

# Walworth Jt. District #1

Walworth, Wisconsin 53184

## Student Handbook

### 2018-2019



## Table of Contents

<b>Introduction</b>	<b>3</b>
<b>District Mission Statement</b>	<b>5</b>
<b>Board of Education</b>	<b>5</b>
<b>School Day</b>	<b>6</b>
<b>School Hours</b>	<b>6</b>
<b>School Fees</b>	<b>6</b>
<b>Required School Forms</b>	<b>6</b>
<b>Physical Examinations</b>	<b>6</b>
<b>Admission Ages of Pupils Entering Junior Kindergarten and Kindergarten</b>	<b>7</b>
<b>Absence Definitions</b>	<b>7</b>
<b>Tardy Policy</b>	<b>7</b>
<b>Absences</b>	<b>7</b>
<b>Attendance Rules</b>	<b>8</b>
<b>(Prearranged Family Trips, Special Requests, etc.)</b>	<b>8</b>
<b>Vacations</b>	<b>8</b>
<b>Leaving School Grounds</b>	<b>8</b>
<b>Early Dismissals</b>	<b>8</b>
<b>Inclement Weather-School Closings</b>	<b>9</b>
<b>Bus Routes</b>	<b>9</b>
<b>Bus Transportation</b>	<b>9</b>
<b>Locked School Facility</b>	<b>10</b>
<b>School and Playground Safety</b>	<b>10</b>
<b>Fire Drills, Tornado Drills, and Other Safety Drills</b>	<b>10</b>
<b>Breakfast Program</b>	<b>10</b>
<b>Lunch Program</b>	<b>10</b>
<b>Communicable Diseases</b>	<b>10</b>
<b>Common Communicable Diseases</b>	<b>11</b>
<b>Administering and Dispensing Medication to Students</b>	<b>12</b>
<b>Curriculum</b>	<b>12</b>
<b>Grading Systems</b>	<b>12</b>
<b>Homework</b>	<b>12</b>

<b>Parent/Teacher Conferences</b>	<b>12</b>
<b>Requesting Teachers, Classrooms, or Class Sections</b>	<b>13</b>
<b>Special Education Program</b>	<b>13</b>
<b>Textbooks and Workbooks</b>	<b>13</b>
<b>Computers and Computer Labs</b>	<b>13</b>
<b>Student Assistance Program (SAP)</b>	<b>13</b>
<b>Testing Program</b>	<b>13</b>
<b>Promotion Policies - Grades K-8</b>	<b>14</b>
<b>Retention</b>	<b>14</b>
<b>Teacher Qualifications</b>	<b>14</b>
<b>Guidance and School Counseling Services</b>	<b>14</b>
<b>Human Growth and Development</b>	<b>14</b>
<b>Library Use</b>	<b>15</b>
<b>Field Trips</b>	<b>15</b>
<b>Parent Chaperones</b>	<b>15</b>
<b>Parent's Club</b>	<b>15</b>
<b>Fundraising Policy</b>	<b>16</b>
<b>School Assemblies</b>	<b>16</b>
<b>Middle School Homeroom</b>	<b>16</b>
<b>Middle School Athletic Events</b>	<b>16</b>
<b>Participation in After School Curricular or Extracurricular Activities</b>	<b>16</b>
<b>Student Insurance</b>	<b>16</b>
<b>Outdoor Education Program</b>	<b>17</b>
<b>Eighth Grade Awards</b>	<b>17</b>
<b>Code of Classroom Conduct</b>	<b>17</b>
<b>Beginning Better Behaviors Policy</b>	<b>17</b>
<b>Elementary (Grades JK-4)</b>	<b>17</b>
<b>Detention Policy</b>	<b>18</b>
<b>Middle School (Grades 5-8)</b>	<b>18</b>
<b>Suspension</b>	<b>18</b>
<b>Positive Behavior Interventions and Support [PBIS]</b>	<b>19</b>

<b>Harassment</b>	<b>19</b>
<b>Bullying</b>	<b>19</b>
<b>Cyberbullying</b>	<b>19</b>
<b>School Attire</b>	<b>20</b>
<b>Possession or use by Students of Electronic Devices</b>	<b>20</b>
<b>Locks and Lockers</b>	<b>20</b>
<b>Search and Seizure</b>	<b>20</b>
<b>Drug and/or Alcohol use, Possession of Weapons, and Youth Gang Policies</b>	<b>20</b>
<b>Security Camera Surveillance</b>	<b>21</b>
<b>Locker Rooms, Bathrooms, and Any Other Area Where There is an Expectation of Privacy</b>	<b>21</b>
<b>Hallway Etiquette</b>	<b>21</b>
<b>Telephone Use</b>	<b>21</b>
<b>Lost Clothing</b>	<b>21</b>
<b>Bicycles, Roller Blades, Skateboards</b>	<b>21</b>
<b>Party Invitations</b>	<b>22</b>
<b>Complaint Procedure</b>	<b>22</b>
<b>Equal Opportunity</b>	<b>22</b>

## Introduction

This handbook has been compiled in order to present important information to all of our valued Walworth school families. This handbook will also provide effective communication between the school and the parents of children attending Walworth Joint District #1.

Please take time to carefully review the information presented in this handbook. The school rules and regulations contained in this handbook express the Administration and Board of Education's expectations of how our school must operate so that each child can achieve his/her maximum potential.

It is our collective belief that students, parents, teachers, support staff, and the school administration must work cooperatively and collaboratively as a team to ensure that each student's learning experience at Walworth Joint District #1 is as positive and productive as it possibly can be. We are also hopeful that this handbook will serve as an important communication tool so that all Walworth parents can readily access the rules and regulations that govern the operation of our school district while serving as a single source of valuable information to you, our parents.

Dr. Mary Ann Kahl  
District Administrator

Phill Klamm  
Principal

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, race, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**WALWORTH JOINT DISTRICT # 1  
Walworth, Wisconsin 53184**

**District Mission Statement**

The mission of Walworth Joint District # 1 is to provide the best education for all students. We believe that a passion for knowledge will prepare our students for a lifetime of learning.

We value the importance of educating the whole child; fostering respect for self and others and encouraging honesty and integrity while developing self-discipline and citizenship.

We welcome and respect the diversity that each of our students brings to our school with the expectation that all students will feel safe, secure, and valued.



**Board of Education**

Mary Heyer, President  
Sue Zillmer, Clerk  
Richard Hildebrandt, Treasurer  
Valerie Gibbs, Member  
Chad Roehl, Member

## School Day

School days are defined as days which students are present for instruction and the following days on which students are not present: days on which school is closed by the order of the school district administrator due to inclement weather and days on which school is closed by order of the county health officer.

