

# **Eden Elementary School Handbook**

**2016-2017**



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**Eden, WI 53019**

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**[www.csd.k12.wi.us](http://www.csd.k12.wi.us)**

**Melinda Myers, Principal**

August 2016

Dear Eden Elementary School students and families,

On behalf of the entire Eden Elementary School staff, I would like to welcome you to Eden Elementary School in 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 2016-2017 school year a positive one for everyone!

Sincerely,



Melinda Myers  
Eden Principal

**MISSION AND VISION STATEMENTS  
OF THE  
CAMPBELLSPORT SCHOOL DISTRICT**

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.

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# SCHOOL POLICY

## ACADEMIC HONESTY GUIDELINES (Policy 443.9R)

The teacher has the primary authority in the classroom and is responsible for investigating any alleged violation of the academic honesty policy, determining the circumstances, and, in most cases, for taking appropriate action as outlined below:

1. If a violation is suspected, but not verified, the teacher shall review the policy with the student.
2. If a violation is verified, the teacher shall inform the student of the specific consequences as appropriate based on *severity* of the violation.
3. If the assessment is *summative* in nature, the assessment must be redone to teacher satisfaction in order to *receive* credit.
4. The teacher shall complete a behavioral referral.
5. The teacher and/or administrator shall notify the parent/guardian.
6. At the discretion of the building administrator, the student may also be subject to additional disciplinary action.

## 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.

## STUDENT ALCOHOL AND OTHER DRUG ABUSE (Policy 443.4)

Campbellsport School District students have the right to attend school in an environment that is free from the use of alcohol and mood-altering drugs not prescribed by a physician. These substances interfere with the learning environment of students and performance of students and employees.

No student shall use, possess, attempt to possess, possess with intent to sell or distribute, distribute, sell or be under the influence of alcohol, mood-altering drugs, look-alike drugs or alcohol, counterfeit drugs, or drug paraphernalia at

anytime, on school premises, in a school owned or contracted vehicle, or while engaged in or attending school-sponsored activities. This prohibition does not apply to the authorized use of prescription drugs by a student with written permission of his/her parent/guardian and physician.

If an authorized school official or police officer has reasonable suspicion that a student is under the influence of alcohol in violation of this policy, he/she may require the student to submit to a Breathalyzer test to determine the presence of alcohol. This test shall be administered by a school district employee, by the school resource officer, or by another police officer trained to administer the test. The results of the Breathalyzer test or the fact that a student refused to submit to a breath test may be used in student disciplinary proceedings.

If an authorized school official or police officer has reasonable suspicion that a student is under the influence of a controlled substance in violation of this policy, he/she may require the student to submit to a drug screening to determine the presence of a controlled substance. This test shall be administered by medical personnel and shall be at the expense of the student and/or the student's parents/guardians. The results of the drug screen or the fact that a student refused to submit to a drug screen may be used in student disciplinary proceedings.

Students who violate this policy or refuse to submit to required breath testing or drug screening to determine the presence of alcohol or controlled substances, shall be subject of disciplinary action, up to and including suspension or expulsion from school, in accordance with state law and Board policies. Violation of this policy may also result in referral to law enforcement officials for prosecution under local, state or federal laws.

## ANIMALS

Bringing animals to school is discouraged because it can affect student allergies and the safety of students.

## **ATTENDANCE**

Parents/guardians must contact the Eden Elementary School office (477-3291) when their child is absent from school and give the child's name, grade, teacher, and reason for absence. For your child's safety, non-reported absences will be checked by a telephone call from our school secretary.

According to state statute, a student who is excused in writing or *via* telephone contact made by his/her parent or guardian before an absence occurs will be excused from school. A student may be excused by the parent/guardian under this provision for not more than 10 days in the school year. All other excused absences require that the student's parent/guardian contact the principal/designee indicating the reason of the absence in advance or on the day of the absence. The district administrator and/or attendance officers are empowered to approve a legal excuse for any student for the following reasons:

1. Evidence that the child is not in proper physical or mental condition to attend school or an educational program. The district may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the child. Such excuse shall be made in writing, shall state the period of time for which it is valid, not to exceed (30) days.
2. An illness in the immediate family which requires the absence of the student because of family responsibilities. This excuse should be a rare occurrence.
3. Medical, dental, chiropractic, optometric, or other *valid* professional appointments. Parents or guardians are requested to make their appointments during non-school hours.
4. A death in the immediate family or funerals for close relatives.
5. Religious holidays.
6. A court appearance or other legal procedure which requires the attendance of the student.
7. Quarantine imposed by a public health officer.

