

# Spencer Elementary School

**"Where little Rockets start their  
engines."**

**2023-2024**



## **STATEMENT OF NONDISCRIMINATION**

The School District of Spencer prohibits all forms of unlawful discrimination on the basis of race, religion, sex, sexual orientation, national origin, ancestry, color, creed, political affiliation, pregnancy, marital or parental status, or physical, mental, emotional or learning disability or any other legally-protected status or classification.

It is the intent of the School District of Spencer to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Discrimination complaints shall be processed in accordance with the established procedures. (Civil Rights Act of 1991, Wisconsin Statutes Sections 115.28 (8), 115.80, 118.13, 118.14, 140.05 (16), and PI 9.03 (1) of the Wisconsin Administrative Code.)

## **SCHOOL POLICIES**

All school policies can be found on the school website. Go to [www.spencer.k12.wi.us](http://www.spencer.k12.wi.us), click on district and then policies. Paper copies can be acquired through the district office.

**Acknowledgement of this handbook and visitor confidentiality are on the student registration form. Checking "yes" on that form indicates that you have read both this handbook and the visitor confidentiality form.**

# Welcome to Spencer Elementary!

*Welcome Back, I'm excited for all the possibilities ahead for the 2023-2024 school year and excited to continue my journey as a Spencer Rocket with all of you!! Please take the time to read through and familiarize yourself with our handbook and use it as a resource to answer any questions you may have throughout the school year. I look forward to working with you and your child to assure this school year is a positive experience. If you have any questions or concerns please feel free to call or email me at school.*

Eddie Ikert, (715) 659-4642 ext. 1221  
eikert@spencer.k12.wi.us  
Elementary Principal

## **Mission of the Spencer School District**

Spencer Public School empowers students to achieve their greatest academic, emotional, social, and civic potential.

## **Vision**

The vision of Spencer Public Schools is to provide a foundation for all students to be actively engaged in a positive, safe, and inclusive learning environment utilizing 21st Century Skills

## **Spencer Public Schools Values:**

- Individuals have a right to a safe, welcoming environment
- Individuals have value and deserve to be treated with respect
- Individuals are responsible for their actions
- Mistakes are opportunities for learning
- Individuals have unique strengths and abilities
- Character Education leads to personal and academic growth
- Community, parents/guardians and schools inspire student growth
- Knowing all students by name enhances personal connections and student learning
- Providing a strong foundation for continuous learning includes critical and creative thinking

Safety

Respect

Responsibility

Excellence for every student, every day, the Rocket Way!

## **SCHOOL MASCOT and COLORS**

The "ROCKETS" is the official school mascot. Red and white are the official school colors.

## **SPENCER ELEMENTARY SCHOOL PLEDGE**

I pledge to be respectful, responsible, and safe at Spencer Elementary.  
I will choose to be kind and courteous to everyone.  
I promise to take care of our school and everything in it.  
I will follow the Rocket Way at all times.

# Spencer Elementary Staff Directory for 2023 – 2024

**Elementary Office – (715)659-4642**

**School Website:** [www.spencer.k12.wi.us](http://www.spencer.k12.wi.us)

**Generic email address:** teacher's first initial, last name, @spencer.k12.wi.us

Example: eikert@spencer.k12.wi.us

## **Name, Title**

## **Voicemail Number**

### **Administration and Other Staff**

Eddie Ikert, Elem. Principal	(1221)
Brittany Eilers, School Psychologist	(1061)
Leah Boon, Grades Pre-K - 5 School Counselor	(1430)
Danielle Schmidt, Administrative Assistant	(1220)
Vicki Zenner, Health Aide	(1223)
Denise Bodendorfer, School Librarian	(2030)
Nicole Beiderwolf, Physical Education	(2300)
Amanda Seefeldt, Elementary Music	(2020)
Carmen Schweiger, Elementary/HS Art	(2150)
Joyce Blyton, Speech and Language Pathologist	(1130)
Hannah Engevoid, Special Education	(1060)
Kylee Becker, Special Education	(1060)
Julia Craft, Special Education	(1410)
Tara Abel, Title One/District Assessment Coordinator	(1090)
Shannon Malone, Reading Intervention	(2031)
Kassie Morzewski, Math Intervention	(1020)
Tim Kosar, School Resource Officer	(2270)

