

**CASSVILLE**



**Elementary**



**Student  
Handbook  
2020-2021**

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## **CASSVILLE ELEMENTARY STAFF**

Adrian, Pam	Title 1 Reading/Title 1 Coordinator
Bahls, Hanni	Bookkeeper
Baker, Hilary	Vocal Music
Breuer, Barbara	Grade 1
Breuer, Derek	Custodian
Breuer, Rachele	Special Education/ Special Education Director
Carlson, Gale	Grade 5
Churchill, Lisa	Educational Assistant
Dependable Solutions	Technology Services
Fishnick, Holly	Grade 4
Fure, Lori	Educational Assistant
Glass, Mary	Cook
Gotzinger, Angie	Educational Assistant
Gotzinger, Mike	Custodian
Hauk, Katie	District Secretary
Hertrampf, Cindy	Cook
McNett, Max	Instrumental Music
Schuler, Jessica	School Nurse
Infield, Chad	Dean of Students/Title 1--St. Charles/Activities Director
Kasten, Lacy	4-Kindergarten/EC Special Education/Elementary Keyboarding
Leibfried, Tony	Elementary Physical Education/Media Specialist
Luster, John	Superintendent/Principal
Nix, Tara	Grade 6
Reising, Jerry	Grade 5-6 Physical Education
Reynolds, Patricia	5-Kindergarten
Roe, Shelby	Secretary
Rouse, Robin	Educational Assistant
Schwantes, Sarah	Speech and Language
Schauer, Tiffany	Exploring Agriculture
Sondreal, Ashley	Grade 3
Kress, Melissa	K-12 Guidance
Thorsen, Tamara	Grade 2
Wagner, Jennifer	Food Service Director
Walsh, Angele	School Psychologist

### **Bus Drivers**

Eugene Adrian

Arlene Maring  
Ron Hampton

Mark Adrian  
Cliff Tennesen

## **GENERAL INFORMATION**

### **Accidents**

Students suffering an injury of any kind while under the jurisdiction of the school must report the accident to the teacher/supervisor in charge immediately. The teacher/supervisor will complete an accident report at that time.

### **Bicycles**

Once the parent(s) decides a student is competent with bicycling skills, (i.e.: traffic safety), they may ride their bicycles to school. Families are responsible for addressing and periodically evaluating & reinforcing bicycle, as well as traffic safety skills with their child.

Children on bikes are encouraged to approach the school at the Crawford & Dewey Streets intersection. Students are to dismount their bike and walk the bike across Dewey and/or Crawford Streets at the crosswalks. Students are to park their bike at the bike rack (both sides of the rack may be used) in front of the Elementary School Gym. Special care is to be taken to keep all bicycles clear of the public sidewalk. Once bikes are parked, students should proceed toward the school entrance. Loitering at the bike rack is prohibited.

At the end of the day, all students need to walk their bike across streets in the crosswalks where crossing guards are present, regardless of the direction they will proceed home. (The only exceptions are students who use Bluff Street if their home is east or south of the Elementary School). Students should continue to walk their bicycle to the block beyond St. Charles Church. They are then safely beyond other student pedestrians making their way to the school buses and the many cars often present to pick up school children.

### **Birth Certificates and Physical Examination**

Upon entering the Cassville Public School system at any grade level, pupils must present a birth certificate or other evidence of age and legal name to the administration or designee.

All immunizations must be completed before entering school.

### **Cell Phone/Electronic Devices**

Students who bring these items to school will be required to turn them off and keep them in their locker from 8:00 a.m. to 2:53 p.m. Due to the sensitivity of student privacy issues it will be a major violation if a cell phone or camera is on in a bathroom or locker room. The administration reserves the right to confiscate these items for a time period necessary for conducting a full investigation. The administrator also has the right to search the contents, files, pictures, messages, etc. if he/she has reasonable suspicion that the electronic device was being used for inappropriate behavior including, but not limited to, cheating, taking pictures/videos of others without their permission and sending inappropriate or threatening messages.

### **Dress Code**

The guidelines for our dress code stress responsibility by the individual to maintain reasonable dress and grooming. A student's appearance adds or distracts from the overall school morale. We want all of our students to reflect pride in their appearance at school, in the school community, and when visiting other schools. Consideration must be given to students' health, safety, and school decorum. The following guidelines concerning grooming and dress should be followed:

- Students must follow the state mandate to wear facemasks. Students who are wearing facemasks that are deemed inappropriate will be given one warning to change it with a school provided facemask. If a student is uncooperative, administration will decide on appropriate disciplinary action.
- Students will be expected to attend school in clothing that is neat, clean, and considered appropriate by the administration.
- Coats and hats may not be worn in school unless approved by the administrator. This includes kerchiefs and other head coverings that may be deemed unacceptable.
- Halters, mesh or see-through materials, T-shirts with the sleeves cut off, shirts with the midriff or lower back showing (while standing or seated), and low-cut shirts (front and back) are not allowed. Underwear including underpants and bras should not be visible. Undershirts, where parts are visible when covered with a regular shirt, may be acceptable.
- Skirts and shorts must be appropriate length as determined by the administration.
- Clothing worn at school will not include advertisements of tobacco, alcohol, drugs or establishments that engage in the sale of these items. This further includes any items with obscene or suggestive messages.
- Materials that the administration deems inappropriate will be prohibited.
- Students who are wearing clothes deemed inappropriate will be given one warning to change, cover or turn the garment inside-out. A second warning will result in a minor violation.

Shorts may be worn in 60 degree weather or higher before May 1<sup>st</sup>. After May 1<sup>st</sup>, students will dress for recess as they came to

school. However, cold legs will not be an excuse to remain indoors during the winter months. All students will be expected to have boots or overshoes at school to be worn during the winter months.

Elementary students are not allowed to use flip flops during recess or physical education.

### **Guidance**

Guidance services are available for every student. These services include assistance with educational planning; interpretation of test scores, occupational and career information, study help, assistance with home, school and/or social concerns or any questions the student feels he/she would like to discuss with the counselor. Since our guidance counselor serves students in grades K-12, please schedule an appointment. Guidance related emergencies should be directed to the office.

### **Gun/Weapon Free Schools**

It is the policy of the School District of Cassville to provide a safe and healthy environment for all persons (other than law officers on duty) on its premises or attending any of its activities or functions. To that end, the District shall strictly enforce a policy that no person shall possess or use a dangerous weapon on school premises, school buses or other school transportation, or at any school-related event.

A dangerous weapon is defined as firearms (loaded or unloaded), BB and pellet-firing guns, paintball guns, knives with a blade over two and a half inches long, razors, martial arts devices, explosive devices, metal knuckles, or any other objects which are used or intended to be used to inflict bodily harm. This would also include look alike weapons and any other objects used in a manner to intimidate or inflict serious bodily harm.

