

**Osseo-Fairchild  
Elementary  
School**



**2023-2024  
Student Handbook**

Dear Osseo-Fairchild Elementary Families,



On behalf of the Elementary Staff, welcome to the 2023-2024 school year. We are hopeful that you all had a fun and exciting summer, and that everyone is ready for another great year! I truly felt that last year was an all-around great year, and we are looking forward to building off of that.

I would first like to introduce myself to those of you that are new to Osseo-Fairchild Elementary. My name is Jimi Zawacki and this will be my fifth year as the principal here. I am grateful for the opportunity to be in the school district where I not only taught, but also graduated from. My wife is a teacher in the district as well, and we have three amazing children. We love to do many different things outdoors, as well as attend many Thunder events throughout the year. It is a privilege to be in this district that gave me so many great experiences and opportunities as a child and now as an educator. Osseo-Fairchild Elementary is truly a special place to send your child(ren). Never hesitate to reach out if you need anything.

The last few years have taught us many things which have helped us put things into perspective, and make the best of everything thrown our way. This summer, our staff was again extremely busy with summer school and professional development to grow as educators. We are excited about what we have taken away from those professional development days, and we can't wait for the school year to kick off.

As always, we will continue to challenge our students to own their learning, to have a growth mindset, and to be kind. With these characteristics, many more opportunities to find success will open up. With the elementary years being so crucial in a child's development and education, it is vitally important that your child is here regularly and working collaboratively with their teacher and peers. We want to thank you for your investment in our future by being committed to having your child attend school regularly and working with them in the evenings.

Our students are extremely lucky to have such a great school board, caring community, strong parental involvement, committed teachers, and generous businesses around the district that make many more things possible for our staff and students! By working together, we can make our school an even better place for all students to learn, grow, and succeed. We truly look forward to working collaboratively with you and your child(ren).

We are excited about having our "Back to School" Open House on Tuesday, August 22nd, and we welcome you to stop in anytime from 9:30 AM – 12:30 PM or 1:30 PM – 5:30 PM. Each student will have an opportunity to meet their classroom teacher and have their school pictures taken by Lifetouch. A reminder that school supplies will again be provided and handed out on the first day of school, August 24th. We do ask that you send a water bottle, backpack, inside shoes, and a set of headphones which you can bring on the open house date, or send with your child. If your child needs a backpack or headphones, please contact the elementary office at (715) 597-3141 ext. 3000 to let us know.

When the school year begins, the elementary school doors will open at 7:45 AM, and the bus students will be dismissed at 3:20 PM. All walkers/pickups will be dismissed after the buses leave the school.

**\*Please see the key notes for picking up and dropping off students before school and after school.**

### Some Key Notes for the 2023-2024 School Year:

- Your postcard with bus information will be coming out soon. It will have the driver, bus number, and expected morning pickup time. This time is subject to change as things get ironed out. Please plan accordingly. The buses will continue to pick up the MS/HS students before the elementary students after school except for the Wednesday Early Releases. Again this year, you will be allowed one pick-up and one drop-off route. This could be a home pickup in the morning and a daycare drop-off in the afternoon. Due to bus capacity on some of the buses, we cannot have students ride different buses other than their designated bus. Please make sure that your child and their teacher know which bus they should be on and/or how they will be getting home/daycare. Please have any changes in dismissal reported to the office by **1:30 p.m. as it becomes really difficult to make any changes after this time.** We also cannot make changes without written or verbal notification from the parents/guardians.
- **Wednesday Early Release-** This year early release will take place every Wednesday starting August 30th. Buses will dismiss at 2:35 at the elementary school and roughly 2:40 for the MS/HS. Walkers and pickups will be dismissed shortly after that.
- **\*Staying The Same-** We are asking all parents/guardians to drop off and pick up from the parking lot across the street. Please enter heading north on Rose Lane past LF George and pull into the football field parking lot. You will then come through between the concession stand and the basketball courts which will be a one-way. There will be a lane blocked off for the students to walk to the crosswalk on the west side of the lot where they will cross the street with a staff member as a crossing guard. You can pull up, let them out, and then you will exit out onto 15th Street and head east toward the Vet Clinic. This will keep the cross-traffic with the students to a minimum. If you need to walk your child to the building or stop in the office, please park in the lot and walk across. As for picking up at the end of the day, we ask that all vehicles park in the parking lot instead of on the street. We are essentially trying to treat 15th Street as a one-way heading east by the school. If you are dropping off or picking up your child during school, please do not drive through the pull-through by the school. For safety reasons, this area is blocked off during the school day. Parking is available in the parking lot on the north side of the street.
- Although we look forward to having parents and families in the school for open house, scheduled visits, family nights, parent/teacher conferences, etc; due to the safety and concern for our students, we will continue with having parents stay outside of the building while dropping off and/or picking up your child(ren) before and after school. You can ring the doorbell and the secretary will be able to assist if you need anything during that time. Please work with the secretary and/or classroom teacher for anything that you need or to set up any meetings. You can also arrange for a visit during the day if you would like. Please know that we welcome you into the school, just not at those times.
- Please make sure that your skyward information is up-to-date which also includes an email address that you check frequently. There are times that we do all calls as well as email updates as they come up, and this is pulled from their current Skyward account. We also post on our Facebook page throughout the school year, so please make sure you follow the Osseo-Fairchild Elementary Page to stay up-to-date.

Sincerely,



Mr. Jimi Zawacki  
Elementary Principal  
[jzawacki@ofsd.k12.wi.us](mailto:jzawacki@ofsd.k12.wi.us)

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The Osseo-Fairchild School District does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, parental status, sexual orientation, physical, mental, emotional or learning disability.

# OSSEO-FAIRCHILD SCHOOL DISTRICT

*"The MISSION of the Osseo-Fairchild School District, in partnership with our community, is to motivate, educate and empower students for successful living."*

In following this mission, we believe . . .

Schools, families, and the community are partners in the education of all children.

Learning is a lifelong process.

Each individual is ultimately responsible for his/her own choices, actions, and learning.

The school and community shall provide a safe, secure, and nurturing environment.

The school and community shall provide a variety of positive educational opportunities for students to develop intellectually, emotionally, socially, culturally, and physically.

Communication is vital among all stake holders.

Curriculum should stress content and methods to promote problem-solving, risk-taking, thinking skills, and application.

