

PORT EDWARDS  
ELEMENTARY  
SCHOOL

OFF TO A GREAT START!



**K - 4 STUDENT  
HANDBOOK  
2019-2020**

Welcome!

### Introduction to Students and Parents/Guardians

We hope that you use this handbook as a resource on school rules and procedures. The information that is included will be very helpful as you and your children begin the school year. Please keep a copy of the handbook in a convenient place, as you will refer to it frequently.

If you have questions or concerns regarding any of the information in this handbook, please do not hesitate to contact us. We welcome the opportunity to communicate with you as partners in your student's education!

Cara Christy, 4K-6 Principal/Director of Pupil Services  
715-887-9000, ext. 101

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## 2018-2019 DAILY TIME SCHEDULE

Building Entry Time	8:25 a.m.
Morning Classes	8:25 – 11:30 a.m.
Noon Lunch/Recess	11:30 a.m. – 12:15 p.m.
Afternoon Classes	12:15 – 3:12 p.m.

*Important:* To ensure the safety of your children, please make certain that they do not arrive at school early, unless you are signing them into the Morning Reading Program. We do not have playground supervision before 8:00 a.m. Parents should drop off students in front lobby. No parents are allowed in hallways or classrooms without checking in at the office.

Students will not be dismissed until the bell rings at 3:12. If you must pick up your student early, please obtain a pass from the office. Students must go directly home after school. There is no supervision on the grounds after dismissal.

**Parents picking up their child after school are asked to wait in the front lobby until the bell rings. We appreciate your cooperation in helping to minimize any unnecessary distractions in the building for the entire school day.**

## 2019--2020 SCHOOL CALENDAR DATES/EVENTS OUTLINED

School Begins:	September 3, 2019
School Photos (Grades K-4):	September 12

### No School for Students

Labor Day:	September 2
Professional Inservice Day:	October 7
Thanksgiving Vacation:	November 27, 28, 29
Winter Vacation:	December 23 - January 1
Professional Inservice Day:	January 20
Professional Inservice Day:	March 6
Spring Vacation:	March 23 - March 27
Professional Inservice Day:	April 27
Memorial Day:	May 25
Last Day of School:	June 3, 2020
Professional Inservice Day:	June 4

### School Terms

End of First Quarter:	November 1
End of Second Quarter:	January 17
End of Third Quarter:	March 20
End of Fourth Quarter:	June 3

## IMPORTANT TELEPHONE NUMBERS

Absences Grades 4K-4:	715-887-9070
Elementary Principal:	715-887-9000 ext. 101
School Nurse:	715-887-9000 ext. 202 (MS/HS), ext. 421 (ES)
Lamers Bus Lines:	715-421-2400 ext. 10211

## ACHIEVEMENT TESTING PROGRAM

In order to monitor your child's academic achievement, the district follows a yearly standardized testing program. The Department of Public Instruction (DPI) evaluates and determines which tests will be administered to students.

Parents will be notified as the testing periods approach. As a parent, you can help us by ensuring that your children get adequate rest and relaxation during test times and avoid disruptions such as clinic or dentist appointments on the test days. We appreciate your cooperation as testing requirements may change from year to year.

## ABSENCE, ATTENDANCE, TRUANCY

**TO REPORT AN ABSENCE IN GRADES 4K-4,  
PLEASE CALL 715-887-9070 BY 9:00 A.M. THE DAY OF THE ABSENCE.**

Wisconsin state statute 118.15 and 118.16 requires children between the ages of 6-18 to attend school every day that school is in session. When a student is absent for any part of a school day, the parent/guardian must call the school and provide a valid reason for the student's absence. The principal has the final authority as to whether an absence is excused.

Valid reasons are limited to situations where the absence is unavoidable, such as illness, medical or legal appointments, religious observance or funeral. **Personal reasons (without specifics), such as car trouble, oversleeping, traffic problems, etc. are not acceptable excuses.**

In accordance with state law, a student may only be excused by a parent/guardian for a total of 10 days in any school year. **Absences after 10 days or parts of days in any school year will be considered truant unless the principal receives satisfactory documentation from the parent/guardian to justify the additional absences.** If a student must be absent from school, the parent/guardian must phone the elementary school office by 9:00 a.m. on the day of the absence.

A truancy is defined as missing 15 or more minutes of a class without a school-approved reason. Any unresolved absence that is not cleared up within 48 hours will be recorded as a truancy. **When a student is truant for 5 days or parts of days in a semester, the parent will receive a letter of notification. Excessive truancy may result in a referral to local law enforcement and social services.**

The school reserves the right to request an excuse from a medical doctor for any abuse of the attendance policies and procedures.

All students having an excused absence from school will be allowed to make up work. Two days will be allowed for each day of non-vacation, excused absence for completion of this work. This make-up privilege applies to work assigned or missed due to the absence and not to previously assigned work, tests, papers, etc.

## **PASS SYSTEM**

We require that all of our students present a pass to their teacher in the event that they must enter or leave the school. This procedure will ensure that there is good communication between the parents/guardians, teachers and the elementary office.

If you are picking up your child, during the school day, please notify the office in advance. The office will then be able to dismiss the child in a timely manner.

If you send a note with your child in the morning, this information will be sent to the elementary office and the teacher will be notified so that he/she can have your student ready for dismissal.

