

Welcome to Parkside School



Welcome, new students and returning students! The students at Parkside School are known for their friendliness, enthusiasm, and hard work. You have the opportunity to become part of this tradition. We encourage you to pay attention in class, listen to directions and explanations, ask questions, and try to do the best job you can.

As you settle into Parkside School, you will see our school is designed for students your age. The courses, extra programs, and even the architecture of our building were established for you. This is a time for you to explore. You will discover new skills, interests and learn many new things.

One goal of our school is to teach you HOW TO LEARN. Your teachers will encourage you to think for yourself, learn how to ask useful questions, seek answers on your own, and learn how to study effectively. Sometimes you will learn from the information your teacher gives you, sometimes you will work by yourself, and there will be times you will work with your peers. Group and class projects will teach you many things, including how to work with others.

During your stay at our school you may discover how you learn best. It could be by listening, by reading, or by creating something with your hands. It might even be all of these. You will find Parkside a busy and friendly place to learn. Welcome to Parkside School! We are glad you are here!

NOTICE TO WAUTOMA AREA SCHOOL DISTRICT RESIDENTS

It is the policy of the Wautoma Area School District, pursuant to 118.13 Wis. Stats., that no student on the basis of sex, race, color, religion, national origin, handicap, ancestry, creed, pregnancy, marital or parental status, sexual orientation; physical, mental emotional or learning disability; or place of residence, social or economic background, may be denied admission to any school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational or other program. The District does encourage informal resolution of complaints. If any person believes that the Wautoma Area School District or any part of the school organization has failed to follow the law and rules of §118.13, or in some way discriminates against a student; he/she may bring or send a signed complaint within 45 days of the alleged occurrence to the District Administrator, Wautoma Area School District, 556 S Cambridge St, PO Box 870, Wautoma WI 54982.

Parkside School

2020-2021 Student Agenda

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Wautoma Area School District Character Traits

Cooperation

- Have the ability to work together to reach a common goal despite possible differences
- Listen to others to try to understand what they are saying

Determination

- Set goals for yourself, keep focused, and achieve your goals
- Push yourself to do better
- Give consistent attention to quality work

Empathy

- Understand what someone else is going through by putting yourself in their shoes
- Be sensitive toward others' feelings and thoughts

Integrity

- Do what is right in all situations: home, friendships, classroom, hallway, community
- Stand up for your beliefs in an appropriate way
- Be honest and trustworthy

Leadership

- Be a positive influence on others
- Have a vision and be ready to take positive action
- Use productive communication to be a positive role model

Respect

- Value others by treating them how you would like to be treated
- Accept personal differences
- Understand that **ALL** people have value

Responsibility

- Take ownership for your choices and actions
- Be reliable, dependable, and prepared
- Be committed to always doing your best



Wautoma Area School District Mission Statement

“Building Positive Foundations for the Success of Our Children.”

Attendance

1. What do I do if I am absent?

A parent or guardian must call Parkside School at (920)787-4577 by 9:00 AM on the day of the absence (you may leave a message on our office voicemail). You may have your work gathered for you by the teachers if you would like to pick it up or would like it sent home with someone.

2. What is the late work policy?

For an excused absence, you are to turn in the work that was due the day you missed upon your return. You will be given one day per day that you missed to make up the work given out on the day you missed. For a pre-make up, you are to turn in all work before you leave for your absence. For an ISS, you will be given work to do in the office. For an OSS, it is dependent upon the nature of the work given during class. Each teacher will set their own policy for makeup work that is done within the time of the class that you missed.

3. What if my parents cannot or forgot to call in?

Your parents must send a note with you on the next day you attend school. This should be taken to the office immediately upon your return. The office staff will place a note in your agenda and mark your attendance record.

4. What happens if I have a doctor/ orthodontist/ chiropractor/ or other professional appointment?

It is important that you have the doctor or professional you see fill out a note excusing your absence from school with the time of your appointment. The time that you spend in reasonable travel as well as for the appointment will not count against your allowable attendance total (reference policy on page 13).

5. What happens if I am tardy to school?

All students are expected to be at school by 8:00 AM. If you arrive late to school, you will need to report directly to the office. Tardiness will be reported in your agenda and on your attendance record.

***NOTE: Tardiness to school is considered an unexcused absence.**

6. What if we are planning a trip or have some other expected absences?

Prior engagements that are approved by the building principal or assistant principal may include trips with parents or adult-supervised church activities, family weddings or funerals, and required court appearances. You must bring a signed parental note to the office to receive a pre-makeup form.

***NOTE: In order for prearranged absences to be excused, proper procedure must be completed in advance of the absence or they will be counted as unexcused.**

7. How often may I be excused absent from school?

The law allows parents to excuse 10 days absent from school. Absences above ten that are not expressly excused by the principal or by a physician or medical practitioner are considered unexcused.

8. What happens if I have unexcused absences?

You will be considered a truant from school. If you receive two unexcused absences, a letter will be sent to your family to inform them that you are truant. If you receive five unexcused absences, a meeting will be held between your parents and the principal or assistant principal to discuss the truancy status and law. If you have further incidents, you will be considered a habitual truant. You and/or your parents will be referred to Waushara County Corporation Counsel where you may receive the following: a fine, a social service worker and counseling, a court hearing, an order of adjudication, or other consequences that the Council deems appropriate. WASD may deny open enrollment requests and/or terminate open enrollment rights of habitually truant students.

8th Grade Promotion Policy

It is the policy of the Wautoma Area School District to hold an 8th grade promotion ceremony with the following guidelines.

