

OTTO H. SCHULTZ  
ELEMENTARY SCHOOL

# STUDENT HANDBOOK



2018-19

*“Perseverance”*

**WELCOME TO O.H. SCHULTZ  
ELEMENTARY SCHOOL**

Through a close and collegial partnership with everyone associated with OH Schultz Elementary, I am confident we can make our school an even a better place for our students to learn and grow. Here's to challenges and new endeavors in 2018. If there is anything we can do to enhance your child's experience, please don't hesitate to contact me.

I am filled with pride and anticipation as I begin my 11<sup>th</sup> year as principal at OHS Elementary. I look forward to partnering with you.

Here's to a successful 2018-19 school year!

Sincerely,



Eric Nelson  
Principal

**FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Mishicot Board of Education and the School District of Mishicot. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your building principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any times in this handbook.

**Parents Group: An Appeal for Your Help. You Are a Member**

We have an active Parents Group at O.H. Schultz Elementary. Every parent is automatically a member. We do have some fundraising events throughout the year, but our main focus is to involve parents actively in our school. We will hold an organizational meeting early in the school year and welcome ALL INTERESTED PARENTS. We will form steering committees at that meeting, which will facilitate our upcoming projects. Questions or concerns can be directed to the school secretary, who will forward them to the Parents Group

## District Telephone Number (920)755-4633

|  |           |
|--|-----------|
| Superintendent- Paul Orlich            | ext. 3280 |
| Principal- Eric Nelson                 | ext. 3155 |
| Secretary- Debbie Johanek              | ext. 2041 |
| Literacy Coach- Carrie Sand            | ext. 3331 |
| STEM Coach- Becky Armbruster           | ext. 3153 |
| Transportation Coordinator- John Taddy | ext. 3183 |
| Transportation Secretary- Nicole Rezba | ext. 3152 |
| Guidance- John Bell                    | ext. 3170 |
| Pupil Services- Paul Orlich            | ext. 3280 |
| School Psychologist- Craig Ferch       | ext. 3327 |

### Elementary School, Grades PK-5

#### EC/4 yr. Kindergarten

|                  |           |
|------------------|-----------|
| Aurise Stachovak | ext. 3376 |
| Tabitha Hetue    | ext. 3383 |

#### Kindergarten

|               |           |
|---------------|-----------|
| Taylor Danby  | ext. 3365 |
| Erika Schlack | ext. 3361 |
| Karen Weidner | ext. 3319 |

#### CWD Team

|                               |           |
|-------------------------------|-----------|
| Heidi Griffey                 | ext. 3387 |
| Becky Hoffman                 | ext. 3390 |
| Erin Kolar-Physical Therapist | ext. 3391 |
| Brittni Buyeski               | ext. 3398 |
| Megan Hlinak                  | ext. 3312 |
| Lisa Van Hefty                | ext. 3162 |
| Jeff Miller                   | ext. 3370 |

#### Title I

|                |           |
|----------------|-----------|
| Dalena Swetlik | ext. 3375 |
| Lea Baranowski | ext. 3375 |

#### Chatterbox Childcare

ext. 3379

**First Grade**

|                 |           |
|-----------------|-----------|
| Terri Brouchoud | ext. 3369 |
| Deanna Dorner   | ext. 3362 |
| Donna Raatz     | ext. 3368 |

**Second Grade**

|                  |           |
|------------------|-----------|
| Deb Lambert      | ext. 3385 |
| Katie Schlingman | ext. 3360 |
| Teri Stoeger     | ext. 3373 |

**Third Grade**

|                |           |
|----------------|-----------|
| Katy Mangin    | ext. 3380 |
| Roger Booth    | ext. 3367 |
| Becky Wavrunek | ext. 3371 |

**Fourth Grade**

|                |           |
|----------------|-----------|
| Alyssa Heyroth | ext. 3142 |
| Allen Kliment  | ext. 3356 |
| Ryan Kamien    | ext. 3347 |

**Fifth Grade**

|                  |           |
|------------------|-----------|
| Kelsey Noskowiak | ext. 3140 |
| Amanda Haag      | ext. 3393 |
| Zach Sand        | ext. 3359 |

**Specialists**

|  |           |
|--|-----------|
| Stephanie Stuebs ( <i>Phy Ed K-5</i> ) | ext. 3320 |
| Deb Mueller ( <i>Music K-5</i> )       | ext. 3196 |
| Carly Dellger ( <i>Art</i> )           | ext. 3363 |
| Tamara Schacht ( <i>Library</i> )      | ext. 3350 |