## **TARDIES**

If you bring your child late in the morning, please come to the office and we will give the student a pass to give to the classroom teacher. This system will give us increased security and increased accuracy in recording absences. Being late for school causes a disruption for your student, his/her classmates, and the teaching staff. ***Please bear in mind that when a student is late, the time counts toward the 10-day absence rule.*** Although we all occasionally have unavoidable delays, please keep in mind that the school must use the following guidelines for reporting under State Attendance Laws:

Excused Tardies: medical and legal appointments, illnesses or family emergencies

Unexcused Tardies: oversleeping and running late

Excessive tardies will be referred to social services.

## **VACATIONS**

The Board of Education recommends that extended family vacations be planned so as not to interfere with the child's in-school education. Many in-school educational experiences cannot be made up. If a child must miss school, established guidelines must be observed so that the absence creates as little negative effect as possible.

The guideline is to start planning with the teachers as early as possible. Please notify the school as far in advance as possible. Completing work before a vacation can minimize the effect of the absence. The student may pick up a Pre-arranged Absence Form in the elementary school office. A parent/guardian must sign the form and turn it into the office. This allows the teacher and student to make arrangements for missed work.

If the student has not made arrangements prior to vacation to complete required assignments, the absence for that class will be unexcused. This emphasizes the importance of notifying and

working with the teachers well ahead of the planned vacation. Remember that only 10 days total absence can be considered excused.

### **ALCOHOL & OTHER DRUGS POLICY - PESD Policy 5530**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

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

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

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

The District Administrator shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools, including education, prevention and standards of conduct.

### **TOBACCO USE/POSSESSION - PESD Policy 5512**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well- established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes,

clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

## **ANIMALS**

Animals are not allowed to visit school unless they are part of an educational program approved by the building principal.

## **BEFORE AND AFTER SCHOOL PROGRAMS & POLICIES**

### **AFTER SCHOOL PICK UP PROCEDURES**

The school day ends at 3:12 p.m. For safety purposes, parents may not enter the building before 3:10pm. Doors will remain locked until that time. Students must be picked up by 3:20 p.m. Any students remaining in the building, after that time, will be checked into The Boys and Girls Club.

### **BOYS & GIRLS CLUB**

The Boys & Girls Club of the Wisconsin Rapids Area provides after-school programming five days a week until 6:00 p.m. for students ages 6-12. Students attending Boys and Girls Club may participate in arts and crafts, board games, movie days, outside recreation, homework help and other activities. For a yearly membership fee, the club offers a safe, positive place for students after school. For more information about the Boys & Girls Club, call them directly at 715-424-2582.

### **MORNING READING PROGRAM**

The Morning Reading Program runs from 7:00 a.m. until school breakfast is served at 7:45. Students may attend anytime during this time frame. Parents must complete a simple enrollment form once each school year for their child(ren). This free program, held in the IMC, is open to students in grades 4K- 4, Monday through Friday and coincides with the district calendar. If there is no school for students, there will be no Morning Reading Program that day, or any day school is closed due to inclement weather.

**Doors will not open for Morning Reading until 7:00 a.m. Parents/guardians will be required to come into the building to sign in their child each day that he/she attends the program. Parents may not drop off/leave students unaccompanied in the school lobby. Because this is a voluntary program, please be aware that there will be no transportation provided and that there are no crossing guards on duty this early in the morning.** At 7:45 a.m., after awakening their minds with a good book, students can go into the cafeteria to jump-start their bodies by eating a nutritious breakfast or to be supervised in the gym. The cost for breakfast is \$1.60 per day, which will be deducted from your student's food account. Playground supervision will begin at 8:00 a.m. as usual.

The program is structured around engaging themes. The children take part in learning center activities and games, as well as silent reading. The morning is supervised by a teacher's assistant. At 7:30, the children are treated to a read-aloud by volunteers from the Port Edwards community. We are seeking community volunteers, to be guest readers, or to listen to the children read. If you are interested in doing so, please call the elementary school office at 715-887-9070 to be added to our list. Special guests will be periodically visiting our Morning Reading Program with their certified therapy dogs. With parental permission, students practice their oral reading skills by reading to these friendly, canine companions.

### **BICYCLE RULES & PARKING**

Bicycles are a very desirable means of transportation to and from school, but their use places additional responsibility on the student to follow all traffic and safety rules. Students who do not follow the rules will be required to leave their bicycles at home. Please encourage your child to wear a bike helmet.

Bikes must be parked in the bike parking area. Students are not allowed to play in the bike parking area and bikes are not allowed to be ridden anytime during the day.

### **BREAKFAST & HOT LUNCH PROGRAM**

A nourishing hot meal is available to all students in grades K-4. Port Edwards Schools use an automated ID food service program. Each student in grades K-4 is issued an ID number. When students wish to purchase breakfast or lunch, their number is entered into the computer. This process is monitored or conducted by a staff member. The cost of the meal is automatically deducted from the student's account. **All accounts must have a positive balance.** When an account balance is low, the school may call the home or send a reminder note. Students may, if they prefer, bring a lunch from home. They may purchase a carton of milk to have with their lunch. The current price for a carton of milk is \$.40. The current meal prices for students in grades K-4 are \$1.60/day for breakfast, and \$2.60/day for lunch consisting of a choice of two main entrees, both of which include a variety of fruits and vegetables from the Garden Bar. These prices are subject to school board approval and may change. **You must make deposits to your child's account in advance (prices are subject to change).** These payments can be made in person or on line.

