

# REDGRANITE ELEMENTARY SCHOOL

4K- Grade 5 - 513 Bonnell Ave, Redgranite, WI 54970 - 920.566.2357

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## I. INTRODUCTION

Welcome to Redgranite Elementary School!

Here at Redgranite Elementary our number one priority is the success of each and every child. We value the relationship between the school, families, and the community. It is these relationships that will help build the positive foundations our students need in order to reach their full potential and obtain the success they deserve. This is why we invite you to be a partner in your child's education by taking interest in their school work and assisting them when you can, asking them about their day, emphasizing the importance of good attendance, and always keeping the lines of communication open with us as well. Your partnership with us will give your student the best chance at a successful year. As you read through this handbook, do not hesitate to call with questions or concerns. You may call the school at 920.566.2357 for clarification of any rule, regulation, or policy. We wish you a successful year!

Ms. Caitlin Reinke - Redgranite Elementary School Principal

### WAUTOMA AREA SCHOOL DISTRICT CHARACTER TRAITS

**Cooperation** - I can listen, share, take turns, work, and play with others.

**Respect** - I treat others the way I want to be treated.

**Integrity** - I know and do the right thing.

**Responsibility** - I do what I need to do when I need to do it.

**Empathy** - I understand that everyone has feelings.

**Determination** - I can set goals and try my best even when it is hard.

**Leadership** - I can lead others by my positive actions.

### WAUTOMA AREA SCHOOL DISTRICT MISSION STATEMENT

"Building Positive Foundations for the Success of Our Children"

## II. ATTENDANCE

Students are expected to be in class from 7:45 A.M. until 2:50 P.M. each scheduled school day.

### TIME SCHEDULE

7:15 a.m.	School doors open
7:20 a.m.	Breakfast opens (Free of charge to all students)
7:35 a.m.	End of breakfast serving
7:40 a.m.	Warning bell
<b>7:45 a.m.</b>	<b>2<sup>nd</sup> bell-Classes begin (Students arriving after this time will be tardy.)</b>
2:45 p.m.	Dismissal Warning bell
<b>2:50 p.m.</b>	<b>End of the school day -Students are dismissed</b>
5:15 p.m.	End of A+ After school program-All students must be picked up

### ABSENCE REPORTING

A parent or guardian must contact Redgranite School to report an absence for any reason, stating the reason for the absence. Dial 920-566-2357 or send an email to the office. If you are unable to make contact the day of the absence, you may send a note with your child on their return to school. All absences not reported remain unexcused and will affect truancy status.

### ATTENDANCE POLICY - 5200

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

### LATE ARRIVAL AND EARLY PICK UP

Late arrival and early absences will require parent notification. Students arriving after 7:45 a.m. will be marked unexcused tardy. Any time not in class during a scheduled school day (7:45-2:45) will be recorded for attendance.

**EXCUSED ABSENCES**

Students are allowed up to ten parent absences per school year. Any half day or whole day will count as one absence. **Absent by excuse of a parent/guardian** can include, but are not limited to: medical, dental, and legal appointments that cannot be scheduled outside of the school day, funerals, vacations, religious holiday or observance of a religious holiday consistent with the student's creed or belief and suspension or expulsion. Physical or mental Health conditions/appointments (To be medically excused a note from the doctor for the time of absence is required.) If excessive excused absences begin to have a negative impact on the student's academic, social, and/or emotional behavior, a meeting will be set with the principal. **A student may not be excused for more than ten (10) days per school year and must complete any course work missed during the absence.** Additional absences require a medical excuse.

**UNEXCUSED ABSENCES**

Absences from school that are not reported to the school will be considered unexcused. Absences over the ten day limit without a medical note will be considered unexcused. Unexcused Absences will be recorded for truancy.

**STUDENT ACTIVITY ATTENDANCE REQUIREMENTS**

For a student to participate in a school sponsored activity/event, the student must be in attendance at school a minimum of ½ day with an excused absence the day of the event unless it was a pre-excused absence. If any part of the day is unexcused, the student will be prohibited from participating in any activity.

**TRUANCY/HABITUAL TRUANCY**

Wisconsin Statutes, Section 118.16 (1)(a) and (c) - A student is considered **truant** if s/he is absent for part or all of 1 or more days without acceptable excuse. A student will be considered a **habitual truant** if s/he is absent from school without an acceptable excuse for part or all of 5 days during a school semester.

**Please note:** Waushara County Truancy Ordinance- A student may receive a ticket from any police officer for missing any part of one day of school without a proper excuse. This ordinance applies to all students in Waushara County no matter what their age, and parents can be ordered by the order to pay the fine. If a student is habitually truant from school, a truancy meeting date will be set, which is mandatory.

**HABITUAL TRUANCY AND OPEN ENROLLMENT**

Per policy 5113. If the Board has made a determination that a non-resident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year. [Wis. Stat. § 118.51(11)]

**PARENT/TEACHER CONFERENCE EXPECTATIONS**

All families are expected to participate in conferences scheduled by the district in order to become acquainted with the teachers who are working with each child and to better understand your child’s curriculum and how she/he is assessed. Monitoring your child’s progress and developing open lines of communication with staff are critical elements in providing a successful educational experience. Students are required to attend Parent-Teacher Conferences. Parent-Teacher conference times will be communicated in the weeks prior to the conference times.