8. Attendance at special events of educational *value* which are approved by the principal/designee.
9. Approved school activities during class time.
10. A suspension from school.
11. Special circumstances that show good cause, which are approved in advance by the principal/designee.

### **Unexcused Absences**

Any absence of one or more days from school during which the school has not been notified in writing or by phone of the legal cause of school absence by the parent/guardian of the absent pupil shall be considered as truancy. Consequences may be assigned to students for unexcused absences.

### **Make-up Work**

After any absence, it is the responsibility of the student to make arrangements to complete make-up work for each class missed. Teachers will assign work to be completed at a designated time. It is the student's responsibility to complete the work on time. Examinations missed during an excused absence will be taken at a time designated by the teacher. Students with unexcused absences have the right to make up missed work and tests, but may not be given additional time in which to do so.

### **Anticipated Absence**

Parents should contact the office in advance in the *event* of a planned absence of a student. It is the student's responsibility to make up his/her work prior to the absence, or at the teacher's discretion, after he/she returns. Planned absences may not exceed ten (10) school days in a school year.

### **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.

### **Truancy**

State Statute 118.15(1)(a) requires all students to attend school until the end of the school term, quarter, or semester of the school year in which the child becomes eighteen years of age. Truancy is defined as being absent from school or class without an acceptable excuse. The authority to decide whether an absence is excused or unexcused rests with the building principal. Any absences unexcused for the reasons listed are considered truanies. When a student is truant for part or all of five or more days on which school is held during a school semester, that student is identified as a habitual truant by Wisconsin Act 239. These students will be referred for legal action within state law and/or county and/or local municipal ordinance, and any work permits may be revoked as soon as possible. (Wisconsin statutes 118.15(1)(a) and 947.16)

### **Tardy**

Students who arrive late to school must report to the office and obtain a tardy slip before going to their classroom. Parents/guardians cannot excuse tardiness to class. The only excuse for tardiness to school will be when there has been an unusual emergency and the school has been notified by the parent/guardian. Any student who is not present in the classroom when the bell rings will be considered tardy. Those students will be notified that they are tardy and the teacher will record the dates. These tardies will be accumulated by the trimester.

### **COMPULSORY STUDENT ATTENDANCE (Policy 431)**

In accordance with state law, any person having under his/her control any child between six and eighteen years of age shall cause the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter or semester in which the child becomes 18 years of age, unless he/she is excused from attendance in accordance with state law or Board policy, falls under one of the exceptions to the attendance requirement, or has graduated from high school.

The Board of Education believes attendance is a key factor in student achievement. The Board understands illnesses and emergencies may occur that will require a student to be absent. However, the Board firmly believes District goals, educational requirements and the intellectual growth and development of each student requires that they be in attendance each day in order to properly and appropriately achieve the ultimate goal of high school graduation for each and every student in the Campbellsport School District.

The District Administrator shall establish necessary procedures to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. The procedures shall be designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to absences that were reasonably

unavoidable. The procedures shall be consistent with recommendations of the county truancy committee(s) and state law, and shall be approved by the Board. The district's truancy plan procedures shall be reviewed every two years and revised as necessary

## **BUSSING**

### **Bus Conduct (Policy 443.2)**

The Campbellsport School District requires students while on a school bus to conduct themselves in a manner consistent with established standards for classroom behavior. The supervision of students while being transported is the responsibility of the bus driver. She/he shall report any student misconduct to the terminal manager, who will report to the appropriate building principal. Bus misconduct report and discipline shall be done in accordance with established District procedures.

Video monitoring systems may be used on school buses for the purpose of documenting a bus conduct problem and determining which students may be involved in an incident. Disciplinary action may be taken based on a video documentation. The District reserves the right to introduce a videotape at any disciplinary hearing involving student misconduct or rule violations on the school bus as permitted by state and federal law. The viewing of videotaped material shall be in accordance with District policies and procedures.

Students who have had their bus riding privileges suspended will be afforded due process as provided by law. In cases where bus riding privileges are suspended, the parent(s)/guardian(s) are responsible for seeing that the student gets to and from school safely and is in regular attendance.