## School Hours

The school hours consist of 178 student contact days. The length of the school day for each grade level is:

### Half-Day Junior Kindergarten

8:00 AM - 10:30 AM Morning Session

### All Day Kindergarten And Grades 1-8

Buses Arrive Between 7:30 and 8:00 AM

8:00 AM Students Enter the Building

8:05 AM Classes Begin/ AM Announcements

3:20 PM Dismissal

## School Fees

The Board of Education establishes school fees in advance of each school year. Parents will be notified, via a school letter, of the fee schedule to be followed in the upcoming school year. For example, the school fees for the year 2017-2018 are:

Half-Day Junior Kindergarten General Fees	\$35.00
Kindergarten and Grades 1-8 General Fees	\$50.00
Milk Break Fees	\$22.00/Semester or \$44.00/Year
Junior Kindergarten/ Kindergarten and Grades 1 - 4	\$22.00/Semester or \$44.00/Year
Sports Fees (Track \$10)	\$15
Extra/Co-Curricular Fees (Poms, Robotics, etc.)	\$15
Musical	\$10
Band Instrument Rental Fee	\$50/Year (pending)
Breakfast and Regular Hot Lunch	\$2.70/Meal
Alternate Hot Lunch (Grades 3-8 only)	\$3.20/Meal
Milk	\$ .25/Carton

\*School fees for subsequent school years will be adjusted annually, as necessary, by the Board of Education.

## Required School Forms

At the start of each new school year each parent will be asked to complete the registration process prior to the first day of school. This registration process includes filling out necessary school forms including emergency cards, immunization forms, emergency school closing forms, etc. This registration will also include the payment of school fees. Parents are reminded of the importance of the emergency card. This card is referred to in the event of an emergency and should be updated as necessary.

## Physical Examinations

A physical and dental examination is required of each child entering junior kindergarten or kindergarten and fifth grade. If the child does not attend junior kindergarten or kindergarten, then the examination is required before entering first grade. Forms for the examinations may be obtained at the school office.

## Admission Ages of Pupils Entering Junior Kindergarten and Kindergarten

A child must be four years old on or before September 1st of the year in which he/she is to be admitted to the junior kindergarten program. A child must be five years old on or before September 1<sup>st</sup> of the year in which he/she is to be admitted to the kindergarten program.

### Absence Definitions

1. EXCUSED ABSENCE - The Principal may excuse a student from school attendance for sickness, severe illness, death in the family, family need, religious observances, quarantine, impassable roads or extreme weather conditions, court appearances, health appointments, pre-approved family events or vacations, or school sponsored activities.
2. UNEXCUSED ABSENCE - Any absence for a reason other than the above is considered an unexcused absence; also, an absence for which no written note and/or verbal message has been received is unexcused.
3. TRUANCY - Truancy refers to any absence of part or all of one or more days from school during which the school attendance officer, administrator, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. It also means intermittent attendance to defeat the intent of the law.
4. HABITUAL TRUANT - A habitual truant is a student who is absent from school without an acceptable excuse for all or part of five (5) or more days on which school is held during a semester.

### Tardy Policy

Promptness to school and classes is a very important quality that we believe leads to future school success. For this reason, students are encouraged to be on time to school each day and to be on time to the various middle school classes. Elementary students (grades JK-4) are allowed to be tardy to school four (4) times each quarter prior to parents being notified of the problem and/or disciplinary consequence being issued. Middle school students (grades 5-8) are allowed to be tardy to school or each class three (3) times each quarter prior to parents being notified of the problem and/or disciplinary consequence being issued. A student is considered tardy if they arrive to school at 8:05 AM or after.

### Absences

If your child is going to be absent from school, you are required to notify the school each day before 9:00 AM. If your child is absent and we do not receive a call from the parent, then we will call you or your place of employment or home to verify the absence. The purpose of this procedure is to ensure the safety of your child. Children who are absent from school or tardy to school for whatever reason, for more than one hour, will be charged with a one-half day absence. Upon their return to school, the student must submit a written note from the parent or guardian stating the reason for the absence.

The school must be notified, in advance, of all planned absences, including family vacations. A determination will be made whether the absence will be excused or unexcused in accordance with state law and the district's attendance policy. The school is required to inform parents whenever your child has been absent a total of 10 or more days during the year.

Make-up work may be requested, a minimum of three days in advance, for all planned absences. The work, if requested, must be completed in a timely manner. Students are given the same number of days they were absent to complete their make-up work. For example, if a student is absent five days, s/he has five school days to complete make-up assignments. If this is not possible, other arrangements may be made with the teacher. Parents must recognize that not all lessons taught in school can be made up at home or assigned weeks in advance and that make-up work cannot replace actual attendance at school. Thus, if your child is absent frequently from school, even if the absence is excused, it should be expected that your child's grades will reflect these absences. All schoolwork provided to students should be completed prior to returning to school from the absence if at all possible. Work should be made up within a period equal to that of the number of school days missed.



## **Attendance Rules (Prearranged Family Trips, Special Requests, etc.)**

1. Early dismissal requests, during the school day, should be in writing and turned into the main office prior to the start of each school day. Phone calls to the office are sometimes necessary but not preferred.
2. Special dismissal requests, for dental or doctor appointments, should also be in writing and turned into the main office prior to the start of the school day. Again, phone calls to the office are sometimes necessary but not preferred. Please make sure to note the time of the dismissal, the time of the appointment, and the time that the student should be expected to return to school following the appointment. Returning students must report to the office prior to returning to their classes.
3. Extended absences for family vacations, etc. lasting more than three (3) days should be arranged ONLY in writing using the required school form with the Principal a minimum of one week in advance of the trip. Such absences do not require a written excuse upon re-admittance. Families may request homework in advance for these absences, but this homework must be completed prior to the students' return to school.
4. The reason for all absences and/or tardies must be written on the excuse in order for the excuse to be accepted by the school. Any excuses not explained or unacceptable will be considered unexcused by the Principal.
5. No child is ever dismissed during the school day without a written request from the parents to the office or a confirmed verbal request via the telephone.
6. Students must remain in the office and parents should make arrangements to pick up their child at the main doors of the building for safety reasons (by the bell and flag).

### **Vacations**

All family vacations LONGER THAN THREE (3) DAYS must be filed FIVE (5) days in advance using a district form. If homework is being requested in advance of the absence, then the homework provided must be completed and returned to the teacher(s) on the student's first day of attendance following the absence(s) if at all possible. Make-up work may be requested, a minimum of three days in advance, for all planned absences. The work, if requested, must be completed in a timely manner. Students are given the same number of days they were absent to complete their make-up work. For example, if a student is absent five days, s/he has five school days to complete make-up assignments. If this is not possible, other arrangements may be made with the teacher. Parents must recognize that not all lessons taught in school can be made up at home or assigned weeks in advance and that make-up work cannot replace actual attendance at school. Lastly, the key to the successful implementation of this policy is that parent(s)/guardian(s) agree to supervise their child's successful completion of all homework assignment(s); either during the absence or upon the return to school.