**1st Semester Conferences**

October 7th after school hours  
October 8th morning hours

**2nd Semester Conferences**

February 17th after school hours  
February 18th morning hours

**III. ACADEMICS & ACTIVITIES**

**ACADEMICS**

Wisconsin State Statute 118 requires pupil academic standards in Mathematics, Science, Reading & Writing(Literacy), Geography, and History. Academic standards serve as rigorous goals for teaching and learning. Redgranite Elementary is committed to ensuring academic excellence.

## GRADING- DISTRICT POLICY 5421

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of its student programs, activities, and employment ("Protected Classes").

The issuance of grades is the prerogative of the respective teacher. The system of grading and the format of report cards remain under the authority of the Board of Education. In order to bring uniformity to the grading and reporting procedures, the Board hereby adopts the following numerical and letter grading system.

Students in **Kindergarten - Grade 3** will receive a target based report card using the following criteria.

- 1 – Beginning: Student has minimally demonstrated content proficiency of the learning target. Student has large gaps in understanding and application.
  - 2 – Approaching: Student has partially demonstrated content proficiency of the learning target. Student has gaps in understanding or application.
  - 3 – Proficient: Student has fully demonstrated content proficiency of the learning target at this point in the school year. Student has no gaps in understanding and application at this point in the school.
- N/A-Not Assessed this quarter

Students in **Grades 4-5** will be graded using the following criteria.

A - 93-100    B - 85-92    C - 77-84    D - 70-76    F - 0-69

The use of "I" (Incomplete) grade will require a written narrative explanation by the teacher to the parent/legal guardian and/or a direct conference with the parent/legal guardian regarding the student's lack of progress or missing work.

**ART EDUCATION** fosters the appreciation of artistic and creative expression and the capacity for self-expression. Art addresses district goals unique to the visual arts. Materials are supplied by the district.

**MUSIC EDUCATION** provides students with a variety of musical experiences. Content may include musical notation, performing, creating, identifying musical forms and various types of music, and understanding music within cultural and historical contexts.

**PHYSICAL EDUCATION** emphasizes skill-development, physical activity, health and skill-related fitness components, and lifetime enjoyment for being actively engaged in physical activity. All students **MUST keep a pair of non-marking shoes for PE at school.** Lack of athletic shoes may result in a non-participation grade. Students must have shorts or pants to wear under skirts to participate. To be excused from PE due to illness or injury, an excuse from a medical provider is required.

**GUIDANCE** lessons for classrooms, individuals and small groups will be available with the school counselor. Students will participate in activities to learn how to better understand themselves and others. They will learn about attitudes and behaviors and the school environment. Students will gain interpersonal and communication skills and practice problem solving and decision making skills. Guidance class will include a variety of topics including bullying, character education, communication/problem solving/friendship, appreciating others, goal setting, learning skills, personal safety, self-management and transitions.

**LIBRARY** promotes reading and the use of research materials including digital forms. Fines will not be charged for overdue books, however; library privileges may be suspended until a book is returned. Fees will be charged for lost or damaged books.

**KEYBOARDING** Students in grades 4 and 5 will have weekly keyboarding instruction for digital world applications.

**TITLE 1** The Title 1 interventionist may work with select students . based on various factors including test scores and teacher recommendation to reinforce skills in reading listening, speaking, math.improve reading and math achievement by strengthening their

**D.A.R.E.** (Drug Abuse Resistance Education)instructed by Waushara County Sheriff's Department is available in 5th grade to educate awareness and resistance to drugs and alcohol.

### **Technology Use**

In the Wautoma Area School District every student has a device made available to them during the day to be used for school purposes only. Along with this privilege comes guidelines that must be followed. These guidelines can be found in the Technology Handbook located on the District website.

## **AFTER SCHOOL PROGRAM**

A+ After school program promotes a safe environment to learn, be challenged to dream and express creativity and be inspired to explore their school, community and world. Enrollment depends on availability and payment of fees. A+ runs 2:50-5:00 p.m. during the A+ calendar dates, except on parent/teacher conference dates or during inclement weather cancellations. Students have homework time, snacks, enrichment programs, field trips, fitness activities, community visits and much more. A+ is only offered to students currently attending Redgranite School. Visit [Wautomasd.org](http://Wautomasd.org) to apply for A+ After School.

Our community and surrounding area offers a wide variety of youth activities and athletics during the school year and summer season. Activities may include basketball, baseball, softball, wrestling, cheerleading, track, flag football, football, soccer, boy Scouts, girl Scouts, 4-H, ski/snowboarding, Camp Parkside, swimming lessons, music/ drama, gymnastics and tumbling, dance, martial arts, yoga, bowling, and youth camps. Flyers may or may not be shared with the school but feel free to ask how you can get your child involved.

## **SPECIAL EDUCATION**

To become eligible for special education services, a student has to be referred for an evaluation, be tested by special education staff, and meet the state eligibility criteria as determined at a staffing, called a multi-disciplinary team or M-Team meeting. A student may only qualify for a Learning Disability via the school's Specific Learning Disabilities (SLD) protocol set by state rule requiring the analysis of data following intensive intervention of that student. Students who are found to qualify must have an individualized educational program plan (IEP) written before they can be placed. Parent permission is required for an evaluation and for placement.

