bicycle, scooter, or skateboard to school. Students are also encouraged to wear recommended safety gear. Bikes and scooters should be secured at the racks provided. Skateboards will not be allowed during recess and will be kept in the classroom in a location determined by the teacher.

Laser pointers are not allowed in school. Such items will be confiscated and returned at the discretion of the building principal.



Promotion, Placement, and Retention

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.

Pupil Evaluation

While pupil evaluation is a continuous process, report cards are given on a semester basis. Two conferences are also held each year. Additional progress reports are sent to the parents as needed.

The purpose of any school reporting system is to inform the parents as accurately as possible of their child's progress. Parents need not wait until any reports are issued to inquire about their child's progress. They should feel free to contact the teacher or principal at any time and arrange an appointment to discuss areas of concern. Only when the home and school work together can the best educational program be provided for the child.

Pupil Health

Any student suspected of having a contagious, infectious, or quarantinable disease or infestation (e.g., live lice, scabies) shall be sent home by the school principal following parent notification. The school reserves the right to request a doctor's permission slip if there is any question regarding the child's fitness to attend school.

School Closings and Delays

In the event of inclement weather, families will be notified of closings and/or delays via the District's automated notification system.

In addition, Germantown public school closings and delays will be announced on the district's website and social media, and on the following television stations:

Closings will also be announced on television channels 4, 6, 12, and 58. The announcement will include "all Germantown public schools."

If the opening of school is delayed for a period of time, the same procedure will be followed and the school starting time will be announced.

If a sudden storm forces the schools to close before the regular dismissal time, a similar radio announcement will be made. Parents should have on file in the office specific information as to where their child(ren) should go if school closes early.



School Property

You should be aware that under the new law, the School Board retains ownership and possessory control of all student lockers and desks and as such they may be searched by the teacher, the principal, or other designee when determined necessary to ensure general welfare and student and staff safety.

Special Request to Leave School

A student who must leave school for any purpose shall bring a note from his/her parents indicating the time he/she is to be excused and the reason for the excuse. The school encourages parents to keep such requests at a minimum.

The school is not responsible for students off the school grounds during the course of the regular school day due to parental request. A student who goes home for lunch or takes a different bus home shall bring a note from his/her parents granting that permission.

Student Health and Participation

Generally, no child is excused from outdoor activities on non-inclement days unless a doctor's excuse is provided. The school considers physical education classes, recess, and outdoor noon activities part of the normal school day. Therefore, any child who comes to school is required to participate in all activities unless a doctor specifies that for health reasons some activities must be eliminated.

Student Makeup Work

If a child has missed school assignments, the teacher will plan with the student to have the work completed.

Suspension and Expulsion

[Board Policy 5610](#) regarding Suspension and Expulsion is available online.

Technology Acceptable Use and Safety

[Board Policy 7540.03](#) regarding Student Technology Acceptable Use and Safety is available online.



SCHOOL SAFETY

Accidents/Emergencies

If a serious student accident occurs, the school will summon the community fire department for assistance and will immediately contact the student's parent. However, sometimes we are unable to contact parents and the administration and rescue squad members must decide if the student needs to be transported to the hospital. Froedtert Menomonee Falls Hospital is the designated receiving hospital.

All fire departments servicing the Germantown School District have a policy that states there is a charge for conveying any person to the hospital; this cost is directly billed by the fire department to the student's family.

Fire, Severe Weather, and Lockdown Drills

Fire, severe weather, and lockdown drills are held periodically.

Inclement Weather

An inclement day is defined generally in the following ways:

- A. Any combination of temperature or wind chill of 0°F or below
- B. Rain, heavy snow, or sleet
- C. Wet grounds

Children will be allowed to enter the building immediately upon arrival. Additionally, recess will be held indoors if inclement weather is declared.

Safety

Safety is a habit that is learned only through practice. Parents as well as teachers need to continually remind and discuss the reasons for all safety practices with their children. Here are some suggestions that may help develop these essential practices:

- If your child walks, plan the safest way to get to and from school. Insist that this route be taken at all times.
- Insist that your child go directly home or to the designated caregiver after school.
- Discuss with your child the danger of taking gifts or going anywhere with strangers.
- Teach your child his/her home address and telephone number.
- Help your child understand that throwing stones, rocks, sand, or snowballs at school, on the bus, or at bus stops is wrong.
- Encourage your child to obey all bus safety rules.
- For those parents taking children to and from school by automobile, be sure that you do not park in areas where bus loading takes place. Instruct your children where they will be dropped off and picked up so as not to violate safety rules.
- Use, possession, or sale of controlled substances, alcohol, or other drugs may result in expulsion.
- Bike riders must walk their bikes at all times on school grounds. Helmets are strongly recommended.
- Students must have a parent permission slip on file which authorizes them to walk or ride their bike to and from school if transportation is typically provided by the district.



