

Campbellsport School District Elementary Handbook

2017-2018



MISSION AND VISION STATEMENTS

The mission of the Campbellsport School District is to develop each child into an adult who can stand confidently, participate fully, learn continually, and contribute meaningfully to our world.

The Campbellsport School District strives to create a safe and respectful school community where collaboration and professionalism promote the development of an inquisitive student body engaged in a challenging, dynamic curriculum enhanced by meaningful technology.

On behalf of the entire Campbellsport and Eden Elementary School staff, we would like to welcome you to the Campbellsport School District. We look forward to working with you and fulfilling the mission of the district. This handbook has been compiled to help communicate our expectations and to make the 2017-2018 school year a positive one for everyone!

Throughout the handbook policies will be listed for your reference. Only pertinent information was pulled from some policies. If you would like to read the policy in its entirety or other district policies, please visit <http://www.boarddocs.com/wi/campsd/Board.nsf/Public?open&id=policies>

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SCHOOL POLICY

ACADEMIC HONESTY (Policy 5500)

The Board of Education regards academic honesty as a cornerstone of its educational mission. It is expected that all school work submitted for the purpose of meeting course or class requirements represents the original efforts of the individual student. Administration, faculty, students and their families are all important contributors to the upholding of this academic integrity in the school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty.

The administration will:

- A. Promote and encourage the staff on an ongoing basis to educate students regarding the District's policy of academic honesty.
- B. Determine appropriate consequences for policy violations.

The staff will:

- A. Educate students and offer continued guidance regarding acceptable and unacceptable behavior in areas that will include, but are not limited to: test taking, research techniques, written work and use of library and computer resources.
- B. Encourage the demonstration of knowledge, the honing of research skills and self expression in student work.
- C. Promote circumstances in the classroom that will reinforce academic honor and promote original and focused responses from students.
- D. Evaluate effectiveness of their own efforts.

The students will not:

- A. Plagiarize in written, creative or oral work. (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.)
- B. Submit work that is not original. Copying, "borrowing" from another source and giving it as one's own work, and resubmitting work from another person or another class are all unacceptable practices.
- C. Give or receive unauthorized assistance on exams.
- D. Alter grades or other academic records, give false information, or forge.
- E. Submit identical work in more than one course without the prior approval of the instructor. Students may further develop previous work with prior approval of the instructor.

Parents are encouraged to discuss this policy with their children and promote circumstances that will help to uphold this policy.

ACCIDENTS AND INJURY

Every accident or injury in this school building, on the school grounds, at practice sessions, or at any athletic event

sponsored by the school MUST be reported immediately to the person in charge and to the school office. The student must take primary responsibility for reporting the injury.

ACCIDENT INSURANCE (Policy 8760)

The Board of Education recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance at the expense of the parents.

A signed statement of insurance coverage on the part of the student's parent shall be a prerequisite for student registration in any school activity having a potential for personal injury.

The District Administrator shall recommend suitable and qualified insurance carriers and notify all parents of their availability.

ALCOHOL AND OTHER DRUG ABUSE (Policy 5530)

The Board of Education recognizes 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, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

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

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

The District Administrator shall ensure that the warning notice concerning anabolic steroids is installed and properly maintained in each of the District's locker rooms or athletic dressing areas.

Professional staff members are not liable for referring a student to law enforcement or for removing a student from school premises or from participation in a school-related activity for suspicion of possession, distribution, or consumption of any alcoholic beverage or a controlled substance.

ANIMALS ON DISTRICT PROPERTY (Policy 8390)

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in his/her classroom shall:
 - 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;
 - 2. take precautions deemed necessary to protect the health and safety of students and other staff;
 - 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained;
 - 4. keep the surrounding areas in a clean and sanitary condition at all times; and
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

ANTI-HARASSMENT/BULLYING (Policy 5517)

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual 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 transgender 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"), 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 for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as 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. Bullying need not be based on any Protected Characteristic. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

ATTENDANCE

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes

that the District'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 tutelage of a competent teacher are vital to this purpose.

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 in which the child is enrolled is in session 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 under State law, this policy, or administrative guideline issued under this policy. 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.

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

- A. Physical or Mental Condition
- B. The student is temporarily not in proper physical or mental condition to attend a school program.
- C. Obtaining Religious Instruction
- D. To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).
- E. Permission of Parent
The student has been excused by his/her parent before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year 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:
 1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
 2. to attend a funeral
 3. legal proceedings that require the student's presence
 4. college visits
 5. job fairs
 6. vacations
- F. Religious Holiday
- G. For observance of a religious holiday consistent with the student's creed or belief.

- H. Suspension or Expulsion
- I. The student has been suspended or expelled.
- J. Program or Curriculum Modification
- K. The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
- L. High School Equivalency – Secured Facilities
- M. The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent agrees that the student will continue to participate in such a program.
- N. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

- A. Quarantine
- B. Quarantine of the student's home by a public health officer.
- C. Illness of an Immediate Family Member
- D. The illness of an immediate family member.
- E. Emergency

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

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) 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 of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant. A student will be

considered a habitual truant if s/he 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.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Notice shall be made by personal contact or telephone call, if possible, and a written record of this notice shall be kept. In the event that an attempt is made to contact the parent by personal contact or telephone call and the parent is not reached, notice may be provided by 1st class mail. If such notice is not effective, notice shall be made by mail. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail, which contains the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy
- D. The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.
- E. a statement of the penalties, under State law or local ordinances that may be imposed on the parent if s/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence 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 student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. 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 determined by the teacher, unless extended by the principal based upon extenuating circumstances.