Any student violating this policy with the intent to harm shall be subject to immediate suspension from school, law enforcement authorities and parents shall be notified, and the student shall be recommended to the school board for expulsion as outlined in state and federal law. Weapons will be confiscated and turned over to law enforcement and the student will reimburse the district for any damage done to district property.

Law enforcement officers will be summoned to the schools in a situation involving a weapon that represents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned.

### **Immunizations**

All students, including transfer students, admitted to the District shall present immunization records as required by law, or provide a waiver based on health, personal or religious reasons. Immunizations shall be required for measles, rubella, diphtheria, pertussis (whooping cough), poliomyelitis, tetanus, mumps, Hepatitis B and Chicken Pox.

The school's designee shall be responsible for notification of parents/guardian of the immunization requirements, the right to immunization waiver, maintenance of immunization records, transfer of immunization records, in addition to notification of authorized officials of any non-compliant students and notification of possible exclusion from school for non-compliance.

### **Inclement Weather and Mass Notifications**

Cassville School District uses **Skylert** for our mass notification system. This system contacts families using home phone, cellphones, texts, and e-mail. It is extremely important families provide these contacts to us through the annual registration and the rest of the school year. Families are responsible for any changes and to keep the school updated. This system will be used to notify school closings, emergencies, and any schedule changes/reminders that warrant notification.

In case of extreme weather conditions, involving cancellations or delays, announcements will be made over these stations:

WGLR	Lancaster	1280
KAT	Dubuque	92.9
WPRE	Prairie du Chien	980
KGAN TV	Cedar Rapids/Dubuque	Channel 2
WISC TV	Madison	Channel 3
KCRG TV	Cedar Rapids/Waterloo	Channel 9
WMTV TV	Madison	Channel 15
WKOW TV	Madison	Channel 27

The decision to call off or delay school opening is made jointly by the District Administrator and the bus manager.

In the case of early dismissal, the school office contacts parents through the Skylert system. It is important that families update this information. Students are kept indoors during recess during rain, heavy snow and wind chill factors below 0 degrees Fahrenheit.

Outside conditions are monitored at school through a variety of sources.

### **Labeling**

As a personal safety measure, please have each child's name (on the inside) of all personal property that is easily lost: books, notebooks, coats/jackets, purses, wallets, and lunch boxes.

### **Lost and Found**

If a child finds money or other articles on school property, he/she should take them to the school office. Likewise, if a child loses an article of value, he/she should report the loss to the office.

Lost and found articles are kept in the Janitor's shop during the year and are displayed from time to time in the area in the front of the office. At the end of the school year any lost and found items not picked up will be donated to St. Vincent's or permanently discarded.

### **Lunch Room Procedures**

Students will be expected to follow the following procedures:

- During the lunch period all students are to report to the cafeteria, whether or not they eat lunch.
- Moving ahead of other students in the lunch line is unacceptable behavior.
- All students will spend the first fifteen minutes of the lunch period in the lunchroom.
- Soft drinks will not be allowed during the lunch period including pop brought from home.
- Students are not allowed to call out to order food to be brought in unless approved in advance by administration.
- Students will be respectful, courteous, and well-mannered to staff and each other in the lunchroom.

Note: Any infraction of lunchroom rules may result in loss of hot lunch privileges as well as disciplinary action.

### **Elementary Lunch Tickets**

The price of lunch is: \$2.60/day or \$13.00 week. (Families should fill out the free and reduced forms annually even if you are not sure if you qualify. Federal funds are based on our free and reduced enrollment figures.) Additional milk will be \$.35/each. Money is to be given to your classroom teacher, preferably on Mondays. Additional entrees are available for \$1.10 per lunch as well. Students are expected to conduct themselves in a quiet and orderly manner while in the lunchroom. They are to follow the lunchroom rules and follow the directions of the adults in charge of noon hour supervision.

### **Media Center**

Your elementary Media Center (library) has an up-to-date collection of books, videos, and other audiovisual aids for students use. Parents are encouraged to foster appropriate values in the care and use of Media materials. Lost and damaged materials are the financial responsibility of the student.

### **Personal Toys**

Personal toys will not be allowed at school this year.

### **Police Canine Searches**

The Cassville School District authorizes the use of Canine units to detect prohibited substances or drug paraphernalia in school buildings and grounds, and to perform other tasks for which the canine unit is trained in order to maintain a safe and drug free environment. Planned, non-emergency searches will be conducted at the discretion of the administration. Searches may be conducted without prior notification to students and/or school personnel. Individuals found to be in possession of prohibited substances or paraphernalia will be subject to prosecution by civil authorities and disciplinary consequences from the Cassville School District.

Students and school personnel will follow lock down procedures when a canine search takes place. Office personnel will communicate pertinent information regarding the start and conclusion of the canine search. Students should only be released to go to the restroom or office with an escort from administration or staff. Administration will be present whenever a canine search is conducted in the Cassville School District.

### **Police use of PBT (personal breath tester)**

In the event the Administrator or designee suspects a student may have consumed alcohol or is under the influence, a breath test may be administered at the school by the local police department. Civil and school district procedures and penalties will apply in the event of a positive reading.

### **Recess**

Recess is an important part of the school day. It is not only a social time, but also a time for your child to practice and refine motor skills such as climbing, running, and jumping.

It is important that students are dressed for the season. During winter, children should be prepared for the weather by having a hat, gloves, snow-pants, coat, and boots. Students are kept indoors during recess during rain, heavy snow and wind chill factors below 0 degrees Fahrenheit. Shorts are only allowed on days 60 degrees or more. After May 1<sup>st</sup>, students may go outside for recess as they dressed that morning for school. (Shorts allowed) Outside conditions are monitored at school through a variety of sources.

When students are at school they are expected to take part in outside recess with their classmates. If your child is well enough to be at school, he/she is well enough to go out for recess. Chronic health concerns and other exceptions will be made with a doctor's excuse.

At recess we expect all students to abide by all safety rules at all times.

### **Safety Rules on the Playground**

Good sportsmanship is expected on the playground. Be responsible, respect our playground equipment, and report all injuries to the playground supervisor. Behavior that could cause injury is not permitted.

- Climbing Equipment (slides, jungle bars, etc.)
  - Form a line while waiting to go on the equipment.
  - Take turns and make sure the area is clear before you slide or get off the climbing equipment.
- Swings and Small Playground Equipment
  - One person to a swing, etc.
  - Let the swing come to a safe stop before getting off of it.
  - Take turns so that others can also have a chance to play on the equipment.
  - Small equipment is recommended for primary children.
- Lining Up Procedure
  - Line up quietly and quickly in lines when the playground supervisor blows the whistle.
  - Return the playground balls and other equipment to the appropriate places when recess is over.
  - Walk quietly in line to your classroom.

