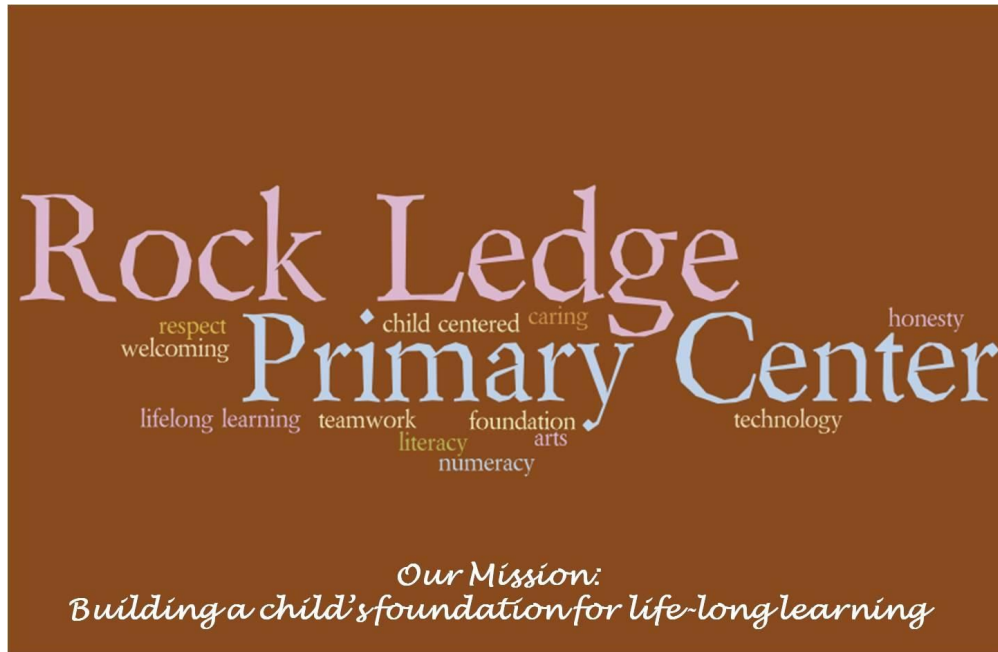


Rock Ledge Primary Center



Parent – Student Handbook 2017-2018

330 W Hickory Street
Seymour, WI 54165
Phone: (920) 833-5155
Fax: (920) 833-5144

Website: www.seymour.k12.wi.us/rockledge2/

OFFICE HOURS: 7:30 am to 4:00 pm
SCHOOL HOURS: 8:00 am to 3:00 pm

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We are so happy you are part of the Seymour Community School District. The purpose of this handbook is to give you information concerning policies and other routine matters for the successful operation of Rock Ledge Primary School. Parents may also refer to the school website for access to School Board policies and expectations. Thank you for your support as we work together to achieve our mission of building a child's foundation for lifelong learning. It is going to be a wonderful year! ~Mrs. Inman, Principal

Rock Ledge School Calendar 2017-2018

August	31	Rock Ledge Open House, 3:30-5:30
September	5	First Day of School for all students
	14	PTO Meeting at RLI starts at 6:00
	19	Rock Ledge Primary School Picture Day
	20	Rock Ledge Intermediate School Picture Day
October	25	School Picture Retake Day
	27	No School/Teacher Professional Development Day
	30	No School
November	9	Evening Parent Teacher Conferences, 4:00-7:45 & Book Fair
	13	No School/Teacher PD, 7:30-11:30/Parent Teacher Conference, 12:00-3:00
	14	Evening Parent Teacher Conferences, 4:00-7:45 & Book Fair
	16	PTO Meeting at RLP starts at 6:00
	22-24	No School
December	5	End of first trimester
	13	Report cards sent home with students
	25-29	No School
January	1	No School
February	5-9	National School Counselor Appreciation Week
	8	Evening Parent Teacher Conferences, 4:00-7:45
	9	No School/Teacher PD, 7:30-11:30/Parent Teacher Conference, 12:00-3:00
	12	No School
	15	PTO Meeting at RLP starts at 6:00
March	2	No School/Teacher Professional Development Day
	12	End of 2nd trimester
	30	No School – Spring Break
April	2	No School – Spring Break
	27	No School
May	7-13	Teacher/Staff Appreciation Week
	7	RLP Spring Concert Rehearsal (afternoon)
	8	RLP Spring Concert @ 9am in the Seymour High School Fieldhouse
	10	PTO Meeting at RLI starts at 6:00
	28	No School – Memorial Day
June	8	Last day of school/Report cards sent home with students

WISCONSIN SPECIAL OBSERVANCE DAYS (Board Policy 323.1)

Sept. 16	Mildred Fish Harnack Day	Oct. 12	Christopher Columbus Day	Mar. 17	“The Great Hunger” in Ireland
Sept. 17	U.S. Constitution Day	Nov. 11	Veterans Day	Apr. 9	Prisoners of War Remembrance Day
Sept. 20	Wisconsin Day	Jan. 15	Dr. Martin Luther King Jr. Day	Apr. 13	American’s Creed Day
Sept. 22	POW-MIA Recognition Day	Feb. 12	Abraham Lincoln Day	Apr. 19	Patriot’s Day
Sept. 27	Bullying Awareness Day	Feb. 15	Susan B. Anthony’s Birthday	Apr. 22	Environmental Awareness Day
Sept. 28	Frances Willard Day	Feb. 22	George Washington Day	Apr. 7	Arbor Day
Oct. 9	Leif Erikson Day	Mar. 4	Casimir Pulaski Day	June 14	Robert La Follette Sr. Day

Rock Ledge Primary Center Email and Extensions

RLP Main Office: 833-5155		Fax: 833-5144		Attendance Line: 833-5155, Ext #8	
Principal	Jamie Inman	Ext. 700		jinman@seymour.k12.wi.us	
Secretary	Jane Liebergen	702		jliebergen@seymour.k12.wi.us	
4-Kindergarten	Kristin Hauser	706		khauser@seymour.k12.wi.us	
	Chris Potter	704		cpotter@seymour.k12.wi.us	
5-Kindergarten	Barb Lee	711		blee@seymour.k12.wi.us	
	Allie Monfort	708		amonfort@seymour.k12.wi.us	
	Alyssa Udean	713		audean@seymour.k12.wi.us	
	Carrie Schulz	710		cschulz@seymour.k12.wi.us	
Grade 1	Heather Bodenheimer	719		hbodenheimer@seymour.k12.wi.us	
	Jaslyn Brellenthin	723		jbrellenthin@seymour.k12.wi.us	
	Katie Hanson	722		khanson@seymour.k12.wi.us	
	Lisa Coenen	724		lcoenen@seymour.k12.wi.us	
	Amy Maass	721		amaass@seymour.k12.wi.us	
Grade 2	Joan Biese	735		jbiese@seymour.k12.wi.us	
	Pat Brown	736		pbrown@seymour.k12.wi.us	
	Miranda Nikolai	739		mnikolai@seymour.k12.wi.us	
	Danielle Ball	738		dball@seymour.k12.wi.us	
	Kathleen Dzurick	740		kdzurick@seymour.k12.wi.us	
Art	Erin Sjostrom	727		esjostrom@seymour.k12.wi.us	
Music	Amanda Farrell	224		afarrell@seymour.k12.wi.us	
District social worker	Jeanna Zuelke	729		jzuelke@seymour.k12.wi.us	
Physical Education	David Bauer	748		dbauer@seymour.k12.wi.us	
	Jim Palubicki	257		jpalubicki@seymour.k12.wi.us	
	Lisa Cornette	257		lcornette@seymour.k12.wi.us	
Counselor	Elizabeth Brittnacher	701		ebrittnacher@seymour.k12.wi.us	
Psychologist	Kelley Selissen	731		kselissen@seymour.k12.wi.us	
Occupational Therapist	Paula Lees	217		plees@seymour.k12.wi.us	
Learning Support Specialist	Beth Knuth	241		bknuth@seymour.k12.wi.us	
Special Education	Jackie Hill	725		jhill@seymour.k12.wi.us	
	Staci VandeKolk	219		svandekolk@seymour.k12.wi.us	
ELL	Stephanie Van Thiel	229		svanthiel@seymour.k12.wi.us	
Speech	Jenni Weyer	742		jweyer@seymour.k12.wi.us	