### **Leaving School Grounds**

In order to guarantee the safety of each child in our care, we ask that children do not leave the school grounds during school hours unless they are accompanied by a parent or have written permission of their parent(s) or guardian(s).

### **Early Dismissals**

In the event that it becomes necessary to dismiss your child[ren] before the regular 3:20 PM dismissal time, it is vital for us to know exactly where your children are expected to go. Some parents do not have phones or are unable to be contacted during the day. Therefore, a plan for your children in the event of an early dismissal is necessary. Please discuss with your child where you want them to go in the case of an early dismissal. At the fall student registration, parents will be asked to complete a form indicating your wishes. The information you have listed on the form will be reviewed with your child in all cases requiring an early dismissal. This form is also necessary since we will not always be able to directly phone parents of elementary students (grades JK-4) when an early dismissal is warranted.

## **Inclement Weather-School Closings**

In the event of inclement weather, the following stations will air information on all school cancellations or late starts:

*WTMJ - AM 620*  
*WLS - FM 94.7*  
*WITI - TV*

*WGN - AM 720*  
*WMCW - AM 1690*  
*WGEZ - AM 1490*

*WLS - AM 89*  
*WMIR - AM 1550*  
*WMAQ - AM 670*

The school announcement will say, "The Big Foot Area Schools are closed." If at all possible, we will attempt to notify all radio stations by 6:00 AM, but please keep listening as the announcement will be aired several times. Occasionally, it may be necessary to have a "late start" day due to the weather, rather than cancel school entirely. On "late start" days, the morning junior kindergarten students will not report to school. In addition, we will utilize our instant messaging system, SchoolMessenger, to notify families of any school delays, early releases, or closings. Please remember to listen to the complete message.

## **Bus Routes**

Due to the magnitude of bus driver directions and the possibility of children getting off at the wrong stop, we are very concerned that our students be afforded every precaution to ensure their safety to and from school each day. To accomplish this, we are recommending that students not be allowed to exit the bus at a stop other than their home destination or the child care destination already arranged for in conjunction with the bus company unless a WRITTEN note is provided to the school and/or bus driver.

## **Bus Transportation**

The Dousman Bus Service, Inc. has been contracted by the Board of Education as the bus transportation carrier for students attending Walworth Joint District # 1. At all times, the safety of all children is of the utmost importance. Generally, children are picked up at their homes between the hours of 7:15 AM - 7:55 AM and are returned to their homes between the hours of 3:30 PM and 4:30 PM. Safety for all of our children involves the cooperative efforts of the bus drivers, teachers, parents, and the students. Parents are directly responsible for making certain that their child understands the rules and regulations listed below:

1. Be on time for the bus so that you are doing your part to make sure that the bus route can stay on schedule.
2. If students must cross the road to board or exit the bus, they should make certain to cross in front of the bus and to obey all of the signals of the driver.
3. After boarding the bus, students must immediately sit in the nearest vacant seat or in the seat designated by the driver. All students must remain seated until the bus is stopped at the school bus drop-off lane.
4. Students must obey the directions of the bus driver at all times. Any directions provided to the students are done so the ride is accomplished in a safe manner.
5. Students must keep their arms, heads and hands inside the bus at all times. Students may not throw objects out of bus windows.
6. Always leave and board the bus in an orderly manner. Students will be asked to form an orderly line prior to boarding the bus for the ride home.
7. When getting off the bus at night, students should wait for the hand signals of the bus driver prior to crossing the road.
8. If bus rules are not followed, the student committing the infraction will be reported by the bus driver to the manager or the bus company. The manager of the bus company will contact the school or parent directly. A child may be suspended from riding the bus until he/she is able to conform to acceptable behavior. The consequence will be determined dependent of the nature of the offense and its frequency.
9. The use of profane language on the bus is prohibited and students will face immediate consequences.

## Locked School Facility

During school hours, our entire facility is locked to ensure the safety of all children. Due to the fact that we have many doors that might allow entrance to our building undetected, we feel it necessary to lock all doors so that unwelcomed intruders are not able to gain entry to our building. We ask that all visitors to our building enter our facility using the doors in front of our Main Office. These doors are closely monitored by our secretarial staff to safeguard our children.

## School and Playground Safety

At all times, the safety of all of our students is of utmost importance. Students will be asked to observe rules and regulations related to safety in the classrooms, hallways, lunchroom, bathrooms, and playgrounds. Unsafe practices will not be tolerated on the playground. Some of the dangerous activities not allowed include, but are not limited to: king of the hill, snowballing, throwing hardballs, tackle football, kill the carrier, etc.

## Fire Drills, Tornado Drills, and Other Safety Drills

All students are instructed in how to respond to certain emergencies. Fire drills will be held monthly at varying intervals. Tornado drills will be held two times per year. Additional safety drills will be held as warranted. In the event that our building must be evacuated, local sites will be used on an as needed basis.

## Breakfast Program

The School Breakfast Program is available on a daily basis to all students in grades JK-8 for a fee of \$2.35. This fee covers the entire breakfast including juice and/or milk. Students wishing to participate in the School Breakfast Program may arrive at the cafeteria beginning at 7:15 AM. Adults are welcome to participate in the School Breakfast Program for a fee of \$2.85 all visitors will need to sign in at the welcome center/office.

## Lunch Program

The Regular School Lunch Program is available on a daily basis to all students in grades JK-8-for a fee of \$2.70. This fee covers the entire regular hot lunch-and a milk. Adults are welcome to participate in the Regular School Lunch Program for a fee of \$3.45. The Alternate School Lunch Program is available on a daily basis to all students in grades 3-8 for a fee of \$3.20. This fee covers the entire alternate lunch including a milk. Adults are welcome to participate in the Alternate School Lunch Program for a fee of \$3.95. Adults and Visitors planning to have lunch must rsvp before 9am and sign in at the welcome center/office when arriving.