### **School Day**

7:45 a.m.	Students are allowed into the building.
8:00 a.m.	First bell. Students may enter their classroom.
8:05 a.m.	Second bell. Take attendance/announcements, classes begin.
15 minutes	Mid-morning recess
45 minutes	Lunch and recess
2:45 p.m.	Dismissal from the classroom to the gym
2:53 p.m.	Dismissal from the gym

Parents are reminded that due to the need of supervision, students should not be dropped off at the High School before 7:45 a.m.

If you are picking your child up after school, please park in the St. Charles parking lot. Your child must cross at the crosswalk with the crossing guard.

4K-Grade 6 students may not leave the building through the Bluff Street doors to be picked up by their parents. Due to parked cars, the lack of a sidewalk, and the dangers that could be caused by traffic on Bluff Street, students are to be met by parents or others after the crosswalk in the St. Charles parking lot.

When you must pick up your child for appointments, we ask that you either send a note to your child's teacher, (the note will also get to the school office), or call the office earlier in the day to let us know. We will do our best to make sure your child will be ready at the time you specify. Parents should come to the Elementary front door and ring the buzzer. Office staff will send the student out if they can see the parent. Parents will not be allowed to enter the building.

Please be aware that our instructional school day is 8:05 a.m. through 2:53 p.m. We expect that teachers are engaged in teaching and children in learning. Although it may be convenient to pick up students early, it creates a significant disruption to the teacher and to your child's classroom routine.

Early dismissal is usually at 1:00 p.m. Look for reminder notes on the monthly calendar and also on the School Year Calendar in this handbook.



### **School Entrance Age**

Kindergarten children must be five on or before September 1st of the year they enter school. Students who would like to enroll in the 4K program must be 4 on or before September 1st of the year they enter school. A birth certificate is required as proof of age.

### **School Fees & Supplies**

Each year certain fees must be assessed to continue to provide the best opportunities for our students. At the end of each year a list of student supplies is published for the next school year. The list will also be available upon request from the elementary office. Please be sure that your child has the necessary supplies.

### **School Records**

If your child is entering our schools for the first time or returning to Cassville, the past records will be needed. Please bring the basic information with you and inform the office where to write for additional information. If a student withdraws from our district, the child's records will be sent to the next school upon request.

### **Screening**

The School District of Cassville provides a screening service for children in the early childhood and kindergarten programs. This allows the parents an opportunity to discuss their child with educational specialists. Three/four year old screening is held in the spring. Parents will need to supply a birth certificate as proof of age for those screening for kindergarten. Additional information will be listed in the Herald Independent Newspaper prior to screening.

### **Special Procedure for 4K and 5K Student Drop off**

First and foremost, our main concern is your child's safety. Because of their young age, the bus driver MUST see you or your child's guardian before he/she will discharge your child from the school bus. If you or a guardian is not seen when the bus arrives, the driver will take your child back to school or the bus garage. You will be notified by the school and will need to pick up your child at school.

### **Student Lockers and Desks**

A student locker is provided for the convenience of the student. It is to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose.

**School lockers and desks are the property of School District of Cassville.** At no time does the School District of Cassville relinquish its exclusive control of lockers/desks provided for the convenience of students. Periodic general inspections of lockers/desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. A student's privilege of using a school locker is conditioned upon the student's consent to a search.

### **Surveillance Cameras**

To help ensure the safety of our students and staff and the security of the building surveillance cameras have been installed in the school. Tapes documenting a problem may be kept indefinitely. Tapes will not be available for viewing by the public, employees, media, or other individuals. Students who are disciplined based on video evidence and/or their parents/guardians with the principal and his/her designee in attendance, may view the segment of the video that documents the incident for which the disciplinary action was taken.

### **Tobacco Free**

The use of all tobacco products, smoking or non-smoking, is prohibited at all times on school premises. "School Premises" include all property owned by, rented by or under the control of the School District of Cassville. This includes persons 18 years old or older. Students who use and/or possess tobacco on school premises can expect to be suspended from school and referred to law enforcement for a ticket.

### **Visitors to the School**

The Cassville Board of Education welcomes parents and other interested members of the community to visit our schools. Citizens are urged to visit school facilities, observe the children's classrooms, and join with the Board to acknowledge strengths and weaknesses within the system. Unfortunately, due to Covid-19 pandemic we are limiting visitors, but hope to encourage visitors the next school year.

All visitors must report either to the elementary or high school office and obtain a visitors' pass. Visitors are given a name badge to wear for the duration of the visit to our school. Visitors without a name badge will be asked to check in at the office. The only exceptions are concerts or assembly programs.

Visitors may be removed from school premises. The staff may remove persons they believe are disturbing the school's educational programs or are on school premises for the purpose of committing an illegal act. They may also remove persons who are disturbing teachers or students on school premises. The school may contact law enforcement authorities if necessary.

Elementary students are discouraged from bringing guests to school.

## **ACADEMICS**

### **Academic Honesty Conduct**

The Cassville School District expects academic integrity from students. Academic integrity requires that course work a student presents to an instructor honestly and accurately indicates the student's own academic efforts.

Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own or unauthorized copying of software. School personnel will have the responsibility for monitoring the above actions. In the event that a student has been documented by school personnel as having committed academic dishonesty the following will apply:

#### **1<sup>st</sup> Offense**

- Student will receive a 0% on the project, assignment, quiz or test.
- One day of ISS (In School Suspension).
- Student will be subject to the Activity Code
- Parent contact.

#### **2<sup>nd</sup> Offense (same semester)**

- Student will receive a failing grade for the semester in the subject.
- Student will receive a one-day of ISS.
- Student will be subject to the Activity Code.
- Student will be removed from class for the remainder of the semester.
- Parent Contact.

### **Grading for 4- and 5-year-old Kindergarten**

Grades in kindergarten will consist of a subjective evaluation report by the teacher as well as grades on a report card.

### **Grading System**

Teachers will assign grades based on the established grading system. For each subject taken, a student will receive one of the following grades:

<b>Written Explanation</b>	<b>Standard Scale</b>	<b>Modified Scale</b>	<b>Grade</b>
Excellent	99-100	98-100	A+
Excellent	95-98	94-97	A
Above Average	93-94	90-93	A-
Above Average	90-92	88-89	B+
Above Average	87-89	84-87	B
Average	85-86	80-83	B-
Average	82-84	78-79	C+
Average	79-81	74-77	C
Average	76-80	70-73	C-
Below Average	74-75	68-69	D+
Below Average	71-73	64-67	D
Below Average	70	60-63	D-
Not Passing	69 and below	59 and below	F
Incomplete			I

- Grade percentages will not be rounded.

