

**NORTH CAPE
SCHOOL
DISTRICT**

PARENT/STUDENT HANDBOOK

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WELCOME

The faculty and staff welcome you to North Cape School. We look forward to working with you.

The content of this handbook contains student information to help you know your school. Read it carefully and keep it for future reference.

If you have any questions or concerns, please contact us at (262)835-4069.

Dr. John C. Lehnen, Ph.D.
Superintendent/Principal

Mission Statement

The North Cape Community strives to be the benchmark of academic excellence through superior teaching of an individualized, rigorous curriculum. We are committed to providing innovative and creative learning experiences in a safe, nurturing environment that will assist our students in achieving their greatest potential for success in the global community.

TO MEET THIS MISSION STATEMENT, NORTH CAPE SCHOOL MUST BE A PLACE WHERE:

1. Staff and students are engaged in the business of learning.
2. Everyone feels safe, respected, and understands their responsibilities.
3. School expectations and policies are followed.
4. State laws and local ordinances are followed.

THEREFORE, EVERYONE AT NORTH CAPE SCHOOL IS EXPECTED TO:

1. Contribute to the learning environment.
2. Respect individual difference in age, gender, ethnicity, ability, interest, talents, preferences, and opinions.
3. Inherit the responsibility to follow school rules.
4. Communicate respectfully at all times.
5. Contribute to a safe and healthy environment by adhering to state laws, school district policies, and school and classroom rules.

North Cape School General Information:

Telephone

(262) 835-4069

Fax

(262) 835-2311

Address

11926 W. Hwy K, Franksville, WI 53126

Website

northcape.k12.wi.us

School Hours for Students

8:25 a.m. - 3:30 p.m.

School Hours for Teachers

8:00 a.m. - 4:00 p.m.

Lunch Hours

11:25 – 12:10 - 3, 4, 5

12:00 – 12:30 - 4K, 5K, 1, 2

12:30 – 1:00 - 6, 7, 8

Transportation

All district resident students will be transported by the school bus, to and from school, by Dousman Transport Co.

Bike riders/walkers - A parent-signed note needs to be filed in the office for students to be allowed to ride their bike or walk to school.

School Board Information

School Board meetings are held on the third Monday of each month in the library or conference room. The meetings are open to the public, unless prior notice of a closed meeting has been posted.

Smoke Free Building

North Cape School is smoke free. We ask that all visitors refrain from smoking on school grounds at all times. We also ask that chaperones refrain from smoking in front of the students on field trips.

Parking Information

1. No one except buses can exit on Highway 45;
2. There is no parking on Hwy K. The citation is \$100.00. Parking is prohibited in the bus pick-up/drop-off area and playground area between 8:00 and 4:00.

Code of Student Responsibilities and Rights

Preamble

A Code of Student Responsibilities and Rights has been developed through the cooperative efforts of parents, students, and staff. The goal of the Code is to create a positive learning environment through the development of democratic practices. To reach this goal, a balance between strict uniformity and complete disorder must be maintained.

Every right has its limitation. The freedom of an individual or group to use its rights stops when that use intrudes upon the rights of others. Since the lawful rights of individuals may clash, these rights must be balanced to protect as many persons as possible.

School staff and students should respect the views and opinions of others. Each student has a right to a public education. Disciplinary measures that will take this right away from a student will be issued when necessary. Student behavior that constantly disrupts class work, involves a considerable amount of disorder, or violates the rights of others will not be permitted.

Rights and Responsibilities

Students of North Cape School have certain rights. However, with those rights come certain responsibilities:

- You have the right to an education and with that right you inherit the responsibility to follow school regulations.
- You have the right to a clean, safe environment and the responsibility to make it so.
- You have the right to express your views and the responsibility to do so in a manner that does not offend others or disrupt the classroom.
- You have the right to seek help, but when you do, you have the responsibility to follow through.

**NORTH CAPE SCHOOL DISTRICT
SCHOOL BOARD POLICY
STUDENT NONDISCRIMINATION NOTICE**

The North Cape School District prohibits all forms of unlawful discrimination against students and other persons in all aspects of the District's programs and operations. Accordingly, consistent with section 118.13 of the state statutes, no person shall unlawfully be denied admission to school in this District, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational or other program or activity because of the person's sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. The District likewise requires and enforces nondiscrimination in a manner consistent with the rights and obligations established under all applicable federal civil rights laws, including the current provisions of Titles IV and VI of the Civil Rights Act of 1964 (race, color, religion, sex, or national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act (disability), and the Americans with Disabilities Act (including Title II of the ADA, which prohibits discrimination on the basis of disability in state and local government services).

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide legally-required accommodations and appropriate educational services or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the District Administrator.

When acceptable to the complaining party, the District encourages informal resolution of discrimination complaints and related concerns. However, a formal complaint procedure is available to address allegations of unlawful discrimination and/or any alleged violation of the District's equal educational opportunities policies.

Any questions concerning this notice, the District's nondiscrimination and equal educational opportunities policies, policy compliance, or the District's complaint procedures may be directed to the District's Equal Educational Opportunities Compliance Officer:

John Lehnen, District Administrator
North Cape School District
11926 W. Highway K
Franksville, WI 53126
[262-835-4069]

Discrimination-related complaints may be filed with the Compliance Officer. The Compliance Officer also serves as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints) and Section 504 and Americans with Disabilities Act Coordinator (disability rights and disability-based discrimination issues).

By following all required procedures and timelines, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction.

REVISION AND NEW APPROVAL: October 31, 2016
REVISED:

**NORTH CAPE SCHOOL DISTRICT
SCHOOL BOARD POLICY, 431
STUDENT ATTENDANCE AND TRUANCY**

The School Board believes regular school attendance is a key factor in student achievement and is committed to helping students realize this goal. Failure to attend school regularly not only has an adverse effect on learning, but it also helps contribute to a feeling of alienation and non-participation.

Any person having under their control a child who is between the ages of 6 and 18 years of age, or a child enrolled in 5-year-old kindergarten in the District, shall cause the child to attend school regularly in accordance with state law. The child is expected to attend school on each day school is in session, unless he/she is excused from school attendance for any of the following reasons or other reasons authorized by law, or has graduated from high school:

1. Prior Parent-Excused Absences

A student excused in writing by his/her parent/guardian prior to an absence is excused from school attendance. A student may be excused by the parent/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 and to hand in completed assignments upon return to school. Absences falling into this absence category include discretionary absences known in advance such as medical, dental and other personal appointments, and family vacations/travel.

2. Other Excused Absences of a Temporary Nature

- a. Illness, including reasonable treatment for such illness, where the student is temporarily not in proper physical or mental condition to attend school. 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. Such health care provider's excuse shall state the period of time for which it is valid, and shall not exceed 30 days.
- b. Emergency medical appointments
- c. Religious holidays or instruction to the extent authorized by law
- d. Family emergency
- e. A death in the immediate family or funerals for close relatives
- f. A quarantine as imposed by a public health officer
- g. In-school or out-of-school suspensions
- h. Mandatory court appearances
- i. Visiting a parent/guardian who is on active military duty and has been called to duty for or is on leave from deployment to a combat zone or combat support posting, or has returned from deployment to a combat zone or combat support posting within the past 30 days
- j. Serving as an Election Official – Students may be excused to serve as an election official provided they have at least a 3.0 grade point average or the equivalent and have the permission of their parent(s)/guardian and the District Administrator
- k. Sounding Taps – A student in grades 6 to 8 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran
- l. Any other reasonably non-discretionary absence deemed appropriate by the District Administrator.

Parents/guardians are required to notify the school of an absence prior to or on the day of the absence. Excused absences other than a suspension from school require written approval of the student's parent/guardian. All students with excused absences will be given the opportunity to make up class assignments missed during the absence, including tests and examinations.

As indicated above, absence from school during a period of suspension will be considered an excused absence for purposes of this policy. Students serving a suspension will be permitted to make up class work and examinations missed during their suspension from school under the same conditions as other excused absences.

Students who are participating, with District approval, in extracurricular activities, athletics, and other District-sponsored programs or activities during any portion of an instructional day are not considered absent from school, but teachers shall treat their absence from class as excused with the right to make up work to the same extent permitted in connection with excused absences from school.

Students who are absent from school without an acceptable excuse as authorized above will be considered truant and shall be dealt with in accordance with state law and established District procedures. Students with unexcused absences (truant students) will be permitted to make up tests/examinations and projects that were missed during the unexcused absence period provided that the test/examination or project can be completed independently and by a reasonable deadline that is established by the teacher. Truant students will also be expected to complete any other class assignments missed during the absence. Truant students may receive less than full credit for make-up assignments and make-up tests/exams. Teachers shall be expected to apply the same standard for making up missed classroom assignments to all truant students on a fair and consistent basis. The District shall not deny student credit in a course or subject solely because of a student's unexcused absences. Students with unexcused absences (truant students) will also be subject to disciplinary procedures (detentions).

The District Administrator shall serve as the primary school attendance officer and deal with all matters relating to school attendance and truancy. The District Administrator may designate one or more staff members as deputies who shall also be permitted to serve in the role of school attendance officer provided that each such deputy is sufficiently familiar with the relevant requirements and procedures.

Formal and informal communication with the home about the role of the parent/guardian in assuming responsibility for the regular attendance of their children should be carried out on a regular basis. The combined efforts of the professional staff, students and the home are needed to promote regular attendance. Strategies to promote regular attendance should focus on positive methods that are most productive.

The District Administrator shall establish necessary procedures to encourage regular student attendance, to identify excused and unexcused absences, and to determine appropriate action to respond to and serve as a deterrent to truancy. These procedures shall be in line with recommendations of the county truancy committee(s), the District's truancy plan, and state law requirements.

Teachers, students, and parents/guardians shall be informed of the District's student attendance policy and procedures annually via school handbooks or other means necessary to provide proper notice of student attendance-related responsibilities.

LEGAL REF.:	Wisconsin Statutes	
	Section 115.28(51)	[state superintendent duty; encourage school boards to grant excused absences for students sounding "Taps" during a military honors funeral of a deceased veteran]
	Section 115.997(5)(e)	[military compact on educational opportunity for military children]
	Section 118.125(2)(cg)	[disclosing student attendance records to law enforcement agency]
	Section 118.125(2)(ch)	[disclosing student attendance records to fire investigator]
	Section 118.15	[compulsory school attendance]

Section 118.16	[school attendance enforcement]
Section 118.162	[truancy committee and plan]
Section 118.163	[municipal truancy and dropout ordinances]
Section 118.18	[teacher attendance reporting requirements]
Section 948.45	[contributing to truancy]

CROSS REF.: 431-Rule, Student Attendance/Truancy Procedures
Policy 322, School Day
347-Rule, Procedures for the Maintenance and Confidentiality of Student Records
Policy 434, Release Time for Students
Policy 434.1, Release Time for Religious Instruction

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

**NORTH CAPE SCHOOL DISTRICT
SCHOOL BOARD POLICY, 431-RULE
STUDENT ATTENDANCE/TRUANCY PROCEDURES**

A. Responsibilities for Student Attendance

1. Parent/Guardian Responsibilities

For all student partial-day or full-day absences from school (except for absences resulting from a period of a school-imposed suspension), the student's parent/guardian is:

- a. Expected to contact the school office as early as possible on the day of each absence in order to verify that the student is absent with the parent's/guardian's knowledge, except that no such contact is necessary for any absence(s) that the parent/guardian arranged and that the school excused in advance. Failure to contact the school may result in a telephone call to the home or work place of the parent/guardian.
- b. Required to submit a written communication to the school office identifying the date(s) the student will be (or was) absent from school and the reason(s) for the absence. This written notification must be provided:
 - (1) Prior to the absence for all parent-excused absences, as identified in the Board's attendance policy (Policy 431); or
 - (2) Either prior to or immediately following the absence for all school-excused absences.

2. Student Responsibilities

- a. During the entirety of the scheduled school day for students, students are required to attend all of their classes, lunch periods, and other school-approved activities on time, unless either they are absent from school for an excused (or excusable) reason or some other school-approved or school-directed exception applies.
- b. Failing to attend all or a portion of a scheduled class, lunch period, or other activity (e.g., skipping class) without an appropriate excuse or school approval subjects a student to appropriate consequences as both an attendance matter and as a violation of school rules, including in situations in which the student remains on school grounds but is not in a location where he/she is supposed to be.
- c. Other than at the regular student arrival and departure times for the day in question, students are required to check in and check out at the school office whenever they arrive at, leave from, or return to school during the scheduled school day for any reason unrelated to their school-scheduled activities.
- d. Students are expected to make up class work and any examinations missed during an absence to the extent permitted by Board policy and as directed by their classroom teacher(s). Students failing to complete the class work/examination within the prescribed period of time shall receive an adjusted grade for the work or examination missed at the discretion of the classroom teacher. Make-up work related to excused absences is handled differently from work related to unexcused absences.