	Kristen Diermeier	207	kdiermeier@seymour.k12.wi.us
Early Childhood	Erin Brown	712	ebrown@seymour.k12.wi.us
Title 1 Interventionist	Kelly Kolosso	726	kkolosso@seymour.k12.wi.us
Title 1 Interventionist	Beth Driessen	726	bdriessen@seymour.k12.wi.us
Title VII	Darla Dorosz	230	ddorosz@seymour.k12.wi.us
Pupil Services Director	Amy Wachewicz	732	awachewicz@seymour.k12.wi.us
Pupil Services Secretary	Jean Slezewski	733	jslezewski@seymour.k12.wi.us
School Nurse	Amber Thompson	743	athompson@seymour.k12.wi.us
Nurse Assistant	Tara Walters	426	twalters@seymour.k12.wi.us
Y.E.S. Advocate	Chris Skenandore	226	cskenandore@seymour.k12.wi.us
Y.E.S. Tutor	Heidi Smith	230	hsmith@seymour.k12.wi.us
Y.E.S. Interventionist	Amanda Malcolm	718	amalcolm@seymour.k12.wi.us
Instructional Aides	Patricia Cole	714	pcole@seymour.k12.wi.us
	Kristi Zoern	725	kzoern@seymour.k12.wi.us
	Joan Hanson	230	jhanson@seymour.k12.wi.us
	Wanda Holtz	219	wholtz@seymour.k12.wi.us
	Brenda Holz	219	bholz@seymour.k12.wi.us
	Tanya Noll	716	tnoll@seymour.k12.wi.us
	Lori Letter	716	lletter@seymour.k12.wi.us
	Tina Kuske	218	tkuske@seymour.k12.wi.us
	Terez Shulze	222	tshulze@seymour.k12.wi.us
	Kathy Spierings	229	kspierings@seymour.k12.wi.us
	Sue Williams	712	swilliams@seymour.k12.wi.us
	Jill Hodkiewicz	219	jhodkiewicz@seymour.k12.wi.us
	Alissa Tetzlaff	725	atetzlaff@seymour.k12.wi.us
	Jennifer McDermid	222	jmcdermid@seymour.k12.wi.us
	Mary Eggert	218	meggert@seymour.k12.wi.us
Rock Ledge Cooks	Tami Kimball	255	tkimball@seymour.k12.wi.us
	Lori Henning	255	lhenning@seymour.k12.wi.us
	Joan Baumgart	255	jbaumgart@seymour.k12.wi.us
	Jannette Holl	255	jholl@seymour.k12.wi.us
Custodians	Dave VandeHei	256	dvandehei@seymour.k12.wi.us
	Gordy Munger	256	gmunger@seymour.k12.wi.us
Housekeeper	Tami Sevald	702	tsevald@seymour.k12.wi.us

ATTENDANCE

Student attendance at school is required by state law. Regular attendance is critical for academic success. Students that are absent 7% of the total school days in session are considered at risk for negative outcomes. Students who've missed 7% of the school days in session will receive written letters giving notification. If a student misses part or all of five or more days without an acceptable excuse, the student is "habitually truant" and a truancy referral may be started by the school under Wis. Stat. sec.118.16(6). An excess of absences may result in a truancy letter and referral to the truancy office.

In case of illness, parents are asked to call school (833-5155, ext. 8) prior to 9:00 a.m. to inform the secretary of the absence and reason. The attendance line can be called 24 hours a day, 7 days a week. If an absence is going to be planned, either a phone call or a note PRIOR to the absence is sufficient. If the school office is not notified regarding the absences the child will be considered unexcused. A doctor's excuse may be provided in the event a child is absent due to an appointment. For absences exceeding 10 days, a doctor's excuse will need to be provided for an absence.

BEHAVIOR INTERVENTIONS & SUPPORTS

Rock Ledge Primary Center is responsible for helping all students learn, practice self-discipline and understand that all of us must be responsible for our own actions. Students are expected to be respectful of themselves and others, in addition to working together and being honest. We will help students achieve success by implementing Positive Behavioral Interventions and Supports. We will follow our PBIS Purpose Statement as we focus on our mission: **Our mission is to foster and promote a safe and positive school environment that enhances student learning through teaching and recognizing positive behavior.**



Positive Behavior Supports & Interventions (PBIS):

PBIS is Response to Intervention (RtI) implementation with an emphasis on a school-wide behavior curriculum. PBIS establishes the behavioral supports required for all to students to achieve social competence and academic achievement. Strategies are utilized to redefine, teach, reteach and support appropriate student behaviors in all areas of the school, including the classroom and non-classroom settings, such as hallways, restroom, playground, and lunchroom. We will refer to our School-Wide Expectations as *The Thunder Way*. Rock Ledge Primary Center's School-Wide Expectations are: ***Be Respectful, Be Responsible, Be Safe***

Positive Behavior Supports & Interventions (CONT.) To acknowledge their choices in meeting the school-wide expectations, our students will randomly receive *Thunder Bolts* for demonstrating positive behavior. Students earning a *Thunder Bolt* throughout the day will bring home a portion of the thunder bolt to extend the communication and recognition at home. Each week, each classroom will recognize a student for displaying *The Thunder Way*. Each classroom will be challenged to complete a 100 chart . Upon completion from all classrooms, Rock Ledge Primary Center will participate in a school-wide celebration.

Behavior Documentation: Different student behaviors that need reteaching or correction are referred to as Major and Minor behaviors. When students continue to exhibit major or excessive minor behaviors, consequences may be given. Consequences may include; loss of recess, an apology, a meeting with a police liaison, a phone call to the parent or other consequences that deem appropriate to the situation. More serious behaviors, such as hitting, kicking, and fighting, are considered major behaviors and may result in a student being sent home. When a student is involved with a major behavior, a behavior infraction form will be sent home for parent signature. Your signature does not indicate approval or disapproval, it merely indicates that you have examined the infraction form.

Voice Volumes: Throughout the school, the students are taught that we use different voice volumes throughout different locations in the building. For example, when we are in the library, we use a whisper voice (level 1). In the lunchroom students would be using a voice volume 2, as they talk with each other. This universal cuing system is very effective with quieting students down quickly or redirecting their noise level.

Voice Volumes

	0		0 Voices Off	Silent reading, Rest time, Test taking, Listening at an assembly, When someone is talking to you, Hallway, Bathroom, Library, Computer Lab
	1		1 Whisper Voices	Minimal Talking, Quiet work time, Hallway, Bathroom, Library, Computer Lab, Assembly Arriving/Leaving School
	2		2 Conversation Voice	Lunchroom, Group Work, Indoor recess, Bus
	3		3 Presentation Voice	Sharing in the classroom, Read-Aloud, Author's Chair
	4		4 Outdoor Voice	Playing with friends outside at recess on Playground
	5		5 Cheering Voice	Cheering at a soccer game or a Packer game, in an Emergency

BICYCLES/SCOOTERS/SKATEBOARDS/ROLLER BLADES

Bikes, roller blades, scooters, and skateboards can be used as a way to get to and from school. They are not to be used during the school day. Bikes should be kept in the bike racks provided at both schools. It is also suggested that bikes be locked for security. Students using these items for transportation need to cross at the same intersections as the walkers for crossing guard protection. Roller blades, scooters, and skateboards need to be carried when on the school grounds. Students are encouraged to wear helmets.\}

BREAKFAST & HOT LUNCH

Breakfast and lunch are very important parts of the day. The school meal program is designed to give students balanced and nutritious meals. Parents can deposit lunch/milk money into their child's accounts by bringing their money in an envelope to the office. Parents also have the option of paying online using the district eFunds system. Balances from the last school year will transfer over to this year. Parents can access Power school to keep their child's account current. Reminders will be sent home if the accounts are in the negative balance, but please remember that it is the parent's/guardian's responsibility to keep track of the balances. **Please know that the breakfast and lunch program provides free or reduced meals to qualifying families.** The names of families who qualify for free and reduced lunch is extremely confidential. If you are interested in applying, forms are available on the District website under the Food Service Program and in our school office.

Unpaid Meal Policy:

Students that have a negative balance of \$8 or more will not be allowed to receive hot lunch or breakfast until a full deposit has been made to the account bringing it above \$0. Students will receive verbal or written notifications that their account has a negative balance. They will be offered a sandwich (cooks choice) and milk for lunch until their account has adequate funds.

BULLY-PROOFING OUR SCHOOL

Rock Ledge Primary Center strives to provide a safe, secure and respectful learning environment for all students in our building. We strongly believe that school should be a safe and nurturing environment for all. One of our goals for the year is to reduce negative behaviors through the use of our positive behavior interventions and supports implementation. If you have concerns that your child may be a victim of bullying, please don't hesitate to speak with your child's teacher.

BUS RULES AND REGULATIONS FOR BUS RIDERS

Please keep in mind that riding the school bus is a privilege, this privilege can be taken away if your child is not willing to follow the regulations necessary to insure the safety and comfort of all passengers. Video camera monitors may be used on any bus to document student behavior problems and may be used to assist the school administrators in determining the proper disciplinary action.

BUS RULES

The Bus Rider:

1. shall conform to the same standards of conduct that are expected of them at school.
2. is expected to obey the driver the same as other school staff and be respectful of other students.
3. or his/her parent or guardian shall be financially responsible for damage done to the seats or other bus equipment.