**Support Staff**

|                          |           |                        |           |
|--------------------------|-----------|------------------------|-----------|
| Victoria Younk (Library) | ext. 3179 |                        |           |
| Nicole Rezba (Office)    | ext. 3152 | Kim Funk (SWD)         | ext. 3309 |
| Cathryn Schmoll (Nurse)  | ext. 3399 | Cassie Schmidt (4K/EC) | ext. 3383 |
| Laurie Musil (SWD)       | ext. 3162 | Angela Campion (SWD)   | ext. 3162 |
| Connie Borys (4K)        | ext. 3376 | Jacque Wiebensohn (4K) | ext. 3383 |
| Lori Thompson(SWD)       | ext. 3162 | Kayla Witak (SWD)      | ext. 3162 |

|                              |           |
|------------------------------|-----------|
| <b><u>Kitchen Office</u></b> | ext. 3394 |
|------------------------------|-----------|

|                                |           |
|--------------------------------|-----------|
| <b><u>Custodian Office</u></b> | ext. 3186 |
|--------------------------------|-----------|

## **EQUAL EDUCATION OPPORTUNITY/ ANTI-HARASSMENT**

It is the policy of the School District of Mishicot to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within School District of Mishicot boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate education services. Parents who have questions should contact Becky Spengler at 920-755-4633.

Any person who believes that O.H. Schultz Elementary School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School District of Mishicot Compliance Officer listed below:

Paul Orlich  
660 Washington Street  
Mishicot, WI 54228  
(920) 755-2311

The complaint procedure is described in Board Policies 2260 and 5517. The policies are available in the school office and on the district's web page.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 – Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's

Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the School District of Mishicot threaten or retaliate against anyone who raises or files a complaint.

O.H. Schultz Elementary School is committed to an education environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. Graffiti containing offensive language;
- B. Name calling, jokes or rumors;
- C. Threatening or intimidating conduct directed at another because of the other's protected characteristics
- D. Notes or cartoons
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristics
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individual or members of protected classes
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

### **SEXUAL HARASSMENT**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition either explicitly or implicitly, of obtaining an education
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. Unwelcome verbal harassment or abuse
- B. Unwelcome pressure for sexual activity
- C. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to person or property
- D. Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual educational status
- E. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status
- F. Unwelcome behavior or words directed at an individual because of gender

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest
- B. Rating a person's sexuality or attractiveness
- C. Staring or leering at various parts of another person's body
- D. Spreading rumors about a person's sexuality
- E. Letters, notes, telephone calls or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons or other materials with sexual content
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

It is also the policy of School District of Mishicot that as sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the school district community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment between staff and student, please contact one of the complaint coordinators listed above.

A copy of schools Anti-Harassment Policy, including the reporting, investigation, resolution procedures, is available in the district office, and on the district web page.

### **BULLYING**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g. emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

### **SECTION 504/ADA COMPLAINT**

Any person who believes that OH Schultz Elementary School or any staff person has discriminated against them in violation of the District's Section 504/ADA policy may file a complaint. A formal complaint can be made in writing to the School Compliance Officer listed below.

Paul Orlich  
Superintendent  
porlich@mishicot.k12.wi.us  
Phone: 920-755-3280  
Fax: 920-755-2390  
660 Washington St  
PO Box 280  
Mishicot WI 54228



## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of OH Schultz Elementary School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from Eric Nelson, OH Schultz principal.

## **HOMEBOUND INSTRUCTION**

The School District of Mishicot may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents should contact the principal regarding procedure for such instruction.

# **GENERAL INFORMATION**

## **SCHOOL DAY**

School begins daily at 7:55 A.M. Students should arrive at school after 7:30 AM.

AM 4K M-Th 7:55-11:00am

PM 4K M-Th 12:00-2:55pm

Early Childhood M,W,Th 12:00-2:55pm

- Students dropped off early (unless eating breakfast) will remain in the supervised playground area from 7:30-7:45am. In the case of inclement weather conditions, students will be assembled in the gym until 7:45am. Wandering through the school is not permitted. Students eating breakfast must go directly to the gym, and back outside once they are finished eating.

**School will be dismissed at 2:55 P.M. for grades PK-2 and 3:00 P.M. for grades 3-5.**

### **CANCELLATION/DELAY**

In case of inclement weather, please listen to the following stations for the possibility of a cancellation or a delay

*WCUB 980 AM*

*WCUB 92.1 FM*

*WTRW 1590 AM*

*WAPL 105.7 FM*

*WOMT 1240 AM*

*WKKT 103 FM*

In addition, the following television stations will be notified:

*WLUK (CH. 11)*

*WBAY (CH. 2)*

*WFRV (CH. 5)*

*WGBA (CH. 26)*

The School District of Mishicot also uses the SwiftK12 phone messaging system to notify families of inclement weather delays and cancellations. Parents and students are ultimately responsible for knowing about school delays or closings. Additionally information will be posted on the district Facebook page, as well as the school website ([www.mishicot.k12.wi.us](http://www.mishicot.k12.wi.us))

### **SCHEDULING AND ASSIGNMENT**

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

### **EARLY DISMISSAL/CLOSED CAMPUS**

Children are not allowed to leave the school grounds during the school day, except those leaving with a parent or guardian for appropriate reasons. If you are going to pick up your child you must notify the teacher and the office by phone or with a note. If you do not call the office or send a note, your child will be sent home in the usual way, whether by bus or walking. For emergency situations, messages will be posted on the district website, as well as through the SwiftK12 alert system.

### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the district. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

All visitors are welcome, but upon entering the building must report to the school office. You will receive a visitor's badge after signing in. This is not only for school safety, but also for others to know that you are visiting our school building. School age visitors are not allowed during the school day unless approved in advance by the principal. We encourage parents to visit the school. You are most welcome to visit classrooms, but would like to have this done through prior arrangements with the teacher of the class. All visitors must sign in at the office, and wear a visitor badge during the visit. Volunteers are required to

complete a background check form available in the office every three years. Outside doors will be locked during normal school hours.

## **MEDICAL FORMS/PROCEDURES**

The School District of Mishicot believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

### **ILLNESS–INJURY**

At any time that a student becomes ill or injured while in school, that student is to report to the office. If the student is in class, he/she should ask the teacher for permission to report to the office. The office will follow the guidelines below:

- a. A student who becomes ill or injured should report to the supervisory teacher, principal or principal's designee
- b. If the illness or injury is of such a nature that school personnel can treat it, the student will be allowed to return to class as soon as the problem is remedied.
- c. If the illness or injury cannot be treated in-house, the parent or guardian of the student will be contacted to decide which course of action to follow:
- d. If a parent cannot be contacted, then the administrator or emergency care provider shall determine which of the following action shall be taken:
  1. Contact emergency services
  2. Contact district nurse or family doctor
  3. Contact designated other, and permit the student to go home or see that student is taken home

### **MEDICATIONS**

#### **Enrollment Form and Health Survey**

At registration time parents are asked to complete an enrollment and health record. This form provides us with information for emergencies and up to date information on immunizations. Please keep the information on this sheet up to date (especially phone numbers).

#### **Dispensing and Administering Medication to Students (Board Policy #5330)**

- All medication (except asthma inhalers) must be stored in the elementary school office, and will be administered by designated personnel, so long as there is written parental consent.

#### **Asthma Inhalers**

- An asthma medication form completed and signed by the parent/guardian AND physician is required before medication can be used. A student needing to use the

medication must do so under the supervision of a school authority.

### **Non-Prescribed Medications**

- Pain relief medication will only be distributed to students who have a non-prescription medication consent form signed and on file in the elementary school office. Over the counter medication must be provided from home and the child's name should be clearly marked on the original packaging. **\*\*No medication in baggies**

### **Prescription Medication**

- Medication to be given in the school must have the following information:
  - a. Parent/Guardian Medication Consent Form for prescription medication must be filed with the school nurse
  - b. Child's full name
  - c. Name of drug and dosage
  - d. Approximate time to be given
  - e. Date prescription begins and ends
  - f. Physician's name/signature (required for prescription medications only), address and phone number
  - g. Probable side effects
  - h. Agreement with school personnel to deliver medication and notify of changes in medication
  - i. **Medicine must be kept in the original prescription container in order to ensure the proper dosage is given.**

**NOTE:** "Parent/Guardian Medication Consent Forms" for prescription AND non-prescription medications are available in the elementary school office and on our web page.

### **COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Departments of Health and Human Services.

Any student's removal from school will solely be for the contagious period as specified in the school's administrative guidelines. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

**\*\*\*\*\* The school nurse should not be seen for ailments/injuries which occurred outside of the school setting. Please consult your family physician for those instances.**

### **Head Lice**

If a child in OH Schultz Elementary School is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up at the end of the school day and/or to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school nurse or designee. The School District of Mishicot practice of policy, "no live lice" and/or "no nits" as a criterion for return to school.

## **STUDENT ATTENDANCE**

### **ATTENDANCE**

The school requires all students to attend school regularly in accordance with the law of the Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Accordingly, the state of Wisconsin and the Mishicot School Board (*Policy #5200*) support regular attendance.

### **Definition of Wisconsin Statute:**

#### **Compulsory Attendance**

Unless a student is excused, or has graduated from high school, a parent/guardian is required by Wisconsin law (Wisconsin Statutes 118.15 and 118.16) to compel regular school attendance between the ages of 5 and 18.