### **Student Consultation Process:**

Parents and teachers who have a concern about a student in school may request a student consultation meeting. These concerns could be academic, social, emotional, behavioral, medical, physical, and other areas. The purpose of the consultation process is to gather information about the student's problem and to obtain assistance for the student as soon as possible. All parent requests pertaining to a possible 'Specific Learning Disability' must follow the state SLD rules and school protocol.

The student's teacher, parent and other staff who can provide assistance and suggestions, meet and develop a plan to help the student. Additional staff may include the reading specialist, school nurse, school psychologist, guidance counselor, regular education staff, CESA support staff, and /or with permission from the parents, professionals from other agencies. One or more follow-up meetings are scheduled to monitor the student's progress and to update the plan.

## **IV. STUDENT RIGHTS AND RESPONSIBILITIES**

### **BEHAVIOR EXPECTATIONS**

Students have the **right** to attend school without the fear of physical threat, harm or verbal abuse. Students have the **responsibility** to refrain from conduct that does not respect the rights, dignity, and safety of all individuals. Students have the **responsibility** to express their thoughts and feelings in a manner that does not offend, slander or ridicule others. Students have the **responsibility** to achieve at the highest possible level in a manner that does not interfere with the learning process. Students are responsible for any items they bring to school.

All students participate in outdoor recess unless a doctor's excuse is provided for an illness or a special circumstance. Be sure your child is dressed appropriately for the weather. Recesses will be held indoors when it is raining and if temperatures fall below zero with the wind chill. During winter weather students are expected to wear a hat, gloves, snow pants, boots and warm jacket EVERY day. Recess rules will be posted and enforced.

### **HOMEWORK EXPECTATIONS**

As children become older a greater responsibility outside the classroom is expected. Homework is a necessary part of a child's education. We will be reinforcing the fact that student responsibility is a very important part of becoming a lifelong learner. Students have the responsibility to ask the teacher for help prior to the due date with assignments when help is needed.

### **DRESS AND GROOMING - POLICY 5511**

The purpose of the Wautoma Area School District (WASD) Student Dress Code is to protect the health and safety of all individuals associated with the school-sponsored events; to assist in promoting educational goals; and to remove interference with the educational mission of the Wautoma Area School District.

Accountability for student appearance in the WASD is the responsibility of students and parents to create a safe, respectful, and positive learning environment. All clothing should be appropriate to the student's age, the school community, and for

weather conditions. Students are required to use good judgment, to respect themselves and others, and to demonstrate modesty. The dress code applies at all times including, but not limited to, when an individual is sitting, stooping, standing, ect. The dress code will accommodate students whose legitimate religious beliefs require or encourage certain types of dress or accessories.

- All pants must be secured at the waist and cannot drag on the floor. No holes in clothing above the knee.
- Belts and shoulder straps must be worn in the manner of their intention.
- Pajamas are not allowed to be worn.
- Shorts and skirts-type garments must not reveal undergarments and/or areas that should be covered.
- All clothing must cover chest area and below; entire shoulder/back/stomach area; and all undergarments.
- Overly tight and improperly fitting garments viewed, as a distraction, will not be allowed.
- Overly loose and inappropriately fitting clothing viewed as a safety concern, will not be allowed.
- Developmentally appropriate undergarments must be worn at all times in the manner of their intention.
- Shoes with laces must be tied. Non- marking gym shoes must be worn on the gym floor during physical education.
- Any article: Expressions of obscenity, representative of illegal behavior (promotion of substance use and abuse), demeaning to others (racial, religious, sexist or ethnic inscriptions), contain sexual references/double meanings; apparel/signs, symbolic of gang-related activity, or sexually suggestive are all strictly prohibited.
- Chains and similar items are not to be worn or carried at any time.
- Hats, bandanas, scarves, hoods, and other headwear are also not allowed to be worn in the school building.  
Administrative Exception – Extenuating circumstances may dictate the need for headwear in the school building.
- All jackets, backpacks, and bags will be housed in the student lockers during the school day.
- Jewelry, accessories, piercings, or tattoos cannot pose a safety concern or a distraction.  
Accessories include but not limited to: purses, sunglasses, safety pins, hair clips, and cologne/perfume.
- Hairstyles and/or makeup, which are determined to interfere with the educational process, are prohibited.
- WIAA rules will be applied to physical education and other physical activities.
- Kindergarten-8th grade students will dress in appropriate outerwear for the current weather conditions.

**Level of Consequences for Violations of the Student Dress Code:** Based on administrative discretion, students can reach a higher level of consequences in a more expedient manner for severe violations of the Student Dress Code.

Level 1: Violation Form Level 2: Violation Form

Level 3: Parent Meeting with Administrator and a Detention equal to one (1) hour.

Level 4: Parent Meeting with Administrator and one (1) day of In-School Suspension.

Level 5: Parent Meeting with Administrator and one (1) day of Out-of-School Suspension.