Leaving School during the School Day

All students who have to leave school during the day must report to the office to sign out. The office personnel must have written, verbal, or phone contact with a parent/guardian before students will be allowed to leave school.

Families of students who become ill during the school day will be contacted. A health room is available in the office for use by students whose parents/guardians cannot be reached or until the parent/guardian has picked up the student.

Please make sure your emergency contact numbers on record with the school are up-to-date.

Early Student Pick-Up/Change In Routine

If you need to pick up a student before the end of the day, please send a note with him/her on the day they will be leaving early. When you arrive, come to the office to sign the student out.

If there is a change in your child's routine at the end of the day (not riding the bus or needs to take the bus or someone else is picking up your child) contact the office by 2:30. This gives us time to contact the student(s). If your child is taking the bus home with another student or needs to take a different bus, a dated and signed note must be sent to school with your child. Your child should then come to the office to get it stamped. This procedure must be followed or your child will not be able to ride a different bus.

BUSSING (Policy 8600)

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 for the transportation of resident students between their home areas and the schools of the District to which they are assigned. In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

The Board authorizes the District Administrator to install and operate video cameras on District buses to enhance student safety and well-being.

Bus Discipline

Students who do not follow the rules will be subject to any or all of the following consequences:

1. Warning and assigned seat on the bus.
2. Conference with principal and warning letter to parents/guardians.
3. Suspension of bus privileges as determined by the building principal. Students having their bus riding privileges suspended will be afforded due process as provided by state law.

In severe cases, bus drivers may eject troublesome students from the bus, but ONLY after care has been taken to arrange for alternative transportation for the ejected student and to release the student to proper authorities. A student may be ejected from the bus in situations where there is a sudden, immediate and grave threat to health and safety caused by the student. Bus drivers shall assist, to the degree possible, in protecting the safety and well-being of all students on the bus. The bus driver will notify the terminal manager of such action and he/she will promptly notify the building principal. The building principal will proceed to notify and confer with the parents/guardians, preferably on the date on which the ejection occurred or no later than 24 hours. Appropriate disciplinary action will be taken by the principal, which may include suspension of bus privileges and/or suspension or expulsion from school.

CALENDAR

The calendar for the school year can be found on page 23 of this handbook.

COMPUTER (Policy 7540)

Computer ethics dictate that the student user of computers and the network system is to be concerned with the student section of the network only. Any attempt to enter restricted programs will result in consequences as outlined in the District's Internet User Agreement. Any student issued an Internet account must have a parent and student signed form on file in the office. All students in grades 4K through fifth are required to sign our district's Internet User Agreement. Parents and students should review the document together before signing the Agreement.

Computer Technology Network, and Internet Acceptable Use and Safety

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. However, the use of the District's network and technology resources by students is a privilege not a right.

The District Administrator shall develop and implement a written District Technology Procedure (DTP). The DTP will provide for both the acquisition of technology, and guidance to staff and students concerning making safe, appropriate and ethical use of the District's network(s). The DTP shall also inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner.

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, for Board-approved educational and/or co- curricular activities.

However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly

prohibited during instructional/supervisory time and shall subject students and staff members to discipline in accordance with Board policy.

The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the District Administrator.

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize Education Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides a valuable opportunity to education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

The Board may not be able to technologically limit access to services through its Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials

that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

The District Administrator or the Director of IT may temporarily or permanently unblock access to websites or online education containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator or the Director of IT may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The District Administrator shall prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Education Technology is provided as a tool for education. 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.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;

- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network during instructional time, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the District Administrator and the Director of IT as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

CONDUCT/BEHAVIOR/DISCIPLINE (Policy 5500 and 5600)

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their

privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall be reviewed and approved periodically.

Student conduct in the classroom shall be governed by the rules and provisions of the Code of Classroom Conduct developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's Code of Classroom Conduct shall be adopted by the School Board.

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The District Administrator shall ensure that procedures for student conduct:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

The District Administrator shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's

misconduct.

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the District Administrator shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

The District Administrator shall publish to all students the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.

Teachers and other employees of this Board having responsibility for the supervision of students shall have the authority to take such means as may be necessary to control the disorderly conduct of students

- A. in all situations and in all places where such students are within the jurisdiction of this Board.
- B. when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

At Campbellsport and Eden Elementary we have established our Positive Behavior Interventions and Supports framework that can be found in the information packet specific for each school..

CONFIDENTIALITY (Policy 8350)

State and Federal law requires that student education records be maintained as confidential. See Policy 8330. State law further exempts certain information and records from public disclosure. See Policy 8310. As such, the Board of Education is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from Board property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the district intact. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the Board are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the Board's employ. The Board directs the District Administrator to prepare guidelines concerning Board employees' duties to maintain certain information and records as confidential.

It is further the policy of the Board of Education that when the District receives in trust from a public agency information identified to be confidential or exempt from disclosure under the Public Records Law, Common Law, Privilege Case Law, or Federal Law, the District will maintain the confidentiality of said information to prohibit its unauthorized disclosure.

The following portions of this policy apply only to identified confidential information received from a public agency. In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

CONTROVERSIAL ISSUES IN THE CLASSROOM (Policy 2240 and 2270)

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establish religion in the schools nor prohibit students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board of Education employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800 and AG 8800A, AG 8800B, and AG 8800D. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Principal.

COUNSELING (Policy 2411)

Counseling services are available for every student in the school. These services include assistance with educational planning, student appraisal, school records maintenance, home issues, individual counseling, group guidance, school and/or social concerns or any questions the student feels he/she would like to discuss with a counselor.