### **Bus Rider Rules (policy 443.2R)**

Students shall conduct themselves on the school bus in a manner consistent with established standards of classroom behavior. In addition, the following rules have been established to assist the bus driver in doing his/her job of transporting students safely to and from school:

1. Students are to be at pickup points on time and follow the directions of the bus driver for loading and unloading.
2. Students are to keep their hands, arms, legs and objects to themselves.
3. Articles other than those associated with school activity may not be transported on the bus unless prior approval has been obtained from the principal. At no time will animals be permitted on school buses except as allowed by law. The driver may designate where items are to be carried in the vehicle.
4. Loud talking, swearing and profanity are prohibited.
5. Students are to keep the bus clean and free from damage.
- 6.

### **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 22 of this handbook.

## **COMPUTER ETHICS**

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.**

## **Internet Safety and Acceptable Use Policy for Students (Policy 363.2)**

Use of Technology Resources Technology resources include, but are not limited to, desktop/laptop computers, printers, scanners, software applications, digital cameras, projection units, cell phones and telephones, pagers, pda devices, interactive white boards, electronic mail (e-mail), Internet access, voice mail, fax machines, and copy machines. The District provides students with access to technology resources in an effort to allow them to be more efficient, responsive, creative, and productive. The use of technology in the District should be in support of the mission and educational goals of the District and the individual school. Additionally, safe practices should be implemented when using District technology. Communication over the network is often public in nature; therefore, general rules and standards for student behavior and communications will apply. The following actions or behaviors are NOT permitted when using District technology resources: 1. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus, sending out mass e-mail messages with the intent of disrupting the e-mail system). 2. Copying and duplicating software that violates copyright laws (users should assume

that all material is copyrighted unless explicitly noted). 3. Employing District-owned technology and the network for commercial purposes. 4. Downloading or installing anything non-educational (games, music/media files, etc.) unless District approved. 5. Sharing login and password with others. Use of Internet Resources The use of the Internet is provided solely for educational purposes. Appropriate use includes research for class projects and completion of class assignments. The District has Internet filtering software that blocks access to web pages that are objectionable or inappropriate. Use of the Internet is a privilege, and inappropriate use will be handled by building administrators. Parents may specifically request that their child(ren) not be provided access by notifying the District in writing. Staff responsibilities: 1. Supervise and guide student access to the Internet. 2. Teach students about responsible use of the Internet. No private information, personal contact information about themselves or others, or other personally identifiable information is permitted to be posted. 3. Instruct students in appropriate research practices and Internet searching skills. 4. Teach students how to evaluate the credibility of Internet resources. 5. Review copyright laws/policy and plagiarism. 6. Use professional judgment as they preview sites appropriate to the age of the students and educationally relevant to the course objectives. 7. Seek approval from a building administrator for use of Web-based content that is sensitive in nature (e.g., visual depictions that could be harmful to minors, hate literature, vulgar and abusive content). Student responsibilities: 1. Use the Internet accounts appropriately for school-related classroom activities and research. Using the Internet to access inappropriate sites or to make personal purchases will result in cancellation of Internet privileges and possibly other sanctions. 2. Obey copyright and plagiarism laws. Properly cite Internet resources. 3. Use computer equipment and technology resources appropriately. Protect your privacy by never posting private information to public websites. Private information refers to any information that is easily traceable such as full name, home address, telephone number, and labeled photographs. 5. Use any social networking tools available on the network (including but not limited to: blogs,

wikis, IM, chat rooms) only under the direct supervision of a teacher. Student E-Mail Use Electronic mail accounts may be made available to students for classroom projects and approved curriculum-related activities. Students are expected to abide by the established responsibilities listed below. E-mail accounts are the property of the District and may be reviewed at any time. Improper use of e-mail will result in appropriate disciplinary action. Staff responsibilities: 1. Supervise and guide student use of e-mail. 2. Instruct students in appropriate and responsible use of e-mail. Student Responsibilities: 1. E-mail accounts are for school-related activities. The student is responsible for using e-mail in an ethical, responsible and legal manner. Using or importing (transferring in) offensive, obscene, libelous, disruptive, or inflammatory language, pictures, or other material on any computer or network within the District is prohibited. 2. Students are expected to follow instructor's guidelines for composing e-mails. 3. Immediately report any harassing or inappropriate message to the supervising teacher. 4. Respect all forms of password protection and use responsible file management.