Students shall be prepared to use current technology with confidence.

Staff development should be encouraged and supported.

The dignity, worth, and uniqueness of each individual are to be respected.

## SCHOOL GOALS

### **I. POSITIVE SELF-REALIZATION:**

The Osseo-Fairchild Elementary School will provide an environment in which the children will recognize they are important. The school will provide an environment that helps each child discover who they are, what they believe, and why they believe it. The school will provide an environment in which the child will recognize their strengths and weaknesses.

### **II. POSITIVE HUMAN RELATIONSHIPS**

The school will help every child to recognize others are equally important and develop an awareness and appreciation of the strengths and weaknesses of others.

### **III. ECONOMIC EFFICIENCY**

The school will provide an environment wherein each pupil will learn to learn by experiencing continuous success and progress. Children will be taught skills necessary to enable them to seek and discover information they need to survive in society. These skills will be provided in a continuous manner.

### **IV. CIVIC RESPONSIBILITY**

The school will provide an environment that keeps each child informed of school expectations and his/her need to cooperate. Good citizenship will be encouraged in school, home, city, state, and nation.

## OSSEO-FAIRCHILD ELEMENTARY STAFF

Jimi Zawacki, Principal  
Heather Nix, Secretary  
Heidi Styer-Weir, School Counselor  
Shelby Mach, Social Worker  
Sarah James, School Psychologist  
Danika Kuehn, District OT  
Rachel LeMire, Early Childhood Sp-Ed  
Lisa Lyngen, 4-yr-old KD  
Samantha Scheffer, 4-yr-old KD  
Carissa Apland, Kindergarten  
Amy Ramseier, Kindergarten  
Amber Osterman, Kindergarten  
Grace Bigbee, Grade 1  
Amanda Konop, Grade 1  
Cheryl Peterson, Grade 1  
Maryjane Holmen, Grade 1  
Susan Fischer, Grade 2  
Morgan Kallenbach, Grade 2  
Hailey Zawacki, Grade 2  
Stephanie Bragee, Grade 3  
Kasey Giese, Grade 3  
Kalli Peterson, Grade 3  
Kimberly Solis, Grade 4  
Bryn Turzinski, Grade 4  
Denise Knuth, Grade 4  
Kelsey Higley, Grade 5  
Melodie Sromek, Grade 5  
Matelyn Farber, Grade 5  
Dan Schulte, Phy. Ed.  
Chad Frase, Art

Lisa Bee, Vocal Music  
Natasha Acker, Special Education  
Andie Ryan, Special Education  
Trudy Horlacher, Special Education  
Kayleen Rosman, Title 1 Reading  
Meredith Stefonek, Title 1 Reading  
Jeni Geisert, Title I Math  
Rylie Rubeck, Speech/Language  
Emma Steines, Speech/Language  
Lisa Newcomb, LMC Director  
Katie Morgan, LMC Aide  
Melodie Dodge, School Nurse  
Ashley Hurlburt, School Nurse  
Dixie Gerritson, Paraprofessional  
Bonnie Johnson, Paraprofessional  
Justina Zimmerman, Paraprofessional  
Ron Johnson, Paraprofessional  
Beverlee Mountain, Paraprofessional  
Nicole Johnson, Paraprofessional  
Craig Vold, Paraprofessional  
Abby Owens, Paraprofessional  
Rebecca Nordahl, Paraprofessional  
Kimi Horne, Paraprofessional  
Autumn Volbrecht, Paraprofessional  
Julie Hangartner, Food Service  
Sharon Halderson, Food Service  
Pam Zillmer, Custodian  
Hayden Grambo, Custodian  
Mati Johns, Custodian

**OSSEO-FAIRCHILD SCHOOL DISTRICT  
2023-2024 SCHOOL CALENDAR**

August 17.....	New Staff Orientation
August 21,23 .....	Teacher In-service – No School
August 22.....	Open House Day
August 24 .....	Student’s First Day of School
September 4 .....	Labor Day – No School
October 2.....	Staff Inservice- No School
October 17.....	Parent Teacher Conferences 4:00-7:30 PM
October 19 .....	Parent Teacher Conferences 4:00-7:30- No School
October 20.....	No School
November 17 .....	1st Trimester Ends
November 20-21 .....	Teacher In-service – No School
November 23-25 .....	Holiday Break – No School
December 25 – January 1 .....	Holiday Break – No School
January 26.....	No School
February 22.....	2 <sup>nd</sup> Trimester Ends
February 23 .....	Teacher In-service – No School
February 26.....	Parent Teacher Conferences 4:00-7:30 - No School
February 27.....	Parent Teacher Conferences 4:00-7:30 - No School
March 1 .....	No School
March 18-22 .....	Spring Break – No School
March 29 .....	No School
May 18.....	Graduation at 11:00 AM
May 27 .....	Holiday Break – No School
May 30.....	Early Dismissal & Last Day For Students 3 <sup>rd</sup> Trimester Ends for Elementary
May 31 .....	Teacher In-service – No School
June 10.....	Summer School Begins



# **School Hours:**

## **Osseo-Fairchild Elementary**

**\*\*Note: Supervision is not provided for students arriving prior to 7:45 a.m. \*\***

When students arrive, they should enter the building through the main entrance.

7:45 a.m. Doors will open at 7:45am for students. Students will eat breakfast in the cafeteria

8:05 a.m. School day begins

Noon Recess & Lunch Start and End Times: 11:10 a.m. – 1:00 p.m.

3:20 p.m. Dismissal for Bus Students (Early Release Time is 2:35)

3:25 p.m. Dismissal for Walkers

# **Changes in Dismissal Procedures:**

If a student's dismissal procedure needs to change, please send a note with your child to give to their teacher. For your child's safety, we will not send your child on a bus or let someone else pick them up without written permission from the parent or guardian. If your child is being picked up before dismissal, the party picking them up must report to the office. Your child will then be called to the office. Please have any changes in dismissal reported to the office by **1:30 p.m. as we cannot make any changes after this time.** Again this year, you will be allowed one pick up and one drop off route. This could be a home pickup in the morning and daycare drop off in the afternoon. Please make sure that your child and their teacher know which bus they should be on.

# **Lunch and Milk:**

## **School Breakfast Program:**

Breakfast is available to all students between 7:45-8:00 a.m.