Level 6: Out-of-School Suspensions and filing for Habitual Truancy.

### **PERSONAL COMMUNICATION DEVICES - DISTRICT POLICY 5136**

Personal communication devices including computers, tablets, electronic readers, cell phones, paging devices, and/or other web-enabled devices of any type. Use of PCDs, except those approved by a teacher or administrator during certain times, is prohibited. Devices must be powered completely off and stored out of sight. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto school property. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Except as authorized, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds and/or images of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

- PCDs, with cameras or any other recording capabilities, may not be used at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include rest/bathrooms, and any other areas where any degree of disrobing or changing clothes may exist.
- Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.
- Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Bullying and Other Forms of Aggressive Behavior. Such actions will be reported to local law enforcement and child services as required by law.
- Students are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD.

## **STUDENT CODE OF CLASSROOM CONDUCT - DISTRICT POLICY 5500**

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 Wautoma Area School District is committed to maintaining classrooms conducive to learning. Teachers are expected to create a positive learning environment for students in their classrooms and to maintain proper order. Students are expected to conduct themselves in a manner that allows the teacher to effectively carry out lesson plans and allow students to participate in classroom learning activities. Students are also expected to abide by all the rules of behavior established by the Board of Education, the administrator, and the classroom teacher(s).

Student behavior that is dangerous, disruptive, unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from the classroom and alternative placement. The student may also be subject to disciplinary action in accordance with all policies and school rules. This Code of Conduct applies to all students in grades PK – 12.

### **A teacher may remove a student from class for the following reasons:**

- Dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively.
- Possession of a weapon or other item that may cause bodily harm to persons in a classroom.
- Being under the influence of alcohol, other controlled substances, or their derivatives, or in violation of the District's student alcohol and other drug policies.
- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment.
- Fighting, Taunting, baiting, inciting, and/or encouraging a fight or disruption.
- Disruption and intimidation caused by gang or group symbols or gestures gang or group posturing to provoke altercations or confrontations.
- Pushing or striking a student or staff member.
- Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
- Interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, dates, or disruptive means.
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with classroom work or creates classroom disorder.
- Restricting another person's freedom to properly utilize classroom facilities or equipment.
- Repeated classroom interruptions, confronting staff argumentatively, or making disruptive noises.
- Throwing objects in the classroom.
- Repeated disruptions or violation of classroom rules.
- Excessive or disruptive talking.
- Behavior that causes the teacher or other students fear of physical or psychological harm.
- Physical confrontation or verbal/physical threats.
- Acts of sexual harassment.

Some different rules and considerations apply for students under the Individuals with Disabilities Education Act (IDEA). Most students covered by IDEA should have a behavior plan.

### **Procedures to be followed in Temporarily Removing a Student from Class**

Except where the behavior is extreme, generally a teacher should warn a student that continued misbehavior may lead to temporary removal from class. When the removal is appropriate, the following courses of action will be taken:

- Instruct the student to go to the main office for the period of removal. Either a note should go with the student or a call should be placed to the secretary explaining the situation.
- Obtain coverage for the class and escort the student to the main office to seek assistance.
- Within twenty-four (24) hours or one (1) business day of the removal, whichever is longer, the teacher shall submit to the building principal or his/her designee a short and concise written explanation of the basis for removal.

### **Parent/Legal Guardian Notification Procedures**

- The building principal or designee shall notify the parent/legal guardian of a minor student, in writing, when a teacher has removed a student from a class as practicable after the student's removal from a class and placement determination.
- The notification shall include the reasons for the student's removal from class and the placement decision involving the student.
- If the removal from class and/or change in educational placement involves a student with a disability, parent/legal guardian notification shall be made consistent with State and Federal laws and regulations.
- If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/legal guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

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, such as FaceBook, Twitter, MySpace, YouTube, etc. when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct.

### **STUDENT ANTI-HARASSMENT - DISTRICT POLICY 5517**

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits 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 (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying.

### **Reporting Procedures**

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Reporting procedures are as follows:

- Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
- Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the building principal or District Administrator.
- Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.



- The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.

### **Investigation and Complaint Procedure**

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below. Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

### **Complaint Procedure**

A student who believes s/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a complainant informs a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days. Throughout the course of the process the CO should keep the parties informed of the status of the investigation and the decision making process. The decision of the District Administrator shall be final. If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

### **Additional School District Action**

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes. Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

### **BULLYING - DISTRICT POLICY 5517.01**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Bullying toward a student is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse including 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 Wautoma School District, including activities on used, leased or owned school property, school-related functions or event, or while traveling to or from school or to and from school-sponsored, school-approved or school-related activity or function or event off school property if the student is at any school-related activity, field trip or athletic event under the supervision of school authorities.

Bullying is defined as deliberate or intentional behavior using words 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. Bullying need not be based on any Protected Characteristics. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

### **SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES- POLICY 5605**

In matters relating to the disciplining of students with disabilities, the Board of Education shall abide by Federal and State laws. The District Administrator shall establish administrative guidelines and ensure they are properly implemented when disciplining any student with disabilities.

## **SUSPENSION AND EXPULSION - DISTRICT POLICY 5610**

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

### **SUSPENSION**

A student may be suspended a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled. The District Administrator, the principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

### **EXPULSION**

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to the criminal justice or juvenile delinquency system.