### **Excuse for Absence**

These are the correct procedures for a parent/guardian to communicate reasons for student absence:

1. A phone call from a parent/guardian the day prior to or on the day of the absence. (Message may be left on the phone recorder when school is not in session).
2. A note written, dated and signed by the parent/guardian will be accepted the next day if phone contact was impossible.

**3. When excusing, the reason for the absence should be stated as well as the date and time.**

**Excused Absences**

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds ten (10) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or religious practitioner living and residing in Wisconsin, who by belief is exempt. The time period for which the certification is valid may not exceed thirty (30) days.

Obtaining Religious Instruction

The student wishes to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the principal. Such absences must be at least sixty (60) minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his/her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Policy 5223 - Absences for Religious Instruction for further details.

Permission of Parent or Guardian

The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any coursework missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

Religious Holiday

The student wishes to observe a religious holiday consistent with the students' creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

### Program or Curriculum Modification

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

A student may be excused from school, as determined by the School Attendance Officer, or his or her designee, for the following reasons:

- Quarantine—of the student's home by a public health officer
- Illness of an Immediate Family Member
- Emergency—one that requires the student to be absent because of family responsibilities or other appropriate reasons

### **TRUANCY**

A student will be considered truant if s/he is absent for part or all of one or more days from school during which the school office has not been notified of the acceptable reason under these guidelines of such absence by the parent or guardian of the absent student. A student will also be considered truant if s/he has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute (Sec. 118.15, Wis. Stats.).

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

### **UNEXCUSED ABSENCES**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal, or an individual designated by the principal, will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- a. counseling the student
- b. requiring the student to make-up lost time
- c. requiring the student to make-up course work and/or examinations, as permitted under this guideline
- d. conferring with the student's parents
- e. suspending the student from school
- f. referring the student to an appropriate agency for assistance

Administrative action to address unexcused absences shall be in accord with due process, as defined in Policy #[5611](#), the Student Code of Conduct, and other applicable Board policies.

### **Habitual Truancy**

A student is considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

### **Open Enrolled Students-Truancy**

When the nonresident school board has made the determination that a pupil attending the nonresident school district is habitually truant from the nonresident school district during either semester of the current school year, the nonresident school board may prohibit the student from attending the nonresident school district in the succeeding semester or school year. (see Policy [5113](#) – for Open Enrollment information)

### **Students with Special Needs**

School administrators and teachers shall ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.

### **STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY**

As a general rule, no staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal. Any students who leave school before the end of the school day will be marked absent.

### **MAKE-UP COURSEWORK AND EXAMINATIONS**

#### **Excused Absences**

A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester or grading period examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when



examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

### **Unexcused Absences**

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student with an unexcused absence shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the school has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances

## **LUNCH/RECESS**

### **BREAKFAST/LUNCH/MILK INFORMATION**

Mishicot School District has a computerized meal/milk system. Each family has an account and every student in that family is assigned a meal/milk card that is scanned each time that student drinks milk, takes breakfast or takes hot lunch. We ask that a deposit is made at the beginning of the school year and that a positive balance is maintained throughout the remainder of the year. Breakfast will be available to all **elementary students** from **7:30 a.m. to 7:55 a.m. daily**. The cost for breakfast will be \$1.45 per day and will start the first school day. For hot lunch, \$2.50 is deducted and every time a student drinks milk, \$.40 is deducted from that same account.

### **2018-19 LUNCH ACCOUNT POLICY**

If any student's lunch account balance is:

**Zero to -\$9.99**

\*Only a basic meal purchase will be allowed (entrée, milk, fruit/veggie)

**-\$10.00 or More**

\*No purchase of any kind will be allowed

\*A homemade peanut butter & jelly sandwich will be available with one milk

**Cash or checks will NOT be accepted in the checkout lines for basic meal purchases only.**

Payments to lunch accounts can be accomplished by:

\*Mailing a check or money order to: Attn: Food Service Account

School District of Mishicot

660 Washington St., Mishicot, WI 54228

\*Sending cash or a check with your child:

ES – submit to teacher/school office

\*\*For either of the above methods, put the cash or check in an envelope:

\*Please include your child's first and last name

\*Your child's grade level

\*If you are paying for more than one child; please indicate what dollar amount you would like deposited for each child

**There is an online payment option available at the following web site**

<https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55476>

Balance inquiries can be made by:

\*Viewing in the PowerSchool Student Information System

\*Contacting the Food Service Supervisor (Hilary Baker) at 920-755-3305

[hbaker@mishicot.k12.wi.us](mailto:hbaker@mishicot.k12.wi.us)

We will notify you of overdrawn lunch accounts by:

\*Phone- School messaging system

\*Middle School and Elementary School Students will have an overdrawn letter in their Friday Folder's approximately once a month, in addition to a reminder phone call.

