Shawano SCHOOL DISTRICT

Hillcrest Primary / LEADS Charter School

Hillcrest Primary School is a community school designed to serve the youngest students within the Shawano School District. Parents and all members of the community are invited to visit the school at any time. We believe that the home, school, and community are partners in education.

This handbook has been developed for the students of Hillcrest Primary School and their parents, with the thought in mind that if certain routines, regulations and suggestions were written down for students and parents to read, that the student's time in school might be more profitable and more meaningful.

People learned a long time ago that when groups of people get together, that more can be accomplished, that each individual will have a better opportunity, and that the group as a whole will be able to get along better, if there are certain expectations that everyone must abide by. Therefore, there are certain routines and regulations that have been developed by the administration, the teachers, and the students themselves, which are contained in this handbook. Each person should fully understand these routines and regulations to make the most of their school experience.

WISCONSIN SCHOOL DISTRICTS
NEOLA, INC
(800)-407-5815

© 2024, Neola of Wisconsin

Shawano School District

2024-2025 SCHOOL YEAR CALENDAR

"No School"
( ) "No School"- Holiday
In-service/Work Day
Wednesday early release student dismissal 1:45 Teacher PLC/PD

AUGUST '24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 1-23 - Floating Teacher Workday
Aug 21-22 - New Staff Orientation
Aug 26-29 - Teacher In-service

Sept 2 - No School-Holiday

Sept 3 - First Day for Students

Sept 11 – Early Release
Sept 18 – Early Release
Sept 25 – Early Release

SEPTEMBER '24

S	M	T	W	Th	F	S
1	(2)	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2 – Early Release
October 9 – Early Release

Oct 14 - No School/In-service

October 16 – Early Release
October 23 – Early Release
October 30 – Early Release

OCTOBER '24

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 1 - End of 1st Quarter

November 6 – Early Release
November 13 – Early Release
November 20 – Early Release

Nov 25-27 - No School
Nov 28 - No School-Holiday
Nov 29 - No School

NOVEMBER '24

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	(28)	29	30

December 4 – Early Release
December 11 – Early Release
December 18 – Early Release

Dec 23-31 - No School–Winter Break

DECEMBER '24

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 1 - No School – Winter Break
Jan 2 - Classes Resume

Jan 8 - Early Release
Jan 15 – Early Release

Jan 17 - End of Semester
Jan 20 - No School – In-service

Jan 22 – Early Release
Jan 29 – Early Release

JANUARY '25

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY '25

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb 5 – Early Release
Feb 12 – Early Release
Feb 19 – Early Release
Feb 26 – Early Release

MARCH '25

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 5 – Early Release
March 12 – Early Release
March 19 – Early Release

March 21 - End of Third Quarter

March 24-28 - No School

APRIL '25

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	(18)	19
20	21	22	23	24	25	26
27	28	29	30			

April 2 – Early Release
April 9 – Early Release
April 16 – Early Release

April 18 - No School – Holiday

April 23 – Early Release
April 30 – Early Release

MAY '25

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	(26)	27	28	29	30	31

May 7 – Early Release
May 14 – Early Release
May 21 – Early Release

May 26 - No School-Holiday

May 30 - Last Day for Students – Early Release Schedule

JUNE '25

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Snow Make-up Days #3 & #4

June 4-6 - Teacher In-service

- Check with student's school for dates of Parent-Teacher Conferences.

The Board of the Shawano School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and it implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

© 2024, Neola of Wisconsin

Shawano SCHOOL DISTRICT

Hillcrest Primary / LEADS Charter School

Welcome to the Hillcrest Primary and LEADS Charter School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it.

Dr. Aaron Manders, Principal	(715)524-2134 ex 8500
Mr. Ryan Stuber, Dean of Students	(715)524-2134 ex 5026
Mrs. Amie Beyersdorf, School Counselor	(715)524-2134 ex 5401
Mrs. Kasey Keup, School Counselor	(715)524-2134 ex 5402
Mrs. Jennifer Tonn, Administrative Assistant	(715)524-2134 ex 8507
Mr. Kurt Krizan, Superintendent	(715)526-3194 ex 8006

Board Approval:

[ ] Student Handbook adopted on _____.

© 2024, Neola of Wisconsin

TABLE OF CONTENTS

FOREWORD 7
MISSION OF THE SCHOOL 7
EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT 8
NONDISCRIMINATION ON THE BASIS OF SEX 18
SEXUAL HARASSMENT 19
BULLYING 16
STUDENT HAZING 22
SECTION 504/ADA COMPLAINT 23
SCHOOL DAY 24
STUDENT RIGHTS AND RESPONSIBILITIES 24
STUDENT WELL-BEING 25
INJURY AND ILLNESS 25
SECTION I - GENERAL INFORMATION 26
ENROLLING IN THE SCHOOL 26
SCHEDULING AND ASSIGNMENT 27
EARLY DISMISSAL FROM SCHOOL 27
OPEN ENROLLMENT 27
IMMUNIZATIONS 27
STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST 27
EMERGENCY MEDICAL AUTHORIZATION 28
EMERGENCY NURSING SERVICES 29
USE OF PRESCRIBED MEDICATIONS 29
ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS 30
USE OF NONPRESCRIBED DRUG PRODUCTS 30
CBD PRODUCTS 31
HEAD LICE - ELEMENTARY ONLY 28
DIRECT CONTACT COMMUNICABLE DISEASES 32
STUDENTS WITH DISABILITIES 33
SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY 33
BILINGUAL STUDENTS/ENGLISH LEARNERS 33
STUDENT RECORDS 34
STUDENT FEES, FINES, AND CHARGES 36
STUDENT FUND-RAISING 36
STUDENT VALUABLES 38
REVIEW OF INSTRUCTIONAL MATERIALS 38