Breakfast Prices:	Students K-5	\$ 2.05
	Adults	\$ 2.45

## **School Lunch Program:**

Lunch accounts are computerized and established under a family name. All children in a family are covered under the same account regardless of the school they attend. Deposits may be made at either school and will be credited to the family account. Notices are sent home with children or via email to the parents, when the account has a balance of \$20.00 or less. When an account goes below \$0.00, families will receive a negative lunch notice in their child's folder. If sufficient funds are not deposited in the account by the date specified, your child will not be allowed to participate in the school lunch program, and will be expected to bring a sack lunch. We ask that you please maintain a positive balance in your account.

**\*\*\*We do have free/reduced lunch applications available in the office to assist with the cost. \*\*\***

Lunch Prices:	Students K-5	\$3.30
	Students 6-12	\$3.40
	Adults	\$ 4.40
Milk Prices:	Students K-12	\$ 0.50/carton
Juice Prices:	Students K-12	\$ 0.75/carton

**\*\*\*If your child has a food allergy the parent/guardian needs to contact the food service department at ext. # 1164 with a written doctor's notice of the food allergy. \*\*\***

# **Discipline:**

## **Behavior Expectations and Plan:**

Clear and consistent behavior expectations help create a safe and secure environment conducive to learning. Student misbehavior is dealt with on a case-by-case basis, and the main focus is to guide the students into making appropriate choices using principles of our PBIS (Positive Behavioral Intervention Support) program. For a copy of our PBIS (Positive Behavioral Intervention Support) expectations, please request one from our office staff.

## **Classroom Code of Conduct Policy**

All Osseo-Fairchild students have the right to receive an education that is free of discrimination and disruption. Students and staff have a right to work, learn and/or teach in an environment of mutual respect, and to be free from threats against their emotional and physical well-being and property. Students have a responsibility to respect authority and the rights of other students. In order to provide an appropriate environment where true learning can take place free of unnecessary and unwarranted distraction or disruption, teachers and staff of the Osseo-Fairchild School District are permitted to remove students for the purpose of eliminating disruption from their classroom and reinforcing the districts commitment to an appropriate educational environment for all.

A student may be removed from class by a teacher, substitute teacher, aide or any adult placed in a position of authority for conduct or behavior which: (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the student handbook; (c) is disruptive, dangerous or unruly; (d) interferes with the ability of the teacher to teach effectively; (e) is incompatible with effective teaching and learning in class; or (f) adversely impacts the educational environment of the classroom.

When the teacher determines that removal from class is appropriate, the teacher should take one of the following courses of action to remove the student from their class: (a) instruct the student to go to the office (in this case, the teacher should contact the office to inform them of the action); (b) obtain coverage for their class and escort the student to the office; (c) seek assistance from the office or other staff to escort the student to the office.

Upon the removal from class, the student is to report to the principal's office or assigned removal area. At that time, the student will be required to give a brief written or oral explanation of the situation to the principal or his/her designee. If possible, the principal or his/her designee will speak with the student.

In all cases, the student shall stay in the removal area for a minimum of the remainder of the class period or activity. However, the student may be retained in the removal area until such time as the student is deemed ready to resume his/her normal schedule by the principal or principal's designee. The ultimate length of the removal from the individual class or activity will depend on the ability of the student and the teacher to resolve the issues that caused the removal.

When a teacher believes that it is in the best interest of the student and/or class that a student be permanently removed from class, the teacher needs to notify the building principal in writing stating: (a) the basis for the removal request; (b) the various alternatives, approaches and steps taken to avoid the need for removal; (c) the impact, both positive and negative, on the student; and (d) the impact, both positive and negative, on the class. Upon receipt of the request, the principal shall meet with the teacher, other District staff members as necessary, the student and the student's parent(s)/guardian(s) and take one of the following steps: (a) place the student in an alternative educational setting; (b) place the student in another class in the school/district; (c) place the student in another instructional setting; (d) return the student to the class from which he or she was removed. This final placement decision is an administrative decision and is not subject to appeal.

In the event that the student removed from class has been identified as requiring special education services under the IDEA or Section 504, placement decisions are governed by the IEP or EP team and cannot be made unilaterally by a teacher or administrator. In general, students classified as needing special education services under the IDEA or Section 504 may be removed temporarily from class under the same terms and in conditions as non-disabled students. Long term removals and changes in placement for more than ten days may not occur outside the IEP process.

### **Playground Expectations:**

The following guidelines will help make sure that recesses on the playground are safe and enjoyable.

1. Stay in the designated playground area.
2. Play games safely and fairly.
3. Use appropriate language.
4. Stay on the blacktop or equipment when the grass is wet or muddy.
6. Use equipment safely and appropriately.
7. Dress appropriately for the weather. We go outside for recess if the temperature is 0 degrees and above. During the winter students must have boots, coat, hat, and mittens.
8. Get permission from an adult on-duty before re-entering the building.

\*Improper playground behavior may result in time away from the playground.

\*The school is not responsible should items that are brought from home be lost or damaged.

### **Bus Expectations:**

Drivers will inform students who ride the bus of bus rules and procedures. However, during the course of the year, most students will ride the bus for field trips and special events. The following rules should be noted and followed:

1. While the bus is moving, sit in the seat at all times. Standing or kneeling is unsafe and never acceptable.
2. Keep hands and head inside the bus at all times.
3. Always talk quietly. Too much noise and confusion can distract the bus driver.
4. Treat all bus seats and bus equipment with care and respect.
5. Keep backpacks, coats, and other items out of the aisles.
6. Never crawl or reach under the bus. If you drop something under the bus when boarding or leaving the bus, tell the driver.
7. Be absolutely quiet when approaching a railroad-crossing stop.
8. Be polite and courteous to everyone on the bus. Please look after the safety and comfort of smaller children.
9. The overhead bars are for backpacks, not for hanging on.

The driver has the ultimate responsibility for student safety and well-being. Listen to his/her instructions and follow them at all times.

If the bus driver has a concern about a student's behavior, he/she will write a report that is sent to the school principal. The principal will then meet with the student and discuss the behavior concerns. Parents will be notified of the concerns. The principal will apply appropriate consequences, which may include suspension from the bus.

