



Williams Bay Elementary School Student Handbook

2017-2018

Williams Bay Elementary School
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Williams Bay Elementary School
Student Handbook
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Williams Bay School District Mission Statement

The mission of the Williams Bay School District is to continue the tradition of providing academic excellence that maximizes students' potential to be confident, competent and creative problem solvers in our global society. By fostering an environment of community participation, students are inspired to become lifelong learners and contributors to a culture of mutual respect. Through student-centered education, we embrace advances in technology and offer diverse learning opportunities for students to grow.

WE VALUE: Achievement
 Compassion
 Good Citizenship
 Honesty
 Human Dignity
 Individualism
 Integrity
 Motivation
 Respect
 Responsibility

WE BELIEVE: Every child can learn and become a lifelong learner.
 In making a positive contribution to society.
 Students, school, parents, and community share the responsibility to educate.
 All children have the right to learn in a safe, healthy, and nurturing environment.

Introduction

A. Introduction

The student handbook is published for the students and parents of Williams Bay Elementary School. It is intended to provide information that will be helpful in the pursuit of educational goals and adjustments to the policies and procedures of the Williams Bay School District. These policies and procedures have been established over many years in an effort to insure an atmosphere that is conducive to a proper learning environment. They are regularly reviewed in order that they may reflect the expectations of the Board of Education, faculty and community.

Due to the limitations of this publication, it is not possible to include all of the available information in this handbook. Students with needs not covered in this handbook can receive assistance from any member of the faculty or staff.

B. Welcome

On behalf of the faculty and staff, I would like to welcome you to Williams Bay Elementary School for the coming school year. Williams Bay Elementary has a history of strong academic programs. We encourage you to take advantage of the tremendous opportunities afforded you. You can benefit from everything the school has to offer by being actively involved in your classes and in the additional programs offered. Put in the time and effort to be the best that you can be. We are here to make your years in school as enjoyable, challenging, and successful as possible.

One of our goals at Williams Bay Elementary School is for staff members to model and teach students to conduct themselves as good citizens. The characteristics of good Elementary School citizenship are: regard for the rights and privileges of others; punctuality and regularity; care for the condition and appearance of the building, grounds, and fixtures of the school; and respect for those in authority. We want to be a community of adults and students working together to produce an educational climate we can all be proud of.

The faculty, staff, and I are looking forward with great optimism to working with you this year and for your entire career as a student at Williams Bay Elementary School.

Mrs. Ali Bond
Principal

C. Philosophy

The Williams Bay School District is committed to the ongoing development and maintenance of a quality educational program for all its children of school age with an ever-present awareness of the necessary balance between that quality of education and the cost involved.

In the development and maintenance of this educational program, the School District believes in striving for the following:

- High Academic Standards
- Provision for Individual Difference
- Development of a Positive Self-Image
- Excitement for Learning
- Responsible Citizenship

The student's fullest growth can best come about through effective teaching, the student's individual efforts and cooperation of the school, home and community.

Equal Educational Opportunities Non-Discrimination and Harassment – Policy 411

The School District of Williams Bay is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attending and the student's conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, handicap or homeless status.

Students who have been identified as having a handicap or disability, under section 504 of the Americans with Disabilities Act (ADA), shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

In accordance with Policy 411, complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and processed in accordance with established procedures.

There is a strong commitment at Williams Bay Middle and High School to the creation and maintenance of a school environment that presents students with the opportunity to study and learn under the best conditions possible. A key factor in providing a positive learning environment is the success realized by the school in its effort to promote positive behavior among its students. Williams Bay Middle and High Schools offer an educational program designed to meet the academic, career, and social needs of its students. Just as students have a right to expect this program to be of high quality and one in which they can fully develop their knowledge and skills, the school also expects all students to participate in a productive and positive manner. The balance between a high quality program and positive behavior by students ensures an effective learning environment for all. The maintenance of a good learning atmosphere depends upon the sustained and cooperative effort on the part of the students, parents/guardians, teachers and administrators.

By law, it is the responsibility of the School Board and administrators to make reasonable rules and regulations for governing the conduct of student behavior and conduct which helps to safeguard the health and safety of each student. This handbook is an extension of Williams Bay Board of Education policies and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. The rules and regulations are not intended to be punitive, rather to communicate the expectations regarding acceptable conduct in school in order to provide a positive learning environment for all students.

Absence, Attendance and Tardiness

A. School Day

Elementary school hours are 8:30 a.m. to 3:30 p.m. Regular attendance is essential for successful progress in your child's educational program. Now is the time to establish habits and help your child realize that school is important. Absences within a 10 day/year limit will be excused. Children in Wisconsin must attend kindergarten before being admitted into first grade and they, too, are only excused for 10 days/year.

Teachers are in the building and available from 7:45 a.m. to 3:45 p.m. It is best to pre-arrange a meeting time with a teacher, rather than simply dropping in.

The school office is open from 7:45 a.m. to 3:45 p.m. Students are not to be in the building before 8:25 a.m. or after 3:30 p.m. unless they are under direct supervision of a staff member (e.g. receiving extra help before or after-school).

B. Absences

The Board of Education encourages a strong partnership between the home, school and community. It recognizes a positive relationship between good school attendance and success in school and employment. In accordance with state law, all children between five and eighteen years of age must attend school full-time until the end of the term, quarter or semester in which they become eighteen years of age unless they have graduated or have a legal excuse. **Students are not allowed to miss more than 10 days per school year or 5 days per semester without the absences being exempted.**

If your child is ill, please call the school office before 9:00 a.m. each day your child is absent to report the reason for the absence. The office is open at 7:45. Calls can be placed earlier and messages left on the answering machine.

If a student becomes ill while in school, they should inform their classroom teacher who will notify the office. Students should always go to the classroom first so the teacher knows their whereabouts and can keep accurate attendance records. The teacher will excuse the student to the office, at which time a determination will be made to allow them to contact a parent/guardian or remain at school.

The following describes the three categories of absences for attendance purposes:

1. Exempted Absences:

An exempted absence is an absence that is a result of some type of medical, legal, religious or other circumstance approved by an administrator. The exempted absence does not count as one of the total number of allowed days considered allowable under compulsory attendance laws. All exempted absences must have a written letter or note from a doctor, court, or appropriate official related to the situation.

The following exceptions will be considered excused absences with documentation after the five (5) day semester and ten (10) day school year limit:

1. Religious holiday
2. As provided in Statute 118.15(3)(a), written medical excuses provided by a licensed physician, dentist, chiropractor, optometrist, county health officer, psychologist, or Christian Science practitioner are exempted and not counted toward the 10-day limit. If the written medical excuse is to be used to excuse the absence within the 10- day limit, it must be submitted by 3:30 p.m. on the day the student returns to school.
3. A death in the immediate family or funeral for close relatives
4. A court appearance or other legal procedure which requires the attendance of the student. The absence will only be excused for the time required for travel and the appearance
5. School ordered suspensions
6. The principal or his/her agent has authority to waive aspects of this policy in special cases when he/she determines that exceptional circumstances exist.

Any absences not described by the parameters above will be considered unexcused.

2. Excused Absences:

Parents are allowed to call their student in sick or absent on any given day provided the student is not over the number of days allowed by the compulsory school attendance laws. Parents or guardians are not to call students in absent unless the student has a valid reason for being home or absent. Students who exceed the five (5) days per semester or ten (10) days per school year are subject to truancy violations even if a parent is calling to excuse the absence.

The following reasons are classified as excused absences. The school, not the parent, has the right to determine the suitability of an absence or excuse:

1. Personal illness
2. Impassable roads or inclement weather
3. Accidents or illness in the student's family for which the student is required at home
4. Suspensions from school

5. Other times, where in the judgment of the principal, it is in the best interest of the student to be absent from school. Such absences will be judged on the merits of each individual case.

3. Unexcused Absences:

Any unexcused absence is defined as any time the student is absent from school without parent permission or where the school official can clearly define that the student's absence was not acceptable.

The responsibility for regular school attendance and arriving at school on time rests upon the student's parent(s) or guardian. All excused absences require parent/guardian/legal custodian verification by telephone or written note, which is to be submitted to the principal, attendance officer or designee in advance of the absence or by 3:30 p.m. on the day the student returns to school. The school reserves the right to request both a telephone call and a written note as circumstances warrant. An absence for which an acceptable telephone call or note has not been received by the school by 3:30 p.m. on the day the student returns to school will be considered unexcused (truant). Students and parents have access to the student's attendance record by logging in to Parent/Student Connect. Login information is available at the guidance office.

C. Pre-Planned Absences Authorized Solely by Parent/Guardian (Vacation)

The school is aware of the importance of vacationing as a family and the educational values of traveling, however Wisconsin Act 239 states that students can only miss a maximum of 10 days per school year. When children go on vacation while school is in session they miss the day-to-day instruction. Children gone over longer periods of time usually regress, which is not fair to the child's academic achievement.

Parents are urged to take vacations during school holidays/summer. If school year vacation time is unavoidable, fill out a Planned Absence sheet from the Office and contact the classroom teacher to work out the best way for your child to complete missed work.

If the vacation puts the child's absenteeism past 10 days you have to have pre-approval by the principal to avoid truancy issues.

D. Student Expectations Regarding Absences

All students with excused absences shall be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school. A planned absence form is required for planned absences.
2. Students who miss classes for reasons that are determined to be excused shall be given the opportunity, whenever possible, to make up work missed when they return to school.
3. Teachers shall be asked to grant the number of days absent plus one for make-up time for work assigned during the absence(s) (other than pre-approved absences). Long-term assignments will be due at a time determined by the teacher.
4. Examinations missed during an excused absence shall be permitted to be taken at a time mutually agreed upon by the student and the teacher.
5. As provided in Wisconsin Statutes 118.16(1)(m), 118.16 (4)(b), and 120.13, students with suspensions shall be permitted to take any exams, tests, or complete any coursework missed during that period of suspension. Work must be made up on the first day of return from suspension.

E. Homework Pick-Up Guidelines

Parents can pick up homework for students who are absent at the end of the day, provided the parent informs the school office by 10:00 AM that day.

F. Truancy

All children between the ages of 5 and 18 years of age, except as provided by law and the school board policy of the Williams Bay School District, shall attend school regularly during the full period and hours that school is in session.

Truancy/Unexcused absences is defined as any absence of part or all of one or more days from school during which the School Attendance Officer has not been notified of an 118.16(1)(c)]. A student is considered a "habitual truant" when absent

from school without an acceptable excuse for part or all of five or more days on which school is held during a semester. [Wis. Stats. 118.16(1)(a)].

