



**2020-2021**  
**RIVERVIEW ELEMENTARY**  
**PARENT/STUDENT HANDBOOK**

<b>Wautoma Area School District (WASD)</b> 556 Cambridge Street Wautoma, WI 54982 Phone: 920-797-7112 Fax: 920-787-1389	<b>Riverview Elementary</b> 525 S. Water Street Wautoma, WI 54982 Phone: 920-787-4590 Fax: 920-787-1556
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**WASD MISSION STATEMENT**

Creating Positive Foundations for the Success of our Children

**District Non-Discrimination Policy**

It is the policy of the Wautoma Area School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular pupil service, recreational, or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap as required by S. 118.13, Wis. Stat. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1965 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

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Dear Riverview Students and Families,

I am very pleased to welcome you to a new school year at Riverview. We are dedicated to providing a positive and enriched learning experience to your child. The intention of this handbook is to supply a reference for students, parents, and staff. This document shares the common protocols, policies, and guidelines of the Board of Education and Wautoma Area School District. Additionally, this communication acts as a resource by answering several common questions that tend to arise throughout the school year. Establishment of consistent protocols and guidelines will help us to ensure an effective and safe teaching and learning environment for all our stakeholders. Since this handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents.

I invite you to review the information provided in this document and refer as necessary. Revisions to policies and administrative guidelines may occur, the language in the most current policy or administrative guideline prevails. The current policies and guidelines, in their entirety, can be located on the Wautoma Area School District's website. After reading through this handbook, please complete and sign the Riverview consent form, with your students, and return to the office.

A strong partnership between all school community stakeholders is desired for student success, school progression, and district improvement. With that, I invite you to be an active participant in your student's education by reviewing classwork and homework, monitoring assessment data, attending school events, reading with your student(s), joining a school group like PTO, chaperoning field trips, and/or volunteering in your student's classroom.

Please direct any questions or inquiries, about getting more involved at Riverview, to our main office at 920-787-4590.

Wishing you a great new year!

*Jewel Mucklin*

Jewel Mucklin, Principal  
Riverview Elementary

**STAFF DIRECTORY**

Riverview School is equipped with voice mail capabilities. If you need to contact any staff member, you may do so by calling the school 24 hours a day. The individual you are calling will return your call as soon as possible. This is a great way to communicate with the teacher if you are concerned about anything. Teachers also have an email address. If you have difficulty with this system please let us know as soon as possible.

**Riverview School Phone Number: 920-787-4590**

**For leaving messages regarding your child's absence please use voice mail #4000**

Voice Mail Numbers (use school number and then follow operator instructions):

<b>Staff Name</b>	<b>Voicemail Number</b>	<b>Email Address</b>
Paige Allen (Kindergarten)	4008	allenp@wautoma.k12.wi.us
Angela Anderson (2nd Grade)	4130	andersona@wautoma.k12.wi.us
Christine Backey (Inst. Coach)	4132	backeyc@wautoma.k12.wi.us
Melissa Barker (1 <sup>st</sup> Grade)	4003	barkerm@wautoma.k12.wi.us
Alisha Basel Anderson (2nd Grade)	4126	andersona@wautoma.k12.wi.us
Julie Berger (Inst. Coach)	4114	bergerj@wautoma.k12.wi.us
Emily Blader (PSA)	4109	bladere@wautoma.k12.wi.us
Cheri Bunde (Guidance Counselor)	4017	bundec@wautoma.k12.wi.us
Crystal Chesbro (PSA)	4109	chesbroc@wautoma.k12.wi.us
Connie Coron (4K)	4206	coronc@wautoma.k12.wi.us
Cindy Dahlke (PSA)	4109	dahlkec@wautoma.k12.wi.us
John Edwards (Custodian)	4011	edwardsj@wautoma.k12.wi.us
Lori Erdman (Speech)	4212	erdmanl@wautoma.k12.wi.uw
Jennifer Erickson (ELL)	4124	ericksonj@wautoma.k12.wi.us
Audra Hennes (EC Support Assistant)	4206	hennesa@wautoma.k12.wi.us
Roxanne Gaetzke (Head Cook)	4010	No email
Ann Gruszka (Secretary)	4000	gruszkaa@wautoma.k12.wi.us
Kathy Gulbronson (PSA)	4103	gulbronsonk@wautoma.k12.wi.us
Amy Hopfensperger (Kindergarten)	4005	hopfenspergera@wautoma.k12.wi.us
Leah Jackowski (1st Grade)	4002	jackowskil@wautoma.k12.wi.us
Katie Jaroch (Special Ed)	4134	jarochk@wautoma.k12.wi.us
Tracy Keller (Reading Coach)	4111	kellert@wautoma.k12.wi.us
Debra Klinger (Early Childhood)	4207	klingerd@wautoma.k12.wi.us
Jana Kropp (Special Ed)	4109	kroppj@wautoma.k12.wi.us
Brittany Laber (1 <sup>st</sup> Grade)	4006	laberb@wautoma.k12.wi.us
Jean Lemke (Teacher Assistant)	4201	lemkej@wautoma.k12.wi.us
Julie Lyons (Kindergarten)	4001	lyonsj@wautoma.k12.wi.us
Kaycee Michalski (3rd Grade)	4119	michalskik@wautoma.k12.wi.us
Cynthia Miller (Art)	4101	millerc@wautoma.k12.wi.us
Jeff Miller (Custodian)	4011	millerj@wautoma.k12.wi.us
Kelly Miller (4K)	4206	millerk@wautoma.k12.wi.us
Lorie Miller (Lunch Accountant)	4319	miller@wautoma.k12.wi.us
Jewel Mucklin (Principal)	4200	mucklinj@wautoma.k12.wi.us
Sarah Nelsen (3rd Grade)	4116	nelsens@wautoma.k12.wi.us
Jessica Nemecek	4115	nemecekj@wautoma.k12.wi.us
Miriam Pena (Bilingual Support)	4124	penam@wautoma.k12.wi.us
Sarah Pietkauskis (1 <sup>st</sup> Grade)	4007	pietkauskiss@wautoma.k12.wi.us
Cari Pronschinske (Nurse)	1004	pronschinskec@wautoma.k12.wi.us
Melanie Rector (Kindergarten)	4004	rectorm@wautoma.k12.wi.us

Brionne Roberts-Bray (Librarian)	4015	roberts-brayb@wautoma.k12.wi.us
Randall Schmitt (Custodian)	4011	schmidtr@wautoma.k12.wi.us
Brenda Schwartz (Special Ed)	4104	schwartzb@wautoma.k12.wi.us
Molly Siefert (Music)	4136	siefterm@wautoma.k12.wi.us
Amanda Stafford (Library/Music Assistant)	4015	stafforda@wautoma.k12.wi.us
Tammy Strelow (PSA)	4103	strelowt@wautoma.k12.wi.us
Kelly Van (Kitchen Helper)	4010	No email
Charmaine Vanier (Kitchen Helper)	4010	No email
Courtney Vaughan (Guidance Counselor)	4143	vaughanc@wautoma.k12.wi.us
Jennifer Wagner (2 <sup>nd</sup> Grade)	4129	wagnerj@wautoma.k12.wi.us
Mariah Wagner (2 <sup>nd</sup> Grade)	4128	wagnerm@wautoma.k12.wi.us
Erin Walbrun (3 <sup>rd</sup> Grade)	4122	walbrune@wautoma.k12.wi.us
Janice Wedde (4K Support)	4206	weddej@wautoma.k12.wi.us
Abby Weiland (A+ Coordinator)	4118	weilanda@wautoma.k12.wi.us
David Woyak (3 <sup>rd</sup> Grade)	4120	woyakd@wautoma.k12.wi.us

## Section I: Attendance

### ATTENDANCE

**118.15 Compulsory School Attendance:** All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age.... A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

**Please note that in efforts to develop good habits, students who attend Riverview Elementary will be subject to the same attendance requirements regardless of age. Consequences may vary; however, the same process will be followed to address all attendance matters.**

#### Absences

Excused: Wisconsin State law states that a student may be excused from school for the following reasons: 1) Physical/Mental Condition, 2) Religious holiday, and 3) Permission of Parent or Guardian BEFORE THE ABSENCE (i.e. court, funeral, etc.). Excused absences cannot exceed ten (10) days in a school year; absences may be considered unexcused once the student has exceeded 10 excused absences. Please be mindful of the attendance requirements when scheduling vacations, appointments, etc.