## Communicable Diseases

Many illnesses of children are most communicable at their onset, before they reach the stage where they can be recognized and diagnosed. We highly recommend that children be kept at home at the beginning of an infectious illness in order to lessen the spread of infectious disease(s). State law requires that all students meet certain immunization requirements. These are:

<u>Grade</u>	<u>Vaccines</u>
JK	1 MMR, 3 Polio, 4 DTP/DTaP/DT, 3 Hepatitis B, 1 Var
K	2 MMR, 4 Polio, 4 DTP/DTaP/DT/Td, 3 Hepatitis B, 2 Var
1-5	2 MMR, 4 Polio, 4 DTP/DTaP/DT/Td, 3 Hepatitis B, 1 Var
6	2 MMR, 4 Polio, 4 DTP/DTaP/DT/Td, 3 Hepatitis B, 2 Var
7-8	2 MMR, 4 Polio, 4 DTP/DTaP/DT/Td, 3 Hepatitis B, 1 Var

Students in grades kindergarten through grade eight must have their second MMR immunization to be in compliance with the Wisconsin Immunization Law. After 30 school days, if immunizations are not up-to-date, the child will be sent home from school after the parent is notified of the non-compliance. A child will be deemed to have met the immunization requirements if he/she has on file one of following:

1. An immunization history giving month and year of the necessary vaccines.
2. A signed parent statement from a physician stating he/she should not have a required immunization.
3. A statement signed by the parent that having the vaccine is contrary to their religious beliefs.

The following information is provided from the State Board of Health in regard to communicable diseases:

1. All teachers, school authorities, and health officers having jurisdiction shall not permit the attendance in private, parochial, or public school of any pupil afflicted with a severe cough, a severe cold, itch, scabies, lice or other vermin, ringworm of the scalp, ringworm of the exposed portions of the body, impetigo, epidemic jaundice, infectious conjunctivitis (pink eye) or other contagious skin disease, or who is filthy in body or clothing, or who has communicable disease so designated by the State Board of Health unless specifically exempted in the rules. The teachers in all schools shall, without delay, send home any pupil who is obviously sick even if the ailment is unknown, and said teacher shall inform the parents or guardians of said pupil and also the local health officer shall examine the case and take such action as reasonable and necessary for the benefit of the pupils and to prevent the spread of infection.

2. Parents, guardians, or other persons having control of any child who is sick in any way, or who is afflicted with any disease covered by this rule, shall not permit said child to attend any public, private, or parochial school or be present in any public place.

## Common Communicable Diseases

**Chicken Pox:** *14-21 days usual time from exposure to first signs; sick child should be kept home for seven days from date of onset; well children in the family may attend school, but should be excluded at first sign of illness*

**German Measles:** *24-72 hours; sick child should be kept at home for three days from onset; other children in the family may attend school, but should be excluded at first signs of illness*

**Impetigo:** *within five days; often two days; exclude child from school until crusts disappear*

**Influenza (Gripe):** *24-72 hours sick child must be kept at home until recovered*

**Measles:** *10-21 days; the child should be kept at home for seven days after the onset of symptoms or longer if fever persists. If the slightest indication of a cold or watery eyes appears in other children in the family, they should be kept home until a proper diagnosis is rendered*

**Mumps:** *16-26 days; usually 18 days; keep sick child home for a least one week or until swelling has disappeared*

**Scarlet Fever or Strep Throat:** *2-7 days; if the child has received an antibiotic injection and is completely recovered, then he/she may be released from isolation 24 hours after such treatment is given; other patients should be isolated until recovery, but not less than seven days after the onset of the illness*

**NOTE: OF THE COMMUNICABLE DISEASES LISTED ABOVE, PLEASE REPORT THE FOLLOWING TO OUR SCHOOL NURSE: CHICKEN POX, GERMAN MEASLES, MUMPS, AND SCARLET FEVER.**

## **Administering and Dispensing Medication to Students**

In accordance with Board of Education Policy, in order for ANY medication (prescription or over the counter) to be administered at school by a school official, it will be necessary for parents or guardians to obtain and complete a medication form which MUST be signed by the physician. This form may be obtained at the school office.

### **Curriculum**

Walworth Joint District # 1 follows the Big Foot Area School Association's curriculum in accordance with the standards established by the State Department of Public Instruction (DPI). This curriculum is supplemented by offering additional experiences developed by our staff. The evaluation of the curriculum is an ongoing process and is coordinated with the BFASA's established process and procedures. Standardized and other mandated state tests are administered to students in accordance with Board of Education Policy. Participation in all school activities, including physical education and recess, will be expected of all children. Children will be excused from such participation only with a doctor's written recommendation. All requests of this nature should be processed through the office of the Principal.

### **Grading Systems**

In Junior Kindergarten and Kindergarten report cards will be issued on a semester basis. In grades 1-8 report cards will be issued on a quarterly basis using these guidelines. All grading is obtained through a compilation of both assessment of skill development, as well as assessment of standards, identified by curricular teaching teams in accordance with the state. All assessments and grades are aligned to the Wisconsin State Standards.

### **Homework**

Our district's instructional program is planned so that if each child makes proper use of his/her time, the majority of the required work can be completed during school hours. When homework is assigned, it should be completed promptly. Students in grades 5-8 will have the opportunity in class to complete their homework. This is one of the desired outcomes of the 90 minute blocks of teaching time.. Parents of students in grades 3-8 will be able to consult with their child's assignment notebook on a daily basis. This assignment notebook will contain valuable homework information as well as notes from the child's teacher (if necessary) to the parent. The district's Homework Hotline can be used to facilitate proactive communication between teachers and parents. Parents can access the Homework Hotline to call their child's teacher from a home telephone by dialing 275-6896. Parents will be provided with information on how to access this hotline in the fall of each school year.

### **Parent/Teacher Conferences**

Verbal face-to-face conferences, between parent/guardians and teachers, are invaluable communication tools. We encourage both informal and formal parent/teacher conferences whenever necessary. These conferences can be initiated by the classroom teacher or the parent. The most important thing to remember is that ongoing proactive communication enables the child's educational experience to be positive and productive. Parents are encouraged to make an appointment with their child's teacher whenever there is a concern; act quickly before the problem intensifies. Regularly scheduled parent/teacher conferences will be held one time each semester (for all students in grades JK-8). These scheduled parent/teacher conferences are published on the school calendar, monthly calendars, and through notes sent home to parents. Parents are highly encouraged to take advantage of these opportunities to discuss their child's progress at regular intervals.

## **Requesting Teachers, Classrooms, or Class Sections**

It is the policy of Walworth Jt. District # 1 that the administration is solely responsible for the placement of students into classes, class sections, etc. This placement is completed each summer by the District Administrator and Principal following the recommendations made by the child's previous teacher. The District Administrator and Principal takes great care in assigning students to each classroom and do so on the basis of gender, academic skill levels, behavioral needs, student learning styles, etc. This way, the student placement is done in order to create an optimal learning environment in each classroom. For these reasons, we respectfully request that parents NOT make special requests for teachers, classrooms, and/or class sections. Your cooperation with this policy is greatly appreciated.