3. Teacher Responsibilities

- a. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the importance of daily assignments, classroom discussion and examinations in grading students.
- b. Teachers shall allow students to make up class work and examinations missed during an excused or unexcused absence in accordance with Board policy, and shall not deny credit in a course solely because of the student's unexcused absences. Teachers will be asked to grant one day make up day for each day of work missed. This provision applies to all work assigned during the absence(s). Only in cases of prolonged absence will more than one

week be allowed for work to be made up unless the teacher and District Administrator grant permission. Teachers may extend the timelines to students who have special circumstances involved in the absence (e.g., extended hospitalization, family emergencies, etc.). Examinations given for absent or suspended students may be different from that given to students present for the test but shall cover the same concepts and knowledge tested in the original test.

- c. Teachers are required by law to take daily attendance in their classes and to maintain a record of student absences. Student attendance in the classroom or homeroom must be recorded daily on the Internet-based attendance program.

4. District Administrator Responsibilities

As the school attendance officer, the District Administrator has responsibility for all matters relating to school attendance and truancy and has all of the powers and duties specified in state law. For example, the District Administrator shall:

- a. Determine daily which students enrolled in the school are absent from school and whether that absence is excused in accordance with Board policy.
- b. Receive, review and act on requests for and notifications of pre-planned, parent-excused absences.
- c. Receive and, after consulting with appropriate school personnel to determine the District's response, respond in writing to requests from students or their parents/guardians for program or curriculum modifications.
- d. Upon the request of a teacher, assist teachers and students with excused or unexcused absences in formulating a plan for the completion of make-up work. The District Administrator may also assign students with unexcused absences to a period of detention or a supervised directed study program for the purpose of making up class work and tests/examinations missed during an unexcused absence.
- e. In the event of a challenge to or possible error in a student's attendance records, evaluate the totality of circumstances and determine whether a student's official attendance records should ultimately reflect that the student was attending, tardy, or absent with or without an acceptable excuse. The reason for any discretionary changes to a student's existing official attendance record shall be sufficiently documented.
- f. Notify, or cause a designee to notify on his/her behalf, the parent/guardian of a student who has been truant of the student's truancy and direct the parent/guardian to return the student to school no later than the next day on which school is in session or to provide an excuse. Subject to Section B of these procedures regarding tardiness, "truancy" means any absence of part or all of one or more school days during which the school attendance officer or teacher has not been notified of the legal and excusable cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence. The attendance officer shall first attempt to notify the parent/guardian by personal contact or telephone call, keeping a written record of the contact or attempted contact. In the event that contact cannot be established in person or by telephone, the notice shall be sent by 1st Class mail.
- g. Notify the parent/guardian of a student who is a habitual truant by registered, certified or 1st Class mail when the student initially becomes a habitual truant. Subject to Section B of these procedures regarding tardiness, "habitual truant" means a student who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a semester. The notice shall include the following:
 - (1) A statement of the parent's/guardian's responsibility under state law to cause the student to attend school regularly.
 - (2) A statement that the parent/guardian or student may request program or curriculum

modifications for the student and that the student may be eligible for enrollment in a program for children at risk.

- (3) A request that the parent/guardian meet with appropriate school personnel to discuss the student's truancy. The notice must include the name of the school personnel with whom the parent/guardian should meet; a date, time and place for the meeting; and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting must be within five (5) school days after the date that the habitual truancy notice has been sent to the student's parent/guardian. However, with the consent of the student's parent/guardian the date for the meeting may be extended for an additional five (5) school days.
 - (4) A statement of the penalties that may be imposed under state law on the parent/guardian if he/she fails to cause the student to attend school regularly.
- h. After a notice of habitual truancy has been issued to the student's parent/guardian in any school year, similar notifications shall be made to the student's parent/guardian for any further unexcused absences and additional actions shall be taken to deal with the truancy as outlined in Sections C and D below.

B. Tardiness

The District recognizes that a student, without an acceptable excuse, may arrive late for school or for a particular class or activity on an occasional and sporadic basis, and that such tardiness should not immediately and in all cases result in a finding of truancy. At the same time, repeated tardiness is inconsistent with the purpose of the compulsory attendance law and can be disruptive to a student's learning and/or to school/classroom operations. Further, regularly tolerating tardiness without any consequence can inhibit the development of personal responsibility.

A pattern of tardiness on the part of any student will be brought to the attention of the student's parent(s)/guardian. If it appears that the student is negligent, appropriate disciplinary action will be taken.

A student who arrives at school late because the student's school-provided transportation arrived late shall not be considered tardy and the student's non-attendance in the relevant class/activity shall be deemed excused in all respects.

2. Return of a Truant Student to School - When a truant student returns or is returned to school, school personnel should immediately:

- Assess factors contributing to truancy
- Discuss alternative educational options and limitations
- Referral considerations
- Develop a plan for consequences to truancy
- Counsel for reentry to classes/programs
- Discuss student's commitment and responsibility to assist in returning to regular programming
- Follow up on obligations of students and parents/guardians regarding attendance (commitment to joint cooperation)
- Educate staff on the problem(s) the student is encountering

3. **School Interventions and Disciplinary Actions** - The following actions should be taken to serve as a consequence of truancy:

First Truancy

- a. Notification to the parent(s)/guardian of the truancy
- b. Conference with the student
- c. Student compliance with class work make-up procedures

Second Truancy

- a. Notification to the parent(s)/guardian of the truancy
- b. Conference with the parent/guardian, student, school counselor, and District Administrator
- c. Student compliance with class work make-up procedures
- d. Assignment of detention

Third Truancy

- a. Notification to the parent(s)/guardian of the truancy
- b. Conference with the parent/guardian, student, school counselor, and District Administrator
- c. Student compliance with class work make-up procedures
- d. Assignment to an hour of detention
- e. Appointment with school counselor and/or school social worker

Fourth Truancy

- a. Notification to the parent(s)/guardian of the truancy
- b. Conference with the parent(s)/guardian
- c. Student compliance with class work make-up procedure
- d. In-school suspension assigned as authorized by law
- e. Appointment with school counselor and/or social worker
- f. Warning of possible legal action

Fifth and Subsequent Truancies

- a. Habitual truancy notification to parent(s)/guardian
- b. Administrative review of the case to consider parent/guardian input (in person or by telephone), and medical input
- c. Student compliance with class work make-up procedure
- d. Referral to the local truancy court and/or other legal referral

D. Procedures Leading To Legal Referral

Prior to any proceedings being brought against a student for habitual truancy or against the student's parent/guardian for failing to cause the student to attend school regularly, the District Administrator, as the school attendance officer, must provide evidence that appropriate school personnel have, within the school year during which the truancy occurred, done all of the following:

1. Documented the student's truancies and notified the student's parent/guardian of the truancies as required by law and these procedures.
2. Met with the child's parent/guardian to discuss the student's truancy and various options under the law, or attempted to meet with the parent/guardian and received no response or been refused.
 - a. The meeting(s) may also be used to obtain parent consent for any evaluation(s) (e.g., special education) which the District has determined are necessary and which require the consent of the student's parent/guardian.
 - b. This meeting is not required if it is not held within 10 days of the District's initial notice to the parent/guardian that the student is a habitual truant (after the student's fifth unexcused absence during a school semester).
3. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy problem, and have considered any appropriate program or curriculum modifications.

- a. The District Administrator or designee should specifically review the compulsory attendance and truancy laws regarding curriculum modification options. The educational counseling may generally be conducted by the school counselor.
 - b. If the student has a disability and either an individualized education program (IEP) or Section 504 plan, the relevant team shall be involved in any decisions affecting the student's curriculum, educational program, or placement.
4. Evaluated the student to determine whether learning problems may be the cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals to overcome the learning problems. However, the student need not be further evaluated for learning problems as a pre-requisite to a legal referral for truancy if tests administered within the previous year indicate that the student is performing at his/her grade level.
 5. Conducted an evaluation to determine whether social problems may be the cause of the student's truancy, and, if so, taken appropriate action or made appropriate referrals.
 - a. A "Social Problem Report" may be completed.
 - b. Assistance from Racine County Social Services may be requested.

With respect to the evaluations identified in items D.4 and D.5 of these procedures:

- The evaluations should include at least a review of the student's records, communication with the student, the student's teacher(s), and the student's parent(s)/guardian(s). Additional steps, such as direct observations may also be considered.
- The evaluations should be conducted with the broad purpose of identifying any type of contributing cause to the student's truancy and are not limited to the question of whether the student may have a disability that, if confirmed, could qualify the student for special education or related services. However, if at any point there is a suspected disability under the Individuals with Disabilities Education Act (IDEA) or Section 504, school personnel shall refer the student to the appropriate disability-related evaluation process.
- If the truant student has already been identified as a student with a disability under the IDEA or under Section 504, then the evaluations shall involve the members of the student's IEP or Section 504 team, and the relevant plan should be reviewed and adjusted if the team concludes that it is necessary or appropriate.

The activities in items D.3., D.4., and D.5. of these procedures need not be carried out if the District Administrator determines and is able to show that appropriate school personnel were unable to carry out one or more of the activities due to the student's absences from school.

School personnel shall properly document all of the above-identified activities that occur prior to or in connection with any truancy-related legal proceedings that are brought against a student and/or a parent/guardian. That is, school personnel are expected to maintain documentation related to all notices (including those provided in person or via phone), meetings, evaluations, and referrals, as well as documentation related to any attempts to carry out the-above identified activities that could not be completed due to a refusal, a lack of any response, the student's ongoing absences, etc.

If the steps outlined above have been followed, a legal referral may be made in accordance with the Racine County truancy plan(s).

CROSS REF.: Racine County Truancy Plan

REVISION AND NEW APPROVAL: October 31, 2016

Our School Day

8:25 a.m.	School begins for grades K-8
10:00 – 10:15 a.m.	Recess for grades 4K
11:30 – 12:00 p.m.	Lunch and recess for 3-5
12:00 – 12:30 p.m.	Lunch and recess for 4K-2
12:30 – 1:00 p.m.	Lunch and recess for 6-8
2:00 – 2:15 p.m.	Recess for grades 4K - 5 th
3:30 p.m.	Dismissal

Parent Night

Parent Night is scheduled before the official school year starts. This night allows the parents, students, and teachers to meet each other, understand the guidelines of your child's individual classroom, and to ask any questions you may have. It is recommended that students bring in their school supplies on this night.

Before and After School Supervision

Students should not arrive on school property prior to 8:10 a.m. Children who are dropped off will wait in the cafeteria until 8:25. If a parent wants to speak with a teacher, please stop at the office so we can call and see if the teacher is available. An appointment may need to be made. Students who are coming in early for additional help or to bring in projects, etc. must check in at the office.

Students Arriving and Leaving During the Day

Occasionally a student may need to leave school before the regular dismissal time (doctor's appointment, funeral, etc.) A written notification by the parent or a phone call to the office must be received by the school office prior to a student being allowed to leave school early. In addition, to help ensure the student's safety, children will be permitted to leave only with the individuals you listed on your student's emergency card, unless the parent calls to let us know of other arrangements.

Students arriving at school late must check in at the school office and receive a pass before going to their classroom.

Students Being Picked Up After School

Parents are to wait in their cars for their children. Designated staff will send siblings out together for pickup. This way the pick-up will work more efficiently.

Parents, please refrain from taking your children out of class five to ten minutes early on a regular basis unless it is absolutely necessary. Teachers use this time to go over daily assignments, check over assignment notebooks, and answer any additional questions the students may have. We thank you for your cooperation.

For safety reasons, we do not want any children crossing the front (south) parking lot without supervision.

Going to Another Student's House

Students, on occasion, may ride the bus to another student's home on the same route. To do so, the student must present the teacher and then the bus driver with permission slips that have been approved and signed by both parents and school personnel.

Riding Bikes

Prior to the students riding their bicycles to school, the student must obtain written permission from their parent/guardian. This written permission shall be filed in the school office.