Unexcused: An unexcused absence is any absence not covered under board policy 5200 or approved by administration. Common examples that will not be excused include: 1) errands, 2) haircuts, and 3) shopping.

Response to excessive absences may include:

- Counseling the student
- Requiring the student to make-up lost time
- Requiring the student to make-up course work and/or examinations, as permitted under this policy
- Conferring with the student's parents
- Development of a Truancy Plan
- 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 Board Policy 5500, the Student Code of Conduct, and other applicable Board policies.

**Post-Absent Responsibilities:** Classroom participation and interaction is a critical factor in a student's academic success. While students can make up homework and class assignments, they cannot recapture the dialogue and student-to-student/student-to-teacher interactions that better defines the homework and class assignments if they are not present at school. To provide our students with quality learning experiences, please review the roles and responsibilities related to our partnership for attendance.

Parent	<ul style="list-style-type: none"> <li>● Act in accordance with 118.15 Compulsory Attendance</li> <li>● Communicate school absences within 24 hours of student's return to main office</li> <li>● Contact school personnel to discuss options if there is a need for an extended absence</li> </ul>
Student	<ul style="list-style-type: none"> <li>● Attend assigned classes on a regular basis</li> </ul>

	<ul style="list-style-type: none"> <li>Request make-up work or devise a plan to make-up work missed</li> </ul>
School	<ul style="list-style-type: none"> <li>Submit daily attendance reports</li> <li>Provide information related to make-up work</li> <li>Enforce board policies and statutes related to attendance</li> </ul>

Reporting an Absence: A parent of a student who is absent shall provide either a written, dated, signed or oral verbal notification stating the reason for and the time period of the absence. Please notify the school in a timely manner of any absences. This should be done ahead of time for known absences and by 8:00 AM for absences on the day of. To excuse an absence, you must do within 24 hours of the absence. However, as a courtesy, we ask you to contact us prior to the absence, so we can account for your child. Please always contact the office (920.787.4590 ext. 4000) in regards to absences.

When calling in, please provide the following information: 1) Student's Name, 2) Name of person calling and relationship to the student, 3) Reason for Absence, and 4) Date/Time of Absence (i.e. all day on March 12).

Reported Attendance Codes

Absence with Parent Contact	AEX: Absent Excused
Absence with NO Parent Contact	AUX: Absent Unexcused
Absence with Professional Note	MEX: Medically Excused (Exempt) * A student will be medically excused for professional appointments only for the portion of the day that the appointment is scheduled. Exceptions will be considered on a case by case basis.
Administrative Excused	PEX: Personal Excused (Exempt)
School-Event (Administrative Approved)	SREX: School-Related Excuse (Exempt)
Tardy with Parent Contact	TEX: Absent Excused
Tardy without Parent Contact	TUX: Absent Unexcused

Notes Related to Attendance Codes: Absences (excused/unexcused): In order to attend activities/events, students must be in school for at least a half day on the day of the event/activity unless a medical note is provided. An unexcused absence on the day of the event/activity prohibits the student from attending.

Tardies: Excessive tardies may add up to unexcused absences. Students will be considered tardy between 8:10am-8:30am. If a child shows up after 8:30am or leaves before 3:10pm, the student is considered absent for at least a half day.

Medically Excused: A student will be medically excused for professional appointments only for the portion of the day that the appointment is scheduled. Exceptions will be considered on a case by case basis. Accepted medical notes need to have the date and time the child was seen by the provider. The day(s) the provider is excusing also needs to be stated on the school excuse form. Verification will be done with the provider should

the note not meet the criteria listed above. Notes will be accepted at the discretion of administration; should notes not meet the requirements, administration reserves the discretion to code the note appropriately.

Truancy: Any absence of part or all of one or more school days which has not been excused by a parent, guardian, or school official in accordance to board policy 5200.

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.

Truancy Process:

- Two (2) unexcused absences -> Parent Notification
- Five (5) unexcused absences -> Certified Truancy Notification is mailed; Mandatory Truancy Meeting
- Additional unexcused absences-> Meeting may result in truancy being filed with Waushara County Corporation Counsel or Notification sent to Police Resource Officer for possible municipal truancy citation

## Section II: Health & Safety

### 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.

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

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

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

Prescription medications must be delivered to school in the original pharmacy container and include: child's name, name and dosage of medication, time to administer, practitioner's name and pharmacy name. Nonprescription drugs must be delivered to the school in the original manufacturer's package with ingredients and recommended therapeutic dosage in a legible format. Any dosage of nonprescription medication other than listed on the medication's packaging, must be authorized in writing by a medical practitioner.

All medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication which the student is authorized to carry and self-administer by the parent/guardian and practitioner.

Please refer to Board Policy 5330 for more specifics regarding medication administration.



### **ARRIVAL & DISMISSAL**

The first bell rings at 8:00am. The day ends at 3:10pm. Students are welcome to arrive as early as 7:20am. Students must stay in the gym hallway, cafeteria, or front vestibule until 7:30am. At 7:30am, students have the option of either going to breakfast or outside (dressed appropriately). Students are not permitted in the classrooms until the first bell rings.

### **CHILD ABUSE/NEGLECT**

In accordance with Wisconsin State Statute Section 48.981, all school personnel have a legal responsibility to report suspected child abuse or neglect to the appropriate county social services agency or law enforcement agency. School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect upon initial suspicion of the same. The involved agency may contact, observe or interview a child at school without permission from the child's parent, guardian, or legal custodian as necessary to determine if a child is in need of protection or services.

In the event of a law enforcement or social services investigation involving allegations of child abuse under Chapter 48 of the Wisconsin Statutes, school officials shall permit access to any student the law enforcement officer or social services agent determines s/he must speak with. Office staff shall notify the District Administrator or the building administrator of any such investigation and shall keep a log of activities by the agency conducting the investigation, noting the date, and time of any interviews and the students involved.

The school administration shall notify the student's parents only after being advised by the agency conducting the investigation that parental/guardian contact will not impede their investigation. Because such investigations may involve allegations against the student's caretaker(s), the administration must not contact the parents/guardians unless authorized to do so by the investigating agency. If the investigating agency determines that it must remove the student from school in the course of their investigation, the administrator should make a record of when the student was released, the agency to which the student was released and the name of the individual agent that removed the student.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES**

The Board of Education recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Wisconsin Department of Health Services (DHS).

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a communicable disease, administration will isolate the student in the building and contact the parents/guardians. Protocols established by the Wisconsin Department of Health Services (hereinafter referred to as DHS) shall be followed. Reference [Wisconsin Childhood Communicable Disease Chart](#) for guidelines.

### **FIRE, TORNADO, & EMERGENCY DRILLS**

The school complies with all safety laws and will conduct drills in accordance with State law and Emergency Preparedness Policy-8420. The Board of Education recognizes that its responsibility for the safety of students extends to possible natural and manmade disasters and that such emergencies are best met by preparedness and planning.

The Board authorizes a system of emergency preparedness which shall require drills be conducted at least once each month; tornado drills are conducted at least twice annually and school safety incident action plan drills are conducted at least twice annually. Quick, efficient movement without panic or noise is essential. Each room has posted instructions for the route to be followed. When the alarm sounds, students are to walk in a single file line along corridors and stairways to the designated safe area. Students are to move quickly but not run. Students return to the classroom after an announcement is made.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Alice Drill (Alert, Lockdown, Inform, Counter, Evacuate)

During an intruder drill, students will take action under the direction of the classroom teacher. Students will be trained on how to react to possible situations. Drills may or may not include an evacuation.

### **IMMUNIZATION**

The Board of Education requires that all students be properly immunized pursuant to the provisions of the State Health Department regulations. All students shall be required to provide records establishing that they meet the State Health Department's immunization requirements or sign a waiver of those requirements no later than the 30th school day from the beginning of the school year or initial enrollment in the District.