- Report cards will be issued at the end of each nine weeks listed on the school calendar. If a student has a grade of “Incomplete” it will either be replaced by a grade, or an “F” if it is not made up within two weeks from the end of the quarter, except in a special case approved by the Administrator. **This is the student’s responsibility.**
- Progress reports will be issued following the fourth week of each quarter. These will be issued to all students.
- Students with special needs who have an Individualized Educational Plan (IEP) or have been designated “At Risk” by the elementary staff, may have an alternate grading scale that is more suited to their needs.

### **Promotion Policy from Grade 4 to Grade 5**

No student will be promoted from grade 4 to grade 5, unless the student meets at least two of the three criteria presented below.

Criteria for Promotion:

1. The student receives a score of “basic” or above on at least five of the six sections of the Wisconsin Knowledge and Concepts Exams which are given during grades 4. The sections of the Knowledge and Concepts Exam are as follows:

Language Arts	Writing (a score of 3 on a scale of 6)
Reading	Mathematics
Science	Social Studies

2. The student during grade 4 receives a passing grade in all subject areas or maintains an overall grade of C on a 4.0 point scale covering all subjects.
3. For Grade 4 – Regular Education Students

The student receives the recommendation of his/her classroom teacher, guidance counselor, and Administrator. When making such a recommendation the teacher must consider the academic abilities of the student and the likelihood that the student will be successful at grade 5. The teacher is encouraged to confer with the student’s previous teachers, and confer with parents(s) or guardian(s) of the student and take into consideration their attitude toward the promotion or retention of the student. The teacher may also take into consideration the willingness of the student and the student’s parent or guardian to participate in summer school, tutorial programs and other learning opportunities that may be available to the student.

4. For Grade 4 – Special Needs Students (EEN)

The student has progressed toward his or her education goals as specified in the student’s Individual Education Plan (IEP) and receives the recommendation of the student’s IEP Team.

## **ATTENDANCE**

### **Attendance at State Tournaments**

The Cassville School District recognizes that participation of a team or individual participant in the state tournament is the ultimate goal of every participant and/or coach. This goal will be realized through hard work and adherence to the principles of good sportsmanship. Anything less is unacceptable. There are two avenues by which students attend state tournaments, either as a participant or as a spectator. Unless provided for elsewhere, attendance at state tournaments by students who are not athletes is the responsibility of the student’s parent or guardian. Any students who attend must have a pre-excused absence form completed and turned into the office at least one day prior to leaving. Students must be passing all classes for the absence to be excused.

### **Compulsory Student Attendance**

In accordance with the state law, all children between six and eighteen years of age shall attend school unless he/she has been excused temporarily for physical or mental reasons, or other reasons defined by the Board or has been excused by his/her parent/guardian prior to an absence in accordance with state law.

It is the responsibility of any person having under his/her control such a student to ensure regular attendance during the full period and hours that school is in session until the end of the semester of the school year in which the student becomes 18 years of age. **It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established district procedures.** When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the Administrator or designee to determine whether the absence is acceptable (excused) or not acceptable (truant).

## **Definitions**

### **Tardy**

- Student is not in the classroom by 8:05 a.m.

### **Absence**

- Arriving to school (in the office) after 9:00 a.m.
- Being away from your assigned schedule for more than five (5) minutes once you have arrived at school (this includes lunch and lunch detentions).

### **Simple Truancy**

- When a student who is absent for part or all of a school day without a valid excuse.
  - The building administration has the right to refer the student for a “simple truancy” fine.

### **Habitual Truancy**

- When a student has accumulated five (5) or more unexcused absences in a semester.
  - The administration has the right to refer the student for “habitual truancy” charges.

### **Make-up Work**

Credit in a course or subject shall not be denied solely because of a student’s unexcused absence from school. All students with absences shall be given the opportunity to make up examinations and work. Work missed during an unexcused absence may be given zero or reduced credit as determined by the teacher.

Student missing school for an excused reason (including suspension) will be allowed the number of days gone plus one to make up any work and/or tests that were missed. Projects and tests that were assigned to the student before they were absent may be required to be completed/made up on the day that the student returns to school. Planned vacations, hunting, or fishing trips or other extended absences may warrant a parent/teacher conference beforehand so that arrangements can be made for make-up assignments.

### **Philosophy**

In the Cassville School District, the focal point of the educational process is the classroom. Although the classroom is not the only learning center within the school, the classroom is the primary contact point in the teaching-learning experience. The entire process of education requires continuity of instruction, classroom participation, and study for each student to derive maximum educational benefits. The regular contact of the student with other students in the classroom and participation in well-planned instructional activities under the tutelage of a competent teacher are vital to the purpose. Frequent absences from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained even by extra after-class instruction.

Any absences, regardless of the reason, deprive the student of an opportunity to learn. Attendance is a responsibility that should be shared by the student, parents/guardians and the school. All absences, whether excused or unexcused, can have a detrimental effect on the student’s grades.

### **Student Absences and Excuses**

For award reasons, perfect attendance will be defined as no absences, tardies, or any suspensions. Validating/documenting the absence of a student with the office is the responsibility of the parent/guardian of the student.

### **Excused Absences**

All pre-excused absences require that written verification be provided by the parent/guardian to the school attendance officer or designee 24 hours in advance of the absence prior to re-admittance to school. A student may be excused by the parent/guardian under this provision for not more than 10 days in the school year. A doctors/physicians note will be required after three consecutive days of school are missed. Absences more than half of a day shall be considered a whole day. Anything less than four periods (arriving after 9:00 a.m. or leaving before 2:00 p.m.) will be counted as one-half day.

All students leaving school during school hours (8:05 a.m.-2:53 p.m.) must obtain permission from the office. The parent/guardian must pick up the student in the school office. Students are NOT allowed to wait outside. The school attendance officer or designee is authorized to approve a legal excuse for any student that is not in proper physical or mental condition to attend school or an educational program. For a child to be excused, the school must receive a phone call or note by 8:30 a.m. on the day of absence. The district may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be in writing and shall state the period of time (not to exceed 30 days) for which it is valid. Students who have already had their parents excuse them for 10 days will be expected to bring such a statement. Otherwise, the student will be expected to come to school to be evaluated by the Administrator.

## **Unexcused Absences**

Absences that occur without a proper parent excuse 24 hours in advance or by a phone call by 9:00 a.m. will be unexcused. Also, absences that occur after the 10 parent excused days without proper proof or administrative approval will be considered unexcused.

Students are expected to attend school regularly and be on time for classes. Parents are expected to phone the school EACH day regarding student absences. If a phone call has not been received on or before 8:30 a.m. on the day of an absence, the secretary will call the parent at home or at work. The parent/student is responsible for communicating with teachers and the office regarding make-up work when absent from school.