© 2024, Neola of Wisconsin

MEAL SERVICE 38
FIRE DRILLS, TORNADO DRILLS, LOCKDOWN DRILLS 39
EMERGENCY CLOSINGS AND DELAYS 40
PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS 40
VISITORS 40
USE OF SCHOOL EQUIPMENT AND FACILITIES 41
USE OF CELL PHONES OR PERSONAL COMMUNICATION DEVICES 41
WEAPONS 42
VIDEO AND AUDIO SURVEILLANCE 43
SAFETY AND SECURITY 43
( ) All School District employees are to wear photo-identification badges while on School District property. **43**
SECTION II - ACADEMICS **44**
FIELD TRIPS 44
GRADES 45
PROMOTION, PLACEMENT, AND RETENTION **38**
ACADEMIC HONESTY **45**
STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY **45**
STUDENT ASSESSMENT **46**
SECTION III - STUDENT ACTIVITIES **48**
SCHOOL-SPONSORED CLUBS AND ACTIVITIES **48**
SECTION IV - STUDENT CONDUCT **46**
ATTENDANCE 46
STUDENT ATTENDANCE AT SCHOOL EVENTS **54**
STUDENT BEHAVIOR **54**
CARE OF PROPERTY **55**
PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA **56**
USE OF TOBACCO/NICOTINE IS PROHIBITED **57**
STUDENT CODE OF CLASSROOM CONDUCT **57**
OTHER FORMS OF DISCIPLINE **61**
SUSPENSION AND EXPULSION **62**
SEARCH AND SEIZURE **64**
STUDENT DRESS AND APPEARANCE **65**
STUDENT DUE PROCESS RIGHTS **66**
SECTION V - TRANSPORTATION **68**
BUS TRANSPORTATION TO SCHOOL 68
BUS CONDUCT 68

© 2024, Neola of Wisconsin

CAMERAS ON SCHOOL BUSES 69
PENALTIES FOR INFRACTIONS 69

This Student/Parent Handbook is based in significant part on policies adopted by the Board and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

© 2024, Neola of Wisconsin

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board and the School District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board and the School District. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2024 the language in the most current policy or administrative guideline prevails. The current policies ( ) and guidelines are available on the District's website.

MISSION OF THE SCHOOL

SHAWANO SCHOOL DISTRICT MISSION STATEMENT

Shawano School District students will experience education “Every Student, Every Day…The Hawk Way”:

- Students will be actively engaged and challenge themselves in the learning process
- Staff will reach and inspire all students by seeking and utilizing best practices
- The Shawano School Board and community will support the learning process and lead our district in providing the necessary resources for student success

© 2024, Neola of Wisconsin

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy *(Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity)* of the School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within School District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Mr. Tom Dechant at (715)526-3194 ex 8040.

It is also the policy *(Board Policy 5517 – Student Anti-Harassment)* of the School District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the School District can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the School District.

The School District will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that Hillcrest Primary School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a School District Compliance Officer listed below:

(Name)	Tom Dechant	Elisha Wagenson
(School District Title)	Director of Pupil Services	Director of Instruction
(Telephone Number)	(715)526-3194 ex 8040	(715)526-3194 ex 8114
(Fax Number if confidential)	(715)526-6072	(715)526-6072
(Office Address)	218 County Rd B, Shawano	218 County Rd B, Shawano
(E-Mail Address)	tdechant@shawanoschools.org	ewagenson@shawanoschools.org

© 2024, Neola of Wisconsin

The complaint procedure is described in *Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity* and *Policy 5517 – Student Anti-Harassment*. The policies are available in the School office and on the School District's website.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed promptly. (What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.)

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under *Board Policy 5517.01 - Bullying*, and not harassment under *Board Policy 5517 – Student Anti-Harassment*, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the School District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes "hate speech" directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples of conduct that may constitute harassment include:

A. graffiti containing offensive language;

B. name calling, jokes or rumors;

C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);

© 2024, Neola of Wisconsin

D. notes or cartoons;

E. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;

F. written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;

G. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or

H. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

Policy number 5517 - **STUDENT ANTI-HARASSMENT**

Prohibited Harassment

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

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students, including at a group of students, for any reason, even if not based on one (1) of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the

© 2024, Neola of Wisconsin

harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take prompt steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;

B. Filing a malicious or knowingly false report or complaint of harassment;

C. Disregarding, failing to investigate adequately, or delaying the investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment complaints comprises part of one's supervisory duties.

Sexual Harassment covered by Policy 2266/2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed by Policy 2266/2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;

B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;

C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

© 2024, Neola of Wisconsin

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. unwelcome verbal harassment or abuse;

B. unwelcome pressure for sexual activity;

C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;

D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;

E. sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;

F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;

H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;

I. unwelcome behavior or words directed at an individual because of gender;

J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

K. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;

L. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or

© 2024, Neola of Wisconsin

humiliation to another;

M. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, or persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

In addition to investigating and taking appropriate corrective action in instances of harassment, or of sexual harassment or other sexual misconduct, the District shall make available to the victim of such harassment or misconduct resources to assist the student with coping with the effects of victimization. The school counseling services shall identify available resources in the community and provide assistance to students in contacting such resources if desired by the student. The District will not directly provide or pay for assistance unless such services are available in the District program or the Board otherwise approves.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

© 2024, Neola of Wisconsin

National Origin/Ancestry Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as 'Anti-Harassment Compliance Officers'; hereinafter referred to as the 'COs').

Thomas Dechant

Director of Pupil Services

715-526-3194

218 County Road B

Shawano, WI 54166

tdechant@shawanoschools.org

Nicole Hartlaben

Director of Human Resources

715-526-3194

220 County Road B

Shawano, WI 54166

nhartlaben@shawanoschools.org

© 2024, Neola of Wisconsin

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.

B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator, or District Administrator.

C. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall report the alleged harassment to one (1) of the Compliance Officer(s) within two (2) days.

D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.

E. The reporting party or Complainant shall be encouraged to use a report form available from the District office, but oral reports shall be considered complaints as well. The use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.

F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the Board has designated both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Complaint Coordinator or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

Policy number 5517.01 - **BULLYING**

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the

© 2024, Neola of Wisconsin

school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. (see also Policy 3362.01 and Policy 4362.01 - Threatening Behavior Toward Staff Members)

"Bullying"

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

D. ""Cyberbullying" – the use of information and communication technologies, such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young

© 2024, Neola of Wisconsin

people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;

2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;

3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and

4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;

5. cyberbullies hack into or otherwise gain access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;

2. sending e-mails or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;

3. using a camera phone to take and send embarrassing photographs of students;

4. posting misleading or fake photographs of students on websites.

Complaint Procedures

Any student who believes they have been or are the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Complaints against a Board member shall be filed with the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice President, who is authorized to contact District legal counsel for assistance in handling the complaint.