### **LEAVING THE BUILDING**

Riverview operates with a "closed campus" policy. This means that once a student arrives at school he/she does not leave without approved communication. Once permission is given it is necessary for the student to sign out with the office and the parent **must physically come into the office and sign their child(ren) out.** This must be done prior to leaving the building. If re-entering during the same day, the parent is responsible for signing back in. It is recommended that appointments be made at times outside of the school day if possible.

### **PEDICULOSIS DISTRICT PLAN TO REDUCE HEAD LICE AND OTHER NUISANCES**

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 to help increase awareness and education in treatment options for the child and family. Part of the plan will be for parents to continually observe their child for this potential problem and treat it adequately and appropriately as necessary.

Principals, in cooperation with the school nurse, shall determine whether classroom inspection for suspect cases of head lice are necessary. Classroom inspection in all buildings may take place at the beginning of the school term, and again following any break in the calendar resulting in what would normally be five or more school days.

Other pests, such as bed bugs or fleas, will be addressed by following the Wisconsin Department of Health Services' recommendations.

If a case of head lice is confirmed, the principal shall take the following action:

- A. Contact the parent/guardian and advise that head lice have been discovered. While there is no medical reason to remove a child from school due to head lice, the parent/legal guardian may choose to take the student home before the end of the school day. A head lice control checklist will be provided to the parent/legal guardian.
- B. Students will be re-inspected upon return to school and again at 7-10 days after treatment to confirm no live lice.
- C. Students may be excluded from school if they experience two (2) or more infestations of head lice within a school year. A referral to the school nurse for family education on prevention and treatment of head lice along with additional assistance at school will be necessary. Referrals to other community agencies may be appropriate.
- D. A student should not miss more than one day of school following head lice detection. Truancy laws will apply to students missing excessive amounts of school due to head lice infestations.

Other nuisances that are contracted, such as bed bugs, fleas, etc. will be addressed, on a case by case basis, by school administration and the school nursing staff.

### **PETS**

Non-service animals are permitted on school grounds for curricular purposes. The process to obtain permission to bring a non-service animal on school grounds is outlined in policy 8390 Animals on District Property. Animals will not be permitted unless a school staff member has executed the process outlined in policy because of allergy and health purposes.

### **RECESS APPAREL EXPECTATIONS**

Providing opportunities for wellness and outdoor exposure is very important at Riverview. Students are expected to dress appropriately to be outdoors for weather conditions of all sorts. If the outside temperature is above zero degrees and the wind chill is above zero, students will likely be outside for recess. In the event of inclement weather, students will be indoors.

Additionally, students will need to follow the listed guidelines for apparel to be worn outside:

#### Wind Chill/Temperature Guidelines

- 51-60 Degrees: Coat/ light-jacket, closed shoes/boots required
- 41-50 Degrees: Coat/heavy-jacket, pants,closed shoes/boots required
- 40- below: Coat/heavy-jacket, pants, closed shoes/boots, hat, gloves required

#### Other Information

- Snow Pants are required for students in grades 4k through 3 to access snow
- Boots must be worn; or the student must stay on the blacktop.

If these items cannot be secured, please contact Riverview for assistance. Failure to wear the required items could result in a loss of privilege for safety purposes. Due to health concerns, loaning of winter clothing is discouraged. We encourage you to label all winter gear with your child's name.

### **STUDENT ACCIDENTS/ILLNESS**

Minor sickness and injuries may be cared for by school personnel through the administration of first aid. Depending on the situation, the school may contact parents and arrange for the child to be taken home; the school does not diagnose or treat cases behind first aid. Parents will then use their discretion as to if they contact the family physician. Please ensure your contact information and your emergency contact information is current at all times. Students will be expected to participate in ALL of their regularly scheduled classes and activities unless a medical note with restrictions is provided. Administration does have the discretion to make exceptions for recess and physical education on a case by case basis.

School personnel shall not diagnose illness or administer medication of any kind except in accordance with Policy 5330. Injury and Illness Protocol from the WISHeS Project will be used as a guideline when assisting students. WASD will follow illness guidelines established by the Wisconsin Department of Health Services. These guidelines are subject to change and will be available on the district website homepage under Illness Guidelines. Reference [Wisconsin Childhood Communicable Disease Chart](#) for further illness related guidelines.

### **VIDEO SURVEILLANCE**

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. Retention, storage, access, and disposal of video recordings will be done in accordance to board policy 7440.

### **VISITORS**

For your child's safety, if you are entering the school to conduct any business or to drop your child off, **please stop in the office to sign in. You will need to present your driver's license to be scanned into the Raptor system. Do not walk to your child's classroom without approval from the office.** This is for the safety of all students. The school building is locked throughout the day. A buzzer/intercom is located right of the door that visitors are required to use. All visitors/volunteers must check-in at the office. A visitor pass will be available.

We understand that some of our students are from separated families. Please provide the school with copies of legal documents if there is any concern for the safety of your child.

Lunch Visitors: If a family member wishes to eat lunch with their child for a special occasion, they must call the office no later than 8:00 a.m. on the day they wish to eat. A lunch costs \$4.00 per adult. Please limit the number of times you visit your child. These simple guidelines will help prevent overcrowding and ensure that appropriate amounts of food will be prepared.

### **WEAPONS**

Per policies 5772 and 7217, the Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

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

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. Weapons under the control of law enforcement personnel;
- B. Items pre-approved by District Administrator, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, and live ammunition will never be approved);
- C. Theatrical props used in appropriate settings.

## Section III. General Information & School Operations

### **BIRTHDAYS**

It is typical that students will want to celebrate their birthdays with their peers. Through our social-emotional learning programming, we aim to promote positive interactions and relationships. Therefore, students may not distribute invitations to parties or personal events unless the entire class is invited.

Additionally, please get approval from your child's teacher related to any and all birthday treats. All treats must have a complete list of ingredients. We want to find a good balance between celebrating with your child, but also want to consider food allergies, student health and wellness, inclusion, and loss of instructional time when treats are provided. Sending in non-food items for birthday celebrations is encouraged. This guideline will be revised annually.

### **CLASSROOM PLACEMENT REQUESTS**

Classroom placements are determined annually based on the following components: 1) educational factors, 2) academic needs, and 3) social needs. We are committed to using multiple data points to determine the best fit for your child. Using data and evidence, including staff recommendation and parent requests, final placements are determined by administration.

Parents/guardians have the opportunity to provide feedback as early as March prior to the next school year. Placement input forms will be accepted until the first Friday in May. Parents should note that requests should not be made for specific staff members; requests should address the learning environment that you believe best meets the needs of your child (i.e. structured, nurturing, etc.). If you have requests related to not placing your child with another child, please explain in the other concerns portion of the input form. Also, please note that other considerations may result in the prevention of honoring your request.

Hearsay about staff and having mixed experiences with specific staff members will not be deciding factors for placement.

Once class lists are made public, placement changes will not be honored. Request for change in placement during the school year will only be considered as a last resort and is in the best interest of all involved.

**CONFERENCES**

Students are ***REQUIRED*** to attend Parent-Teacher Conferences, as it counts as a day of attendance. If your student does not attend the conferences and you do not contact the school, their absence will be marked unexcused. Rescheduling of a Parent-Teacher Conference can be rescheduled within ONE week of the regularly scheduled conference. Failing to maintain communication with the school regarding conferences until after the absence is issued will not replace the absence without administrative approval. Rescheduled conferences will be completed by either the classroom teacher and/or administration. It is at the discretion of the teacher to schedule conferences prior to the assigned conference dates.

Due to the number of students we have, the limited number of conference slots we have, and our desire to be consistent with our communication, each student will be allocated one conference slot. We thank you in advance for your willingness to partner with us, as we serve your child, by having the desired parents or guardians at ONE conference.