**INCLEMENT WEATHER PROCEDURES**

Students at Schultz Elementary School are expected to be outdoors during morning and noon recess periods. We try to monitor the weather closely and use the following rules as a guide.

- If the temperature and wind chill are above 0 or the temperature or heat index are below 90 degrees we will be going out the usual time periods.
- If wind chill is between -1 to -15 below we will be going out for 15 minutes at noon and 5-7 minutes for morning recess. This is roughly 1/2 of the usual recess period.
- If wind chill is -16 or below, or the heat index is above 95 we will be staying inside the entire morning and noon recess periods.



# BEHAVIOR/DISCIPLINE

## STUDENT CODE OF CONDUCT

The student code includes the types of behavior that will subject a student to disciplinary action. It is important to remember that school's rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Disciplinary action will be decided on a case by case basis and imposed only after review of the facts and/or special circumstance of the situation.

Each of the behaviors described below may be subject to disciplinary action including, but not limited to, detention, suspension and/or expulsion from school.

1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom, on school grounds, or at any school sponsored activity
2. being under the influence of alcohol or controlled substances or otherwise violating the district alcohol or drug policy
3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive-classroom environment
4. arguing, taunting, baiting, bullying, cyber-bullying, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
5. disruption or intimidation caused by gang or group symbols or gestures or gang posturing to provoke altercations or confrontations
6. pushing, striking, or other inappropriate physical contact with a student or staff member
7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
8. restricting another person's freedom to properly utilize classroom facilities or equipment
9. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
10. repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
11. behavior that causes the teacher or other students fear of physical or psychological harm
12. willful damage to or theft of school property of property of others
13. repeated use of profanity
14. use of tobacco

15. failure to report knowledge of a weapon or threat of violence
16. purposely setting a fire
17. gambling
18. plagiarism and falsification of identification or school documents
19. issuing a false alarm or false report
20. persistent absence or tardiness
21. unauthorized use of school or personal property
22. assisting another person to violate a school rule
23. inappropriate displays of affection
24. violation of specific classroom or activity rules
25. possession of a music or gaming device, pager, two way communication device or cellular phone without the permission of the principal
26. violation of bus rules
27. refusal to accept discipline
28. trespassing
29. criminal conduct.

### **DRUG POSSESSION**

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

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

- a. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- b. all chemicals which release toxic vapors;
- c. all alcoholic beverages;
- d. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- e. "look-alikes";
- f. anabolic steroids;
- g. any other illegal substance so designated and prohibited by law.

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

Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

### **TOBACCO**

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

Accordingly, the Board prohibits students from using or possessing tobacco in any form including, but not limited to, cigarettes, cigars, snuff, and chewing tobacco on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.

Disciplinary sanctions, up to and including suspension and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

## **WEAPONS**

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

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

Any student who has reason to believe that a person has or will violate this guideline shall report to the school principal or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

A principal or activity supervisor receiving a report of weapons possession shall have the option of conducting a search for the weapon in accordance with AG [5771](#), Search and Seizure, or contacting the local law enforcement agency for assistance.

## **SEARCH AND SEIZURE**

### **Lockers and Other Storage Areas Provided for Student Use**

All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area (See [Form 5771 F1](#)). Search of

a student's belongings in the locker or storage area, such as a backpack or purse, may only be conducted if there is reasonable suspicion that the contents may include evidence of a violation of policy or law, or if contents of such personal items are in plain view during the conducting of a locker search (e.g. the backpack is open and without searching through its contents some form of contraband is clearly visible). No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

The principal may search student lockers and storage areas at any time for any justifiable reason.

The principal may, at any time, request assistance of the local law enforcement agency having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

### **Desks and Other Storage Areas**

A desk or any other storage area in the school provided for student use may be searched when the principal has reasonable suspicion for a search. . Personal items in the desk or other storage areas, such as a backpack or purse, may only be searched if there is reasonable suspicion that contents of the item will include evidence of a violation of policy or law or if contents of such personal items are in plain view during the conducting of a search (e.g. the backpack is open and without searching through its contents some form of contraband is clearly visible).

### **Vehicles**

Any vehicle brought on District premises by a student may be searched when the principal has reasonable suspicion to justify the search. Searches of vehicles of staff members or visitors shall be conducted by law enforcement personnel.