## **CONDUCT/BEHAVIOR**

### **Code of Classroom Conduct (Policy 443R)**

A primary goal of the Campbellsport School District is to create a safe school community where collaboration and professionalism promote the development of an inquisitive student body engaged in a democratic society. Students shall be expected to act in a fashion that their behaviors will reflect favorably on the individual student and on the school, will show their consideration for fellow students and will create a harmonious learning atmosphere. Effective learning can only occur in classrooms where students' behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in the classroom learning activities. Effective learning can only occur when individual students recognize individual responsibilities and obligations and discharge them in accordance with school regulations.

Any student who engages in behavior that is dangerous, disruptive and unruly or interferes

with the teacher's ability to teach effectively may be subject to removal from the class and alternative placement as outlined in this Code. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

The Code of Classroom Conduct shall be made available annually to all parents/guardians and shall be filed in the District Administrator's office. Additionally, the Code of Classroom Conduct shall be printed annually in both staff and student handbooks at all levels, including elementary, junior and senior high schools.

The Code of Classroom Conduct is applicable to all students and in all classroom situations of student participation, under the control or direction of school authorities both in and out of school and during or outside of classroom hours.

It is expected that the classroom teacher will have implemented prior behavioral interventions for lesser offenses before a student is removed under this policy. However, it is recognized that the severity of some behaviors may warrant immediate removal from the classroom setting and may result in other disciplinary measures. A teacher employed by the District may temporarily remove a student from a teacher's class if the student violates the terms of this Code of Classroom Conduct. Long-term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. The building administrator or designee may remove a student temporarily or for a longer period of time if he/she determines that the severity of the conduct so warrants removal, according to this policy.

Removal from class under this code does not prohibit the District from pursuing or implementing other disciplinary measures including, but not limited to, detentions, suspension, or expulsion. Such disciplinary measures may be considered an alternative placement option.

## Student Removal from Class

A teacher may remove a student from class for the following reasons:

1. Criminal acts and/or behaviors, which endanger the health, safety or welfare of him-or herself and/or others. Examples of such behavior include, but are not limited to, the following:
  - a. Alcohol, drug and/or weapons violations (including plastic/toy guns)
  - b. Violence toward others
  - c. Actions causing bodily harm
  - d. Fighting
  - e. Conspiring with other students with the intent to commit a crime
  - f. Stalking a teacher/student
  - g. Destruction of property
  - h. Theft
2. Harassment, hazing and/or acts of intimidation. Examples of such behavior include, but are not limited to the following:
  - a. Malicious verbal attacks
  - b. Threats
  - c. Bullying
  - d. Sexual misconduct- Verbal and/or Physical
3. Behavior that interferes with the ability to teach effectively or inhibits learning. Examples of such behavior include, but are not limited to, the following:
  - a. Repeated rules violations
  - b. Continued disruptive behavior
  - c. Acts intended to sabotage an activity
  - d. Continual tardiness
  - e. Persistent Argumentation
  - f. Refusal to comply with a direct request
  - g. Disrespectfulness
4. Inappropriate behavior Examples of such behavior include, but are not limited to the following:
  - a. Foul, inappropriate language
  - b. Inappropriate dress
5. Violation of a teacher's individual

classroom rules or regulations.

Different teachers may have somewhat different views and practices regarding removal of students from their classes. Additionally, there are different behavior expectations for elementary, junior and senior high school students, and the standards for removal may well differ from one school, grade or class to the next.

When a student is removed from class, the teacher shall send the student to the building principal or designee and immediately inform him/her of the reason for the student's removal from class. The teacher shall give a written explanation within 24 hours to the principal/designee stating the reason for the student's removal from class.

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

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined in placement procedures. This notification will be made by the principal/designee.