### **Teaching Staff by Grade Level**

Holly Davidson, Early Childhood & 4K	(1170)
Kristy Ehlers, Four Year Old Kindergarten	(1190)
Logan Bezlyk, Kindergarten	(1280)
Sheri Tomke, Kindergarten	(1260)
Janet Wolf, Kindergarten	(1300)
Suzanne Boyd, First Grade	(1310)
Brooke Hinker, First Grade	(1330)
Janelle Rucker, First Grade	(1340)
Wendy Comstock, Second Grade	(1060)
Emily Cook, Second Grade	(1080)
Nicole Payant, Second Grade	(1110)
Cindy Farrell, Third Grade	(1370)
Olivia Hintze, Third Grade	(1360)
Margy Payant, Third Grade	(1350)
Whitney Eckes, Fourth Grade	(1420)
Nicole Fischer, Fourth Grade	(1380)
Patti Jennings, Fifth Grade	(1470)
Heidi Michaelis, Fifth Grade	(1480)

## GENERAL INFORMATION

**ELEMENTARY OFFICE HOURS:** 7:15-3:45 (715-659-4642)

**SCHOOL WEBPAGE:** [www.spencer.k12.wi.us](http://www.spencer.k12.wi.us)

### **NUTRITION BREAK AND LUNCH PRICES and POLICIES**

The school district of Spencer provides a morning nutrition break and a full lunch. We ask that all families complete the free or reduced lunch forms as funding and grant opportunities for our school are based on the percent of free and reduced lunch students we have enrolled.

#### Cafeteria Prices

	<u>Breakfast</u>	<u>Lunch</u>
4K - 5th	\$1.50	\$2.90
6th-12th gr	\$1.60	\$3.10
Adult	\$2.65	\$4.75
Milk	\$ .45	\$ .45

Spencer Public Schools adheres to the nutritional guidelines set forth by the National School Lunch Program. To read more about this please visit [http://fns.dpi.wi.gov/fns\\_nslp1](http://fns.dpi.wi.gov/fns_nslp1)

### **SCHOOL HOURS**

**CLASSES START PROMPTLY AT 8:10 AND END AT 3:15**

**All students should arrive at school between 8:00 and 8:05 AM.**

**The school building will open at 7:45 AM.** Between 7:45-8:05 children will go to recess or breakfast.

**Parents will drop their child off outside of our school building.** Our staff will assist our youngest students in getting to their classrooms.

**Pick-up procedures at the end of the day:** Students who are picked up by their parents will be dismissed at 3:15 and will walk out the **front of our building for pick-up.**

Two options for pick-up:

- By car: The pick-up line will be in front of the elementary school on School Street. Parents should pull forward to the first spot available and have the placard with the child(ren)'s last name displayed on the passenger side of the car. A staff member will dismiss the child to this vehicle.
- Walking up to the building: Parents should park on Douglas Street and walk up to the pick-up zone to get their child.

**Elementary students that are picked up by older siblings in our school will go to the pick-up lines in front of door #3** and the older sibling will pick them up from there when they are dismissed from the middle/high school.

**If someone, besides a legal guardian, is picking your child up, we must have written permission prior to allowing your child to leave with this other adult.**

Students who are not picked up by 3:30 p.m. will attend our Rookie Rockets Learning Center aftercare program. Parents/guardians will be charged the drop-in rate of \$5.00 in addition to the hourly rate (minimum 1 hour).