© 2024, Neola of Wisconsin

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

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

All complaints about behavior that may violate this Policy shall be investigated promptly by the Principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Policy number 2264 - **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

This policy pertains to sex discrimination, including sex-based harassment, which occurs on or after August 1, 2024. Allegations of sex-based harassment that occur on or before July 31, 2024, shall be addressed pursuant to Policy 2266 and AG 2266. Throughout this policy, unless expressly stated otherwise, reference to “Title IX” includes and incorporates the 2024 Title IX regulations (also known as the “2024 Final Rule”). The Title IX regulations are found at 34 C.F.R. Part 106. References solely to Title IX (20 U.S.C. §§ 1681 – 1688) are denoted as “Title IX (Statute).” In this policy, unless the context otherwise requires, words importing the singular include the plural and vice versa.

For purposes of this policy, both Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities and Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities are frequently referenced herein and shall only be referred to by the policy number. As identified in Policy 2266, that policy shall be used for allegations of sex discrimination, including Sexual Harassment, that is based on conduct alleged to have occurred prior to August 1, 2024.

NONDISCRIMINATION

Overview:

The Board of the Shawano School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

© 2024, Neola of Wisconsin

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

The Board is committed to maintaining an education and work environment that is free from sex discrimination (including sex-based harassment), responding promptly and effectively when it has knowledge of conduct that reasonably may constitute sex discrimination, and addressing sex discrimination in its education program or activity. Persons who commit sex-based harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced sex-based harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education program or activity.

Sex-based harassment prohibited under this policy and the 2024 Title IX regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex – including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity – that is:

A. Quid pro quo harassment. An employee, agent, or other person authorized by the Board to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.

OR

B. Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

    1. the degree to which the conduct affected the complainant's ability to access the District's education program or activity;

    2. the type, frequency, and duration of the conduct;

    3. the parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

    4. the location of the conduct and the context in which the conduct occurred; and

© 2024, Neola of Wisconsin

5. other sex-based harassment in the District's education program or activity.

OR

C. Specific offenses.

1. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

2. Dating violence meaning violence committed by a person:

    a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

    b. where the existence of such a relationship shall be determined based on a consideration of the following factors:

        1. the length of the relationship;

        2. the type of relationship; and

        3. the frequency of interaction between the persons involved in the relationship.

3. Domestic violence meaning felony or misdemeanor crimes committed by a person who:

    a. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction in which the District is located, or a person similarly situated to a spouse of the victim;

    b. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

    c. shares a child in common with the victim; or

    d. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the applicable jurisdiction.

© 2024, Neola of Wisconsin

4. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

    a. fear for the person's safety or the safety of others; or

    b. suffer substantial emotional distress.

District's Responsibilities with Respect to a Student's Pregnancy or Related Conditions

When a Board employee is informed of a student's pregnancy or related conditions by the student or a person who has a legal right to act on behalf of the student, the employee shall promptly provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity, unless the employee reasonably believes the Title IX Coordinator has already been notified.

Once a student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions, the Title IX Coordinator shall promptly take the following specific actions to effectively prevent sex discrimination and ensure equal access to the District's education program or activity:

A. Inform the student and, if applicable, the person who notified the Title IX Coordinator of the District's obligations to:

    1. prohibit sex discrimination under this policy, including sex-based harassment;

    2. provide the student with the option of reasonable modifications to the Board's policies, practices, or procedures because of pregnancy or related conditions;

    3. allow access, on a voluntary basis, to any separate and comparable portion of the District's education program or activity;

    4. allow a voluntary leave of absence;

    5. provide lactation space; and

    6. maintain grievance procedures that provide for the prompt and equitable resolution of complaints of sex discrimination, including sex-based harassment.

© 2024, Neola of Wisconsin

B. Provide the student with voluntary reasonable modifications to the Board's policies, practices, or procedures because of pregnancy or related conditions.

C. Allow the student to take a voluntary leave of absence from the District's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a Board maintains a leave policy for students that allows a greater period of time than the medically necessary period, the Board shall permit the student to take leave under that policy instead if the student so chooses. When the student returns to the District's education program or activity, the student will be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the leave began.

D. Provide lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

See Policy 5751 – School-Age Parents and Married Status of Students.

The Board designates and authorizes the following individual(s) to coordinate its efforts to comply with the Board's responsibilities under Title IX:

Director of Pupil Services
218 County Road B

Shawano, WI 54166

Title9@shawanoschools.org
715-526-3194

Director of Human Resources
218 County Road B

Shawano, WI 54166

title9@shawanoschools.org
715-526-3194

Complaint means: an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX. Complaints may be directed to the title9@shawanoschools.org email.

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at

© 2024, Neola of Wisconsin

any time in school facilities, on school property, and at any School District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. *(Policy 5516 – Student Hazing)*

SECTION 504/ADA COMPLAINT

Any person who believes that Hillcrest Primary School or any staff person has discriminated against them in violation of the *Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability* may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

(Name)	Tom Dechant	Elisha Wagenson
(School District Title)	Director of Pupil Services	Director of Instruction
(Telephone Number)	(715)526-3194 ex 8040	(715)526-3194 ex 8114
(Fax Number if confidential)	(715)526-6072	(715)526-6072
(Office Address)	218 County Rd B, Shawano	218 County Rd B, Shawano
(E-Mail Address)	tdechant@shawanoschools.org	ewagenson@shawanoschools.org

( ) The complaint procedure is described in AG 2260.01A and AG 2260.01B and are available in the School office and on the School District's website.

© 2024, Neola of Wisconsin

SCHOOL DAY

Hillcrest Primary School hours:
Monday - Friday 8:15am - 3:15pm
Early Release Wednesdays: 8:15am -1:45pm

Students may be dropped off at 7:45am.
Pickup on a regular day begins at 3:15pm and ends at 3:40pm.
Early release day pickup begins at 1:45pm and ends at 2:00pm

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Hillcrest Primary School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

No student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). *(Board Policy 2416 – Student Privacy and Parental Access to Information)*

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the attendance officer, Dr. Aaron Manders.

© 2024, Neola of Wisconsin

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify a staff person immediately.