Conference Dates & Times for 2020-2021 School Year:

1st Semester Conferences	<ul style="list-style-type: none"><li>● October 8, 2020 (4:30pm-8:00pm)</li><li>● October 9, 2020 (7:45am-11:45am)</li></ul>
2nd Semester Conferences	<ul style="list-style-type: none"><li>● February 18, 2021 (4:30pm-8:00pm)</li><li>● February 19, 2021(7:45am-11:45am)</li></ul>

**GRADING & ASSESSMENT**

Our district operates on a standards-based grading scale. For each of the standards that are instructed and assessed on, students will receive one of the following markings:

Students in **K-3** will receive a standards based report card using the following criteria.

B – Beginning: Beginning skills are limited to apply toward the learning target.

D – Developing: Developing, practicing and applying knowledge and skills toward the learning target.

S – Secure: Shows consistent and secure skills and knowledge of the learning target.

N/A-Not Assessed this quarter

**FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips. Policy 2340 outlines the field trip approval process in its entirety.

**FOOD SERVICE**

***Breakfast:*** Breakfast is available, free of charge, to all of our students. Served in the lunchroom, breakfast is served from 7:30am until 8:00am. Students who arrive just prior to the 8:00am first bell will be provided alternative breakfast to eat either in their classroom or the office. Students not eating breakfast or finishing breakfast early will report to the playground until the 8:00a.m. bell rings.

***Snack:*** All students in grades 4K-3 will have the opportunity to eat a healthy snack at a time determined by the classroom teacher. Teachers will communicate what foods to stay away from due to student food allergies. You will find an approved snack list in the appendix. As part of our enrollment in the Wisconsin Milk Program, our 4K students have the option to purchase milk as part of their snack break. Cartons are \$0.50; only white milk is available during snack time.

Lunch: Free and Reduced lunch (policy 8531) is available for those who qualify with an approved application. If you do not qualify for free or reduced cost lunch, your child's account must have sufficient funds before charging a lunch. A full price lunch for students in 4K-3 is \$2.50. A carton of milk is \$0.50. Soda is restricted as a beverage, as discussed in our wellness policy.

To put money into meal accounts, checks can be made payable to WASD and dropped off in the main office. You may also make online payments through Infinite Campus using a debit or credit card. Students wishing to purchase an additional entrée, side or milk must have sufficient funds in their account before receiving an item. Additional items are subject to availability. Your child may purchase a pint of milk with cold lunch if they have sufficient funds in their account or pay (\$0.50) before receiving milk.

### **HOMEWORK**

Riverview strives to maintain a balance between honoring family time and busy schedules while still providing extra practice and extension activities through homework. Work that may not be completed during the school day may be sent home. Weekly homework will reinforce the learning and skills that we aim to have students master. Such practice should be activities that can be completed independently (maximum of 15-20 minutes) by your child. Teachers will use their discretion at distributing the week's homework on Monday, and then assign a due date (likely Thursday). Additionally, 20 minutes of reading daily.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not responsible for the safe-keeping and will not be liable for loss or damage to personal valuables.

### **TECHNOLOGY**

Electronic devices and technology are integrated into 21st century learning. Students at all grade levels are given opportunities to utilize different softwares, apps, platforms, and devices to advance their learning. It is expected that the District's computers, laptops, tablets, network, Internet connection, and online educational services are to be used as educational tools. Expectations for using the District's technology are outlined in the Riverview Elementary Technology Handbook. All appropriate technology student/parent agreements need to be completed prior to gaining access to devices. There is an annual insurance fee for technology in grades 1-3.

### **TOYS/BATS/FIDGETS AT SCHOOL**

Please do not bring toys, action figures, trading cards, baseball bats, or other items that could be lost, stolen, or cause a disruption to the school day. Students may decide to bring footballs, basketballs, etc. to school to use at recess. The school is not responsible for any lost or stolen items; be sure to label any approved recess equipment that your child brings. If you have questions about items, contact your child's teacher.

Any type of fidget device that families want to provide, is strictly prohibited unless the need for a fidget device has been approved by either the School Nurse, or the student support teams (PLCs). Considerations to approve the use of fidget devices will not be given unless a professional doctor's note has been provided. Teachers will have school-approved fidgets available to help students self regulate. These will be distributed at the teachers' discretion.

### **TREATS**

We find that families are very generous when it comes to providing treats during holidays and other celebrations. To reduce the treat consumption during these events, teachers will communicate the treat needs for the year, so families can sign up. **An excessive amount of treats for an event will result in students bagging up the food to bring home.** All treats must have a complete list of ingredients. PLEASE DO NOT

SEND ANY FOOD IN WITHOUT PRE-APPROVAL FROM THE TEACHER DUE TO FOOD ALLERGIES. This guideline will be revised annually.

Also, be aware that snacks/treats should follow our Wellness Nutrition Standards (Policy 8510). Healthy alternatives such as fresh fruits, cheese, low-fat popcorn, graham crackers, trail mixes or bars, yogurt or low-fat pudding are recommended. Items that do not follow the policy MAY be bagged up and sent home for consumption; the teacher will determine how to handle the distribution of treats based on our policies and the quantity of treats. Full policy is available on the Wautoma School District website.

## Section IV. Educational Programming & School Services

### **LEARNING OPPORTUNITIES & SUPPORTS**

*After School Program:* A+ Afterschool program promotes a safe environment to learn, be challenged to dream and express creativity and be inspired to explore their school, community and world. Enrollment depends on availability. The A+ program is free this year due to us being the recipients of a grant. A+ runs daily 3:05-5:30 p.m. Sept 3rd –May 22nd, except on parent/teacher conference dates. Students have homework time, snacks, enrichment programs, field trips, fitness activities, community visits and much more. A+ is only offered to students attending Riverview in K-3<sup>rd</sup> grade.

*Art Education:* Art is an integral part of our school curriculum. In addition to paralleling and reinforcing the district's general education goals, art addresses those goals unique to the visual arts. Art balances the curriculum to help develop the whole intellect. Students are expected to attend classes eager to learn. All students will have one art class per week. Materials are supplied by the district. Students are evaluated individually in accordance with the district grading and report card policy.

*Emergency Services:* Waushara County provides 24 hour counseling through the Family Crisis Center. Children or families in need of services for family conflicts, school and personal problems or runaways, may call toll free at any time 1-800-472-3377.

*Guidance:* Through classroom guidance lessons, individual and small group meetings, students will participate in activities to learn how to better understand themselves and others. They will learn about attitudes and behaviors and the school environment. Students will gain interpersonal and communication skills and practice problem solving and decision making skills. This will help them to develop school success skills and community pride and involvement. Guidance class will include a variety of topics including bullying, character education, communication/problem solving/friendship, appreciating others, goal setting, learning skills, personal safety, self-management and transition. Students are recognized monthly for good character.

The Character Education committee recognizes the following traits: Cooperation, Determination, Empathy, Integrity, Leadership, Respect and Responsibility.

*Library:* Reading is an important part of your child's education. All students will have a library class each week to learn library and research skills. Library items may be checked out anytime library staff is available. Return the books on time as others may also be waiting for that item. Fines will not be charged for overdue books, however; library privileges may be suspended until a book is returned. Students will be responsible to pay for lost or damaged books. If a lost book is paid for and then found and returned in good condition, the money will be refunded.

*Music Education:* Elementary music education provides students with a variety of musical experiences. All students will have at least one music class per week. Content may include musical notation, performing, creating, identifying musical forms and various types of music, and understanding music within cultural and historical contexts.



*Nursing Services:* The mission of our school nurse is to improve the health status of children and youth, remove the health related barriers to learning and to assist other school personnel in maintaining optimum health. The district school nurse is available on a part-time basis. The school nurse participates in injury and illness care, health counseling, health screening and growth and development instruction. If your child has medically intensive or complex health needs, please notify the school prior to admission.

*Physical Education:* Physical education emphasizes skill-development, physical activity, health and skill-related fitness components, and lifetime enjoyment for being actively engaged in physical activity. In physical education, students will learn how to participate in a variety of activities which focuses on various motor and manipulative skills, movement concepts, physical fitness, personal and social responsibility, self-expression, safety, and enjoyment. **ALL students are required to keep a pair of non-marking shoes for PE at school.** Lack of athletic shoes may result in a non-participation grade. When skirts or dresses are worn to school, students must have shorts or pants to wear underneath to participate. If a student needs to be excused from PE due to illness or injury, an excuse from a doctor is required.