1. Students are eligible to participate in the promotion ceremony when they have met the 8th grade promotion requirements of the Wautoma Area School District.
2. Students are required to have regular attendance during the school year in order to participate in the promotion ceremony. Any student who misses more than 10 partial or full school days for the school year, even if parent permission is granted, will not be allowed to participate in the promotion ceremony with the only exceptions being medical excuses, family emergencies, and/or school related – these exceptions are to be reviewed by the building administrator and/or their designee. All appeals must be made to the building administrator within 10 school days of the student and parents/guardians receiving notification that the student will not participate in the promotion ceremony. The building administrator may reinstate the privilege of participating in the ceremony for good and sufficient reason(s).
3. Students who wish to participate in the promotion ceremony must have resolved/paid all fees and fines.
4. Students suspended whose suspension time is concurrent with the promotion ceremony will not be allowed to participate in the promotion ceremony.
5. The promotion ceremony will be held in the Parkside School gym.
6. Promotion is a school-sponsored activity, and all school rules of behavior will remain in effect.

Discipline Procedures

1. **What behavior will get me into trouble with the teacher?**

Any behavior that is dangerous, disruptive, or disrespectful that interferes with the ability of the teacher to teach or students to learn effectively will be handled in an appropriate manner by the teacher. Individual teachers will establish rules of order for their classroom and their instructional style. These teachers will share these rules with you as well as with the principal and assistant principal. If you have questions about the rules of a classroom teacher, you may ask the teacher.

2. What happens if I don't follow the rules of the classroom/school?

Depending on the severity of your behavior, the staff at Parkside will generally use the least restrictive consequence available in the following continuum:

- Teacher/Student Conference
- Student movement within the classroom.
- Student take-a-break or buddy room to another classroom or the office.
- Student sent to the office with an office pass.

In take-a-break and buddy room:

Work-it out sheet is given that asks you to describe what you did, why, how it impacts you and the class, and how it relates to the Character Traits. This sheet will be returned to the classroom teacher for approval. Usually, the only work-it out sheets that are not approved and turn into discipline referrals are from students who do not take responsibility for their actions and blame others for what they've done.

In the office:

Wait Quietly. Each student who is sent to the office will be addressed by the principal or the assistant principal. When speaking with the principal or assistant principal, you will have an opportunity to explain your reason for being there. After investigating the entire situation, the principal or assistant principal will determine a consequence if necessary and inform you and your parent of the consequence.

Possible Consequences:

Actions of Apology

Cleaning up of the lunch room or other space

Lunch Detention

Recess Detention

Alternative Passing Time

Morning Detention

Alternative School Placement

Expulsion

Parent/Administrator Conference

Temporary Alternative Class Placement

Permanent Alternative Class Placement

In School Suspension

Out of School Suspension

After School Detention

Police Referral

3. When are my parents contacted?

We strongly believe that our disciplinary authority is an extension of the parental authority over you. Just as your parents may have different discipline styles, there will be differences of opinion as to the level or method of consequence for your disciplinary action. Therefore, every effort is made to call whenever a disciplinary referral is generated for your conduct to maintain open dialogue. If contact cannot be made by phone, then the referral is sent home in the mail for parents to view. Parents may be contacted when a referral is not generated just to inform them of incidents or violations. Parents are encouraged to call the principal or assistant principal if there are ever any questions they have about procedure or discipline.

4. What are the rules and procedures for bus discipline?

We ask that you refer to the bus policy available with your registration materials or with the annual notice at registration. The bus driver will issue a referral and the principal or assistant principal will act on that referral according to district policy. (Reference policy on pages 23-24.)

5. What can I wear to school?

Parkside School follows the Wautoma School District dress code. The code, in its entirety, can be accessed in the school office, online at wautomasd.org, or at the end of this reference space. Basically, there are limitations on what you can and cannot wear in the following areas:

1. Pant-type garments: Secure above undergarments, not dragging on the floor, no pajama bottoms.
2. Holes in clothing: No holes in clothing revealing skin above the knee in grades 4 and 5. No holes in any clothing revealing skin for grades 6-8.
3. Coverage of the chest area, shoulder area, back area, and all undergarments. Shirts must be in constant contact with pant-type garments.
4. Overly tight or improperly fitting garments are not allowed.
5. Overly loose or inappropriately fitting clothing is not allowed.
6. Developmentally appropriate undergarments are required.
7. Shoes must be worn at all times and must not represent a safety concern.
8. Clothing/Apparel/Expressions that are obscene, representative of illegal behavior, demeaning, contain sexual references/double meanings, symbolic of gang-related activity, or sexually suggestive are not allowed.
9. Chains or similar items are not allowed.
10. Hats or headwear are not to be worn in the school building.
11. Coats, jackets, backpacks, and bags will be housed in student lockers.
12. Jewelry, accessories, piercings, and tattoos cannot pose a safety concern to the individual or others.
13. Hairstyles and/or makeup cannot interfere with the educational process.
14. PK-8th Grade students are required to have and use appropriate outerwear for the current weather conditions.

6. Can my locker or personal items be searched by the principal or assistant principal?

Please see the attached policy for a specific explanation. School authorities may conduct personal searches or searches of student locker/storage areas and seize any unauthorized, illegal, or contraband materials discovered in the search. The reason a student's person, possessions, or locker area would be searched is if the school authority has a reasonable suspicion to believe that the student possesses illegal or unauthorized materials. Reasonable suspicion includes, but is not limited to, report from another person, finding of written materials indicating possession, or behavior/odor indicating possession.

Student Services

1. What can the guidance counselor do for me?

School guidance counselors provide students with information on topics that help with social issues students have as a result of difficulty with peers or family.

2. Is there a nurse for medical emergencies?

Yes. The nurse is available on an on-call basis to assess and provide basic treatment for medical concerns of our students. The nurse maintains health records for the district and can discuss health problems and medication needs as they arise with parents.