## Placement Procedures

1. The building principal or designee shall place a student who has been *removed* from a class by a teacher in one of the following short-term alternative educational settings:
  - a. Another class in the school or another appropriate place in the school
  - b. Another instructional setting
  - c. An alternative educational program
  - d. The class from which the student was *removed* if, after weighing the interests of the *removed* student, the other students in the class and the teacher, the principal or designee determines that readmission to the

- class is the best or only alternative.
2. When making long-term placement decisions, the building administrator or designee shall consider the following factors:
    - a. The reason the student was removed from class
    - b. The *severity* of the offense
    - c. The type of placement options available for students in that particular school and any limitations such as costs, space availability and locations, on such placements.
    - d. The estimated length of time of placement
    - e. Whether the student has been removed from a teacher's class before
    - f. The relationship of the placement to any disciplinary action

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian shall also be consulted regarding student placement decisions.

3. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations. It is the policy of the Campbellsport School District, pursuant to applicable State and Federal law, along with exceptions and defenses as defined by law, that no person shall be subjected to discrimination on the basis of sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, or physical, mental, emotional or learning disability/handicap, or any other basis protected by state or federal law.
4. The parent/guardian of a student shall be notified of a student's placement in an alternative education setting as outlined below:

### **Parent/Guardian Notification**

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

### **STUDENT DISCIPLINE (Policy 447)**

Sound disciplinary measures shall be maintained in the Campbellsport School District. Students are expected to reflect a willingness to learn, a responsibility to contribute to a more *effective* learning environment and a concern for the rights and privileges of others. All teachers shall insure that proper student conduct is maintained in his/her classroom, in the halls, on the school grounds, on scheduled field trips and during school-sponsored activities. Students who behave irresponsibly will be subject to disciplinary action as authorized by law and established procedures.

A positive approach in the disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction and the need for positive motivation of the student. Disciplinary measures can include recess detention, before or after school detention, in-school suspension and

out-of-school suspension.

The Campbellsport School District shall not discriminate in standards of rules of behavior. Discrimination complaints shall be processed in accordance with established procedures.

At Campbellsport Elementary we have established the "Cougar Pride" framework which can be found on pages 17 and 18 of this handbook.

## **COUNSELING**

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.

## **Student Discrimination Complaint**

### **(Policy 411R)**

Any complaint regarding the interpretation or application of the District's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent/guardian or resident of the District complaining of discrimination on the basis of sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, or physical, mental, emotional or learning disability/handicap, or any other basis protected by state or federal law in school programs or activities shall report the complaint in writing to the District Administrator.
  - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Policy

and Procedure Handbook.

- b. Discrimination complaints relating to programs specifically governed by federal law or Regulation (e.g. EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.

1. The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator will review with the building principal, or other appropriate person, the facts comprising the alleged discrimination. Within fifteen (15) days after receiving the complaint, the District Administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and resolution of the case to the grievant.
2. If the grievant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board of Education within thirty (30) days of receiving the decision. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within fifteen (15) days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the District Administrator. The written decision shall include a notice to the grievant of his/her right to appeal the determination to the State Superintendent of Public Instruction.
3. If the grievant is dissatisfied with the Board's decision, he/she may within thirty (30) days appeal the

decision in writing to the State Superintendent of Public Instruction.

### **Maintenance of Complaint Record**

Records of all discrimination complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the grievant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the grievant.
4. The name(s) of the respondent(s).
5. The levels of processing followed, the resolution, date and decision making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and dates) of any corrective or remedial action taken.

Copies of these complaint procedures shall be included in staff and student handbooks.

### **DRESS CODE AND PERSONAL GROOMING**

Everyone at Eden Elementary School is to be treated with respect. Grooming and clothing choices reflect that respect. We will strive to make the atmosphere at our school a positive, supportive environment free of inappropriate distractions to the learning process. Students who are dressed inappropriately will be directed to fix the infraction by dressing more appropriately. The principal has final authority to determine appropriate dress. The following are considered inappropriate for the school environment: Tops short enough to expose the bare midriff, tops that are low cut and revealing, any clothing which does not cover a student's undergarments, strapless tops, and extremely short shorts/skirts. Specifically, tank tops over the shoulder need to

be at least one inch in width.

The application of common sense to matters of personal grooming and selection of clothing is the best criteria to follow. The school asks all parents/guardians to take an active interest in their students' appearance before they depart for school. School personnel will continue to provide leadership in good grooming and asks the cooperation of all.

### **Dressing for the Weather**

Eden 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

#### **Or if they do not have any:**

- go inside to the office and sit until recess ends

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

## **EDUCATIONAL OPPORTUNITIES (policy 411)**

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

The right of a student to be admitted to school and to participate fully in curricular and extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, or physical, mental, emotional or learning disability/handicap, or any other basis protected by state or federal law.