All students must have an emergency medical information completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. *(Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)*

© 2024, Neola of Wisconsin

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Wisconsin students generally enroll in the School District in which they live. However, the School District will release a resident student who is accepted as a student in another School District under that District's open enrollment program.

Students who are new to Hillcrest Primary School are required to enroll with their parents or legal guardian unless the student is eighteen (18) years old. When enrolling, the parents will need to bring:

A. a birth certificate or similar document;

B. custody papers from a court (if appropriate);

C. proof of residency; and

D. proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another school will have their courses and grades evaluated by the school counseling department. The office staff will assist parents in obtaining the official records from the previous school.

During the enrollment process, a parent (or adult student) may present information to the School District certifying that the parent (or adult student), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. In such cases the School District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The School District shall place a copy of any certification provided by the parent in the enrollment files.

Students experiencing homelessness who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures. *(Board Policy 5111.01 – Homeless Students)*

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures *(Board Policy 5111.03 – Children and Youth in Foster Care).*

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parents are encouraged to include their parents in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all School rules.

© 2024, Neola of Wisconsin

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without a request by the parent No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. *(Board Policy 5200 - Attendance and Policy 5230 – Release of Students to Authorized Persons)*

OPEN ENROLLMENT

The School District participates in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the School District, all as amended from time-to-time. *(Board Policy 5113 – Open Enrollment and Policy 5113.01 – Part-Time Open Enrollment)*

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary vaccinations or waivers, the student may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the school nurse, Mrs. Heather Demerath. *(Board Policy 5320 - Immunization)*

STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. *(Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)*

© 2024, Neola of Wisconsin

EMERGENCY MEDICAL AUTHORIZATION

The Board has established *Board Policy 5341 – Emergency Medical Authorization* that requires every student to have an Emergency Medical Authorization Form completed and signed by their parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to submit the completed form may jeopardize the student's participation in school activities.

© 2024, Neola of Wisconsin

EMERGENCY NURSING SERVICES

To provide for the protection of the students, the School District shall make available emergency nursing services during the regular school day and during all school sponsored student activities. *(Board Policy 5310.01 – Emergency Nursing Services)*

USE OF PRESCRIBED MEDICATIONS

In circumstances where a student must take prescribed medication during the School day, the following guidelines of *Board Policy 5330 – Administration of Medication/Emergency Care* are to be observed.

A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form ( ) 5330 F1, Form 5330 F1a, and Form 5330 F1b **[END OF OPTION]** must be filed with the Principal before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.

( ) All medications to be administered during school hours must be registered with the Hillcrest Primary School office.

( ) Medication that is brought to the Hillcrest Primary School office will be properly secured.

( ) Medication may be conveyed to school directly by the parent.

( ) For each prescribed medication, the container shall have a pharmacist's label with the following information:

1. student's name;
2. practitioner's name;
3. date;
4. pharmacy name and telephone;
5. name of medication;
6. prescribed dosage and frequency; and
7. special handling and storage directions.

© 2024, Neola of Wisconsin

( ) Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person.

( ) Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. *(Board Policy 5330 – Administration of Medication/Emergency Care)*

Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Principal.

Inhalers and epinephrine can be administered by school officials only in accordance with conditions confirmed by the Principal, consistent with the approved plan adopted by the School District and updated annually, as necessary.

USE OF NONPRESCRIBED DRUG PRODUCTS

Possession, administration, and use of nonprescription drug products shall be in accordance with *Board Policy 5330 – Administration of Medication/Emergency Care*.

[ ] Staff and volunteers will not be permitted to dispense non prescribed drug products to any student without written parental consent.

The Nonprescription Drug Product Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

A. student's name;

B. date;

© 2024, Neola of Wisconsin

C. name of medication;

D. dosage and frequency;

E. special handling and storage directions;

F. authorization for trained and authorized school staff to administer the medication; and

G. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable.

Further, only those nonprescription drugs that are provided by the parent or guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents may authorize the school to administer a nonprescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed Medications will also apply to nonprescribed medications. The student may be authorized on the request form by their parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a nonprescribed drug product without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

CBD PRODUCTS

In accordance with *Board Policy 5330 – Administration of Medication/Emergency Care,* students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on School District property or at school activities:

( ) No CBD products will be permitted for use at school.

© 2024, Neola of Wisconsin

HEAD LICE

If a child in the School District is found to have lice, the child's parent will be contacted to have the child treated and **( )** to pick up the student at the end of the school day **( )** to pick up the student at the parent's earliest convenience **( )** to pick up the student immediately. **[end of options]** After treatment with an FDA-approved pediculicide/ovicide, treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal, and upon returning to school, the child will be examined by the school health staff or principal. The School District practices a policy of **( )** "no live lice" **( )** no nits **[end of options]** as a criteria for return to school. *(Board Policy 8451 - Pediculosis)*

Please remember to routinely check your child for head lice. Cases of head lice often increase following school breaks when children have spent time in close contact with each other at sleepovers or other social groupings. It is important to remember that children may have head lice without parents knowing or parents may choose to not inform the school. We would encourage you to routinely check your child's hair for evidence of head lice as part of a weekly routine. Early detection and treatment are a key component to eliminating lice infestation. Class screenings are generally ineffective for early case finding and are not routinely or automatically done. The parent or guardian has the ultimate responsibility to ensure children are free of lice and nits.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of direct contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. *(Board Policy 8453 – Direct Contact Communicable Diseases)*

Direct contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

© 2024, Neola of Wisconsin

STUDENTS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability *(Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability).* This protection applies not just to the student, but to all individuals who have access to the School District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Mrs. Erin Prey at (715) 524-2134 ex 5601. *(Board Policy 2460 – Programs for Students with Disabilities)*

The School District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and *Board Policy 8390 - Animals on District Property.*

Other animals permitted in schools and elsewhere on School District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

( ) An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The School District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

( ) Therapy dogs which meet the certification and documentation requirements in *Board Policy 8390 – Animals on District Property* may be allowed limited access to the schools to perform their educational purpose as determined by the principal.

BILINGUAL STUDENTS/ENGLISH LEARNERS

The School District recognizes that there may be students enrolled whose primary language is not English. The School District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the School District's required curriculum. *(Board Policy 2260.02 – Services for Bilingual Students/English Learners)*

To inquire about programs and services for bilingual students and/or English Learners, a parent should contact Mrs. Agueda Engel at (715) 524-2134 ex 8343.