If you feel you qualify for the USDA School Nutrition Program, request a Free and Reduced Price School Meals Application form from the elementary school office. This program allows families with limited income to obtain free or reduced priced meals, including lunch & breakfast, for their children. If you qualify and choose to bring a cold lunch, you must **purchase** milk for the current price of \$.40. Parents should fill out a new application form at the beginning of every school year.

The adult price for lunch is \$3.95/day. If you would like to join your student for lunch, please turn in a completed VIP lunch reservation form to the office at least 48 hours in advance. Payment can be sent with the form or turned in to the office the day of your lunch reservation.

In compliance with federal regulations, the Board of Education allows students to participate in an "Offer vs. Serve" program that permits students to decline food they do not intend to eat.

School lunch program personnel will offer a full portion of the five required meal items: meat or meat alternative, bread or bread alternative, milk, fruit, and vegetables. Students may decline up to two of the five items but may not decline both the fruit and vegetable.

### Cafeteria Behavior

- Students may report to the cafeteria for breakfast from 7:45 a.m.-8:15 a.m. Breakfast will not be served after 8:15 a.m.
- Student manners and behavior are expected to be that which would normally be expected in any public eating establishment.
- Students are to remain seated until excused by an adult supervisor. When ready to be excused, students should raise their hand.

### **MILK PROGRAM**

A carton of white or chocolate milk is available to students in grades K-4 around the time of morning recess. If parents/guardians want their child to take advantage of the milk program, the cost is \$59.50 for the year, payable, in full, at the beginning of the school year. The morning milk program is separate from lunch accounts; however, families that qualify for free or reduced priced meals are also eligible for free milk.

### **School Wellness – PESD Policy 8510**

The Port Edwards School District encourages all members of the school community to help create an environment for students that supports lifelong wellness habits that include nutrition and adequate exercise.

In order to create and maintain an environment which supports and teaches healthy eating habits as well as physical activity, unified efforts between the food service department, health teachers and physical education teachers and the school health personnel will be supported.

### School Nutrition Guidelines

The District will provide adequate time for students to enjoy eating healthy foods and socializing, while participating in the National School Lunch Program (NLSP) and/ or School Breakfast Program (SBP). Adequate space, seating and supervision will be provided in a clean, orderly and inviting dining area. The District adheres to the income eligibility guidelines for free and reduced meals as established by the Secretary of Agriculture.

### Food Service Nutrition Guidelines

#### A. School Meal Programs

The school meal programs will operate in accordance with the NLSP and/or SBP standards and applicable laws and regulations of the Port Edwards School District. Schools will offer varied and nutritious food choices that are consistent with the federal government's current Dietary Guidelines for Americans. All school meals will be prepared in a way that maximizes nutrient density and reduces fat and sodium. Menus will be planned with the input from students, community and other school personnel. Parents and caregivers are encouraged to support a healthy school environment by providing a variety of nutritious foods if meals are sent from home.

## B. Beverage Items

1. The vending or non-vending sale of caffeinated drinks or soda will be prohibited during the instructional day.
2. The vending or non-vending sale of soda or artificially sweetened drinks will not be permitted on school grounds from midnight prior to the school day until thirty (30) minutes after the last instructional period of the school day, but will be permitted at those special events that begin thirty (30) minutes after the conclusion of the instructional day.
3. Water, non-caffeinated and non-carbonated beverages that meet the smart snack requirements will be permitted both prior to and during the instructional day.

Non-food Service Nutrition Guidelines: The Port Edwards School District encourages the sale or distribution of nutrient dense foods for all school functions, fundraisers and other activities. Schools and school groups are encouraged to follow the nutrition guidelines set by the district when selling food and beverages on school grounds outside of school hours.

## A. Snack Items

1. Provide food options that are low in fat, calories and added sugars.
2. All food items for sale prior to the start of the school day and throughout the school day will have no more than 35% of its total calories derived from fat and no more than 10% of its total calories from saturated fat.
3. The vending of candy will not be permitted.
4. Non-vending sale of candy will be permitted at the end of the instructional day.
5. It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.

## B. Classroom Incentives and Treats

Teachers, parents and support staff are encouraged to consider non-food items as student incentives or rewards. If food is used for celebrations or incentives those food items should adhere to the nutrition guidelines.

### C. Fundraising

1. All fundraising projects must be approved by the school principal as stated in the district policy.
2. All fundraising projects sold during the school day will follow the smart snack guidelines and exemptions allowed under the law or established guidelines will be permitted only with school principal permission.
3. Items being sold must not interfere or compete with the NSLP and/or SBP.

### Health and Wellness Curriculum

The health curriculum will educate students to develop the knowledge, attitudes, skills and behaviors for life-long healthy eating habits and physical activity. The health curriculum will include: eating habits, nutrients, dietary guidelines, My Plate, serving sizes, labeling, weight problems, eating disorders, fad dieting, food safety, human growth and development, food allergies and food sensitivities. The physical education curriculum will emphasize the knowledge and skills for lifetime of regular physical activity.

The Superintendent will ensure that this policy is reviewed biannually by school health, health and physical education personnel, and food service personnel who may make recommendations through the administration to the board of education.

### **BUILDING EXPECTATIONS**

The staff and students at Port Edwards Elementary School practice the principles of Responsive Classroom as outlined below.