3. How can I transport and use legal over-the-counter and prescription drugs during the school day?

Extreme care should be taken by your parents in the transport and use of any controlled substance in the school setting. Failure to follow proper procedure in this regard is immediate grounds for expulsion proceedings. Students who use any controlled substance at school need to have that substance brought to the school by a responsible adult. Students may not possess any medication outside the presence of the school nurse or designee of the school for the purpose of distributing legal medicines. Any medication that is to be used during the school day (including over the counter cold, pain, allergy, or indigestion medication) must be approved by the use of a medication administration form that shall be signed by the doctor (for prescription medications) and parent prior to being filed by the nurse. Medication distribution is the responsibility of the student at the appointed time. Students may access medication by going to the school office at the time the medication is needed. Provided the medication has been properly transported and a medication administration form is filed, the student will be supervised by office staff while he/she takes the medication. (Reference policy on page 26.)

Student Property/Building Use

1. Can I bring a cell phone/electronic devices to school?

4th and 5th grade students can bring a cell phone to school, but it needs to be housed in a backpack or secure area in the classroom. 6th-8th grade students can bring a cell phone/electronic device to school and the cell phone/electronic device can be used according to the Student Electronic Device Acceptable Use Guidelines, which is given out to students on the first day of school and to parents at the first Parent-Teacher Conferences.

2. Can I use the school phone?

The school phones are reserved for the business of the school and are not allowed for student use, except in the case of emergencies. All students wanting to use the phone must come to the office during lunch or before or after school and have an explanation. If you need to schedule a ride home, you need to do so before coming to school. The exception is if your schedule changes for some legitimate reason during the day.

3. What happens if I lose something or find something?

Lost or stolen items are not the responsibility of the school or the district. However, a lost and found box is stored in the middle lobby. Any clothing items are placed here. If any item is found, it should be immediately brought to the office area or lost and found box. This is the property of other people and efforts will be made to return this property. If the owner of the property does not claim it by the end of the school year (including lost money), it will be considered abandoned and returned to the person who turned it in if they want it.

4. What do I need to participate in physical education?

You must be prepared for physical education (PE) with the following items each day that you are scheduled to be in PE:

- 4th and 5th graders: One pair of tennis shoes (to be kept at school for PE only).
- 6th, 7th, and 8th graders: One pair of tennis shoes (to be kept for PE only),
Uniforms-orange t-shirt/black shorts (can be purchased from a store or from PTO at

school), deodorant. Lockers will be provided for storage of personal items, but are under the same guidelines as other district property.

Participation in PE is mandatory. Parents may excuse participation in PE for one day per semester. A medical practitioner or doctor must authorize further exclusion for health related reasons.

5. Why do I have an agenda?

Student agendas are required for passing in the hallway during classes. Some teachers require agenda use on a daily basis to communicate with families. You are given an agenda as an organizational tool to keep track of your time and homework. If you lose or misplace your agenda, you must replace it at a cost of \$5.00. Your agenda is a semi-public document. You must use it and write in it only information that is appropriate for school.

Activities

1. What are the activities at Parkside School?

Forensics, Student Council, Teen Action Group, Destination Imagination, Choir, Show Choir, Band, Wrestling, Cheerleading, Cross Country, Girls Volleyball, Boys Basketball, Girls Basketball, Boys Baseball, Girls Softball, Boys Track, Boys Football, Girls Track, A+ Afterschool Program, Academic Bowl, Math Maniacs, Math 24 Competition, Young Authors Conference

2. What is the late bus, when does it come, and can I use it?

The school operates a late bus route when ten or more students have a need to use it. The late bus is not a “door to door” stop service. A route is run in the city of Wautoma, the village of Redgranite and in some surrounding areas. These routes pick up from Parkside School at approximately 5:25. If you would like information as to the various drop-off points of the late bus route, you are encouraged to call the transportation director, Mr. Tim Goke at 787-3354 extension 1307. You can use the late bus for any school-sponsored activity after school and by special permission of the principal or assistant principal for non-school sponsored events.

***NOTE: You may not use the late bus (or any activity bus) if you have been assigned a detention or in-school suspension or if you have been suspended from the bus privilege for any reason.**

3. Are there reasons I cannot participate in after-school, extra- or co-curricular activities?

If you are involved in school-sponsored extracurricular activities you are expected to follow the guidelines of the Student Co-curricular Code, which regulates behavior on and off the school grounds as well as grade requirements. All 4th-8th grade students must be chaperoned by a parent and/or guardian at all extra-curricular events. If these students are not chaperoned, they may be denied admission. If you are involved in the after-school program (A+), you must follow the rules as established by the director of the program in order to maintain good standing in this program. Students who have been suspended in or out of school are not allowed to participate in any school-sponsored activities after the school day except by special permission of the principal or assistant principal.

4. Are there fees for these programs or other programs?

The A+ Afterschool Program has a fee schedule according to the level of your programming (please see flier when signing up for programming). There is a \$25 fee per student per sport/activity with a maximum of \$50 per student and \$100 per family. All students participating in physical extra-curricular activities are required to undergo a physical examination prior to any practice or participation prior to the first day of practice. This exam is required by rule of the Wisconsin Interscholastic Athletic Association and payment for the exam is the responsibility of the parent of the participant. Parents and student-athletes must also sign a concussion parent and athlete agreement. **Note:** Should a cancelled fee result in a surplus balance, that surplus will apply to any unpaid fees/fines and/or low lunch account balances.

Emergencies

1. What happens for a fire or a fire drill?

The alarms are signaled in the school. All students are expected to leave the building according to directions posted in all rooms. When you are moving to your designated area, you should do so quietly, quickly, and without running. You may only re-enter the building after an all-clear signal.

2. What happens for a tornado or a tornado drill?

The warning will be given over the intercom system or from sirens in the city. Students shall report to their designated locations in either the girls and/or boys locker room.

4. What is a soft lockdown and what do I do?

During the school year, the school will be in lockdown occasionally to conduct drug-dog searches, for drills, for medical emergencies or for an intruder alert. When this happens, it is imperative that you stay calm and closely follow the instructions of the adult who is supervising you. You will be directed to remain in the classroom and resume usual activities within the classroom. If you are traveling in the hallway or in the restroom when a lockdown status call is issued, you must enter, as quickly as possible, the closest supervised room that you can.