### **IN-SCHOOL DISCIPLINE - DISTRICT POLICY 5610.02**

It is the purpose of this policy to provide an alternative to out-of-school suspension, in-school discipline will only be offered at the discretion of the building administrator for offenses found in the Student Code of Conduct. No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. No student shall be refused transportation services until the parent has been notified and other suitable transportation arrangements have been made. Notification to the parent is the responsibility of District personnel and should be made prior to the departure of school buses. If a parent cannot be contacted, the child should be detained on another day.

### **DUE PROCESS RIGHTS - DISTRICT POLICY 5611**

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

**Students subject to suspension:** The suspended student the parent of the suspended minor student shall be given prompt notice and reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator as an opportunity for a response to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

**Students subject to expulsion:** Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

## V. GENERAL INFORMATION

### **STUDENT FEES- Registration and Technology Fee- Waived for school year 2021-22**

Kindergarten.....\$5.00 One Time Student Registration Fee.

Grades 1-5.....\$25.00 Student Technology Fee-Covers accidental damage of student technology while at school.

#### **OTHER FEES**

Replacement Student Agenda.....\$5.00

Lost or Damaged Library or Curriculum materials...fees vary

Field Trips....fees vary

A+ After School...fees vary depending on program enrollment

\*Should a cancelled fee result in a surplus balance in the student/family account the surplus will be applied to any unpaid fees/fines and/or low lunch account balances.

### **FOOD SERVICE INFORMATION**

**Breakfast** is offered free of charge to all students from 7:20 a.m.-7:35 a.m. In the event of a late start, no breakfast will be served.

**School Lunch** Free and Reduced lunch (District Policy 8531) is available for those who qualify with an approved application. All student accounts must have sufficient funds before purchases can be made. You may send cash or checks written to WASD or use the Infinite Campus portal to make a payment. Sufficient funds must be available before the purchase of an additional entrée, side or milk. Additional items are subject to availability.

**Cold Lunch** We encourage you to provide a lunch that contains at least the basic food groups. Milk is available for purchase.

**Classroom Treats** Food items that are brought to school to be shared with the class must be store bought, pre-packaged, ready to be served, including the appropriate disposable single-serve plates/forks/spoons for the entire class if needed. Classrooms that have students with food allergies will be notified of specific restrictions and limitations.

**Milk Program** 4K students will be offered milk at snack time. (Fee per pint applies)

**Food Allergies-** Information can be shared upon enrollment of any food allergies.

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA): In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

### **EMERGENCY PREPAREDNESS**

The Board authorizes a system of emergency preparedness **DISTRICT POLICY 8420** which shall require that fire drills are conducted at least once each month; tornado drills are conducted at least twice annually and school safety incident action plan drills are conducted at least twice annually. All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

**Fire** drills will be held at various times during the school year. Students will be expected to move quickly and quietly to exit the building. All teacher directions shall be given clearly and followed completely.

**Severe weather** drills will be held periodically. Announcements will signal students to move to a protected area. Students are to follow all instructions during the drill and wait until they are clear to return to class.

**Emergency** drills will be held periodically. Students will take action under the direction of the classroom teacher or a school announcement. Students will be trained on how to react to possible situations. During this drill the teacher may direct students to take action. Students may or may not be evacuated.

### INCLEMENT WEATHER PROCEDURES

In the event of adverse or hazardous weather conditions or other emergencies that present a threat to the safety of students, the procedure listed below will be followed.

School may start later than normal, dismiss earlier than normal, or cancel school or after school activities. (If a 2 hour late start is called, doors open at 9:15 and school begins at 9:45 a.m.) In the event any of these circumstances occur, the District will contact the media stations listed below and request them to broadcast the school closing immediately. *Because of busy telephone lines or disruptions in service, one or more of the media stations may not be contacted.*

**Please be sure to update contact names, numbers and preferences** with the school and on your Infinite Campus Portal Account. Doing this can eliminate much confusion and will ensure you also receive notifications sent from our automated system. **Sign up for email notifications and Mobile SMS text at [cancellations.com](http://cancellations.com)**

#### **Radio Stations**

WAUH 102.3 FM  
WDUX 800 AM and 92.7 FM  
WISS 1090 AM  
WPKR 99.5 FM  
WNFL: 1440 AM • 101.9 FM  
WYDR: 99.7 FM

WNCY: 100.3 FM  
WGEE: 93.5 FM • 93.1 FM  
WTAQ: 1360 AM • 97.5 FM  
WIXX: 101.1 FM

#### **Television Stations**

Local Cable 4

NBC TV 26, Green Bay  
WAOW TV 9, Wausau  
WBAY TV 2, Green Bay  
WFRV TV 5, Green Bay  
WLUK Fox TV 11, Green Bay  
WSAW TV 7, Wausau

### TRANSPORTATION INFORMATION

#### **STUDENT DROP-OFF AT SCHOOL**

Drop students off in the **parking lot** by the stop sign. Form a single line. **The driveway in front of the building is for BUS traffic only.** If you need to enter the building or exit your vehicle to assist your child, you must park in the parking lot stalls. Do not get out of your vehicle in the drop of line for any reason.