#### **Foundation**

- ◆ Knowledge of child development
- ◆ Explicit teaching of social as well as academic skills
- ◆ Facilitation of positive community membership

Guiding Principles	Teaching Practices
<ul style="list-style-type: none"> <li>• The social curriculum is as important as the academic curriculum.</li> <li>• How children learn is as important as what they learn: process and content go hand in hand.</li> <li>• The greatest cognitive growth occurs through social interaction.</li> <li>• There is a specific set of social skills that children need to learn and practice in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self-control (CARES).</li> <li>• Knowing the children we teach – individually, culturally, and developmentally – is as important as knowing the content we teach.</li> <li>• Knowing the families of the children we teach is as important as knowing the children we teach.</li> <li>• How we, the adults at school, work together is as important as our individual competence: lasting change begins with the adult community.</li> </ul>	<ul style="list-style-type: none"> <li>• Morning Meeting: A daily routine that builds community, creates a positive climate for learning, and reinforces academic and social skills</li> <li>• Rules and Logical Consequences: A clear and consistent approach to discipline that fosters responsibility and self-control</li> <li>• Classroom Organization: Strategies for arranging material, furniture, and displays to encourage independence, promote caring, and maximize learning</li> <li>• Guided Discovery: A format for introducing materials that encourages inquiry, heightens interest, and teaches care of the school environment</li> <li>• Academic Choice: An approach to giving children choices in their learning that helps them become invested, self-motivated learners</li> <li>• Reaching Out to Parents/Guardians: Ideas for involving parents or guardians as true partners in their children’s education.</li> </ul>

**Outcomes**

- ◆ Increases social skills and academic engagement
- ◆ Establishes positive classroom climate
- ◆ Increases learner investment and independence
- ◆ Decreases disruptive behaviors

Students should not engage in behavior that may hurt or injure others. When students make inappropriate behavior choices they will participate in activities that focus on personal responsibility and restitution. We believe that the students themselves should be held accountable for their behavior and be involved in finding solutions that work. All teachers will teach and model problem-solving, the use of caring language, and conflict resolution strategies. In instances of severe misbehavior parents will receive notification.

The following chart provides examples of student behavior that do not demonstrate respect for others' rights to learn and teach. It is meant to help students and families understand what is considered inappropriate and what the likely consequences may be. It is not meant to be an exhaustive list—**School staff and administration reserve the right to assign other consequences at their discretion.**

<b>LEVEL 1 BEHAVIORS: These behaviors will be managed primarily by the staff person involved, with possible referral to the administration.</b>	
<b>Behavior:</b>	<b>Response:</b>
<ul style="list-style-type: none"> <li>• Running or minor rough-housing</li> <li>• Showing disrespect</li> <li>• Disrupting class</li> <li>• General violation of classroom/playground rules</li> </ul>	<p>The staff member's choice of one or more of the following:</p> <ul style="list-style-type: none"> <li>• Conference with the student</li> <li>• Contact parents/guardians</li> <li>• Discipline documentation</li> <li>• Loss of recess time</li> <li>• Reflective conference</li> <li>• Apologies</li> <li>• Administrative involvement (if requested)</li> </ul>
<b>LEVEL 2 BEHAVIORS: These <u>very serious</u> behaviors may be referred by a staff member but will be handled by the administration and other outside agencies (as appropriate). Consequences will depend on the specific circumstance and the severity and frequency of the behavior.</b>	
<ul style="list-style-type: none"> <li>• Bullying or harassing another student or students, either physically or verbally</li> <li>• Fighting</li> <li>• Cheating</li> <li>• Using profanity</li> <li>• Possessing a weapon or look-alike weapon</li> <li>• Physically assaulting a student/adult</li> <li>• Threatening a student or adult</li> <li>• Vandalizing or causing criminal damage to school property</li> <li>• Possessing stolen property</li> <li>• Repeatedly acting in disruptive and/or disrespectful ways</li> <li>• Truancy</li> <li>• Possessing, distributing or exchanging tobacco, alcohol or other drugs.</li> </ul>	<p>The administrator's choice of one or more of the following:</p> <ul style="list-style-type: none"> <li>• Conference with the student</li> <li>• Contact parents/guardians</li> <li>• Discipline documentation</li> <li>• Parent-teacher-administrator meeting</li> <li>• Police Liaison Officer involvement</li> <li>• Temporary, short-term or permanent removal from class</li> <li>• Reflective conference/Apologies</li> <li>• Loss of recess time</li> <li>• Suspension (in-school or out-of-school)</li> </ul>

**ATTENDANCE AT ATHLETIC & ACADEMIC EVENTS**

So that all persons attending will enjoy the event, each student is expected to meet the following expectations:

- Students must be supervised by a parent/guardian.
- Follow rules of common courtesy and respect.
- Follow all directions of the adult supervisor on duty.
- Enjoy the event. Do not run, chase, or “horse around.” If you create a problem, you will be asked to leave.

## **BULLYING & HARASSMENT - PESD POLICY 5517.01**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

### **Definitions**

#### **"Bullying"**

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

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

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. hacking into or otherwise gaining access to another’s electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

## Complaint Procedures

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

### **Notification**

Notice of this policy will be **annually** distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

### **Records and Reports**

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

## **BUS CONDUCT**

### Bus Riding Responsibilities

Parents/guardians and students shall realize that the school bus is an extension of the classroom. The bus driver, like the teacher in the classroom, has the responsibility for the safety and welfare of the students while under his/her charge. The following guidelines have been developed for all-school sponsored activities and for the protection and safety of all involved. All students of the Port Edwards School District must be able to ride in a district bus free from the fear of harassment, abuse, or discrimination. Any incident or suspicion of harassment, abuse, or discrimination should be filed according to the complaint procedures.