The Board of Education requires that a planned program of school counseling be an integral part of the educational program of the District. Such a program shall be available to all students without regard to race, color, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), physical or mental, emotional, or learning disability ("Protected Classes") and should be developmentally appropriate and:

- A. assist students in achieving their optimum growth;
- B. enable students to draw the greatest benefit from the offerings of the instructional program of the schools;
- C. assist students in career awareness and planning and in the selection of appropriate postsecondary educational opportunities;
- D. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;
- E. help students learn to make their own decisions and solve problems independently;
- F. enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired;

DRESS CODE AND PERSONAL GROOMING (Policy 5511)

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board 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.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school

groups when representing the District at a public event.

Dressing for the Weather

Elementary School students go outside for recess every day unless it is raining or the temperature is below zero and/or wind chill factor is below zero. Make sure your child dresses for the weather, including appropriate footwear. In the winter, students are expected to wear hats and gloves/mittens, as well as boots and snow pants, after the first significant snowfall. During the winter all students not on the plowed blacktop must have boots and snow pants.

Student safety and focus is of primary concern, therefore all students must dress appropriately for outside weather conditions.

1) Any students who do not have boots at school must:

- go inside and put them on

Or if they do not have them:

- remain on the blacktop area at recess
- not slide on the ice or jump in the snow

Any students not complying with these rules must sit against the wall for the remainder of recess.

2) Any students who do not have a proper jacket, gloves or hat must:

- go inside and put them on

3) Parents should be notified if their students' are not consistently dressed for the weather.

EDUCATIONAL OPPORTUNITIES (Policy 5111)

The Board of Education establishes the following policy for determining the eligibility of students to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, it must be based on a reason other than educational purposes.
- B. The District shall provide a free education to those students who are considered by Federal law to be illegal aliens or considered to be homeless by State-established criteria.
- C. Upon request of a student's parent, students who have gained twelfth grade status and who no longer reside within the District shall be permitted to complete their high school education tuition free.
- D. Resident students in grades 9-12 who attend a tribal school, private school, or home-based educational program shall be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes.
- E. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at his/her former school district shall be allowed to complete his/her education at the former school district, provided the other district agrees. The school board of residence shall pay the student's tuition. The school of attendance shall count the student in its membership for State Aid purposes under subchapter II.
- F. Children of joint custody orders may attend school without payment of tuition if one (1) parent resides in this District or the order designates as the residential parent the parent with legal residence in the District.
- G. Foreign students, participating in a bona fide, foreign-exchange program and living with a resident host family, may be admitted tuition-free.
- H. Students whose parents do not reside within the District, but who present evidence that they will move into the District within a short period of time, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.
- I. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.

- J. Tuition students may be accepted in accordance with State law and the approval of the District Administrator.
- K. Nonresidents may be accepted into the District's Adult Education classes upon payment of the appropriate fees.
- L. Nonresident students may be accepted into the District's Summer or Interim Session School Program upon payment of appropriate fees.
- M. Nonresident students may be accepted into the District's program under the Full-Time Open Enrollment Program.
- N. The District Administrator, at his/her discretion, may deny admission to a student who has been expelled from another Wisconsin public school district, for the period of the unexpired term of the expulsion. When the expulsion from the other district has expired, the student is to be admitted providing all other eligibility requirements have been met.
- O. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition- free.
- P. Nonresident students may be accepted into the District's program under the Course Options Program. Nonresident students accepted into the District's Course Options Program may attend no more than two courses at any time.

FIELD TRIPS (Policy 2340)

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools.

Field trips are defined as learning experiences wherein students leave their school for a designated period of time under the supervision of school personnel. The Board recognizes the educational value of field trips and approves of them as a significant supplement to regular classroom instruction. Field trips provide worthwhile and effective learning experiences if appropriate, properly planned, and used to supplement or enhance the curriculum.

All field trips shall support the District's educational program as a continuation of classroom study or an approved school program. The main criterion governing the acceptance of a proposed field trip is that it should be a valuable educational experience relating directly to the instructional program of the participating class or group. Field trips shall be approved by the principal in accordance with established District procedures.

School attendance is compulsory, and attendance for regular field trips is considered a component of the school day. However, parents may deny permission due to their religious beliefs, safety concerns, or other relevant matters. In such cases, an appropriate alternate experience will be provided at school. A student's non-participation may not affect the student's grades.

FIRE DRILLS

Fire drills are held monthly during the school year. Directions are posted prominently in the classroom and students are expected to follow these rules.

1. Walk, do not run.
2. Stay in a single file.
3. The first person to pass through an outside door shall hold that door open for others.
4. Move out of and 100 feet away from the building.
5. Follow the directions of all school and fire department personnel.
6. Return to the building only upon the signal of the fire department and/or school personnel.

FOOD SERVICE ACCOUNTS

Deposits can be brought to the office or given to the classroom teacher at the beginning of the day. All deposits must be received no later than 11:00 AM to be credited to the food service account for that day. Deposits must be made in

the food service envelopes which are available in all offices. The front of the envelope must be filled out in its entirety. Low Balance Notices will be sent out periodically. If we have your e-mail address on file, the notice will be sent to you via e-mail. If we do not have an e-mail address on file a paper notice is produced. At the elementary level, notices will be sent home with the oldest child. If you have internet access, you may request to receive an e-mail low balance notice any day your balance goes below \$15 by going to our website www.csd.k12.wi.us. Go to Parent/Student Resources, click on Family Access, log in, then go to e-mail notification and click on the appropriate boxes. If you believe your account balance is incorrect, please contact our office.

GRADING SCALE

Letter grades will be given in all academic areas in grades 3-5 at both Campbellsport and Eden Elementary.