The school will notify the parent of a student who is a habitual truant by registered or certified mail when the student becomes a habitual truant.

Upon meeting the definition of a habitual truant an open enrollment student's enrollment may be revoked for the following semester or school year. (2009 WI Act 304)

Students violating this section shall be subject to the following, prior to the initiation of legal action:

- Telephone and written contacts
- A parent-student conference will be convened to discuss reasons for truancy and possible solutions.
- Attendance warning letter.

If the unexcused absences continue, legal action will be taken with the District Attorney's office under Wisconsin Statutes 118.15 and 118.16.

G. Tardiness

A tardy to school is arrival after 8:30 and before 10:30. Arrival after 10:30 is considered a half day of absence.

Academic and Support Interventions

As a regular practice, educators monitor student progress throughout the school year using Problem Solving Teams (PST) to develop appropriate academic interventions designed to meet student needs. Membership on the PST team may include building administrator, school psychologist, parent, counselor, teacher(s) and/or intervention specialists currently working closely with the student. A PST team will meet as needed to provide assistance to any student who is in jeopardy of not meeting the above criteria.

Student's overall academic performance will be evaluated on a continual basis throughout K-fifth grade. Teachers and other related staff will identify students in need of targeted interventions. The criteria used to determine such students may include the following: 1) failing/needs improvement in one or more core subjects; 2) score in the 25th percentile or lower on the MAP/PALS benchmark assessments; 3) progress monitoring data; 4) poor attendance. Once the determination has been made that a student is not making appropriate academic progress, both the student and parent will receive a notification letter.

1. When a student has been identified in need of targeted interventions, an IPP (Individual Plan for Progress) will be written. A set of interventions will be decided upon and put in place as soon as possible. As a requirement of the IPP, at least one of the following options may be considered:
 - Individual behavior plan
 - Interventions
 - Referral to school psychologist/guidance counselor;
 - Other remediation options
2. At the beginning of each school year, teachers will be notified of students with IPPs. No later than the end of the first quarter, the IPP will be reviewed, and a Problem Solving Team (PST) meeting will be held. A meeting with the parent and student is recommended. The PST will review/revise the current IPP and/or draft an IPP for newly identified students. Teachers and school team will continue to identify any new candidates for retention throughout the year. Intervention options will be considered as necessary.

Accident Insurance

Williams Bay School District does provide a policy that covers all students for accidental injury while participating in school sponsored activities. This is a supplemental coverage and only goes into effect if the family's insurance doesn't cover the injury. For any questions about the coverage or the need to file a claim, call the district office at 245-6224.

Admission Procedure

Children must be at least 4 years of age or older by September 1 to attend Williams Bay School. They must be residents of the Williams Bay School District or have been accepted through the Open Enrollment program.

Children enrolling in 4-year-old kindergarten are required to present a birth certificate indicating their legal age.

State law now requires that a child attend kindergarten before first grade. Exceptions, such as moving from a state that does not require kindergarten attendance, are possible.

Children transferring to this district from another school are required to present evidence of previous grade placement through a transcript or record submitted by the officials of the previously attended school. This transcript is to become part of the pupil's file.

After School Pick-Up

If usual after-school arrangements need to be changed, please send a note to the teacher. Please discuss these arrangements with your child before school. Unless it is an emergency, parents are asked not to call after 2:00 with after school instructions. The office cannot guarantee that the student will receive the message with the change of instructions.

In an effort to make our drop-off/pick-up procedure more efficient, yet safe, the following plan has been developed. This plan will be followed from 8:00 am-8:30 am and 2:45 pm-3:30 pm.

Students can be dropped off anywhere along the sidewalk in front of the elementary school. If parents need to get out of the vehicle to help students get set, park in the parking lot and walk children to the sidewalk. Parents should not exit vehicle in the turnaround as this hold up everyone.

After school, use the turnaround and move your vehicle up as far as possible so any students can be loaded into vehicles at one time. This will significantly shorten pick up time for everyone.

Parents who enter the parking lot must park and exit the vehicle to walk students from sidewalk back to the vehicle. Circling the parking lot is not permitted. Students will not be permitted to cross to the parking lot without an adult.

Rules that need to be followed to make it safe for everyone:

- Please use the crosswalks with or without your child(ren). We are modeling safety for everyone.
- In order to keep pedestrian and car traffic flowing, please wait for the teachers to cross
- Children may only load in cars from the sidewalk. We will not allow children to walk around the car to get in. If car seats are an issue, we ask that you move them accordingly.
- Please stay off cell phones while in the pick-up line (walking or driving)
- Do not get out of your car. If your child needs assistance with seat belts. we ask that you park and walk to meet them.
- Parking is only allowed in the parking lot. Please do not use it to create another pick-up line.
- Please do not park in handicap stall without the proper stickers.

After-School Study

This program is offered to students in grades 4-5 to assist students to stay caught up in daily school work. A teacher supervises students and assists them in homework completion. Students may opt to take part so homework can be completed at school or teachers may assign attendance. The program is held Monday-Thursday from 3:30-4:10. Transportation home is arranged by parents. Parents will be contacted when a student is assigned to After-School Study.

Bicycle Rules and Safety

- Only students in grades 3 and above are allowed to ride bikes to school unless escorted by parents.
- Bikes should have locks. If you don't have a lock, leave your bike safely at home.
- Bikes need to be parked in the bicycle rack, in front of the school.
- Tampering with other students' bikes will result in a call to parents and suspension of bike riding privileges.
- Bikes have to be WALKED on school grounds.
- No bike riding is allowed on the school sidewalks after school hours.

Birthdays

Often parents will ask to distribute party invitations at school. This is fine, providing that all the children in the classroom are receiving invitations. If that is not the case, please do not distribute invitations at school. Those children not invited can be very upset and it disrupts their school day.

Do not bring in treats/meals to the cafeteria, where only select students can share in them. Parents can take their children out to lunch by just notifying the office. If parents want to send a treat, send it to the classroom for everyone to celebrate. All treats should be store purchased with the ingredients clearly marked on the package. No homemade treats will be permitted to keep all students safe due to allergies and other possible safety measures.

Book Fair

The annual Scholastic Book Fair will be held in conjunction with Fall Parent-Teacher conferences. Parent volunteers help run the fair. Profits are used to help finance the all school field trip.

Bulldog Bites

The elementary Bulldog Bites newsletter is sent out weekly via email and also posted on the website. Parents need to notify the school if their email changes.

Bus Rules and Regulations

Bus ridership is a right granted to all students who qualify according to policies of the Williams Bay Board of Education. All students riding buses have the right not to be subject to unsafe practices and discourteous conduct at all times when coming to, waiting for, and while on or leaving a school bus.

Who is to be transported?

1. All pupils who live 2.0 miles or more from the school must be transported according to State Statute 121.54(2). Williams Bay School District will transport pupils who reside 1.2 miles or more from the school.
2. Private school pupils shall be transported as outlined in State Statute 121.54(2b).
3. Handicapped children will be provided transportation in accordance with State Statute 121.54(3).

Insurance

1. Contracted vehicles must meet the prescribed coverage as outlined under Section 121.53 of the State Statutes.
2. Coverage on faculty-used automobiles for school purposes or activities shall have blanket coverage as noted in the general liability insurance coverage.

General

- The bus time schedule as established is subject to judgments based on weather and road conditions and may vary slightly from day-to-day. The schedule may be slightly behind, but will not run ahead of the listed time.
- Newly adopted bus stops are to be designated on recommendation of the administration and approval of the Board of Education.
- Since safety is our prime concern, misbehavior will not be tolerated.
- Property damage to the school bus will be paid by the individual or individuals causing that damage.
- The driver has the authority to assign seats if necessary.
- The school bus driver is in complete authority at all times.
- Students are to be loaded and unloaded at designated bus stops only, unless otherwise directed by the principal. Only those students properly assigned as regular bus students are permitted to ride the bus. This excludes walkers from riding the bus unless parents make special arrangements with the principal.

Bus Rules

1. Riders should be standing next to the road approximately 5 minutes before the scheduled pick-up time.
2. When the bus arrives, students should wait in line until the bus comes to a complete stop. Students should not cross the road or chase around while waiting for the bus. Students should form a waiting line well off the road.
3. Students need to get the bus driver's permission to open windows. Hands and head should be in the bus at all times. Nothing may be thrown out of the windows. If an open window bothers other passengers, it should be closed.
4. The aisle must be clear. Coats, backpacks, band instruments, etc. should be stored under the bus seat. Students should check that they have all their possessions before leaving the bus.
5. Passengers need to sit on the seats-not kneel or stand.
6. Passengers should remain in one seat throughout the trip, not move from seat to seat.
7. Never tamper with or mar bus equipment. Damage costs are the responsibility of the offender.
8. No loud talking or activity that would divert the driver's attention is allowed. Horseplay will not be permitted. Safety for all is paramount.
9. No foul language or gestures will be tolerated.
10. Keep the bus clean, safe and comfortable for all students.
11. Stand up to leave the bus only after the bus has come to a complete stop.
12. The driver will not discharge riders at places other than the regular bus stops unless by proper authorization from the parent and/or school officials. (For a student to get off at another stop, a note from parents is needed and must be approved by school office personnel.)
13. Students riding the bus for extra-curricular activities must load and disembark at the school.
14. Discipline:
 - a. The driver is in complete authority at all times. The bus driver will attempt to inform students and correct the situation when the above listed rules are not observed. Students still not complying with the bus rules will receive from the driver a bus conduct referral which states the bus violation.
 - b. Students receiving the bus referral meet with the principal and may be suspended from riding the bus. Consequences may include but, are not limited to: a conference with the principal, a phone call to parents, an assigned bus seat, probation, bus privileges being denied, charges for damage, or a bus suspension. A copy of the referral will be sent to the parents, filed in the school office and sent to the bus company.
 - c. Suggestions and/or complaints from students and parents about the bus situation should be made to the principal.

Calendars

Monthly calendars listing upcoming events and a monthly hot lunch calendar will be sent home the last school day of each month. Calendars can also be accessed on the district website: www.williamsbayschools.org.

Cell Phones and Electronic Devices

(see Technology [Policy 363.2](#) and Technology Rules)

Change of Contact Information (Address, Phone Number or Email Address)

Parents need to notify the school office whenever a change is made in an address, home phone number, work phone number or email changes. This enables the school to reach parents quickly in the case of an emergency.