4. shall remain in assigned seat and not engage in horseplay on or around the bus.
5. shall not put any part of their body out of a window.
6. shall be absolutely quiet when approaching a railroad crossing stop.
7. shall not throw anything in the bus or out the window.

BUS SAFETY PROCEDURES

1. The bus rider is expected to be on time at the designated bus stop. The bus cannot wait for students.
2. The bus rider should wait at the end of the driveway until the bus comes to a complete stop.
3. If the bus rider crosses the road, he or she shall do so in front of the bus, after making sure that the highway is clear and after receiving a signal from the bus driver. The student shall stay at least ten (10) feet in front of the bus while crossing the road.
4. The bus rider is expected to get on and off the bus at the regular stop unless a parent or guardian sends a written request to the building principal.
5. When stepping off the bus students are to proceed directly to their driveway. Do not go to the mailbox, paper box, etc. Unnecessary distractions may cause confusion and divert the driver's attention, which may result in a serious accident.
6. Unnecessary distractions may cause confusion and divert the driver's attention which may result in a serious accident.
7. The bus rider will not be able to use the last two seats at the rear of the bus unless the bus is at capacity.

DISCIPLINARY GUIDELINES:

If a violation of the above rules occurs, the driver will fill out a conduct report and return it to the building principal within 24 hours of the offense. The report will state the date of the offense, student name, offense committed and driver's signature and route number.

The following disciplinary actions will be taken by the school's administration, depending on the nature of the report.

1. The school official will inform the parent/guardian of the offense and discuss possible disciplinary measures to correct the situation, or
2. The school official could recommend that the Board of Education expel the student from bus service for the remainder of the school year.

IN CONCLUSION:

Parents/guardians and students are to be aware that in any of the preceding actions, they have the right to due process.

Drivers may refuse to transport a student only if an immediate report of the circumstances is made to the school principal on the next trip to the school. No students shall be put off the bus except at the school or at his/her home. The driver may not put a student off the bus unless authorized by the building principal or school official.

The bus driver or school official has the authority to assign riders to designated seats.

CROSSING GUARD

The crossing guards are positioned at the corners of Lincoln and Hickory, Lee and Hickory, and Main and Hickory for the safety of the children. Please advise your children to use these corners if these streets have to be crossed.

CURRICULUM & ASSESSMENT

Our curriculum is based off of the Common Core and Wisconsin State Standards. Our reading and writing curriculum is Lucy Calkin's Reader's and Writer's Workshop. We also use Word's Their Way for teaching spelling patterns and word study. Our math curriculum is Math Expressions. We use the Einstein kits for Science and District developed units for Social Studies.

FastBridge is used to formally assessing student literacy and math skills. We also use the Fountas and Pinnell Benchmark Assessment to assess and monitor student reading skills. If you have any questions about curriculum or our assessment measures please feel free to contact your child's teacher.

FEES

Parents are able to pay the following fees in the school office using cash or check. If you are going to send the fees with your child, please make sure the payment is in a sealed envelope with his/her name on it. Parents can also pay the following fees using the e~Funds For Schools payment option. This option can be accessed by clicking on the district website and selecting the e~Funds icon to create an account.

Free and Reduced lunch applications are available in the office

K-5 Registration Fees	\$10.00 each
K-5 Milk Break	\$12.50/quarter or \$47.00/year
K-5 Hot lunch Ticket	\$2.45/day or \$12..25/wk
Milk (per carton)	\$.30
Breakfast	\$1.15/day or \$5.75/wk
Adult tickets	\$3.20/day (lunch) \$1.80/day (breakfast)



FIELD TRIPS

Field trips are an extension of classroom study and will be planned by teachers to assist in teaching course content. Parents will be asked to sign a permission slip at the beginning of the year for all field trips or sign a permission slip for each trip. If you sign a permission slip at the beginning of the year, teachers will notify you at the time of each field trip. Field trips may be denied to students with compulsive disciplinary concerns at the decision of the teacher and principal.

Please note that although we want to welcome parents/guardians to join us on field trips as chaperones, we ask that no siblings be brought along. Should parents want to join the group as a visitor, they are welcomed to meet the classroom at the location. Please note that any chaperone will need to have completed a background check. That paperwork is available at the primary office. Students must travel with their classroom to the field trip. If parents want to take their child home from the field trip, they must inform the teacher at the field trip site stating that they have chosen to do so.

Occasionally there are fees involved for our students to attend field trips. In the event that you are only able to pay partial or none of the fee please call the principal to discuss, with confidentiality, other arrangements.

Parking spaces are available in front of school.

PLEASE NOTE: On field trip days, we encourage parents to take advantage of our bag lunch that can be provided by the school. Just let your child's teacher know that you would like to have them take a school bag lunch, and it will just be deducted from your child's account.

GUIDELINES FOR CHAPERONES

As a chaperone, your participation is very important. In order to make field trips educational, fun, and a safe learning experience, we have outlined a list of chaperone guidelines.

1. Field trip chaperones are expected to be in professional and appropriate dress. The chaperone is acting in the role of another teacher and should be dressed accordingly.
2. Chaperones are responsible for the behavior of the students in their group. This means that the students are a respectful, responsible and safe.
3. Chaperones are responsible for all members of your assigned group.
4. It is important to have a cell phone on you at all times in the event of an emergency, but please do not use it to engage in business or personal matters and do not take phone calls or text while supervising children.
5. Don't hesitate to ask questions of the teacher. The teacher is in charge, and her/his directions must be followed at all times. Please speak to the teacher privately if you have any concerns.
6. Chaperones are responsible for reporting all injuries to the teacher.
7. In order to comply with school policy, before or during the field trip, chaperones:
 - may not use or possess alcohol or other drugs
 - may not use tobacco in the presence of, or within the sight of students
 - may not administer any medications, prescription or nonprescription to students

HEALTH/EMERGENCY INFORMATION

Each child needs to have an emergency card on file in the office. This card needs to provide us with the necessary information to reach you or an alternate (who is close by and available) to contact in case of an emergency or illness.

If changes occur during the school year, please notify us so that our information is accurate. It is important that we have accurate medical information for your child. Please contact Tara Walters, Health Services Secretary, with any updated medical information for your child. You can contact her by email at twalters@seymour.k12.wi.us or by phone at 920-833-2306, Ext. 426. Thank you for your help in keeping your child's information up to date.

ILLNESS OR INJURY

Any child that is injured or complains of illness is brought to the office. The severity of the illness may result in parents or emergency designees being contacted immediately. Please keep the office informed of any changes in emergency contact information. This will allow us to meet the needs of your child(ren) as quickly as possible. Other situations will be handled by office personnel as appropriately as necessary. Accident forms will be filled out on serious injuries. All children are expected to go outdoors for recess. If a child needs to stay in from recess due to an illness or injury for period of days, a doctor's excuse will be necessary.

If your child is ill with a communicable disease, please report this to the school so information can be given as to the time a student should remain home. The school will report these illnesses to the Health Department. Communicable diseases that need to be reported include: Chicken pox, measles, mumps, and whooping cough.

INCLEMENT WEATHER & EMERGENCY SCHOOL CLOSINGS

On days that the weather is severe enough to possibly close school, parents should listen to the radio/tv stations. Decisions will be made by school officials and relayed to the media. Early closing during the day may also happen, and parents should listen to the same stations. Please utilize the media outlets for this information. It is a good idea for each family to have a plan for days when school is closed early.

LOST AND FOUND

Please label ALL items that come to school. Our lost and found normally accumulates hundreds of items by the end of the school year. Small articles that are found such as jewelry may be brought to the office while larger articles will be taken to the lost and found boxes located by the gym and the kindergarten hallway. Please check through these items at any time, particularly during conferences or other school events. Items not claimed at the end of each quarter (approximately) will be collected and donated.

MEDICATIONS AT SCHOOL

A Medication Request Form must be completed before any medication is administered at school. The Medication Request Form can be obtained in the school office. There are two different medication forms. One is used for over-the-counter medication and the other is for prescriptions. To administer over-the-counter medication, the office must have the *Parent/Guardian Instruction/Consent form for medication Administration* form with a parent signature. All doctor prescribed medications will require the *Physician's Instruction/Consent for Medication Administration* form with a physician's signature. A medication must be in the original container, which indicates the child's name, dosage, and frequency of administration. These items will be kept in the school office.

PARENT-SCHOOL COMMUNICATION

Ongoing communication between school and home will create a good foundation for your child's education. Please contact your child's teacher with any questions or concerns. This will allow you to stay informed regarding your academic progress and situations that may arise. The Principal is available to help address any matters of concern or general questions if more clarification is needed. Our goal is to work with you for a positive and rewarding school experience for your children.

Your child will have a daily folder. This folder will be sent home each day as a method for sharing projects, math homework, and communication. Please make sure you check your child's folder each day and return it to school.