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

The District shall provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. Students may be considered handicapped or disabled under this policy *even* if they are not covered under the District's special education policies and procedures.

Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the District. In addition, a student nondiscrimination statement shall be included in student and staff handbooks,

course selection handbooks and other published material distributed to the public describing school activities and opportunities.

## **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](http://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. The scale that will be used in the 2016-2017 school year is as follows:

	Percentage
<b>A+</b>	99-100
<b>A</b>	94-98
<b>A-</b>	93
<b>B+</b>	92
<b>B</b>	86-91
<b>B-</b>	85
<b>C+</b>	84
<b>C</b>	78-83
<b>C-</b>	77
<b>D+</b>	76
<b>D</b>	71-75
<b>D-</b>	70
<b>F</b>	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**

The District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which the protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy.
2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or take any other photo or video image of a person in the locker room.

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

### **Medication During the School Day**

When it is necessary for a student to take Tylenol or Benadryl, a signed permission slip must be on file in the office before we can administer it. For prescription drugs, a medical permission form is required. Forms are available in the office and require the doctor's signature. The medical permission form requires the following information:

1. Doctor's name and signature
2. Doctor's phone number
3. Name of medication
4. Dosage
5. Time of day to be given
6. Limitations
7. Signature of parent/guardian

### **Report Cards and 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 5<sup>th</sup> grades:**

8:25 a.m. to 3:15 p.m. Monday through Friday

#### **Morning 4K:**

8:25 a.m. to 11:00 a.m. Monday through Friday

#### **Afternoon 4K:**

12:40 p.m. to 3:15 p.m. Monday through Friday

#### **Early Childhood:**

8:25 a.m. to 11:00 a.m. Monday through Thursday

The doors open at 8 a.m. A warning bell rings at 8:20. Classes begin at 8:25. 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 Searches (Policy 446)**

The Campbellsport School District is committed to a safe, orderly, educational environment. As such, various searches may be conducted on school property by school or law enforcement authorities in the interest of preserving school property and the maintenance. Of health, safety and order for all those in the district. Areas or items that may be searched because of reasonable cause include student desks, backpacks, lockers, students and vehicles.

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### **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 443.6)**

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**

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.