Grade	Percentage
A+	99-100
A	94-98
A-	93
B+	92
B	86-91
B-	85
C+	84
C	78-83
C-	77
D+	76
D	71-75
D-	70
F	59-69

In addition to receiving letter grades in the academic areas, students will be assessed on each of the standards within those academic areas. Students will receive an E, M, P, or I for each of the standards assessed during the grading period.

Art, Music, Physical Education, Technology, Health, Responsibility for Learning and Behavior areas will not receive a letter grade, but will be assessed only using the E, M, P, I scale. An explanation of the EMPI scale is as follows:

Exceeds- Advanced understanding; demonstrates performance beyond expectations on a consistent & independent basis at this time.

Meets- Proficient understanding; consistently & independently demonstrates mastery at this time; considered an excellent grade, one that a student works toward as developmentally appropriate.

Progressing- Basic understanding/partially meets grade level expectations at this time; meets expectations with teacher assistance; needs to continue developing specific skill(s).

Inconsistent- Minimal understanding; does not meet grade level expectations at this time; concerns regarding below grade level performance.

It shall be the policy of the Campbellsport School District to evaluate student achievement in grades 4K through 12. The issuance of grades/standards assessments on a regular basis serves to:

1. promote a process of continuous evaluation of student performance;
2. inform the student and his/her parent(s) or guardian of the student's performance;
3. provide a basis for bringing about change in student performance if such change is deemed necessary.

The District shall not discriminate in the methods, practices and materials used for evaluating students. Discrimination complaints shall be processed in accordance with established procedures.

LIBRARY

All students have the privilege of using library materials. The use of the library carries with it responsibility as well as privileges; responsibility to treat library materials and equipment with proper care, to cooperate in maintaining a relatively quiet atmosphere conducive to study and favorable enjoyment of reading and small group collaboration. The library's resources are there to be used and enjoyed by all. A student will be charged the replacement price of a lost book or magazine if the item is damaged beyond use or is never returned.

LOCKDOWN DRILLS

Lockdown drills are held periodically throughout the school year. Students are expected to follow the directions of school personnel, law enforcement and/or fire department personnel.

LOCKERS/CUBBIES

Hallway lockers/cubbies and gym lockers remain school property and are subject to random and/or periodic inspection by school officials. They are to be used solely for the storage of outer garments, gym gear, shoes, school related wear, textbooks and school materials, and shall not be used for other purposes unless specifically authorized by the principal.

LOCKER ROOM PRIVACY (Policy 9151)

The Board of Education recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities. As required by law, the Board establishes the following locker room privacy policy. To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

The following recording devices will be permitted in the locker room and for the particular use described:

- A. Audio tape recorders may be used by staff or students for otherwise appropriate purposes, provided the recording is purely audio and contains no video or still photo component.
- B. Video recording devices may be used for school projects involving video production or other video or pictorial presentation by student(s) provided that a District staff member verifies prior to allowing such equipment in a locker room that no student(s) is/are using the locker room to change and thus could be caught in an exposed condition by recording equipment. The staff member must notify anyone inside the locker room that a recording device will be brought in and the purpose of the device with sufficient warning to allow any occupants to depart the locker room.
- C. Covert surveillance video may be used to investigate suspected illegal behavior or behavior by students that violates school rules. Use of such surveillance must be approved by the District Administrator. Approved usage must be in writing and specify the date and time of the surveillance, the method used, who will have access to include law enforcement if appropriate, and the information justifying the use of the equipment.
- D. No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job. District officials may refer any violations of this policy to law enforcement for possible criminal prosecution of anyone who violates State law.

LUNCH

Students may deposit money into their lunch account at any time. They will use a computerized lunch program using their 4-digit pin number. The system will be set up using family accounts, not individual accounts. Parents should send a check to Campbellsport Food Service.

The School District also offers the e-Funds for Schools payment program that allows parents to pay online. More information regarding e-Funds for Schools can be found on the School website. To read the Food Service Policy, go to policy 8500.

Lunch Fees

Students K-5 (\$2.25)

Adults (\$3.45)

½ Pint Milk (\$0.30)

Breakfast (\$1.20)

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (Policy 2260)

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

In order to achieve the aforesaid goal, the District Administrator shall:

A. Curriculum Content

1. review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society;
2. provide that necessary programs are available for students with limited use of the English language;

B. Staff Training

- C. develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the protected classes in all aspects of the program;

D. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

E. District Support

- F. require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

G. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The District Administrator shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Laura Stautz
Director of Pupil Services
Campbellsport School District
114 W. Sheboygan Street
Campbellsport, WI 53010
920-533-1267
lstautz@csd.k12.wi.us

Todd Hencsik
Middle-High School Principal
Campbellsport School District
114 W. Sheboygan Street
Campbellsport, WI 53010
920-533-1264

thencsik@csd.k12.wi.us

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Principal prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate an investigation.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with any persons named in the complaint;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District

Administrator must either issue a final decision regarding or request the complaint further investigation. A copy of the District Administrator's final decision will be delivered to the complainant.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator shall be final.

If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES (Policy 8800)

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration.

The District shall not function as a disseminating agent for any person or outside agency for any religious or

anti-religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Special Interest Groups and AG 9700A – Distribution of Materials to Students.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student’s religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student’s objections or those of the student’s parents to recite the pledge or sing the national anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. The District Administrator shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

REPORT CARDS AND PARENT/TEACHER CONFERENCES

The school year is divided into 3 marking periods of approximately 60 days or 12 weeks each. Report cards are issued at the end of each grading period. Please see the district calendar for the dates of the conferences. Parents are encouraged to contact their child's teacher at any time if they have concerns regarding the results of their child's assessments.