Staying After School

If a student wishes to remain after school, he/she must have written permission to do so from his/her parents. If parents are picking up the child, they must send a note so school personnel do not put the child on the bus. If there is no permission slip, the student will ride the bus home. Students must be picked up promptly after extracurricular activities.

Visitors

The North Cape School Board encourages all citizens of the district to visit the school within reasonable procedures that have been established to ensure that such visits do not disrupt the educational environment or endanger the safety of the students or staff. Board policy prohibits school visitors from interrupting classroom instruction to speak with a staff member or their child unless the administrator grants permission because there is an emergency. In addition, a school visitor may not visit any student who is not his/her child, unless permission for such a visit is granted in advance by that student's parent/guardian.

All persons who visit the school during the school day are expected to report to the school office upon arrival, sign in, announce the nature and purpose of the visit, and obtain a visitor pass before proceeding to their destination.

Parents interested in visiting the school may do so at any time. Prior arrangements with the school office and teacher are recommended.

Students on a vacation day from another school who wish to visit the school are permitted to do so only with the teacher's and administrator's approval.

Withdrawing Students from School

It is requested that the parent notify the teacher and the school office one week prior to withdrawal. The student will then receive instructions regarding the return of textbooks, materials, and library books. A written request for records is required to forward records to the new school. Official school records are not given to parents/guardians, but are forwarded directly to the new school.

Emergency Cards

At registration we ask that each parent fill out the proper paperwork which contains data needed in an emergency. This information is kept on file to be used as needed. Be sure to notify the building secretary of all potential emergency situations and any changes in the emergency contact information. **Please include area codes.**

Change of Address or Phone Number

When there is a change in your child's address or phone number, please notify the office. In an emergency during the school day, office personnel will be better able to make contact with you if current and up-to-date information is on file.

Student Records

A cumulative file, including school progress and behavioral records, will be kept for each student.

Progress records include attendance record, grade levels completed, grades earned in all subjects, results of achievement and aptitude tests, and the dates and results of all hearing and vision tests.

Behavioral records include the results of psychological and personality evaluations.

Parents have the right to examine the above records of their child. Advance written request of at least 24 hours must be made to the School Administrator. The records will be examined in the presence of appropriate school personnel so that pertinent questions may be answered and professional information may be properly interpreted.

Enrollment Procedures

To enroll a new student in North Cape School, parents are requested to come to the school office and provide necessary information that would include, name, address (proof of residency), phone number, and the grade level of the student. At the same time, parents will receive a registration form, school calendar, school supply list, and other important enrollment information.

Parents will be requested to sign a "Permission to Release Student Records" form to be sent to the school district in which they were previously enrolled.

The parent also needs to let the school personnel know of any special education classes the child may have been enrolled in so that proper records can be obtained, and that the child can be placed in the appropriate instructional program.

Age of entry (Wis. State Statute 118.14, 120.12(25))

A child must be four (4) years old before September 1 to enter 4K. A child must be five (5) years old before September 1 to enter kindergarten and six (6) years of age before September 1 to enter first grade. A pupil entering school for the first time must present a birth certificate or other legal evidence of date of birth before enrollment.

Personal Belongings

Students will occasionally misplace things. All articles of clothing and school supplies should be plainly marked with the student's name. Students are encouraged not to bring valuables to school. They are expected to check the "Lost and Found Box" located in the cafeteria periodically for missing items. The school is not responsible for items lost by the students. All lost and found items left at the end of the school year will be donated to charity. Desks and lockers are school property and are subject to inspection at any time by the Administrator/designee.

Student Deliveries

No special deliveries will be sent to the classrooms. These include such items as presents, balloons, flowers, etc. This disrupts the learning environment and these items are difficult to take on the bus. They will remain in the office until the child or parent picks them up after school. These items should be sent to the home and not school.

Animal Visits

Due to the large number of outbreaks of various diseases carried by animals, the administration is asking that you prearrange animal visits with either the teacher or administration. If previous arrangements have not been made, we may not allow you to visit your child(ren)'s classroom. Thank you for your cooperation.

Milk Program

Skim or 1% white milk or 1% chocolate milk will be available to all students that do not purchase a hot lunch. The cost for milk will be 50 cents. For those students who choose not to take the milk, they may bring in some form of juice (no glass bottles). No sodas will be allowed at lunch.

Lunch Program

We will again have a five-day lunch program supplied by Taher. Each family will receive a monthly calendar listing the hot lunches for the month. The calendar is also available on our website. Parents will either remit payment electronically on our website or send their money to school in an envelope to buy lunches. If you have more than one child, write on the check or a piece of paper how you want the money disbursed. Lunch counts are kept electronically. **Remember to write the checks out to Raymond Consortium. Please check your child's lunch balance often on PowerSchool.** We will send notes home when your child's lunch balance drops below \$10.00. No lunch account may be excessively or consistently overdrawn. If lunch accounts drop to more than minus \$10.00, your child will be served a sandwich instead of the daily menu until the account has a positive balance.

The cost of each meal is \$3.10 and \$1.50 for each additional serving. (Additional servings are available only to 3rd-8th graders.) We offer discounted lunches to those who qualify due to income. The paperwork is available in the office. North Cape School does not participate in the federal lunch program.

Lunch Procedures

Children will eat lunch in the cafeteria under the supervision of the lunch/playground supervisor(s). Lunch/recess will last 30 minutes. The remainder of the lunch break will be spent outside or, in case of inclement weather, in their classrooms under supervision.

The following rules will apply during the lunch period:

1. Conversation will be in a low and pleasant tone. There will be no shouting or yelling at any time.
2. Good table manners are to be practiced and children will remain seated while eating.
3. All waste and empty milk containers will be placed in the garbage and the table will be clean before being dismissed to the playground.
4. No sharing of food – hot or cold.

Students need to keep in mind that eating in the cafeteria is a privilege, which may be revoked.

Recess and Lunch Hour

During recesses, all students are expected to go outside, unless weather conditions are severe.

Teachers may keep students in the classroom during recess to complete assignments, address behavioral issues, or to receive additional help.

Parents that request that their child remain inside during recesses may be honored if the teacher is available for supervision. Department of Public Instruction requires schools to offer recesses for 4K-4th grade students, therefore excessive requests may be denied.

Supervision is provided during recess times. Students are expected to report problems immediately to the playground supervisor.

Disruptive behavior will not be tolerated. School personnel assigned to playground supervision will have the authority to remove disruptive students.

Student Treats

Parents are encouraged to bring healthy snack choices for classroom celebrations such as but not limited to children's birthdays, holiday celebrations, and special classroom events. Teachers will also make parents aware of restricted food/non-food products to prevent any allergic reactions within the class population.

Whenever possible, the food that is served to students should come from a commercial source or a kitchen that is inspected by the health department. These items should be individually wrapped to protect the integrity of the product and decrease the chance of contamination. Ingredients should be listed to assist staff in food selections for students with allergies. Occasionally class parties and celebrations may be exempt from the above guidelines; however, providing healthy options is strongly encouraged.

It is encouraged that all foods from home be prepared with safe food handling techniques, and special precaution for proper storage before being served at school.

Parent Teacher Organization (PTO)

Our school has a parent/teacher group designed to work toward the benefit of all students. All parents/guardians are encouraged to support school organizations by becoming members or being active in school activities. PTO "general meetings" are usually held on the first Wednesday of the month at 3:45 in the school conference room or library. The PTO sponsors field trips, fund-raisers, and hospitality tables at various activities.

Parent/teacher groups provide adult volunteers who are actively involved in school projects. Many parents/guardians who participate in school activities find a sense of accomplishment, self-satisfaction, and pride in their school. All PTO minutes can be found on the PTO website.

Parent Volunteers (Classroom, School Activities, Field Trips)

Parents volunteering in the classroom must follow school board guidelines. Volunteers will be asked to sign a form and return it to the classroom teacher. All volunteers will have a background check.

Fundraisers

School fundraisers shall be limited to 2 per year. Fundraisers are defined as an event during which specified merchandise is sold. Special meals or bake sales are not defined as fundraisers; however, bake sales will be limited to a maximum of one per month. All fundraisers must have prior approval of the Administrator. Fundraisers enable the PTO to purchase items for the school.

Money

Any money brought to school should be placed in an envelope with your child's full name, and the purpose for the money written on it. Checks should be made payable to the school unless otherwise indicated.

Fees for Special Programs

In general, your child's academic program is financed through local, state, and federal funds. Special activities of an extra-curricular or enrichment nature may require an individual fee to cover costs. The school will provide you with information regarding the costs.

Field Trips

Classes may take field trips to a variety of places. A student must have a permission slip signed by a parent/guardian in order to participate. Prior to the event date, parents/guardians will be notified of trip details, including the amount of each student's share of the cost. Since field trips are closely related to activities going on in the classroom, students are expected to participate.

Inclement Weather and School Closing

In the event of inclement weather, you should tune in to your local radio or television station or North Cape School webpage to learn if school has been canceled or postponed. Keeping phone records up-to-date will enable school personnel to send automated messages in the event of emergencies or cancellations.

- A. If a situation arises when the start of the normal school day is altered, the District Administrator will contact the radio and television stations listed below by 6:30 a.m. The radio and television stations will broadcast the announcement. In addition, the message will be posted on our website, and parents will receive an automated message.
- B. If a situation arises when school closes early, an automated message will be sent to your listed daytime phone numbers the school has on file for family members. Again, please be sure the office has current numbers.

Parents, with their children, are encouraged to develop an alternative plan to be put into effect in the event school is cancelled or dismissed early. Parents are reminded that their child(ren) can be released to the people listed on the emergency card without parental consent.

If school is cancelled, usually all evening activities are cancelled as well.

Radio stations utilized by the school are: **WRJN**, Racine, 1400 AM; and
WTMJ, Milwaukee, 620 AM

Television stations include channels **4, 6, and 12 and 58.**

When the radio or television station broadcasts our school's name, it can be announced as any of the following ways: **North Cape School** or **Waterford Area Schools**.

Homework

Homework is a vehicle, which can enable the student to enforce skills, capitalize on individual interests, strengthen teacher-child-parent relationships and improve the student's understanding. Homework assignments appropriate to the subject and grade level can be of significant value to the student's growth in knowledge and skills.

Listed below are general guidelines for average length of daily homework for students:

K	No more than ten minutes		
1 st	10 minutes	5 th	40-50 minutes
2 nd	20 minutes	6 th	50-60 minutes
3 rd	30 minutes	7 th	60-70 minutes
4 th	30-40 minutes	8 th	60-80 minutes

Students in grades 6th-8th who do not complete homework assignments will be required to report to the Academic Assistance room during their lunch recess to complete any missing assignments. Detentions will be given to students who consistently hand in their assignments late. After four missing assignments, the fifth one and beyond, students will begin losing 15 minutes for each missing assignment from school programs or serving a before or after school detentions. The slate is cleaned after each quarter for each student. Parents will be informed as soon as possible if their child will be serving a detention for missing assignments either by phone call, email, and a detention slip.

All students' assignments must be completed and turned in on time before full credit will be given.

Grades 3-4: Work not completed on time will have its grade reduced one letter grade equivalency per day, up to three days. After three days, the grade will be recorded as a zero, and the student will be required to complete the assignment.

Grade 5: Work not completed on time will have its grade reduced one letter grade equivalency per day, up to 3 days. After 3 days, the grade will be recorded as a zero, and the student will be required to complete it. Fifth grade will follow this procedure for the **first semester** only. For the **second semester**, they will be allotted up to 2 days with one letter grade reduction per day.

Grade 6th-8th: Work not completed on time will be reduced 10% for the 1st day, 20% for the 2nd day, and a zero on the third day. The student will still be required to complete the assignment(s).

Work not completed due to an absence from school must be completed shortly upon returning to school. For each day a child is absent from school, one day should be allotted to them to make up their assignments. This does not include absences due to vacations.

Students with pre-arranged absences must have their work completed on their day of return or their incomplete work may be graded as zeroes. It is the student's responsibility to turn in homework upon return and then check with the teacher that everything is handed in.

Pre-arranged absence forms are available in the office. Parents should fill one of these out if they know in advance their child will be absent. This is usually due to family vacations, competitions, hospitalization, or any other extenuating circumstances. If a pre-arranged absence form is turned in, the teacher should forward the original to the office and keep a copy for their records. For long term absences due to vacations the teachers will now send a letter home stating when the homework will be ready for pick up.