3. What is A.L.I.C.E. and what do I do?

A.L.I.C.E. is an acronym for Alert, Lockdown, Inform, Counter and Evacuate. A.L.I.C.E. has been proven to keep students and staff safer than past practices. Two A.L.I.C.E. drills will be conducted and communicated to parents each school year. In case of implementing A.L.I.C.E., you should choose the option that you feel will keep you safest.

5. What about medical emergencies?

In most cases, the adults in the building are trained in handling medical emergencies in the appropriate manner. However, if the adult is the one in trouble or no adult is present, you should take the following steps as quickly as possible: Determine the nature of the emergency, dial 9-911 and instruct the dispatcher to send help and give your location within the building. If you are trained in CPR or in basic first aid, assist the person in any way you can. Begin yelling loudly for help until an adult comes to assist you. A Cardiac Defibrillator is located next to the western set of doors to the lower gym and in the main lobby of Parkside School. Instructions for use are attached to the unit.

Parent Questions

1. Why is there so much “stuff” that comes home in terms of paperwork, and what is really important?

Generally, the school and the district are required by law to inform you of the policies and the procedures of both. You should be especially cognizant of the information that pertains to grades, attendance, medications, field trips, transportation procedures, and contact information. The best analogy for this is that you must obey all of the laws in the US contained in the Penal code for the US and state of Wisconsin. These codes contain well over 1 million pages of information and are readily available online and by asking the proper oversight authority. You may not plead that you did not know about a rule or law, because it is your civic duty to know. The same can be said about the rules, policies and guidelines for the school. If you ever have a question regarding these, you may call the school at 787-4577. If the person or persons you speak to cannot answer your question, they will make every effort to direct your call or find the answer themselves.

2. What do I have to do for parent/teacher conferences?

Students are required to attend Parent-Teacher Conferences with an adult 18 years of age or older as it does count as a day of attendance. If a student does not attend the conferences and a parent/guardian does not contact the school, then the student’s absence will be marked as unexcused.

3. What do I do to contact my child, if needed, during the school day?

Generally, students will not be excused from class or be interrupted during a class for personal business. Every effort will be made to pass along important messages from parents at the end of the school day. In-coming emergency messages will be relayed to students as soon as possible. Students will not be called to a phone unless the call is deemed an emergency by the principal or assistant principal.

4. What are the rules for picking up my children during and after the school day?

If your child must leave the building during the day for an appointment, you must send a note with them specifying the time they are to be picked up. They must bring that note to the office when they arrive at school in the morning. They will be issued a permit to leave the building. The child is then responsible to show the teacher the note to leave the class in order to arrive at the office to be picked up at the time designated on the permit. An adult must sign a child out in the office.

At the end of the school day, your child is responsible for getting on and off their assigned bus at the assigned location. Help in doing this can be acquired from the bus duty supervisors at the back of Parkside School or by the driver of the bus. Requests to ride a different bus than assigned should be written in a dated note sent to and approved by the school office on the date but prior to boarding the bus.

If you pick your children up after school, you may do so at the lower parking lot near the gym doors or at the main entrance to the school. If you are using the main entrance, you must park your vehicle in a designated spot to escort your children across traffic, or you must wait in line to pull up to allow your children access. If you pull up in line, you must keep moving with traffic

to either the “pull up to here” sign marked along the walkway or to within 6 feet of the bumper of the vehicle in front of you until traffic is completely stopped. Your children may only load on the passenger side of your vehicle and only between the points marked by the “pull up to here” sign or designated by the tree next to the flagpole. Children may not walk to the top of the hill to load. These measures are for the safety of all children, and you and anyone you authorize to pick up your children are responsible for following these rules.

5. How will I know if school is closed due to the weather?

School closing due to inclement weather or other emergency will result in notification being sent through Parent Portal on Infinite Campus for parents who sign up for this option and reported in the following locations:

Radio Stations

WAUH FM 102.3, Wautoma

WAPL FM 105.7, Appleton

WPKR FM 99.5, Oshkosh

WISSAM 1090 AND FM 102.3, Berlin

WDUX AM 800 AND FM 92.7, Waupaca

Television Stations

Marcus Cable, Channel 4

WAOW TV 9, Wausau

WLUK Fox TV 11, Green Bay

WBAY TV 2, Green Bay

6. When, how, and why should I contact the school?

You are welcome to contact the school at any time you deem necessary. You need to keep the following in mind when you do so. Not everyone knows everything that is happening. For instance, the building administrative assistants may not know when the 4th grade is returning from a field trip. However, we will make every effort to get an answer to your question as quickly as possible. Every person, like you, is limited by time. Instructors may only respond to phone or e-mail inquiries during their preparatory period. Depending on the subject and time of year, an instructor can be asked to respond to as many as 100 (number of students a teacher may see on a daily basis) parent requests at a given time. The administrative assistants and administration may have to respond to up to 460 (number of students in the building) requests at a given time. Your patience in responses is appreciated. If you decide to inquire in person, you may try to do so unannounced with the building administration, but it is best to call in advance. Every effort will be afforded to respond to your request at that time. Personal inquiries to instructors will not be granted during the school day. You may make an appointment to meet with an instructor during their preparatory period. You may make an appointment to meet with the building administrators for best results by calling 787-4577. If you come to the school, you are required to register at the front office and to wear a nametag around the building. This is for the safety and security of your children and we appreciate your cooperation.