SCHOOL CLOSINGS

If school will be cancelled for the day, start late or release early because of weather issues, the District will continue to use our Blackboard Connect system. You can also check the District website, listen to area radio stations or look for any information area TV stations. It is important that all contact information be up-to-date in case we need to contact your or there is a question about where a child should go if the school is closed.

SCHOOL HOURS

Kindergarten through 5th grades:

8:15 a.m. to 3:30 p.m. Monday through Friday

Morning 4K:

8:15 a.m. to 11:00 a.m. Monday through Friday

Afternoon 4K:

12:40 p.m. to 3:30 p.m. Monday through Friday

Early Childhood:

8:15 a.m. to 11:00 a.m. Monday through Thursday

A warning bell rings at 8:10. Classes begin at 8:15. If a student is not in the classroom, he/she will be considered tardy. If a student is late arriving to school, an adult must bring him/her into the building and sign in at the office.

SCHOOL RESOURCE OFFICER

In cooperation with the Fond du Lac County Sheriff's Department, a school resource officer is assigned to the Campbellsport Public Schools. The resource officer will serve as a contact person for students who have questions or a concern regarding the law as it affects them. Additionally, the resource officer will provide classroom presentations about various aspects of the law and is available to conduct investigations.

SECURITY PROCEDURES

All schools in the Campbellsport School District are equipped with a camera, buzzer and two way communication system. At Campbellsport Elementary it is located between the two sets of front doors. At 8:30 the inner door will be locked and remain locked until 3:10. Anyone coming into the building during the day must use the buzzer to gain entrance. The office is able to see who is in the entry. Once we have identified who is in the entry, we will buzz him/her into the building. At this time you must come to the office to register. Anyone visiting the school must sign in.

STUDENT RECORDS (Policy 8330)

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

STUDENT SEARCHES (Policy 5771)

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The 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. The Board directs the school principals to provide students with written notice of this policy at least annually.

The Board directs that the searches may be conducted by the

- A. District Administrator,
- B. building principals,
- C. assistant principals,

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age, the student's disciplinary history, and any other relevant circumstances or information.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person is appropriate, school administrators should first attempt to contact the school liaison officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

TORNADO PLAN

If the school received a caution regarding threatening weather conditions, a tornado watch may be initiated. If a tornado is sighted, an alarm will be sounded or an announcement will be made. Students will move with their teachers to designated areas and remain there until the all clear is given and they will return to their classroom. Students will not be excused from school during a warning or alert.

Detailed instructions concerning the tornado alert plan are posted in classrooms. If an emergency occurs without warning, teachers will move students away from windows and toward inside walls, keep classroom doors closed, and face away from windows and toward inside walls.

USE OR POSSESSION OF WEAPONS (Student) (Policy 5772)

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal, the District Administrator, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. theatrical props used in appropriate settings; and
- D. a lockback knife having a blade no longer than three (3) inches in length, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to

prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

A weapon can be any object that is, by its design and/or intent by the user, can cause bodily harm or property damage. A weapon is also defined as any facsimile such as a toy gun, starter pistol **or** other object that can be perceived as an actual weapon to the victim.

No student shall possess, use or store a weapon on Campbellsport School District property, on school busses or at any school related event. The building principal may allow weapons in the building for purposes of demonstration or educational presentations with prior approval.

VISITORS (Policy 9150)

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The District Administrator has the authority to prohibit the entry of any person to a school of this 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, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

All visitors who wish to be permitted in the school building must wear a visitor pass which can be obtained from the school office. Parents/guardians visiting the school in order to see their children because of an emergency need to come directly to the school office instead of going directly to their child's classroom.

**Campbellsport School District
2017-2018 District Calendar**

August	28	New Teacher Orientation
	29-31	No School - Teacher In-Service Days
September	4	No School - Labor Day
	5	First Day of School for Students
October	24	Elementary Parent Teacher Conferences (4:00-8:00 PM)
	25	MS-HS Parent Teacher Conferences (4:00-8:00 PM)
	26	Elementary Parent Teacher Conferences (4:00-8:00 PM)
	26	MS-HS Parent Teacher Conferences (4:00-8:00 PM)
	27	No School - Teacher Professional Development
November	3	First Quarter Ends (Grades 6-12)
	21	Trimester Ends (Grades K-5)
	22-24	No School - Thanksgiving Break
December	22-29	No School - Christmas Break
January	1-2	No School - Christmas Break
	3	School Resumes
	10	HS Parent Information (6:00-8:00 PM)
	19	Second Quarter Ends (Grades 6-12)
	22	No School - Teacher Professional Development
February	20	CES & EES Parent Teacher Conferences (4:00-8:00 PM)
	22	CES & EES Parent Teacher Conferences (4:00-8:00 PM)
	22	MS-HS Parent Teacher Conferences (4:00-8:00 PM)
	23	No School - Teacher Professional Development
March	2	Second Trimester Ends (Grades K-5)
	23	Third Quarter Ends (Grades 6-12)
	30	No School - Easter Break
April	2	No School - Easter Break
	3	School Resumes
	19	MS Parent Information Night (6:00-8:00 PM)
May	25	Students Last Day
	28	Memorial Day
	29-31	No School – Teacher Workday
	TBD	Graduation

PLEASE NOTE:

Information specific to each Elementary School follows:

Campbellsport Elementary Only (Pages 34-36)

Eden Elementary Only (Pages 37-40)

Cougar Pride

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach focuses on building a safe and positive environment in which all students can learn.

The foundation of PBIS at Campbellsport Elementary School has three building-wide expectations:

- Be Respectful
- Be Responsible
- Be Safe

Our PBIS Program at CES will be called, “Cougar Pride.”