© 2024, Neola of Wisconsin

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the School District and meeting the educational interests of students. The rights and responsibilities of students, parents and the School District with respect to student records are governed by State and Federal law *(Board Policy 8330 – Student Records).* Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory data and confidential records.

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in *Board Policy 8330 – Student Records* and includes **( )** a student's name, **( )** address, **( )** telephone number, **( )** date and place of birth, **( )** photograph, **( )** major field of study, **( )** participation in officially recognized activities and sports, **( )** weight and height of members of athletic teams, **( )** dates of attendance, **( )** date of graduation, **( )** photographs, **( )** name of school most recently previously attended, and **( )** degrees and awards received. Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a School District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

[ ] If parents and eligible students do not submit such written notification to the School District, directory data may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the School District's website. The directory data used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact our District Registrar, Mrs. Amy Popelka at (715)524-2134 ex. 3121 or consult the *Board Policy 8330 - Student Records* and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the School District's curriculum, without

© 2024, Neola of Wisconsin

prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or their parents;

B. mental or psychological problems of the student or their family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or their parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact _____ to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

© 2024, Neola of Wisconsin

The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of directory data. Public notice shall be given regarding right to refuse disclosure to any or all directory data including in the armed forces of the United States and the service academies of the armed forces of the United States. *(Board Policy 8330 – Student Records)*

If parents and eligible students do not submit such written notification to the School District, directory data may be utilized by the District Administrator in School District-wide publications, on the cable television educational access channel, or on the School District's website. The directory data used will be properly verified and approved by the District Administrator.

STUDENT FEES, FINES, AND CHARGES

Fees will be charged for the following noncurricular activities and programs:

[Insert activities and programs]

Fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property *(Board Policy 6152 – Student Fees, Fines, and Charges).* The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship. *(Board Policy 6152.01 – Waiver of School Fees or Fines)*

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines for Library Media Center materials can be avoided when students return checked-out materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies. *(Board Policy 5460 – Graduation Requirements)*

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. *(Board Policy 5830 – Student Fund-Raising)*

© 2024, Neola of Wisconsin

The following general rules will apply to all fund-raisers:

[ ] Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.

[ ] For fundraisers by student clubs and organizations that involve the sale to students food items and/or beverage that will be consumed on campus, the food and/or beverages items to be sold must comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on School District property shall not compete directly with the sale of reimbursable meals.

[ ] A student will not be allowed to participate in a fund-raising activity for a group in which the student is not a member without the approval of the student's teacher or counselor.

[ ] No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.

[ ] House-to-house canvassing by any student is not allowed for any fundraising activity.

[ ] If the fundraising activity will involve students under age twelve (12) such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

[ ] Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent students from overextending themselves to the point of potential harm.

[ ] No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

© 2024, Neola of Wisconsin

( ) Fundraising by students on behalf of school-related organizations whose funds are not managed by the School District may be permitted on school grounds by the District Administrator.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS

Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. *(Board Policy 2414 – Human Growth and Development)* Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee. *(Board Policy 8500 – Food Services)* Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. *(Board Policy 8531 – Free and Reduced-Price Meals)* Extra applications can be obtained in the School office.

The following nondiscrimination statement applies to all programs administered by the School District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

© 2024, Neola of Wisconsin

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language), should contact the responsible State or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. Fax:
   (833) 256-1665 or (202) 690-7442; or

3. E-mail:
   Program.Intake@usda.gov.

This institution is an equal opportunity provider.

FIRE DRILLS, TORNADO DRILLS, LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan *(Board Policy 8420 – School Safety)* that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires. The tornado alarm consists of _____, and the fire alarm consists of _____.

© 2024, Neola of Wisconsin

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year. The alarm system for a School lock down is _____.

ALICE: The threat of violence against students is a rising concern in our nation. With that in mind, we train our students and staff to follow the ALICE model when a dangerous event such as a school shooting takes place. ALICE is described as follows:
• Alert- Be aware of your surroundings. Use plain and specific language. Avoid code words.
• Lockdown- Barricade the room. Silence mobile devices. Prepare to evacuate or counter if needed.
• Inform Communicate the attacker's whereabouts. Use clear and direct language. Be prepared to stay on the phone if speaking to emergency personnel.
• Counter- Move, make noise. Throw objects to distract attacker. Use body weight and gravity to gain control. Counter should be an absolute last resort.
• Evacuate- Run from danger when safe to do so. Break windows from the top corner. Move to rally point. Keep hands visible and follow law enforcement commands. ALICE is not designed to be sequential. You have the ability to control your response. You do not have to be a victim.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will use the following notification process:

An emergency Skylert will go out via text message, phone call, and email. These notifications will be sent to the primary phone number and email address of the guardians listed in Skyward. It is the responsibility of the guardians to provide Hillcrest Primary School with up-to-date contact information.

Parents and students are responsible for knowing about emergency closings and delays. *(Board Policy 8220 – School Day/School Closure)*

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the School District office upon request. *(Board Policy 8431 - Preparedness for Toxic Hazards and Policy 8431.01 – Asbestos Management)*

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the

© 2024, Neola of Wisconsin

school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. *(Board Policy 7440 – Facility Security and Policy 9150 – School Visitors)*

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a School District building, prohibit the entry of any person to a school of this School District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

USE OF CELL PHONES OR PERSONAL COMMUNICATION DEVICES

All classrooms at Hillcrest Primary School are equipped with telephones. However, student use of phones will be strictly for emergency purposes. Emergency circumstances could include calling home for forgotten lunch money or cold lunch, illnesses or accidents, rides home, or other reasons that are cleared with the classroom teacher. Phones should not be used for making after school plans with classmates. For student safety all after school plans should be made prior to arriving at school. Students having cell phones may only use them before and after school hours. The school is not responsible for lost, damaged or stolen cell phones.

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

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

© 2024, Neola of Wisconsin

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See *Board Policy 5517.01 – Bullying.* In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/gender identity), disability, age, religion, ancestry, or political beliefs. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

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

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

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

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. *(Board Policy 5136 – Personal Communication Devices)*

WEAPONS

[Insert the District's Policy 5772 – Weapons]

© 2024, Neola of Wisconsin

VIDEO AND AUDIO SURVEILLANCE

The Board has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the school, including school buses. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. *(Board Policy 7440.01 – Video Surveillance and Electronic Monitoring)*

SAFETY AND SECURITY

The safety of our students requires the following precautions that are conducted in accordance with *Board Policy 7440 – Facility Security* and the School Safety Plan:

A. All visitors must enter through the designated visitor entrance and report to the School office when they arrive at School.