Parents are encouraged to request homework assignments for students who are ill for several days or who are going to be gone for other reasons.

Communications

The district supports direct and clear communication. Newsletters, the website, public service announcements, PTO meetings, and conferences are some of the ways information is shared. Seeking answers to questions and/or resolutions of problems is encouraged through normal channels of communication starting with your child's teacher and the Administrator.

Student Phone Calls

Students are discouraged from using the school phone to place calls of any kind. It is the student's responsibility to remember to bring the necessary materials to school including homework.

Electronic Devices

Electronic devices (cell phones, iPods, MP3 players, etc.) are not needed at school and are not allowed on the bus. If these items are in backpacks, they need to stay there and not be seen or heard. Each student will have one opportunity where the parent is invited to pick up the item(s). The second occurrence will result in administration confiscating and storing until the end of the school year.

North Cape School provides Chromebooks to 3rd-8th grades. Policies and procedures and guidelines are addressed in a separate handbook.

Textbook/School Supplies

Textbooks are provided free of charge by the school district. A fee of \$30.00 per student is charged for grades 4K-8 to cover additional cost of school materials (such as consumable workbooks, computer supplies, folders, etc.). Fees are due during registration. Fees may be paid by check, made out to "North Cape School."

Children are responsible for lost or damaged textbooks, library books, and any other school-owned equipment or materials that are checked out to them. Children are encouraged not to lend their textbooks to other children because of the possibility of damage. Parents and/or students are responsible for full replacement cost of lost and/or damaged books and materials.

Parents, please check with your child(ren) periodically to see if their supplies need replenishing.

Assignment Notebook

Students in grades 3rd – 8th will receive an assignment notebook at registration. This notebook should be used to record daily and long-term assignments. The format of this book allows students to easily organize and keep

track of their assignments and a good way for parents and teachers to communicate. Students in 4K, 5K, 1st and 2nd grades use a homework folder.

Testing

Students will be required to take certain tests during the school year. Classroom teachers will notify parents when these tests are to be given. The state mandated tests, Wisconsin Knowledge and Concept Examination-CRT, are given in October or November. Fourth graders and 8th graders take the extended version which includes Science, Social Studies, Language Arts, Reading and Math. Third, fifth, sixth and seventh graders are tested in Reading and Math. Our computer-based MAP testing (5K-8th) is given in September, January and May in Reading, Language Arts and Math. AIMSweb Curriculum Based Measurement is administered in September, January and May in Reading and Math to grades K-8th. The Boehm-Phellps Basic Concepts assessment is given to the kindergarten in the fall and spring. Kindergarten also takes the Scholastic Readiness Skills Assessment.

Honor Roll

Students in grades 5 through 8 are eligible for the honor roll. To be a member of the honor roll, a student must have a certain grade point.

A student is placed on “A” honor roll if he/she has a 3.5 or better grade point average.

A student is placed on “B” honor roll if he/she has a 3.0 to 3.49 grade point average.

A=4.0 B=3.0 C=2.0 D=1.0 F=0

All specials are counted as half the grade point and then are averaged as half a point.

Example: English- 4.0, Art –2.0 = 4.0 + 1.0 divided by 1.5= 3.3 = B average.

Honor roll is awarded quarterly, grades 5-8. Awards Day for all students is held during the last week of school.

Grading Scales:

Kindergarten – Second Grade

+ - Achieving at High Level
√ - Satisfactorily Progressing
- Needs Additional Reinforcement/Improvement

I – Improving
X – Not Applicable at This Time

Third & Fourth

A+ (98-100) – Excellent
A (94-97)
A- (90-93)

B+ (87-89) – Above Average
B (83-86)
B- (80-82)

Fifth – Eighth

A+ (98-100) – Excellent
A (95-98)
A- (93-94)

B+ (91-92) – Above Average
B (88-90)
B- (86-87)

Algebra (8th)

A (93-100)
A- (90-92)

B+ (87-89)
B (83-86)
B- (80-82)

C+	(77-79) – Average	C+ (84-85) – Average	C+ (77-79)
C	(73-76)	C (79-83)	C (73-76)
C-	(70-72)	C- (76-78)	C- (70-72)
D+	(67-69) – Below Average	D+ (74-75) – Below Average	D+ (67-69)
D	(63-66)	D (72-73)	D (63-66)
D-	(60-62)	D- (70-71)	D- (60-62)
F	(59↓) - Very Low Achievement	F (0- 69) – Very Low Achievement	F (59↓)

Note: 3rd graders do not receive a math or reading grade; instead, they receive an effort grade and reading level.

The eighth grade Algebra I students follow the same curriculum as the Waterford Union High School Algebra I students. Therefore, the grading scale for this course has been changed to reflect that of the high school.

Grade Reporting

Report cards are sent home approximately every nine weeks (quarterly) for K-8 grade students. At the midway point of each of the quarters, mid-quarter reports will be sent home to parents in 3rd-8th grades to provide updated progress information on the student’s performance. This reporting allows the parent and teacher to work together to encourage or maintain higher student performance. Time is also set aside for parent/teacher conferences. All parents/guardians are required to participate in these conferences.

The report card will follow the end of each quarter identified on the calendar.

Promotion, Social Promotion, Retention

PROMOTION is the action that advances a student from one grade to the next on the basis of demonstrated academic achievement.

SOCIAL PROMOTION is the action that advances a student from one grade to the next on the basis of criteria other than demonstrated academic achievement.

RETENTION is the action that provides a student the opportunity to gain or reinforce learning based on the adopted course of study and objectives by being reassigned to the same grade level.

The Administrator/designee has the authority to promote, socially promote, or retain students.

Parents/Guardians are officially notified at the end of the second marking period that there are concerns regarding the educational progress of their child and that a conference will be scheduled. At this conference the teacher will inform the parent/guardian of the reasons why their child is being considered for social promotion or retention and discuss ways they may guide the child. The final decision for retention will not be made until the fourth quarter; an additional conference will be held at that time. Parents/Guardians disagreeing with the decision may appeal, in writing, to the Administrator within three weeks of the notification.

The decision to socially promote/retain students is never easy and many factors are taken into consideration. Among these are:

1. Student attendance
2. Report card grades
3. Work habits/daily achievement
4. Social maturity
5. Grade level expectations
6. Achievement test scores

High expectations from parents/guardians encourage academic success. Encouraging students to be in attendance, complete their assignments, and take their responsibility to learn seriously, will in most cases ensure success.

Acceleration

Acceleration is the action that advances a student by subject area or from one grade to the next on the basis of demonstrated academic achievement. The decision to accelerate will be based on

NORTH CAPE SCHOOL DISTRICT FOURTH AND EIGHTH GRADE ADVANCEMENT

The North Cape School District uses four criteria to advance students from fourth to fifth grade and from eighth to ninth grade. These criteria include:

1. The student's academic performance
2. Student's score on the state-required 4th or 8th grade Wisconsin Knowledge and Concepts Examination-CRT, unless the student has been excused from taking the examination
3. Teacher recommendation, which shall be solely based on the student's academic performance
4. Any other academic criteria

Prior to applying these criteria for determining advancement at the fourth and eighth grade levels, student progress must be monitored in a manner consistent with the promotion and advancement policies currently in place in the district. Also, the possibility of retention should be referenced at the end of the 1st, 2nd and 3rd quarters in both fourth and eighth grade if the student is not meeting the academic performance criteria at that time. The decision to not advance a student at the fourth and eighth grade levels will be made by the final week of the school year after all grades are finalized.

1. Criteria for Advancement:

- A. Academic Performance:** A student must receive a passing grade (D-) in five of five core area subjects to be promoted at the fourth and eighth grade levels. The core area subjects are math, science, social studies, reading, and language arts. In conjunction with meeting the academic performance criteria, students must also meet the requirements outlined below for the Wisconsin Knowledge and Concepts Examination.
- B. Performance on the WKCE:** In addition to the academic performance criteria, students are also required to perform at the basic proficiency level or above on four of the WKCE sub tests. Those sub tests include language arts, social studies, science, and writing. The two content areas that are at

proficient performance or higher must include reading and math. The No Child Left Behind Act expects all students to be proficient or better in reading and math by the 2013-2014 school year. Since proficiency levels are not established for the writing portion of the test, basic performance on the writing test has been identified as 3.5 or higher on the nine-point holistic score system used by WKCE.

C. Teacher Recommendations: If a student is not promoted based on achieving the established criteria for both academic performance and the Wisconsin Knowledge and Concepts Examination, a student may be promoted based on a recommendation from a teacher/administration review committee. At the minimum, this committee shall consist of the building principal and all teachers responsible for providing the student instruction in the core area subjects. This committee can consider some or all of the following:

1. Written recommendations regarding the student's readiness to be advanced to the next grade from teachers having responsibility for core area subjects.
2. A portfolio of student-generated materials assembled by the parent/guardian illustrating achievement of grade level academic objectives.
3. Other academic criteria as outlined in "D" below, if appropriate.

D. Other Academic Criteria: Other academic criteria the teacher/administration review committee may consider includes the student's grades in non-core subjects, daily assignments, and cognitive ability. The application of this policy for students with disabilities is further outlined in # 2 below.

2. **Exceptions for Students with Disabilities:** Students with disabilities (special education) that do not meet the academic performance and WKCE criteria outlined in this policy may be promoted if the student's IEP team determines the child has achieved the goals as outlined in his/her current Individual Education Plan (IEP).
3. **Participation in the WKCE:** Pursuant to Wisconsin Stat., 118.30(2)(b)(3), a pupil's parent or guardian shall have the right to excuse their child from taking the 4th and 8th grade Wisconsin Knowledge and Concepts Examination. If a student is excused from the WKCE, the decision to advance the student will be based on academic performance (as outlined in section 1.A., above), teacher recommendation (as outlined in section 1.C., above) and other academic criteria (as outlined in section 1.D., above). Federal and state laws exempt certain students from taking the WKCE based on the following exceptions:
 - Parent opt-out
 - Special education – individual educational plan (IEP). This only applies if the exemption is specified in the IEP. An Alternate Assessments – S.115.77 (1m) (bg) Wisconsin Statutes must be given.
 - Limited English Speaking (LES). This exemption only applies if the students limited English speaking level is #1 or #2 as defined by the Wisconsin Department of Public Instruction in PI 13.03(3)(a)-(e). DPI recommends that students at English speaking levels #3, #4 and #5 participate in all WKCE content domains with appropriate accommodations.
4. **Remediation:** The district shall develop a student educational plan for any student that is retained for an additional year based on not achieving the criteria outlined in this policy. This plan is to be in place by the second week of school in the school year following the retention.

5. **Appeal Process:** The advancement or retention decision rendered based on the application of this policy may be appealed by the parents of a minor child to the district administrator within 30 days and if satisfaction is not received by the parent, the decision may be appealed to the School Board within 30 days. The decision of the School Board will be final.

Concerts

There are two annual concerts at North Cape School for 4K-8th graders: a winter concert (December) for 4K-6th grade and a spring (May) concert for students in 4K-8th grade. Students are expected to participate, as this is part of their music grade. Credit will be given to students if an acceptable excuse is given with verification.

Students not in attendance during the day should not attend the concerts.

Eighth Grade Graduation

Eighth grade graduation takes place the evening before the last day of school. This is a formal and memorable event. Graduation starts at 7:00 p.m. in the gym. Pictures are at 6:00 p.m. A short reception follows the ceremony.

Awards presented:

- Highest and High Honor(s)
- Leadership
- Citizenship

How to Help Students Succeed

In order to help your child succeed, it is important to develop a positive home learning climate. Parents/Guardians can accomplish this by:

- Encouraging and expecting high performance from your child for school work, household duties, and other responsibilities
- Showing interest in what your child does each day in the classroom by asking specific questions
- Providing proper conditions for home study, including definite study and quiet time, non-distracting conditions
- Limiting the time spent watching television and playing video games
- Providing supervision to ensure your child receives adequate rest, nutritious breakfast and lunch, and physical exercise
- Adequate sleep to absorb the material being delivered so it becomes learned

Parents/Guardians are also encouraged to be involved in the school by:

- Volunteering to help with school activities
- Attending PTO meetings
- Visiting your child's classroom
- Helping with fund raisers

Parents/Guardians should never hesitate to call their child's school to have questions or concerns answered.