### Parent Responsibilities

Students shall only ride on assigned buses. Parents/guardians accept the responsibility for the care and safety of the child when deviations from the regular schedule are granted. Student passengers shall not get on or off the bus at a place other than their regular stop unless the bus driver is presented with a written parent/guardian request.

### Student Responsibilities

Students shall obey all rules that apply to bus riding for their own safety and protection as well as others aboard the school bus. Students and parents/guardians alike shall be informed that misbehavior on the school bus shall not be tolerated.

### Prior to Loading, the Student Shall:

- Be on time at the designated school bus stop – help keep the bus on schedule.
- Stay off the road while waiting for the bus. Bus riders shall conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly single file manner. Do not rush to get on the bus.

### While on the Bus, the Student Shall:

- Keep hands and head inside the bus at all times.
- Treat bus equipment as he/she would treat valuable furniture in the home. Damage to seats, etc., shall be paid for by the offender.
- Follow the directions of the bus driver.
- Always remain in the seat while the bus is in motion. No standing up or changing seats.
- Treat other riders with respect. Do not yell, scream or throw things.

### After Leaving the Bus, the Student Shall:

- Cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver.
- Never walk behind the rear of the bus. If the rider can touch the bus after unloading, they are too close and is in potential danger.

### Bus Driver Responsibilities

The bus driver is responsible for discipline on the bus. The driver may, in extreme cases of a serious nature, notify the police and have a student removed from the bus. Drivers shall talk to students to try and resolve problems. Drivers may assign students to seats on the bus. Drivers will report any incident of harassment, abuse or discrimination.

### School Bus Disciplinary Procedures

Students shall conduct themselves on the school bus in a manner consistent with established student behavior standards. The initial phase of discipline for non-critical situations shall be between the bus driver and the rider. If the bus driver is unsuccessful on a one-to-one basis with the rider, he/she will initiate the following progressive disciplinary actions:

First Offense: The offender will receive a verbal warning from the bus driver that the next infraction will result in a written report to the bus company manager. The bus driver may choose at any time to assign a seat to the offender.

Second Offense: The offender will receive a written report of misconduct from the bus company. The offender's parents/guardians and the school principal will receive copies of this report within 48 hours of the incident.

Third Offense: A written report will be filed with the bus company. The bus company will notify parents/guardians and the school principal in writing. The student will receive a suspension from bus privileges. Students whose bus riding privileges have been suspended are required to be in school.

If the student receives more than one suspension in a semester, the student's parents/guardians will be requested to meet with the principal and transportation manager to demonstrate intent

of corrective action. Any single incident of a very serious nature, which threatens the health, safety, and welfare of other individuals on the bus or a school district employee, may be referred directly to the district administrator or school board for action and/or hearing.

#### Use of Video Camera on the School Bus

The Port Edwards School District approves the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus, providing for safer transportation for our students. A sign shall be placed at the front of each bus indicating that video cameras are being used on that bus. Only the transportation manager, bus drivers, principals, and district administrator shall be authorized to view the videotape for the purpose of documenting a problem, and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation.

A student being disciplined based on the viewing of a videotape recording, and/or their parent(s), may view that isolated segment of the videotape that documents the incident for which they are being disciplined. The transportation director or building principal(s) shall view the videotape with the student and/or parent(s) and document the date and names of all individuals viewing the tape.

The videotapes shall not be available for viewing by the public in general, employees in general, media, or other individuals. The principals or district administrator may authorize other individuals, such as the school counselor, school psychologist, or social worker, to view segments of a specific videotape, if such individuals are working with the student on the videotape because of a behavior, emotional, or learning problem, and viewing the videotape is beneficial to their role in assisting the student.

If there are no bus problems pertaining to the date a video was taped, the video may be erased or reused after 10 school days.

#### **CODE OF STUDENT CONDUCT (PESD RULE)**

The district owes its students, as a group, the opportunity to attend school free from unnecessary and unwarranted distraction and disruption. Such behavior, while not necessarily as serious or pervasive as to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants that the student be removed from the class or activity to eliminate (or minimize) the disruption. It also reinforces the District's strong commitment to an appropriate educational environment, and provides a "cooling-off" period.

Under the "Code of Student Conduct", any teacher or support staff member in a supervisory capacity employed by the district may remove a student from the teacher's class or the supervisor's area if the student violates the terms of this Code of Student Conduct.

### What are the Grounds for Disciplinary Removal from Class?

A student may be removed from class or other school setting for conduct or behavior which:

- Violates the District's policies regarding suspension or expulsion.
- Violates the behavioral rules and expectations set forth in the Student Handbook.
- Is disruptive, dangerous or unruly.
- Interferes with the ability of the teacher to teach effectively or with a supervisor's ability to maintain a safe environment.
- Is incompatible with effective teaching and learning in the class or unacceptable conduct in a non-classroom area of the school.

### What are Other Reasons for Removal of a Student from Class?

In some cases, a teacher or supervisor may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Some examples could include a student dealing with grief, a medical problem, or emotional distress.

Within twenty-four (24) hours or one business day of the removal, whichever is longer, the teacher or the supervisor shall notify the building principal or designee of the removal.

### Where Shall Students be Sent Pending and During Removal from Class?

For the duration of the removal, the student shall stay in the short-term removal area. At the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program sensory room, or educational setting, provided the student is supervised in such alternative setting.