## **Tardies**

The first bell rings at 8:00 a.m. at which time students may enter the room. If the student is not in the classroom at 8:05 a.m., he/she will be marked tardy. **If your child will be coming to school after 8:05 a.m., a parent or other adult should physically check the student in at the office before he/she goes to the classroom.** Students arriving after 9:00 a.m. will be marked as 1/2 day absent and students leaving before 2:00 p.m. will be marked as 1/2 day absent.

A student's tardiness to school, (failure to be in his/her classroom appropriately by the 8:05 a.m. bell) will be considered a "Minor Infraction" on the school's Code of Conduct. The classroom teacher may determine appropriate discipline consequences for tardiness.

- 3 Tardies in a month (30 consecutive calendar days) may be considered simple truancy and will result in a request for a parent conference with the administration and the teacher.
- Continued/Chronic tardiness may result in further disciplinary "steps" as determined by the Administrator.

## **Unexcused Absences (Truancy) Penalties/Procedures**

### **1<sup>st</sup>-2<sup>nd</sup> Offense**

- Detention(s) or suspension(s)
- Zero or reduced credit for make-up work
- Parent notification
- Possible I.E.P. evaluation
- Possible Simple Truancy Fine

### **3<sup>rd</sup>-5<sup>th</sup> Offense**

- Detention(s) or suspension(s)
- Zero or reduced credit for make-up work
- Parent notification and official truancy meeting held
- Possible I.E.P. evaluation
- Simple Truancy Fine

### **6<sup>th</sup> Offense**

- Detention(s) or suspension(s)
- Zero or reduced credit for make-up work
- Parent notification of habitual truancy
- Possible I.E.P. evaluation
- Referral to court system for habitual truancy charges

## **STUDENT CONDUCT**

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration and their classroom teachers.

Student behavior that is dangerous, disruptive or unruly, or that interferes with other students' rights to a free and appropriate education will not be tolerated. Any student who engages in such behavior may be subject to discipline procedures outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules. While it is

our goal to handle such problems in house, when students violate state laws or municipal ordinances, or when students and/or parents refuse to work within established policies of the district and school, or where the security of person or property appears to be in jeopardy we will not hesitate to call the police and initiate arrest and prosecution proceedings.

Students who have special needs and have an IEP may have an alternate behavior plan. Those students will still be expected to behave in a manner that does not jeopardize the health and safety of the students and staff of the Cassville School District.

The expectations contained in this handbook are not all-inclusive, meaning that they do not cover each and every situation which may arise. However, when those situations do arise, they will be dealt with in a comparable manner.

### **Classroom Discipline**

Teachers will review behavior expectations with students at the beginning of the class. A three step system when dealing with student discipline:

- Step 1**        The student will be warned.
- Step 2**        The teacher will assign a detention or other minor discipline measure.
- Step 3**        The student will be removed from class.

Students who engage in actions of vulgarity or extreme disrespect may go directly to Step 3 and be sent to the office immediately. Students are encouraged to observe teacher cues to avoid inappropriate behavior. If a student does not feel that they are being treated fairly, they may ask the teacher for permission to go to the office. If the teacher does not grant permission at that time, the student should wait until the end of class and then report to the office.

### **Student Discipline**

In the event that a student needs to be disciplined, the following discipline will be used:

#### **Detention**

- May be assigned at the Administrator's discretion before school, after school and/or during lunch (or recess).

#### **In School Suspension (ISS)**

- The student will spend a day isolated from classroom activities. He/She will be given the opportunity to turn in work from the day for full credit. The student must stay busy reading, writing or working on school work.

#### **Out of School Suspension (OSS)**

- The student will not be allowed on school grounds or at school events during the period of suspension. This includes extracurricular activities. The duration of suspension will last until the day that the student is allowed back in school. *(Ex. A student who is suspended for one day on Friday will not be allowed on school grounds or events until the next day of school-Monday.)*

#### **Expulsion**

- The legal expulsion procedure will be followed to ensure parent and student rights. The administration, at their discretion pending the circumstance, may implement a conditional expulsion that includes conditions that the student must follow in order to remain in school.

### **Major Rule Infractions**

- Disorderly conduct (inappropriate language and/or actions that cause a disturbance)
- Verbal and/or physical assaults
- Tobacco/drug/alcohol use or possession on school grounds
- **Electronic/vaporized devices/parts containing product in violation of the drug-free standards/policy.**
- Vandalism/theft
- Harassment
- Major telecommunication violations
- Threats made toward another student or school personnel
- Possession of cell phones and/or cameras in locker rooms and/or bathrooms

## **Major Rule Infraction Penalties**

### **Step 1**

- ISS or OSS 1-2 days
- Parent notification and/or conference
- Law enforcement notification
- Restitution for damages if applicable
- Revocation from computer network if applicable
- Possible movement to Step 3 if administration deems necessary
- Possible expulsion

### **Step 2**

- ISS or OSS 1-3 days
- Parent notification with conference
- Law enforcement notification
- Restitution for damages if applicable
- Revocation from computer network if applicable
- Possible movement to Step 3 if administration deems necessary
- Possible expulsion

### **Step 3**

- ISS or OSS 4-5 days
- Parent notification with conference
- Law enforcement notification
- Restitution for damages if applicable
- Recommendation for expulsion

## **Minor Rule Infractions**

- Vehicle/parking lot violations
- Tardiness
- Truancy (Abide by truancy code)
- Failure to serve detention(s)
- Public display of affection
- Minor telecom. violations
- Improper use of pass system
- Violation of the dress code
- Possession of food/drink in locker or hallway
- Defiance, disobedience, disruptive, disrespectful behavior
- Possession/use of cell phones and other electronic devices in class and/or school activities
- Habitually coming to class unprepared (materials, homework, etc.)

## **Minor Rule Infraction Penalties**

- Detention(s) and/or ISS
- Parent notification with a possible conference
- Restitution if applicable
- Possible revoking of parking privileges
- Possible law enforcement notification
- Possible movement to Major Rule Infraction Penalties for excessive Minor Rule Infractions (if administration deems necessary)

## **Three Step Class Removal Procedures**

### **1<sup>st</sup> Removal from Class**

- No morning recess- one week
- Parent notification

### **2<sup>nd</sup> Removal from Class**

- No morning recess- one week
- Parent conference required for readmission

### **3<sup>rd</sup> Removal from Class**

- Student will be suspended.
- Parent notification

\*Students who exhibit good behavior for 15 consecutive days may move one step back on the class room removal procedure.