Child Find

If there are specific parental concerns regarding a young child's speech, hearing, vision, walking, learning, or behavior, contact the school psychologist. A free screening and/or information about child development may be provided on request. Federal legislation (IDEA) requires school districts to locate and identify all children with exceptional educational needs. Community agencies are encouraged to coordinate efforts to provide on-going services to families and young children.

Conduct Policies

Responsible conduct by all pupils, both in and out of the classroom, is essential for effective operation of the school. Student self-discipline is the ultimate goal. Teachers educate students in classroom behavior rules and expectations.

The consequence for a serious disregard for acceptable conduct may be an in-school or out-of-school suspension.

- The principal or district administrator is authorized to suspend a pupil from school for a period not to exceed 5 consecutive days.
- Parents and students are to be notified in writing of said suspension and the reason for the same through the office of the principal or district administrator.
- Students are responsible for work assigned during a suspension. Assignments are to be completed and handed in for regular credit. Students have the number of days suspended to turn in late work after returning to school.
- In an extreme case of misconduct or repeated violation of the rules and regulations, expulsion from school may be the consequence.

The School Board, upon the recommendation of the district administrator, may expel a student from school according to state statutes. Parents and students are to be notified in writing when such action occurs. Parents have the right to appeal to:

- The Williams Bay Board of Education in a hearing, and
- The State Superintendent of Public Instruction in Madison
- Pupils and parents will be adequately informed of the rules and regulations of the school as they pertain to the above policies.
- Parents and students shall be given written notice of action, specification of charges and the opportunity to be heard prior to expulsion.

Conferences

November 14 & 16, 2017, February 15 & 20, 2018 (3:45 p.m. to 7:15 p.m.)

All parents will schedule their student's fall conferences online. Not everyone attends winter conferences. If parents desire a conference at any time in the year, contact the classroom teacher to schedule.

Counseling

Sessions are offered, when needed, to students on issues ranging from friendship and body image to divorce and changing families.

Custodial Rights

Parents must notify, and have on file in the office via legal document, any limitations or restrictions involving a child's custody, as it pertains to child safety and security in the school. In the case of a divorce, the school cannot prevent the non-custodial parent from contacting the child without legal documents limiting contact.

If both divorced parents have custody rights "Co-parent forms" must be filled out and returned to school to ensure communications involving grades, conferences, field trips, etc. can be sent to both parents.

Dress

Students should be dressed in a manner appropriate for school. School clothing should cover shoulders or have shoulder straps, backs and midribs of students. Footwear should be appropriate for running and climbing recess activities. All students are expected to be neat, clean and well-groomed.

Inappropriate dress or grooming, which may cause a health or safety hazard, displays drugs/alcohol/obscenities, or disrupts the education of others, shall not be permitted.

All hats/headgear and coats/jackets are to be kept in lockers and not worn to class. All such clothing should be labeled with the student's name.

Students need gym shoes for physical education classes.

Boots worn on snowy, muddy days should not to be worn in classrooms but stored in lockers

Drills (Fire, Tornado, Lockdown)

The student's safety and welfare are major concerns. Therefore, emergency drills are conducted throughout the school year. Fire drills are held monthly at unannounced times during the year to train students to move out of the building quickly and orderly. The fire signal is one continuous blast of the siren. Students are instructed to leave the building in an orderly manner to the nearest exit and continue on a safe distance from the building. Instructions for leaving each room are posted in that room.

Remember: leave personal items, refrain from talking, walk quickly-do not run. The first person out of each door should hold doors open and see that they are closed after the last person is out. Wait outside until the signal is given to re-enter the building.

In addition, at least once during the year a tornado drill is conducted. This is usually scheduled in April, which is Tornado Awareness Month. Directions and instructions for tornado drill and/or tornado warning are posted in all classrooms.

Two other drills that occur during the school year are Soft Lockdown Drills and Lockdown Drills. Soft Lockdown drills are used when we need to maintain zero hallway traffic due to a nonthreatening situation in a hallway. Teachers continue to teach during a hold drill and students are relatively unaffected. Lockdown Drills are used to prepare students and staff in dealing with a threat to the building. During a Lockdown Drill all students and staff go to a secure area. Traditional learning is interrupted during a Lockdown Drill.

Early Enrollment

Students must be 4 years old by September 1 to attend the 4K program. Procedure for early admission to 5-year-old kindergarten:

- Application for early enrollment shall be made by the parent/guardian to the elementary principal by April 1 for district residents and September 1 for new residents.
- A personal interview with the principal or school psychologist shall be held to determine the parents' reasons for requesting entrance prior to the legal age.
- The child will be considered for early enrollment if the child scores in the superior range (not "ready range") on the screening instrument, an IEP evaluation recommends placement, or the child has successfully completed a 4-year old public/private school kindergarten.
- An evaluation will be conducted to consider emotional, social, mental and developmental maturity. This individual evaluation will be conducted by a certified school psychologist and shall be at no cost to the parents.
- After the evaluation has been completed, a conference shall be held with the parents to discuss results. Early kindergarten will only be recommended if the child functions in the superior range in all areas of this evaluation.
- A child who does not meet the entrance age requirements may apply to the Board for early admission.
- Applicants for early admission must meet the standards, conditions and procedures prescribed by state statutes, the Dept. of Public Instruction and adopted Board policy. The School Board has final authority for deciding whether or not the child is to be admitted to kindergarten.

English language Learners (ELL)

ELL students shall be identified and placed in an appropriate educational program. Instruction will be given to help them learn the English language. ELL students will take the state language assessment which will determine the level of English proficiency and eligibility to take other required state assessments.

Fees

A fee, paid yearly or by semester, will be charged for all students. This fee is charged to help cover the cost of consumable items such as workbooks, periodicals, etc. This fee is to be paid at registration or the beginning week of each semester. If, because of temporary financial difficulties, a school fee of some sort (field trips, etc) is a hardship, call the principal and make arrangements. 245-5571.

Field Trips

All students who intend to participate in school sponsored announced field trips arranged by classes or clubs, whether walking or transported in a vehicle, should have the appropriate field trip permission form signed by their parent or guardian filed with the

teacher before leaving on the field trip. All students on field trips are responsible to the teacher and approved chaperones for the field trip. Students are responsible for work missed due to a field trip. (Discipline policy is in effect when students are on school sponsored activities). All students and chaperones will be expected to use school provided transportation unless other prior arrangements have been approved by the building principal.

Note: Students may be denied the privilege of participating in a field trip per building principal discretion upon consultation with the classroom and/or specials teacher(s).

Fundraisers

All school sponsored fundraisers must be approved by the building principal prior to the start of the activity. Outside groups soliciting contributions or collecting funds for any purpose on the school premises or at a school supervised activity without the permission of the building principal is forbidden.

Grade Placement Procedures

Decisions of grade placement for transfer students shall be made by the principal. Since previous school records are sent through the mail, any grade placement of a transfer student shall be tentative and subject to change if the need arises. If grade placement is unclear, tentative placement will be determined by the student's age. All transfer students and incoming kindergartners are evaluated soon after entrance into Williams Bay School. Various tests and screening devices are used.

Grouping in Math and Reading

Grades 3-5 are divided into multiple groups per grade in the areas of math and reading. (All other subjects are heterogeneously grouped). Reading and math groups are determined each spring by teacher recommendation, previous report card grades, scores on district achievement tests and the size of each group. Needed regrouping is also done throughout the year. The division into groups is meant to enable students to get more individualized attention. Although all groups use the same grade level text, pacing and activities vary from group to group. Parents desiring information about placement should contact the homeroom teacher.

Harassment/Bullying - School Board Policy 411.1 and Rule

Harassment and/or bullying of students will not be tolerated in the Williams Bay Public Schools, which includes any property or vehicles owned, leased or used by the schools. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social, socioeconomic or family status, physical attributes, disability/handicap or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyberbullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school, a District employee or a school board member.

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or designee or the district administrator. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion.

Notice of this policy will be circulated to all schools and departments in the District on an annual basis and incorporated in employee and student handbooks.

Student Harassment Complaint

The District principals are responsible for coordinating regulations concerning harassment in their work site. The District Administrator is the designated harassment complaint officer in the District.

Formal complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving officer or designee.

Students who believe they are the victims of harassment, or their parents/guardians, shall immediately report the harassment to the District Administrator, principal, counselor or other school employee. If an employee other than the principal receives the complaint, the employee shall forward the complaint to the principal or other administrator for review and action as necessary. If the complainant charge involves someone in the complaint process or if the complainant is uncomfortable discussing the matter with one of the designated persons, he/she may report to any other supervisor up to and including School Board members.

Health Procedures

A. Health Office

The School Nurse and all designated personnel provide assessment and care of ill and injured students. They also provide health education and consultation, dispense medication, maintain immunization records, and screen for communicable diseases. It is the responsibility of the parents/guardians to inform the Health Office if their student has any medical concerns that may require a health and/or procedure plan and to provide up to date health information on an annual basis.

B. Illness and Injury

All major injuries occurring during class or in a supervised school location are reported to both the teacher in charge and the Health Office. An accident report must be completed and given to the designated school personnel within 24 hours of the incident.

Children who experience a fever need to be "fever free" (less than 100 degrees) for 24 hours before returning to school. Children also need to be vomit free for 24 hours, evaluated on a case by case basis.

Children should not be in school if they are showing one or more of these symptoms:

- Contagious skin disorders/rashes
- Sore Throat

- Nausea, vomiting or diarrhea
- Earache
- Colds
- Persistent coughing, sneezing or runny nose
- Fever
- Non-medicated Pink eye

Do not send ill students to school with directions to stay in for recess but, rather keep them at home where they can recuperate and not infect others. If a child has had an upsetting night (stomach ache, nightmares, undue excitement, anxiety of some sort, etc.) send a note to the teacher; it may influence the kind of day the child will experience in school

Head lice has become more common. Any child may get lice and this condition is not the result of uncleanliness. If your child does get lice please use the best treatment recommended by your doctor. Also please notify the school so we can do our best to help eliminate the problem. Children with lice must be treated and should be examined each day for ten days by parent/guardian to make sure no nits are left in the hair. Please continue to check your children daily because children are not allowed in school if they have head lice OR nits. The district nurse/trained staff will also periodically check students for nits.

If a student feels sick during the school day he/she will be sent to the Office. Temperatures will be taken if a fever is suspected. The student will be allowed to lie down in the Sick Room for a short period of time. If the student still feels ill, parents will be called and the students taken home.

Emergency cards filled out by parents/guardians will be kept in the Office and a copy taken when groups participate in field trips. If you move or your phone number changes, please notify the office so emergency cards can be kept up-to-date.