*Special Education:* To become eligible for special education services, a student has to be referred for an evaluation, be tested by special education staff, and meet the state eligibility criteria. Prior to making a special education referral, the school seeks to provide tiered levels of support through the Response to Intervention (RtI) model to provide early/proactive support. Multiple disabilities will be considered when evaluating and qualifying students; however, a student may only qualify for a Learning Disability via the school's Specific Learning Disabilities (SLD) protocol set by state rule requiring the analysis of data following intensive intervention of that student. Students who are found to qualify must have an individualized educational program plan (IEP) written before they can be placed. Parent permission is required for an evaluation and for placement.

*Title 1:* The title wide school program is designed to help children with all abilities to improve their reading and math achievement by strengthening their listening, speaking, reading and writing abilities. The selection of students served is based on various factors including test scores and teacher recommendation. Title 1 specialists may work with the children to reinforce skills in reading and in math.

## Section V. Behavior

### *Riverview Rights & Responsibilities*

The Wautoma Area School District promotes the philosophy of Responsive Classroom, which involves positive guidance of children where children develop self-control of their actions and increase their self-esteem. By teaching specific behavior expectations to students for various common areas within the school setting, there is a level of consistency through common expectations. The behavior expectations are taught from day one and reinforced throughout the year.

We expect our students to demonstrate safety, kindness, and responsibility. As employees of the district and role models for our students, we are obliged to help students learn to conduct themselves in an appropriate and safe manner. While we strive to implement proactive measures, there are times when responsive outcomes are implemented depending upon the seriousness of the behavior, to help children learn to make safe and proper behavioral decisions.

Consequences may include, but are not limited to; talking with the student, removing them from situations, loss of recess, parental contact, after-school detention, suspensions, expulsions, and/or referral to the principal. A unified approach between home and school always helps children learn to make the best decisions in life. With your help, we can have a team approach to help all of our students to become responsible citizens. Our staff will establish expectations and procedures that promote this positive learning

climate. Failure to follow these expectations may result in consequences for the student as outlined in the Student Code of Conduct. Our staff will teach and enforce these expectations, it is also the responsibility of the **student and parent** to become familiar with the school's expectations and abide by them at all times. These expectations apply to all school sponsored functions. The Code of Conduct, policy 5500, can be found in section X: Other Annual Policies. .

General Expectations:

- *Be Kind*
- *Be Responsible*
- *Be Safe*

Common Area Expectations:

For a list of the expectations for the other common areas, such as the bathrooms, cafeteria, and hallways, please refer to the **Riverview behavior matrix (below)** and **Riverview Student Classroom Code of Conduct**.

School-Wide Expectations

Our school practices the responsive classroom philosophy when proactively or reactively addressing behaviors exhibited in our school community. Our system is built on the foundation of positive character traits including: kind, safe, and responsible.

Area/Setting	Kind	Safe	Responsible
Bathroom	-Give others privacy -Low voices	-Return back to class promptly -Report problems	-Take your belongings without delay -Make sure spot is clean -Be at your bus stop on time
Before/After School	-Listen to staff -Low voices -Use manners and positive words	-Go to assigned location -Report problems/incidents -Use designated areas (i.e. crossways)	-Keep your belongings with you -Be on time to places at the bell -Turn in bus notes -Cleanup after yourself
Bus	-Listen to staff -Low voices -Use manners and positive words	-Stay in your seat -Keep aisle clear -Keep hands and feet to self	-Stay in your seat -Keep aisle clear/spot clean -Keep hands and feet to self -Take your belongings
Hallway	-Be at a 0 voice level -Stay in line -Listen	-Walk -Keep hands and feet to self	-Go to the correct location -Get permission to be in hallway -Keep personal belongings off the floor and neatly placed at hook
Lunchroom	-Listen to staff -Use manners and positive words -Use low level manners	-Stay in your seat -Use manners -Use low level manners	-Clean-up after yourself

Playground	-Listen to staff -Include Everyone -Keep hands and feet to self	-Stay in approved areas -Report problems/incidents -Follow the rules of the equipment/games	-Pick-up and return all equipment -Make good choices -Line up quickly and quietly
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**CORRECTIVE ACTION and CONSEQUENCES (School Discipline Procedures)**

It is important to remember that the school’s rules apply at school, on school property, at school-sponsored activities, and on school transportation. Ultimately, it is the administration’s responsibility to maintain the safety and order of the school building, and in all cases, the school shall attempt to make discipline prompt and fair (match the severity of the incident).

Students are expected to meet the behavior expectations outlined throughout this handbook. However, it is recognized that no single set of procedures will be effective in helping every student develop the skills necessary to do so. Yet, as teachers and other school staff members adapt procedures to meet the needs, the focus will remain positive and an emphasis will be placed on the use of corrective consequences. Corrective consequences are evidence-based responses to inappropriate or unexpected behaviors that provide opportunities to teach the expected behaviors and prevent future occurrences of the unexpected ones. If implemented with fidelity, corrective consequences and action are more likely to encourage positive behavior as they are often pre-planned, explicitly taught, match behaviors in severity, and are administered more consistently.

Minor incidents will result in corrective action that takes place within the school setting. The corrective action will depend on the frequency, severity, and impact upon others and/or the learning environment, but may include:

- Verbal redirects or reprimands
- Student conference
- Reflection sheets
- Parent phone call/contact
- Parent conference
- Behavior plan/contract
- Detention
- Practice
- Time owed
- Time out
- Restitution or restorative practices
- Response cost
- In-school suspension
- Out-of-school restrictions

Major behavior incidents will also result in corrective action and will also depend on the frequency, severity, and impact upon others and/or the learning environment, but may include:

- Student conference
- Parent conference
- Behavior plan/contract
- Restitution
- Loss of privileges

- Short term suspension
- Long term suspension
- Agency referral

Loss of Privilege: Loss of privilege is a progressive discipline option that the principal may use to modify student behavior and monitor a student's behavior during the disciplinary process. The principal (or other school staff member) may designate an area in which the student must remain at recess or during a lunch period. Failure to report to or remain in the area may lead to in-school restriction, or out-of-school suspension.

Suspension: The District Administrator or any principal or teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include but are not limited to:

- A. Noncompliance with school rules or School Board rules;
- B. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- C. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others;
- D. Conduct by the student while not at school or while under the supervision of a school authority that endangers the property, health, or safety of others;
- E. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or Board member of the District in which the student is enrolled.

The District Administrator, the principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm as defined in 18 U.S.C. 921(a)(3) while at school or while under the supervision of a school authority-Policy 5610.

Expulsion: The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- A. Repeatedly refused or neglected to obey the rules established by the School District;
- B. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- C. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health, or safety of others;
- D. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

The Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a)(3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to the criminal justice or juvenile delinquency system-Policy 5610.

Suspension/Expulsion of Students with Disabilities: In matters relating to the disciplining of students with disabilities, the Board of Education shall abide by Federal and State laws. The District Administrator shall establish administrative guidelines and ensure they are properly implemented when disciplining any student with disabilities-Policy 5605.

## Section VI. Student Records & Confidentiality

### **STUDENT RECORDS**

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

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, except as provided by applicable law. Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Student "directory information may contain":

- A. Student name;
- B. Photograph;
- C. Participation in officially-recognized activities and sports;
- D. Height and/or weight, if a member of an athletic team;
- E. Degrees and awards received.

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

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

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed

information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

If you feel your FERPA rights have been violated you may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Ave, SW, Washington, DC 20202-8520, [FERPA.Complaints@ed.gov](mailto:FERPA.Complaints@ed.gov)-Policy 8330.

## Section VII. Parent/Family Involvement

### **AT HOME INVOLVEMENT OPPORTUNITIES**

Your child will come home with a take-home folder and school planner daily. Please be sure to check both the folder and planner to be informed of any weekly homework your child may have and/or to see any messages or communications that have come home. We encourage you to have conversations with your child about his/her school day and to establish daily times to do homework and/or read.