#### **STUDENT PICK-UP**

Form a single line in the **parking lot** for student pick up. Do not park in front of the crosswalk or in no parking zones or near the afternoon bus for safety and legal reasons. This will help eliminate congestion and provide for the safety of all children. No student shall be released to anyone who is not authorized such custody by the parents.

#### **WALKERS**

Students that walk home will be dismissed out the front entrance (door #1) and are to use the sidewalk all the way to the street. Children will be supervised across the crosswalk on Bonnell Ave.

#### **BIKE SAFETY**

Students who ride a bike to school are to walk the bike while on school grounds. Riding in the parking lot is not allowed for your child's safety. Park bikes in the bike rack during the day. We recommend bike locks and helmets are strongly encouraged.

#### **BUS LOADING/UNLOADING**

Each bus will unload at the front entrance (door #1). A staff member will supervise arrival and dismissal.

#### **ALTERNATE TRANSPORTATION**

If your child requires alternate transportation for the day such as riding the bus instead of picking up, please send a note with your child in the **morning or note the change in your child's agenda/planner.** A verbal message from the student will not be a replacement for parent contact. In case of an emergency, alternate transportation may be arranged by calling the school.

#### **BUS SCHEDULE**

For information on your child's bus numbers, pickup/drop off location or scheduled bus times, please contact the Bus Garage at 920)787-3875.

### **STUDENT BUS CONDUCT - DISTRICT POLICY 8600.01**

Safety is a major concern when students are transported to and from school by buses. Students have the privilege to ride a bus after the electronic agreement is complete. Drivers may assign seats.

All riders must follow the rules of conduct listed below:

1. Students must be at the bus stop when the bus arrives, stay off the road and respect the property of others.
2. Wait for the hand signal from the driver to cross. Always cross in front of the bus.
3. Remain seated at all times. Face forward when the bus is in motion, keeping feet and hands out of the aisle.
4. Do not extend your head, arms, hands or any objects outside.
5. No eating of food or drinking of beverages on the bus.
6. Disruptive behavior will contribute to an accident and will not be tolerated. Respect the driver and others.
7. Students must ride an assigned bus unless a signed permission from guardian and the school office.
8. Possession of matches, lighters, fireworks or anything dangerous/disruptive will not be allowed on the bus.
9. Cell phone calls can only be made with prior driver permission. Video or pictures in any school vehicle without approval from a school official is prohibited. Listening devices may be used only if using earbuds or headphones.
10. Behavior issues on the bus may result in the suspension of a student's bus privileges. In such a case, it becomes the parent/guardian responsibility to provide transportation.

#### **Suspension from bus riding privileges may occur if the student:**

1. Uses foul language, fights, or uses disruptive behavior.
2. Is disrespectful or inconsiderate of others or their property.
3. Brings items of any kind onto the bus that will be dangerous or disruptive.
4. Fails to follow bus driver directions.

### **HEALTH INFORMATION**

The mission of our school nurse is to improve the health status of children and youth, remove the health related barriers to learning and to assist other school personnel in maintaining optimum health. The district school nurse is available on a part-time basis. District Policy 5310.0 .Redgranite Elementary is considered a **LATEX SAFE SCHOOL ENVIRONMENT**. For the safety of all students latex balloons will not be allowed in the school buildings of Wautoma Area School District.

### **ADMINISTRATION OF MEDICATION/EMERGENCY CARE - DISTRICT POLICY 5330**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

Before any prescribed medication may be administered to a student, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to a student with prior written consent of the parent/guardian. A stock supply of ibuprofen, acetaminophen and diphenhydramine will be available at school to administer to students. A personal supply of medication may be indicated with frequent use of stock supply. Parents are responsible for supplying and delivering any other nonprescription medications.

Substances which contain aspirin or are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent/guardian.

Prescription medications must be delivered to school in the original pharmacy container and include: child's name, name and dosage of medication, time to administer, practitioner's name and pharmacy name. Nonprescription drugs must be delivered to the school in the original manufacturer's package with ingredients and recommended therapeutic dosage in a legible format. Any dosage of nonprescription medication other than listed on the medication's packaging, must be authorized in writing by a medical practitioner. All medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication which the student is authorized to carry and self-administer by the parent/guardian and practitioner.

The Board of Education requires that all students be properly immunized pursuant to the provisions of the State Health Department regulations. All students shall be required to provide records establishing that they meet the State Health

Department's immunization requirements or sign a waiver of those requirements no later than the 30th school day from the beginning of the school year or initial enrollment in the District.