# 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.

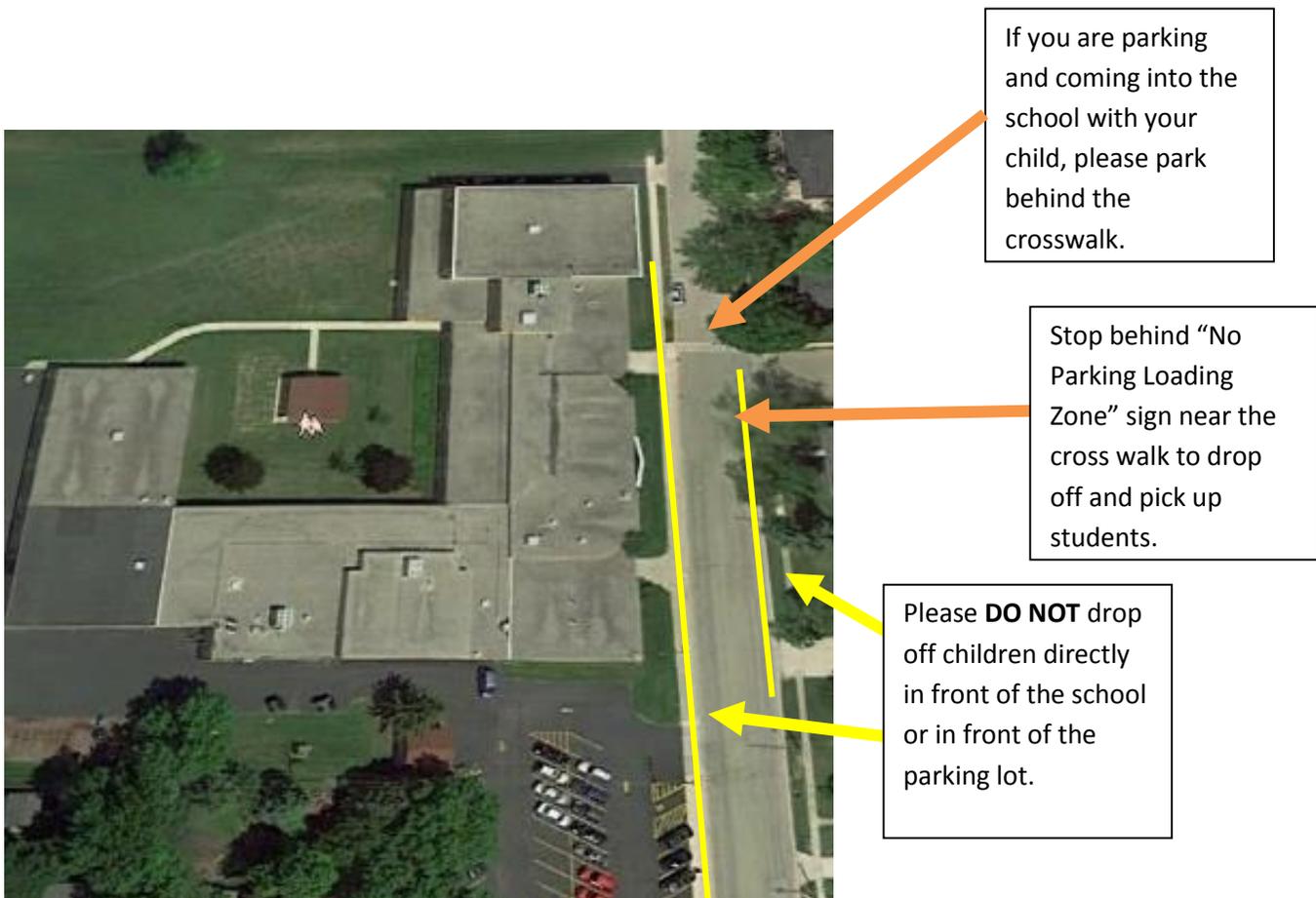
When a child repeatedly receives referrals for minor infractions this turns into a major infraction and will be referred to the office.

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.