7. What is unique about my child’s educational experience at Parkside?

Each child here has individual needs. Most of them are fulfilled in the regular classroom setting. Some children are educated through something called an individualized education plan due to learning, cognitive, emotional, behavioral, or other difficulty. All children are entitled to a free, appropriate education and families are entitled to privacy in this regard. We often receive inquiries as to what happened with a child who misbehaves toward another child. The law restricts us from giving you this information. Further, we feel that you would not want us to share discipline or academic information about your child to other parents who inquire. Therefore, we do not share disciplinary or academic information about students with other people or entities without prior written notice (please refer to pupil records policy at the end of

this document for further explanation). Disciplinary actions are often handled individually with the student or students who are involved. The actions taken by the principal and/or assistant principal are in accordance with the policies of the Board of Education and by State statute and are weighed against the severity, repetition and circumstances of the infraction. If you have a grievance against the action taken on your child by administration, you should document your grievance in written format and present to the building authority (either the principal or assistant principal) within 10 days of the infraction. If the explanation or correction is not satisfactory, you should present your grievance in written format to the district administrator within 10 days of your contact with the building administrators.

District Compliance Officers

Deb Premo
Parkside School - Principal
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556 South Cambridge Street
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8. **Please sign here to acknowledge that you have read this section:** _____

Academics and Schedule

1. When do I get grades and what do they mean?

Progress reports come home at the midpoint date for each quarter as established by the school calendar and again at the end of each quarter. There is some delay between the date of the grade cycle and the time the reports come home due to grade checks and grading policies. Parents may check grades on a daily basis online by following the address and instructions of the parent access letter given at the time of registration. The regular grade scale is as follows: 12 – A, 11-A-, 10-B+, 9-B, 8- B-, 7- C+, 6-C, 5 – C-, 4 – D+, 3-D, 2-D-, 1-F, 0 – did not complete work.

2. How do I make the honor roll?

A cumulative grade point average (GPA) is calculated at the end of each quarter on a 4.0 scale. Students who earn a 3.5 or better GPA are placed on the Special Honor Roll. Students who earn a 3.1-3.49 GPA are placed on the Honor Roll. A reward banquet for the honor roll is held at the end of the school year.

4. What is my schedule?

For students in 6th-8th grade, your schedule will be provided to you at the beginning of the year. If you need assistance with following your schedule, your teachers, principals and secretaries are happy to help you understand it and guide you.

1:1 Technology Initiative

Wautoma Area School District Technology Vision

Creating digital technology learning with higher level application opportunities for the success of our students at the career and college level.

Wautoma Area Schools Grades 4-8 Technology Vision

Provide students and staff tools and opportunities to incorporate technology as an integral part of education.

1:1 Technology Initiative Rationale

The staff and administrators at the Wautoma Area Schools Grades 4-8 have noticed the trend with today's digital technology. In order to provide our students with 21st Century skills and opportunities, the decision was made to provide each student with a device for their daily learning.

The learning opportunities possible with Chromebooks promote students to use important life skills including planning and organization, creativity, problem solving and analyzing. The use of Chromebooks can provide an individualized learning environment, where students can work at their own pace and at their own level.

Device

The individual use of the Chromebook is a way to empower students to learn at their full potential and to prepare them for the real world of post secondary school and/or the workplace. The Chromebook is a "Next Generation" device that makes learning more engaging and accessible.

Refer to the 1:1 Student Handbook (online) for specific details.

WASD Policies

ATTENDANCE - POLICY 5200

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.

WISCONSIN AND WAUSHARA COUNTY ATTENDANCE LAWS

Wisconsin Statutes, Section 118.15 - Compulsory School Attendance –(1) (a) Except as provided under paragraphs (b) to (d) and subsection (4), unless the child is excused under subsection (3) or has graduated from high school, any person having control of a child who is between the ages of 5 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age. §118.15 (3) (c), Wisconsin Statutes, provides in part that compulsory attendance does not apply to any child excused *in writing* by his or her parent or guardian **before** the absence. A child may not be excused for more than 10 days in a school year under this provision.

Parents and Students Take Note. The above statutes can be difficult to interpret. In essence, section 118.15 states that students between the ages of 5 and 18 must attend school on a regular basis to avoid truancy charges. Also, **students MAY ONLY miss 10 excused days of school per school year** under section 118.15. This includes absences for illness, vacations, and family business. This is extremely important to remember. In the event that a student must miss more than 10 days of school in a school year, the student must get special permission from the administration. Parents are strongly encouraged to call the Principal or Assistant Principal to inform them of the circumstances.

Wisconsin Statutes, Section 118.16 (1)(a) and (c) - Truancy A student is considered truant if he or she is absent without acceptable excuse for all or part of **1** or more days during which school is held. A student qualifies to be habitually truant when he or she is absent without an acceptable excuse all or part of **5** or more days in a school semester.

Waushara County Truancy Ordinance Please note that a student may receive a ticket from any police officer for missing any part of one day of school without a proper excuse. The first time that a student receives a ticket, he/she will be required to go to court and will receive a \$50.00 citation. Fines will increase with each offense. This ordinance applies to all students in Waushara County no matter what their age, and parents can be ordered by the court to pay the fine.

Parents and Students Take Note. If a student is habitually truant from school, a truancy meeting date will be set, which is mandatory. If truancy persists, paperwork will be filed with the Waushara County Corporation Counsel.

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 during either semester in the preceding school year.

TRUANCY

1. '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.
2. 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.
3. Consequences for truantries (unexcused absences) shall be determined by the building principal.

Excessive Absences

The parent/legal guardian shall be notified in writing where students have accumulated excessive absences. This shall be done whether the absences are excused or unexcused, unless the student is under medical treatment and a written statement from a physician or licensed practitioner is on file.

Habitual Truancy

'Habitual truant' means a student who is absent from school without an acceptable excuse for five or more days on which school is held during a semester.

- a. The date of the absence which constituted the 5th unexcused absence.
- b. a copy of the student's attendance record.
- c. a statement that the parent/legal guardian responsibility under state law to cause the student to attend school regularly.
- d. a statement that the parent/legal guardian may request program or curriculum modifications for the student and that the student may be eligible for enrollment in a program of at risk.
- e. a request that the parents/legal guardian meet with the appropriate personnel to discuss the child's truancy. The notice must include:
 - f. the name of the school personnel with whom the parent/legal guardian should meet
 - g. a date, time and place for the meeting
 - h. the name, address, and telephone number of a person to contact to arrange a different day, time or place.