## **Special Education Program**

Walworth Joint District # 1 employs trained educational experts in the areas of learning disabilities and emotional disabilities. Children who are referred for special education testing are evaluated via the IEP (Individualized Education Plan) process in order to qualify for special education services. Children who qualify for Walworth's special education program have exhibited exceptional learning needs that can be addressed through a combination of pull-out and in-class services. In all cases, each child's individual needs are addressed in order to provide optimal academic and behavioral programming. Heterogeneous inclusionary classrooms, whenever possible, are utilized for the delivery of instruction.

## **Textbooks and Workbooks**

Textbooks are sometimes issued to students in grades 1-8. Additionally, certain subjects in the various grade levels will require the issuance of consumable workbooks. These textbooks and workbooks are the exclusive property of Walworth Joint District # 1 and may not be defaced or ruined. Students are expected to take care of all of their textbooks. Textbook covers, at all grade levels, are required in order to prolong the longevity of the item. At the conclusion of each school year, undue damage to any textbook will be assessed a damage fee. Any lost textbooks will be replaced at the total replacement cost. Parents will be informed of these instances and are responsible for the payment of these fees/fines and/or replacement costs.

## **Computers and Computer Labs**

Students in grades JK-8 are able to use computer devices. In order to safeguard against any unforeseen internal damage to the local area network (LAN) via viruses, students are not allowed to bring computer disks/DVD's from home to school for use on the district's computers. Additionally, "computer hacking" onto the district's LAN system is strictly prohibited and when discovered will result in immediate consequences including detention(s), or suspension(s), and/or discontinuation of computer privileges.

## **Student Assistance Program (SAP)**

Walworth's Student Assistance Program (SAP) is open to all students in grades JK-8. Small groups are formed to assist students in understanding specialized concerns about drug/alcohol use, divorce, family loss, friendships, etc. The small groups will meet via a planned schedule that minimizes the student's loss of instructional time. Walworth's licensed school counselors will lead all of the small groups. Parents may opt their child(ren) out of participation in any guidance service by contacting the Principal.

## **Testing Program**

A variety of tests, including standardized tests, mandated state tests, and promotion policy tests, will be administered in accordance with approved Board of Education policy.

## **Promotion Policies - Grades K-8**

Walworth Board Policy 345.41 outlines the promotion procedures. Parents are highly encouraged to read this policy, which is distributed one time annually to all parents in the Back-to-School registration information packet. In addition, the promotion policy can be accessed through our district website. In all cases, it is the responsibility of the parent to take advantage of these communications in order to become more familiar with this required policy.

### **Retention**

We believe that a very small number of children may benefit from staying another year in the same grade. Retention is considered only when:

1. The child is in the primary grades 1-3, or on rare occasion when the child is in grades 4-8.
2. The child is achieving significantly below ability and grade level.
3. The retention is validated by an IEP evaluation.
4. The retention would not cause undue social and emotional adjustment on the part of the child.
5. The retention would have a reasonable chance of benefiting the total child.

The following criteria will be used to evaluate whether retention is an appropriate choice: the chronological age of the child, the child's past and current academic performance, the child's emotional maturity including size, etc.

The retention process will be successful when there has been ongoing parent/teacher/administrative communication throughout the school year. The school has designed specific criteria to be followed in the event that retention is recommended and this criteria is outlined in Board of Education Policy.

### **Teacher Qualifications**

Walworth Jt. District #1 is required, by federal law to notify all parents of the educational qualifications of their teachers. In accordance with this law, parents should know that all Walworth teachers are licensed to teach in the State of Wisconsin by the Department of Public Instruction (DPI). We are both pleased and proud of the educational strength of our faculty responsible for educating our Walworth children. If any parent/guardian wishes to know the exact qualifications of their child's teacher, they may contact the District Administrator to obtain this information.

### **Guidance and School Counseling Services**

Guidance and counseling services are available to all students in grades JK-8. Parents are encouraged to utilize these services. Students are also encouraged to use these services for crisis-type situations and for long-range planning purposes. Academic counseling is also available for students who are struggling in the academic setting. All services are provided on an individual need basis. Individual counseling is provided upon request of the student, parent, or teacher. In all cases, parents will be notified of the referral and consulted with during the duration of the counseling. This ongoing, two-way communication will serve to enhance the delivery of services.

### **Human Growth and Development**

The Human Growth and Development component of the district's Health Curriculum provides specific instruction to students in grades 3-8. The Human Growth and Development Advisory Committee, comprised of teachers, parents, community members, clergy representatives, medical representative, Board of Education representative, the Principal, and the Administrator meets and is charged with the responsibility of approving the curricular objectives that provide the foundation for instruction in the program. Annually, in accordance with district policy, all Walworth parents are provided with several key communications about the district's program and its curricular objectives. The list of curricular objectives at each grade level is located on our district website. Additionally, a summary letter is mailed to all parents/guardians of students a minimum of two weeks prior to the start of a grade level's Human Growth and Development Program. This summary letter details the curricular objectives and materials used to teach the program. The third communication, if

necessary, is a section in the quarterly district newsletter detailing the program, instructional objectives, materials utilized, and other pertinent parent information. Parents who object to the program, wish to opt their child(ren) out of the program, or wish more specific information on the program may communicate directly with the District Administrator. Finally, due to the highly sensitive subject matter of this special curriculum, parents are always welcome to preview the program materials.

## **Library Use**

All students are encouraged to use the library. Students are encouraged to be respectful of other people's rights when using the library facilities. The purpose of this policy is also to ensure that all students have access to library materials in an equitable fashion. In accordance with this philosophy, the Board of Education has adopted a policy to provide for a way to handle the processing of overdue library materials. This policy includes:

1. Midway through each quarter of the school year, a list will be sent home to parents notifying them of overdue library materials. This written communication should facilitate the return of any overdue materials.
2. At the end of each quarter, a list will be published of overdue materials. Students with overdue materials will be encouraged to return these materials and will be reminded so through a daily announcement via the intercom system. The student will have one week to return their overdue materials.
3. If the student has failed to return the materials after the one week period of time, then disciplinary consequences will be necessary and could include missing recess or serving a detention.
4. Students will be assessed a fine that is due by the end of the school year for any book or library resource that is unreturned or lost.

## **Field Trips**

Walworth Joint District # 1 believes in the importance of educational field trips and has established board policy to provide structure to this type of educational enrichment activity. Any costs of any field trips, as approved, are to be provided by the parent(s) or guardian(s). All field trips must have the approval of the Principal and must also have written approval of each student's parent/guardian. Finally, any parent chaperones must follow the district's board policy when serving as an approved parent chaperone.