### **COMMUNICATION**

The best line of communication is between the teacher and parent. Partnering together is vital to the success of your child at school. If you have a concern, complaint, or request for continuous improvement, relating to the classroom that you would like to share, please contact your child's teacher.

### **STAY INFORMED**

Access the district webpage or facebook page for the most up to date information. The district will also send out messages through email/text using the Infinite Campus Messenger. To be informed of any emergency information/updates, it is vital that you have accurate information on Infinite Campus. Additionally, your child's teacher will frequently send home information or post on the school's learning management system, Schoology. You are also welcome to attend any Board of Education meetings, Title 1 Advisory Meetings, or school hosted events.

### **PARENT TEACHER ORGANIZATION (PTO)**

Our Riverview Elementary PTO is a non-profit organization of Riverview parents/guardians and staff who share the vested interest of promoting the educational well-being of children, expanding programming and extra-curricular opportunities(through fundraising efforts), and strengthens the partnership between home and school through various endeavors and opportunities. All Riverview Elementary parents/guardians are eligible for PTO membership. Meetings are held monthly in the Riverview library on the first Monday of each month at 5:30pm. PTO information is posted on our Riverview PTO webpage and/or informs you how to access PTO information.

### **VOLUNTEER**

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

General Expectations: Your interest and involvement is always appreciated. Any person who volunteers on a regular basis at school is subject to school board policies and procedures as outlined in the WASD Volunteer Handbook including a formal background and criminal history records check. Please contact your child's teacher or the school office for more information.

Volunteers working on a regular basis may assist certified and noncertified staff under the supervision of principal/designee by offering supportive and supplemental service under professional supervision and direction such as:

- Tutoring students under the supervision of the classroom teacher
- Relieving teachers of non-teaching, clerical tasks
- Enabling the teachers to increase individual attention in the classroom
- Providing enrichment experiences for students to supplement the regular educational program
- Providing services to libraries, lunchrooms, playgrounds, athletic events, music programs, school plays, field trips, etc.
- Assisting coaches/advisers with activities

Expectations for Parent Chaperones: During the school year, many different people accompany our classes on various trips. It is expected that all chaperones provide the same consistent supervision while serving as a chaperone. We hope this will help everyone enjoy a safe and successful experience.

Riverview Chaperone Guidelines:

- The safety of our students is our number one concern.
- Plan to arrive shortly before the trip leaves.
- Chaperones must stay with their students the entire trip.
- Please use appropriate manners and language and wear appropriate clothing.
- No smoking, use of any tobacco products, or drinking of alcohol at any time during the trip.
- Eating and drinking on the bus will be by the bus driver's permission only.
- Student problems should be reported to the teacher.
- Chaperones should not buy treats or souvenirs for their child or the members of his/her group.
- Chaperones, unless otherwise communicated, will contribute the same amount as students toward the cost of the trip.
- Do not take photos of any children on the trip due to confidentiality restrictions.
- Students are not allowed to use chaperone's electronic devices.
- Please keep cell phone calls to emergencies only.
- Younger siblings are not permitted to accompany chaperones on trips.
- Chaperones are responsible for having all paperwork/background check approved prior to the trip.
- Chaperones are not permitted to transport their student (s) to and from the field trip. Students must ride the transportation provided to the trip attendees.

## Section VIII. Delays, Cancellations, and Weather

In the event of adverse or hazardous weather conditions or other emergencies that present a threat to the safety of students, the procedure listed below will be followed. During inclement weather, the District may start school later than normal, dismiss school earlier than normal, or cancel school. In the event any of these circumstances occur, the District will contact the media stations listed below and request them to broadcast the school closing immediately. **Please be sure to update the office with changes to contact names or numbers** for your child in the event of an early release. Doing this can eliminate much confusion.

- [www.wautomasd.org](http://www.wautomasd.org) provides a link to [cancellations.com](http://cancellations.com) to sign up for email notifications and Mobile SMS text alerts!
- Because of busy telephone lines or disruptions in service, one or more of the media stations may not be contacted.

<u>Radio Stations</u>	<u>Television Stations</u>
<ul style="list-style-type: none"> <li>• WAUH 102.3 FM</li> <li>• WDUX 800 AM and 92.7 FM</li> <li>• WISS 1090 AM</li> <li>• WPKR 99.5 FM               <ul style="list-style-type: none"> <li>• Midwest Communications:                   <ul style="list-style-type: none"> <li>○ WNFL: 1440 AM • 101.9 FM</li> <li>○ WYDR: 99.7 FM</li> <li>○ WNCY: 100.3 FM</li> <li>○ WGEE: 93.5 FM • 93.1 FM</li> <li>○ WTAQ: 1360 AM • 97.5 FM</li> <li>○ WIXX 101.1 FM</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Local Cable 4</li> <li>• NBC TV 26, Green Bay</li> <li>• WAOW TV 9, Wausau</li> <li>• WBAY TV 2, Green Bay</li> <li>• WFRV TV 5, Green Bay</li> <li>• WLUK Fox TV 11, Green Bay</li> <li>• WSAW TV 7, Wausau</li> </ul>

## Section IX: Transportation & Parking

### **BIKE SAFETY**

Students who ride their bike are expected to walk their bikes once they are on school grounds. There is absolutely no bike riding in the parking lots for safety purposes. Bikes are to be placed in the bike racks during the day. Locks are recommended, but not required. Students need to be wearing bike helmets; if you need help getting a bike helmet, please contact the school.

### **BUS TRANSPORTATION**

Bus transportation is provided for all students who reside in the Wautoma Area School District. Open Enrollment students need to get to a pick-up/drop-off point. While on the bus, cell phone calls can only be made with driver permission. Personal devices may not be used to take video or pictures in any school vehicle without approval from a school official. Listening devices may be used if using earbuds or headphones. At no times should there be a disruption where other riders can hear the device being used.

Alternate Transportation: If your child requires alternate transportation for the day or a short period of time, a note MUST be sent with your child in the MORNING and turned into the office. Alternate transportation should be arranged before 2:00pm to ensure time to communicate. If not given notice by a parent or guardian, the student will be placed on his/her assigned bus to ride his/her normal route.

Bus Scheduling: For information concerning what bus your child rides and what time the bus will arrive, please contact the Bus Garage (920)787-3875.



## **BUS EXPECTATIONS**

### **Waiting**

1. Students must be at the bus stop when the bus arrives. While waiting, students should be well off the road.
2. Students should take ALL safety precautions while waiting for the bus/van:
  - a. Do not play in street
  - b. Do not play ball, chase games, litter, etc.
  - c. Try to avoid crossing streets
  - d. If having to cross streets, look both ways, and ONLY cross when there are NO vehicles coming from either direction
  - e. Keep hands to self
  - f. Use an indoor level voice
  - g. Do not trespass on private property
3. When the bus approaches, students will load/unload using the front entrance.

### **Loading the Bus or Van**

1. Students should get on the vehicle once it stops and find a seat immediately. Any students who are required to be belted up will need to be belted up by the student's parent or guardian.
2. Students are expected to:
  - a. Have their Bottoms on the Seat
  - b. Backs to the seat rests
  - c. Feet on the floor or near floor if can't touch the floor
  - d. Face forward
3. The driver reserves the right to issue seat assignments.

### **Unloading the Bus or Van**

1. Students are to remain seated until the vehicle has completely stopped and the doors have been opened.
2. Students should listen and follow any directions given by the driver or any other staff member on the bus.
3. Students should exit the bus in a safe and respectful manner. Seat area should be checked for belongings and clean before exiting.
4. Always cross in front of the bus. Wait for the hand signal from the driver to cross and enter and leave the bus in a single file line.