This year we will be sending home a Wednesday Communication Folder. Every student in our school is issued a Wednesday School Folder. This is a communication folder between parents and teachers. Each Wednesday the folder is sent home with important notes regarding school information, events or activities. The folder needs to be returned to school so that it can be used to collect information to be sent home on the following Wednesday.

PARENT VOLUNTEERS & CHAPERONES

If you would like to volunteer your time in our building or would like to chaperone a field trip, a background check will need to be completed. Please complete and return the attached form. When planning to attend volunteer activities, we ask that you submit the form at least 5 days prior to your volunteer involvement so that the background check can be processed. While the district reserves the right to do routine checks on all volunteers, the background check form only needs to be completed once. Thanks you for your cooperation and understanding to provide a safe environment for your child(ren). If you have any questions, please contact us at 833-5155, ext. 702. We look forward to your participation as a volunteer.

PTO

The PTO serves Rock Ledge families by providing special programs for the students during the school year. Quarterly meetings are scheduled for attendees. We host one fundraiser a year, and you are encouraged to volunteer your time to help out as much as possible. Flyers will be sent home from time to time from PTO and/or posted in the school newsletter regarding the meeting days, times, and the many special programs for your child (ren). PTO will work together this school year for both schools to address the needs of students K-5.

Only one meeting each quarter will take place for both schools. Please visit our school website to see how you can get involved!

REPORT CARDS

The elementary report card is designed to communicate a comprehensive picture of how your child is performing in school. This performance reflects the progress and effort demonstrated with the specific knowledge and skills that are being taught in the classroom. If you have any questions or concerns regarding your child's progress in school, please contact your child's teacher.

PLEASE NOTE: Report cards will be sent home at trimester (every 12 weeks). Additional information will be provided at parent-teacher conferences and in monthly newsletters highlighting the new report cards.

RESPONSE TO INTERVENTION (RtI)

RtI (Response to Intervention) is a process for achieving higher levels of academic and behavioral success for all students through high-quality instructional practice, continuous review of student progress, and collaboration. The RtI framework in Wisconsin is a K-12 initiative that applies to all students – general education, special education, Title 1, and gifted and talented. The RtI process at Rock Ledge Primary Center is a collaborative building level process that examines the academic, emotional, and behavioral needs of students, to determine if a student would benefit from **Supported** or **Enriched** Learning. Rock Ledge has a building level RtI team that uses data collected from teachers to determine levels of support and set goals for student growth and achievement.

SAFETY DRILLS

Students will be involved in practice drills during the school year in order to be prepared to deal with any emergency that could occur. A District Safety Plan is in place to address the appropriate procedures that need to be taken during an emergency.

FIRE DRILL- Fire drills are conducted monthly throughout the year. In the event of a fire drill, the buzzer sounds throughout the school and the students exit the building under the guidance of their teacher in a single file line. The students return to their classrooms for instruction upon completion of the drill.

SEVERE WEATHER DRILL- The signal of a tornado drill is an intermittent buzzing sound of the school bell system. Upon hearing this sound, students are directed to a sheltered location within the building, following the procedures indicated by their teacher.

INTRUDER and EDUCATIONAL LOCKDOWN

The signal of an intruder drill is a PA announcement made instructing teachers to follow procedure consistent with the District Safety Plan.

STUDENT DROP OFF/PICK UP

K-5 Arrival Procedures: Students may be dropped off at 7:45

K-5 BUS: students will be dropped off at the end of Wiedemann Drive (near Aquatic Center.) Kindergarten and first grade students will proceed to the Primary playground. Second graders will proceed to the Intermediate playground.

K-5 PARENT DROP OFF AND WALKERS: Students should arrive no earlier than 7:45 at the front of the Rock Ledge Primary Center. All Kindergarten and first grade students should proceed to the Primary playground. Second grade students should be dropped off at the NE corner (past Intermediate entrance) and proceed to the Intermediate playground. There are two lanes in the front of the school. Parents should use the right lane to pick up/drop off their child and immediately enter/exit into the left lane. Please have your child exit the vehicle on the sidewalk side to avoid going into traffic. The left lane is for travel only, not to stop and pick up or drop off. If parents need to enter the building, they should park in the lot in front of the school. Please walk your child across the lot to the front sidewalk for safety.

4 year old Kindergarten Arrival

AM Session- The am session is from 8:00-11:00. Students who attend the am session will line up on the playground before school.

PM Session- The pm session is from 12:00-3:00. Students should arrive at Door # 1 (Rock Ledge Primary Center entrance) no earlier than 11:50. Supervision will remain outside until students are brought into school at 11:55. Students will line up on the front sidewalk before their afternoon session starts.

4K-5 Dismissal Procedures: Dismissal is at 3:00. Please set up a meeting location outside of school.

BUS: All students who ride a bus home will load the busses on the Intermediate playground.

PARENT PICK UP: Parents may pull up using the inside lane to pick up their child and exit immediately without leaving the vehicle. If parents need to enter the school they will need to park in the lot. The inside lane is for pick-up and drop-off only. Please do not park over the crosswalk or in front of the fire hydrant. The students will be dismissed out the following doors:

4K and 5K students will be dismissed out the Primary playground doors and can be picked up near the RLP playground sidewalk.

1st and 2nd grade students will be dismissed out the Primary entrance. Please leave dogs in vehicles or at home when you are picking up your child. For student safety, dogs are not permitted on school grounds.

STUDENT DISMISSAL

Early: If a student is going to be picked up before the regular dismissal time, a parent note should be sent to the office explaining the reason for early dismissal and the pick-up time. In emergency situations, the parent may come to the school or call to arrange for an early dismissal. Please stop at the office to sign the child out before leaving the school. We will call your child to the office at that time.

Change at the end of the day: If students will be changing their regular end of day plan, a note must be sent to the office requesting this change. A change in bus, pick up person, walk or ride, or any other event should be indicated. This prevents students from making decisions on their own in regards to where they will be going at the end of the day. If a parent is going to be late in picking up a child after school, please call the office. Sometimes students become frightened if parents are not here on time.

STUDENT RLP OFFICE PHONE CALLS

Please remember that our students are here to learn. Students can come to the office first thing in the morning to change their normal way home. Disrupting the learning environment affects every student. We ask that you limit calls to deliver messages to students in the classroom. Any calls must be made by **2:30 p.m.** to ensure that the message can be delivered. Please plan ahead so your child knows what he or she is doing at the end of the day. Thank you for your cooperation in making Rock Ledge a great place for students to learn!

VISITORS

All parents/guardians and visitors must report to the main office to sign in on our Visitor's Log and receive a visitor's badge. Before leaving, all visitors must return to the office and sign out. The only exception is if the parent is attending a field trip, upon which they may be asked to sign in with the classroom teacher.

Parents/guardians and visitors are always welcome to join the students for lunch. Adult tickets are available for purchase at the RLP office. For the safety of our students, visitors are not able to join the students on the playground. Thank you for helping to protect the safety of our children.

SEYMOUR COMMUNITY SCHOOL DISTRICT SCHOOL BOARD

POLICIES

ANTI-BULLYING AND ANTI-HARRASSMENT (School Board Policy 411.1)

As used in this policy:

1. “Bullying” refers to severe, systematic, or repeated actions that involve the threatened, attempted, or actual infliction of physical harm or psychological/emotional distress on one or more students, staff, or other persons. Bullying usually (but not always) involves an actual or a reasonable perception of an imbalance of power between the bully and the victim/target. Bullying occurs when someone purposefully engages in written, spoken, nonverbal, or physical behaviors or communications (including but not limited to actions that threaten, intimidate, insult, degrade, or ostracize) that have the effect of doing any of the following:
 - a. Substantially interfering with any student’s education;
 - b. Substantially interfering with a person’s ability to participate in or benefit from any school activity or program;
 - c. Endangering the health, safety, or property of the target(s) of the behavior; or
 - d. Creating a threatening, intimidating, hostile, or offensive environment within any District school, activity, or program.
2. “Cyber-bullying” is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms, and social media. Cyber-bullying is prohibited and treated the same as all other types of bullying.

Younger students might better understand the meaning of “bullying” when the term is defined to include conduct that one person uses on purpose and usually more than just one time to hurt, put down, embarrass, or scare another person, where the person who is being bullied would have difficulty protecting or defending him/herself.

Bullying can involve direct interaction between the aggressor-bully and the target(s), or it can be indirect (such as orchestrating others to engage in acts of bullying, facilitating bullying conduct by others, taking secretive or covert actions, etc.).

While bullying involves deliberate/purposeful conduct, intent/purpose may properly be inferred from the totality of the circumstances (e.g., where the behavior is persistent/repeated or where the responsible party reasonably should have been able to foresee the consequences of his/her actions and the manner in which his/her conduct would be likely to be perceived by the target(s) of the conduct).