#### **PEDICULOSIS (HEAD LICE) - DISTRICT POLICY 8451**

Head lice are present in the community at all times and can be particularly prevalent among pre-school and elementary school-age children. Lice are a nuisance, but do not spread disease. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Contracting head lice is not an indicator of cleanliness or socioeconomic status.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and the child. It is the responsibility of the parent(s) to check their child's head on a regular basis for signs of head lice and treat adequately and appropriately as necessary. Control depends on prompt case finding and effective treatment. Principals, in cooperation with the school nurse, shall determine whether classroom inspection for suspect cases of head lice is necessary. Along with this, classroom inspection in all buildings may take place at the beginning of the school term, and again following any break in the calendar at the discretion of the building principal. If a child in the District is found to have head lice or untreated nits, school staff will notify the parent and ask to pick the child up at the parent's earliest convenience and administer an FDA-approved lice treatment (pediculicide/ovicide). The child will remain in the classroom until able to be picked up by the parent. Students may return to the classroom after the appropriate use of an FDA-approved pediculicide/ovicide treatment. After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal. The District practices a policy of "no live lice" as a criterion for return to school.

#### **SCHOOL INVOLVEMENT**

Studies consistently show your child is more likely to succeed in school if you are involved. We seek to promote parent involvement in a variety of ways since individual family needs and schedules vary. We urge you to become involved in areas which interest you and coordinate with your schedule. Your involvement will make a difference in your child's future.

**VOLUNTEER:** To volunteer your time or your talents in your child's classroom or with the school please speak with your child's classroom teacher.

**ATTEND CONFERENCES:** Conferences are required but please make them a priority. Come prepared with a list of questions.

**CALL:** A brief phone call to your child's teacher can be helpful. Teachers may return your call at his/her convenience.

**EMAIL/TEXT:** Email can be an easy way to contact staff. Sign up for communication apps if your teacher offers them. **STAY**

**INFORMED:** School Board meetings are held monthly and parents are welcome to attend. Times and locations are published in the Waushara Argus and on the school website. An agenda is posted at school before each meeting. If you are unable to attend, take time to read reports following each meeting.

**VOICE YOUR IDEAS/CONCERNS:** If you have a suggestion, or want to share an idea or a concern, please do. If you have a concern regarding the classroom, please discuss it with the teacher first; and then if needed, discuss it with the principal.

**INVOLVEMENT AT HOME:** At the end of the day when your child first sees you, set aside a few minutes to share the day. Check the backpack together, sign the daily planner, share events, and give encouragement. Read regularly to your child, even after your child learns how to read. Take pride in your child's accomplishments. Display papers and artwork rather than filing it away.

**P.T.O.** (Parent Teacher Organization) is a group of adults meeting together to enhance the educational experience of our students with special events, field trips, fundraising, and purchasing equipment. The PTO will promote and support learning and personal growth and can be a great learning experience for parents as well. We need & value volunteers who help with our special projects. Consider sharing your skills as a PTO volunteer. Announcements about the organization will be provided to all parents/guardians.

#### **VISITORS**

For the safety of all students visitors entering the school during school hours, when students are present, must stop in the office first. A state issued ID or other forms of identification will be scanned with our Raptor Visitor Management system. A visitor badge for the visit must be worn upon approval.

Animals are not allowed without prior approval from the school and classroom teacher.

We understand that some of our students are from separated families. Please provide the school with copies of legal documents if you have a concern for the safety or well-being of your child/children.

Parents/guardians or citizens who have been invited to visit the school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from the visitor requirements.

**VOLUNTEER INFORMATION**

All volunteers will be required to submit to a criminal background check two weeks prior to any volunteer position with the Wautoma Area School District. This includes traveling with your child on field trips. The District shall conduct crime information records check through the Wisconsin Department of Justice. The Waushara County Sheriff’s Department or a private agency may be requested to obtain conviction records not available through the Department of Justice.

**VI. GENERAL DISTRICT POLICIES AND NOTICES**

*District Notices:* [Full district policy](#) and updates are available on the district website at [wautomasd.org](#)

**CONTROVERSIAL ISSUES IN THE CLASSROOM - DISTRICT POLICY 2240**

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions. For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or likely to arouse both support and opposition in the community.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences. Wis.Stat. 115.28(31)

For the privacy of students whose parents request that they not take part in the particular class period for specified reasons prior arrangements will be made for the student(s) to go to a supervised location where under the supervision of a staff member the student(s) will be provided with the alternate learning activities during the requested absence.

**NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY - POLICY 2260**

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

**Reporting Procedures**

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District’s Compliance Officer at his/her first opportunity. Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

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

Deb Premo, Parkside School - Principal  
Wautoma Area School District

556 South Cambridge Street  
Wautoma, WI 54982

(920) 787-7112  
premod@wautoma.k12.wi.us  
Jennifer Johnson, Wautoma High School - Principal  
Wautoma Area School District

556 South Cambridge Street  
Wautoma, WI 54982  
(920) 787-7112  
johnsonj@wautoma.k12.wi.us

### **Investigation and Complaint Procedure**

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process. All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses. The Board reserves the right to investigate and resolve a complaint or report regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

### **Additional School District Action**

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

### **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION - DISTRICT POLICY 2416**

The Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or psychological problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal.

### **DRUG PREVENTION - DISTRICT POLICY 5530**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. 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. This includes all dangerous controlled substances as so designated and prohibited by Wisconsin statute, all chemicals which release toxic vapors, all alcoholic beverages, any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy, "look-alikes", anabolic steroids, and any other illegal substance so designated and prohibited by law.

### **SEARCH AND SEIZURE - DISTRICT POLICY 5771**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

### **School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.



### **Student Person and Possessions**

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under certain conditions.