**\*\*Note to Parents: There must be a parent or responsible person present at the bus stop to receive children coming from the Early Childhood and 4-year-old Kindergarten programs. If an adult is not present, your child will not be dropped off and parents will be contacted. Repeated occurrences of adults not meeting the bus may result in suspended service. \*\***

### **Alcohol, Drugs, & Tobacco**

The Osseo-Fairchild School District prohibits students from possessing, using, selling, distributing, or being under the influence of alcohol, tobacco and other illegal drugs. The use or sale of non-prescription drugs, prescription drugs without a medication consent form, alcoholic beverages, tobacco or nicotine dispensing devices like E-Cigarettes are prohibited on school grounds, on school trips, in school vehicles, as well as at or before school sponsored activities. Any students violating this rule will be referred to the proper authorities for legal prosecution. They will also be referred to school authorities and/or the Board of Education for suspension and/or expulsion consideration. Possession, Use, Sale or Distribution of Alcohol, Tobacco, and other Illegal

### **Gang Activity**

Gangs and/or gang-related behavior at school, on school property, on buses, or at school sponsored activities will not be tolerated. Gang activities include, but are not limited to, the display or possession of gang symbols, soliciting others for membership, requesting payment of dues, insurance or other forms of protection from an individual, intimidating or threatening any individual, and convincing others to participate in any form of physical violence involving persons or property.

If the administration verifies a student's involvement in gang activities, the parent or guardian will be informed in writing as will the appropriate law enforcement agency. Violation will subject students to appropriate disciplinary action, which may include suspension or expulsion.

### **Weapons**

No one shall possess, use, or store a weapon or look-alike weapon in or on school property, in school vehicles, or at school-related activities. Any student violating this policy will be referred to the proper authorities for legal prosecution. They will also be referred to school authorities and/or the Board of Education for suspension and/or expulsion consideration.

### **Harassment/Sexual Harassment**

No student shall be subject to harassment/sexual harassment or intimidation by an employee, by other students, and/or by the effect of any school policy or practice. Refer to School Board Policy.

### **STUDENT HARASSMENT**

The Osseo-Fairchild School District Board of Education supports an educational learning environment that is free from any form of harassment or intimidation toward and between students at all times that are under the direction and supervision of the school district. This includes the environment on school buses and at school sponsored co-curricular activities and events. Wisconsin Statutes allow school boards to establish rules pertaining to the conduct of pupils to maintain a favorable academic environment. Therefore, the District will not tolerate harassment or intimidation in any form, and will take all necessary and appropriate action to eliminate it, including discipline of the offenders.

1. "Harassment" means striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to unwanted physical contact, or attempting or threatening to do the same; verbally abusing another in the form of insults, derogatory names, or obscenities towards others; using electronic mail with intent to frighten, intimidate, threaten, abuse or harass another person, which may include physical threats, obscene, lewd, or profane language, or suggests a lewd or lascivious act; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person or which interferes with the person's academic performance. Harassment also includes verbal comments or other expressions which insult, degrade, or stereotype any person or group because of age, sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or physical, mental, emotional, or learning disability. "Intimidation" means to make timid or fearful, to frighten, or to compel by threat.

It is the responsibility of students, staff, and administrators to help enforce this policy so that these prohibited activities do not occur in District schools. The administrators are responsible for disciplining the offenders. The Board believes that, when it comes to student discipline, each individual situation needs to be addressed according to the severity of the incident, the background of the students involved, and the relevant facts and circumstances of the situation.

Any student who believes that he/she has been the subject of harassment, or any parents/guardians, or faculty who believe their child or a student has been subjected to harassment, shall report the matter in accordance with established procedures. It is the intent of the Osseo-Fairchild School District to treat complaints fairly and promptly. There shall be no retaliation against students who file reports under this policy.

The administration and staff will inform students that the District does not tolerate harassment in any form, and will take all necessary and appropriate action to eliminate it. This policy will be included in student handbooks, and discussion of harassment shall be included at an age appropriate level through the District's developmental guidance program. The complaint procedure will be made available to any students or parents/guardians wishing to file a complaint.

### Complaint Procedures

It is important for these procedures to respect and advance the rights of all parties, including the protection of personal privacy interests, and the protection of the reputation of all concerned and involved parties. In order to ensure fair procedures and to protect these interests, all parties are encouraged to keep these matters confidential. All investigating and reviewing offices are charged with the responsibility to hold these matters in the strictest possible confidence in order to guard against the unnecessary or inadvertent disclosure of information relating to any pending charges or investigations.

Students who believe they are the victims of harassment, or parents/guardians and faculty who believe their child or a student is a victim of harassment, should immediately report their concerns to the principal, assistant principal, guidance counselor, or teacher. If an adult employee other than the principal receives the complaint, the employee shall forward the complaint to the principal or other administrator should the complaint involve the principal, for review and action as necessary.

Formal complaints will be taken seriously, and will be subject to thorough review and immediate investigation by the receiving office or designee. While time periods are established below for the completion of various actions, the reviewing office shall provide prompt written notice to concerned parties of the expected time period for completion of the required action when exceptional circumstances do not allow completion within the expected time period. The following procedures and time periods will be used:

1. Complaints of harassment may be made in both an informal and formal manner. Informal complaints are verbal complaints in which the administrator attempts to resolve the matter and appropriately discipline offenders. Any complainant may file a formal complaint at any time.
2. Formal complaints shall be presented in writing to the principal/designee. The complaint should include a specific statement of the alleged behavior, including (if possible) additional background details such as time, date, location, and circumstance of each alleged incident.
3. The principal/designee shall make an initial determination of the complaint which shall include investigating the complaint, notifying the person who has been accused of harassment, permitting a response to the allegation, arranging a meeting, and responding to the complaint. The principal/designee shall give a written report to the complainant after completion of the above process.
4. If any party is not satisfied with the report of the principal/designee, a written appeal may be submitted to the Superintendent of Schools indicating the nature of the disagreement. The appeal must be filed within twenty (20) calendar days after receipt of the principal/designee's answer. The Superintendent shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal. The Superintendent of Schools shall provide a written response outlining the findings and disposition of the appeal within ten (10) calendar days of the date the appeal is filed, or ten (10) calendar days after the meeting, whichever is later.
5. If either party is not satisfied with the decision or the appeal, the party may file a request for formal review by the Board of Education. The appeal must be filed within ten (10) calendar days of receipt of the prior decision. The Board shall conduct a hearing within thirty (30) calendar days of the request for formal review of the prior decision.
6. If either party is not satisfied with the decision of the Board of Education, the party may pursue further review by filing a request with the State Superintendent of Public Instruction under the statutes, rules, and procedures applicable to the Department of Public Instruction.
7. Judicial review of decisions is as provided in Chapter 227 of Wisconsin Statutes.