### **SCHOOL DRESS CODE**

Appropriate school dress is very important to all at Schultz Elementary School. Student attitude relates to the manner of dress, and does affect conduct in the classroom. The school staff and administration ask for parent cooperation in following and enforcing guidelines for appropriate dress. The purpose of the dress code is to encourage students to use personal judgment in their appearance because it does affect their impressions on other people, and seems to affect behavior. However, a few rules are needed for safety, health, and to enhance the learning process. The basic guidelines are as follows:

- Long or dangling earrings are not acceptable because of the safety factor. Large necklaces also cause classroom distraction and should not be worn in school.
- T-shirts must have acceptable wording or students will have to call home for other clothing. The principal will make the final judgment as to what is acceptable.

- Tank tops, or tops that are low cut, have midriff exposed, or have excessively large arm holes are not acceptable.
- Be aware of the weather and that your child must dress to be outside at recess time. Parents may be called if the current weather conditions don't support such attire.
- Footwear must be worn at all times. Athletic shoes are required for physical education class. **No flip flops are permitted during recess.**
- No clothing accessories which may be dangerous in certain class activities will be allowed.
- During cold weather periods, caps/hats, snow pants, and mittens/gloves are important for children to have at school for outdoor wear.

The wearing of boots and snow pants is **required** during cold and/or wet periods for Kindergarten through grade 3. Grades 4 through 5 **must** have boots or a different pair of shoes to be worn during cold and/or wet weather. Students without boots or extra shoes will not be allowed off the blacktop area.

The staff, principal, and students of Schultz Elementary School have a long tradition of pride in achievement and appearance. As students represent the school, parents are asked to help maintain the image that has made our community proud. If you have any questions, please call the school office and ask for a clarification.

**Refer to PBIS Handbook for further information regarding school-wide behavior management program. [CLICK HERE TO VIEW PBIS HANDBOOK](#)**



# TRANSPORTATION

## WALKERS AND BICYCLE RIDER SAFETY TIPS

Bicycles must be parked in the bicycle rack in front of school. Bicycles must remain in the rack until dismissal time. The parking area near the cars and bicycles is off limits for all students during school hours. Students assigned to a bus route are asked to bring a note from home granting permission to take his/her bike to school. Bikers are urged to use the safest route and follow the rules of the road. **School District policy prohibits the use of skateboards, scooters, roller blades, or roller skates on school property and students should not use these items for transportation to, at, or from school. Shoes with wheels are considered to be roller skates. Students walking or riding their bikes must wait until all buses have left before going home after school.**

## PICKING UP AND DROPPING OFF STUDENTS AT SCHOOL

We have had close calls with students running between the buses going to and from their rides, as well as vehicles intruding on the right-of-way of our buses. All traffic must use the south driveway near the basketball backstops to enter the school parking lot. Parents should park along Woodlawn Drive, or in the East lot near the playground equipment and dumpsters. Our buses will be unloading students on to the sidewalks in front of the school. We ask that you do not let your child out on the street, which requires them to walk through traffic. Bus and car windows are sometimes fogged up, making it difficult for the driver to see the child coming from the side.

To ensure the safety of students during dismissal time, parents must wait outside of the building until 3:15pm. Students in PK-2 can be picked up outside of the doors near the 4K hallway at 3:15pm. Students in Grades 3-5 can be picked up at the front entrance of school at 3:15pm

Teachers will be responsible for bringing the students to the designated areas. The office should be given advance notice of pick-up with either a note from home or phone call to the elementary office 755-2041. Students will not be released to any adults other than the parents, unless prior notice is given or arrangements have been made through the office.

Parents should park along Woodlawn Drive, or in the East lot near the playground equipment and dumpsters. Keep in mind that busses leave our building at 3:20pm. Remember to use caution when picking up your children.

Families wanting to visit their child's classroom must do so after 3:15pm.

If your child is to leave school before dismissal time, please send a written note to the teacher. Parents are required to come into the school office to pick up their child.

If your child is not to ride the bus home, or if the child is going to be picked up, please send a written note to the teacher. If the school does not receive proper notification and/or if we cannot reach the parent by phone, the child will be instructed to ride the bus home.

### **BUS TRANSPORTATION**

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the bus garage at 755-3183. Families who reside in the School District of Mishicot will be transported to and from the home address.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stop. Students must provide a signed note from their parent/guardian to the teacher or office in order to ride an alternate bus home. Letters cannot be given to the driver at the time of departure.

### **BUS CONDUCT**

1. Parents or guardians are to be informed that school bus transportation is a privilege and not a right and that the bus driver is the sole authority on the bus while students are being transported.
2. Parents or guardians are also to be informed that they are responsible for:
  - a. the safety of their child while going to or from the bus stop and while waiting for the school bus;
  - b. their child being at the bus stop prior to scheduled pick-up time;
  - c. damage by their child to school buses, personal property, or public property;
  - d. Informing their children of the rules of conduct and behavior for riding on the buses.
3. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Students must be quiet at railroad crossings and other danger zones as designated by the bus driver.
4. The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the transportation of a particular item, the principal should be consulted.