Social/Athletic Events

For all extra curricular activities, students in grades 4K-4th **must** be accompanied by a **parent** for home games. We are asking that parents limit the number of times they allow their child(ren) to leave the gym. Referees are asking for limited disturbances. Students/spectators, grades 5-8, may attend home games without adult

supervision. Students are to stay in the building and watch the game. Students who leave the building during the game or while the game is in progress may receive a detention. Students will not be allowed to play on the playground equipment during extracurricular activities unless accompanied by an adult.

Buses do not transport students to the games since they are in the evening.

Students are expected to exhibit respectful, responsible behavior at all games. Good sportsmanship shall be displayed at all times.

The surrounding area administrators have agreed that no student, without parental supervision at all times, will be able to attend an extra-curricular activity from another school. This means that North Cape students may not attend another school's activity without adult supervision at all times. This holds true for Drought, Washington-Caldwell, and North Cape students. This policy also applies to high school events. Players are exempt from these guidelines.

Students not in attendance during the day may not attend/play.

Guidance Services

Our counseling program includes: Developmental Guidance Program for K-6, individual and group counseling, referral to outside agencies when appropriate, and parenting assistance when requested. Counseling can be initiated by request of the student, the parent/guardian, or school personnel, on behalf of the student. The curriculum for K-5th grade Guidance is "Reaching New Heights." This is a K-5 social skills program. Additional resources are used in the guidance program, including the Second Step Violence Prevention Curriculum.

Early Childhood Special Education Services

Early Childhood Special Education services are available to all families in the North Cape School District through the Waterford Special Education Cooperative (WSEC). WSEC is obligated to locate children with developmental delays and those that may require special education services. Preschool screenings are offered periodically in an effort to identify children who may need further evaluation. If you have concerns about your child's development in the following areas: language development, cognitive, social-emotional, or physical development, please feel free to contact the WSEC office at 262-534-4034.

Special Education

Special education programming is designed to meet the needs of students who have cognitive, physical, and emotional or learning disabilities. Parents/Guardians of students suspected of having exceptional educational needs will be contacted before a referral is made.

Instructional Student Teams (IST) were created as an avenue to discuss student concerns among other teachers and parents. This has been implemented due to special education regulations. This is known as a pre-referral process.

Library

Books may be checked out of the school library, however, they must be checked out by the adult in charge. Each teacher will set times convenient for this purpose.

Books can be checked out for a period of 2 weeks. Students will be charged a replacement cost for lost or damaged library books. Library privileges may be revoked if lost or damaged book fines remain unpaid or overdue books are not returned.

Encyclopedias, dictionaries, and other specified reference books may not be checked out of the library or taken out of school. However, in certain cases, if a large number of students need particular reference books; a teacher may check out the reference books and keep them in the classroom so that students may use them at school on days when the library is not open.

The number of books that students may check out is as follows:

- Kindergarten: (1st semester) – 1 book
- Kindergarten: (2nd semester) through 2nd Grade – 2 books
- 3rd Grade: 3 books
- 4th Grade-8th Grade: 4 books

Note: Students who need extra books for school assignments may take more than the limit with permission of the librarian.

Physical Education

All students are required to participate in physical education classes. Parents/Guardians must obtain written permission from their physician for any student to be excused from this class activity.

Dress Code

The dress code for physical education includes the following:

1. A physical education uniform is required for children in grades 5-8 – no street clothes.
1. No jewelry will be allowed during gym class, this includes earrings. Refrain from wearing jewelry on gym days.
2. All grade levels may wear sweatshirts and sweatpants for outside classes on cold days.
3. Students must change back into regular school clothes for the remainder of the day.

4. **All** grade levels must wear tennis shoes or athletic shoes. Shoes must provide proper ankle support and should not have a marking sole. **No** hiking boots, dress shoes, canvas shoes, or slip-ons will be acceptable. **Gym shoes should be used only for gym class.**
5. An athletic supporter for male students and an athletic bra for female students are highly recommended.
6. Students in 5th – 8th grade must dress in a timely manner.

Grading in Physical Education

1. Grade evaluation is by units. The grade for each unit is determined by written tests, skill tests, and participation/effort. Students will be given a daily grade based on cooperation, participation, following directions, and compliance with rules.
2. Students in 5th – 8th grade must be in uniform for every physical education class. Students who are not in uniform for class will be penalized by receiving a zero for the day, or they may opt to wear a uniform that is provided by the school for 50 cents (up to 3 times per quarter). If the student forgets his/her uniform more than three times in a quarter it may affect their quarter grade.

Athletic Eligibility

Grades

Students will lose eligibility for a period of up to two weeks if a student receives a grade of “F” in any core subject area (Reading, Language Arts, Math, Science, and Social Studies) **or** four or more "Ds" in all subject areas. Exceptional Education Need (EEN) students may have their eligibility requirements modified according to their Individual Education Plan (IEP). This ineligibility rule also applies to the all-school track meet in May. Eligibility will be based on 4th quarter progress reports.

Behavior

All children participating in extra-curricular or co-curricular activities are expected to abide by all school rules.

Extracurricular Activities (Sports)

Girl’s Basketball – 7th & 8th - If there aren’t enough girls participating, we will continue to recruit younger grades until the coaches feel they have enough players.

Boy’s Basketball – 7th & 8th - If there aren’t enough boys participating, we will continue to recruit younger grades until the coaches feel they have enough players.

Cheerleading – 7th & 8th - If there aren’t enough girls participating, we will continue to recruit younger grades until the coaches feel they have enough players.

Volleyball – 7th & 8th (girls & boys)

Softball – 6th -8th – If there aren’t enough players, we will recruit 5th graders.

Track – 5th – 8th grade boys and girls

1. Sports permission slips are required for participation in athletics.
2. The school's insurance does not cover medical treatment of injuries; therefore proof of insurance is required.
3. Students not in school the day of a practice or game will not be allowed to participate in the activity.
4. Students that are signed up for athletic activities must go to practices.
5. A physical examination prior to participation in the sport or activity is highly recommended, but not required.

**** In the event of school closing or early dismissal, all extra- and co-curricular activities scheduled for that day are cancelled for all students.**

Vandalism/Damage to Property

Damage or vandalism to school, staff or other student's property must be paid for by the student responsible. If the actions are deliberate rather than accidental or due to carelessness, additional disciplinary action may be taken.

Gross vandalism will result in police intervention.

**NORTH CAPE SCHOOL DISTRICT
SCHOOL BOARD POLICY, 443-RULE
CODE OF CLASSROOM 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 the classroom in such manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School Board, District Administrator and their classroom teachers.

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

This code of classroom conduct applies to all students in grades K-8.

STUDENT REMOVAL FROM CLASS

Students may be removed from class by a teacher for dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:

- Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom
- Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of the District's student alcohol and other drug use policy
- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
- Fighting
- Taunting, baiting, inciting and/or encouraging a fight or disruption
- Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
- Pushing or striking a student or staff member
- Obstruction of classroom activities or other intentional action to attempt to prevent the teacher from exercising his/her assigned duties
- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder
- Restricting another person's freedom to properly utilize classroom facilities or equipment.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions
- Throwing dangerous objects in the classroom
- Repeated disruption or violation of classroom rules
- Excessive disruptive talking
- Behavior that causes the teacher or other students fear of physical or psychological harm
- Physical confrontations or verbal/physical threats
- Willful damage to school property
- Defiance of authority (willful refusal to follow directions or orders given by the teacher)
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- Repeated use of profanity

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the District Administrator or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the District Administrator or designee within 24 hours of the student's removal from class.

The District Administrator shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The District Administrator shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

PLACEMENT PROCEDURES

1. The District Administrator shall place a student who has been removed from a class in one of the following alternative educational settings:
 - An alternative education program approved by the School Board. State law defines this as an instructional program approved by the Board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs that is offered in place of regularly scheduled curricular programs.
 - Another class in the school or another appropriate place in the school.
 - Another instructional setting.
 - The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the District Administrator or designee determines that re-admission to the class is the best or only alternative.
2. When making placement decisions, the District Administrator or designee shall consider the following factors:
 - The reason the student was removed from class (the severity of the offense).
 - The type of placement options available for students and any limitations on such placements (such as costs, space availability and location).
 - The estimated length of time of placement.
 - The student's individual needs and interests.
 - Whether the student has been removed from a teacher's class before (repeat offender).
 - The relationship of the placement to any disciplinary action (e.g., if a student is suspended from school, is the placement applicable before or after the suspension?).

The District Administrator or designee may consult with other appropriate school personnel as he/she deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the District Administrator or designee to be in the best interests of the persons involved or required by law.

3. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
4. The parent/guardian of a student shall be notified of a student's placement in an alternative educational setting as outlined below.

PARENT/GUARDIAN NOTIFICATION OF STUDENT'S REMOVAL FROM CLASS AND ALTERNATIVE PLACEMENT

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

NEW REVISION AND APPROVAL: October 31, 2016

REVISED:

NORTH CAPE PBIS EXPECTATIONS MATRIX



Remember! "Be Respectful! Be Responsible! Be Safe!"

	ALL SETTINGS	Cafeteria	Bathrooms	Hallways and Lines	Buses	Computer Lab/Library	Recess/ Playground
Respect	<p>Follow directions first time given</p> <p>Use school language, tone and voice</p> <p>Respect all property</p>	<p>Exhibit good table manners</p> <p>Keep food on your plate or in your mouth</p> <p>Eat only your own food</p>	<p>Respect the privacy of others</p> <p>Keep the facilities clean and orderly</p>	<p>Hands and feet to yourself</p>	<p>Cooperate with bus driver</p> <p>Wait in line quietly</p>	<p>Use your quiet, inside voice</p> <p>Raise your hand</p>	<p>Share</p> <p>Include others</p> <p>Play by the rules</p>
Responsibility	<p>Be ready to work with all needed materials</p> <p>Actively participate</p> <p>Be an attentive listener</p> <p>Follow dress code</p> <p>Electronic devices stay in backpack</p>	<p>Stay in designated area</p> <p>Clean up your eating area</p> <p>Dispose of trash properly</p>	<p>Flush the toilet</p> <p>Throw trash in appropriate receptacles</p> <p>Wash hands</p>	<p>Go straight to your destination</p> <p>Pick up litter</p>	<p>Keep your body and belongings inside the bus and to yourself</p>	<p>Follow computer lab and library rules at all times</p> <p>Use equipment correctly</p> <p>Use only appropriate websites</p>	<p>Dispose of trash in appropriate receptacles</p> <p>Dress appropriately for weather and equipment</p>
Safety	<p>Keep hands & feet to yourself</p> <p>Remain in assigned location</p> <p>Enter/Exit in an orderly manner</p>	<p>Wait your turn in line</p> <p>Always walk</p> <p>Request permission to leave</p>	<p>Report problems, vandalism, etc.</p> <p>Use facilities for intended purposes</p>	<p>Always Walk</p> <p>Walk on the right in a straight line</p> <p>Use stairs/ hand rails correctly</p>	<p>Stay in your seat</p> <p>Report any problems</p>	<p>Always walk</p> <p>Leave computer equipment as you found it</p> <p>Report any problems</p>	<p>Use equipment correctly</p> <p>Hold equipment until you are outside</p>

Playground Rules

General Playground Guidelines:

- Students are required to wear closed-toed shoes when playing in the wood chips.
- Tag and kickball will be played in the grass areas (away from swings and the playground equipment).
- The basketball court should be used to play basketball and 4-square.
- Students will keep hands, feet and body to themselves.
- Play fair and use sportsmanship.
- Students should listen and pay attention to bells and whistles that they hear.
-

How to be responsible and safe on the Swings:

- 1 person per swing
- Students need to swing facing forward and sitting upright.
- Students must have completely stopped before getting off the swing.

How to be responsible and safe on the Slides:

- Only 1 student may go down the slide at a time.
- Students must slide down on their bottoms and looking forward.
- Students must be sure they are at the bottom of the slide before getting off.

How to be responsible and safe with Equipment:

- Use the equipment for its intended use.
- Respect which equipment is appropriate for your age level.
- Return the equipment that you bring outside.

How to be responsible and safe in the Garden:

- Enjoy the garden with your eyes.
- Use the walking path around the gazebo.
- The gazebo is for sitting.

How to be responsible and safe during the Winter:

- Wear weather appropriate clothing.
- Snow boots and snow pants are required to go in the snow.
- Snow needs to stay on the ground.