**Osseo-Fairchild School District  
Student Harassment Complaint Form**

Name of Student Being Harassed: \_\_\_\_\_

Name of Person Filing Statement: \_\_\_\_\_

Please state specifically what happened. Include what happened, when it happened (dates and times), how often it happened, where it happened, who did it, and who witnessed it. Also state anything you did to try and stop harassment.

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This complaint is filed based on my honest belief that \_\_\_\_\_ has personally harassed me/my child or a student. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

Date: \_\_\_\_\_

\*If complaint is written by someone other than complainant, please sign:

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## **BULLYING AND ANTI-BULLYING POLICY (form)**

The Osseo-Fairchild School District believes that a safe, secure and respectful learning environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is a behavior that schools must address because of its harmful social, physical, psychological and academic impact on the bullies, the victims, and the bystanders. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

### *Definition*

- Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.
- Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidations, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.
- Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.
- Bullying can also be characterized by teasing, put-downs, name-calling, rumors, false accusations, and hazing.

"School district property" or "at school-related functions" means all school district buildings, school grounds, school property, school technology, school bus stops, school buses, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and anywhere students and adults are under the jurisdiction of the Osseo-Fairchild School District. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

### *Prohibitions*

An act of bullying as defined above (or in administrative rule), by either an individual student/adult or a group of students/adults, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students/adults who directly engage in an act of bullying but also to students/adults who, by their indirect behavior, condone or support another's act of bullying. No employee of the school district shall permit, condone, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

### *Reporting Procedure*

- I. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal or school district human rights officer.
- II. Any employee that receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or principal's designee in a timely manner.
- III. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school building office. However, oral reports shall be considered complaints as well. Anonymous reports will be investigated but the school district's ability to take action on such reports may be limited.
- IV. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- V. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

- VI. Submission of a good faith complaint or report of bullying will not affect the complainants or reporter's future employment, grades, or work assignments, or educational or work environment.

### ***School District Action***

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, restorative practice, remediation, suspension, exclusion, expulsion, transfer, termination, or discharge. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the state statutes; school district policies, and other regulations.
- D. The school district may take into account but not be limited to the following factors: The developmental and maturity levels of the students involved; the circumstances; the severity of the behavior; and past incidences or continuing patterns of behavior.

### ***Sanctions and Support***

Programs designed to prevent bullying behavior or redirect students/adults from continuing to bully and to support both victims of bullies and the bullies themselves should be explored. These programs take many forms and include staff training, classroom activities and instruction.

A person who engages in an act of bullying, reprisal, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and building procedures.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, tolerate or engage in bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in acts of bullying *may* include, but not be limited to, exclusion from school district property and events.

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.

### ***Training and Education***

- A. The school district annually will provide information and applicable training to all school district staff regarding this policy.
- B. The school district annually will provide education and information to students/families regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district will implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.



## **CYBER BULLYING (form)**

1. The Osseo-Fairchild School District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy/procedures.
2. Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of any entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
3. Cyber bullying 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.
4. Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the building principal, district administrator or designee.
5. The administration shall fully investigate all reports of cyber bullying. This may also include contacting law enforcement.

In situations in which the cyber bullying originated from a non-school computer, 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. In addition, such conduct must also be in violation of publicized school policy.

6. Such conduct includes, but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a district employee or school board member.

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

### **Exhibit II**

#### **Administrative Rule for Bullying Prevention Policy**

Students in the Osseo-Fairchild School District are depending on the adults in their lives to ensure a safe, supportive learning environment in which they can thrive and reach their full potential. Therefore, the following shall apply to all district personnel. The information provided in this administrative rule is designed to assist school staff in developing effective bullying prevention policies that meet their local needs. The following guidance is offered for consideration by educators, parents, and community members as they work to provide effective programming:

An assessment needs to be conducted to determine the prevalence of bullying, where it is happening, who is involved, and when it is happening. Strategies for hot spots such as buses, cafeterias, lavatories, learning disabled students and other locations need to be developed. Environmental redesign may need to be considered. Technological monitoring may be effective. Programs must be implemented K–12 and must be comprehensive in

nature, including policy, curriculum, and interventions. Interventions should look at the outcome of the bullying, the person who acts out due to being bullied and the person that caused the incident by their bullying. Addressing the source of bullying shall be a priority, for only dealing with this problem at the source sends a message that this behavior will not be tolerated. Conversely, if we fail to deal with the source of the bullying on an incident by incident basis we then become enablers within our district.

Administrators must provide strong leadership and commitment for anti-bullying programs to be successful. Policy needs to be communicated regularly to students, parents, teachers, and others. Sanctions and support regarding bullying need to be enforced consistently. The climate of the school must discourage bullying. Bullying reduces the function of all students, staff, administrators wherever it exists. Parents need to be educated about bullying, and they need to be involved in prevention efforts. Quality bullying prevention programming, strategies, and resources need to be developed or purchased.

Training needs to be provided for administrators, teachers, and all school staff, including cafeteria workers, bus drivers, playground supervisors, and others.

The district's computer-use policy needs to include cyberbullying in the list of unacceptable uses of district equipment. Resources need to be identified to assist bullies, victims, bystanders, and families. Data must be maintained regarding the effectiveness of bullying prevention efforts within our district. This anti-bullying policy is important within our district and we must strive to insure these words do not sit on these pages, but rather receive ongoing attention.