## **BUSING**

### **Boarding and Waiting Regulations**

- All children of the same family must be at the stop at the correct time.
- If you are not riding the bus, be sure to let the driver know beforehand.
- The bus need not wait for the students in the morning.
- The bus driver will only stop if the students are at the pickup place.
- Students should stay off the road at all times while waiting for the bus.
- Bus riders should conduct themselves in a safe manner while waiting.
- Students should not attempt to enter the bus until it comes to a complete stop.
- Students should always approach the bus with care.
- Elementary supervisors will monitor students at dismissal while loading the bus.
- No students will be allowed to get off the bus except at his/her home unless he/she has a written note from his/her parents that has been approved by the office.

### **Bus Rider Discipline Policy**

Rules are necessary to insure the safety of the students. In the event a student does not obey the “Bus Rider Safety Rules,” the following procedure will be followed:

- Step 1**      The student will be notified, by the bus driver, of any infraction of the “Bus Rider Safety Rules”. At this time the bus driver will fill out a “School Bus Rider Safety Report”. The student will take the report to his/her parents to have it signed by them. Thus, the parents will be made aware of any misconduct of their child. The signed report must then be returned to the school bus driver by the next time the student rides the bus. This report will be filed in the office and student will be moved a step in accordance with the school-wide discipline code.
- Step 2**      In the event the student continues to disobey the “Bus Rider Safety Rules”, the procedure indicated in “Step 1” will, again, be followed. In addition, students will lose bus-riding privileges for one school day. The student will be referred to administration.
- Step 3**      In the event the student continues to disobey the “Bus Rider Safety Rules”, the procedure in “Step 1” will, again, be followed. The student will understand that he/she will lose bus-riding privileges for three school days. The student will be referred to the administration.
- Step 4**      Should the student disobey the “Bus Rider Safety Rules”, after having been removed from the bus for three (3) school days, the student will lose his/her bus riding privileges for ten (10) school days. A conference between the Administrator, student, parents, and driver will be held.
- Step 5**      Should the student disobey the “Bus Rider Safety Rules”, after having been removed from the bus for ten (10) school days, the student will lose his/her bus riding privileges for one calendar year.

In the event that a student behaves in a manner that is especially vulgar, disobedient and/or dangerous, they may be placed on whatever step the Administrator deems to be appropriate.

### **Leaving the Bus**

- Students should cross the road, when necessary, after getting off the bus (at least 6 feet in front of the bus) but only after a clear signal and after they are sure that no traffic is approaching from either direction.
- Older students should always help younger brothers and sisters cross the road.
- Students should always be alert to the danger signal from the driver.

### **Rules While on the Bus**

- All students must assist in keeping the bus safe and sanitary at all times.
- Damage to seats, etc. will be paid for by the offenders.
- Older students should help look after the safety and comfort of smaller children.
- Bus riders are expected to be courteous to fellow students, the driver, the patrol officers, and drivers’ assistants.



- Horseplay is not permitted around or on the school bus.
- Bus riders must keep their hands and head inside the bus at all times.
- Bus riders throwing anything out of the bus windows will face disciplinary action.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Bus riders must keep books, packages, coats and other objects out of the aisles and in their seats with them.
- Bus riders should remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- All students must be absolutely quiet when the bus approaches a railroad-crossing stop.
- Bus riders should not leave any books, packages, or other articles on the bus.
- All students are to remain in the bus in the case of a road emergency.
- No bus riders are allowed to use the back door except in case of emergency and when told to do so by the bus driver.
- The seating arrangement of the bus is up to the driver.
- The bus driver will enforce discipline on the bus. The names of all students who misbehave will be turned in to the Administrator. Discipline up to and including the loss of riding privileges will be considered.
- Cell phones, radios, iPods, tablets... etc. with earphones are strictly prohibited.
- Notes to the bus driver need to be signed by the office before a student can be left off at a particular place.

## **POLICIES**

### **Computer Use Agreement**

\*Forms were mailed with registration packets.

### **Drug Free Work Place Policy**

In order to protect the health, welfare, and safety of students and employees, no Cassville School employee or student shall during work hours manufacture, distribute, dispense, possess, or use a controlled substance, illegal street drug or paraphernalia in any school building or on school premises; or in any school-owned vehicle used to transport students to and from school or school activities; or off school property during any school-sponsored or school-approved activity, event, or function where students are under the jurisdiction of the school district.

Students who violate this policy will follow this discipline procedure:

- OSS (Out of School Suspension) 3-5 days\*
- Parent Notification
- Law Enforcement Notification
- Recommendation for expulsion

\*Suspension may be extended pending the findings of an expulsion hearing.

### **Equal Educational Opportunities Discrimination Complaint Procedures**

If any person believes that the School District of Cassville or any part of the school organization has inadequately applied the principles and/or regulations of Title IX (sex) and Section 504 (handicap) or in some way discriminates on the basis of sex, race, religion, color, national origin, age, or handicap, he/she may bring forward a complaint to the District Administrator at the following address: 715 E. Amelia, Cassville, Wisconsin 53806

### **Equal Educational Opportunities Nondiscrimination Policy**

The School District of Cassville does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

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

Nondiscrimination policies shall be printed in the student handbook, course selection book, enrollment materials, and published annually in August in the local newspaper, to make students and parents aware of their rights.

Concerns regarding alleged violations of this policy shall be referred to the school administrator.

## **Formal Complaint Procedure**

- Step 1** A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the local Title IX or Section 504 coordinator within five (5) business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the complaint and reply in writing to the complainant within five (5) business days.
- Step 2** If the complainant wishes to appeal the decision of the local Title IX or Section 504 coordinator, he/she may submit a signed statement of appeal to the superintendent of schools within five (5) business days after receipt of the local coordinator's response to the complaint. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten (10) business days.
- Step 3** If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the school board within five (5) business days of her/his receipt of the superintendent's response in Step 2. In an attempt to resolve the complaint, the school board shall meet with the concerned parties and their representatives within 15 days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent by the board secretary to each concerned party within ten (10) business days of this meeting.
- Step 4** If at this point, the complaint has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8<sup>th</sup> Floor, Chicago, Illinois 60606.

## **Harassment Policy**

It is the policy of the School District of Cassville to maintain and ensure learning and working environment free of harassment or intimidation toward personnel and students. It is also the policy of the district not to permit other forms of harassment based upon sex, race, religion, creed, national origin, pregnancy, marital or parental status, or physical, learning, and mental or emotional disability.

Any person who believes he/she has been harassed may file a complaint in accordance with procedures established for dealing with discrimination.

## **General Harassment**

General harassment is defined as unwelcome, unwanted, and repeated attention that is considered unacceptable by another individual. Harassment at school is illegal. It violates both the State and Federal equal rights laws. Harassment infringes upon equal respect in human relationships, and causes serious harm to the individual and to the school community.