Promoting Responsibility In our Daily Environment.

In addition to the three behavior expectations, PBIS has four major components:

1) Behavior Matrix

The behavior matrix is a detailed description of expected behavior in each setting of the school. For example, in the lunchroom it is respectful to say “please” and “thank you,” and to clean up your space. In the hallway it is safe to always walk and keep your voices off so that others may continue to learn. This matrix will be posted throughout the school and on the school folder as a constant reminder of our three school-wide expectations.

2) Teaching Expectations

At the beginning of the school year, students will be taught our three expectations in each school area (lunchroom, bathroom, hallway, etc.). Teachers will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and/or reinforced throughout the school year, and become a regular part of our classroom instruction.

3) Cougar Pride Recognitions

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. At CES, each student will earn individual tickets for demonstrating behaviors that exhibit these 3 positive attributes. Each student will be able to save their tickets for special recognitions or enter them into a monthly drawing. Whole classrooms demonstrating great behavior can also be recognized with paw tickets. Classrooms will work together to collect as many paws as possible in order to gain the year long picnic in the park.

4) Office referral forms

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, an Office Referral Form will be implemented. Discipline issues are divided into major and minor infractions. A minor/major description chart is available.

· Major infractions are issues that result in office time. Parents/guardians will always be notified by the principal or teacher regarding major infractions.

· Minor infractions are behaviors that are disruptive to the learning environment, but are handled by the supervising staff member. If a child receives three minor infractions in two weeks, it becomes a major infraction and the principal will address the behaviors and parents/guardians will be notified.

When a child repeatedly receives referrals for minor or major infractions, parents/guardians, teachers, support staff and the principal will meet to build an effective behavior intervention plan for the child.

Please contact Shanda Cerny (Principal) or Kristi Kaiser (Guidance Counselor) if you have any questions.

Cougar Pride

“Promoting Responsibility In our Daily Environment”

	All Settings	Lobby	Hallways	Bathrooms	Lunchroom	Playground	Computer Lab/Library	Assembly/ Fieldtrip	Bus
Be Responsible	Be prepared Take ownership Make good choices Follow directions	Keep your belongings with you at all times	Keep your space clean	Keep bathrooms clean Be quick	Stand in line using Pride 5 Keep all food to yourself Throw out trash Clean up your space	Dress for the weather Put away what you use Line up quickly using the Pride 5	Leave computers alone unless you have permission Return materials to desk Return materials on time	Clean up area Represent CES positively	Throw garbage away Keep area clean Be on time Be responsible for yourself
Be Respectful	Be kind Be honest Be positive Use manners Follow room rules Respect school property	Use quiet voices Use kind words	Voices off Respect others' property	Flush Give privacy to others	Use whispering voices Raise hand for permission to leave table Follow directions Use good manners	Include others Show good sportsmanship Take turns	Use whispering voices Respect property Put books away in correct place	Demonstrate good audience behavior Show appreciation Show Cougar Pride	Use quiet voices Use appropriate language Use kind words Respect others' property Respect the driver at all times
Be Safe	Walk Keep hands and feet to yourself	Walk slowly Keep hands and feet to yourself	Walk single file Keep hands and feet to yourself Stay to the right when walking in the halls Face forward	Keep water in sink Wash hands with soap and water Keep feet on the floor	Walk Wash hands with soap and water before you eat Keep hands, feet, and objects to yourself Clean up spills Use utensils properly	Be aware of others Keep hands and feet to yourself Play in designated areas Go down slide feet first Use hands only on the monkey bars One person on a swing Keep wood chips on the ground Walk on playground equipment	Walk	Walk Follow directions Stay with your group	Remain seated at all times Keep windows on or above 2 nd notch Keep hands to yourself Keep feet on the floor

The Pride 5

1. Voices off 2. Hands and feet to yourself 3. Face forward 4. Listening ears 5. Ready to begin

For more information on the Campbellsport Elementary PBIS program, please visit our school website at: <http://www.csd.k12.wi.us/campelem/pbis-cougar-pride.cfm>

Student Morning Drop-Off Procedures



- **Students should be dropped off by the yellow line on the North end of the building.**
- **Please pull forward to the end of the yellow line or as close as possible to the car in front of you in order for others to drop off at the same time.**
- **Please make every effort to have your child exit your car on the side by the yellow line so that they are not exiting into traffic. If this is not possible please let them cross in front of your car to be sure they are safely behind the yellow line before traffic begins to move.**
- **Students will enter the school through the door on the north end starting at 7:45 a.m. and wait in the lobby until 8:00 a.m. to go down to their classroom.**
- **As you pull away from the building please follow the directions of the crossing guard to ensure that everyone remains safe throughout the entire drop-off procedure. You will exit to the right and follow the road up to Highway W.**
- **If you are parking and coming in with your child, please follow the directions of the crossing guard. He/She will stop traffic in order to let you safely cross in the crosswalk. You will enter the building through the front entrance as you will need to sign in at the front office.**
- **Remember our students' safety is our number 1 priority. Please follow these procedures in order to ensure everyone is safe.**

Thank you for your cooperation.

PM Pick Up Procedures



- At the end of the day all students will be dismissed at 3:30 p.m. This makes it very important that your child knows where he/she is to go before they leave for school in the morning.
- Walkers will exit the building through Door 3. If you are walking to meet your child, please wait for them on the sidewalk by that entrance as they will not be going out through the lobby and you will miss them.
- Bussers will exit the building through the front door.
- If your child will be picked up, they will be exiting the building through the Cafeteria Doors (North Door). All students will exit the building and will be asked to remain behind the yellow line until the crossing guard has all cars stopped and the students can safely proceed to their car.
- As you are exiting the parking lot, if the busses are still in the parking lot we will have you exit out of the same driveway you entered looping through the parking lot using the designated path on the above picture.
- Once again, it is imperative that everyone follows these procedures. This is necessary in order ensure the safety of all our students.