School Bus Rules and Regulations

1. Bus riding is a privilege, not a right. Students will lose this privilege if their behavior warrants such action.
2. Be at the loading place at the scheduled time, morning and afternoon. Wait in an orderly manner, board the bus safely, and use the handrail.
3. Follow the recommended procedure when crossing a roadway. (Cross 10 feet in front of the bus, look both ways, and wait for the driver's signal.)
4. Inform the driver, if possible, when you will be absent.
5. All riders will remain seated when the bus is in motion.
6. Keep heads, hands, and arms inside the bus.
7. All riders are to remain in their seats.
8. Scuffling, fighting, obscene language, eating, smoking, and throwing objects are forbidden.
9. Bus riders will not litter.
10. The bus driver is in charge. Disrespectful behavior will not be tolerated.
11. The bus driver will file a written report of any misconduct with the school principal and bus company.
12. Parents will be notified if misconduct continues.
13. No unauthorized passengers are allowed on the bus.
14. Parents are financially responsible for any damage done to school bus property by their child(ren).

Violations of the above rules and regulations may result in loss of bus riding privileges and may include expulsion.

Volunteers

A background check needs to be processed prior to volunteering in a classroom or attending a field experience with your child's class. To apply as a volunteer, the [District Volunteer Application](#) must be completed. Upon approval, the first time you volunteer, your valid state ID must be presented to complete the process.

Visitors in School and Telephone Calls

All visitors are required to sign in and obtain a visitor badge in the office upon entering the building during school hours. This will include an electronic background screening, therefore a valid state ID must be presented. Visitors without the proper identification badge will be redirected back to the main office. Classroom visits are welcomed but must be pre-arranged. This eliminates interruption to the instructional program. Children not currently attending the school are not allowed to visit during regular school hours without prior approval from the building principal.

Emergency calls can be made any time. Student requests to use the telephone will be kept to a minimum. Students cannot be called to the office to receive telephone calls.

Weapons in School

[Board Policy 5772](#) regarding weapons is available online.



SUPPORT SERVICES

Dispensing Medications in School

Medications should be administered to school children by parents whenever possible. When necessary persons designated by the school principal or district nurse may administer medications to students under established conditions. Before any medication can be administered to a student in the Germantown School District, school personnel must receive written parental/legal guardianship consent. Physician signature is required for all prescribed medications.

For a child to take medication(s) during the school day, the following procedures must be followed:

- A. Complete Medication Administration Form (each medication requires a separate authorization form)
 - Administration of Non-Prescription Medication Form
(Over the Counter Medication) only parent's consent and signature is required
 - Administration of Prescription Medication Form
 - Parent consent and physician authorization and signatures are required
 - Self Administration of Medication Form
Parental consent will be required for all self administration of medication. In addition a physician signature will be required for all self administered prescription medication. Students will be allowed to carry emergency medications to include Epi-Pens or Asthma inhalers with parental and physician authorization and signature. Self administration will be approved under the discretion of the school principal. Competency and safety of self use must be demonstrated prior to students self administering medication. No controlled medication will be authorized for self administration.
- B. Parents or designated responsible adults are required to deliver medication to school if requesting the school to administer such. Students are prohibited from bringing medications on their person for delivery to school.
- C. Parents are required to provide a maximum of a four (4) week supply of medications if requesting medication administration at school. Therefore, periodic replenishment of medication supply will be needed. Prescription medication must be in the original prescription container, clearly labeled with the name of the student, name and dosage of the medication, method of dispensation, time of day to be given, name of physician, date issued, pharmacy name, address, and phone number.
- D. Over-the-counter medications must in original bottle or packaging. It will NOT be dispensed without written permission by the student's parent/guardian and the instruction. If the dose requested is other than the recommended therapeutic dose, physician documentation will be required. Students authorized for self-administration are restricted to having only a one to two (1–2) day supply of medication on their person. Any student transferring medication to another student will be subject to disciplinary action.
- E. Parent or designated adult are to pick up remaining medications at the end of the school year. If medications have not been picked up by the last day of school, the medications left will be properly discarded.

Should you have any questions regarding the district medication administration policy, please contact the District Nurse at 262-502-7309.



Meal Program Overview and Charge Policy

The Germantown School District Food & Nutrition Department has created a school lunch program that is easy to use and provides your children with healthy and nutritious meal choices served every day. If you have any questions regarding the food service program, please feel free to contact the Food & Nutrition Department at 262-253-3420.