B. All visitors need to show a state-issued ID, which is then scanned through our Raptor Security System. Visitors are given and required to wear a visitor pass while they are in the building.

C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor pass, and to question people who are "hanging around" the building after hours.

D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

( ) All outside doors are locked during the School day.

( ) Portions of the building that will not be needed after the regular school days are closed off.

( ) A person is stationed at the main entrance of the building to greet visitors and guide them to the office.

( ) Student visitors are required to carry identification cards with them at all times in school or on school property.

( ) All School District employees are to wear photo-identification badges while on School District property.

© 2024, Neola of Wisconsin

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. *(Board Policy 2340 – District-Sponsored Trips)*

[ ] Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

GRADES

Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned course grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a course grade and will so inform the students at the beginning of the course work. If a student is not sure how their course grade will be determined, the student should ask the teacher.

The School uses the following grading system:

Academic Grade Marks for Grades K-5

4 Exceeding the grade level standard. Produces quality work consistently and independently. *Typically, few students perform at this level.

3 Meeting the grade level standard. Produces quality work independently. *This is the goal for the grade level and should be celebrated.

2 Progressing toward the grade level standard. Producing the required level work with teacher direction and assistance. *Indicates ongoing growth.

1 Does not yet meet the grade level standard. Not able to produce grade level work. *Intervention is needed from teachers and parents.

N/A Not assessed at this time.

© 2024, Neola of Wisconsin

Grading Periods

Students shall receive a report card at the end of each semester indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

PROMOTION, PLACEMENT, AND RETENTION

Board Policy 5410 – Promotion, Placement, and Retention and related guidelines provide the framework for promotion, placement, and retention decisions.

Promotion to the next grade (or level) is based on the following criteria:

A. current level of achievement

B. potential for success at the next level

C. emotional, physical, and/or social maturity

ACADEMIC HONESTY

Honesty and integrity are expected at all times. Students are prohibited from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.
All school work submitted for the purpose of meeting course requirements must be the individual student's original work. Also, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.
Students who engage in cheating or academic dishonesty will be subject to disciplinary consequences. *(Board Policy 5505 – Academic Honesty)*

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the School District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability. Smooth operation of the School's network relies upon users adhering to the School District's policies and administrative guidelines. Prior

© 2024, Neola of Wisconsin

to accessing the Internet at School, students are required to confirm their agreement to abide by the terms and conditions of the Student Technology Acceptable Use and Safety Agreement each year.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the School District, civil liability and/or referral to law enforcement.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of School District technology resources to engage in “cyberbullying” is prohibited. ""Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;

2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;

3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;

4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. *(Board Policy 7540.03 – Student Technology Acceptable Use and Safety)*

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and School District policy. *(Board Policy 2623 – Student Assessment)*

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

© 2024, Neola of Wisconsin

Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the school counseling staff.

[ ] If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

© 2024, Neola of Wisconsin

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities, such as Destination Imagination (DI).All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. *(Board Policy 2430 – District-Sponsored Clubs and Activities)*

SECTION IV - STUDENT CONDUCT

ATTENDANCE

The School District requires all students to attend school regularly in accordance with the laws of Wisconsin and *Board Policy 5200 - Attendance.* The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the *Board Policy 5200 - Attendance.* A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

[ ] Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet, or other electronic information and telecommunications technologies. Discuss these alternatives with your school counselor since the approval may be required prior to enrollment in a distance learning program.

Excuse for Absence

© 2024, Neola of Wisconsin

A parent of a student who is absent shall provide **either** a written or oral notification stating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the school office.**]** and filed in the student's school record. The School District reserves the right to verify statements and investigate absences from school.

Release of Students to Authorized Persons

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student.

© 2024, Neola of Wisconsin

No student shall be released to anyone who is not authorized by a parent with authority to do so.

Excused Absences

A student shall be excused from school for the following reasons:

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds _____ **( )** days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty (30) days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the Hillcrest Primary School Principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See *Board Policy 5223 – Absences for Religious Instruction* for further details.

Permission of Parent or Guardian

The student may be excused by their parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

( ) professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day

( ) to attend a funeral

( ) legal proceedings that require the student's presence

© 2024, Neola of Wisconsin

( ) vacations

[ ] Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements.

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

( ) Quarantine

Quarantine of the student's home by a public health officer.

( ) Illness of an Immediate Family Member

The illness of an immediate family member.

( ) Emergency

An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

( ) Work at Home Due to Absence of Parents

To work at home due to the absence of the student's parents. Absences under this section shall not exceed _____ days nor be granted to any student younger than _____ years of age.

© 2024, Neola of Wisconsin

( ) Other

Truancy

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, Principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if the student has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute. (118.15, Wis. Stats.)

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the School District's Truancy Plan are carried out.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

( ) Counseling the student;

( ) Requiring the student to make-up lost time;

( ) Requiring the student to make-up course work and/or examinations, as permitted under this Guideline;

( ) Conferring with the student's parents;

( ) Suspending the student from school;

( ) Referring the student to an appropriate agency for assistance.

Administrative action to address unexcused absences shall be in accord with due process as defined in *Board Policy 5611 – Due Process Rights*, the Student Code of Conduct, and other applicable Board Policies.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.
The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

( ) As an agent for the education of the children of this School District, the Board shall require that the school be notified in advance of such absences by

( ) written (including email)

© 2024, Neola of Wisconsin

( ) personal (phone or face-to-face)

request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the attendance officer.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student.

No student shall be released to anyone who is not authorized such custody by the parents.

Habitual Truancy

A student is considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the School District's Truancy Plan are carried out.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

Students Leaving School During the School Day

[ ] No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Principal and with the knowledge and approval of the student's parents.

[ ] No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Principal.

Make-Up Course Work and Examinations

A student whose absence from school was excused or unexcused shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the guardian's responsibility to contact their student's teachers to determine what course work and examinations must be

© 2024, Neola of Wisconsin

made-up. Teachers shall have the discretion to assign substitute course work and examination. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the Principal based upon extenuating circumstances.