## **Parent Chaperones**

Parent chaperones on school field trips or other school activities and events are welcome; provided that they are an approved school volunteer and all regular school guidelines are followed by the parent. Parents are encouraged to remember that these field trips are part of the regular school educational program. Parents who volunteer to serve as chaperones and are selected by their child's classroom teacher to serve as a chaperone are reminded that they are responsible for providing supervision over their own child as well as other students attending the trip. Parents selected to serve as chaperones are also expected to pay for all admission costs associated with their own attendance at the event. Lastly, the Board of Education has established a policy and guidelines that will be followed by each teacher for each school event. This way, parents can equitably be involved by serving as valuable chaperones and will clearly know the guidelines that must be followed if they choose to serve as a chaperone.

## **Parent's Club**

The Walworth Parent's Club is an outstanding opportunity that allows parents to be involved with all types of activities related to the education of their child. The Walworth Parent's Club meets one time per month to conduct their business. Officers are elected, in accordance with established club by-laws, in the spring of each year. The Walworth Parent's Club is invaluable to the school by providing parental help and assistance with special school events and by providing key funding for extra school activities. Funding for field trips and school assemblies are a few examples of the outstanding programs and activities that are provided for our children by dedicated parent volunteers who work hand-in-hand with our school. Any parent/guardian of any child attending our school is welcome to become a member of this outstanding organization.



## **Fundraising Policy**

The Walworth Board of Education feels very strongly that fundraising to benefit our school programs is important but it must be purposeful and moderated so as to not detract from the mission of our school district. With this in mind, the Board of Education has established Board Policy 374, which clearly outlines how fundraising is to be addressed in our school learning environment. It is important for parents to know that the Board of Education does not sanction door-to-door selling by Walworth children with any fundraising event. Also, groups or organizations wishing to hold a fundraising event must follow all of the guidelines stipulated in this board policy in order for their fundraising event to be approved.

## **School Assemblies**

Each year, the Walworth Parent's Club funds a variety of enrichment assemblies for students in grades JK-8. Students in attendance at these assemblies are expected to follow all school rules and regulations regarding appropriate behavior.

## **Middle School Homeroom**

Students in grades 5-8 will start each school day with a short homeroom time which is approximately 10 minutes in length. This way, each student can get organized for the day, ask for homework clarification, listen to the morning announcements, etc. Also, during this homeroom time, field trip and other school activities permission forms will be discussed and gathered. Lastly, reminders of school events will be reviewed during this start of the day time.

## **Middle School Athletic Events**

Walworth Middle School has a comprehensive interscholastic athletic program of offerings for both male and female students in accordance with federal law. At the seventh and eighth grade levels, males and females can participate in a variety of year-round offerings that are scheduled so as to allow for maximum participation of all students. Students may participate in these activities: football, volleyball, basketball, cheerleading, track and field, and cross-country. In order to stay eligible for athletics, a student may not receive more than three disciplinary infractions, behavioral or academic, during any one season.

Additionally, males and females in 5<sup>th</sup> and 6<sup>th</sup> grade have the opportunity to participate in athletic offerings as well. Similar to 7<sup>th</sup> and 8<sup>th</sup> grade offerings, these athletic programs are scheduled to allow for maximum participation. Students of any gender in 5<sup>th</sup> and 6<sup>th</sup> grade may participate in these activities: intramural basketball, intramural volleyball, and intramural soccer.—Also, at the sixth grade level, students will have the opportunity to participate in flag football, cross country, basketball, and/or track and field IF our numbers are too low at the 7th grade levels. In order to stay eligible for athletics, a student may not receive more than three disciplinary infractions, behavioral or academic, during any one season.

## **Participation in After School Curricular or Extracurricular Activities**

In order for a student to participate in any after school curricular or extracurricular activity, the student must be in attendance in classes at school from noontime until the end of the school day. If students need to leave school for a dentist, optometrist, or other appointment, they must return to school immediately following any approved medical appointment. Also, if prior arrangement has been made and granted by the Principal, they will be eligible, as well. Any student who has participated in 100% of the athletic offerings during his/her fifth, sixth, seventh, and eighth grade years at Walworth Middle School and possesses a sound foundation of sportsmanship qualities is eligible to receive the Ne Skenno Athletic Participation Award at the Middle School Award Ceremony held at the end of the school year.

## **Student Insurance**

The school maintains an accident insurance policy for all students involved in school activities. The plan provides for payment of medical costs that are not covered by your personal health insurance policy in an 80-20 co-pay manner. This

means, whatever your personal health insurance wouldn't pay, this student policy would pay 80% and you pay 20%. All costs are paid according to what the insurers consider usual and customary costs. All costs will be paid within policy limits, if you do have private insurance.

## **Outdoor Education Program**

Each spring, Walworth's 5<sup>th</sup> grade students participate in a specially designed program at Camp Timber-lee in East Troy called *Outdoor Education*. Outdoor Education is an outstanding program to allow our students to connect with nature by staying overnight in the lodges at Camp Timber-lee while enjoying a variety of outdoor environmental and nature programs.

## **Eighth Grade Awards**

Walworth's eighth grade students are honored each year at the Eighth Grade Graduation ceremony. Eighth grade students are eligible to apply for and/or receive these awards:

*Wildcat Award – the student or students who have been at Walworth Middle School for their entire seventh and eighth grade year (a minimum of 7 quarters of grades at Walworth Middle School) and have the most 4's.*

*Administrator's Award – this award is given out to both an outstanding male and female student who has been a leader, possesses outstanding attendance and school behavior, and has been involved in a variety of extracurricular activities as determined in a vote by the middle school staff*

*Frank J. Ontl Citizenship Award – this award is given out to both an outstanding male and female student who has completed the application process and also is decided by the vote of the middle school staff; these students are leaders who have contributed to their community via outstanding service and who best exemplify the characteristics of patriotism, good character, etc.*

## **Code of Classroom Conduct**

As a result of state law, Walworth Jt. District # 1 has developed a Code of Classroom Conduct that is outlined in Board Policy 443. This code of conduct outlines the expectations of appropriate student behavior with clear disciplinary consequences for student misbehavior. This policy also stipulates the conditions under which a student can be removed from a class on either a short or long-term basis.

## **Beginning Better Behaviors Policy Elementary (Grades JK-4)**

Beginning Better Behaviors (BBB) refers to the time set aside to work with the specific behavioral and academic needs of certain students in grades JK-4. The goal of this program is to help students realize that inappropriate school behaviors have a consequence. And, in these cases, the student is required to spend their recess time reflecting on their behavior. Generally, when a minor infraction occurs, the student will be warned and given specific directions on how to avoid the wrongful behavior. A few examples of items for which a warning will be given include: tripping, scratching, pushing, etc. A few examples of items that will immediately warrant a consequence with no warning are: throwing snowballs, biting, hitting, spitting, obscene language or gestures, etc. These two lists are not exclusive but provide some ideas of what the consequences might be for specific behaviors. In each instance, the Principal or District Administrator will be directly involved with the situation and will review the situation with the involved staff member(s) and child's classroom teacher. In all cases, there will be the focus on promoting a school climate or atmosphere whereby student errors can become tools for learning. At all times, the parent(s) or guardian(s) will be informed of the disciplinary action via phone calls and/or email notification.