# Eden Elementary School Rules Matrix

## Paws Pride = Positive Actions Will lead to Success

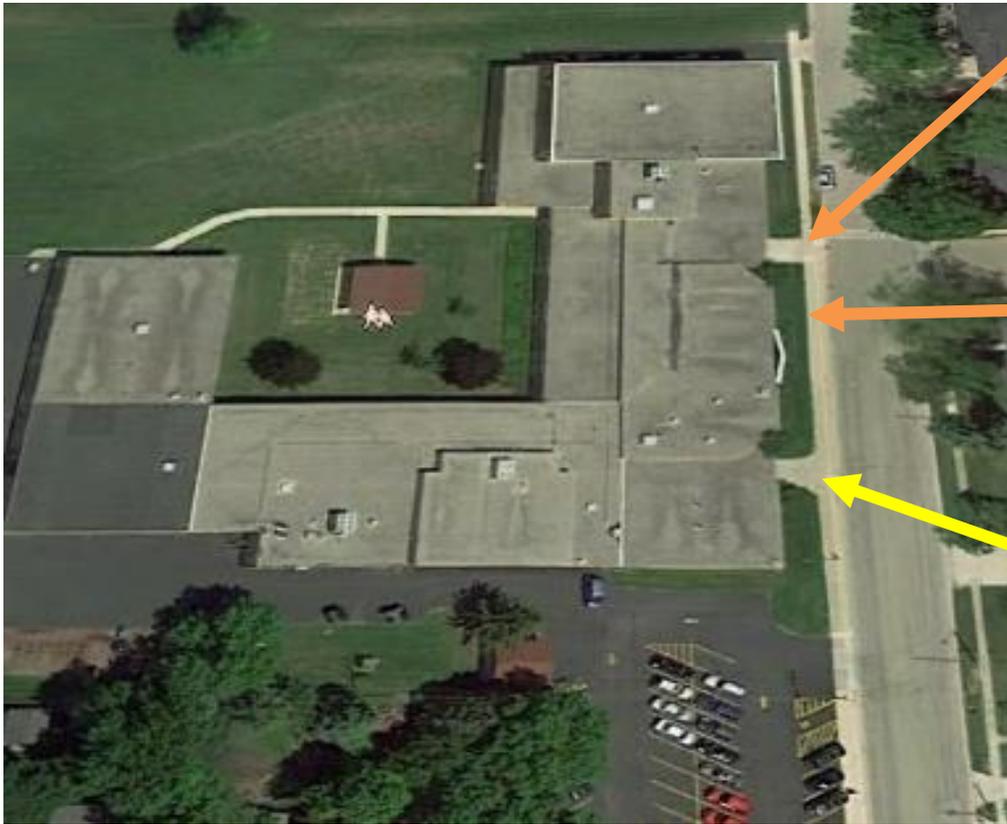
Goals	All Settings	Hallway	Lunchroom	Bathroom	Library & Computer Lab	Playground	Bus	Assembly and/or Field Trip
<b>I am Responsible</b>  <b>I am Respectful</b>  <b>I am Safe</b>	I use "Give Me Five". I use appropriate voice levels. I am on time. I am prepared. I ask permission. I follow directions. I dress appropriately. I am mindful of others. I have a positive attitude. I respect the property of my school. I respect myself. I am honest. I do my best.	I use a "0" voice. I hang my belongings on my hook. I keep my hook area clean. I go directly to my destination. I keep to the right. I walk single file. I keep my hands and feet to myself.	I use a "2" voice. I use table manners. I clean up after myself. I respect others. I follow directions.	I use a "1" voice. I use the 5 "2's". I flush. I maintain and respect others' privacy. I leave the bathroom clean for others. I respect school property.	I use a "1" voice. I leave the area cleaner than I found it. I operate equipment properly. I am internet smart. I return materials to their proper place. I return borrowed materials on time.	I use a "3" voice. I follow playground rules. I line up at the whistle. I return equipment to the proper place.	I use a "2" voice. I follow bus rules. I listen to the driver. I am mindful of others. I clean up after myself. I keep my hands and feet to myself.	I show "Paws" Pride. I am courteous. I show appreciation. I follow bus rules. I clean up after myself. I use assigned voice level. I obey chaperones/adults. I follow rules at my destination. I ask questions when appropriate.
						"Give Me Five" 1. Eyes watching 2. Ears listening 3. "0" voice 4. Sit/stand up straight 5. Hands and feet quiet		
				Voice Levels 0 = Silence 1 = Whisper 2 = Inside Voice 3 = Outside Voice 4 = Emergency				



### **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 8:25 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 cross walk. 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.**



Walkers and students being picked up come out the gym doors.

Stop behind "No Parking Loading Zone" sign near the cross walk to drop off and pick up students.

Bus students will leave through the office door.

### **Student Afternoon Dismissal Procedure**

- Students will be dismissed at 3:15 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.**

**Campbellsport School District  
2016-2017 District Calendar**

August	29 30-31	New Teacher Orientation No School - Teacher In-Service Days
September	1 5	First Day of School for Students No School - Labor Day
October	7 19 20 26 27 28	No School - Teacher Professional Development MS-HS Parent Teacher Conferences (4:00-8:00 PM) Elementary Parent Teacher Conferences (4:00-8:00 PM) Elementary Parent Teacher Conferences (4:00-8:00 PM) MS-HS Parent Teacher Conferences (4:00-8:00 PM) No School - Fall Break
November	4 18 23-25	First Quarter Ends (Grades 6-12) No School - Teacher Professional Development No School - Thanksgiving Break
December	2 23-30	Trimester Ends (Grades K-5) No School - Christmas Break
January	2 11 20 23	No School - Christmas Break MS-HS Parent Information (6:00-8:00 PM) Second Quarter Ends (Grades 6-12) No School - Teacher Professional Development
February	15 16 23 24-27	CES & EES Parent Teacher Conferences (4:00-8:00 PM) MS-HS Parent Information (6:00-8:00 PM) CES & EES Parent Teacher Conferences (4:00-8:00 PM) No School Mid-Winter Break
March	2 3 17 28	MS-HS Parent Teacher Conferences (4:00-8:00 PM) Second Trimester Ends (Grades K-5) No School - Teacher Professional Development Third Quarter Ends (Grades 6-12)
April	14-17 28	No School - Easter Break No School - Teacher Professional Development
May	29	No School - Memorial Day
June	2 4 5	Students Last Day High School Graduation 2:00 PM No School - Teacher Workday