Tardiness

[ ] Students who are not in their homeroom or in class when the late bell rings are considered tardy.

[ ] Students who attend any part of the class shall be recorded as present.

[ ] All students who are tardy to school must report to the office to sign in.

[ ] Teachers are requested to refer cases of chronic tardiness to the principal.

© 2024, Neola of Wisconsin

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, as long as such attendance does not interfere with the student's school work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event. *(Board Policy 5855 – Student Attendance at School Events)*

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event.

[ ] The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

STUDENT BEHAVIOR

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

( ) abide by Federal, State, and local laws as well as the rules of the school;

( ) respect the civil rights of others;

( ) act courteously to adults and fellow students;

( ) be prompt to school and attentive in class;

( ) work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;

( ) complete assigned tasks on time and as directed;

( ) help maintain a school environment that is safe, friendly, and productive;

© 2024, Neola of Wisconsin

( ) act at all times in a manner that reflects pride in self, family, and the school.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Personal property should not be brought to school. The school may confiscate such items and return them to the student's parents.

The Board authorizes the imposition of fines for the loss, damage, or destruction of School District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to School District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. *(Board Policy 5513 – Care of District Property)*

PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

( ) As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

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

( ) all dangerous controlled substances as so designated and prohibited by Wisconsin statute;

( ) all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injection, etc.) ( ) except those permitted by the school in accordance with *Board Policy 5330 - Administration of Medications/Emergency Care*;

( ) all chemicals which release toxic vapors;

( ) all alcoholic beverages;

( ) any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

© 2024, Neola of Wisconsin

( ) "look-alikes;"

( ) essential oils and oil like products that may be mistaken for a drug;

( ) anabolic steroids;

( ) any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike, and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. *(Board Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia)*

USE OF TOBACCO/NICOTINE IS PROHIBITED

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

It shall be a violation of School District policy for any student of the School District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. *(Board Policy 5512 – Use of Tobacco and Nicotine by Students)*

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with *Board Policy 5330 - Administration of Medication/Emergency Care.*

STUDENT CODE OF CLASSROOM CONDUCT

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers.

© 2024, Neola of Wisconsin

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.

To ensure adherence to these expectations and principles, the Board has adopted a Code of Classroom Conduct, which applies to all students. *(Board Policy 5500 – Student Code of Classroom Conduct)*

Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time at the discretion of the Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

A. would result in suspension or expulsion under the Board's policies and procedures;

B. violates the behavioral rules and expectations of the school;

C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:

1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;

2. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;

3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;

© 2024, Neola of Wisconsin

4. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;

5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;

6. pushing, striking, or other inappropriate physical contact with a student or staff member;

7. 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;

8. using dress or appearance in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;

9. restricting another person's freedom to properly utilize classroom facilities or equipment;

10. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;

11. throwing objects in the classroom;

12. repeated disruptions or violations of classroom rules, or excessive or disruptive talking;

13. behavior that causes the teacher or other students fear of physical or psychological harm;

14. willful damage to or theft of school property or the property of others; or

15. repeated use of profanity.

D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:

1. repeated reporting to class without bringing necessary materials to participate in class activities; or

2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.

© 2024, Neola of Wisconsin

E shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or

F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure for Student Removal From Class

When a student is removed from class, the teacher shall send or escort the student to the Principal and inform the Principal of the reason for the student's removal from class. The teacher shall provide the Principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.

The Principal will generally give the student an opportunity to briefly explain the situation. The Principal shall then determine the appropriate educational placement for the student.

Student Placement

The Principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

A. an alternative education program approved by the Board under State law;

B. another instructional setting, time-out, in-school suspension, or out-of-school suspension; or

C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Principal determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures

The Principal shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

© 2024, Neola of Wisconsin

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and 115.758, Wis. Stats., may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Definitions

“Student” means any student enrolled in the District, an exchange student, or a student visitor to the District’s schools.

“Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that the teacher hold that license or permit.

“Class” or “classroom” means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the School District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled School District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, School District sponsored field trips, after-school clubs, and sporting activities.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal Discipline

Informal discipline takes place within the school. It includes:

( ) change of seating or location;
( ) ( ) lunch-timedetention;
( ) in-school restriction;

© 2024, Neola of Wisconsin

SUSPENSION AND EXPULSION

Board Policy 5610 – Suspension and Expulsion authorizes the use of suspension and/or expulsion as follows:

A. **Suspension**

1. **Duration and Grounds for Suspension**

The Principal or a person designated by the Principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

a. Noncompliance with school or Board rules;

b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;

c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;

d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;

e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or Board member of the School District in which the student is enrolled.

f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any Principal or teacher designated by the District Administrator, shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

2. **Suspension Procedure**

© 2024, Neola of Wisconsin

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain their conduct.

The Principal, within their discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. **Notice of Suspension**

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

4. **Sending a Student Home on the day of the Suspension**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student's parent or guardian to request that the parent/guardian pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

6. **Reference to the Suspension in the Student's Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with an, who shall be someone other than a Principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

© 2024, Neola of Wisconsin

Reference to the suspension in the student's school record shall be removed if the administrator finds that:

( ) The student was suspended unfairly or unjustly;
( ) The suspension was inappropriate, given the nature of the alleged offense; or
( ) The student suffered undue consequences or penalties as a result of the suspension.

The administrator shall make a finding within fifteen (15) days of the conference.

7. **Co-Curricular or Extra-Curricular Participation**

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The School District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

All computers located in classrooms, labs, and offices of the School District are the School District's property and are to be used by students, where appropriate, for educational purposes. The School District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the School District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the School District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the School District retains the right to access information in spite of

© 2024, Neola of Wisconsin

a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the School District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. *(Board Policy 5771 - Search and Seizure)*

STUDENT DRESS AND APPEARANCEI
[Make consistent with Policy 5511]

The school recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

The school has established grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or appearance practices that:

A. **( )** present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;

B. **( )** interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;

C. **( )** cause excessive wear or damage to school property;

D. **( )** prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A

© 2024, Neola of Wisconsin

uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

A. the principal shall serve as the initial arbiter of student dress and grooming in their building;

B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

A. Obscenity

B. Language or depictions intended to incite violence or foment hatred of others

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

[ ] Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

[ ] If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. *(Board Policy 5511 – Dress and Grooming)*

STUDENT DUE PROCESS RIGHTS

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

© 2024, Neola of Wisconsin

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

A. **Students subject to suspension:**

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with an Administrator. This conference will serve as the opportunity for the student to respond to the charges against the student. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

© 2024, Neola of Wisconsin

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting Kobussen Buses, Ltd. at (715)280-3001).