The date for the meeting must be not more than five school days after the notice has been sent. The meeting date, however, may be extended for an additional five school days with the consent of both parties.

A statement of the penalties under state law that may be imposed on the parent/legal guardian if he/she fails to cause the child to attend school regularly as required by state law. The District's truancy plan shall be followed when dealing with habitual truants. This plan shall be reviewed and if appropriate revised every two years consistent with state law requirements.

Make-Up Assignments/Examinations

All students with absences shall be given the opportunity to make up examinations and work missed in accordance with the guidelines outlined below. Credit in a course of subject shall not be denied solely because of a student's unexcused absence from school.

All students with excused absence will be given the opportunity to make-up missed work in accordance with the following guidelines:

It is the student's responsibility to contact the teacher(s) to be make arrangements for making up work missed during an absence from school.

Students who miss classes for reasons that are determined to be excused will be given the opportunity, whenever possible, to make up work missed when they return to school.

STUDENT/PARENT RIGHTS - POLICY 5780

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.

CLASSROOM CODE OF CONDUCT

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 him/herself 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 will 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.

Student Removal from Class

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

- Dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively.
- Possession of a weapon or other items that may cause bodily harm to persons in a classroom.

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

Student Identified as Disabled Under the Individuals with Disabilities Act

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. Most students covered by IDEA should have a behavior plan that addresses the following:

- Whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students.
- Alternative consequences or procedures for addressing behavioral issues.

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.

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.

Procedures to be followed in Temporarily Removing a Student from Class

Except where the behavior is extreme, generally a teacher should warn a student that continued misbehavior might lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

Instruct the student to go to the main office for the period of removal. Either a note should go with the student or a call should be placed to the secretary explaining the situation.

Obtain coverage for the class and escort the student to the main office.

Seek assistance from the main office or other available staff.

Within 24 hours or one 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.

Parent/legal Guardian Notification Procedures

The building principal or designee shall notify the parent/legal guardian of a minor student, in writing, when a teacher has removed a student from a class.

The notification shall include the reasons for the student's removal from class and the placement decision involving the student.

The notice shall be given as soon as practicable after the student's removal from a class and placement determination.

If the removal from class and/or change in educational placement involves a student with a disability, parent/legal guardian notification shall be made consistent with State and federal laws and regulations.

If a student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parents/legal guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES - POLICY 5605

In matters relating to the disciplining of students with disabilities, the Board of Education shall abide by Federal and State laws.

The District Administrator shall establish administrative guidelines and ensure they are properly implemented when disciplining any student with disabilities.

SUSPENSION AND EXPULSION - POLICY 5610

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

IN-SCHOOL DISCIPLINE - POLICY 5610.02

It is the purpose of this policy to provide an alternative to out-of-school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board of Education to support such a program.

In-school discipline will only be offered at the discretion of the building administrator for offenses found in the Student Code of Conduct.

TOBACCO USE BY STUDENTS - POLICY 5512

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

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

DRUG PREVENTION - POLICY 5530

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

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

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

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

PERSONAL COMMUNICATION DEVICES - POLICY 5136

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extracurricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education- related communications is expressly prohibited.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, 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 (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

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. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building and/or central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its 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.

Students may use school phones to contact parents/guardians during the school day.

USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS – POLICY 9151

The Board of Education recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes the following locker room privacy policy.

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution who violate State law.

CAMERAS/SURVEILLANCE

The Wautoma Area School District has authorized the use of district operated surveillance cameras and recording devices in and around district buildings to provide a safe school environment. It is the object of the Wautoma Area School District to provide a safe and secure environment for all students, staff, and visitors on its premises and to protect District property. To ensure this objective, the District may utilize video surveillance equipment to monitor school facilities.

SUBSTANCES THAT ALTER PERCEPTION AND/OR BEHAVIOR

The Wautoma Area School District Board of Education, in recognizing the increased incident of controlled substance/controlled substance analog use and substances that alter perceptions or behavior thereby reducing that individual's ability to function appropriately in the academic or school-related activity environment, by secondary students, instructs the District Administrator to take steps to improve the educational program so that students are made aware of the physical and psychological dangers incurred through the improper use of controlled substances and/or controlled substance analogs and substances that alter perceptions or behavior thereby reducing that individual's ability to function appropriately in the academic or school-related activity environment.

All principals are instructed to cooperate fully with law enforcement agencies and are to report to them any and all information that would be considered beneficial in their efforts to stem controlled substance/controlled substance analog use and substances that alter perceptions or behavior thereby reducing that individual's ability to function appropriately in the academic or school-related activity environment.

The District Administrator is also instructed to take immediate steps to prevent any person from being on the campus of any school in the Wautoma District in possession of or under the influence of alcohol, or any controlled substance including marijuana, hallucinogenic drugs, or narcotics of any kind or substances that alter perceptions or behavior thereby reducing that individual's ability to function appropriately in the academic or school-related activity environment; or attempting to sell/trade/give/use controlled substances or alcohol and substances that alter perceptions or behavior thereby reducing that individual's ability to function appropriately in the academic or school-related activity environment on the campus of any school in the Wautoma District.

Student possession and/or use in the school or on the campus of any alcohol or controlled substance/controlled substance analog and/or substances that alter perceptions or behavior thereby reducing that individual's ability to function appropriately in the academic or school-related activity environment without a physician's prescription shall constitute cause of immediate suspension by the principal and referral to the District Administrator for possible expulsion.

A student may be required to submit to a breath test to determine the presence of alcohol and substances that alter perceptions or behavior thereby reducing that individual's ability to function appropriately in the academic or school-related activity environment if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such a test shall be administered by a law enforcement officer and shall meet State law requirements. Students who refuse to submit to such a test shall be subject to discipline in accordance with established procedures.