C. Emergency Care Information

The safety and welfare of each child is of great importance to both the parent and the school. Accidents will be reported immediately to the principal's office. The teacher in charge will fill out a report as soon as possible on forms available in the office. If a child should become ill or injured while under the school's supervision, the following steps will be taken on behalf of the child:

1. If the child has a minor accident, the following action will be taken:
 - a. First aid will be administered according to school approved procedures.
 - b. The child will be returned to class if he/she is all right.
2. If the child is unable to go back to class because of illness or minor injury, the following steps will be taken:
 - a. Parent will be contacted and once arrangements have been made, the child will be allowed to leave the premises.
 - b. If the parent is not available, the emergency contact number found on the Emergency Card will be called.
 - c. Once contacted, the parent or the emergency contact will be responsible for providing the necessary transportation for the child to leave the school in a timely manner.
 - d. If school is unable to reach the parent or the emergency contact, the child will be kept in school, and continued attempts will be made to reach the parent or the emergency contact.
3. If the child is in need of immediate medical attention, the following steps will be taken:
 - a. First aid will be rendered immediately according to school approved procedures.
 - b. 911 will be called and transportation to a medical facility will be arranged.
 - c. Parent will be called. If the parent cannot be reached, the emergency contact(s) will be called.

School personnel will not transport ill and injured students in need of emergency medical services. Parents will be responsible for any medical costs incurred for emergency care provided by out-of-school personnel.

The school district needs the parent's cooperation in putting this plan into effect for each child. Please insure that the emergency contact information on the student's registration card is accurate. In addition, please keep the school informed of any changes in information on this card.

D. Medication Policy and Procedure

Under Board of Education Policy 443.4, 443.4 Rule and Wisconsin Statutes 66054(24); 161, 176.29; 97.04, the use and/or possession of medication must have parental consent as well as notification and permission from the school office. Students

distributing, selling, or consuming prescription medication at Williams Bay Schools without proper office notification may be subject to disciplinary action including possible expulsion from school. The following guidelines will be followed when medication is administered to students.

1. **Non-prescription Medication**

Non-prescription (over the counter) medications will be administered by the designated staff upon the receipt of:

- Written consent by the parent/guardian
- Medication supplied by the parent/guardian in the original container listing the name of the medication, the time to be administered, and dose to be administered
- Medication Administration Forms are available in the office upon request or on the district website. This form must be updated and resubmitted annually or if dosage or frequency of the medication change.

2. **Prescription Medication**

All prescription medications are required to be kept locked in the Health Office. Prescription medication will be administered by the designated staff upon receipt of:

- Written consent by the parent/guardian
- Written instructions and signature of the healthcare provider
- Medications are supplied by the parent/guardian in the original container with the child's full name, name of the drug and dosage, time to be given and the healthcare provider's name
- Students with severe asthma may carry their inhalers with them.
- The order on the medication container must match the written instructions of the healthcare provider (child's full name, name of drug and dosage, and time to be given).
- It is the responsibility of the student, where appropriate given the student's age and developmental level, to report for his/her medication(s) at the designated time.
- Medication administration forms are available in the office upon request or on the district website. This form must be updated and resubmitted annually or if dosage or frequency of the medication change.
- All medication must be claimed at the end of the school year or it will be discarded.

Homeless Students' Rights

Homeless children are defined as children who:

- are living in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations;
- are living in emergency or transitional shelters
- are abandoned in hospitals
- are awaiting foster care placement
- have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- migratory children who qualify as homeless because they are living in circumstances described above.

Homeless children residing in the Williams Bay School District have the right to be educated in the school of origin or Williams Bay schools.

The address written on the registration form becomes proof of residency.

Homeless students are allowed to maintain enrollment in the school previously attended, or attend Williams Bay schools, whichever is in the best interest of the child.

Like other pupils, homeless children are eligible for services and programs offered by the school district.

Homeless parents and/or homeless children should confidentially notify the principal of their circumstances because some sorts of assistance may be available to them.

If a dispute arises over school selection the student shall be immediately admitted to the school sought, pending resolution of the dispute. Mrs Bond shall carry out the dispute process as expeditiously as possible.

Immunizations

It is REQUIRED that all students attending Wisconsin public and parochial schools meet minimum immunization requirements. The charts showing the minimum requirements by law can be obtained from the school nurse or at the Office.

Inclement Weather Days

Inclement Weather Closing

The closing of school, because of excess snow amounts or extreme cold, shall be announced over radio station WLKG-FM in Lake Geneva or over the Milwaukee television channels: 4 (WTMJ), 6 (WITI), and 12 (WISN). The District Administrator shall be responsible for a decision to close school upon consultation with the contracted bus service. This will also be communicated through School Messenger and posted on the school website.

Early Dismissal for Inclement Weather or Emergency Conditions

In the case of severe weather necessitating early dismissal of students, radio/TV stations will immediately be notified. Parents will receive an automated call and an email. The high school will close before the elementary school so older siblings will already be home to supervise.

Library Books

- Kindergarten students may check out one book for a one week period.
- First graders may check out two books for a one week period.
- Students in grades 2-5 may check out up to four books for a three-week period with no renewals, and can access their library account online.
- Students must pay replacement costs for any lost or damaged books.

Lockers/Cubbies

School lockers are the property of the Williams Bay School District. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without student consent and without a search warrant.

Lost & Found

Students who find items should turn them into the office. Students who have lost items should check with the office. If items are believed to be stolen a report should be filed with a principal.

Lunch

There are two lunch periods – one for grades K-2 (11:30) and one for grades 3-5 (12:00). A monthly calendar with daily menus will be sent home. If students have food allergies, please send a note to your child's teacher and to the Office. This information will be shared with the school nurse and the kitchen staff. If students pay directly to the school secretary, the money immediately goes in the account; Money paid on-line does not register for a couple of days.

NO CHARGES FOR HOT LUNCH. (If your child's account is empty, your child will call you to bring a lunch or money).

Free and reduced lunches are available to families that qualify. Forms are available in the Office.

Extra entrees cost an additional \$1.50. Students who bring bag lunches may purchase milk. Students cannot charge lunch; they must call home to get a lunch.

In order for a student to go home for lunch, the teacher and the Office must be notified by the parent, preferably in writing. If a parent is taking a student out to lunch they must sign-out and sign-in in the Office.

Do not drop off "fast food" for your child's lunch. The food service contract does not allow for other providers.

Parents are welcome to eat with their child. Tickets can be purchased in the Office (\$2.80). Parents should not, however, go outside with their child for recess. Although they are known to their children and perhaps to other classmates, they are a

stranger on the playground to most students. We do not want students to be comfortable with unknown people on the playground-we want them alerted.

A pleasant noon hour situation depends upon mutual understanding and cooperation with a few simple policies:

- Good manners and behavior are expected of all students eating in the cafeteria.
- Talking in “quiet indoor voices” is allowed.
- For the safety of all, there is no pushing, cutting or rowdy behavior allowed in the hot lunch line.
- No food can be traded. Students are expected to eat what they brought or bought.
- Students who persistently disrupt the lunchroom or fail to cooperate in observing common sense rules will be denied lunchroom privileges.

Lunch Room Rules

Students are expected to demonstrate acceptable manners and attitude during the lunch period. Undesirable action on the part of the student, such as poor manners, disorder, throwing food or food containers, and littering the commons or hallways indicate a lack of respect and offenders will be referred for disciplinary action.

Each student will be expected to observe the few simple guidelines that are established to provide sanitary conditions during the lunch period.

1. Students are responsible for disposing of their own refuse and returning trays and silverware to the designated area.
2. Each student should develop eating habits which are conducive to keeping the commons neat and clean.
3. Accidents do happen! If food is accidentally dropped on the floor, the student is expected to pick up his/her food and place it in the waste container.
4. Food and beverage are to be consumed in the cafeteria area.

A. Bringing Food into the School

Williams Bay’s contract with the Department of Public Instruction for Child Nutrition Programs provides that we have to control the sale of any competitive foods in the food service area during lunch periods. The DPI has advised the School District that the meals brought into the school for more than one individual are considered the sale of competitive foods and are prohibited by Williams Bay’s contract. The supervisor for Public Instruction School Nutrition Programs has advised the district that meals brought in from outside sources could pose a health liability to the school district. Students bringing food into the school for themselves assume the liability for that food but if they bring food for others the school assumes that liability. Students may only bring food for themselves. Parents may bring food for family members only.

Parent Rights

Upon request, parents/guardians may inspect any instructional material used as part of the educational curriculum for students. Additionally, parent/guardians may request in writing that their child not participate in:

- Instruction of Human Growth and Development or health-related subjects
- Surveys distributed by students
- State assessments (3-5)
- Non-emergency physical examination
- School directory information

Parent Volunteers

Any parent or community member who wishes to volunteer or chaperone field trips, must have the district background check paperwork on file.

Physical and Dental Examinations

It shall be the policy of the Williams Bay School District to highly recommend a pupil, upon enrollment in the Williams Bay School, present evidence of a medical examination performed by a physician and a dental examination performed by a dentist. Students entering grades 4K (or K if first year), 3, 7 and 11 are requested to have a physical and dental exam.

Physical Education (PE) Participation

If a child is physically unable or limited in PE participation, a note from the family physician is needed. The note should state the period of time excused and the limitations, if any.

Promotion and Retention of Students - Policy 345.4

Individual consideration is of prime importance in cases of promotion, retention or acceleration.

Promotion is not automatic at either the elementary school, middle or high school level.

High School students need to achieve passing grades (D or better) in order to receive credit for the subject. In the case of failure in a required subject, it must be taken again in order to meet the graduation requirements.

Students must meet established policy criteria in order to be promoted from 4th to 5th grade and from 8th to 9th grade.

Kindergarten through eighth grade students who are not able to achieve academic success in subject matter areas will be considered prospects for retention. All aspects of the child's growth and development will be considered before a final decision is made. Parents shall be consulted in ample time prior to the end of the year.

The above will pertain to students who might be considered for acceleration. Generally, summer tutoring is not recommended in an attempt to qualify a student for the next grade level. In isolated cases, where such tutoring may be able to be of assistance, close cooperation with the school is mandatory.

In all cases of promotion, retention, acceleration and/or graduation requirements (within the legal requirements), the school's decision shall prevail.

Report Cards

Report cards are distributed four times during the year, on the Wednesday following the end of the quarter. They are placed in an envelope and the envelope should be signed and returned to school. The final report card is sent home the last day of school before summer vacation.

Students who receive an "incomplete" in a subject area have two weeks to complete the missing work or zeros will be averaged in for a grade.