### **General Expectations**

- Stay in seat
- Follow Driver's Directions
- Walk
- Keep arms and head inside window
- Only have window open if driver gives permission
- Be respectful of others
- Speak Quietly
- Care for property
- Keep aisles clear

- No food or drink

Common Bus Infraction Potential Outcomes

W= Warning      A=Assigned Seat      PR= Parent Contact/Office Referral      L= Loss of Privilege

Infraction	1st Incident	2nd Incident	3rd Incident	4th Incident
Not Remaining Seated and/or in Seat	W	A	PR	L
Insubordination/Disrespect	W	A	PR	L
Inappropriate Language/Profanity	W	A	PRL	L
Weapon Possession	PR	L		
Harassment, Intimidation, Threats	PR	L		
Physical Interaction/ Fighting	PR	L		
Vandalism (may include fees)	PR	L		

The chart shows common, general responses to bus incidents. School administration has the authority to determine consequences when bus referrals are made. Referrals are typically made for serious, major rule infractions. Minor concerns are addressed by the drivers.

**DROP-OFF/PICK-UP INFORMATION**

Students are to be dropped off in the back lot off Jomil Street. The right lane is for students who are ready to exit the vehicle with the help of our staff. The left lane is for families that need to park, as your child is not ready to leave the vehicle. If in the drop-off lane, our staff will aid your child(ren) to exit your vehicle. Please have your child be on the right side of the vehicle if possible. Please refrain from parking on Division Street.

Students should NOT be dropped off in the front of the building between 7:35am-8:05am because the parking lot is reserved for bus drop-off and pick-up. Please partner with us in regards to this matter, as everything related to buses is scheduled between the four schools. Delay at Riverview will delay pick-up and drop-off for students who attend other schools.

Students will remain in a designated area while waiting to be picked up in the back parking lot. Parents/guardians need to either park their vehicles and walk to the designated to pick-up their child (ren), or get into the double line to wait for a staff member to bring your child to your vehicle. Stay in your vehicle, as staff will assist your child getting to you.

**WALKER SAFETY**

Students are dismissed out the back door and are expected to use the sidewalk all the way to the street. Supervision is present at the crosswalk during school hours. Due to the volume of students, our staff members remain on school grounds to supervise students during dismissal time.

## Section X. Annual Policies

### **ANNUAL REPORTS**

Pursuant to State law the School District Clerk, after the end of the school year and no later than September 1st shall file an annual report and budget and membership report with the Department of Public Instruction each year. The Annual District Report and Budget shall include the following: A. The school count, consisting of school-age persons residing in the District as described by State law; B. The number of children between the ages of four (4) and twenty (20) taught in the District during the school year, which shall include the number of students enrolled on the 3rd Friday in September and the 2nd Friday in January of the previous school year as described in state law. Or on alternative dates established by DPI in the event school cannot be held on either of those count days; C. The number of children below the age of four (4) and above the age of twenty (20) who attended school in the District; D. The number of school days taught, including holidays, and the number of hours of direct student instruction provided in each school by teachers legally qualified to teach; E. The names of all teachers employed by the District during the school year, including specifically the number of teachers employed by the school district on the 3rd Friday in September of the previous school year, the number of days taught by each, the monthly salary paid to each, and the time allowed each teacher to attend an educational conference for which no wages were deducted; F. The amount of money received during the school year, designating separately the amount received from the school fund income, from taxes levied by the County Board, from taxes voted by the District, and from all other sources; the manner in which funds were expended, showing separately the expenditure of school money received from the State; G. The amount and character of District debts; H. Payroll and related benefit costs for all District employees in the previous school year, which shall be amended to reflect any increase cost through collective bargaining agreement that occurs after the annual report is filed and before October 1st; I. A description of the educational technology used by the District, including the uses made of the technology, the cost of the technology and the number of persons using or served by the technology; and J. The estimated budget for the current school year which shall be based upon the uniform accounting system prescribed by the Department; K. The number of students for whom contracts with private education services are entered into under s. 120.13(26); L. Other facts and statistics in relation to the District as the Department of Public Instruction requires-Policy 8145.

### **ATTENDANCE**

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District'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. All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays accepted, during the full period and hours that kindergarten is in session until the end of the school term-Policy 5200.

### **BULLYING**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations

between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment-Policy 5517.01.

### **CODE OF CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

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

Student behavior that is dangerous, disruptive, unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from the classroom and placement as outlined in this policy. In addition, the student may be subject to disciplinary action in accordance with all established Board policies and school rules.

This Code of Conduct applies to all students in grades PK – 12.

#### **A. Student Removal from Class**

1. A teacher may remove a student from class for the following reasons:
  - a. Dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively.
  - b. Possession of a weapon or other item that may cause bodily harm to persons in a classroom.
  - c. Being under the influence of alcohol, other controlled substances, or their derivatives, or in violation of the District's student alcohol and other drug policies.
  - d. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment.
  - e. Fighting
  - f. Taunting, baiting, inciting, and/or encouraging a fight or disruption
  - g. Disruption and intimidation caused by a gang or group symbols or gestures gang or group posturing to provoke altercations or confrontations.

- h. Pushing or striking a student or staff member
- i. Obstruction of classroom activities or other intentional action is taken to attempt to prevent the teacher from exercising his/her assigned duties.
- j. Interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, dates, or disruptive means.
- k. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with classroom work or creates classroom disorder.
- l. Restricting another person's freedom to properly utilize classroom facilities or equipment
- m. Repeated classroom interruptions, confronting staff argumentatively, or making disruptive noises.
- n. Throwing objects in the classroom
- o. Repeated disruptions or violation of classroom rules.
- p. Excessive or disruptive talking
- q. Behavior that causes the teacher or other students fear of physical or psychological harm.
- r. Physical confrontation or verbal/physical threats
- s. Acts of sexual harassment.

B. Student Identified as Disabled Under the Individuals with Disabilities Act

- 1. Some different rules and considerations apply for students under the Individuals with Disabilities Education Act (IDEA). In particular, placement for such students is a decision of the student's Individual Education Program (IEP) Team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration.
- 2. Most students covered by IDEA should have a behavior plan that addresses the following:
  - a. Whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students.
  - b. Alternative consequences or procedures for addressing behavioral issues.
- 3. It is advisable that all IEP teams address these issues and this code at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.
- 4. Notwithstanding these issues, students identified as requiring Child with Disability (CWD) services under IDEA may, in general, be temporarily removed from class under the same terms and conditions as non-CWD students.

C. Procedures to be followed in Temporarily Removing a Student from Class

- 1. Except where the behavior is extreme, generally, a teacher should warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one (1) of the following courses of action:
  - a. Instruct the student to go to the main office for the period of removal. Either a note should go with the student or a call should be placed to the secretary explaining the situation.
  - b. Obtain coverage for the class and escort the student to the main office.
  - c. Seek assistance from the main office or other available staff.
- 2. Within twenty-four (24) hours or one (1) business day of the removal, whichever is longer, the teacher shall submit to the building principal or his/her designee a short and concise written explanation of the basis for removal. Such written information should be submitted on a form provided by the building principal.

D. Parent/Legal Guardian Notification Procedures

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

E. Adult Student Notification Procedures

1. The notification shall include the reasons for the adult student's removal from class and the placement decision involving the adult student.
2. If the removal from class and/or change in educational placement involves an adult student with a disability, the notification shall be made consistent with State and Federal laws and regulations.
3. If the adult student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the adult student shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall be reviewed and approved periodically-Policy 5500.

**CONTROVERSIAL ISSUES IN THE CLASSROOM**

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specific reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences-Policy 2240.

**DRESS CODE**

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

Accountability for student appearance in the WASD is the responsibility of students and parents. This accountability will create a safe, respectful, and positive learning environment; and will foster the modeling of good citizenship. All clothing should be appropriate to the student's age, the school community, and for weather conditions. Students are required to use good judgment, to respect themselves and others, and to demonstrate modesty in the school community. The WASD Student Dress Code will accommodate students whose legitimate religious beliefs require or encourage certain types of dress or accessories.