Thank you for your cooperation.

PAWS Pride

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach focuses on building a safe and positive environment in which all students can learn.

The foundation of PBIS at Eden Elementary School has three building-wide expectations:

- Be Respectful
- Be Responsible
- Be Safe

Our PBIS Program at Eden Elementary is called, “PAWS (Positive Actions Will lead to Success) Pride.”

In addition to the three behavior expectations, PBIS has four major components:

1) School Rules Matrix

The School rules matrix is a detailed description of expected behavior in each setting of the school. For example, in the lunchroom it is respectful to say “please” and “thank you,” and to clean up your space. In the hallway it is safe to always walk and keep your voices off so that others may continue to learn. This matrix will be posted throughout the school and on the school folder as a constant reminder of our three school-wide expectations.

2) Teaching Expectations

At the beginning of the school year, students will be taught our expectations in each school area (lunchroom, bathroom, hallway, etc.). Teachers will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and/or reinforced throughout the school year, and become a regular part of our classroom instruction.

3) PAWS Pride Rewards/ Assemblies

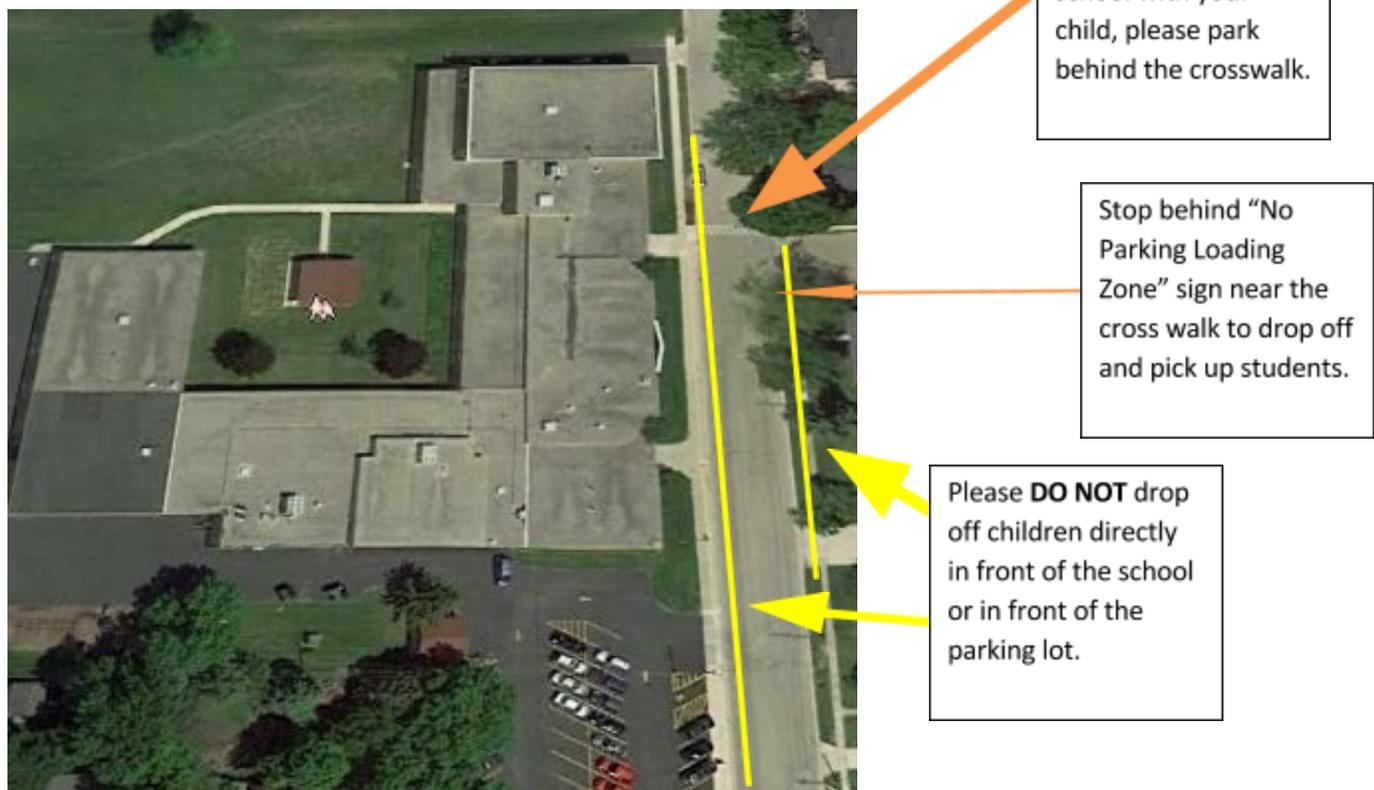
Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. At Eden Elementary, each student will earn individual tickets for demonstrating behaviors that exhibit these positive attributes. Each student will be able to save their tickets to purchase items and/or privileges from the school store and enter completed “trackers” into a monthly drawing at our monthly PAWS Pride assemblies. Whole classrooms demonstrating great behavior can also be recognized with paws which are displayed on a bulletin board at the front of the school.

4) Office referral forms

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, an Office Referral Form will be implemented. Discipline issues are divided into major and minor infractions.