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change, and the Principal approves. *(Board Policy 8600 - Transportation)*

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

( ) be on time at the designated loading zone, 10 minutes prior to scheduled stop;

( ) stay off the road at all times while walking to and waiting for the bus;

( ) line up single file off the roadway to enter;

( ) wait until the bus is completely stopped before moving forward to enter;

( ) refrain from crossing a highway until the bus driver signals it is safe;

( ) go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

© 2024, Neola of Wisconsin

During the trip

Each student shall:

( ) remain seated while the bus is in motion;

( ) keep head, hands, arms, and legs inside the bus at all times;

( ) not litter in the bus or throw anything from the bus;

( ) keep books, packages, coats, and all other objects out of the aisle;

( ) be courteous to the driver and to other bus riders;

( ) not eat, play games or play cards, etc.;

( ) not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

( ) remain seated until the bus has stopped;

( ) cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;

( ) be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

CAMERAS ON SCHOOL BUSES

The Board has authorized the installation of cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and their actions were recorded on the bus camera, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. *(Board Policy 8600 - Transportation)*

PENALTIES FOR INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

© 2024, Neola of Wisconsin

[NOTE: BE ADVISED THAT THE FOLLOWING FORMS ARE REFERENCED IN THE STUDENT/PARENT HANDBOOK.]

- **Notice of Nondiscrimination and Internal Complaint Procedure (Including Title VI, Title VII, and Title IX) Form 2260 F2**
- **Memorandum to Parents Regarding Board Policy on Drug-Free Schools Form 5530 F2**
- **Annual Student Records Notice Form 8330 F9**
- **Parent Notification Letter (Blood-Borne Pathogens) Form 8453.01 F5**
- **Student Handbook Certification Form 5500 F1**
- **Authorization for Prescribed Medication or Treatment Form 5330 F1**
- **Authorization for Nonprescription Drug Products or Treatment (Secondary Version) Form 5330 F1a**
- **Authorization for Nonprescription Drug Products or Treatment (Elementary Version) Form 5330 F1b**
- **Request to Inspect Survey Form 2416 F2**
- **Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13**

© 2024, Neola of Wisconsin

OFFICE STAFF

Dr. Aaron Manders, Principal ext. 8500
Mr. Ryan Stuber ext. 5046
Mrs. Jennie Tonn, 12 month Administrative Assistant ext. 8507
Mrs. Sam Smith, 10 month Administrative Assistant ext. 8505
Mrs. Heather Demerath, School Nurse ext. 5522
Officer Tyler Thornborrow, School Resource Officer ext. 1107

TEACHING STAFF

Name	Grade	Room	# Ext.
Ms. Michelle Powers	4K - LEADS	405	5405
Ms. Autumn Dittman	4K	108	5108
Mrs. Beth Mueller	4K	109	5109
Ms. Faith Schmidt	4K	110	5110
Mrs. Sally Slezewski	4K	111	5111
Mrs. Amanda Boldt	4K	112	5112
Ms. Kayla Westberry	Kindergarten -LEADS	406	5406
Ms. Zoe Schumacher	Kindergarten	403	5403
Ms. Jenna Perras	Kindergarten	404	5404
Mrs. Cindy Ferch	Kindergarten	409	5409
Mrs. Courtney Stilen	Kindergarten	410	5410
Mrs. Heather Wiese	Kindergarten	412	5412
Mrs. Jennifer Zoll	Grade 1 -LEADS	407	5407
Ms. Megan Beauprey	Grade 1	610	5610
Mrs. Diana Belter	Grade 1	609	5609
Ms. Lauren Almario	Grade 1	611	5611
Ms. April Tucker	Grade 1	608	5608
Mrs. Brandi Sperberg	Grade 1	607	5607
Ms. Remi Lade	Grade 2		
Ms. Allie Weigand	Grade 2		
Mrs. Heather Schmidt	Grade 2 -LEADS	408	5408
Ms. Emily Moderson	Grade 2	303	5303
Mrs Nicole Klose	Grade 2	304	5304
Mrs. Stephanie Laabs	Grade 2	308	5308
Ms. Taylor DePerry	Grade 2	307	5307
Mrs. Abbie Tomow	Phy. Ed.	538	5302
Mr. Adam Strobel	Phy. Ed.	302	5302
Mrs. Shelby Steenbock	Art	203	5203
Mr. Craig Pynenberg	Music	211	5211
Mrs. Naomi Bergner	Library Media Center	548	5548
Mrs. Gina Monfils	Special Education	106	5106
Mrs. Alexa Leitner	Special Education	107	5107
Mrs. Jennifer Behnke	Special Education	612	5612
Ms. Mackenzie Lambert	Special Education	508	5503
Mrs. Allie Berner	Special Education	311	5311
Mrs. Brittney Firari	Instructional Coach	603	5603
Mrs. Joanne Edwards	Instructional Coach	309	5309

© 2024, Neola of Wisconsin

Mrs. Michelle Wallrich	Interventionist	301	5301
Mrs. Jane Krueger	Interventionist	411	5411
Mrs. Ellen Hintz	Interventionist	310	5310
Mrs. Amie Beyersdorf	School Counselor	401	5401
Mrs. Kasey Keup	School Counselor	402	5402
Mrs. Erin Prey	School Psychologist	601	5601
Mrs. Mikaela Lee	School Social Worker	602	5602
Mrs. Aggie Engel	ELL	616	8343

OUTSIDE BACK COVER

SSD Board of Education

Mike Musolff, President
Bobbi Lemerond, Vice President
Karen Houston, Treasurer
Jeana Winslow, Clerk
John Arens
Frank Kugel
Christine McKinnies
Al Pyatskowit
Tim Renard

Superintendent

Kurt Krizan
kkrizan@shawanoschools.org

© 2024, Neola of Wisconsin