Rules and Regulations

A. Student Rights and Responsibilities

Every individual has certain rights and responsibilities in respect to others. Students have the right to move about the school and take advantage of instructional and related activities in an atmosphere where students can learn and teachers can teach. Students have the responsibility to abide by all reasonable district, building, and classroom rules established by school officials. Students shall practice common rules of courtesy that are necessary in group settings to avoid disruption in the school and to protect school property and the health, safety, and welfare of students and teachers. A student's exercise of rights and privileges in the school setting should be protected at all times. No right, however, is absolute. The freedom to exercise one's rights ceases when that exercise unduly infringes upon the rights of others. Not only is it important to protect the rights of the individual, but to protect the entire student body, as well.

It is understood that the following guidelines are not all-inclusive. The administration shall take such action as is necessary and not forbidden by law to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the usefulness and well-being of the school at the discretion of the principal.

Students violating this section shall be subject to action as determined by the school or teachers, which may include:

- Verbal reprimand
- Parental notification

- Referral to administration
- Suspension of privileges
- Detention
- Suspension
- Expulsion

1. Guidelines of Student Rights

- a. Each student has the right to an education and to get help from teachers, counselors and administrators.
- b. Each student has the right to be free from assault, intimidation, or harassment.
- c. Each student has the right to utilize school facilities and programs according to established school regulations and procedures.
- d. Each student has the right to hold property free from theft or damage.
- e. Each student has the right to expect courteous behavior from other students and school personnel.
- f. Each student has the right to determine his/her own dress so long as it is not distracting, wholly inappropriate, indecent, or unsafe. (See Dress Code Guidelines)
- g. Each student has the right to form, hold, and express opinions and beliefs, so long as the expression does not disrupt the normal operation of the school.
- h. Each student has the right not to be pre-judged for an alleged violation of this Code, and has the right to present his/her version before any judgment is made.
- i. Each student has the right to appeal an application of the Code of Student Rights and responsibilities through the grievance procedure. (Due Process)
- j. Each student has the privilege to participate in co-curricular activities so long as he/she does not abuse that privilege.

2. Guidelines of Student Responsibilities

- a. Students have a responsibility to come to school regularly, on time, and ready to learn.
- b. Students have a responsibility not to deny other students their right to learn.
- c. Students have a responsibility to act in ways which do not threaten, scare, or injure others.
- d. Students have a responsibility to not leave litter or deface the building, books, or equipment.
- e. Students have a responsibility to ask for help in a polite manner and at a time that does not deny other students a fair chance to get help.
- f. Students have a responsibility to obey rules and use proper means for telling staff members about rules they believe to be unfair.

B. Discipline

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

A school cannot function effectively unless students, teachers, and administrators work toward the same goals. Disruption of learning by disobedience, violence, or acts contrary to school rules, law or statute will not be acceptable. The individual has a responsibility to behave in a manner that will not interfere with the rights of others. Student behavior is governed by the school's obligations to parents, other students, the school, and the larger community. The school administration is directed by the district board of education to maintain a school environment free from distraction and disruption. At the same time, the school administration is delegated the power to make rules to govern student behavior from the board of education which receives its authority from state statutes.

All administrators, teachers, aides, food services personnel, janitors, and clerical staff have full authority to enforce the rules of the school on all school property. The school has developed reasonable rules of conduct for students to follow. Each student will be informed of the school rules at the beginning of each school year. Students have the responsibility to know and obey these rules and regulations. We believe school discipline is generally good at our school. By working together, we can use our time for academics instead of behavior problems.

*The discipline policy is in effect when students are on school property, participating at school sponsored co-curricular activities, sporting events, field trips, or at a neighboring school. Please remember that you are representing Williams Bay School District at all school functions home or away.

C. Major Discipline Problems

Severe discipline problems may result in suspension and/or possible grounds for expulsion and referral to law enforcement authorities. Examples of severe misconduct include, but are not limited to:

1. Any act which might or does affect the health and/or safety of the student body. Examples of this include:

a. Weapons

No one shall possess, use or store a weapon or look alike weapon in or on school property, or school owned vehicles or at school-related activities. A weapon is defined as anything that is used or designated to cause bodily injury or property damage. (knives, guns, look-alike weapons, etc.) Students violating the policy on weapons will be subject to disciplinary action. (WI State Statute 9.48.605)

b. Explosive Devices and Firearms

No student shall have in his possession, sell or otherwise distribute, and no student shall fire or explode any firearm, firecracker, bomb, or other explosive or incendiary device. This also applies to any object that might endanger the welfare of him or others. A student in violation of the above will be immediately suspended from school. Appropriate civil authorities will be involved.

The tampering with fire alarms or fire extinguisher will result in disciplinary action and a referral to the proper civil authorities.

c. Missiles

The throwing of dangerous missiles, including, snowballs is expressly forbidden and may result in suspension. Students throwing such missiles will be referred to the office of the principal. Following a discussion with the student(s) appropriate action will be taken. The parents of the offender(s) may be notified of the seriousness of the offense either by telephone or by letter. In the case of bodily injury or of property damage due to the throwing of such missiles, the notification of law enforcement officials or the settlement of monetary reimbursement shall be left to the discretion of the offended and will be the responsibility of the offender. Repeated offenses will result in a conference involving the student, parent, and principal.

d. Tobacco

Students have the responsibility to comply with smoking and tobacco product usage regulations outlined under Board of Education Policy 443.3 and Wisconsin Act 95. This means that students under 18 have a responsibility to not be in possession of tobacco products. Smoking or other use (or for minors, possession) of tobacco or tobacco products is prohibited on the school premises at any time or for any function, on or off site, in which the student body participates, including daily or extra-curricular bus transportation. This includes electronic cigarettes, vaporizers and vaping.

Students violating this section shall be subject to, but not limited to:

- Parent notification
- Detention
- Parent-student conference
- Suspension
- Expulsion

e. Illegal Substances and Non-Prescription Drugs

Students have the right not to be subjected to the influences or related problems associated with the uses of alcohol, non-prescribed drugs, chemicals, or illegal substances. Students have the responsibility of abstaining from the use or possession of alcohol, non-prescription drugs, chemicals, or illegal substances. The use, possession, sale, or furnishing of alcohol, non-prescribed drugs, chemicals, or illegal substances and the possession of drug paraphernalia anywhere on the school premises by a student at any time is prohibited. No student may appear at any school sponsored function under the influence of, or possessing alcohol, non-prescribed drugs, chemicals or illegal substances.

Students involved in distributing, selling or possession of alcohol or controlled substances while on the school premises, on school sponsored transportation or while involved in any school sponsored activity will be recommended for expulsion.

Students under the influence of alcohol or controlled substances while on the school premises, on school sponsored transportation or at any school sponsored activity will be subject to the following disciplinary action:

1st Offense: The student will be suspended from school from 1 to 5 days. Parents will be notified and must accompany the student to school at the end of suspension. The student will be referred to the school counselor. The school will recommend an Alcohol and Other Drug assessment.

2nd Offense: A recommendation for expulsion will be made to the School Board.

The police will automatically be called for any incidents in which alcohol or any controlled substance is found at school or at any school sponsored activity.

The number of “under the influence” offenses will follow a student throughout his/her middle/high school years. That means a student has only two offenses in their 6-12 career before expulsion procedures would be started.

Students suspected of being “under the influence” during school time or at any school sponsored activities will be notified of that suspicion. The school counselor will also be notified. A Breathalyzer test will be conducted by school personnel or police.

f. Fighting and/or Threats

While under the school's jurisdiction, students involved in fighting or making threats will face disciplinary action, suspension and/or possible expulsion, depending on the seriousness of the incident.

g. Vandalism and Property Damage

It costs the taxpayers money to construct, purchase and maintain our school building and equipment. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property or another person's property, suspension or subsequent action may be necessary. If you damage something by accident, you should report it to a teacher or the office immediately.

h. Disrespectful Behavior

Disrespectful behavior towards administrators, teachers, substitutes, and support staff will not be tolerated. This includes swearing at and other serious acts of disrespect.

i. Inappropriate Drawing, Writing, or Discussion

Anything that might be harassing or offensive in nature to anyone observing or listening is prohibited. This includes, but is not limited to swearing, obscene gestures, sexual drawings, Nazi insignias, gang related materials, and discussion about alcohol, tobacco or drug usage, illegal parties, or sexual activity.

j. Theft

Any student caught stealing or destroying either the school's property or a fellow student's property at school will be immediately suspended and/or referred to the legal authorities and restitution shall be made.

k. Loss of Self-Control

Losing of one's temper to the point where the student is a deterrent to the orderliness of the school will result in disciplinary action, suspension and/or expulsion, depending on the seriousness of the incident.

l. Truancy

Truancy - refer to Truancy Policy of Student Handbook, page 8.

m. Extortion

Students practicing or attempting extortion toward other students may, on the first offense, be immediately suspended. Parents will be contacted for a conference and corrective action will be taken. If the attempted extortion was accompanied by threats, violence or bodily injury, the principal will immediately contact police. Parents must be notified of the referral to the police and the student will face disciplinary action, suspension and/or possible expulsion, depending on the seriousness of the incident.

n. Violation of Wisconsin State Statutes

A student is in violation of Wisconsin State Statutes if engaged in an act or is a party to an act, which includes, but is not limited to, Chapter 940 Crimes Against Life and Bodily Security; Chapter 941, Crimes Against Public Health and Safety; Chapter 943, Crimes Against Property; Chapter 947, Crimes Against Public Peace, Order and Other Interests. Or Chapter 939.05, Parties to Crime.

These chapters deal with such issues as battery, stalking, false alarms, weapons, damage to property, theft, disorderly conduct, harassment, and bomb scares.

D. Elementary School Discipline Program

Major infractions of classroom rules or school rules will result in referral to the principal for further disciplinary action which may result in assigned administrative detentions, in or out of school suspension, and/or possible grounds for expulsion and referral to law enforcement authorities.

a. Detention

Williams Bay Elementary School employs two forms of detention.