- Major infractions are issues that result in administrative action/ time in the office. Parents/guardians will always be notified by the principal or teacher regarding major infractions.
- Minor infractions are behaviors that are disruptive to the learning environment, but are handled by the supervising staff member. If a child receives three minor infractions in two weeks, it becomes a major infraction and the principal will address the behaviors and parents/guardians will be notified.

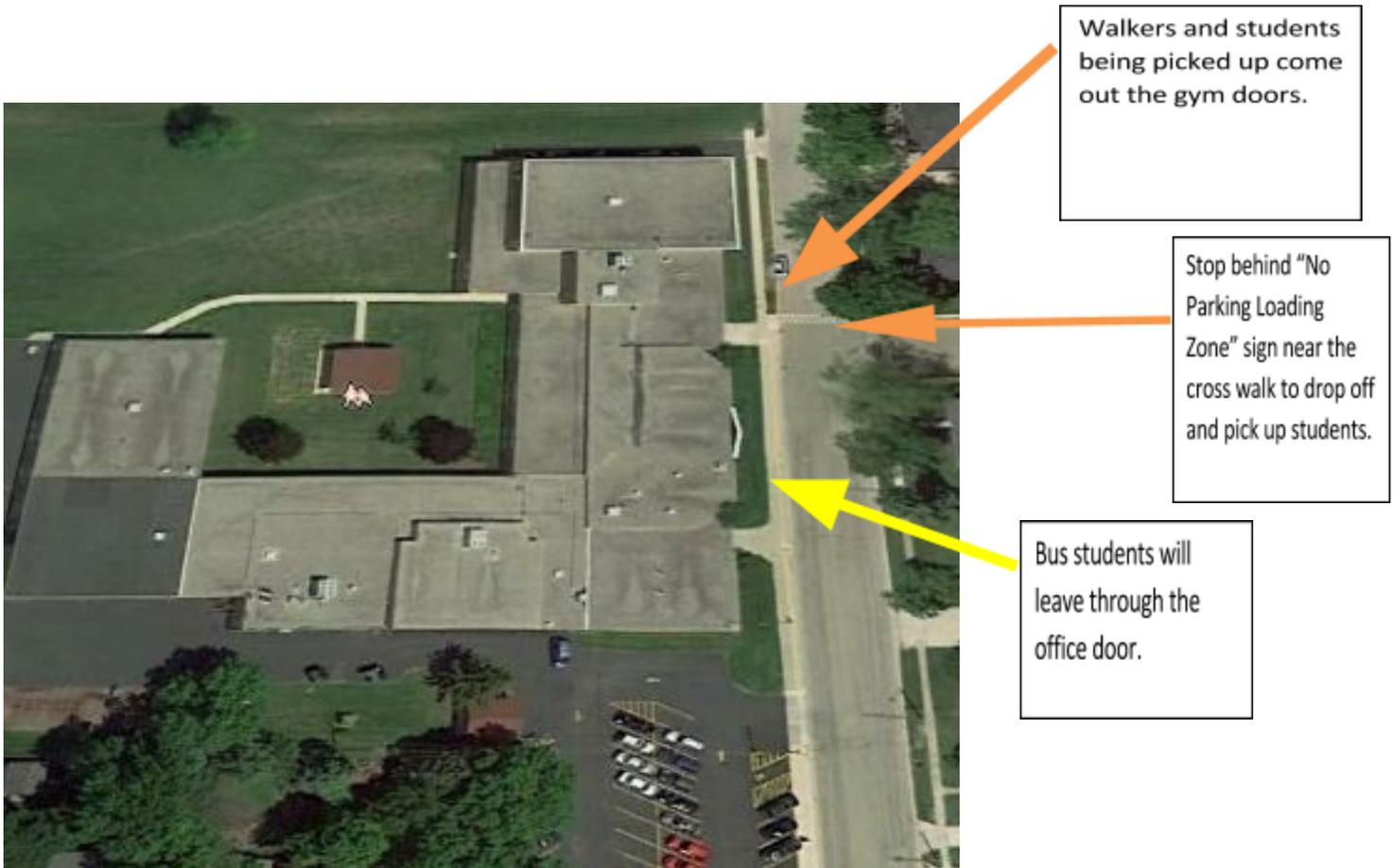
When a child repeatedly receives referrals for minor infractions this turns into a major infraction and will be referred to the office. When a child has repeated major infractions, parents/guardians, teachers, support staff and the principal will meet to build an effective behavior intervention plan for the child.



Student Morning Drop-Off Procedures

- Students should be dropped off behind the “No Parking Loading Zone” sign at the north end of Elizabeth Street between 8:00a.m. and 8:15 a.m.
- Please make every effort to have your child exit your car on the west side of the street (the school side) so that they are not exiting into traffic. If this is not possible please direct your child to use the crosswalk by the gym doors to cross the street.
- Students will enter the school through the office door on the south end starting at 8:00 a.m. to go down to their classroom.
- If you are parking and coming in with your child, please park on the north end of Elizabeth Street behind the crosswalk. Enter the building through the office entrance.
- Please do not use the parking lot to drop off students.
- Remember our students’ safety is our top priority. Please follow these procedures in order to ensure everyone is safe.

Thank you for your cooperation.



Student Afternoon Dismissal Procedure

- Students will be dismissed at 3:30 p.m. It is very important that your child knows where he/she is to go before they leave for school in the morning.
- Bussers will exit the building through the office doors.
- If your child will be picked up or is walking home they will be exiting through the gym door (North Door). If you are meeting your child, please wait for them by the gym entrance.
- Please do not use the parking lot to pick up students.
- Once again, it is imperative that everyone follows these procedures. This is necessary in order ensure the safety of all our students.

Thank you for your cooperation.