District policy also prohibits the sale or use of alcohol and substances that alter perceptions or behavior thereby reducing that individual's ability to function appropriately in the academic or school-related activity environment by persons on school property.

STUDENT USE OF LIFE ENDANGERING DEVICES

1. Students attending schools in the Wautoma Area School District shall not have in their possession and/or use knives, firearms, or any life endangering device(s) or facsimile (look alike/replica), or pepper spray while on District property or when off school premises while attending or participating in any curricular or extra-curricular program sponsored by the District. District property includes, but is not limited to, school buildings, school sites, District owned vehicles, premises or vehicles rented or leased by or under the control of the District.
2. Students found to possess and/or use knives, firearms, or any life endangering device(s) or facsimile (look alike/replica) will be referred to the criminal justice or juvenile delinquency system by the building administrator.
3. Students found to possess and/or use knives, firearms, or any life endangering device(s) or facsimile (look alike/replica) will result in an expulsion from the District's regular school program for a period of not less than one (1) calendar year. The Board may review each case involving a life-endangering device and may modify the expulsion requirement.
4. Possession and/or use of pepper spray will result in a three (3) day out-of-school suspension for student(s) involved.
 - Minor students will be referred to the juvenile justice system by the building administrator.
 - Use of pepper spray as a means to threaten or intimidate another individual by an adult student or minor student may result in a recommendation to the Board of Education that the student be expelled.

STUDENT SEARCHES

In the interest of maintaining order and discipline in the schools and to protect the safety and welfare of the students and school district personnel, school authorities may conduct personal searches or searches of student lock/storage areas and seize any unauthorized, illegal, or contraband materials discovered in the search.

For purposes of this policy, "school authority" shall be defined as district administrator, building principal, assistant principals, a police-school liaison officer, law enforcement official, fire department personnel, or a school employee designated by the district administrator.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Personal Searches

1. A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. An adult witness shall be present.
2. If a pat down search of a student's person is conducted, it will be conducted in private by a school authority of the same gender and with an adult witness present.
3. If the school authority has reasonable suspicion to believe that the student has on his/her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school authority of the same gender with an adult witness of the same gender present, and only upon the prior approval of the district administrator or his/her designee, unless the health and safety of the student(s) shall be endangered by the delay that might be caused by following these procedures.
4. Any unauthorized item found on a student's person and/or personal effect may be removed. Items removed may be held by the school for return to the parents/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/legal guardian of a minor student shall be notified of items removed from the student's person and/or personal effects and turned over to law enforcement officials.

Locker/Storage Area Searches

1. The school provides a locker/storage area for convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker/storage area for any other purpose.
2. The locker/storage area assigned to a student is the property of the Wautoma Area School District. At no time does the District relinquish its exclusive control of such lockers/storage areas.
3. A locker/storage area may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant by school authorities.

4. Any unauthorized item found in the locker/storage area may be removed. Items removed from the locker/storage area may be held by the school for return to the parent/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/legal guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.
5. The Wautoma Area School District does not assume responsibility for the loss, damage, or destruction of any property stored in the student lockers/storage areas.

Documentation

Any search by school authorities must be documented. Such documentation shall contain the following information:

- Person or locker/storage area searched.
- Reason for the search.
- Information relied on.
- List of items found.
- List of items seized.
- Disposition of matter.
- Signature of person conducting search.
- Signature of witness.
- Date of search.

Retention of Materials

Any items that are seized during a search by school authorities should be safeguarded until the appropriate authorities have made a determination for the disposition of said items.

SEARCH AND SEIZURE - POLICY 5771

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

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:

FALSE ALARMS

State Statute – 941.13 states that whoever intentionally does any of the following may be fined not more than \$500 or imprisoned not more than one year in the county jail or both:

1. Interferes with the proper functioning of a fire alarm system; or
2. Interferes with, tampers with, or removes, without authorization any fire extinguisher.

Students, who improperly use the 911 emergency systems, call in false bomb threats, or active false fire alarms will be prosecuted to the fullest extent of the law.

SAFETY DRILLS

School safety drills will be held throughout the school year. Safety drills will be completed based on state requirements. These drills include fire, severe weather and school violence.

STUDENT 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.

The WASD administrative staff will perform enforcement of the WASD Student Dress Code. All staff is responsible for referring violations of the student dress code.

The WASD Student Dress Code APPLIES AT ALL TIMES – INCLUDING BUT NOT LIMITED TO: WHERE INDIVIDUALS ARE BENDING, STANDING, SITTING, ETC.

1. **The wearing of pant-type garments:**
 - a. All pants have to be secured above the undergarments or where undergarments should be.
 - b. 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.
 - c. The length of pants-type garments cannot drag on the floor causing a safety issue.
 - d. Pajamas are not allowed to be worn.
 - e. **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.
2. **Holes in clothing:**
 - A. Kindergarten through 5th grade – no holes in clothing above the knee.
 - B. 6th-12th grade – no holes in clothing revealing skin, undergarments, and/or socks.
3. **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.
4. **Overly tight and improperly fitting garments** viewed, as a distraction, will not be allowed.
5. **Overly loose and inappropriately fitting clothing** viewed as a safety concern, will not be allowed.
6. **Developmentally appropriate undergarments** must be worn at all times. Undergarments must be worn in the manner of their intention.
7. **If shoes** are determined to be a safety concern due to use difficulty and/or structural integrity, they may be determined to violate the dress code. Laced shoes must be tied at all times. An additional pair of non-marking gym shoes will be worn at all times on the gym floor surface during physical education and/or extracurricular programming.
8. **Clothing, apparel, and/or expressions** which are obscene, 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.
9. **Chains and similar items** are not to be worn or carried at any time in the school community.
10. **Hats** may not be worn in the building as per Wisconsin Statutes 120.13(Please see Appendix A). **Bandanas, scarves, hoods, and other headwear** are also not allowed to be worn in the school building.
 - A. Administrative Exception – Extenuating circumstances may dictate the need for headwear in the school building.
11. **All coats, jackets, backpacks, and bags** will be housed in the student lockers or designated areas throughout the school day.
12. **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.
 - A. Accessories will include but not be limited to: purses, sunglasses, safety pins, hair clips, cologne/perfume.
 - B. **WIAA rules will applied to physical education, technology education, and other physical activities (Please see Appendix B).**
13. **Hairstyles and/or makeup**, which are determined by the building administrator/designees to interfere with the educational process, are prohibited.
14. Kindergarten-8th Grade students will dress in appropriate outerwear for the current weather conditions.
15. All interpretations are at the discretion of the Building Administrator or their designee.