## **Detention Policy Middle School (Grades 5-8)**

### **Philosophy:**

The academic detention period is designed to encourage students to complete academic assignments under the supervision of an adult in a structured environment. The behavioral detention period is designed to serve as a deterrent to student misconduct that has been deemed inappropriate for the school's educational setting and for students who have acted inappropriately or without regard to the safety of one's self and/or others.

### **Academic Detention:**

An academic detention is assigned to a student who does not complete an assignment for any class during the course of the day. If the student completes the assignment prior to the end of the school day, then the detention is emailed to the student's parent(s) or guardian(s) for notification purposes but the student does not serve an after school consequence. The student who is unable to complete the missing homework prior to the end of the school day **MUST** report to the detention room to work until the assignment is completed. The student may leave the detention room as soon as the assignment is completed and handed into the detention supervisor. Each student is allowed two academic detentions per class each quarter during the school year. After accumulating more than two academic detentions, per class, the academic detention turns into a behavioral detention due to the ongoing nature of the offense and the failure of the student to correct a repeated problem. Students serving academic detention consequences must work on homework during the entire detention session. During the detention period of time, the supervisor will provide academic assistance as requested by students.

### **Behavioral Detention:**

A behavioral detention is assigned to a student who has behaved inappropriately in the school environment during the course of the day or while attending a school-sanctioned after school function. Also, a behavioral detention is assigned to a student who compromises his/her own safety and/or the safety of other students in the school environment. In serving the behavioral detention, the student must serve the day it is issued. The student must report to the detention room with his/her assignment notebook, appropriate homework to complete, and a book to read. Students who receive more than two (2) behavioral detentions during the course of any school day must serve the first detention on the day it is issued and the second detention on the following day.

### **Consequences for Not Serving the Detention or Serving the Detention in an Appropriate Manner:**

Students are responsible for making their own arrangements to account for serving any academic or behavioral detentions. The first time a student fails to show for a detention, the original detention is doubled. The second time there is a "no show" for the detention, the original detention becomes three detentions. At this point, the Principal will contact the parent/guardian to inform him/her of the problem and to request his/her assistance in solving the problem. If there are no extenuating circumstances, the student may serve a one-day in-school suspension until 4:10 p.m.

## **Suspension**

Suspension is considered to be a viable alternative in cases where a child's behavior and/or actions are flagrant or consistently inappropriate over a period of time. In these cases, the parent/guardian will be contacted by telephone to be apprised of the situation involving their child and the resulting suspension. In all cases, a written form will be completed by the Principal and will require a parent/guardian signature with return receipt of the document. A copy of the suspension form will become part of the student's permanent disciplinary record. Parents are informed that the district has adopted a "zero tolerance policy" with regard to the issue of school violence. Thus, the use of physical force (pushing, shoving, tripping, etc.) or intentional physical contact (fighting, hitting, punching, tackling, etc.) is strictly prohibited resulting in consistent behavioral consequences for all age levels of students. Students in grades JK-4 will receive several BBB's for these infractions. Middle School students (grades 5-8) may be suspended (either in or out of school) for these infractions. As in all disciplinary cases, parents are a key ingredient with regard to their students' compliance with school rules and regulations. The school will do its best to involve parents in all phases of our disciplinary process, including suspensions.

## **Positive Behavior Interventions and Support [PBIS]**

PBIS stands for **Positive Behavior Interventions** and **Support**. It is a research based school-wide behavioral system approach that includes all staff and students. The program focuses on three key areas: teaching students appropriate behaviors in school settings, providing interventions when a student isn't meeting behavior expectations, and recognizing those students who meet behavior expectations.

Students will receive instruction in how to behave in each identified school setting according to our school's three expectations of Respect Everyone, Respect Learning, and Respect Environment. Teachers will help students learn what those expectations look like and sound like and provide opportunity for students to practice those desired behaviors. In time, these lessons and behaviors will become a regular part of our curriculum. Those students who meet the PBIS expectations will be rewarded through a school-wide privileges recognition program.

### **Harassment**

All students and employees of Walworth Joint District # 1 have the right to attend school or to work in an environment that is free from harassment of all types. The Board of Education has established policies to safeguard the rights of all students and all employees.

### **Bullying**

The Walworth Jt. District #1 believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. An act of bullying, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. Students who bully other students will receive disciplinary consequences. Bystanders who by their direct or indirect behavior, condone or support another student's act of bullying will be held responsible as well. No employee of Walworth Jt. District #1 shall permit, condone, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy. While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel or refuse to name those students involved in the harassing.

### **Cyberbullying**

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else. The Walworth Jt. District #1's computer network and the Internet, whether accessed at school or off school grounds during or after school hours, may not be used for the purpose of harassment or cyberbullying. All forms of harassment over the Internet are unacceptable and viewed as a violation of both District policy and the District's acceptable computer use policy/procedures.

In situations in which the cyberbullying originated from a non-school computer, or other electronic communication device, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of a school.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension or expulsion for verified perpetrators of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to law enforcement.

## School Attire

It is important that students look neat and well-groomed at all times for safety as well as health concerns. Walworth Board Policy 442.3 does not permit the wearing of alcohol, bar, drug, or other inappropriate message t-shirts during school hours or during school-sanctioned activities. Also, the wearing of see-through clothing, midriff tops that expose the lower stomach area, mesh clothing, halter tops, tops with spaghetti straps, tank top with exposed back, and shirts with exposed cleavage, etc. are considered inappropriate under this policy. Shorts, skirts, skorts, etc. must adhere to the fingertip rule-the student's fingertips must touch fabric when they are resting at the side of the leg. Pajama bottoms, ripped pants that expose undergarments, and pants that are positioned below the hip are prohibited as well. No undergarments are to be visible. The wearing of caps, hats, bandannas and gang-related attire, or other types of head coverings in school or on school sponsored events is prohibited. Caps must be left in lockers, not carried throughout the day. The wearing of coats, jackets, or outer garments in school is prohibited. Shoes must be worn at all times. It is the district's belief that when appropriate clothing is worn by students during school hours we are better able to ensure a positive learning atmosphere for all learners.