1. **Administrative detentions** are those that are forwarded to, assigned, and supervised through the office of the principal. Administration may assign detentions at their discretion. An administrative detention is any detention issued by an administrator or issued by a teacher, to a student that is not in their classroom – example (hallway, cafeteria, assembly). These detentions will be served in the office after school from 3:30 p.m. – 4:10 p.m., or during other times during the school day, each day of the week. An administrative detention has been assigned because of the student’s failure to abide by school rules and regulations. Once a detention is assigned, students have the option of serving it on that day, or on the next day.
2. **Teacher detentions** are those given by and supervised by a classroom teacher. Teachers may assign noon hour detentions, or before and after school detentions to be served with them in their classroom. Students are given the option of serving the detention the day of the infraction or the next school day of the teacher’s choosing. The staff member that issued the detention must notify the parents. Students who have after school detention are not to participate in co-curricular activities on any given day until the detention has been completed. Generally, teacher detentions are issued for disruptive behavior, disregard of classroom rules, or failure to do assigned work. Any student who is assigned a detention by a teacher and, for any reason, cannot report, must first clear it with the teacher. If the detention is not served as arranged, the detention slip is turned into the office – an administrative detention may be assigned and the office will contact home. The student may be placed in lunch detention until the detention is served.

b. Detention Room Rules

1. Report to the detention room by 3:30 p.m. with homework, reading material, paper, pencil, or pens. Bring your coat or jacket with you as you will not be allowed to return to your locker at the end of detention. There is no sleeping while in detention.
2. Sit in the seat assigned by the teacher and/or principal.
3. Students are not allowed to get up from their seats or leave the room without permission.
4. There will be no gum, pop, candy, or other food items allowed in the detention room.
5. Failure to complete detention until 4:100 p.m. may result in a suspension from school.
6. Students skipping the assigned detention may receive a suspension from school.
7. The only acceptable excuses to miss a detention would be for medical or emergency reasons. Parents must notify the school prior to the detention by phone or with a written excuse. The principal will decide whether or not to excuse the student.

If a student does not report to detention, the parents or legal guardian will be called.

c. Removal of Students from Class

The Williams Bay School District allows the opportunity for all students to attend school free of unwarranted distraction and disruption. Such behavior, while not necessarily so serious to warrant suspension or expulsion can be destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity (short-term removal). In other circumstances, the student’s conduct may warrant long-term removal from the class. Short or long-term removal serves the multiple purposes of eliminating the disruption and of reinforcing the district’s strong commitment to an appropriate educational

environment. A student may be removed from class for conduct or behavior that violates the behavioral rules and expectations set forth in this handbook is disruptive, dangerous or unruly, or which interferes with the ability of the teacher to teach effectively.

1. Short-Term Removal

Short-term removal is likely to be disciplinary in nature, and addresses circumstances where, for whatever reason, the student's presence is disruptive to the class on a particular day. Short-term removal rests essentially with the teacher. Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should:

- a. Instruct the student to go to the office and then call the office and tell them who the student is and give a brief explanation as to why the student is being removed from class.
- b. As soon as possible, complete a discipline referral notice with a short but concise written explanation for the basis for removal.
- c. The building administrator will speak to the student as soon as practicable and determine what, if any, penalty will be imposed.
- d. The building administrator may phone or by written notice inform the parents of the reason for removal and the imposed penalty.

Students who are removed by their teachers must immediately and directly go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short term removal area. In the discretion of the building administrator or designee, the student may instead be sent to another appropriate class/classroom, program or educational setting, provided the student is supervised in such alternative setting. The building administrator will take reasonable steps to ensure that the students are supervised while in the short-term removal area. Students will be required to do work of an academic nature while in the short-term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g. writing an apology or account of the situation).

2. Long-Term Removal

Long-term removal is essentially a forced transfer of the student out of particular class/classroom. A student may be removed on a long-term basis from a class/classroom based upon the request of a teacher as upheld and implemented by the building administrator. Long-term removal is an extremely serious step and is based on multiple incidents of disruption. Where a teacher believes that the best interests of the student or class require long-term removal, the teacher will notify the building administrator in writing. This document should clearly state:

- a. The basis for the removal request.
- b. The alternatives, approaches, and steps taken to avoid the need for removal.
- c. The impact, positive and negative, on the removed student.
- d. The impact, positive and negative, on the rest of the class.

Upon receipt of this statement, the building administrator may consult with the teacher and other district staff. The building administrator will inform and consult with the parents of the student and the student involved in the request for long-term removal. Following consideration of the teacher's statement and any other information, the building administrator shall take one of the following steps:

- a. Place the student in an alternative education program as defined by law.
- b. Place the student in another class/classroom in the school, or in another appropriate place in the school.
- c. Place the student in another instructional setting.
- d. Return the student to the class/classroom from which he or she was proposed to be removed.

Long-term removal is an administrative decision. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher (s) who made the request for removal. Where possible, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in the Handbook shall prevent the building administrator from implementing a removal to another

class/classroom, placement or setting prior to any meeting, and notwithstanding the objection of the parent (s) or student.

d. In-School Suspension

Students may be placed on in-school suspension for any reason that they may be suspended from school. A student may be suspended in school for a period of up to three days depending on the severity of the case.

During an in-school suspension a student will be under supervision at all times including lunch and washroom breaks. Students will not be allowed to attend classes, but must obtain work and materials from their teachers. If a student does not have school work to do, he/she will be given work to do.

Any absence from the suspension will not cancel it, but only delay it until the first day the student is present.

Students assigned an in-school suspension will be in the suspension from 8:30 a.m. until the end of the school day (this includes the lunch hour). Students will report to the office at 8:20 a.m. and pick up an assignment sheet. Between 8:20 and 8:30 a.m., students will go to their teachers to get assignments for the day. By 8:30 a.m., the students must return to the office. It is the responsibility of the student to provide their own sack lunch and beverage. These will be given to the supervisor for safe-keeping prior to 8:30 a.m.

In the suspension area, the following rules apply:

- No talking in the suspension area.
- Sleeping is not tolerated in the suspension area.
- Restroom and drinking fountain breaks are at the discretion of the supervisor.
- Students are not allowed to leave the suspension area without the consent of the supervisor.
- No electronic devices unless permission is granted by administration.
- No writing or marking school property.
- No eating or drinking except during lunch time.
- Students are expected to complete regular class assignments or other assignments given by the supervisor during this time.

Failure to follow these rules may result in an out-of-school suspension.

e. Out-of-School Suspensions

Students may be out-of-school suspended for one to five days for non-compliance with the school rules, or conduct which endangers the property, health, or safety of others. Students and parents will be informed of the reason for the suspension. At that point, the student becomes the responsibility of the parent. The student must leave the building and school grounds. Students are ineligible for any extracurricular activities for the duration of the suspension. When the student returns for readmission, they must be accompanied by a parent.

After three out-of-school suspensions for reasons other than tardiness or absenteeism, it will be necessary for the student and his/her parents or guardians to appear at a conference with the principal and teachers. A subsequent out-of-school suspension may result in a recommendation to the Board of Education that the student be expelled from Williams Bay Schools.

An out of school suspension will require a parent/guardian meeting/contact with an administrator prior to student being allowed back in the classroom. This meeting can occur anytime during the suspension period. If a meeting does not occur, the student will remain in In School Suspension until a re-admit meeting occurs.

f. Expulsion

The Board of Education may expel a student from school when it finds the student guilty of repeated refusal or neglect to obey school rules or regulations; or finds that the student engaged in conduct while at school, or while under the supervision of a school authority, which endangers the property, health, or safety of others; or finds that a student while not at school or under supervision of a school authority engaged in conduct which endangered property, health, or safety of others at school or under the supervision of a school authority; or for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to

destroy any school property by means of explosives; and is satisfied the interest of the school demands the student's expulsion.

The Board may expel a student for conduct while not at school or not under the supervision of a school authority which endangered property, health or safety of any employee or school board members;* and repeatedly engaging in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority, and such conduct does not constitute grounds for expulsion as listed above. In addition, a student shall be expelled from school for not less than one year in accordance with law, when it finds a student while at school or under supervision of a school authority possessed a firearm. *Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

Safety

There is no supervision on the playground before and after school hours. Parents are asked to please schedule their children's arrival to be no more than 10 minutes before school doors open in the morning. Upon arrival, students should line up at the appropriate doorway.

Students who want to play on the school playground after school must first return home then obtain parental permission to return. (Exceptions would include participants in the on-site daycare)

Notes from parents are required for students:

- to ride the school bus to someone else's house
- to leave school with someone other than a parent
- to take medication at school (see Medication section)

Students will be instructed in fire and tornado safety procedures. Drills will be held periodically throughout the school year.

School and Community Association

The SCA is an active group composed of parent, teachers, administrators and community members. This organization meets regularly during the school year. This organization provides parent volunteers to assist classroom teachers, and does fundraising that supports scholarships, equipment, cultural programs/activities and much more Newsletters are sent home keep everyone informed of SCA happenings. All parents are invited to participate.

School Day

Doors open at 8:25. The playground is not supervised before school so DO NOT allow your children to come to school before 8:15 unless special arrangements are made with a teacher or the Office. Parents are highly encouraged to leave their child at the front door and refrain from walking to the classroom. Dismissal is at 3:30. Students are directed to report directly home.

If a student's after-school procedure is to be different than usual (going home with a friend, getting picked up by a neighbor, etc) a note should be sent to school. Do not call the school after 2:00 as the message may not be received in time for the change (unless it is an emergency) so classes are not constantly interrupted.

Unless students have a note, they will not be allowed to go to someone else's house. The note should be shown to the teacher and, if it involves riding the bus, shown to the bus driver.

School Directory

Annually families will receive a school directory. The elementary directory will include: name, grade, teacher, address, parent's name, and telephone number. Photos of students may be occasionally released to the newspaper for publication, used in school publications and used on the school website. The Board of Education has designated the following student record information as directory data: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and name of school most recently previously attended by the student. This information may be disclosed to any

person UNLESS the parent/guardian informs the school that all or any part of the directory data may not be released without the prior consent of the parent/guardian. Parents should notify the school during the first two weeks if data should be withheld.

School Pictures

A photographer will take individual and class pictures in the fall of each school year. All students, whether they order photos or not, need to be photographed to appear in the yearbook and receive a free class picture. The photos are prepaid so students need the order form and check on Picture Day. A make-up or retake day will be scheduled the next month. Photos may be used for school publications such as end-of-the-year award certificates unless the Office is notified by parents in the first 2 weeks of school that this is not permitted.

Searches

A. Student Searches

The Williams Bay School District recognizes its responsibility to provide students and staff with a safe, drug-free environment that is conducive to learning. Searches of a student's person or personal effects will be undertaken when school authorities suspect that one or more students have in their possession something that could threaten or endanger themselves or others, or a substance prohibited on school premises. The search will be conducted by a school administrator and at least one other person.

B. Locker Searches - Board Policy 445.1

School lockers are the property of the Williams Bay School District. At no time does the Williams Bay District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without student consent, and without a search warrant. The School District does not assume responsibility for the loss, damage or destruction of any property stored in the student lockers.