#### Additional Bullying Defined and Tactics of Bullying the District Must Discourage:

- 1. Physical bullying** includes any physical contact that would hurt or injure a person like hitting, kicking, punching, etc. Taking something that belongs to someone else and destroying it would also be considered a type of physical bullying. For example, if someone was walking down the street and someone came up to them and shoved them to the ground that would be physical bullying. In elementary and middle schools, 30.5% of all bullying is physical.
- 2. Verbal bullying** is name-calling, making offensive remarks, or joking about a person's religion, gender, ethnicity, socioeconomic status, or the way they look. For example, if there was a group of kids who made fun of another kid because he couldn't run as fast as everyone else, it would be an example of verbal bullying. 46.5% of all bullying in schools is the verbal type. Verbal aggression is when a bully teases someone. It can also include a bully making verbal threats of violence or aggression against someone's personal property.
- 3. Indirect bullying** includes spreading rumors or stories about someone, telling others about something that was told to you in private, and excluding others from groups. An example would be if you started a rumor that a boy in your class likes playing with dolls, and if the reason that you made up the story was because you thought it was funny. Another example would be if you started a totally false rumor that is simply untrue in order to make yourself or your group look better or have advantage. This would be indirect bullying. Indirect bullying accounts for 18.5% of all bullying.
- 4. Social alienation** is when a bully excludes someone from a group on purpose. It also includes a bully spreading rumors and also making fun of someone by pointing out their differences.
- 5. Intimidation** is when a bully threatens someone else and frightens that person enough to make him or her do what the bully wants. This can be done directly or second hand often includes elements of making people conform to the bullies desires or face social, job, class status or economic recourses. This form of bullying can be used to gain or force unwanted advantage in both social and sexual situations through subtle peer group pressures to be popular amongst students.
- 6. Serial bullying** is where the source of all dysfunction can be traced to one individual or group, who picks on one employee, one district resident or one student after another and destroys, intimidates and/or harasses them. This is the most common type of bullying we come across. The serial bully, who exhibits the behavioral characteristics of a (or like a) socialized psychopath.
- 7. Secondary bullying** is mostly unwitting bullying which people start exhibiting when there's a serial bully in the department, classroom setting, sports activity or district. The pressure of trying to deal with a

dysfunctional, divisive and aggressive serial bully causes everyone's behavior to decline. This form of bullying is one of the most devastating to the environment which we teach in or learn in. It is estimated that individuals subjected to this form of bullying are three times less likely to reach their potential.

8. **Pair bullying** is a serial bully with a colleague or fellow student. Often one does the talking whilst the other watches and listens. Usually it's the quiet one you need to watch. Usually they are of opposite gender and frequently there's an affair going on. This type of bullying may lead to sexual harassment or pressure to submit to degrading activities.
9. **Gang bullying** is a serial bully with colleagues. Gangs can occur anywhere, but flourish in corporate bullying climates and in our schools. If the bully is an extrovert, they are likely to be leading from the front; they may also be a shouter and screamer, and thus easily identifiable (and recordable on tape and video-able). If the bully is an introvert, that person will be in the background initiating the mayhem but probably not taking an active part, and may thus be harder to identify. A common tactic of this type of bully is to tell everybody a different story - usually about what others are alleged to have said about that person - and encourage each person to think they are the only one with the correct story. Introvert bullies are the most dangerous bullies. Half the people in the gang are happy for the opportunity to behave badly; they gain gratification from the feeling of power and control, and enjoy the patronage, protection and reward from the serial bully. The other half of the gang is coerced into joining in, usually through fear of being the next target if they don't. If anything backfires, one of these coerces will be the scapegoat and sacrificial lamb on who enraged targets will be encouraged to vent their anger. The serial bully watches from a safe distance. Serial bullies gain a great deal of gratification from encouraging and watching others engage in conflict, especially those who might otherwise pool negative information about them.  
Gang bullying or group bullying is **often called mobbing** and usually involves scapegoating and victimization. Bullying suggests a physically belligerent, hostile, overbearing individual, usually a strong individual, who takes pleasure in lording over one or more subordinates or peers. Mobbing connotes a number of ordinary workers at whatever level who unfairly gang up on a peer, or subordinate, tormenting the person in usually nonviolent ways.
10. **Vicarious bullying** is where two parties are encouraged to engage in adversarial interaction or conflict. This form of bullying is similar to gang bullying, although the bully may or may not be directly connected with either of the two parties. One party becomes the bully's instrument of harassment and is deceived and manipulated into bullying the other party. An example of vicarious bullying is where the serial bully creates conflict between employer and employee or student and activity, only participating occasionally to stoke the conflict, but rarely taking an active part in the conflict themselves, a trouble maker.
11. **Residual bullying** is the bullying of all kinds that continues after the serial bully has left. Like recruits like and like promotes like, therefore the serial bully bequeaths a dysfunctional environment to those who are left. This can last for years in schools and the workplace.

**Keep in mind related state and federal laws and regulations, including but not limited to:**

- Bullying (Section 118.46(2), Wis. Stats. - It must be distributed to students and their parents/guardians annually.
- Student and Staff Nondiscrimination, including harassment (Sections 111.31, 118.13, 118.195, 118.20, Wis. Stats., PI9 of the Wisconsin Administrative Code, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, and the Equal Protection Clause of the Fourteenth Amendment)
- Good Decorum and Favorable Academic Atmosphere (Sections 118.164 and 120.13(1) Wis. Stats.)
- School Safety Plans (Section 120.12(26), Wis. Stats.)
- State Criminal Statutes (hazing - 948.51(2), harassment (947.013), e-mail harassment (947.0125), Wis. Stats.)
- Protective Behaviors Instruction (Section 118.01(2)(d)8, Wis. Stats.)
- Cyberbullying Awareness and Response (Children's Internet Protection Act as amended in 2008)

**Osseo-Fairchild School District  
Sexual Harassment/Bullying Complaint Form**

Person Filing Complaint

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number:

Home: \_\_\_\_\_

Other: \_\_\_\_\_

Status of Person Filing Complaint:

Pupil          Parent          Employee          Other

Statement of Complaint (Please be specific about the incident(s) of alleged sexual harassment/bullying. Be sure to include dates, times, locations and full names of those involved.):

(If more space is necessary, please use additional paper or the backside of this form.) Corrective action requested:

Submit to one of the following persons as appropriate: Supervisor, Principal, Counselor, and Superintendent. The District will make a prompt investigation and a determination.

The person filing the complaint will be advised as to the results of the investigation and the remedial action taken, if any. If the person filing the complaint is not satisfied with the results of the investigation, the decision may be appealed as defined in Policy 5517b, 5517.01A, 5517.01B and as defined in law.

Signature of Complainant: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

# **General Student Information:**

## **Home/School Folders:**

Elementary Home/School Folders are used in grades 4K-5; these will be provided to the students by the school. These are used to send information and messages between home and school on a daily basis.

## **Assignment Notebooks or Planners:**

Assignment notebooks are required of students in fifth grade. These will be provided to the students by the school. These planners are used to record daily assignments/homework. Students are required to take the notebook home every day.