**NORTH CAPE SCHOOL DISTRICT
SCHOOL BOARD POLICY, 443.2
STUDENT CONDUCT ON SCHOOL BUSES**

The North Cape School Board has an obligation, along with the bus company, to provide for the supervision of student conduct on school buses.

Students shall conduct themselves while on the school bus in a manner consistent with established student behavior standards. Bus rider rules shall be published annually in the student handbook. School officials and bus drivers may discipline students for failure to abide by established bus rider rules to the extent authorized by law.

During regular school day transportation, the bus driver shall be primarily responsible for the maintenance of order on his/her bus. This supervision authority applies while the bus is in motion and during pick-up and discharge periods.

Buses used for student trips and special school events shall be supervised by a competent adult approved by the District Administrator. The bus chaperone shall reinforce the bus rider rules, be in charge of student discipline on the bus, determine arrival and departure times and other matters relative to proper conduct of the bus riders. The bus driver, in such cases, shall be responsible for the safe driving of the bus and discussing safety and conduct issues with the bus chaperone.

When a student fails to conduct him/herself properly on the school bus, such misconduct shall be brought to the attention of the District Administrator within 24 hours of the misconduct (excluding weekends). Where continuing or serious problems exist, the student's bus riding privileges may be suspended in accordance with established procedures. Students may have their bus riding privileges suspended without being suspended or expelled from school.

LEGAL REF.: Wisconsin Statutes
Section 120.13(1) [school board power to adopt student conduct rules and discipline students]
Section 121.52(1)(b) [school board authority to adopt rules to protect students on school buses and govern bus driver conduct]
Wisconsin Administrative Code
TRANS 300 [state rules governing the transportation of school children, including driver and passenger requirements]
CROSS REF.: 443.2-Rule, Bus Rider Conduct and Discipline Rules
Policy 443, Student Conduct and Discipline
Policy 751, Student Transportation Services
Policy 751.21, Video Cameras on School Buses

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

**NORTH CAPE SCHOOL DISTRICT
SCHOOL BOARD POLICY, 443.2-RULE
BUS RIDER CONDUCT AND DISCIPLINE RULES**

A. Bus Rider Rules

Student bus riders are responsible for proper behavior on the school bus and at the bus stops. General bus rider rules include, but are not limited to the following:

1. Loading/Unloading

Bus riders must:

- Get on and off the school bus at their designated pick-up and drop-off points. No student will be let off at any other place than his/her assigned bus stop without written permission of their parent/guardian and office personnel.
- Be on time to the designated bus stop.
- Stay off the road while waiting for the school bus to arrive. Bus riders should conduct themselves in a safe manner while waiting for the bus.
- Refrain from throwing objects while waiting for the bus – this includes snowballs, ice and stones.
- Wait until the bus comes to a complete stop before attempting to board or exit the bus.
- When it is necessary to cross the road to get on or off the bus, wait for the bus driver's hand signal before crossing the road and look to make sure no traffic is coming. Cross the road at least 10 feet in front of the bus.

2. While on the School Bus

Bus riders must:

- Be seated as soon as possible to avoid traffic delay on the highway.
- Keep hands and head inside the bus at all times.
- Refrain from throwing objects while riding on the bus.
- Be polite, talk quietly, and use proper language and gestures.
- Keep books, packages, instruments, and coats out of the aisles.
- Refrain from moving from one seat to another while the bus is in motion.
- Keep absolutely quiet when approaching a railroad crossing stop, while the bus is stopped, and until the bus is safely across the tracks.
- Comply with all applicable student conduct policies and rules, including prohibitions related to tobacco use, alcohol and other drugs, weapons, student harassment and bullying, etc.
- Refrain from eating on the school bus.
- Refrain from damaging the bus in any way or tampering with the bus or any of its equipment. Damages to the bus are to be paid by the person responsible for the damage. Parents/guardians are reminded that they will be held financially responsible for damage caused to the school bus by their child(ren).

B. Bus Disciplinary Procedures

The following procedures apply to all students, both public and private, who ride school buses. The procedures are designed to provide a fair and responsible system in dealing effectively with unacceptable bus rider behavior and violation of bus rider rules.

1. General Procedures

- a. The bus driver shall first attempt to talk with the student individually whenever possible to resolve the misconduct. The bus driver shall report the misconduct incident to the bus company and the District Administrator and follow established procedures.
- b. If talking with the student proves ineffective, the bus driver may assign the student to a specific seat for a specific period of time and file a written referral to the District Administrator. The District Administrator shall send a Bus Misconduct Report to the student's parent/guardian informing the parent/guardian of the student's misconduct, with the expectation that the parent/guardian will correct the child's behavior.
- c. For continuing incidents of bus misconduct or a serious violation of the bus rider rules, a bus driver/supervisor will complete a Bus Misconduct Report for each instance. This report must be given to the District Administrator or designee within 24 hours of the offense (excluding weekends). The Bus Misconduct Report shall state the date of the offense, the student's name, the offense committed, and the bus driver's signature. The District Administrator shall forward a copy of the Bus Misconduct Report to the student's parent/guardian.

A conference with the parent/guardian and the bus driver and/or bus company representative may take place with the intent to determine the degree of discipline necessary to deal with the violation and correct the behavior. A student may be subject to possible suspension from bus riding privileges, as well as regular school disciplinary action, for policy/rule violations. If after being contacted about a conference the parent/guardian does not come in for a conference, a written summary of the meeting and the disciplinary actions that will be in place will be sent to the parent/guardian.

2. Suspension of Bus Riding Privileges. Some behaviors are severe enough, or repeated enough, to warrant suspension of bus riding privileges. School bus riding privileges may be suspended in accordance with state law. The severity or frequency of the offense will determine the length of the suspension of bus riding privileges. The length of the suspension can vary anywhere from one day to the remainder of the school year.

If a student is being recommended for suspension from bus riding privileges for more than five school days, an appeal shall be scheduled with the School Board, if parents/ guardians want to appeal the decision. Parents/guardians shall be given written notice of the hearing and the hearing shall be conducted in accordance with applicable legal requirements. All decisions of the North Cape School Board are final.

Bus disciplinary action for students with disabilities, including suspension from bus riding privileges, shall be dealt with in accordance with applicable legal requirements.

Students whose bus riding privileges have been suspended, but who have not been suspended from school, are required to be in school.

3. Immediate Removal of a Student from the School Bus. In the event a student has to be removed from a school bus immediately, for the safety of other riders, the bus driver shall contact the bus company who shall contact the appropriate law enforcement agency, the District Administrator, or his/her designee, and the student's parent/guardian.

CROSS REF.: Policy 447.3, Student Suspension and Expulsion
Policy 751.21, Video Cameras on School Buses

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

Policy 443.4, Student Alcohol and Other Drug Use
Policy 443.6, Student Possession/Use of Weapons
Policy 443.8, Gang-Related Behavior
Policy 720, Safety Program
Policy 831, Tobacco Use on School Premises

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

**NORTH CAPE SCHOOL DISTRICT
SCHOOL BOARD POLICY, 443.1-RULE
STUDENT DRESS GUIDELINES**

Good dress and grooming habits contribute to the student's self-esteem and an improved learning environment. Students should be groomed neatly and avoid extreme and inappropriate styles of clothing. Parents/guardians should make sure their children are dressed based upon standards that will enhance the atmosphere for education.

These are the clothes that are not acceptable:

- a. Tight or extremely short shorts or skirts or ill-fitting pants
- b. Extremely loose, baggy, long or ill-fitting pants, shorts, or shirts
- c. Hats, caps, bandanas, scarves, gloves and outdoor apparel (coats and jackets) are not to be worn in school
- d. Non-prescription sunglasses
- e. Boots and shoes with hobnails/cleats or any other item that could damage school property
- f. Excessive high-heeled shoes
- g. Articles of clothing that depict, promote or advertise 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.
- h. Tank tops and tube tops that show bare midriffs or undergarments
- i. See-through shirts or open back shirts (T-shirts must be worn under them.)
- j. Jewelry that can be viewed as a safety hazard or which can interfere with the learning environment (e.g., jewelry which identify gang members, gang affiliations or which have come to represent a gang). No jewelry will be worn in gym class, this includes earrings.

Visible tattoos, arm drawings or writings on the student's body are not appropriate for school. Such tattoos/drawings/writings should be covered up while the student is at school or participating in school-related activities.

Students who violate the school dress code will be asked to change into something more appropriate (school clothes available) or, if it is necessary, parents/guardians will be contacted to bring something more appropriate for the student to change into at school.

In the case of jewelry, the students will be asked to remove and store the item. School is not responsible for lost or stolen items. Second offense will result in the jewelry being confiscated until the end of the school year

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

Medical Care

Should a student become ill or injured during the school day, every effort will be made to contact a child's parent or guardian. If the parents/guardians cannot be reached, the contact person listed on the emergency card will be notified. If it is an emergency the child will remain at school until emergency care arrangements can be made. **Please keep emergency contact information updated.** Parents are urged to keep their children at home and seek medical advice if symptoms of illness are evident. When they return to school, they should be well enough to participate in normal school activities unless they have a written excuse from a physician.

Concussions

If a student suffers a bump to their head, a phone call will be made to parents to notify them of the injury.

Health Services

The school nurse administers vision and hearing screenings annually, holds teacher and student training sessions, monitors attendance, etc. Keep in mind that some of her services do not provide the type of medical care that one would normally expect through your family doctor. Students will be sent home for treatment when it is deemed necessary. The school nurse is available Monday through Friday by phone and appointment.

Immunizations

In order to protect the health of our students, state law requires that students must meet minimum immunization requirements. The parent/guardian must present written evidence of required immunization within thirty (30) school days of admission. These requirements can be waived only if a properly signed health, religious or personal conviction waiver is filed with the school. Specific information regarding waivers may be obtained through the school office.

Waivers are available for medical, personal conviction, or religious reasons. However, in the event of a vaccine-preventable disease, students with waivers may be excluded from school until the outbreak subsides.

Please contact the school office for the current minimum required immunizations for each age/grade.

Communicable Diseases

According to state statute HHS 143.01 –12, all communicable diseases must be reported to the local public health department by the parents and to the school office. If a student contracts a communicable disease, the parent/guardian is expected to notify the health department. Reports of diseases and any questions you might have should be directed to the school nurse, Rachel Pankonin, BSN RN, at 262-424-2868.

Abused or Neglected Students

Wisconsin Statutes require any member of the teaching, counseling, or administrative staff having reasonable cause to suspect that a student seen in the course of professional duties has been physically or emotionally abused or neglected must immediately report the suspected abuse or neglect to the Racine County Department of Social Services/Sheriff's Department. Such personnel must also report having reason to believe that a student has been threatened with an injury and that abuse of student will occur.

**NORTH CAPE SCHOOL DISTRICT
SCHOOL BOARD POLICY, 453.31
HEAD LICE AND NITS**

Because schools daily bring large numbers of children in to close contact, they serve as a focal point for the transmission of communicable diseases, including nuisance diseases like head lice. Control depends on prompt identification, properly handling of each case, effective treatment and treatment of its spread.

The North Cape School District shall implement a “no live lice” policy. If live lice are confirmed on a student, the student will be sent home from school for head lice treatment in accordance with established procedures. If only nits (eggs of the head louse) are found on a student, the student will not be sent home from school. Although the removal of nits will not be required, it will strongly be encouraged.

All adult assistance with any classroom or grade level head lice checks shall be conducted under the guidance and direction of the school nurse. School secretaries and other assigned staff will be trained in the identification of, and screening for live head lice and nits (eggs) by the school nurse.

Head lice shall be treated as a medical issue deserving the same level of confidentiality as any other medical concern. The District shall take measures to avoid isolating or stigmatizing students with suspected or known/confirmed head lice.