## ELECTRONIC DEVICES

Students are allowed to bring electronic devices to school. **However, once in our building these devices must be put away until they exit the building at the end of the school day. No smart watches that are able to receive calls or text messages will be allowed in classrooms. The school is not responsible for any lost or stolen electronic devices.** Misuse of the device will result in the following:

- First offense-student can pick up the device from the teacher at the end of the day
- Second offense-student can pick up the device from the principal at the end of the day
- All other offenses-parent or guardian will need to come to pick up the device

## ABSENCES

If a student is ill or unable to attend school, parents should report the absence by 8:45 a.m. to the elementary school office. When a child returns to school, please send a brief statement explaining the reason for the absence. Without a phone call or note, the absence may be unexcused.

### **Excerpts from Policy 431:**

*\*Regarding Planned Absences:* A student may be excused by the parent or guardian under this provision for **not more than 10 school days in the school year**. Students so excused are responsible for making up work missed during the absence. It is the student's responsibility to make arrangements with their classroom teacher(s) to complete any assignments or examinations that are or will be missed during the absence. Absences falling into this absence category include discretionary absences known in advance such as family vacations/travel, family weddings, hunting, and, unless within the number of visits counted as school-excused absences under the next section of these procedures, college visitation days.

*\*Regarding Illness:* A **written statement from a health care provider** may be required to be submitted as proof of the student's condition for student absences due to illness that are **3 school days or more in length** or when a student has **missed more than ten percent of the required school days**. Such health care provider's excuse shall state the period of time for which it is valid, and shall not exceed 30 days. **A parent calling a child in ill does NOT count as a medically excused absence.**

\*A student who presents symptoms such as vomiting and/or fever will be symptom free without the use of medication for **24 hours** before returning to school.

**Wisconsin law 118.15 Compulsory school attendance:** Unless the child has a legal excuse or has graduated from high school, any person having under her/his control a child between the ages of 6 and 18 years shall cause such child to attend school regularly, during the full period and hours, religious holidays excepted, that the public or private school in which such a child should be enrolled in the sessions until the end of the school term, quarter or semester of the school year in which the student becomes 18 years of age, or class graduates from high school.

**Wisconsin law 118.16** defines **truancy** as any absence of **part or all of five or more days** from school during which the school has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. This includes skipping a class or classes even if the student does not leave the building. **(Please note that habitual tardiness is cause for truancy to be reported to the state.)**

**\*Flexibility with the attendance policy will be exercised by school officials based on guidelines created because of the COVID-19 virus.**

## **UNEXCUSED ABSENCE**

An absence will be determined unexcused if the parent fails to notify or send a written communication to the school explaining the absence or by judgment of the principal; reasons given by the parent do not necessarily justify all student absences. ***Students absent during the school day will not be allowed to attend school functions that day or evening.***

## **ILLNESS AT SCHOOL**

Any student who becomes ill at school, or is unable to stay in school, must report to the office/health room. After the health aide has determined the necessity of sending the student home, parents/guardians, or other persons designated by the parents, will be notified to come and pick up the child.

## **MAKE-UP WORK**

If an absence is anticipated, the work may be made up in advance of the absence. When the absence is excused, the student will have two days for each day missed to make up work. Students will be allowed to make up work after a suspension.

## **MEDICATION**

The following procedure will be used to administer medication to students:

1. Parents should contact the health aide if their child requires medication while at school and fill-out the appropriate forms.
2. Prescription medication will only be administered with written statements from:
  - a. The parents, who shall request and authorize the designated school personnel to give medication in the dosage prescribed by the physician directly.
  - b. The physician, who shall provide guidelines to designated school personnel regarding the administration of prescribed medications.
  - c. All drugs/medication must be stored in the elementary office.
  - d. Records of pupils receiving medication must be reviewed regularly. A periodic review of administration instructions shall take place in accordance with 1983 Wisconsin Act 334.

## **GENERAL INFORMATION**

1. Medication will only be accepted at school in original containers, labeled pharmacy bottles.
2. Medication must be transported to school by an adult and kept in the office.
3. Students with permission may carry and self-administer their asthma inhaler, epinephrine, or insulin.
4. Antihistamines for environmental allergies (eg. claritin, Zyrtec) should be given once daily at home.
5. Antibiotics prescribed three times a day should be given at home: morning, after school, and at bedtime.
6. School staff may not administer narcotic pain medication to students.
7. Medication containing aspirin requires a signature from a medical practitioner.