## **Homework**

- A. Homework is an enhancement and reinforcement of classroom learning. It either provides background information to a topic that is about to be introduced, additional practice, or application of something that was taught in the classroom. Homework assignments should be directly related to instructional objectives.
- B. The amount of homework increases as a student advances through the years of school. Homework should be properly designed, carefully planned and geared to the development of the individual student.
- C. Individual differences in student approaches to homework and in teacher expectations regarding homework are normal and need not cause difficulty. It is important that parents and teachers communicate often regarding problems that students are having with the completion of homework.
- D. Students have a responsibility to use class time to complete as much work as possible during school time to minimize homework.
- E. While students assume the major responsibility for completing homework assignments, parents/guardians are encouraged to take an active interest in students' homework by:
  - a. Promoting a positive attitude toward homework;
  - b. Providing a consistent time and suitable place for study;
  - c. Making resource materials available whenever possible;
  - d. Communicating with the teacher regarding extenuating circumstances, which may affect the student's ability to complete assignments, particularly when the student consistently does not understand how to complete the assigned work.
- F. The school board encourages teachers to follow average total daily guidelines and to strive to communicate the expectations for homework. We realize that rigor is important and increases with the age level of the students.

Refer to School Board Policy (Code 2330)

## **Lost and Found**

Anyone finding books, clothes, or any other articles in the school or on school grounds should turn them into the office. If items are marked and identified, they will be returned to the owners. If not, they will be stored and displayed in the lost and found box. The lost and found box can be found in the 4K hallway. Any unclaimed articles will be sent to Goodwill at the end of each trimester.

It is very important that parents label all personal items so that they can be identified and returned. Small items, such as glasses, jewelry, etc. will be kept in the office.

### **Dress Code:**

It is the belief of the Osseo-Fairchild Schools that clean, appropriate dress habits are conducive to the development of good citizenship and proper behavior. Students are requested to wear clean clothes with shirts buttoned, and all students must wear shoes. For reasons of health, safety, hygiene and respect, no hats or jackets of any kind will be allowed during the school day. Students will be allowed to wear shorts of reasonable length. Bare midriffs are not acceptable. Clothing is expected to cover all undergarments. Clothing or jewelry, which portrays alcohol, tobacco or other illegal drugs, demeans any individual or group of people, displays inappropriate sexual images or innuendo, or advertises any illegal activity will not be allowed. Students may determine their personal dress as long as it is not dangerous to health and safety, indecent, or disruptive to the educational process. If it is determined that a student is dressed inappropriately, the student will be asked to change the clothing item and possibly leave the article in the office to be returned later.

Students are expected to go outside for recess with their classmates on days that the school determines that the weather conditions are acceptable. The only exceptions are if they are required by the teacher to stay in or if they present a doctor's note (not a note written by a parent) requesting them to stay inside. The assumption is if a student feels well enough to be in school, they are well enough to go outside.

It is essential that elementary children come to school properly dressed for winter in Wisconsin. This means winter coats, hats, snow pants, gloves/mittens and boots. We have a Winter Warmth program for these items if need be. Please contact the school in September if you need assistance with any of these items.

**\*\*\*Please remember to label all of your child's winter clothing; it is much easier to return an article of clothing that is forgotten at recess when there is a name on it.\*\*\***

### **Cell Phones and Electronic Devices:**

If you as the parent/guardian want your child to have a cellular phone/smart watch at school, it should ALWAYS be turned off during the school hours. Each classroom has a telephone that students may use in case of an emergency. Use of personal cell phones or smart watches during school hours is prohibited unless approved. Phones being used during the school day will be confiscated and the parent/guardian will need to pick it up in the office.

### **Confiscation of Inappropriate/ Illegal Items:**

Any and all property of the Osseo-Fairchild School District is subject to search at any time. This includes but is not limited to cubbies, electronic media and devices, and materials distributed by the Osseo-Fairchild School District. In certain cases, where the staff becomes aware of a safety issue or threat, privacy rights become secondary to resolving the threat to either property or person(s).

Students found in possession of items that are inappropriate for school will have those items confiscated. Confiscated items become the property of the school and do not have to be returned. Most confiscated items will be returned at the end of the day. Repeated offenses could result in the permanent loss of an item. Cell phones, which are confiscated more than once, will be returned only to parents.

### **Bicycles**

Students in grades 3-5 or with guardian approval are allowed to ride bicycles to school. Students should walk their bicycles when on the school grounds and park them in the bike racks near the front entrance. It is strongly recommended that students lock their bikes. The school cannot be responsible for damaged or stolen bicycles.

### **Student Activity Cards:**

Students attending high school sporting events will be allowed to do so for free with their parents. The exception to this will be during the WIAA tournament where there will be a fee

### **Requests for Teacher:**

Parental requests for a particular teacher placement must be in writing and submitted to the Principal and/or current classroom teacher **no later than April 1st**. Parent request should be made on sound educational criteria which should be included in the written request. Please resist the urging of your child to make requests based upon friends. Not all requests are approved.

## **Communications**

### **Visiting School:**

Parents and guardians are highly encouraged to visit the elementary school. A security system has been installed at each district building which includes a camera monitor and intercom connected to the office. This means that during school day hours each door will be locked. All visitors will need to use the buzzer/intercom to be allowed access. It is advantageous to phone ahead to be certain that the class you would like to visit is available and able to receive visitors. Once entrance into the building has been granted please report to the office. The office personnel will then direct you to the appropriate room, or get a message to your child or the teacher.

### **Parent-Teacher Conferences/Progress Reports**

Parent-teacher conferences will be held in the fall and winter/spring. (Refer to the school calendar for exact dates.) Teachers will notify parents of the specific day and time. Parents should, however, feel free to contact the teachers any time during the school year to set up a conference regarding the progress of their child. A mutual meeting time can then be arranged. Progress reports are issued 3 times per year, and grading periods are approximately 12 weeks long.

### **Parent Volunteer Opportunities**

We would like to encourage parents, grandparents, and other important adults to serve as room helpers. They may be responsible for helping with classroom parties, chaperoning field trips, and working with individual students. Parents are also encouraged to join our Thunder Parents Organization. Studies have shown that students do better in school when they are convinced that school is important to their parents. Helping out with some of the school wide activities is one way to demonstrate your desire to be involved with your child's education. For additional information on volunteer opportunities and the active parent organization, please contact your child's teacher or the elementary school office.