### **BUS STOPS**

Parents and students need to understand that even though there is no direct supervision provided at the school bus stops, students are still to follow the student code of conduct. Misconduct will be investigated by school administration.

### **VIDEOTAPE ON SCHOOL BUSES**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his /her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the

misbehavior. Since these tapes are considered as part of a student's record, they can be viewed only in accordance with State and Federal laws.

## **SPECIAL SERVICES**

### **CONFIDENTIALITY PROVISION**

The district will assume the right to publish names and pictures in their newsletters, yearbooks, news releases, and team rosters as prescribed in ll8.125(1)(d). If parents do not wish to have this data regarding your child released, the parent must notify the building principal by September 10th of each year OR within 10 days after registering a new student in the district.

### **ACCOMMODATIONS OF SINCERELY HELD RELIGIOUS BELIEFS**

Situations may arise in which the parent has requested that their child not participate in a particular instructional activity. Board of Education policy authorizes that such requests are to be honored if the reason relates to a conflict between the subject matter and religious or philosophical beliefs held by the parents. Requests may not be honored, however, if the reason relates not to subject matter but to pedagogy or other concerns. In such cases, the parent should be referred to the principal.

### **SPECIAL SERVICES**

The following special consultants are available to assist students and parents at O. H. Schultz Elementary School:

|                               |                                   |
|-------------------------------|-----------------------------------|
| Guidance Counselor            | Supportive Reading Teachers       |
| Reading Specialist            | School Psychologist               |
| Speech and Language Teacher   | School Nurse                      |
| Learning Disabled Teacher     | Title I Teachers                  |
| Emotionally Disabled Teacher  | Intellectual Disabilities Teacher |
| Occupational/Physical Therapy |                                   |

### **GUIDANCE AND COUNSELING SERVICES**

Group guidance sessions are held in 4K-5 classrooms. Discussions are held concerning personal affective development, interpersonal relationships, family involvement, academic-educational involvement, and career-vocational development.

- An elementary guidance counselor is available for parents and students for consultations. Call the guidance office to set up an appointment at ext. 3170.

### **SPEECH AND LANGUAGE SERVICE**

Speech and language therapy by a trained speech and language clinician is available for children ages 3 to 21 that qualify. Persons wishing more information on the Mishicot Speech and Language Program may call the school.

### **Right to Receive Teacher Information/Parental Participation (ESEA Title I)**

Federal law requires that we share with you the qualifications of teachers at Schultz Elementary School. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

All of our elementary teachers have at least a bachelor's degree, and many also have advanced degrees. In addition, all of the teachers in our school are fully licensed for their assignment. If you want to see the state qualifications for your child's teacher you may ask us, or you may access the information on the DPI website, [www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html](http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html) . In addition, we have a Title I instructional aide who is considered highly qualified for this work. If you would like more information, please feel free to call the principal at 755-3155.

Also, the federal ESEA law requires that we notify you of your right to participate in the assessment, planning and implementation of Title I services for your child on an annual basis. Title I staff will contact parents in the spring of each year as we conduct our annual needs assessment for each child in the areas of literacy and mathematics, so that parents who opt to do may be involved in the process for their child.

### **INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about special education programs and services, a parent should contact the Pupil Services Director at 755-3280.

The district is committed to identifying , evaluating, and providing a free appropriate public education (“FAPE”) to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

## **STUDENT RECORDS**

The origination and maintenance of appropriate student records are essential to the effective operation of the School District of Mishicot and meeting the educational interests of students. The rights and responsibilities of students, parents and the School District of Mishicot with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors, and administrative staff. There are two basic kinds of student records—directory data and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. As per Mishicot School Board policy directory data generally includes: those student records which identify a student’s name, address, telephone number, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, name of school most recently previously attended and degrees and awards. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district’s electronic systems, if, standing alone, it cannot be used to access student education records (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications, or on the District’s website. The directory information will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student’s parents consent in writing. However, there are exceptions to confidentiality, and request for records within these exceptions may be granted without a parent’s written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the high school office or consult the Mishicot School Board Policy #8330, the Student Records Policy.

Parents and students are reminded of their: 1—rights to respect, review and obtain copies of student records, 2—rights to request the amendment of the student’s school records if they believe they are inaccurate or misleading, 3—rights to consent to the disclosure of such records, 4—their right to deny the release of directory data, and 5—right to file a complaint with the Family Policy Compliance Office.