## **PRESCRIPTION MEDICATION**

1. Prescription medications require a practitioner signature. To assist you, staff can fax the form to your practitioner for signature.
2. Medications must be in a pharmacy container, with pharmacy label listing student's name, medication name, dosage, and schedule.
3. Information listed on the Medication Administration Consent Form must match the information on the pharmacy container.
4. Change in medication, dose or time, requires an updated Medication Administration Consent Form and a pharmacy bottle with an updated label.

## **OVER-THE-COUNTER MEDICATION**

1. The medication Administration Consent Form does not require a medical practitioner signature unless the dose requested exceeds package instructions or contains aspirin.
2. Over-the-counter medication not FDA approved, including essential oil and herbal treatment, should be given at home. If required at school, it must be accompanied by a practitioner signature for administration at school by school staff.

## **ACCIDENTS**

Accidents, which involve injury to a person, or damage, should be reported to the office or teacher immediately.

## **SCHOOL CLOSING**

In the event of severe inclement weather, school may be canceled or dismissed early. If such conditions develop, it will be announced on the following radio stations:

WDLB Marshfield AM1450, WIFC Wausau FM 95.5, WAXX Chippewa Falls FM 104.5

If your email and phone number(s) are correct in Infinite Campus (please notify the school office when your email or phone number changes) you will receive an email from the school district alerting you of a school closing or early dismissal. This closing will also be announced on our district Facebook page.

## **EARLY DISMISSAL**

In case of an emergency early dismissal the students will be required to take their normal mode of transportation home unless otherwise stated by parents.

**Any student may be dismissed early from school, provided they have prior approval from either their parents or the school authority and are accompanied by a parent/guardian.**

## **VIRTUAL LEARNING EXPECTATIONS**

### **Plan for Inclement Weather**

#### **Teachers**

- Teachers will provide quality asynchronous lessons for ELA and math each day
- Specialist teachers will provide a quality lesson for the classes they would have seen that day if we were in person
- Lessons should be aligned with standards and learning targets
- Each lesson should include instruction/delivery of curriculum, practice, and assessment
- Teachers should check email or have a messaging system for students who may have questions and be available to answer those throughout the day.
- Teachers should post a zoom/google meet link to be available for digital office hours to interact with students who may need help. Digital office hours can vary, but need to be a minimum of 30 min. In the morning and 30 min. In the afternoon
- Initial lessons should be posted no later than 9:00 a.m. each day. Additional lessons can be posted later, but all lessons should be posted no later than 12:00 p.m.

#### **Students**

- Students should log in in the morning and complete asynchronous lessons throughout the day



- Students may email, or message through other means approved ahead of time, their teachers throughout the day up until 3:30 p.m. for help on assignments
- Students may log into teachers digital office hours
- Additional time for students with special needs will be available as necessary

### **Pillars of Virtual Learning Days**

1. Internet and Device Access: Provide access to digital tools for students and teachers away from buildings.
2. Online Learning Experience: Provide access to and experience using online platforms and digital learning tools for all teachers, caregivers, and students.
3. Staff Access: Ensure all staff is directly reachable by students and caregivers to facilitate and support instruction.
4. Communication of Expectations of Learning: Inform all students and caregivers of the learning targets and expectations of engagement for the Virtual Learning Time as early as possible.
5. Work Continuity: Ensure student work covers content that would have been addressed if the school were in session in a brick-and-mortar setting.
6. Accommodation Support: All students who have accommodations for instruction will be provided with or have access to those accommodations.
7. Instructional Time: Determine your virtual instructional hours and minutes the same way you would determine your brick-and-mortar instructional hours and minutes.

### **STUDENT HOLD AND LOCKDOWN**

Student safety and privacy are priorities for all staff of our school. We have a number of procedures in place to assure this safety. Most adults are very familiar with the use of fire and severe weather procedures. We also have student hold and lockdown procedures in place in our district. Emergency messages will scroll on the digital clocks in our hallways during these times.