Not all behaviors that (1) hurt another person’s feelings; (2) are a manifestation of an interpersonal conflict; or (3) are in some way unkind amount to acts of bullying (or harassment) as defined in this policy. However, such negative behaviors are still a legitimate subject of concern and regulation within the school environment.

Defining Harassment

As used in this policy, the term “harassment” means behavior directed towards another person:

1. which either: (1) is based, in whole or in part, on any legally-protected characteristic or classification, including (with respect to a student victim/target) a student’s race, color, national origin, ancestry, sex, sexual orientation, religion, creed, pregnancy, marital or parental status, or any physical, mental,

emotional or learning disability; (2) is based on some other actual or perceived, but irrelevant, distinguishing characteristic, such as (with respect to a student victim/target) a student's physical appearance, economic status, or social status; or (3) does not serve a legitimate purpose;

AND

2. which either: (1) substantially interferes with a student's school performance, an employee's ability to do his/her work, or any person's ability to perform or participate in a District related function; (2) substantially interferes with a student's ability to participate in or benefit from any school activity or program; (3) creates an intimidating, hostile or offensive environment within any District school, activity, or program; (4) substantially interferes with or endangers the education, health, safety, or property of the victim/target; (5) causes a substantial disruption to any school-related activity or program; or (6) compromises the District's ability to operate efficiently and effectively.

Bullying and Harassment by Students is Prohibited

The District prohibits students from bullying or harassing any person when either the aggressor and/or the target (victim) of the behavior is (1) at school or on school grounds; (2) at any school sponsored activity; (3) using District-provided transportation; (4) under the supervision of a school district authority; or (5) otherwise within the scope of the District's disciplinary jurisdiction (such as conduct that occurs away from school that endangers the health, safety or property of a person who is at school).

Student violations of this policy will normally be addressed through remedial interventions and/or consequences. The exact response applied to a particular incident shall take into consideration the totality of the relevant circumstances, including but not limited to the nature and severity of the conduct, the age and developmental level of the student, and the student's behavioral history. Possible consequences for students who engage in bullying or harassment (or prohibited retaliation) include, but are not limited to revocation of school-related privileges, temporary removal from class or school activities, suspension, expulsion, and/or referral to law enforcement officials for possible legal action.

The District is not able to investigate and impose the same school-related consequences on a student for all out-of-school conduct that, if the conduct had taken place under other circumstances, would have constituted a violation of this policy and been within the school's jurisdiction for suspension or expulsion. However, where a District employee determines, based on communications with students or parents or guardians, that an out-of-school incident (or alleged incident) is having, or is likely to have, a negative effect within the school environment, the Board authorizes District staff to respond to non-school incidents that are brought to the District's attention through activities that may include a parent meeting, safety planning, counseling, or other appropriate interventions.

Application of this Policy to School Officials, District Employees, and Others

The District also prohibits bullying and harassment by District officials, District employees, District volunteers, contracted service providers, and others who are present at a school, on school grounds, or at any school-sponsored activity. While the primary focus of this policy concerns victims/targets who are students, such conduct is prohibited regardless of whether the target of the behavior is a student, school official, District employee, parent or guardian, or other person. When an employee is alleged to have engaged in bullying, harassment or prohibited retaliation, the incident (including the possible imposition of consequences) will be addressed in a manner consistent with the District's procedures for handling personnel matters. When a person

who is neither a student nor an employee violates this policy, the District likewise reserves the right to take appropriate remedial action, including the imposition of possible consequences (such as limiting the individual's access to District property or activities, referral to law enforcement, etc.).

Reports/Complaints; Confidentiality

The District shall establish and implement procedures under which incidents and concerns involving bullying, harassment, or any related allegations of retaliation can be reported and addressed in an appropriate manner.

In addition to any other reporting procedures that are established:

1. When the victim/target of the alleged behavior is a student, a person may report the behavior as a complaint under the District's student discrimination complaint procedures; or
2. When the victim/target of the alleged behavior is an employee, a person may report the behavior as a complaint under the District's employment discrimination complaint procedures; or
3. When the victim/target of the alleged behavior is neither an employee nor a student, a person may report the behavior to the appropriate activity supervisor, building principal, or to the District Administrator. A written complaint is preferred, but, no matter how the report is presented, the person making the report should clearly and expressly identify that he/she is reporting a concern with bullying, harassment, or retaliation.

Although absolute confidentiality cannot be assured, the District will maintain the confidentiality of reports and complaints to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where non-disclosure does not interfere with the District's ability to appropriately process and respond to the report or complaint. Nonetheless, investigating a matter often involves disclosing (directly or indirectly) the identity of persons involved in the particular events/issues. Individuals who have specific concerns about confidentiality should arrange to discuss those concerns with the District as early as possible in the process.

Retaliation and Abuse of Process are Prohibited

Retaliation is prohibited against any person who has reported in good faith (or who is believed to have reported) a possible violation of this policy, or against any person who otherwise participates in any investigation, inquiry, or other proceeding related to an incident, report, or complaint of bullying or harassment. Retaliation includes, but is not limited to, any form of intimidation, harassment, or inappropriate disparate treatment. Such retaliation shall be considered a serious violation of Board policy independent of whether the report, complaint, or allegation in question is substantiated. Allegations or concerns regarding retaliation may be reported to the District using the procedures that are established for reporting harassment and/or bullying.

Knowingly providing false information regarding alleged bullying or harassment, fabricating incidents/allegations, and similar bad-faith conduct shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

For Legal References, please refer to the district website, www.seymour.k12.wi.us to access the Wisconsin Statutes, Administrative Code, and Federal Laws and Regulations.

Adoption Date: 2015

STUDENT CONDUCT AND DISCIPLINE (School Board Policy 443)

The District shall not unlawfully discriminate in standards and rules of behavior or disciplinary actions, including suspensions and expulsions, on the basis of a student's sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

The District shall maintain a Code of Classroom Conduct that has been approved by the School Board. At a minimum, the Code of Classroom Conduct shall set forth (1) any rules of conduct for students that the Board wishes to establish; and (2) standards and procedures surrounding the possible removal of a student from his/her class due to the student's conduct.

In addition to the rules found in the Code of Classroom Conduct, the Board authorizes the District Administrator, and any of his/her appropriately-licensed designees, to set forth additional rules of conduct for students. Further, subject to administrative oversight and to the extent consistent with applicable law and with the District's policies, procedures, and more formal rules of conduct for students, school staff are permitted to issue and reasonably enforce situation-specific conduct directives for students that support the provision of a safe and productive school environment.

Administrative Responsibilities

The District Administrator, building principals, and other licensed administrators serving in an instructional capacity are jointly responsible for the day-to-day management and oversight of student conduct and discipline matters in the schools. The District Administrator and building principals shall:

1. Ensure that time and resources are dedicated to all of the following elements of the process of managing student behavior: teaching expected behaviors to students, notifying students of prohibited conduct, reinforcing positive behaviors, providing appropriate behavioral interventions, and imposing/enforcing disciplinary sanctions and other reasonable consequences for misconduct.
2. Ensure that the District incorporates the management of student behavior as a topic within the District's professional development plan for staff.
3. Evaluate practices and data with regard to student conduct and discipline in order to identify strengths and areas for improvement in the District's policies and practices.

Expectations for Staff and Other Adults Who Supervise Students and Student Activities

All District employees and all other authorized agents of the District who teach, supervise, or otherwise work directly with students ultimately share in the responsibility for the day-to-day implementation of the District's policies, procedures, rules, and directives related to student conduct and discipline. In carrying out their respective responsibilities, the Board expects such employees and agents to comply with the following additional policy guidelines:

1. Such employees and agents are expected to model appropriate behaviors for students in connection with school-related activities, including modeling appropriate responses to conflict.

2. Rules and expectations for student conduct and any sanctions for misconduct shall be implemented and enforced, at a minimum, lawfully, without bias or favoritism, and in a non-discriminatory and non-arbitrary manner.
3. Students shall be timely informed of the reason(s) for any disciplinary sanctions and a reasonable effort shall be made to provide the student with an opportunity to provide his/her viewpoint regarding the situation.
4. Timely communication with a student's parent or guardian regarding student conduct and discipline shall be a priority; and, in connection with matters such as disciplinary removals from class and suspensions from school, such communication is also a legal requirement.

Expectations for Students

The Board expects all students to follow the rules and expectations that are established for student conduct and to demonstrate a developmentally-appropriate level of personal responsibility and accountability for their actions.

For Legal References, please refer to the district website, www.seymour.k12.wi.us to access the Wisconsin Statutes, Administrative Code, and Federal Laws and Regulations.

Adoption Date: 1971

Revision Date: 1990, 1994, 1996, 2015

STUDENT USE AND POSSESSION OF ELECTRONIC COMMUNICATION DEVICES

(School Board Policy 443.5)

This policy is intended to apply to students when they are at school, participating in any school-sponsored activity, and at all other times when the student is subject to the authority and supervision of District officials. At such times and under the conditions established in this policy, students may possess an electronic communication device such as a cellular telephone or other personal electronic device with communications functions or with recording, photographic, or video-imaging capabilities. Students may use such devices only with school permission that has been granted pursuant to this policy.