### How Long Shall a Removal Last?

A student will remain in the removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to return to the class from which he/she was removed, a conference must be held between the student and the teacher or supervisor.

### What are the Procedures for Long-term Placement in an Alternative Setting?

Long-term placement in an alternative setting should not ordinarily be considered or implemented except after a thorough consultation, including consideration of alternatives between the teacher/supervisor(s) and the building principal or designee. For the same reasons, long-term placement in an alternative setting should not ordinarily be considered on the basis of a single incident. Unlike short-term removal, the ultimate decision regarding long-term placement in an alternative setting rests with the building administrator. The building administrator shall, in his/her discretion, take one of the following steps:

- a) Place the student in an alternative education program as defined by law.
- b) Place the student in another class in the school, or in another appropriate place in the school.

- c) Place the student in another instructional setting.
- d) Return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

### Student Suspensions

By law, principals and the district administrator have the authority to suspend students for periods of time not to exceed five days. Boards of education have the authority to suspend for longer lengths of time, including permanent expulsion from school. (Wis. Stat. 120.13, 1980)

When a student has been suspended from school, the parent(s) shall be notified in writing and invited to confer with the principal and district administrator. Students may be assigned an in-school suspension where they will remain in the school and be able to do the required assignments. Student suspension and expulsion are viewed as serious matters:

Suspension and Expulsion are defined as:

Suspension: A time-out removing the student from the normal school program for a period of time not to exceed five days.

Expulsion: Expulsion hearings are conducted by the School Board in accordance with the law. If the student is expelled, the student's in-school educational services are terminated in accordance with the law. The Board at the expulsion hearing determines the length of expulsion time.

### **CONTRABAND & WEAPONS**

The possession of items that are unsafe, unsanitary, disruptive or dangerous are not permitted – items such as matches, lighters, cigarettes, knives, electronic gaming devices or those that play/record music, and firearms. These items will be confiscated and held by the administration for appropriate action. A student in possession of a firearm, contraband, or weapon as defined by Wisc. 921 (a)(3) shall be suspended for up to 15 days. The principal may also recommend to the school board that the student be expelled for a period of one year.

### **NONDISCRIMINATION**

It is the policy of the Port Edwards School District, pursuant to s. 118.13, Wis. Stats., and PI9, that no person, on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district, be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program. Discrimination complaints shall be handled in accordance with established procedures in PESD Policy 2260 and 2260.01.

Complaints shall be submitted to Cara Christy, Nondiscrimination Compliance Officer, 801 Second Street, Port Edwards, WI 54469, 715-887-9000, ext. 101.

## STUDENT DRESS

The Port Edwards School District strives to maintain an environment that is conducive to a positive educational setting. As a result, the school district has established minimal regulations for student dress and clothing worn in the school environment. Every student is expected to comply with the following regulations:

- The building principal will have final approval of any clothing or apparel worn by students in the school setting that may be in violation of this policy.
- Clothing or dress that distract from the learning environment, or is disruptive of the school setting will not be allowed.
- Clothes must be neat and clean.
- Reference to drugs, alcohol, tobacco, profanity, gangs, etc., as well as pictures or saying that are derogatory, offensive or racial are not allowed on clothing, jewelry, lockers, or backpacks.
- No coats, hats, headwear, hoods, bandanas, chains or sunglasses may be worn.
- Shoes/sandals must be worn at all times while on school property or while attending a school-sponsored function.
- Jackets and coats need to be kept on hooks.
- Clothing must cover undergarments and provide coverage to the chest and back, waist and lower back, buttocks, etc.
- Short skirts/shorts are not allowed. A recommended length would be mid-thigh or longer when standing.

Students need to dress appropriately for the weather. We go outside for recesses if it is not below zero and if it is not raining. Please remind your child to bring shoes to school during snow boot season. **Due to health concerns, we do not have shoes at school for children to borrow.** If a student is not appropriately dressed for the existing weather conditions or school activities, parents or guardians will be called and requested to bring the required clothing to school.

## USE OF CELL PHONES BY STUDENTS

Students are allowed to possess and use cell phones as set forth by District policy, and in accordance with state law requirements.

- During the instructional day, cell phones are to be turned off and secured, out of sight, in the student's backpack or locker.
- Cell phones may be used before and after school, outside of the school building.
- Cell phones with photographic capabilities shall not be used to photograph other students without that student's permission.
- Cell phones with photographic capabilities shall not be used to photograph any items that are confidential to the organization (for example, testing materials).
- Under no circumstances should cell phones with photographic capabilities be permitted in locker rooms, bathrooms, or other locations where privacy is an issue.

Students may use cell phones during the instructional day if the School Board or its designee determines that the device is used or possessed for a medical, school, educational, vocational or other legitimate purpose.

The building principal may revoke a student's cell phone privileges if it is determined that the student's behavior is a distraction or is detrimental to the learning environment.

Because this policy is geared toward and is most relevant to older students, elementary- aged students are highly discouraged from bringing cell phones to school. The school is not responsible for lost, stolen, or damaged personal items brought to school. Any cell phones not used within these guidelines will be confiscated and must be picked up by a parent/guardian.

### **BUILDING SECURITY**

We feel it is prudent to take reasonable precautions for the safety of our children and staff. Staff and students perform lockdown, fire, and severe weather drills during the year. The public areas of the building are monitored by security cameras. The doors on the north and south ends of the building will be locked at all times. Visitor entry will only be allowed through the front doors. To enhance our security, we have installed a double entry system on our main entrance. Visitors step into the vestibule and are allowed in when they have been identified by staff. The doors will be unlocked through a remote device.