Lunch Program

- Every family in the District has a food service account.
- The account can be activated by depositing money.
- The Skyward Lunch System is a prepaid system which relies on parents maintaining a positive balance in their family account.
- Each child is given a confidential four-digit lunch keypad number.
- This number is entered when going through the lunch line.
- The lunch keypad number is different than the student's ID number.
- Both positive and negative family account balances remaining at the end of the school year will transfer with the family account to the next school year.

Payment Options

- Checks and money orders are preferred.
- All payments must be made payable to "Germantown School District".
- **Your child's name must be on every payment and in the memo section of the check.**
- A cancelled check is your receipt.
- Checks will be collected in the morning at the elementary schools.
- Deposits turned in at elementary schools only allow the children at that school to eat. The deposit is credited to the family account early the next morning and it is not reflected in the family account until then.
- Deposits turned in at KMS or GHS before 8:30 a.m. will be credited to the family account the same morning and all children in that family will eat.
- Deposit boxes are located by the kitchen doors at Kennedy Middle School and the Food & Nutrition Department at Germantown High School.
- Cash is accepted in the lunch line at Kennedy Middle School and Germantown High School only.
- RevTrak payments made to your family account will post immediately. A service charge will be assessed by the RevTrak processor. Instructions on how to make RevTrak payments can be found under the Food & Nutrition section of www.gsdwi.org.

Free/Reduced Meal Program

- Families having financial difficulties are encouraged to apply for the Free/Reduced National School Lunch Program offered through our district. You may apply at any time during the school year.
- Applications are available at your child's school office, the Food & Nutrition Department, or the District website, www.gsdwi.org.
- To see if you may qualify for benefits, review the application income guidelines which are found on the application.
- Completed applications are only acceptable in the original hard-copy form and must be signed. Emailed and faxed copies will not be accepted.
- In order to receive benefits, you must complete an application for benefits and be approved or be matched on the State website each school year.
- Children who qualify for free or reduced lunch and take milk when bringing a bag lunch will be charged \$.50 for milk.



Low and Negative Balances/Unpaid Meal Charges

- You will be notified that your account is low when it reaches \$15 or less via email if you have an email in Skyward Family Access and have checked the box that you want to receive email notification from Food & Nutrition. If your email address changes, be sure to change it in Skyward Family Access.
- It is the parent's responsibility to monitor your account.
- Parent/guardians are responsible for the food service balance in your child's/children's account.
- If your account has a negative balance and your child wishes to eat lunch, you must deposit money in your account to cover the amount due plus the cost of meals.
- If your balance is negative and your child wishes to take lunch without paying the negative balance, you must send enough money to cover the cost of the meal.
- If your balance is negative and your child does not bring money for lunch that day, he/she will be offered a cheese sandwich (\$0.50), baby carrots (\$0.20), and a milk (\$0.50) and your account will be charged.
- Students will not be allowed to purchase ala carte milk or other a la carte items if there is a negative balance.
- We will make every attempt to collect delinquent balances and work with each family to bring their accounts current. Money due will not automatically be eliminated, forgiven, or reduced at the end of the school year. The negative balance will roll over to the following school year. If you have a negative balance from the previous year, you are responsible to pay the amount due.
- If your child is graduating, your negative balance must be paid before his/her diploma is released.
- You can monitor your family account activity and balance in Skyward Family Access.

USDA Nondiscrimination Statement

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, [USDA Program Discrimination Complaint Form](http://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2mail.pdf), which can be obtained online at: <http://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to

USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (833) 256-1665 or 202-690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.



Student Services

The Germantown School District offers student services in many areas which are designed to assist children in their growth and development throughout the grades. Pupil Services personnel work closely with classroom teachers and pupils and are an important part of the total educational program. Programs in our schools include the following areas:

Guidance — The guidance program offers pupils a systematic testing program, including group intelligence and achievement tests. The testing program is designed to be continuous, comprehensive, and meaningful. Individual and group tests are administered in order to best serve the needs of the child. Individual counseling is another important part of the guidance program.

The guidance program utilizes the services of psychologists, social workers, and counselors.

Health — The Germantown elementary schools are serviced by a district nurse who makes periodic visits to the schools and is available for consultation.

Each school has a health station which is supplied with necessary first-aid and emergency equipment.

Speech Therapy — Speech therapists are assigned to each school on a regularly scheduled basis to assist children with speech therapy activities.

Special Education — Special education classes are available for pupils who encounter difficulties in the regular classroom situation.

Reading/Language Arts — The elementary schools have reading specialists available to help teachers meet the individual reading and language arts needs of students.

Gifted and Talented — Programming is available at all schools and will be recommended according to individual student needs.

School Lunch and Milk Program — School lunch and milk, including free and reduced, are available to all elementary students. Procedures for purchasing lunch and/or milk are announced the first week of school.