The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student. Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

### **WEAPONS - DISTRICT POLICY 5772**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

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

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion. Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained. No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

### **USE OF TOBACCO ON SCHOOL PREMISES - DISTRICT POLICY 7434**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. It shall be a violation of this policy for any visitor of the District to use, consume, or sell any commercial tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

### **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING - DISTRICT POLICY 7440.01**

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District and on school buses. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed. Administrators are authorized to carry and use portable video cameras when responding to incidents. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations.

Further, such recordings may become a part of a student's education record or staff member's personnel file. Recordings that capture students may be student records and as such will be treated as confidential, subject to the Board's public records and student records policies.

#### **STUDENT RECORDS - DISTRICT 8330**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, except as provided by applicable law. Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. Student "directory information may contain": A. student name; B. photograph; C. participation in officially-recognized activities and sports; D. height and/or weight, if a member of an athletic team; E. degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student that refuses to allow disclosure of directory data that participates in extra-curricular activities must complete Form 2431 F1 – Parent Acknowledgement of Risk and Release, which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extracurricular activities.

The District Administrator is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to: inspect and review the student's education records; request amendments if they believe the record is inaccurate, misleading, or violates the student's privacy rights; consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law ;challenge Board noncompliance with a parent's request to amend the records through a hearing; file a complaint with the United States Department of Education; obtain a copy of the Board's policy and guidelines on student records.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board. See Form 8330 F14 and Form 8330 F16 for additional contract requirements. If you feel your FERPA rights have been violated, you may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Ave, SW, Washington, DC 20202-8520, [FERPA.Complaints@ed.gov](mailto:FERPA.Complaints@ed.gov).

#### **PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS - DISTRICT POLICY 9130**

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. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff or student's rights. 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. Any individual presenting such a matter can be provided with a copy of the full policy.

**2021-2022 Wautoma School District Calendar**



July 2021

Su	M	Tu	W	Th	F	Sa
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>						

July  
**1** ONLINE REGISTRATION BEGINS

August 2021

Su	M	Tu	W	Th	F	Sa
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

August  
16-18 New Teacher Days  
19-20 Teacher Inservice (2 days)  
23-26 Teacher Workdays  
24 Riverview 4K Open Houses (3-5 PM)  
25 Riverview/Redgranite Open Houses (4-5 PM)  
25 Parkside Open House (5-6 PM)  
25 High School Open House (6-7 PM)  
0/6/0

September 2021

Su	M	Tu	W	Th	F	Sa
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

September  
**1** FIRST DAY OF SCHOOL  
**6** NO SCHOOL - Labor Day  
21/0/1

October 2021

Su	M	Tu	W	Th	F	Sa
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>						

October  
**7** 4K-8TH GRADE PARENT/TEACHER CONFERENCES PM  
**8** 4K-8TH GRADE PARENT/TEACHER CONFERENCES AM  
**8** NO SCHOOL (4K-8TH GRADE ONLY)  
**29** END OF 1ST MARKING PERIOD  
21/0/0

November 2021

Su	M	Tu	W	Th	F	Sa
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

November  
**4** 9-12TH GRADE PARENT/TEACHER CONFERENCES PM  
**5** 9-12TH GRADE PARENT/TEACHER CONFERENCES AM  
**5** NO SCHOOL (9-12TH GRADE ONLY)  
**24-26** NO SCHOOL  
19/0/1

December 2021

Su	M	Tu	W	Th	F	Sa
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

December  
**23-31** NO SCHOOL  
16/0/0

January 2022

Su	M	Tu	W	Th	F	Sa
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					

January  
**14** END OF 2ND MARKING PERIOD  
**17** NO SCHOOL - Teacher Workday  
20/1/1

February 2022

Su	M	Tu	W	Th	F	Sa
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>					

February  
**17** 4K-8TH GRADE PARENT/TEACHER CONFERENCES PM  
**18** 4K-8TH GRADE PARENT/TEACHER CONFERENCES AM  
**18** NO SCHOOL (4K-8TH GRADE ONLY)  
20/0/1

March 2022

Su	M	Tu	W	Th	F	Sa
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

March  
**7-11** SPRING BREAK  
**13** Daylight Saving  
**25** END OF 3RD MARKING PERIOD  
**31** 9-12TH GRADE PARENT/TEACHER CONFERENCES PM  
18/0/0

April 2022

Su	M	Tu	W	Th	F	Sa
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

April  
**1** 9-12TH GRADE PARENT/TEACHER CONFERENCES AM  
**1** NO SCHOOL (9-12TH GRADE ONLY)  
**15** NO SCHOOL  
**18** NO SCHOOL - Teacher Inservice  
19/1/1

May 2022

Su	M	Tu	W	Th	F	Sa
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

May  
**28** WHS GRADUATION  
**30** NO SCHOOL - Memorial Day  
21/0/1

June 2022

Su	M	Tu	W	Th	F	Sa
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

June/July  
**2** LAST DAY OF SCHOOL  
**3** Teacher Check Out - AM Only  
**6** CAMP PARKSIDE BEGINS  
**July 1** CAMP PARKSIDE ENDS  
2/1/0/1