**Student Hold** -Examples of this would be a behavior concern in the hallway, locker search, or a medical concern. The procedure is for staff to carry on as normal, students will need to remain in the classroom, and window shades will be pulled. *Should parents or community members be in our building during a student hold, please either enter a nearby classroom or proceed to the elementary office.*

**Lockdown** - This is used when there is a threat inside or outside our building. Staff and students are trained on procedures to use during a lockdown. During a lockdown, student safety is our top priority. Communication to the community and parents will be done once we know that all students are safe and that this communication will not hinder law enforcement. *During a lockdown parents and community members will be restricted from entering our building.*

### **REPORT CARDS**

Our goal is to clearly communicate to parents the skills/standards their child is proficient in as well as areas that need more time to develop proficiency. Just as a physician breaks your health down to give you an accurate picture of your well-being, we break down your child's reading and math achievement into specific skills/standards to give everyone involved an accurate picture of who the child is as a learner. This clear picture will allow parents and teachers to better address the needs of all our students. You will find the following scores on the end-of-trimester report card.

**4 = Exemplary** - Student can explain and apply this in a variety of ways ABOVE current grade level with quality.

**3 = Proficient** - Student has a consistent understanding and meets our grade-level expectations at this time. They are exactly where we are hoping a student in our grade level will be. A 3 is something to be celebrated!

**2 = Approaching** - Student has a basic understanding and partially meets grade-level expectations. A student receiving a 2 understands the basic concepts or skills, but has not yet mastered the concept. A 2 should indicate to you that your child is on track and should be able to master the concept, but may need more practice.

**1 = Minimal** - Student has minimal understanding and does not meet grade level expectations at this time. A student receiving a 1 needs targeted help to learn and make progress toward the expectations.

### **PROGRESS REPORTS**

Progress reports will be sent home as needed. In many cases this progress report will report on learner behaviors for our students. Learner behaviors include important developmental skills for your child; skills such as responsibility with work in class and at home, timeliness, following of rules, and respect for staff and classmates. Learner behaviors will be communicated using our six Habits of Character embedded in our curriculum and include: Compassion, Collaboration, Integrity, Initiative, Craftsmanship, and Perseverance.

### **STUDENT LED CONFERENCES**

Conferences are scheduled at the mid-way point of the first and third trimester. PreK-5<sup>th</sup> grade are scheduled with the child's homeroom teacher electronically. Students will attend conferences and present their academic and behavioral achievements and growth.

### **CLASS ASSIGNMENTS FOR THE NEXT SCHOOL YEAR**

Class lists for the next school year will be completed during the months of April and May of this school year. The principal, school counselor, school psychologist, and current classroom teachers all work together to develop lists that will best meet the needs of the students.

### **TEXTBOOK GUIDELINES**

Textbooks will be issued to students at the beginning of the school year by the classroom teacher. A damaged book must be paid for by the student.

### **STUDENT DRESS**

Students shall dress appropriately for the school environment. Student attire that causes, or is likely to cause, a material interference with school operations or a substantial disruption to the school environment will not be permitted. No student shall be permitted to wear any clothing that depicts, promotes or advertises alcohol, illegal drugs, tobacco or nicotine products, criminal activity that would threaten any person's health, safety or property (including the unlawful possession or use of any weapon), criminal gang affiliation/activity, profanity, pornography, or violence that would constitute a violation of law or school rules.

## **"The Rocket Way" Behavioral Expectations**

All students are taught the "Rocket Way": Be Respectful, Be Responsible, Be Safe. Our goal is to promote a safe, caring environment where all students are taught the difference between appropriate and inappropriate behavior. Expectations for behavior in the classroom, hallway, bathroom and lunchroom are taught, reviewed and posted so all students clearly know "The Rocket Way" wherever they are in school. Students who exhibit behavior that is below-the-line will be asked to "fix" this issue. Ideas to "fix-it" are based on the expectation broken.