Building principals are authorized to establish school rules and acceptable use guidelines for students' limited and non-disruptive use of electronic devices for educational, safety, medical, vocational, or other legitimate reasons.

The rules shall permit students at all grade levels to use a personal electronic device as needed (e.g., to contact a responsible adult) in any emergency situation that involves an immediate threat to the health, safety, or property of any person. However, when carrying out school emergency response plans an administrator or other staff member may direct students to turn off their personal electronic devices so that emergency communication networks are not overwhelmed and so that emergency response efforts are not jeopardized.

Students shall not use electronic communication devices:

- To engage in bullying or harassment.
- To communicate test answers, photograph tests, or engage in any other conduct that constitutes or facilitates academic dishonesty.
- To take, disseminate, transfer, or share any images, recordings, or other content that is obscene, lewd, illegal, sexually-explicit, or otherwise inappropriate for the school setting.
- In areas where other people have a reasonable expectation of privacy, including all locker rooms, bathrooms, or other changing areas (except in an emergency).
- To create, communicate, share, or post recordings or images of any other student or staff member without permission from that student or staff member (except in an emergency).
- In violation of the District's rules surrounding students' acceptable use of technology.

Possession and use of an electronic communication device by a student under this policy is a privilege. A student who chooses to exercise this privilege does so subject to the following conditions:

- The District is not responsible for the safety or security of personal electronic equipment that students possess or use at school or at a school-related activity. Students who possess or use such device(s) do so at their own risk with regard to possible theft, damage, misappropriation of data/equipment, or other loss.
- If the District determines that a student has possessed or used such a device in violation of the law, this policy, or a school rule or directive, the student is subject to appropriate school-imposed consequences, such as the possible loss of privileges, suspension, and/or expulsion. The District may also refer certain matters to law enforcement.

- If a District official has reason to suspect or determines that a student has possessed or used an electronic device in violation of the law, this policy, or a school rule or directive, a District official may temporarily confiscate the device and/or turn the device over to law enforcement.
- A device possessed or used by a student may be subject to an appropriately limited search by a District official when the official has reason to suspect that such a search may lead to evidence of a crime or a violation of Board policy or school rules. The scope of any such search will be limited to the suspected violation.

To the extent prohibited by law, school employees shall not request or require a student to disclose the access information for any of the student’s personal Internet account(s), including those that may be accessible through a student’s personal electronic communications device.

Neither this policy nor any school rules shall be construed to limit a student’s ability to possess and appropriately use an electronic device that functions as assistive technology that is necessary for a student’s education and that is required or authorized under an individualized education program (IEP) or a Section 504 plan.

Students shall be informed of this policy annually via student handbooks.

Legal References:

Wisconsin Statutes

- Section 118.258 [student use and possession of electronic communication devices]
- Section 120.13(1) [school board power to set conduct rules and discipline students]
- Section 175.22 [locker room privacy statute and policy requirement]
- Section 947.0125 [unlawful use of computerized communication device]
- Section 995.50(2) [intrusion on the privacy of another]
- Section 995.55 [access to personal Internet accounts]

Adoption Date: 1992

Revision Date: 1996, 2003, 2015

STUDENT NONDISCRIMINATION: EQUAL EDUCATIONAL OPPORTUNITIES **(School Board Policy 411)**

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be unlawfully abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally protected status or classification. Accordingly, the School Board prohibits all forms of unlawful discrimination against students, regardless of the legally-protected status or classification that serves as the basis for any prohibited discriminatory conduct, policy, or practice. When based upon a legally protected status or classification, examples of unlawful and discriminatory acts can include:

1. The denial of admission to any public school;
2. The denial of participation in, equal access to, or the benefits of any curricular, extracurricular, student services, recreational or other program/activity;
3. The discriminatory and inequitable provision of resources among comparable curricular or extracurricular programs;
4. Any action, policy, or practice, including segregation, bias, stereotyping, or student harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons, or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on a legally-protected classification or characteristic.

Children of homeless individuals and unaccompanied youth (youth not in the custody of a parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as those 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 all appropriate and legally-required accommodations, educational services, and/or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability and regardless of whether the student qualifies for the District's special education program. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for such accommodations shall be made in writing and shall be submitted to and acted upon by the building principal. Accommodations may include, but are not necessarily limited to, being excused from participation in an activity, alternative assignments, release time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any such accommodations granted under this policy shall be provided to students without prejudicial effect.

This policy shall not be interpreted to prohibit the District from (1) providing special programs or services based on student need, including gifted and talented, special education, school-age parents, bilingual bicultural, at risk, and other special programs; or (2) placing a student in a school, program, class, or activity based on

objective standards of individual need or performance. All District career and technical education opportunities will be offered to students on a nondiscriminatory basis and in a manner consistent with this policy.

Complaints alleging a violation of any aspect of this policy may be filed and shall be processed in accordance with the District's student discrimination complaint procedures, as adopted in connection with this policy.

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

Designation of Compliance Officer. The administrator holding the following position is designated as the District's equal educational opportunities compliance officer ("Compliance Officer"):

Pupil Services Director
Seymour Community School District
10 Circle Drive, Seymour, WI 54165
920-833-2304 or 920-833-5159

The Compliance Officer is authorized to receive complaints brought under this policy and its related complaint procedures. The Compliance Officer also serves as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints) and Section 504 and Americans with Disabilities Act Coordinator (disability rights and disability-based discrimination issues) for all student and all non-employment related matters. The Business Manager or District Administrator shall perform the duties of the Compliance Officer if the Compliance Officer is temporarily unavailable or if a complaint involves any alleged improper conduct by the Compliance Officer.

Confidentiality of Reports and Complaints. Although absolute confidentiality cannot be assured, the District will maintain the confidentiality of discrimination reports and complaints to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where nondisclosure does not interfere with the District's ability to appropriately process and respond to the report or complaint. Nonetheless, investigating a matter often involves disclosing (directly or indirectly) the identity of persons involved in the particular events/issues. Individuals who have specific concerns about confidentiality should arrange to discuss those concerns with the District as early as possible in the process.

Retaliation Prohibited. No employee, officer, agent or representative the District shall unlawfully retaliate against, harass, intimidate or otherwise impose any improper consequence against any person who (1) pursues any complaint under this policy and its related complaint procedure; or (2) otherwise participates in the resolution of any report, complaint, or investigation involving an alleged violation of this policy. Further, any act of retaliation, harassment, or intimidation performed by a student against any such persons who are involved in the complaint process would itself constitute a violation of school rules and District policy, and subject the student to appropriate disciplinary action.

Abuse of Process Prohibited. Failure to act in good faith while participating in the resolution of any report, complaint, or investigation under this policy or its related complaint procedure constitutes an abuse of process and subjects an employee or student to potential discipline. Abuse of process includes the pursuit of a complaint that the complaining party knows to be false or wholly frivolous, the intentional provision of false or misleading

information during the processing of a complaint or other investigation, and other actions that constitute a violation of any District policy or rules.

NONDISCRIMINATION STATEMENTS AND DISSEMINATION OF POLICY AND DISCRIMINATION COMPLAINT PROCEDURES

In addition to including express nondiscrimination statements in other Board policies where required by law:

1. A legal notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the District's official newspaper.
2. A student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks, and other similar published materials distributed to the public describing school activities and opportunities.
3. The student discrimination complaint procedures shall be disseminated to students, parents and guardians, employees and others to inform them about the proper process for submitting a complaint. The information shall be published in student, parent and staff handbooks, and the procedures or a reference to the procedures may be published or posted in other appropriate locations (e.g., the District website, guidance offices, etc.).

MAINTENANCE OF COMPLAINT RECORDS; REPORTS AND EVALUATIONS

The District's equal educational opportunities compliance officer shall be responsible for ensuring that the District maintains adequate records of complaints filed under the District's student discrimination complaint procedures and for directing the timely preparation of the annual or other reports and evaluations regarding nondiscrimination initiatives and compliance that the District is required to conduct and/or provide to the Department of Public Instruction. In addition, the District is required to formally evaluate the status of nondiscrimination and equality of educational opportunity in the District at least once every five years.