## **Sexual Harassment**

Sexual harassment is illegal if it is based upon a protected group status. Sexual harassment is defined as any unwanted, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors which is based upon one's group membership when:

- Submission to conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

Sexual harassment is defined for purposes of this policy as:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact that is considered unacceptable by another individual.
- Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status (for employees) and one's student/academic status (for students).
- Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are unwanted and considered offensive by others; or any other sexually oriented comments, innuendoes or actions that offend others.
- Engaging in any type of sexually oriented conduct that would unreasonably interfere with the activities of an individual. This includes extending unwanted sexual attentions to someone such that personal productivity is reduced.
- Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts of attentions and because of the existence at the school site of sexually oriented materials including, but not limited to photographs and posters.

An employee/student who believes he/she has been the subject of harassment should report the matter as soon as possible to his/her building Administrator. If the employee /student believes that the building Administrator is involved in the harassment,

the matter should be brought to the immediate attention of the Board President. An investigation will be undertaken to determine the facts.

After appropriate investigation, any supervisor or other employee found to have harassed another employee/student and any student found to have harassed another student/employee will be subject to appropriate action, termination of employment (for employees) and legal consequences brought by the victim through related criminal and/or civil charges.

Whether a particular action or incident is a purely personal, social matter without a discriminatory effect requires a determination based on the facts. False accusations of sexual harassment can have serious adverse effects. The Board expects all employees/students to act honestly and responsibly in complying with and enforcing this policy. Retaliation against persons who make harassment complaints or assist in bringing them will not be tolerated. It is the Board's desire to continue providing a pleasant working environment for all employees/students, free of harassment.

It is the intention of the Board that confidentiality be maintained to the maximum extent possible in investigating allegations of harassment.

## **Harassment Complaint Procedures**

### **Education**

- Each employee/student in the District will receive a copy, along with a cover memorandum of the policy and administrative rules on harassment.
- There will be an ongoing in-service program that will provide participants an understanding of harassment.

### **Complaint Procedure**

Employees/students who feel they are the victims of harassment should report their concerns to anyone in the administration. They, in no way, should feel that their first (or only) recourse is to their immediate supervisor. The following complaint procedure should be utilized if at all possible.

- Step 1** Complaints are to be presented to the building Administrator/designee. The complainant may complete the Harassment Complaint Form if he/she wishes.
- Step 2** The building Administrator/designee shall thoroughly investigate the complaint, notify the person who has been accused of discriminating, and permit a response to the allegation and arrange to meet and discuss the complaint with each concerned party within ten (10) working days after receipt of the written complaint, if deemed necessary. The building Administrator/designee shall give a written answer to the complainant within twenty (20) working days after receipt of the written complaint.
- Step 3** If the complainant is not satisfied with the answer, a written appeal with the Board of Education may be filed within ten (10) working days after receipt of the Step 3 answer. The Board of Education shall, within twenty (20) working days, conduct a hearing, which will be held in executive session at which time the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complainant within twenty (20) working days following completion of the hearing.
- Step 4** If the complainant is not satisfied with the answer from the Board of Education, he/she may contact: Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, Wisconsin 53203

### **Informal Procedure**

The person who believes he/she has a valid basis for a complaint shall discuss the concern with the local Title IX or Section 504 coordinator who shall in turn investigate the complaint and reply to the complainant in writing within five (5) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

### **Locker Room Policy**

- The School District of Cassville shall observe measures intended to protect the privacy rights of individuals using school locker rooms.
- Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room.
- No cameras, video recorders, or other devices that can be used to record or transfer images may be used in the locker room at any time.
- No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

- Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating this policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

### **Maintenance of Grievance Records**

The coordinators (Section 118.13, Wisconsin Statutes, Title VI, Title IX and Section 504) shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

- The name of the grievant or complainant and his/her title or status
- The date the grievance was filed
- The specific allegation made and any corrective action requested by the grievant
- The name(s) of the respondents
- The levels of processing followed, and the resolution, date and decision making authority at each level
- A summary of facts and evidence presented by each party involved
- A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken

### **Medication Policy**

Forms are available in the elementary office and were also mailed out with registration packets.

In accordance with the policy of the Wisconsin Division of Health and the State Medical Society, **no prescription drugs of any type shall be given by school personnel without written consent from a physician.** If it is necessary for a student to receive medication during the school day, the office shall be notified. Designated school personnel will administer the medication providing the following criteria are met:

- Medication to be given in school must have:
  - A written order from the physician
  - Full name on the original container
  - Name of drug and dose
  - Time to be given
  - Parent/legal guardian permission
  - Date
  - Phone number
  - All drugs are to be taken directly to the office. Students are not allowed to keep medication, whether prescriptions or over-the-counter drugs, in their desk, locker, book bag, etc.
- The student will take medication at a designated time while supervised by authorized personnel.
- Limited quantities of the medication should be kept at school.
- All medication administered at school will be stored in a locked cabinet.
- Parents must notify the school when the dosage or time is changed. If medication is resumed, a new order must be received.
- The school shall establish an accurate and confidential record keeping system for each pupil receiving medication.
- No aspirin or other over-the-counter medication will be administered unless the medication is in the original container provided by the parent and accompanied with a written parental permission slip that includes instructions.
- For students on long-term medication, written orders for medication by the physician must be renewed annually.
- An asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler while in school, at school sponsored activity or under the supervision of a school authority.

### **Pupil Discrimination Complaint Procedure**

If any person believes that the School District of Cassville or any part of the school organization has failed to follow the law and rules of section 118.13 Wisconsin Statutes, or in some way discriminates against pupils on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, he/she may bring or send a complaint to the Administration Office at the following address: 715 E. Amelia, Cassville, Wisconsin 53806.

- Step 1** A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the District Administrator. That employee shall send written acknowledgment of receipt of the complaint within 45 days.
- Step 2** A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC section 1415 and chapter 115 Wisconsin Statutes, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by chapter 115, subchapter V, Wisconsin Statutes. Complaints under 20 USC section 1231e-3 and 34 CFR sections

76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

**Step 3** If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707-7841.

**Step 4** Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8<sup>th</sup> Floor, Chicago, Illinois 60606.

### **Technology Acceptable Use & Internet Safety**

The School District of Cassville has invested significantly in technology that offers vast, diverse, and unique resources to students and staff. The district's goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The district supports access by students and staff to rich information resources along with the development of appropriate skills to analyze and evaluate resources. In today's world, access to and manipulation of information is a critical skill. Staff and students will have appropriate technological tools available to explore the world from inside and outside the classroom walls.

### **Technology Defined**

The use of technology that is owned or leased by the School District of Cassville is subject to the terms of this policy.

Technology is defined under this policy as including, but not limited to, the use of audio, video and computer software, computers, chrome books, peripherals, network and communications equipment and related hardware and video and audio equipment. District technology is to be used to enhance instruction, support learning and to develop professionally.