Doors will be open until 8:30 a.m. for student drop off, and reopened at 3:05 p.m. for student pick up. Safety is a priority at Port Edwards Elementary. All visitors and parents who will be on school property during the day will be required to check-in at the main office. Please check-out with the office at the conclusion of your visit.

### **CLASSROOM VOLUNTEERING**

The safety and well-being of our students is of paramount importance. Therefore, all adult volunteers will be subject to a Wisconsin criminal background check each school year. All background checks must be turned into the elementary office by February 1<sup>st</sup>. Adults may volunteer at the discretion of the classroom teacher or building principal. Background checks are valid for 3 years.

### **COUNSELING DEPARTMENT**

All students and parents/guardians should be aware of the services offered by the Counseling Department. A certified counselor is available to assist students with personal/social and academic issues. Resource books on child development, child discipline, common childhood school problems, divorce and the family, step parenting, etc. are also available for parents/guardians to check out.

### **CROSSING GUARDS**

Crossing guards are provided at 5<sup>th</sup> St. and VerBunker Ave. and at 5<sup>th</sup> St. and LeTendre Ave. for student protection from train and motor vehicle traffic. We request that all K-4 students crossing the railroad tracks on their way to or from school use one of these crossings. For your child's safety please make sure they are coming to school, and going home after school, during the period of time when the crossing guards are on duty.

## **FIELD TRIPS**

You may be asked by your child's classroom teacher to sign a permission form which allows your student to travel between the elementary building and the middle/high school, school forest, and within the community. All other field trips will require your permission for each event. If the trip is beyond reasonable walking distance, a school bus will be provided. Students may be asked to pay a fee for some trips to help cover the expenses. Bag lunches, prepared by school cafeteria staff, may be ordered to take on field trips that extend past the lunch hour. Students will be charged at the regular lunch price, unless they qualify for free or reduced priced meals. A carton of milk is included.

Field trips are educational and build school community. To avoid logistical complications, all students must ride the field trip bus. There may be times when trips are dependent on the number of parent chaperones that we can recruit. In the happy event we have too many chaperones, we will limit the number and rotate chaperones for the next trip.

## **FLAG AND PLEDGE OF ALLEGIANCE (Wisconsin Statute 118.06)**

Every school board and the governing body of every private school shall cause the U.S. flag to be displayed in the schoolroom or from a flagstaff on each school ground during the school hours of each school day.

Every public and private school shall offer the pledge of allegiance in grades K-12 at the beginning of school every day. No student shall be compelled, against his objections or those of his parents/guardians, to recite the pledge.

## **GRADING**

Grades should reflect student achievement and encourage learning support success. Grade reports are summative assessments and should follow frequent and informative communication with parents on formative assessments given prior to the grading period. Student work that is part of the initial learning process should be considered differently from that which assesses mastery of the material, content or standard.

Students' scores represent the level of achievement on specific standards. A student earning a 3 means that the student consistently grasps and applies key concepts and skills to successfully meet the grade-level standard. A student earning a 2 means the student is beginning to understand and apply the concepts and skills to meet the standard. A student earning a 1 has just been introduced to *or* has not yet grasped the key concepts, processes or skills to meet the standard, requiring additional support. Students with a modified curriculum based on an individualized educational program (IEP) will receive a grade of 3M, 2M or 1M, based on their learning expectation level of achievement of the standard.

## **REPORT CARDS**

Grade reports are available online for parents/guardians of children in grades K-4 at the end of each quarter (9 weeks).

Parent conferences are held after the end of the first quarter (mid-November) and may be requested by the parent or teacher at any other time during the year. The purpose of the conference is to report on the student's progress in school and to assist the student.

**Parents/guardians may request printed progress reports from the teachers at any time during the year.**

## **REPORTING TO PARENTS/GUARDIANS THROUGH INFINITE CAMPUS**

Accessing the Infinite Campus Student Management System is a great way to stay connected to your child's education. Parents may view their student's school information online by visiting our school website at [www.pesd.k12.wi.us](http://www.pesd.k12.wi.us). Once there, click on the Infinite Campus link. Information about obtaining access will be mailed to parents near the beginning of the school year. Printed report cards are only available upon request.

## **GUESTS**

Students are not allowed to bring guests to school unless there is a specific educational purpose.

## **HEALTH SERVICES**

The school health service covers a variety of functions. Health services are available for all students in need of prompt intervening action to maintain physical, mental and emotional health. First aid is provided for all students as needed. Students will participate in the following annual screenings: hearing (grades 4K-3), vision (grades 4K-4), and Healthy Smiles (grade 2).

At other times such screenings are done on an individual basis if a problem is thought to exist. Any parent/guardian or staff member can request a referral for an individual screening by notifying the school nurse.

### Physical Exams

All-preschoolers, prior to the start of kindergarten, should have a health physical. Forms are provided for this purpose. This is an excellent time for the preschoolers to fulfill the minimum immunization requirements, which the State of Wisconsin now requires for all students entering school for the first time. Yearly dental exams are highly recommended for each student with the emphasis on prevention of dental disease.

## Immunizations

The school nurse monitors student immunization requirements and communicates information to parents.

## Medication Policy

It is a recognized fact that at times children may need to take medication during the school day and that parents/guardians, for a variety of reasons cannot supervise this and are asking school authorities to do so. For the safety and protection of the student on medication, classroom peers, and school personnel involved, the following guidelines must be followed.