Legal References:

Wisconsin Statutes

Section 118.13 [student nondiscrimination; policy/procedures required]

Wisconsin Administrative Code

PI 9 [student nondiscrimination; policy/procedure/notice/report/evaluation required]

PI 41 [accommodating student religious beliefs; policy required]

Federal Laws

Title IX, Education Amendments of 1972 [sex discrimination]

Title VI, Civil Rights Act of 1964 [race, color and national origin discrimination]

Section 504 of the Rehabilitation Act [disability discrimination; free and appropriate public education (FAPE) and reasonable accommodations]

Title II of the Americans with Disabilities Act [disability discrimination, reasonable accommodations]

Individuals with Disabilities Education Act [programs and services for students with disabilities]

McKinney-Vento Homeless Assistance Act [equal access for homeless students, required policies to remove barriers]

Adoption Date: 2015

SAFE AND RESPONSIBLE USE OF THE INTERNET & OTHER TECHNOLOGY RESOURCES (School Board Policy 363.2)

Consistent with applicable federal laws, the School Board believes that the best approach to student safety as it relates to use of the Internet and other electronic resources involves a combination of technology protection measures, monitoring and instruction. The District's comprehensive approaches to student Internet/technology safety shall take into account the differing ages and instructional levels of the students in the District.

It shall be the responsibility of the District Administrator, Business Services Director, Technology Director to:

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

Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access other materials or communications, other than visual depictions, that are inappropriate for students. Recognizing that there will always be room for possible improvement in connection with the District's efforts at prevention, all employees, parents and guardians, and students are encouraged to report to their child's building principal, any complaints or concerns regarding student access or exposure to any content, activities or communications that may be harmful, deceptive, or otherwise inappropriate or objectionable.

2. Develop and implement procedures that provide for the monitoring of students' and other authorized users' activities when using District-provided equipment or District-provided network access or Internet access. Such monitoring may sometimes take the form of direct supervision of students' and minors' online activity by school personnel, but the Board recognizes that constant, direct supervision is not a practical expectation.
3. Develop and implement an instructional program that is designed to educate students about acceptable and responsible use of technology and safe and appropriate online behavior, including (a) safety and security issues that arise in connection with various forms of electronic communication (such as e-mail, instant messaging, and similar technologies); (b) interacting with other individuals on social networking sites and in chat rooms; and (c) cyberbullying awareness and response. Such educational activities shall include (but shall not consist exclusively of) reinforcement of the provisions of the District's rules regarding students' acceptable and responsible use of technology while at school.
4. Maintain, revise and enforce rules and procedures concerning the acceptable, safe, and responsible use of the District's Internet access infrastructure and other technology-related District resources by any person who is authorized to use the District's systems and equipment, including any student, District employee, District official, or other authorized user. These rules and procedures shall complement structural and systemic supports that are implemented to further encourage and facilitate the acceptable, safe, and responsible use of the District's technology-related resources. To the extent appropriate to various groups of users, and with all such additions as the administration deems necessary or appropriate, those rules and procedures shall:

- a. Address and prohibit the unauthorized collection, disclosure, use and dissemination of personal and personally-identifiable information regarding students and minors, as particularly applicable to technology-based resources;
- b. Address employees' obligations regarding the proper retention of District records, maintaining the confidentiality of student records, and avoiding inappropriate disclosures of District records;
- c. Prohibit unauthorized user access to systems, networks and data;
- d. Prohibit the use of District resources to access and/or transmit inappropriate material via the Internet, electronic mail, or other forms of electronic communications;
- e. Provide notice to users that there is no District-created expectation of privacy in their use of District technology resources. Accordingly, except where prohibited by state or federal law: (1) the District reserves the ability to track, monitor, and access all data, files, communications, or other material that users create, store, send, delete, receive, or display on or over the District's Internet connection, network resources, file servers, computers or other equipment; and (2) all aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, may be monitored and tracked by District officials; and
- f. Provide notice to users regarding possible consequences for violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources.

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

Legal References:

Wisconsin Statutes

Section 120.12(1) [school board duty; care, control and management of school property and affairs of district]

Section 120.13(1) [school board power to adopt conduct rules and discipline students]

Section 120.18(1)(i) [report on technology used in the District]

Section 943.70 [computer crimes]

Section 947.0125 [unlawful use of computerized communication systems]

Wisconsin Administrative Code

PI 8.01(2)(k) [integration of technology literacy and skills in curriculum]

Federal Laws and Regulations

Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (NCIPA) [policy and other requirements related to Internet safety]

Protecting Children in the 21st Century Act [Internet safety policy requirement; education of students regarding appropriate online behavior]

Children's Online Privacy Protection Act (COPPA) [parent control over personal information collected by websites from their children]

E-rate funding requirements [technology plan and other requirements]

Adoption Date: 2015

STUDENT DISCIPLINE (School Board Policy 447.3)

Sound disciplinary measures shall be maintained in the Seymour Community School District. All school employees shall insure that proper student conduct is maintained in classrooms, halls, on school premises, and on scheduled school sponsored field trips. A Positive approach to discipline shall be used, taking into account the dignity of the student, the seriousness of the infraction, and the need for positive student motivation. Discipline shall be enforced impartially and fairly by all school employees. Corporal punishment shall not be used as a disciplinary measure.

When a staff member is unable to adequately handle a behavioral situation, he/she should immediately contact the building principal. The building principal shall develop appropriate rules to promote desirable student behavior and discipline. Students who commit serious acts of misconduct or who repeatedly violate school rules make themselves eligible for suspension or expulsion.

The Seymour Community School District shall not discriminate in standards of rules of behavior or disciplinary measures, including suspension and expulsion, on the basis of sex, race, national origin, color, religion, ancestry, creed, pregnancy, or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Suspension: The building principal or designee may suspend a student from school for the period of time authorized by law for any of the following reasons:

1. noncompliance with District policies or school rules;
2. knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. conduct while at school or under the supervision of a school authority which endangers the health, safety or property of others (this includes making a threat to the health or safety of a person or making a threat to damage property); or
4. conduct while not at school or while not under the supervision of a school authority which endangers the health, safety or property of others at school or under the supervision of a school authority, or of any District employee or School Board member; or
5. violation of any state or federal law which requires suspension

The district administrator, building principals, or designee shall be authorized to suspend a student for a period not to exceed five school days. Except as otherwise specifically provided by law, a student may be suspended for up to fifteen days when notice of an expulsion hearing has been sent. A student will only be suspended if it is determined that he/she is guilty of noncompliance with the school rule or of the conduct charged, and that his/her suspension is reasonably justified. Suspended students shall be allowed to make up any examinations or classwork missed during the suspension period in accordance with the districts; student attendance procedures. All suspensions shall be administered in accordance with state law.

Expulsion: Students may be recommended to the School Board for expulsion from school if they have engaged in any of the following type of conduct:

1. repeated refusal or neglect to obey District policies or school rules;
2. knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. conduct while at school or under the supervision of a school authority which endangered the property, health or safety of others (this includes making a threat to the health or safety of a person or making a threat to damage property);
4. conduct while not at school or while not under the supervision of a school authority which endangered the property, health or safety of others at school or under the supervision of the school authority, or of any District employee or Board member; or
5. the student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under any of the other reasons for expulsion outlined in 1-4 above; or
6. engaging in conduct outlined in state law which requires the student's expulsion

Legal References:

Wisconsin Statutes

- Section 118.127 [use of law enforcement records as sole basis for suspending or expelling students from school prohibited]
Section 118.16(4)(b) [conditions for making up examinations and coursework missed during suspensions as per student attendance policy]
Section 120.13(1) [board power to suspend or expel students from school]

Federal Laws

Individuals with Disabilities Education Act (IDEA) [programs and services for students with disabilities; includes requirements related to change of placements and providing continued educational services during period of expulsion]

Adoption Date: 1978

Revision Date: 1990, 1994, 1996, 2015

STUDENT QUESTIONING BY NON-SCHOOL PERSONNEL (School Board Policy 445-Rule)

Conferences with or the questioning of members of the student body will be permitted by legal representatives of other agencies, such as law enforcement officers and social service agencies within the following guidelines:

1. Law enforcement officers, with the exception of the school liaison officer or his/her designee, may not remove a student from the school buildings while the student is properly in attendance without the permission of the parent/guardian or unless a warrant for the student's arrest or an official order of a judge of a children's court is presented or as provided in state law. Law enforcement officers may be permitted to question a student in the school, but only after the parent/guardian of the student have been informed of such questioning, unless the questioning concerns a school related matter. The school contact person is responsible for making this contact and assuring that an accurate log is maintained (see attached exhibit). The school contact person shall be the principal, principal's designee, PLO, or administrators.

The district's PLO shall operate in accordance with the terms of his/her role description, State Law, and School Board Policy. In conducting investigations, interrogating students, and questioning students, the PLO shall operate under the policies of the Board of Education. He (she) does not have to have prior parental approval before questioning students. However, should the PLO investigation lead to non school related criminal charges, "normal" police rules and procedures must be followed. PLO investigations of non-school related items shall be discouraged, however should the PLO determine it necessary, such investigation must include proper prior notification of parents as required of all other law enforcement officers. In cases where the line between school/nonschool relationships is not clear, the PLO shall use his (her) judgment.