LEGAL REF.: Wisconsin Statutes
Section 121.02(1)(i) [school district standard; safe and healthful facilities]
Section 252.21 [communicable disease control]
Wisconsin Administrative Code
DHS Chapter 145 [communicable disease control]

CROSS REF.: 453.31-Rule, Procedures for Dealing with Head Lice and Nits in the School
453.31-Exhibit(1), Head Lice Information Sheet
453.31-Exhibit(2), Letter to Parents/Guardians Regarding Head Lice
453.31-Exhibit(3), Head Lice Treatment Verification – First Treatment
453.31-Exhibit(4), Head Lice Treatment Verification – Second Treatment
347-Rule, Procedures for the Maintenance and Confidentiality of Student Records Policy
453.3, Communicable Disease Control

POLICY REVISION AND NEW APPROVAL: MAY 22, 2017

**NORTH CAPE SCHOOL DISTRICT
SCHOOL BOARD POLICY, 453.31-RULE
PROCEDURES FOR DEALING WITH HEAD LICE AND NITS IN THE SCHOOL**

1. Implementation of "No Live Lice" Policy:

- a. If only nits (eggs of the head louse) are found on a student, the student will NOT be sent home. The student's parent/guardian will be contacted by either the school nurse or the school secretary, with the school secretary giving the parent contact information for the school nurse should they have any questions or concerns. The student will be sent home with a "Lice Information Sheet" and "Treatment Verification Form". Although the removal of nits will not be required, it will be strongly encouraged.
- b. If live lice are confirmed on a student, the student WILL be sent home. The student's parent/guardian will be contacted as stated above. A "Lice Information Sheet" and "Treatment Verification Form" will be sent home with the student.
 - Upon return to school, the student will be checked for lice. The "Treatment Verification Form" should be returned at this time also. If the student has been treated and found to still have nits (no live lice) they will be allowed to be in school. Further monitoring for signs of reinfestation is appropriate. The family will be encouraged to continue to remove nits from the child's hair. Although the removal of nits will not be required, it will be strongly encouraged.
 - If an effective lice-killing treatment (pediculocide) is not used to treat the child, the child will be excluded from school until they are nit-free. The school does not consider homeopathic treatments an effective lice-killing treatment.
 - Upon return to school, if the child has been treated but live lice are found, the student will be excluded again. This will be repeated until no live lice are detected.
 - Households unable to afford effective lice-killing treatments will work with the school nurse and school social worker to coordinate community resources to obtain them.
 - Parent/guardian conferences may be appropriate when a student is frequently absent due to head lice infestations. Home visits with the school nurse and school social worker may also be needed. Referrals to community agencies may also be appropriate.
 - When lice/nits are found on a student, the rest of the students in their classroom will then be checked for lice and students from this class will take home a letter from the school nurse to alert parents/guardians to watch for signs and symptoms of lice.
 - If a student is found to have lice or nits, any siblings will also be checked. If they are found to have lice/nits, then their classroom will also be checked.
 - Students should not miss more than one school day due to lice/nits. Excessive absences due to lice/nits may need to be dealt with in accordance with the District's student attendance/truancy procedures (431-Rule).

2. Reporting Cases of Head Lice:

- a. Parents/guardians are requested to report to the school any cases of head lice infestation that they discover at home. The school nurse will determine what interventions are appropriate in the school setting.
- b. The school will report all cases of head lice to the school nurse and local health department. The local health department requests all communicable diseases be reported to them for surveillance purposes.

3. Limiting Outbreaks:

- a. The school district reserves the right to inspect other known household contacts (siblings) and close personal contacts attending school in an effort to stem outbreaks in other classes.
- b. The school nurse shall monitor environmental conditions and be responsible for making recommendations to decrease transmission of head lice.
- c. The custodial staff will be notified when a classroom has a case of lice/nits and they will apply the proper cleaning procedures.

REVISION AND NEW APPROVAL: MAY 22, 2017

REVISED:

Administration of Drugs - School Medication Policy

The building secretary or a designated person(s) so indicated by the District Administrator will dispense all students' medications in the school office. Under no circumstances will medications (prescription or non-prescription) be dispensed without the proper authorization from the physician and permission from the parent in writing. Medications to be given at school must be in the original container and must have the following:

1. All prescription medications require a signed Medication Administration Request Form. These forms are available in the school office and on the school health/nurses website. Any non-prescription medications to be administered at school for more than 10 consecutive days require a Physician signature. Parents will have up to 48 hours to submit completed authorizations to the school.
2. Parents can sign a 10-day Medication form for a non-prescription medication and can sign a 48 hour Medication form for prescription medication. If a non-prescription medication needs to be given for more than 10 days, a Medication Administration Request Form is needed. Also, if a prescription medication is needed for more than 2 days, a Medication Administration Request Form is also needed. Medication Administration Request Forms can be faxed to a physician if the fax number is supplied to the school.
3. Medication to be given at school **must be in the original container** and **must have:**
 - a. Child's full name on the container
 - b. Name of drug on the container
 - c. If the medication is a prescription drug:
 - i. Pharmacy name and phone number
 - ii. Prescription number
 - iii. Physician's name

No medication is to be sent to school in baggies or envelopes.

4. A signed Medication Request Form from the parent/guardian must accompany the medication. A signed parent note can suffice for up to 48 hours but must include the child's full name, date, time and days to be given and reasons for use.
5. Supplies of non-prescription medications (Tylenol, Advil, Midol, etc.) will not be kept at school for occasional use by the student throughout the year unless a physician authorization is received.
6. All medication will be kept in a locked container or cabinet in the school office. Students must bring all medication to the office at the start of the school day and may not be kept in backpacks or lockers. The student will be supervised while taking the medication by designated school personnel at a time conforming to the indicated schedule on the Medication Administration Request Form. Self-administered medications are an exception to this and require specific consent.
7. A medication record will be kept for each student receiving medication at school with the exception of self-administered medications.
8. Parents must notify the school when a drug is discontinued. A physician's order is required for any prescription medication dose change. Verbal medication orders can only be taken by a registered nurse.
9. New Medication Administration Request Forms must be received at the start of each school year.
10. Parents are asked to pick up all medication on the last day of school. All medications will be disposed of ten days after the end of the school year.
11. All medications to be administered during the school hours are to be given through the office by trained school staff. The exception to this rule will be self-administered medication, which will be allowed with parental and physician consent.
12. Students are responsible to report for medication at the appropriate time. If the student does not show and the medication is not administered for three consecutive doses or three or more times in a two-week period, the parents will be notified. Students are to report to the office for their medication between classes at the middle and high schools.

13. Medication errors will be documented and the following persons will be notified immediately: school nurse, parent/guardian of student, school administrator and student's physician.

Privacy Rights

Student and parental privacy rights shall be respected in all classrooms, group counseling, group guidance, and other student activities.

No student shall be required, without the written and informed consent of parents or legal guardians, to participate in any group activities, exercises, or studies intended to reveal personal or family information.

**NORTH CAPE SCHOOL DISTRICT
SCHOOL BOARD POLICY, 363.2
INTERNET SAFETY AND ACCEPTABLE USE OF TECHNOLOGY**

Consistent with applicable federal laws, the School Board believes that the best approach to student safety as it relates to use of the Internet and other electronic resources involves a combination of technology protection measures, monitoring and instruction.

It shall be the responsibility of the District Administrator, or his/her designee, to:

1. Ensure that the District's systems and equipment that provide access to the Internet make active use of technology protection measures designed to block or filter Internet access to visual depictions that are:
 - a. obscene;
 - b. pornographic; or
 - c. otherwise harmful to minors.

Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access other materials or communications, other than visual depictions, that are inappropriate for students. Recognizing that filtering devices will not filter all inappropriate content and that there will always be room for possible improvement in connection with the District's efforts at prevention, all employees, parents/guardians, and students are encouraged to report to school officials any complaints or concerns regarding student access or exposure to any content, activities or communications that may be harmful, deceptive, or otherwise inappropriate or objectionable.

2. Develop and implement procedures that provide for the monitoring of students' and other authorized users' activities when using District-provided equipment or District-provided network access or Internet access. Such monitoring may sometimes take the form of direct supervision of students' online activity by school personnel, but the Board recognizes that constant, direct supervision is not a practical expectation.
3. Ensure that all employees supervising students who use the District's technology resources educate students about acceptable and responsible use of technology and safe and appropriate online behavior, including (a) safety and security issues that arise in connection with various forms of electronic communication (such as e-mail, instant messaging, and similar technologies); (b) interacting with other individuals on social networking sites and in chat rooms; and (c) cyberbullying awareness and response. Such educational activities shall include (but shall not consist exclusively of) reinforcement of the provisions of the District's rules regarding students' acceptable and responsible use of technology while at school.
4. Develop and implement rules and procedures concerning the acceptable, safe, and responsible use of the District's Internet access infrastructure and other technology-related District resources by students. These rules and procedures shall:
 - a. Address and prohibit the unauthorized collection, disclosure, use and dissemination of personal and personally-identifiable information regarding students, as particularly applicable to technology-based resources;
 - b. Prohibit unauthorized user access to systems, networks and data;
 - c. Prohibit the use of District resources to access and/or transmit inappropriate or prohibited material via the Internet, electronic mail, or other forms of electronic communications;
 - d. Prohibit the use of District resources for illegal purposes, in support of illegal activities, or for any other activity prohibited by Board policy.

- e. Provide notice to users that there is no District-created expectation of privacy in their use of District technology resources. Accordingly, except where prohibited by state or federal law: (1) the District reserves the ability to track, monitor, and access all data, files, communications, or other material that users create, store, send, delete, receive, or display on or over the District's Internet connection, network resources, file servers, computers or other equipment; and (2) all aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, may be monitored and tracked by District officials; and
- f. Provide notice to users regarding possible consequences for violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources.

5. Ensure that all users of the District's technology-related resources complete and sign an agreement to abide by the District's acceptable use of technology policies, rules and procedures. All such agreements shall be kept on file by the Technology Coordinator.

The Technology Coordinator shall have responsibility for overseeing the day-to-day implementation of the District's policies, rules and guidelines regarding the acceptable, safe, and responsible use of technology resources. The Technology Coordinator, in consultation with the District Administrator as needed, may approve modified levels of Internet filtering/blocking for an individual user account provided that there is a legitimate educational purpose and any changes in access will not compromise the overall adequacy of protections that are in place for student users.

LEGAL REF.:	Wisconsin Statutes	
	Section 120.12(1)	[school board duty; care, control and management of school property and affairs of district]
	Section 120.13(1)	[school board power to adopt conduct rules and discipline students]
	Section 120.18(1)(i)	[report on technology used in the District]
	Section 943.70	[computer crimes]
	Section 947.0125	[unlawful use of computerized communication systems]
	Section 995.55	[access to personal Internet accounts]
	Wisconsin Administrative Code	
	PI 8.01(2)(k)	[integration of technology literacy and skills in curriculum]
	Federal Laws and Regulations	
	Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (NCIPA)	[policy and other requirements related to Internet safety]
	Protecting Children in the 21st Century Act	[Internet safety policy requirement; education of students regarding appropriate online behavior]
	Children's Online Privacy Protection Act (COPPA)	[parent control over personal information collected by websites from their children]
	Enhancing Education Through Technology Act of 2001	[technology plans and other requirements]

CROSS REF.:	Policy 330, Curriculum Development and Improvement
	347-Rule, Procedures for the Maintenance and Confidentiality of Student Records
	Policy 361.1, Selection and Reconsideration of Textbooks and Other Classroom Instructional Materials
	Policy 361.2, Selection and Reconsideration of Library Media Center Materials
	Policy 363.3, Technology Concerns for Students with Special Needs
	Policy 381, Teaching About Controversial Issues
	Policy 411.1, Student Harassment and Bullying
	Policy 443.5, Student Use of Personal Electronic Communication Devices

Policy 731.1, Locker Room Privacy
Policy 771.1, Use of Copyrighted Materials
Policy 834, Public Wireless Internet Use
District Employee Handbook

POLICY REVISION AND NEW APPROVAL: January 16, 2017

**NORTH CAPE SCHOOL DISTRICT
SCHOOL BOARD POLICY, 363.2-RULE
STUDENT ACCEPTABLE USE OF TECHNOLOGY RULES**

A. GENERAL EXPECTATIONS

The District's technology resources, including the District's technology-related equipment, software, networks, network connections, and Internet access, are open to limited and regulated use by students as a privilege. Each student who uses the District's technology resources is required to follow the District's established expectations for acceptable use.

In general, "acceptable use" means that a student is required to use technology resources in a manner that:

1. has a legitimate educational or other school-authorized purpose;
2. is legal;
3. is ethical (including, for example, avoiding plagiarism);
4. avoids harm to any person (including, for example, making threats, harassing or bullying someone, violating someone's privacy, accessing another person's accounts, records or files, etc.);
5. avoids harm to property (including, for example, damaging hardware, software, equipment, another person's work or electronic files, etc.);
6. avoids accessing or transmitting harmful or inappropriate material;
7. is respectful of others; and
8. is consistent with all applicable school policies, rules, and regulations, as well as any additional directives or instruction that may be provided by District staff.