Parents and/or eligible students who believe their rights have been violated under the Family Educational Rights and Privacy Act or Protection of Pupil Rights Amendment may file a complaint with:

Family Compliance Office  
US Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, DC  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

# MISCELLANEOUS INFORMATION

## CHANGE OF ADDRESS, EMAIL, EMPLOYMENT, PARENT INFORMATION

In order that records be kept up to date, it is important that any changes be reported to the teacher of your child. This information is needed for emergencies, as well as for routine communications.

## COURT ORDERED VISITATION RIGHTS

In the interest of student welfare, the school appreciates any information in changes of family status. If special provisions concerning visitation rights have been ordered by the court in divorce cases, the school **must** receive a copy of the court order so it can follow the terms of the agreement. The same applies to current restraining orders, so that we may ensure compliance to such an order of the court.

## COMMUNICATION BETWEEN HOME AND SCHOOL

When we have a problem or concern regarding a student we will contact the parents to deal with the issue. It is our hope that parents will do the same whenever questions or concerns arise. A building newsletter is sent home every month. Parents are asked to contact the school if you do not receive a newsletter.

## CONFERENCES/REPORT CARDS

Each year special times are set aside for parent/teacher conferences. About two weeks before the scheduled time, letters are sent to parents, asking them to indicate time preferences. Every effort is made to accommodate parent needs. We hold conferences in the fall and spring. Parents/guardians wanting to meet with a teacher, in addition to conferences, may contact them to set up an appointment.

- The purpose of the conference is to give parents and teachers an opportunity to share their views concerning the welfare and progress of the child.
- Parents and teachers may also request additional conferences if they so desire. Report cards are issued quarterly.
- It is highly encouraged that students attend the conferences with their parents

## TELEPHONE-STUDENT USE

The school telephones are intended to be used for school business. Students must have an adult's permission to use the telephones in the building. **Students will not be allowed to call parents requesting permission to stay in town, to go to another student's home, and the like.** We suggest that such plans should be made at home the evening before. Any long distance phone calls not of an emergency nature will be charged to the parent.

### **USE OF CELL PHONES OR ELECTRONIC COMMUNICATION DEVICES**

Students are generally prohibited from using or displaying in plain sight ECDs including, but not limited to, cell phones, portable gaming systems, pagers or two way communication devices during the school day. However, possession and use of ECDs may be permitted if use by the student is determined to be for a medical, school, educational, vocational, or other legitimate use at the discretion of school administration. Such possession or use of an ECD may not, in anyway:

- Disrupt the educational process in the school district
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school
- Involve illegal or prohibited conduct of any kind

**THE USE OR POSSESSION OF AN ECD IN A LOCKER ROOM OR BATHROOM IS PROHIBITED.**

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE POLICY**

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the acceptable use policy. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement.

Disciplinary consequences are outlined in the acceptable use policy.

### **LIBRARY/TEXTBOOKS**

Both library books and textbooks are very expensive. All students are encouraged to take good care of them. We encourage students to cover their textbooks. We discourage tearing, writing on, or coloring pages in books. Families will be required to pay for lost or damaged books.

### **STUDENT FEES, FINES, AND CHARGES**

When school property, equipment, or supplies are damaged, lost or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Nothing in the policy restricts the right of access of a parent of student to school records or to receive copies of such records, as required by Federal and State laws.



## **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- House-to-house canvassing by any student is not allowed for any fundraising activity.
- If the fundraising activity will involve students under age nine (9) or the group holding the fundraiser includes any students under age nine(9), the group shall secure permission from such students' parents to participate in the fundraising activity and shall assure that any such students are always accompanied by a parent of a person at least sixteen (16) years of age.
- Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for...", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.
- Fundraising by students on behalf of the school related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator.

### **CO-CURRICULAR POLICY (School Sponsored Athletics Only)**

The co-curricular program at OH Schultz Elementary follows School Board policy. We strive to provide our students with quality programs that enhance the education they receive in the classroom, and to allow any and all to participate in a wide range of activities. Our Elementary/Middle School supports a “no cut” policy. Families must have attended a mandatory co-curricular meeting, submitted necessary paperwork, and have a physical before participating.

#### Co-curricular code philosophy

It is the philosophy of the Mishicot Middle School that co-curricular activities are a privilege. We encourage all students to participate in as many activities as possible to expand their level of experiences and to develop a sense of self-discipline.

#### Scope

**This code will cover fifth grade: cross country, volleyball, football, wrestling, and track.**

Rules of conduct are in effect the entire calendar year. Rules are in effect whether or not the student is a participant at the time of any code infraction. A student's standing with the Co-Curricular Code will carry over from 5<sup>th</sup> grade to their last day of 8<sup>th</sup> grade.

[CLICK HERE TO VIEW THE CO-CURRICULAR HANDBOOK](#)