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: Processing Form (Please see attachment)

Level 2: Processing Form (Please see attachment)

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

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

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

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

STUDENT BUS CONDUCT

BUS CONDUCT: Safety is a major concern when students are transported to and from school by buses.

A. All students, to insure their safety, must follow the rules of conduct listed below:

- a. Wait for buses well off the roadway and while waiting, respect property of others. No fighting or pushing while waiting.
- b. Enter the bus in single file. Do not push or shove others.

- c. Follow all instructions given by the bus driver. The driver shall assign seats and keep a chart of the assignments. Remain seated at all times and face forward when the bus is in motion. Keep feet and hands out of the aisle.
 - d. Keep bus windows closed unless permission is given by the bus driver to open a window. When allowed to open a window, open the window only halfway. Do not extend head, arms, hands, or any object out of the windows.
 - e. When leaving the bus, always cross in front of the bus. Wait for the hand signal from bus driver to cross the road.
 - f. Be courteous to the bus driver and other passengers.
 - g. No eating of food or drinking of beverages is allowed on the bus.
 - h. All students are required to ride the bus that they have been assigned unless they have a signed permission slip from the parent/guardian and the building principal.
 - i. If an emergency situation arises for a particular day, a student should bring a note to the principal's office at the beginning of the day. The note should request permission to ride another bus and state the reason for the request.
 - j. Possession or use of matches, lighters, fireworks, etc will not be allowed on the bus. See Student Handbook for life threatening devices.
 - k. Disruptive behavior of any sort can distract the driver and contribute to the cause of an accident and will therefore not be tolerated. Serious or continued inappropriate behavior on buses may result in the suspension of a student's bus privilege. In such case, it becomes the parent/guardian responsibility to provide transportation.
- B. Late Bus:**
- a. Any students serving a detention will not be allowed late bus transportation
- C. Suspension From Bus Riding Privileges Shall Occur if the Student:**
- a. Uses foul language, fights, or disruptive behavior.
 - b. Is disrespectful or inconsiderate of others or their property.
 - c. Brings items of any kind onto the bus that will be dangerous or disruptive.
 - d. Fails to follow bus driver directions.
- D. Discipline:**
- a. First Offense – a conference will be held with the student and the bus driver will issue a verbal warning. The bus driver will record the warning. If the conduct is such that it goes beyond a verbal warning, a bus conduct report will be completed and forwarded to the school office. The school office, in turn, shall retain a copy and forward the original to the parent/legal guardian.
 - b. Second Offense – bus driver will assign student to a different seat and complete a bus conduct form for the school office. The school office, in turn, shall retain a copy and forward the original to the parent/legal guardian.
 - c. Third Offense – The student will be suspended from bus riding privileges for three (3) days and a parent/legal guardian conference will be required prior to the student being readmitted on the bus. The building principal or his/her designee shall complete a bus conduct form that includes the dates of suspension from bus privileges. The school office shall retain a copy and forward the original to the parent/legal guardian.
 - d. Possession of life threatening devices – Student will be suspended from bus riding privileges up to ten (10) days and parent/legal guardian conference will be required prior to the student being readmitted on the bus.
 - e. In case of the use of, or possession of life threatening devices, verbal assault, battery or other disruptive activities; the administration reserves the right to use the above steps at its discretion including expulsion for the first serious offense.
 - f. Students shall not be allowed to ride the bus unless the corresponding Policy Agreement form (as available in the student registration packet) is signed by both the student and the parent/legal guardian and returned to the school office within the student's first 5 school day

LATE BUS – POLICY 8600

The District will provide a late bus route as a service to those students involved in after-school-related activities, with the exception of students serving detention. A minimum of five (5) students, outside of the city limits of Wautoma, are needed to justify running the route. Drop-off points will be evaluated and revised as needed so total route time will remain approximately one-hour. Drop-off points and times are included as a part of this policy.

GENERAL DISTRICT POLICIES AND NOTICES

CONTROVERSIAL ISSUES in the CLASSROOM - POLICY 2240

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

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY - POLICY 2260

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

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

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students.

**PARENTS RIGHT to INSPECT INSTRUCTIONAL MATERIALS
- POLICY 2416**

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

STUDENT HARASSMENT - POLICY 5517

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

District Compliance Officers

Deb Premo
Parkside School - Principal
Wautoma Area School District
556 South Cambridge Street
Wautoma, WI 54982
(920) 787-7112
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Jennifer Johnson
Wautoma High School - Principal
Wautoma Area School District
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BULLYING - POLICY 5517.01

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.

DUE PROCESS RIGHTS - POLICY 5611

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

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 therefor, 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.

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.

USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS - POLICY 5630.01

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.

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

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

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

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

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

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

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

ANNUAL REPORTS - POLICY 8145

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.

STUDENT RECORDS - POLICY 8330

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

WISCONSIN QUALITY EDUCATOR INITIATIVE - POLICY 3125

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.

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.

WEAPONS - POLICY 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 the 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, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved);
- C. Theatrical props used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

DISORDERLY CONDUCT - POLICY 5520

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.

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.

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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.

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.

PEDICULOSIS DISTRICT PLAN TO REDUCE HEAD LICE

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

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.

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, 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.

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 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.

Esta institución es un proveedor que ofrece igualdad de oportunidades.