All prescription and over-the-counter medications must have a signed "Parent/Guardian Medication Consent" form on file at school. This is mandated by state law. No medications will be given without this form. In addition, prescription medications require a signed, written order from the prescribing practitioner. The "Authorization to Administer Prescribed Medication" form must be on file at the school for each medication the child receives. All long-term prescriptions must have this form updated each academic year. Any changes made at any time during the school year must be accompanied by new parental consent and practitioner's order forms.

### **Provisions Regarding Medication in the School**

State law states that no medication can be provided by the school district. This law includes both prescription and over the counter medications including cough drops. Any medications that parents want administered to their child at school must be provided and brought to school by the parent according to the guidelines that follow. Medications will not be given unless these requirements are met.

Medication brought to school must be given to the school nurse or office personnel in the original container. The pharmacist can provide you with an extra bottle if you request it.

### MEDICATION LABELING REQUIREMENTS

 Prescription Medication	 Over the Counter Medication
Student Name	Must be in Sealed, Original Container Listing Name of Medication
Name of Medication	
Dosage and Time of Administration	Must have Student Name Written on Bottle or Package
Duration of Administration	
Prescribing Practitioner's Name	Must List Dosage Appropriate for your Child's Age
Prescription Number	

Parents/guardians will be called if for some reason the medication cannot be administered. Parents/guardians will have to make alternate arrangements for the student to receive the medication until the proper forms are on file.

State law allows all students with asthma to carry their own inhalers if your practitioner feels they are responsible enough. This will enable the students to access their meds more quickly. The inhalers can be taken on field trips, gym class and sports events as long as they are used appropriately. You must have an "Asthma Medication Sheet" completed by your practitioner and on file at school.

### Emergency Referral Calls

Please report any change of phone numbers, place of employment, or change of person to call if parents/guardians cannot be reached.

### **INCLEMENT WEATHER PROCEDURES**

When severe weather forces school to be closed, the announcements will be made on local television stations (WSAW-Channel 7 & WAOW-Channel 9) and our district website & Facebook page as soon as the decision is made. In the event of an early closing these same stations will be notified. Parents and students will also be contacted by phone through Instant Alert. If you make special childcare arrangements for an early closing, please notify the student's classroom teacher.

Upon arrival, on days when the weather conditions are below zero or rainy, students should enter the building. At recess and noon hour, during inclement weather, students are to remain within the school building.

### **LEAVING THE SCHOOL GROUNDS**

Students are not allowed to leave the school during the school day, except by written permission, or by direct parent communication. Students who are ill will not be allowed to leave the building alone. Students excused by the nurse will remain in the health office before being released to a parent/guardian.

### **LIBRARY/IMC**

Each homeroom in the elementary school has a scheduled time for visiting the library. Our library exists to make school, learning, and reading a stimulating and enjoyable part of our children's lives and to foster the development of information skills. Students in grades K-4 may check out three books for one week. If a book is lost or damaged, replacement cost is charged.

### Library Fines for Lost or Damaged Materials

If materials are not returned, the cost will be the list price or replacement cost. When the material is defaced, the fine will range from a minimum of \$1.00 up to the total cost of the item, depending on the damage. If an item is returned with a ruined cover/contents, the fine will range from a minimum of \$3.00 up to the total cost of the item, at the discretion of the librarian, based on the damage to the article.

### **LOST & FOUND**

**The school is not responsible for items lost or stolen.** Backpacks are hung in the hall and are not secure. Lost and found items are located inside the school lobby. You are

encouraged to check this area for items your child may have lost any time you visit the school. Items not claimed will be disposed of in January and May.

## **MOVING**

**Anytime a current student/family moves into or out of the district during the school year it is important to notify the office. Report your new address within 5 days of the move.**

## **PHYSICAL EDUCATION**

**All children must have gym shoes to participate. Due to health concerns, we do not have shoes at school for children to borrow.** We suggest that they keep a separate pair at school. Non-participation from Physical Education for sustained illness or injury requires a doctor's excuse. Students are expected to check on make-up work after an absence. The teacher will decide if a child's clothing is unsafe or inappropriate for participation in physical education activities. Gym shoes are required for Physical Education classes.

## **RECESS**

Recess breaks are provided in the morning and during the lunch hour. All students must participate in recess activities unless excused by a written doctor's note.

## **SHARING OF ADDRESSES**

Each grade level will distribute a list of class phone numbers and addresses. If you do not wish to have this information published, indicate so on the form that will be distributed at the beginning of the school year.

**Invitations may not be delivered at school for private parties.**

## **TELEPHONE USAGE**

Student use of the phones must be limited to emergency or necessary calls. Teachers may grant students permission to make phone calls on classroom telephones on a case by case basis.

## **TEXTBOOKS & SCHOOL EQUIPMENT**

All students are responsible and liable for books/materials assigned to them. Textbook conditions will be monitored to determine if a book is returned in a condition that shows normal wear and tear for one year's use. If a book shows wear and tear that is excessive for one year, replacement or damage costs will be assessed. Fines will range from \$1.00 to \$10.00 depending upon the amount of damage. Replacement costs for lost textbooks, or books damaged beyond repair, can be as much as \$60.00 per book.

## **WITHDRAWAL PROCEDURE**

Parents/guardians transferring their children to another school district should inform the school office as soon as possible. Records will be transferred directly to the new district in which the student enrolls.