Sexual Harassment

The School District of Williams Bay does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders.

Students who believe they are the victims of sexual harassment, or parents/guardians who believe their child is a victim of sexual harassment, should immediately report their concerns to the district administrator, principal, counselor, or other school employee. The District will provide a prompt, complete, independent and impartial investigation of the complaint. The investigator (principal/principal's designee) shall, in accordance with District policies, investigate the complaint, notify the person who has been accused of harassment, obtain a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties. The Williams Bay School District will take such disciplinary action as deemed necessary and appropriate.

Special Education

Children who are found to have a specific disability which interferes with their educational progress will be placed in an educational environment which best meets their needs. Placement will be determined by a team of educators and parents/guardians.

Williams Bay Elementary offers the full range of special education needs assessments as provided through federal IDEA legislation. Educational assessments are available in the areas of hearing impairment, visual impairment, orthopedic impairment, other health impairment, significant developmental delay, speech and/or language impairment, specific learning disability, emotional/behavioral disability, cognitive disability, traumatic brain injury and autism.

For children with an identified disability and educational need, a variety of programming options are available. Birth-to-three programming services children with identified needs. Early Childhood services are available for qualified children from age 3 through 5. Pre-school children with identified speech and/or language delays may be eligible for speech and language therapy provided at the elementary school. For school children, ages 6-21 with identified special education needs, options for programming include, but are not limited to, regular education placement with special education consultation, pull-out from regular education classes for special education instruction, or placement in another educational facility/setting such as Lakeland School in Elkhorn. Other placement options are available through the Williams Bay School District's participation in the Walworth County Children with Disabilities Education Board.

Special Education Needs Under Idea or Section 504

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Handbook, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences. However, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out-of-school suspension as well as days of removal.

Standardized Tests

Norm-referenced tests for assessing students' achievements are administered three times yearly at Williams Bay Elementary. In the fall, winter and spring the computer-driven Measurement of Progress (MAP test) is administered to grades 2-5 in the areas of math, reading and language arts. The Phonological Awareness Literacy Screening (PALS test) is administered to grades 4K-1. The Wisconsin FORWARD is given to grades 3-8 annually in late April or early May. Grades 3,5,6,7 and 8 are tested in reading and math skills. Grade 4 students are tested in all academic areas and the results are incorporated into the 4th grade promotion policy. This achievement test addresses the state academic standards and is used to determine student progress.

Standardized tests are used to:

- Provide objective information to parents about their child's level of achievement in certain basic skills,
- Assist the professional staff in identifying possible learning problems
- Assist the professional staff in identifying academic talent
- Help the Williams Bay School District evaluate the outcome of various educational programs
- Help students learn about the own levels of performance

Student Records

Access to a pupil's educational records is limited to the parent(s), legal guardian(s), and the professional staff members who need to study the records for legal educational purposes.

Parents/guardians have the right to inspect, review and obtain copies of the student's school records upon request. A parent who wishes to examine his/her child's records shall contact the principal to set up an appointment to review the records

The parents/guardians have the right to request the amendment of the student's school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights.

Parent/guardians have the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records.

If requested by another school, the District can transfer a student's records without parental consent in accordance with state law.

The Williams Bay School District may release information considered "Directory Information" without prior written consent. (see School Directory)

Parents/guardians have the right to file a complaint with the US Dept. of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. (Family Policy Compliance Office, US Dept. of Education, 400 Maryland Ave, SE, Washington, DC 20202-4605)

Talented and Gifted (TAG)

The Talented and Gifted program identifies and services students in the following areas: intellectual, creative, artistic (art and music), leadership and academic (reading and math). Student needs are met through classroom and co-curricular activities.

Technology Rules

The following rules are reviewed by all teachers with each class:

1. Each student is responsible for good behavior when using school computers, personal devices, and the Internet.
Responsible users
 - use common sense.
 - use appropriate language when communicating electronically with others. Using electronic communication to harass, bully, insult, or threaten another person is unacceptable.
 - use the Internet and school email for educational purposes only.
 - respect copyright laws and the intellectual property of others.
 - respect the privacy of others by not accessing private files or by using an account other than their own.
 - follow the directions of the adult in charge.
 - treat school technology equipment with respect.
 - don't reveal any personal information about themselves or others. This includes address, phone numbers, images, and passwords.
2. The school permits the use of personal electronic devices (cell phones, electronic tablets, laptop computers, Kindles/Nooks, ipads, ipods, etc.) under the supervision of a classroom teacher. In order to make sure students are being responsible users, the school may monitor an account even on personal devices. If a student uses a device inappropriately or without the permission of a teacher, it will be taken away and given to the principal. It can be picked up after school.

It is each student's responsibility to take care of any personal devices. Upon entering school grounds, each device should be turned off. Keep it in a safe place at school, and any device can be used with a teacher's permission and supervision. Devices are not to be used during lunch or at recess. The school is not responsible if a device is lost, damaged, or even stolen. The school doesn't provide technical support for personal devices. Each personal device is the student's responsibility.
3. Before leaving the computer lab each student is asked to push in their chair and place the mouse and book stand in their original positions. Any papers left behind will be thrown away.
4. Students should not touch computer wires, plugs, or settings. While making the text on the monitor turn upside down might be funny, the next person might not know how to fix it. Be respectful of all devices. If students damage school property, they will have to pay for it.
5. Students must not give their password to any classmate.
6. Students should let the technology specialist know if there is something wrong with a school computer so it can be fixed.
7. Internet access (WiFi) is available to all students and is to be used for educational purposes only.
8. School email is for school use only. This is not personal accounts.

Telephone Use

Students may use school phones to call home at the request of a teacher or of office personnel.

If students want to arrange after-school get-togethers, arrangements have to be made before school starts. Calling is not allowed for this purpose.

Student cell phones are to be off on school grounds during school hours.

Parents can call to inform school of a student's absence when school is not in session by leaving a message on the answering machine. During school hours they can request from the office to be connected to a teacher's answering machine and leave a message. However, the message may not be heard by the teacher until after school hours.

Unless it is an emergency, parents are asked not to call after 2:00 with after school instructions. The office cannot guarantee that the student will receive a message with the change of instructions. To avoid miscommunication, arrangements should be made before school.

Transportation

The Williams Bay School District will transport pupils who reside at least 1 mile from the school or who live in an area designated "hazardous" by the Williams Bay School Board. Bus stops and time schedules are formulated each fall. Drivers will do their best, considering weather conditions, to adhere to these.

- Handicapped children will be provided transportation in accordance with State Statute 121.54(3).
- The district does not provide transportation to out-of-district day care centers.
- Students who are not assigned to a bus may only ride on the bus if they have a note from home and it is approved by the Office personnel. (See [Bus Rules](#))

Tuition Waiver

Wisconsin allows students who move during the school year to complete the year at the original school location. The school needs to be notified and parents need to fill out a Tuition Waiver. If you move after Open Enrollment closes (end of April.) students can return to the school for one more year with a Tuition Waiver. Contact the Office.

Visitation

Parents are always welcome at Williams Bay Elementary School, however, for safety and security reasons, all visitors must report to the Office upon arrival and sign in.

Parents may have lunch with their child after scheduling this with the Office.

To keep classroom disruptions at a minimum, we ask that students not bring friends or relatives to visit classrooms for a day. If a parent wants to observe a class, please schedule the visit in the Office.

Web Page

District policies, events, calendars, health & wellness forms and much more can be found at williamsbayschools.org.

Additional Board Policies

A. Annual Notices

School Districts are required to make annual notification to parents/guardians/students at the beginning of each school year on a number of topics. The following information is taken from excerpts of Williams Bay School Board Policies on those required topics. A complete text of all Williams Bay School Board Policies is posted on the school website at www.williamsbayschools.org.

B. Parent Rights and District Programs/Activities (Board Policy 332)

Upon request, parents/guardians may inspect any instructional material used as part of the educational curriculum for students. In addition, parents/guardians may deny their child's participation in certain District educational programs or activities in accordance with state and federal laws and regulations. Specifically, parents/guardians may:

1. Request that their child not participate in 4th, 8th, 10th grade state assessments.
2. Request that their child not participate in instruction in human growth and development or instruction in certain health-related subjects.
3. Request that their child not participate in any survey administered or distributed to students in the schools that reveals information concerning any of the following:

- Political affiliations or beliefs of the student or the student’s parent;
- Mental and psychological problems of the student or the student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
- Religious practices, affiliations or beliefs of the student or student’s parent; or
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

4. Request that their child not participate in any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information, or otherwise providing that information to others for that purpose.
5. Request that their child not participate in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student, or of other students.

C. Programs and Services for English Language Learners (Board Policy 342.32)

The Board recognizes that within the district there may be students whose primary language is not English. With that in mind, the Board shall provide appropriate services for district students who possess limited or no command of the English language.

D. Title I Programs for Disadvantaged Students (Board Policy 342.4)

It is the intent of the District to help all students reach their potential and meet the District’s educational goals. In an effort to help disadvantaged students improve their academic achievement, the School Board shall participate in the federal Title I program and abide by all legal requirements for participation in such a program.

The District provides for parent/guardian involvement through regular communication between the parent/guardians and the school regarding academic standards and student achievement.

E. Student Records (Board Policy 347)

Parents/guardians and adult students are hereby notified of the following: (1) their rights to inspect, review, and obtain copies of student records; (2) their rights to request the amendment of the student’s school records if it is believed that the records are inaccurate, misleading, or otherwise in violation of the student’s privacy; (3) their rights to consent to disclosure of the student’s school records, except to the extent state and federal law authorizes disclosure without consent; (4) the categories of student record information which have been designated as directory data and the right to deny the release of such information; (5) the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education; and, (6) the option to request the district not to release a student’s name, address, or telephone listing to military recruiters or institutions of higher education without prior written parental consent.

F. Guidelines for Maintenance and Confidentiality of Student Records (Board Policy 347)

1. Types of Student Records

a. Progress Records

Those student records include the student’s grades, a statement of the courses the student has taken, the student’s attendance record and records of the student’s school extracurricular activities and immunization records. The form used for recording this information shall be referred to as the “Permanent Record.” Parents have certain rights and responsibilities for involvement in the progress records, including access to the Permanent Record at any time. Moreover, the School District will not release any such records to any non-school person or agency unless a parental written request is provided, or the District is authorized to release such information by law.

b. Behavioral Records

Those student records include standardized achievement tests, mental maturity tests, personality evaluations, evaluations for educational needs, student physical health records other than immunization records, teacher evaluations other than grades, statements relating to individual student behavior and law enforcement records and any other student records that are not progress records. Parents have rights concerning the accessibility of data

within the student's behavioral records. Such records are considered confidential and will not be released to other parties unless parents provide written consent for such release, or unless the law authorizes such release without parental consent. Any notes from the parents may be placed with the Behavioral Records, at the discretion of the teacher or the building principal.

c. Directory Information

The Williams Bay School District designates the following personally identifiable information contained in a student's education record as "Directory Information," and may disclose that information without prior written consent.