1. All pants have to be secured above the undergarments or where undergarments should be.

2. Belts are defined as a strip of flexible material appropriate for school worn through the belt loop to secure and support pants- type garments and cannot hang down. If worn as an accessory, belts also cannot hang down. Shoulder straps must be worn in the manner of their intention.
3. The length of pants-type garments cannot drag on the floor causing a safety issue.
4. Pajamas are not allowed to be worn.
5. Shorts and skirts-type garments must be worn in a manner that does not reveal undergarments and/or areas that should be covered by undergarments.
6. Kindergarten through 5th grade – no holes in clothing above the knee.
7. All clothing must cover chest area and below; entire shoulder area; entire back area; and all undergarments. All shirts must be in constant contact with pant-type garments.
8. Overly tight and improperly fitting garments viewed, as a distraction, will not be allowed.
9. Overly loose and inappropriately fitting clothing viewed as a safety concern, will not be allowed.
10. Developmentally appropriate undergarments must be worn at all times. Undergarments must be worn in the manner of their intention.
11. Shoes with laces must be tied. Non- marking gym shoes must be worn on the gym floor during physical education.
12. Any article: Expressions of obscenity, representative of illegal behavior (promotion of substance use and abuse), demeaning to others (racial, religious, sexist or ethnic inscriptions), contain sexual references/double meanings; apparel/signs, symbolic of gang- related activity, or sexually suggestive material are not permitted.
13. Chains and similar items are not to be worn or carried at any time in the school community.
14. Hats may not be worn in the building as per Wisconsin Statutes 120.13  
Administrative Exception – Extenuating circumstances may dictate the need for headwear in the school building.
15. All coats, jackets, backpacks, and bags will be housed in the student lockers or designated areas throughout the school day.
16. Jewelry, Accessories, Piercings, and Tattoos on the body cannot pose a safety concern to the individual or others; and/or pose a distraction to the educational environment.
17. Hairstyles and/or makeup, which are determined by the building administrator/designees to interfere with the educational process, are prohibited.
18. Kindergarten-8th grade students will dress in appropriate outerwear for the current weather conditions.

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

- Level 1: Violation Form
- Level 2: Violation Form
- Level 3: Parent Meeting with Administrator and a Detention equal to one (1) hour.
- Level 4: Parent Meeting with Administrator and one (1) day of In-School Suspension.
- Level 5: Parent Meeting with Administrator and one (1) day of Out-of-School Suspension.
- Level 6: Out-of-School Suspensions and filing for Habitual Truancy-Policy 5511.

### **DISORDERLY CONDUCT**

The Board of Education recognizes the right of each student to attend school for the purpose of receiving an education. The disruption of the educational program of the schools by disorder or any other purposeful activity will not be tolerated. For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which is reasonably likely to disrupt the normal operation of the school. The Board, having the responsibility for providing an educational program for the students of this District, shall have the authority to preserve order for the proper functioning of that program. Students shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to

express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the schools-Policy 5520.

#### **DRUG PREVENTION**

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; all chemicals which release toxic vapors;
- B. All alcoholic beverages;
- C. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- D. "Look-alikes";
- E. Anabolic steroids;
- F. Any other illegal substance so designated and prohibited by law.

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

The District Administrator shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools, including education, prevention and standards of conduct-Policy 5530.

#### **DUE PROCESS RIGHTS**

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided to a student, the Board establishes the following guidelines: A. Students subject to suspension: The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged. B. Students subject to expulsion: Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats. 25 The District Administrator shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents-Policy 5611.

#### **HABITUAL TRUANCY AND OPEN ENROLLMENT**

The Wautoma Area School District can deny open enrollment if the student was habitually truant in the nonresident school district during any semester of attendance in the current or previous school year. The Wautoma Area School District can terminate open enrollment rights if the student in the succeeding semester or school year was habitually truant (5 or more days ) during either semester in the preceding school year.



Truancy: 'Truancy' means any absence of part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent/legal guardian of the absent student. In addition, intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Parent/legal guardian notification of legal cause of the absence shall be submitted in writing prior to the absence or upon the day of return.

Parent/legal guardian shall be notified when a student has an unexcused absence (s). Notices shall be made by personal contact, a telephone call, or by mail of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail. Consequences for truanancies (unexcused absences) shall be determined by the building principal-Policy 5200.

### **NONDISCRIMINATION & ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Policy 2260 states the Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

District Compliance Officers:The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Deb Premo  
Parkside School - Principal  
Wautoma Area School District  
556 South Cambridge Street  
Wautoma, WI 54982  
(920) 787-7112  
[premod@wautoma.k12.wi.us](mailto:premod@wautoma.k12.wi.us)

Jennifer Johnson  
Wautoma High School-Principal  
Wautoma Area School District  
556 South Cambridge Street  
Wautoma, WI 54982  
(920) 787-7112  
[johnsonj@wautoma.k12.wi.us](mailto:johnsonj@wautoma.k12.wi.us)

### **PERSONAL COMMUNICATION DEVICES**

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

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

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

Violations may result in disciplinary action and/or confiscating of the PCD-Policy 5136..

### **SEARCH & SEIZURE**

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

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

The Board directs that the searches may be conducted by the District Administrator, building principals, assistant principals, Police Liaison Officer, and/or others as assigned by the District Administrator.

*Student Person and Possessions:* The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school liaison officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Required: Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator may proceed with the search. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered, consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs: The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement-Policy 5771.

### **STUDENT DISCIPLINE**

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students. The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules.

Such rules shall require that students:

- A. Conform to reasonable standards of socially-acceptable behavior;
- B. Respect the person and property of others;
- C. Preserve the degree of order necessary to the educational program in which they are engaged;
- D. Respect the rights of others;
- E. Obey constituted authority and respond to those who hold that authority.

The District Administrator shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and: are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning; do not discriminate among students; do not demean students; do not violate any individual rights constitutionally guaranteed to students.

The District Administrator shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall: relate in kind and degree to the infraction; help the student learn to take responsibility for his/her actions; be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The building administrator shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having responsibility for the supervision of students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others-Policy 5600.

### **STUDENT HARASSMENT**

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for

avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students-Policy 5517.

### **STUDENT/PARENT RIGHTS**

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well. In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time the Board recognizes that no student may be deprived of the basic right to equal access to the educational program and his/her constitutional right to due process and free expression and association as appropriate for the school environment-Policy 5780.

### **USDA NONDISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

(Spanish Version)

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas

sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en:[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

(1) Correo: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; o

(3) Correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov). Esta institución es un proveedor que ofrece igualdad de oportunidades

#### **USE OF SECLUSION & PHYSICAL RESTRAINT**

It is the policy of the Board of Education to permit the use of seclusion and restraint only when a student's behavior presents a clear, present and imminent risk to the physical safety of the student or others, it is the least restrictive intervention feasible and it is performed in a manner consistent with this policy and law. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others-Policy 5630.01.

#### **WISCONSIN QUALITY EDUCATOR INITIATIVE**

The Board of Education is committed to having a quality teacher in every classroom and a strong leader in every building. The Board encourages the use of best educational practices to improve instruction and increase student achievement. To this end, the Board requires that the District hire the most qualified and experienced staff available and that all staff be licensed as required by law. 26 Attaining and maintaining proper State licensure under P.I. 34, which describes the requirements for attaining and maintaining educator's licensing for practicing in the State, is primarily the licensee's responsibility. However, the Board recognizes its responsibilities under P.I. 34 and supports efforts that promote the effectiveness of staff through career-long preparation and learning and performance-based assessment. Under P.I. 34, the Board is required to develop a licensure support plan providing for, at a minimum, ongoing orientation, support seminars and a qualified mentor for initial educators. Accordingly, the Board directs the District Administrator to develop a licensure support plan consistent with the requirements of P.I. 34. The District Administrator shall also designate an administrator, subject to approval by the School Board, to serve on each Initial Educator Professional Development Plan Review Team. The Board authorizes the District Administrator to investigate the use of inter-district agreements, the use of other agencies and the use of in-district resources in the design and implementation of the licensure support plan. The licensure support plan shall be submitted to the District Administrator. Upon approval, the plan shall be submitted to the Board for review and approval-Policy 3125.

#### **CONCLUSION**

In closing, we look forward to partnering with you for another great year. Again, this parent/student handbook does not reflect all Wautoma Area School District policies, procedures, and guidelines. This tool highlights the most prevalent policies related to Riverview Elementary. Please access the [wautomasd.org](http://wautomasd.org)

website for the most current districts policies and guidelines, as policies are periodically updated and adopted by the Wautoma Area School District Board of Education.