## Possession or use by Students of Electronic Devices

Walworth Board Policy 442.5 addresses the possession and/or use of electronic devices by students in grades JK-8. All grades JK-8 students are not allowed to use personal electronic devices during the instructional school day (8:00 A.M. to 3:20 P.M.). All personal electronic devices must remain in student lockers (middle school) or student book bags (elementary) and must be turned off during the instructional school day. *Students bring all electronic devices to school at their own risk. The school is not responsible for any stolen or lost items.*

## Locks and Lockers

Middle school students in grades 5-8 are assigned locks and lockers at the start of each school year. All locks and lockers are the property of Walworth Joint District # 1 and will be treated as such. Students are encouraged to keep their combination(s) private so that other students do not have access to their personal items. Students will be charged a fee of \$6.00 if their lock is lost and needs to be replaced. **Students are to keep their lockers locked at all times** so that theft is deterred. For safety reasons, all book bags, backpacks, rolling book carry-alls, etc. will be kept in each student's locker during the school day.

## Search and Seizure

Searches by the District Administrator, Principal, and/or the local police may be conducted when there exists a reasonable suspicion that the student is concealing or is in the possession of any item that is unlawful and dangerous to the health and safety of other individuals, in violation of Board of Education policy, or in violation of village, county, or state law. School lockers, books, workbooks, desks, and gym lockers are the property of Walworth Joint District # 1 and are provided for the convenience of the students.

## Drug and/or Alcohol use, Possession of Weapons, and Youth Gang Policies

Any student who intentionally sells, gives, possesses, or is under the influence of illicit drugs, narcotics, alcohol, and/or other illegal substances in or on school property, including buses, field trips, or evening events such as dances or other events, shall be dealt with according to Board Policy that includes suspension(s) and/or expulsion. Board of Education policy, in accordance with state law, also directly prohibits the possession of any dangerous weapon in or on school property. Infractions of this policy will result in immediate expulsion. The use and/or possession of tobacco or tobacco products is also prohibited and any student in violation of this rule is subject to suspension and/or expulsion. Lastly, Walworth policy 443.7 bars all gangs, gang affiliations, and gang-related activities from our school buildings and school-related activities. Students in violation of this policy will face suspension(s) and/or expulsion.

## **Security Camera Surveillance**

For the safety of all students at Walworth Joint District # 1, the district has installed cameras that intermittently scan various locations inside and outside of the school. These cameras are monitored periodically throughout the school day. Despite the use of these security cameras, Walworth Joint District # 1 is not liable for missing or stolen property of students.

## **Locker Rooms, Bathrooms, and Any Other Area Where There is an Expectation of Privacy**

The district recognizes the privacy rights of individuals using the locker room or restroom and shall take reasonable measures to protect an individual's privacy. Thus, in accordance to Walworth Policy 731.1, under no circumstances may cameras, video recorders, cell phones, or other recording devices be used in the locker room or restroom. Also, no person may use any technological device to capture, record or transfer a representation of a nude or partially nude person in the locker room or restroom, or take any other photo or video image of a person in the locker room or restroom. Persons violating this policy shall be subject to appropriate disciplinary and/or legal action in accordance to district procedures and/or penalties under state law or local ordinance.

## **Hallway Etiquette**

Students should be in their classrooms or assigned areas unless they have the permission of a teacher or supervisor. Students failing to follow this rule of etiquette will be sent back to their classroom. In the halls, students are asked to:

- 1. Walk in the halls or on the stairways.*
- 2. Keep to the right and move quickly and orderly when passing through the halls.*
- 3. Watch where you are going to avoid collisions with others.*
- 4. Keep the hallways clean by removing all paper and other debris around their lockers or hooks.*
- 5. Keep all items inside the lockers or in or on top of the coat racks.*
- 6. Use of appropriate levels of noise to reduce potential disruptions to classes in session*

## **Telephone Use**

Office telephones are available for student use on a case-by-case basis. It is our hope that students will only use these phones in cases of emergency or extreme need. Students wishing to phone home for social reasons will not be allowed to use the office telephones.

## **Lost Clothing**

Parents are encouraged to mark all items of their child's clothing to ensure the clothing's proper return in the event an item is lost or misplaced. Articles that are found are turned into the office and stored in the Lost and Found area located in two containers behind the Main Office. Missing items can be retrieved by the child and/or parent anytime before school, during the school day, or after school. Periodically any unclaimed items are given to the area's homeless shelter.

## **Bicycles, Roller Blades, Skateboards**

For safety reasons, bicycles, roller blades, wheelies, and/or skateboards are not allowed to be used on school property. Students are asked to keep all bicycles in the racks provided at the north end of the middle school building located outside the multi-purpose room. Children are also encouraged to lock their bicycles to avoid theft during the school day.

## **Party Invitations**

As educators, we are very sensitive about the emotional well-being of all children so that they feel secure and happy. Many children get their feelings hurt by other children who distribute party invitations to only certain students in their classroom. In order to avoid this unpleasant situation, we would appreciate your cooperation with these guidelines:

1. *If you distribute invitations to ALL children in your child's classroom, then you may send the invitations to school to be distributed.*
2. *If you do not wish to invite ALL children in your child's classroom, then please deliver the invitations outside of school.*

## **Complaint Procedure**

Parent(s)/guardian(s) who have specific complaints about any aspect of their child's educational program are encouraged to consult with the child's teacher first and then the Principal if the concern has not been solved or addressed to their satisfaction. If the Principal's response does not satisfactorily solve or address the concern, then forwarding the concern to the District Administrator is the final step of the process. The general rule of thumb is that the person closest to the problem is best able to solve it. Parents concerned about a situation should begin in earnest to maintain dialogue with the person closest to the problem for as long as results are forthcoming. If, after the teacher and Principal have been consulted and no solution is forthcoming, the individual may then express their concern first to the District Administrator and then ultimately to the Board of Education in accordance with Board of Education Policies 870 and 332.

## **Equal Opportunity**

In compliance with the Executive Order 11246: Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and all other Federal, State, School rules, laws, regulations and policies, the Walworth Joint School District # 1, Walworth, Wisconsin, shall not discriminate in employment on the basis of sex or sexual orientation, age, race, color, creed, ancestry, or national origin, pregnancy, marital or parental status, on the basis of arrest record or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, or handicap, or physical, mental, emotional, or learning disability in the educational programs or activities which it operates and in its employment.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

*Dr. Mary Ann Kahl  
District Administrator  
Walworth Joint School District # 1  
121 Beloit Street  
Walworth, Wisconsin 53184  
262-275-6896, ext. 1205*

Complaints can be filed with the Office for Civil Rights:

*Office for Civil Rights - Region V  
300 South Wacker Drive, 8th Floor  
Chicago, Illinois 60606  
312-353-2520*