### **Purpose**

Despite its significant value, it is possible to encounter materials and interactions on the network that are not consistent with the educational goals of the district. It is the purpose of this policy to provide guidelines for Internet safety and to identify examples of acceptable and unacceptable use of district technology and the Internet. Before the district provides network or Internet access, adult users and the parents/guardians of minor users must acknowledge their agreement to abide by this policy by submitting the accompanying signed agreement to the district.

### **Privacy**

The district reserves the right to monitor, inspect, copy, review and remove at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District of Cassville and no user shall have any expectation of privacy regarding such materials. Use of technology, including the Internet, is a privilege, not a right, which may be revoked at any time for inappropriate conduct.

### **Internet Safety**

All users are advised that access to the Internet includes the potential for access to materials that are inappropriate or harmful to minors. Every user must take responsibility for his or her use of the Internet and avoid sites and activities that are inappropriate or harmful to minors. Users who find sites that are inappropriate or harmful to minors shall report such sites to a room supervisor. Also, users who find other users visiting sites that are inappropriate or harmful to minors shall report such misuse to a designated official.

The following Internet Safety guidelines along with the Acceptable Use and Unacceptable Use examples serve as policy to be enforced by the district:

- Avoid material that is inappropriate or harmful to minors. By definition this includes any text, audio segment, picture, image, graphic image file, or other visual depiction that are pornographic or inappropriate by nature.
- Guard your personal safety. Users should not reveal personal information such as home address, telephone number, credit card numbers or social security numbers. Minors should not arrange face-to-face meetings with someone they have "met" on the Internet without permission of their teacher and parent or guardian.
- "Hacking" and other illegal activities are prohibited. Using the district's computer network and Internet access to gain or to attempt to gain unauthorized access to other computers or computer systems is prohibited. Also prohibited is any use

that violates a municipal ordinance, state or federal law relating to copyright, trade secrets, or the distribution of obscene or pornographic materials.

- E-mail accounts are issued when requested by a student or are given as part of a class.
- Maintain the confidentiality of students. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the adult student or a minor student's parent or guardian.
- Web pages produced within classes will be published on the district server only.
- Web pages produced in classes may not include last names of students or identify students in photos on published web pages.
- Photos on web pages produced within a class may only be published with permission of a parent or guardian.

### **Acceptable Use**

Examples of acceptable network use include but are not limited to:

- Use consistent with the mission of the School District of Cassville.
- Use of technology, including the Internet, for curriculum activities.
- Use that encourages efficient, cooperative and creative methods to perform the user's job, duties, or educational tasks.
- Use in support of education, research, and professional development.
- Use that provides unique resources and collaborative projects with appropriate educational partners.
- Use for general communication.

### **Unacceptable Use**

Examples of unacceptable use include but are not limited to:

- Use for a commercial enterprise or political lobbying unless specifically authorized by the district.
- Accessing or sending inappropriate material and messages such as obscene or abusive language, harassing or threatening messages, visual depictions that are obscene, pornographic or harmful to minors.
- Breaching security by sharing and/or using unauthorized passwords, or working from network accounts that are not assigned to the user.
- Unauthorized use of Internet chat rooms and free e-mail accounts.
- Use that causes congestion and disruption of networks and systems such as spreading viruses and attaching excessively large files.
- Deliberate damage to any district technology.
- Use of unauthorized software on district owned equipment.
- Unauthorized use of district technology for the production of non-school related materials.
- Unauthorized use of portable storage media and devices (ex. CD's, DVD's, Thumb Drives, Jump Drives, etc.)
- Student questions about what constitutes appropriate or inappropriate use of the network should be directed to the teacher or Administrator.

### **Copyright**

Users will respect copyright laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, users should request permission from the copyright owner.

### **Consequences**

Any student user who violates this policy will lose independent user privileges as stated below:

- |                               |   |
|-------------------------------|---|
| <b>1<sup>st</sup> Offense</b> | Network privileges may be revoked up to 18 weeks and counts as a step on the school-wide discipline code. (This may include compensatory damages or referral to law enforcement authorities.) |
| <b>2<sup>nd</sup> Offense</b> | Network privileges may be revoked up to 36 weeks and counts as a step on the school-wide discipline code. (This may include compensatory damages or referral to law enforcement authorities.) |
| <b>3<sup>rd</sup> Offense</b> | Network privileges may be revoked up to one year and counts as a step on the school-wide discipline code. (This may include compensatory damages or referral to law enforcement authorities.) |

*NOTE:* Students at this step must apply to the Technology Review Board at the end of the revocation in order to reinstate privileges.

### **Appeals Process**

Any user who has had their network privileges revoked may apply to the Technology Review Board for full or partial reinstatement.

### **Warranties and Indemnification**

The School District of Cassville makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent (s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, the user and parent/guardian are agreeing to indemnify and hold the school, the School District of Cassville and the Internet provider that provides the computer and Internet access opportunity to the School District of Cassville and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by the user. The user and parent/guardian agree to cooperate with the School District of Cassville in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside of the school district's network gaining access to the district's network.

#### **Title I Program – Parent Involvement Policy**

The purpose of the Title I program is to help students reach their fullest potential by:

- Providing a success-oriented environment
- Responding to different learning styles
- Meeting student's assessed individual needs
- Focusing on relevant skills

Parent involvement is a very important component of the Title I program and children's success. The Title I program will:

- Notify parents in writing that their child has been selected to receive Title I services.
- Hold a meeting for parents of eligible Title I students in the fall of each school year. The purpose of the meeting will be to explain the Title I program and go over the program goals and evaluation.
- Provide parents with a monthly newsletter, *Home and School Connections*, which has ideas to strengthen learning at home and foster home/school communication.
- Work with parents and their children through School-Parent Compacts to develop a partnership that will help lead to a child's success in school.
- Hold parent teacher conferences twice yearly to discuss individual student progress and review the School-Parent Compacts. These will be held in conjunction with district conferences and in cooperation with the classroom teachers.
- Hold a spring meeting to review the current year's progress and review next year's program. Parents will be asked to complete a written survey to help in reviewing and planning.

**Harassment Complaint Form**

Employee's/Student's Name: \_\_\_\_\_

Dated: \_\_\_\_\_

Immediate Supervisor/Building Principal: \_\_\_\_\_

Who was responsible for the harassment? \_\_\_\_\_

Describe the harassment:

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

Time: \_\_\_\_\_

Place: \_\_\_\_\_

What was your reaction?

Were there any witnesses to the harassment?

I understand that these incidents will be investigated, but this form will be kept confidential as much as possible.

\_\_\_\_\_  
Employee's/Student's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Parent's Signature required if Student\_\_\_\_\_  
Date