The designated school contact official may permit the law enforcement officer to question the student privately, but only after the officer has discussed the situation with the school official and it is determined that the situation warrants such privacy.

2. Social workers and counselors from agencies other than the school may not remove a student from the school building while the student is properly in attendance without the permission of the parent/guardian, or unless the student is under the legal custody of the agency represented.

Social workers and counselors from agencies outside the school may counsel with a student upon presentation of permission to do so either by the parent/guardian or the agency holding legal custody.

3. If questioning in either number (1) or (2) above pertains to a suspected child neglect or abuse case, the legal representative or the out of school agency shall inform the designated school official of the reasons for required confidentiality. The designated school official may permit the student to be questioned privately and without prior parental or guardian approval if circumstances of the situations are in the best interest of the student.

4. All legal representatives of other agencies are required to report to the principal's office or his/her designee before meeting with any students.

Legal Reference:

Section 48.981 Wisconsin Statutes

Adoption Date: 1972 Revision Date: 2011

STUDENT USE AND POSSESSION OF WEAPONS (School Board Policy 443.6)

This policy applies to all students of the District, regardless of age.

Weapons Prohibited

1. No student shall possess, use, store, transfer or make accessible to another person any weapon while the student is (a) at school or under the supervision of a school district authority, regardless of the student's location; (b) in any building or facility or on grounds or premises owned, occupied or controlled by the District, at any time; (c) in any District-owned vehicle or on any form of District-provided transportation, at any time; and/or (d) participating in or attending any District-sponsored program or activity.
2. No student, while not at school or while not under the supervision of a school authority, shall possess, use, store, transfer or make accessible to another person any weapon in a manner which (a) endangers the property, health or safety of others who are at school or under the supervision of a school authority; or (b) endangers the property, health or safety of any employee or School Board member of the District.
3. No student shall keep or store, or allow any other person to keep or store, a weapon in a vehicle at any time when the vehicle is located on school premises or on other property owned, occupied or controlled by the District.
4. No student shall falsely represent as a weapon anything that, although not actually a weapon, has (or has been given) the appearance of a weapon (e.g., to intimidate or threaten another person).

Exceptions to the Prohibitions against Student Possession of Weapons

The prohibitions on weapons identified above do not apply in the following circumstances:

1. Where state or federal law prohibits a school district from restricting any student's right to possess or use any weapon in a location or at a time otherwise covered by this policy.
2. Where a weapon, other than a firearm, bomb, explosive or similar destructive device, has been approved by the building principal, in advance, for purposes of a specific demonstration or educational presentation, provided that the weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.
3. Where a student possesses and uses a firearm or other hunting weapon and is legally hunting, in season, within the school forest pursuant to hunting activities that have been authorized by the Board.
4. Pursuant to any other exception that is consistent with applicable law and that is approved in advance by a motion of the Board.

In addition, it shall not be considered a violation of this policy for a student to possess or use a potentially dangerous object or substance, other than a firearm, destructive device or electric weapon, which might otherwise fit this policy's definition of a weapon or which might improperly be used as a weapon (e.g., certain knives, cutting instruments, equipment, or tools), provided that (1) the object or substance has been authorized or issued by the District; and (2) the object or substance is possessed and used exclusively for its limited and authorized purpose(s).

Definition

As used in this policy, the term "weapon" includes, but is not necessarily limited to, the following:

1. any firearm, including a starter gun, whether loaded or unloaded, assembled or unassembled, partial or complete;
2. any bomb, explosive, or similar destructive device;
3. any device which is designed, used or intended to be used to immobilize or incapacitate persons by the use of electric current;
4. any beebee or pellet-firing gun that expels a projectile through the force of air pressure;
5. any poisons or dangerous chemicals, including pepper spray;
6. any ammunition;
7. knives and other cutting instruments;
8. any device designed as a weapon and capable of producing death or great bodily harm;
9. any other object which, in the manner it is used or intended to be used, is calculated or likely to produce significant injury or bodily harm; or
10. any other device or object defined as a weapon by state or federal law.

Additional Student Responsibilities

Students are responsible for taking reasonable steps, in advance, to ensure that any item in their possession or control is not prohibited by this policy. Students who have questions about whether an item is covered by this policy, or whether a particular exception identified in this policy may apply in a specific context should contact their building principal or the District Administrator.

A student who finds him/herself inadvertently in possession of a weapon in violation of this policy shall immediately surrender the weapon to a school staff member. An investigation will occur into the circumstances surrounding the possession and surrender of the weapon, and a decision will be made whether to discipline the student, or not, after a consultation between the principal and the District Administrator. If the weapon is surrendered before the student is discovered to be in possession of the weapon and before any incident or disturbance occurs involving the weapon, such factors shall weigh in favor of the student.

If any student has reason to believe that any student, District employee, volunteer, visitor or other person possesses, or has used or stored a weapon in violation of this policy or any other District policy, the student should immediately report that belief to a teacher, building principal or other responsible adult. Any act of retaliation against a student who, in good faith, reports a possible violation of this policy or participates in the investigation of such a report is prohibited.

Sanctions for Violations

Any time school officials determine that a student has possessed or used any firearm, bomb, explosive or similar destructive device, or any other weapon while at school or while under the supervision of a school authority, an administrator shall refer the student and the incident to law enforcement or to another representative of the criminal or juvenile justice system. In situations involving a student's possession of a firearm, bomb, explosive or similar destructive device, an administrator shall also suspend the student and commence expulsion proceedings, and the Board shall expel the student from school for at least one year. The Board may modify this expulsion requirement on a case-by-case basis, provided that any such modification is documented in writing. In situations involving other weapons violations under this policy, the student shall be referred for potential disciplinary action, up to and including possible expulsion from school. Where applicable, the District may also impose sanctions under the school activity/athletic code. The requirements of this paragraph (1) do not apply to a student who is legally hunting in the school forest, as described above in this

policy; and (2) shall be construed and implemented in a manner that is consistent with the requirements of the Individuals with Disabilities Education Act.

Notices Students shall be given notice of the conduct prohibited by this policy and the related student responsibilities via the Student Handbook.

Legal References:

Wisconsin Statutes

Section 118.07 [school safety plans] Section 118.31 [use of reasonable force to obtain weapon] Section 120.13(1) [board authority for rule-making and for suspension and expulsion] Section 120.13(38) [board authority to permit hunting in the school forest] Section 941.295(1c)(a) [definition of “electric weapon”] Section 943.13 [criminal trespass law, includes provisions related to carrying firearms] Section 948.60 [possession of a dangerous weapon under 18 years of age] Section 948.605 [gun-free schools zones] Section 948.61 [dangerous weapons other than firearms on school premises]

Federal Laws

Gun-Free Schools Act [student possession of firearms prohibited; student referral to law enforcement/juvenile justice system required in policy] 18 U.S.C Sec. 921(a) [federal definition of “firearm” (including destructive devices) that is used within the Gun-Free Schools Act and within state law governing suspensions/expulsions for firearms - section 120.13(1)(c)(2m)] Individuals with Disabilities Education Act [programs and services for students with disabilities; includes authority to order change of placement for weapons possession]

Adoption Date: 2015

PROCEDURES FOR THE MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS (School Board Policy 347-Rule2)

A. Content of Records- Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, records necessary for and available only to persons involved in the psychological treatment of a student, records created or received by the District after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student, and law enforcement unit records.

1. Progress Records

2. Behavioral Records

a. Law enforcement agency records

b. Court records

c. Physical health records

d. Patient health records

3. Directory data

4. Law enforcement unit records

B. Confidentiality

1. Release of Student Records to Students and Parents or Guardians
2. Access to Student Records (Other than Patient Health Care Records) by School Officials
3. Release of Student Progress and Behavioral Records (Other than Patient Health Care Records) to Others
4. Release of Patient Health Care Records
5. Release of Directory Data
6. Transfer of Records

C. Maintenance, Disclosure and Destruction of Student Records

D. Parent/Guardian/Student Requests for Amendments of Student Records

E. Complaints regarding alleged noncompliance with federal requirements

F. Annual Notice-Parents, guardians and adult students shall be notified annually of the following: (1) their rights to inspect, review and obtain copies of student records; (2) their rights to request the amendment of the student's school records if they believe the records are inaccurate, misleading or otherwise in violation of the student's rights of privacy; (3) their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; (4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and, (5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education. Parents and guardians of secondary school students shall also be notified of their option to request the District not to release the secondary school student's name, address or telephone listing to military recruiters or institutions of higher education without prior written parental consent. The notice shall be distributed to parents and guardians and adult students at the beginning of each school year. When a student transfers into the District after the above notice has been given, the student and his/her parent(s) or guardian shall receive a copy of the notice at the time and place of enrollment.

This policy was adopted by the Seymour Community School Board on 2015. To access the FULL policy, please go to the district website at www.seymour.k12.wi.us and access the school board policies.