1. The student's name
2. The student's address
3. The student's telephone listing
4. The student's date and place of birth
5. The student's major field of study
6. The student's participation in officially recognized activities and sports
7. The student's weight and height if a member of an athletic team
8. The student's dates of attendance
9. The student's photograph
10. The student's degrees and awards
11. The name of the school most recently previously attended by the student

Directory data shall be considered public information after the parents, guardians, or eligible students have been notified and have 14 days to advise the School District in writing (a letter to the District Administrator's office) of any or all of the items they refuse to permit the District to designate as directory information about that student.

A secondary school student or the parent/guardian of a student may request that the student's name, address and telephone listing not be released to military recruiters or an institution of higher learning without prior written parental consent.

G. Technology (Board Policy 363.2)

The Williams Bay Public School District is providing access to the Internet as a means to enhance the curriculum and provide learning opportunities for all students. The District has established the Information & Communication Technologies Acceptable Use Policy to ensure appropriate use of this resource.

The reasons for using the Internet as an instructional resource are:

- accessing global resources
- entering into partnerships to enhance learning options
- broadening problem-solving and decision-making abilities
- broadening research capabilities by using appropriate materials
- developing higher level thinking skills
- gaining employability skills needed for the 21st century
- utilizing electronic communication for educational purposes.

Internet access will be provided for students and staff for the purpose of conducting research and communicating with others. Independent student access to the Internet will be provided only to students who have agreed to abide by this policy and its accompanying guidelines and to act in a considerate and responsible manner.

As a part of its internet safety policy, the Williams Bay Public School District will educate minors about cyberbullying awareness and response, and appropriate online behavior, including interacting with others on social networking websites and in chat rooms.

Communication on the Internet is often very public in nature. Students are responsible for good behavior in the use of computers and the Internet, just as they are in a classroom or on school property. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and accompanying guidelines may have their privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and accompanying guidelines. When using the District's access to the Internet, users are expected to abide by the policies

established by the District, which include generally accepted rules of network etiquette. These include, but are not limited to the following:

Acceptable Use-Responsible users:

- will follow rules of common sense or etiquette
- may use the Internet to research classroom projects and electronic mail for educational purposes only
- may use the Internet to explore other computer systems
- will respect and uphold copyright laws and all other applicable laws or regulations
- will respect the rights and privacy of others by not accessing private files
- will use the Internet in accordance with district policies relating to harassment
- may download or use streaming video or audio, or any software program only with permission of the computer director to avoid overtaxing the network
- shall use the network in such a way that would not disrupt the use of the network by others
- will follow the regulations posted in the computer lab or other areas where computers are in use
- will follow the directions of the adult in charge of the computer lab or other areas where computers are in use
- will use their school assigned email for educational purposes only

Unacceptable Use-Responsible users shall not

- use the Internet for any illegal purpose
- bypass or attempt to bypass the filter
- use profane, impolite, or abusive language
- access or use social networking sites like Facebook or MySpace
- access or use gambling websites
- access any computer files that do not belong to the user or use another person's password
- use the system for commercial or profitable purposes
- use the network to access, transmit, or download pornographic, offensive, harassing, or other inappropriate material
- use computers to access or lead to unauthorized access into accounts or other computer networks.
- use computers to pursue "hacking" internal or external to the district, or attempt to access information that is protected by privacy laws.
- create and/or distribute a computer virus over the network
- use the network in such a way that would disrupt the use of the network by others
- deliberately or willfully cause damage to computer equipment, system, or network or assist others in doing the same
- deliberately access materials that are inconsistent with the school's code of conduct or the District's educational goals or show others how to do the same
- violate copyright or otherwise use another person's intellectual property without his or her prior approval and proper citation
- use the Internet and electronic mail for personal communication or to access chat lines
- use the Internet to harass, bully, insult, or threaten others
- use an account other than their own or misrepresent their identity.
- reveal addresses, phone numbers, images, or any other personal information about self or others when using the Internet or communicating electronically.

Use of Online Collaboration Tools including Web Pages and Social Networking

Certain educational Web 2.0 services (e.g. Moodle, blogs, podcasts, vodcasts, wikis) that emphasize online educational collaboration and sharing are permitted only in controlled, staff supervised settings and for valid school-related purposes. All other uses are prohibited. Use of social networking services (e.g. Facebook, MySpace) is not permitted for students using District Systems.

Use of Personal Electronic Devices

The District permits use of personal electronic devices (hereafter referred to as Personal Devices) by users in support of teaching and learning in order to further the educational aims of the district, increase accessibility to technology-related curricula, and personalize learning. Personal Devices may include portable computing devices such as laptops, netbooks, tablets, computers, cell phones, iPods/iPads/MP3 players, wireless devices, digital cameras, e-readers, USB storage devices, and any other new electronic devices as they become available.

Users may bring Personal Devices into the District to access the district systems for the use of filtered internet access only. Such filtered access will be consistent with that available when using a district-owned device. Bypassing or attempting to bypass this network through proxies, tethering, or other means is not allowed and will be disciplined.

File, print, and application services will not be available on the wireless public network. Personal Devices may be connected with a district-owned piece of equipment (i.e. LCD projector or SMARTBoard) for instructional purposes only and under the direction of a district staff member.

During class time, students may use Personal Devices only under the direction and supervision of staff members. Use during non-instructional times (e.g. study hall, lunch, passing periods) is permitted so long as it does not interfere with educational or employment responsibilities and so long as it does not hinder, disrupt, or consume an unreasonable amount of network or staff resources, or violate school rules, state law, federal law or Board policies. Students are expected to follow the directives of staff members restricting the use of Personal Devices at any time during the school day or while attending a school-sponsored activity.

Users connecting to district systems, even those with a Personal Device, should have no expectation of privacy. The District may review and monitor accounts, without notice, to ensure responsible technology use and maintain system integrity.

The District reserves the right to confiscate and search Personal Devices if reasonable suspicion exists that district policies have been violated. The Personal Device may be turned over to law enforcement if the Personal Device has been used for an illegal purpose. Upon request, users must surrender the Personal Device in its entirety.

Users found to be in violation of district policies using a Personal Device will be subject to consequences, including disciplinary action, exclusion of the device from the District, or criminal prosecution.

In accordance with state law (§175.22, §942.08, §942.09, board policy (731.2)), under no circumstances shall any Personal Device with photographic capabilities be used in locker rooms, bathrooms, or other areas where privacy is expected. Personal Devices shall not be used to photograph students or others without their permission and shall not be used to photograph any items that are confidential (e.g. testing materials). A student or staff member who violates this section of the policy shall be subject to discipline, which may include consequences up to and including expulsion for students and discharge for employees.

Responsibility for the care of Personal Devices and behavior while using the device belongs solely to the owner. The District is not liable for loss, damage, or misuse of any personal device including while on District property, connected to District systems, or while attending school-sponsored activities. **Technical support for Personal Devices will not be available.** Any assistance provided by the District to access the wireless public network shall be done in good faith and does not render the District liable for the function of any Personal Device.

Use of Student Likenesses, Student Work, Student Voice on Websites

Student Likeness: A student's likeness (photograph or video image) may be posted on a teacher, school, or district website for educational purposes unless a parent/guardian denies permission to do so through the opt-out procedure listed in this policy.

All content shall be age appropriate to safeguard students by shielding the identification of students' identification and locations. Content may include names of individuals; however, identifying information, such as names of family members, email addresses, addresses and phone numbers will remain private.

Security and Safety

In compliance with the Children's Internet Protection Act (CIPA) and other applicable laws, the district has implemented filtering/and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other objectionable materials harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes, and are responsible for setting and conveying the standards that their children should follow when using the Internet. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find offensive, inappropriate, objectionable, or controversial. The School District of Williams Bay does not condone the use of such material. Students must have a specific information objective in mind before they will be allowed to use Internet resources.

In order to ensure the systems are being used for educational purposes, the School District of Williams Bay reserves the right to inspect all data stored in public or private areas of networked or individual storage systems of any kind, without notice or warning, and at any time or for any reason. No District user should have any expectation of privacy as to his or her Internet usage, or the privacy of any electronic mail message, file, download, note or other data stored on or transmitted or received through any District computing facility.

Access to the Internet via the Williams Bay Public Schools is a privilege, not a right. This privilege may be restricted at any time for use not consistent with the educational goals of the district.

Students who commit any of the above listed acts of misconduct will be disciplined in one or more of the following ways:

- the device will be confiscated
- the student's parents will be contacted
- the student will be given limited access to school telecommunications equipment, networks, and service
- the student will be denied access to school telecommunications equipment, networks, and services
- the student will be required to pay for all property damage
- the student will receive an in-school suspension
- the student will receive an out-of-school suspension
- the student will be denied access to all district owned computer equipment, networks, and services
- the appropriate law enforcement agencies will be notified
- the student will be recommended for expulsion

Notification to Users

Reference to the District's acceptable use policy and rules shall be included in every student and staff handbook. If a parent/guardian chooses to deny Internet access or access to the wireless public network, or permission for the student's work, voice, likeness, or name posted on a website, they must fill out an Opt Out form that will be kept on file in the district office. Prior to working on an Internet project or posting student's work, voice, likeness, or name all teachers must check the Opt Out List in the district office.

Summary

As stated earlier, the purpose of this handbook is to help students and parents become acquainted with the rules, regulations, and procedures in our school. These rules are in place to help create an orderly environment within the school. It is impossible to devise a student handbook or to adopt written policies, which could cover every situation or incident which might arise during the school year. Your principal and teachers may find it advisable or necessary to establish regulations pertaining to any school issues or activities not covered in this handbook. In addition to this handbook, the Board of Education of the Williams Bay School District has district policies that will be available in the school office.

This booklet does not cover all existing policies of the Board of Education. Additional policies and regulations will be presented and discussed with the student body as they become pertinent in terms of timing. Should a question arise on a topic not covered in this handbook, in this or other sections, students are encouraged to converse with school personnel for facts and opinions.