There are some behaviors that are considered totally inappropriate at school. These behaviors are considered bottom line behaviors. A bottom line behavior is a violation of state law, district policy, or any totally unacceptable behavior. When a student demonstrates a Bottom Line Behavior, it will require the involvement of the principal, parent(s)/guardian(s) and possibly legal authority.

### **DETENTION**

The classroom teacher and the building principal may keep a child after school for no longer than 50 minutes for conduct problems. If the student is transported by the school bus, the teacher or principal will contact the parent to arrange the detention time for the following day.

### **SUSPENSION POLICY**

Unacceptable behavior may result in suspension. Generally this will be in-school and may be from .5 to 3 days. Those actions for which a student has been previously been sent to the office for will be treated more severely than first time violations unless the act is extreme. Certain acts will result in automatic suspension. Students may be suspended for the following violations of school rules:

1. Fighting on or off school grounds during school hours.
2. Harassment, disrespect or threats made to another student or staff member.
3. Willful destruction of school property.
4. Calling bomb threats and/or setting off a fire alarm that is not warranted. This action will cause the offender to be turned over to the Spencer Police Department for prosecution.
5. Matters involving violations of state and/or local laws.

### **IN-SCHOOL SUSPENSION**

1. In-school suspensions will be served from 8:10 a.m. – 3:15 p.m.
2. Assignments for the duration of the suspension will be provided by the regular classroom teachers. The supervisor will convey these assignments to the student.
3. All students are required to bring their books, pencils, paper, and/or any necessary educational materials to the assigned room.
4. Regular breaks will occur throughout the day.
5. Lunch will be brought to the student in the assigned room.

### **OUT-OF-SCHOOL SUSPENSION**

A student may be given an out of school suspension for the following reasons:

1. Non-compliance to rules and regulations set for the in-school suspension room.
2. Repeated violations set forth in the suspension policy.
3. Other serious misconduct.

## **WEAPONS**

No one shall possess, threaten to use, use or store a weapon or look-alike weapon while in or on school property, in school vehicles or at school-related events.

"Weapons" shall include, but shall not be limited to: firearms, knives, razors, karate sticks, metal knuckles, chains, clubs, shuriken (throwing stars), air soft or paint guns and any other apparatus designed to inflict bodily harm and/or intimidate others and instruments whose original design was non-violent but which manner of application is an attempt to inflict harm and/or intimidate others. Examples may include, but shall not be limited to, belts, combs, pencils, files, compasses, aerosol sprays (pepper spray), scissors and lighter; and 2.) "Look-alike weapons" shall include, but shall not be limited to, toy imitations and other replicas. Persons violating this policy shall be dealt with immediately, disciplined accordingly and referred to law enforcement officials. Please refer to Wisconsin Statutes, Sections 120.13(1), 941.235, 948.60, 948.605, 948.61 and Spencer School Board Policy 833. See Appendix page 22.

**Persons violating this policy shall be dealt with immediately, disciplined in accordance with established procedures and referred to law enforcement officials.**

## **BUS RULES**

1. Follow the bus driver's directions the first time they are given.
2. No eating, no drinking pop, alcoholic beverages, no illegal drugs allowed.
3. No guests or pets allowed on the bus.
4. No swearing, rude gestures or teasing allowed on the bus.
5. Remain seated (facing forward) with feet on the floor in front of you and do not extend or throw anything out the window.
6. Do not litter, write on, or damage the bus in any way. You will be held responsible.
7. Students will be dropped off at established points only, unless previous written arrangements have been made by parent/guardian for a particular situation.

### **Consequences**

1. Verbal warning
2. Written warning & referral to principal
3. Due process – removal from the bus.

## **BULLYING**

*Policy 183*

The School District of Spencer strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### **DEFINITION**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

### **Bullying behavior can be:**

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)
4. Between students and students, students and adults, or adults and adults.