Students should approach their use of technology resources with the understanding that all of the school rules and expectations that apply to in-person interactions and to the student's general conduct while at school or while under the supervision of a school authority also apply to their use of District technology, their online conduct, and their electronic communications. This document and various other District policies, rules and regulations include additional requirements and expectations that are directly related to the use of technology resources and electronic devices.

Policies, rules, and regulations cannot directly address every situation that a student may encounter. Therefore, an additional aspect of "acceptable use" is that the District expects each student who uses District technology resources to take an appropriate degree of personal responsibility for exercising sound judgment in his/her use of technology and in his/her technology-related activities and communications.

If a student has a question concerning any policy, notice, rule, regulation or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for acceptable use or about how to proceed, the student should contact a teacher or the Technology Coordinator to obtain appropriate guidance

B. NOTICES TO STUDENTS WHO USE SCHOOL DISTRICT TECHNOLOGY RESOURCES

1. The District owns, controls, and oversees all of the school's technology resources, including the District's technology-related equipment, software, applications, networks, network connections, and Internet access. While present at school, all Internet or network access shall be accomplished solely and exclusively through District-provided Internet access. Should a student possess a device capable of accessing the Internet or network through a third-party source, the student must deactivate such device capability while at school and only access the Internet or network through District-provided resources.

2. Unless otherwise prohibited by law, at all times and without further notice:
 - a. Each user of District technology resources is subject to direct and regular District oversight of, and District access to, any and all data, files, communications, or other material that the user creates, stores, sends, deletes, receives or displays on or over the District's Internet connection, network resources, file servers, computers or other equipment;
 - b. All aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, are subject to monitoring and tracking by District officials.
3. Except as to any privacy rights that independently exist under state or federal law, no person who accesses and uses the District's electronic networks and other technology-related equipment and resources does so with an expectation that any privacy right exists that would prevent District officials from (a) monitoring the person's activities; or (b) accessing any user's equipment, data, communications, and other materials.
4. The District's technology system(s) are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system(s) and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's technology system(s).
5. If a student uses District technology resources in a manner that violates the District's expectations for acceptable use, or any other established policy, regulation, rule, or directive, the student is subject to possible disciplinary action. Examples of possible consequences for improper use of technology include the following:
 - a. Suspension, restriction, or revocation of the privilege of use of District technology resources;
 - b. The imposition of academic consequences for academic-related violations;
 - c. Suspension and/or expulsion from school; and/or
 - d. Referral to law enforcement.

C. SPECIFIC ACCEPTABLE USE RULES

1. **Unauthorized Access and Other Prohibited Activities** – Students are prohibited from engaging in (or attempting to engage in) the following conduct at all times:
 - a. Using the District's technology resources or system(s) for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
 - b. Knowingly accessing educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing educationally inappropriate material. The user must then notify the teacher or other District staff person of the site address that should be added to the filtering software, so that it can be removed from accessibility.
 - c. Using another person's login or password information; or allowing another person to use the student's own login or password information. The user, in whose name a system account is issued, will be responsible at all times for its proper use.

- d. Uploading programs to the District's system without appropriate authorization. The Technology Coordinator is authorized to set limits for disk utilization on the system(s) as needed.
- e. Physically connecting any personally-owned technology equipment to a District network (including computers, laptops, tablets, smart phones, printers, etc.) except for (1) authorized connections to the wireless network the District provides expressly for students and guests, if any; and (2) temporarily connecting data drives/devices to District equipment for the purpose of transferring data or files for an educational or other authorized purpose.
- f. Disabling Internet tracking software or implementing a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives
- g. Modifying without permission any District records, any District-controlled web pages or web-based accounts, or any of the District's Internet-based resources. Users will take all appropriate precautions
- h. Using District technology resources for any private commercial activities (for example, solicitations or advertisements) or for any activities that involve political advocacy connected to any election.

2. Rules and Expectations Related to Copyright Law, Licensing Agreements, and Related Issues

- a. While using the District's technology resources, students are individually responsible for following applicable laws, regulations, and agreements that relate to the use of any other person's or entity's products, services, or content.
- b. Students may not use any electronic content, application, software, or technology service (1) that has not been properly purchased or licensed; or (2) in any manner that violates a license, user agreement, or the terms of use established by the owner/manufacturer/vendor of the product, service, or content.
- c. Students may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations. Students are cautioned that the fact that an image, video, recording, article, file, program, book, or other work that is subject to copyright (or trademark protection) is available through the Internet does not mean that it is in the public domain (i.e., able to be freely used), or that it can be further used, copied, or adapted without first obtaining appropriate permission from the person or entity who holds the applicable rights.
- d. Property created by a student that is submitted as an assignment or for an assessment, or for a grade or course credit, may be retained by the District as a student record and displayed for school purposes subject to laws and any District policy or procedures that govern such records. The District may further extend its right to retain, reproduce, distribute or otherwise use student-created intellectual property by obtaining specific permission from the student and the parent/guardian.
- e. To the extent consistent with applicable law, the District retains the exclusive right to determine, at its discretion, the content that is permitted to be displayed or otherwise made available to the school community and/or to the general public through the District's technology resources.

3. Rules and Expectations Related to Academic Integrity/Plagiarism

- a. District and individual teacher expectations regarding honesty and fairness in academic contexts apply fully to activities that involve the use of technology.
- b. Students shall not plagiarize works that they find on the Internet. Plagiarism includes copying, close paraphrasing, or representing as one's own the writing, ideas, or other work of another person without appropriate attribution. Users will use proper bibliography formats.

4. **Electronic Communication by Students**

- a. There are various forms of electronic communication that students may be able to access and use through the District's technology resources. Examples include course-management applications that permit student submissions, email, social media platforms, chat functionality, message boards, applications that function like text messaging, etc. While all social media is subject to the District's technology use policies, rules and restrictions, the following forms of social media are expressly approved by North Cape and it is the intention of the District to utilize these specific forms of social media to enhance the educational experience of students: Google in Education, Google in Education applications, YouTube Education, and North Cape's private YouTube Channel.
- b. Students using District technology resources to engage in any form of electronic communication are expected to follow the District's rules and expectation for "acceptable use" as defined in this document, and, as far as the content and purpose of their electronic communications, students are expected to adhere to the school rules and expectations that apply to in-person interactions, including the Code of Classroom Conduct and North Cape PBIS Expectations Matrix.
- c. The following are specific examples of conduct that is prohibited in connection with a student's use of District technology resources for electronic communications:
 - (1) Electronic communications must not contain defamatory, discriminatory, threatening, offensive, racist, disrespectful, sexually-explicit, profane, or obscene content.
 - (2) Electronic communications must not be used to bully, harass, degrade, or intimidate another person.
 - (3) Electronic communications must not be used to facilitate any unlawful activity or any violation of school rules.
 - (4) Students shall not engage in electronic communications with persons who are not affiliated with the District unless the communication is for a legitimate educational or other authorized purpose and the student is reasonably sure of the identity of the person or entity with whom they are communicating.
 - (5) Students shall not post personal contact information about themselves or other people or any other information which is confidential or of a private nature. Personal contact information includes home and school addresses, telephone numbers, etc.
 - (6) Students shall not agree to meet with someone they have met online without the approval of their parent(s)/guardian.
 - (7) Students shall not attempt to access or send electronic communications using another person's account or user ID. Similarly, students shall not impersonate another person using electronic communications.
 - (8) Students shall not create, transmit, or forward messages, Internet-links, images, files, or attachments that do not have a legitimate educational purpose (for example: spam, jokes, etc.) and/or that may be harmful (for example: executable files, viruses, requests for personal or confidential information, material from an unknown source, etc.).
 - (9) Forgery or attempted forgery of electronic communications is prohibited.
 - (10) Electronic communication received from another person should not be forwarded or shared gratuitously when the original sender has clearly indicated their intent that the message should not be forwarded or shared. This limitation is not intended to prevent a student from addressing a safety concern or reporting a violation of school rules by contacting a responsible adult.
 - (11) Students shall not use any technology device capable of capturing video, pictures, or audio to record or take pictures of any other individual without their express consent and permission. No such recording or pictures shall be posted or communicated unless it is educationally related. Students are not allowed to "tag" an individual in a picture or recording without their express consent and permission.
- d. Examples of acceptable electronic communications involving the use of District technology resources include:

- (1) Communicating with a teacher regarding schedules, assignments, curriculum content, class projects, and class activities via the teacher's District-provided email or network account.
- (2) Communicating with other students to facilitate collaboration, planning, and research for school-related projects and activities.
- (3) When authorized by a teacher, communicating with third parties outside of the District as a means of collaborative learning, academic research, or other school-related purpose.

5. Use of Personal Electronic Devices at School

- a. A student may bring a personal electronic device to school and use the device only to the extent consistent with this document, related Board policies (Policy 443.5 on Student Use of Personal Electronic Communication Devices and Policy 731.1 on Privacy in Locker Rooms), and any other rules or directives issued by the District or school staff to govern the time, place, and manner in which students may possess and use personal electronic devices.
- b. Any student possessing a personal electronic device capable of accessing the Internet or network through a third-party source must deactivate such device capability while at school and only access the Internet or network through District-provided resources.
- c. Personal electronic devices may be used in the classroom or during a student's participation in organized school activities if expressly allowed by the teacher or activity supervisor. As an important exception to all rules and directives that might otherwise limit a student's permission to possess and use a personal electronic device, all students at all grade levels may use a device (at any time of day) to contact a responsible adult in any emergency situation that involves an immediate threat to the health or safety of any person. When carrying out school emergency response plans, however, students may be asked to turn off their personal electronic devices so emergency communication networks are not overwhelmed and emergency response efforts are not jeopardized. When a staff member issues a specific directive or limitation related to the possession or use of any electronic device, students are expected to follow that directive/limitation.
- d. The District assumes no responsibility for the loss or theft of, or for any damage to, any personal electronic device that a student chooses to bring to school or to a school activity regardless of (1) when the loss, theft, or damage occurs; or (2) where the device is located/possessed at the time the loss, theft, or damage occurs. The District is permitted, but not obligated, to investigate or otherwise resolve the loss or theft of, or any damage to, any personal electronic device.
- e. Where the District has reason to suspect that any personal electronic device is present or has been used in violation of any Board policy or school rule, school personnel may temporarily confiscate the device. Staff shall make an effort to store a confiscated device in a reasonably secure location. To the extent consistent with applicable law, a confiscated device may be subject to a search by a school administrator or law enforcement officials.
- f. Students are required to relinquish electronic devices to school personnel when directed. Refusal to comply or interfering with such a directive (e.g., by removing the battery or memory card without permission) will be considered insubordination and the student will be subject to disciplinary action.

6. Reporting Student/Parent Concerns, Misuse, or Other Possible Violations of Acceptable Use

- a. Any time a student feels unsafe, victimized, or in any way uncertain about a situation involving the use of District technology resources by any person, the student (or his/her parent(s)/guardian should immediately contact a teacher, the Technology Coordinator or the District Administrator.
- b. Students are required to report and provide to a teacher or other school official any electronic communication that they receive while using a District-provided email account, or using any District-provided electronic software, program, application or platform if any of the following apply:

- (1) The communication is from an unknown source and either contains inappropriate content, asks the student to respond, or requests the student to reveal personal information;
 - (2) The content of the communication is defamatory, discriminatory, threatening, offensive, racist, deceptive, sexually explicit, or obscene;
 - (3) The communication represents an attempt to bully, harass, or intimidate another person; or
 - (4) The content of the communication represents an attempt to facilitate or encourage any violation of the law or school rules.
- c. A student may report to any teacher, the Technology Coordinator or the District Administrator any concerns about possible violations of the policies, rules, regulations and directives that govern the acceptable, safe, and responsible use of the District's technology-related resources.
 - d. If a student has a concern that any District technology equipment, network, or system may have a security vulnerability, or that any breach of security may have occurred, the student shall report the issue to a teacher or to the Technology Coordinator. The student should not demonstrate the potential security problem to anyone other than to the person to whom they report the concern.
 - e. If a student or parent/guardian has a concern that any content that is available through the Internet is (1) appropriate material that is currently being blocked or filtered, or (2) harmful or inappropriate material that is not being blocked or filtered, the individual may report that concern to the District Administrator or Technology Coordinator. The District will review the issue and report back to the person making the report.

REVISION AND NEW APPROVAL: January 16, 2017