### **Child Custody**

If a parent is divorced or separated, or a non-parent adult is a child's legal guardian, copies of agreements, court orders, and other documents relative to custody or contact with non-custodial parents should be on file with the building principal. Such agreements, court orders, or other documents, which specify custody and restrictions of custody, should be reported to the building principal each year.

### **Notification of Assessment Protocols:**

Any protocols generated during an evaluation, including special education, will be destroyed at the end of the school year after a comprehensive report has been written and given to parents/guardians.

### **Emergency Closing of School**

Information concerning the closing of school because of inclement weather or an emergency situation will be announced over area television and radio stations as well as an email or all-call. Under extreme conditions it may become necessary to dismiss school early. All parents should have an understanding with their child about what they should do in case of early dismissal due to an emergency if the parents are not going to be home. Included in your orientation folder is an Early School Closing form. Please complete this form, review it with

your child, and send it to your child's teacher. Should school be dismissed early, we will follow the instructions on this form.

### **Attendance Regulations:**

#### **Absence:**

Every student is expected to attend school regularly. Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Parents of students or those having legal custody have the responsibility for their children's regular school attendance.

When a child will be absent, please call the school office at 597-3141, ext. #3300, to report the absence by 8:30 a.m. If you are unable to notify the school by phone, a written excuse will be accepted upon the child's return to school.

#### **Tardy:**

Students are expected to arrive on time each day. Many important directions and explanations are given during the first 10 minutes of class. Students arriving after classes begin will be marked tardy. Please have your child to school by 8:00 a.m.

### **Habitually Truant Enforcement**

The school administrators shall send parents/guardians a certified letter when the student initially becomes a habitual truant, this letter shall place the parent/guardian on notice:

- A. of the parent's responsibilities under state law to require the child to attend school regularly.
- B. that the parent or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at-risk.
- C. of the School District's request for the parent to meet with appropriate personnel to discuss the child's truancy.

If parents/guardians fail to meet with the School District, then a municipal citation may be issued for the student to appear for a court appearance and could result in penalties including a fine, imprisonment, or both as determined by State law or municipal ordinance. A court may also order a person to participate in counseling at the person's own expense or to attend school with the child, or both.

Refer to **District Student Attendance/Truancy Policy: 5200**

### **Summer School:**

Students will receive information regarding offerings and sign-up procedures in early spring. We offer academic and enrichment classes as a part of the Summer School program. Teachers will recommend to parents the need for their child to attend academic classes at spring conferences. Summer School is a privilege and students may be removed if it becomes a disruption for others.



## **Guidance and Counseling**

### **Comprehensive Developmental Guidance**

The Osseo-Fairchild School District’s comprehensive developmental guidance program systematically addresses students’ personal/social, academic, and career needs. Nine competencies form the heart of the Wisconsin Developmental Guidance Model (WDGM). With these nine competencies in place, school counselors can commit to teaming with school personnel, parents, and other community individuals to assist each student with a successful educational experience.

The nine competences make up the monthly themes that are taught during your child’s developmental guidance class for students in grades K-5. They are as follows:

#### **Developmental Guidance Monthly Themes:**

<b>September:</b>	Academic Fitness
<b>October:</b>	Understanding Self & Others Feelings Red Ribbon Week
<b>November:</b>	Coping & Decision Making
<b>December:</b>	Family Dynamics 4 <sup>th</sup> & 5 <sup>th</sup> Grade – Human Growth Development Unit
<b>January:</b>	Diversity & Appreciating Differences Bullying No-Name Calling Week
<b>February:</b>	Alcohol, Drug & Tobacco Prevention
<b>March:</b>	Careers
<b>April:</b>	Protective Behaviors & Safety Unit Child Abuse Prevention Month
<b>May:</b>	Citizenship 5 <sup>th</sup> Grade Transition Unit

Students who successfully acquire skills and information early in their lives will have more resources to help them continue to develop and consequently, they are more likely to acquire favorable attitudes about themselves. Developmental guidance has been described as the process of experiences that provides information, support, instruction, and encouragement to assist in developing personal/social, educational, and career skills.

In addition to guidance class, students may meet with their school counselor for individual or small group counseling sessions. Parents are also encouraged to contact your child’s school counselor if they have needs, concerns, or questions about their child’s well-being, and they will be addressed confidentially.

## **Health:**

### **Child Abuse and Neglect:**

By Wisconsin State Statute, school personnel are required to report all suspected cases of physical abuse, sexual abuse, emotional damage, and child neglect. School staff must also report when they believe a child has been threatened with an injury and that abuse of the child WILL occur. When reporting is done in good faith and with due care, the person making the report has immunity from any liability, civil or criminal, that otherwise might result from their action.

### **Illnesses/Injuries:**

Students becoming ill at school must be excused by school personnel office before going home. We also ask that if your child has experienced temperature elevation or vomiting in the evening please do not send that child to school the next day. Keep the child home until symptoms subside for 24 hrs.

### **Emergency Forms**

In the event a child becomes ill or injured during the school day, we refer to the emergency form for information that was filled out at the beginning of the year. If we are unable to contact the parent or guardian, we then contact the other names on the form. If during the school year there are any changes, please notify the school. The backside of the Emergency Form contains permission for your child to go along on field trips, use our computers and Internet, etc.

### **Head Lice (Pediculosis):**

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

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 child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child in the elementary is found to have live lice, the child's parents will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or a staff member designated by the principal. The District practices a policy of "no live lice and/or excessive nits" as criteria for return to school.

## **ADMINISTRATION OF MEDICATION/EMERGENCY CARE**

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.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, 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 any student during school hours only with the prior written consent of the parent. Substances, which 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.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices. Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy - Drug Prevention, Alcohol and Other Drug Abuse (AODA), and of the Student Code of Conduct.

Any bus driver, staff member or volunteer, authorized in writing by the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon and epinephrine, unless the act or omission constitutes a high degree of negligence. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a practitioner and the staff member has completed any necessary training.

Students who may require administration of a drug on an emergency basis may have such medication in their possession with written authorization of their parent.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any district administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as district employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s).

The District Administrator shall prepare administrative guidelines to ensure the proper implementation of the requirements of this policy.