### **PROHIBITION**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

## **PROCEDURE FOR REPORTING/RETALIATION**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the principal, school counselor, or teacher. A parent/guardian, or any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to and may also report the concern to these employees. If an adult employee other than the principal receives the complaint, the employee shall forward complaints to the principal in writing for review and action as necessary.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the principal or counselor.

The school official receiving a report of bullying shall immediately notify the principal or school counselor.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

## **PROCEDURE FOR INVESTIGATION REPORTS OF BULLYING**

The principal or school counselor will conduct an investigation of the bullying report, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

## **SANCTIONS AND SUPPORTS**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Employees found to have participated in bullying behavior or having become aware that bullying was taking place and failed to report or cause a delay in the investigation of the behavior are considered to be in violation of the prohibition expressed in the policy. They may be subject to disciplinary action consistent with the employee handbook or disciplinary action established by policy or practice.

## **DISCLOSURE AND PUBLIC REPORTING**

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

LEGAL REFERENCE: 2009 Wisconsin Act 309  
Section 118.46(2) Wisconsin Statutes

APPROVED: First Reading: July 26, 2010  
Second Reading: August 9, 2010

REVISED: First Reading: July 22, 2015  
Second Reading: August 12, 2015

### **POLICY # 443.6 CODE OF CLASSROOM CONDUCT**

Note: In this policy, Principal/designee will be shown as Principal, and Parent/Guardian will be shown as Parent.

The Board of Education desires that every student have an opportunity whereby she may achieve the maximum benefit from his/her education; further, the school will not tolerate dangerous, disruptive, or unruly conduct that interferes with students' opportunities to learn in a safe and respectful environment. The school will not tolerate behavior that interferes with a teacher's right and duty to teach, and a parent's concern for their child's well-being and educational opportunities. Students will be held accountable and may be subject to disciplinary actions in accordance with established Board policies and school rules.

Any student who repeatedly engages in behavior outlined in this policy may be subject to removal from class, or will be removed and placed in an alternative setting by the Principal.

### **ADMINISTRATIVE RULE #443.6**

Dangerous, Disruptive, Unruly Behavior Definition: unruly behavior in the classroom includes, but is not restricted to (see Policy #443), the following:

1. Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
2. Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of District student alcohol and other drug policies.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment.
4. Fighting
5. Taunting, baiting, inciting, and/or encouraging a fight or disruption.
6. Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
7. Pushing or striking a student or staff member
8. Obstruction of classroom activities or other intentional action taken to attempt to prevent the Teacher from exercising his/her assigned duties
9. Interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means

10. Dressing or grooming in a manner that presents danger to health or safety, causes interference with work, or creates classroom disorder
11. Restricting another person's freedom to properly utilize classroom facilities or equipment
12. Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions
13. Throwing dangerous objects in the classroom
14. Repeated disruption or violation of classroom rules
15. Excessive talking
16. Behavior that causes the teacher or other students fear of physical or psychological harm
17. Physical confrontations or verbal/physical threats
18. Behavior that may constitute sexual or other harassment

**Spencer Elementary School  
Visitor Confidentiality Form**  
**We hope you enjoy your time in our building!**

As a visitor at Spencer Elementary School, we ask that you acknowledge the following:

1. I acknowledge that I cannot disclose any identifying information regarding students in the classroom, including a description of the student(s) observed, their education needs, and/or their performance during the observation.
2. I acknowledge that information related to a student's disability and individualized education program is highly confidential and protected by the Family Educational Rights and Privacy Act, and that I have no right to access such information without permission. I will maintain any information in strict confidence related to other students' disabilities, educational needs, and/or educational programs that I observe.
3. I acknowledge that I am subject to a code of ethics similar to that which binds the professionals in the field of education.
4. I acknowledge that I will only take pictures, video, or audio with teacher and student permission. We are trying to instill in our students an understanding that it is only appropriate to take someone's picture with their permission.
5. I will make every effort not to disrupt the teaching and learning process or distract the students, teachers, or paraprofessionals during the observation.

By signing this agreement, I am stating that I will not divulge information about any student or family outside the school setting.

*These guidelines are acknowledged and accepted on the student registration form.*