

**BLACK CREEK
ELEMENTARY/MIDDLE
SCHOOL**



**STUDENT-PARENT HANDBOOK
2023-2024**

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BLACK CREEK MISSION STATEMENT

Black Creek Elementary/Middle School will provide each student with successful educational opportunities and experiences that will enable students to:

- 1) Attain good self-esteem; to appreciate who they are
- 2) Solve problems
- 3) Think and act critically and independently

WELCOME

I would like to take this opportunity to personally welcome you to another exciting school year. I look forward to meeting and working with each of you.

This handbook is designed to aid parents and students in accessing basic school information throughout the year. Please take time to review this information with your child(ren) to make sure they understand the basic expectations and their part in making this school year a quality year educationally.

The Black Creek Elementary/Middle School staff, working with the parents and the community, are committed to excellence and will provide quality education to all. Feel free to contact me or any of the other staff members if you have a question. We are a team.

Each week a Bobcat newsletter will come out to each family. This letter includes the upcoming week’s hot lunch menu. Please look for this newsletter.

During this school year many communication tools will be added to our web site. Through hard work and good home-to-school communication we will continue achieving excellence.

Jason Wesenberg, Principal

SCHOOL INFORMATION

- OFFICE HOURS: 7:30 a.m. – 3:30 p.m.
- TELEPHONE NUMBER: 984-3396
- FAX: 984-9303
- SCHOOL HOURS: 7:55-3:05
- WEB SITE: <https://www.seymour.k12.wi.us> (click on Black Creek)

SCHOOL CALENDAR 2023-2024

A calendar is available to all families. At any time stop in the office and we will get you a copy if necessary. There is also a copy available on our website.

SCHOOL/STAFF PHONE CONTACT

<u>ADMINISTRATION, FACULTY, STAFF</u>	<u>Ext</u>
Principal	Jason Wesenberg 105
Head Admin. Assist.	Holly Rusch 100
Maintenance	Jeff VandenLangenberg 149
Learning Support	Lauren Gauerke 124
4K	Donna Raye 116
Kindergarten	Tracey Poch 118
Kindergarten	Jade Laatsch 117
Grade 1	Samantha Jacob 119
Grade 1	Julie Wheelock 120
Grade 2	Kendra Miller 121
Grade 2	Greg Baranczyk 122
Grade 3	Lisa Scheuerell 125
Grade 3	Lydia Ullmer 126
Grade 4	Erin Heiden 129
Grade 4	Molly Haidlinger 128
Grade 5	Kate Laurent 127
Grade 5	Sara Ambrosius 130
Resource	Andrea Smet 114
Resource	Chris Rettler 131
Middle School	Ashley Wing 138
Middle School	Lauren Davy 143
Middle School	Matthew Braun 137
Middle School	Mark Schmoll 140
Middle School	Sara Hronek 144
Middle School	Melissa Seidl 142
Art	Nancy Schanke 134
Band	Ryan Alban 160
Music-Vocal	Ashley Koffarnus 161
P.E./Health	Crystal Helm 162
Learning Support	Amy Schumacher 123
Student Support (RISE)	Deb Tingo 124
School Counselor	Meghan Markham 104
Library Media Specialist	Michelle Erickson 136
Instructional Tech Coach	Katie Grassel 337
Speech/Language	Carlie Pittner 115
District Nurse	Jesse Weeman 102
School Psychologist	Rachel Pautz 107
Instructional Aide	Kathy Pachouwer 151
Instructional Aide	Dawn Geurts 136
Instructional Aide	Lisa St John 159
Instructional Aide	Jeni Jorgenson 159
Instructional Aide	Theresa Gilbertson 159
Instructional Aide	Jennifer Wagner 159
Instructional Aide	Deb Coenen 159
Instructional Aide	Darcie Wichman 123
Food Service	147

EXTENSION NUMBERS ARE LISTED AT THE BEGINNING OF SCHOOL YEAR. CHANGES MAY OCCUR. PLEASE CALL EXTENSION 100 FOR ASSISTANCE.

SCHOOL FEES

School fees for students are uniform throughout the Seymour District. Fee amounts for 2023-2024 are as follows:

Grades K-5 - \$10.00

Grade 6-8 - \$20.00

In addition there is an optional \$6.00 physical education lock fee for all grade 6 and new grade 7 and 8 students if they would like one or if they choose to dress out for PE; which is optional in grades 6th-8th. Only school purchased locks are allowed on gym lockers.

BOBCAT BRAIN BOOST BREAKFAST & HOT LUNCH

Brain Boost Breakfast & Lunch time are very important times of the day for our students. Students can deposit lunch money into their accounts any day of the week by dropping envelopes supplied into the drop box outside of the office. Please remember to include your child(s) name to ensure proper credit to their account. 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

Brain boost prices for the 2023-2024 school year are as follows:

Grades K-5 - \$1.40

Grades 6-8 - \$1.50

Ala Carte Milk - \$.40

Lunch Prices for the 2023-2024 school year are as follows:

Grades K-5 - \$2.70

Grades 6-8 - \$2.80

Ala Carte Milk - \$.40

Our school Brain Boost breakfast & school lunch programs provide Free or Reduced meals to qualifying families. This is a great program and is completely confidential. Please contact the office for a form.

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.

MILK BREAK (FOR K-5TH GRADE STUDENTS)

Milk break is a separate event other than breakfast and lunch. Milk break is a separate account and payment other than breakfast and lunch. If you would like your child(ren) to have a milk during milk break there are two payment options:

- Option 1) pay \$45.00 for the school year
- Option 2) pay \$15.50 for a trimester

*****Please note the follow information:***

- Milk break fee (“milk fee”) is if your K-5 child(ren) chooses to take a milk during their scheduled milk break time in the classroom. If the quarterly or yearly fee isn’t paid they can’t take a milk during their milk break time in the classroom
- Any child not receiving a milk at this time will have other options available (like water)
- Any family qualifying for the Free or Reduced Lunch Program with children in grades K-5, can receive free milk for milk break. (This program is subsidized by the State of WI)

ABSENCES AND ATTENDANCE

Regular attendance is vital to your child’s success in school and is required by law. Students who are absent several days may be contacted by office staff to check on and be informed of the child’s status.

Truancy proceedings may be filed on students with attendance problems.

Parents need to remember that attendance patterns are developed in our children’s schooling years. These patterns may carry over into employment areas in the future.

In situations where it is necessary for a student to be absent from school, please call the school (984-3396 – Option 2) by 8:30 a.m. If he/she is to be absent more than one day, please call each day. This attendance line can be called 24 hours a day, 7 days a week. If the school office is not notified regarding the absences the child is considered unexcused.

ILLNESS

When a student becomes ill at school, the parents are contacted and asked to bring the student home.

When a student is ill with a communicable disease, the parent should report this to the school so information can be given as to the time a student is to remain home. The school will report these illnesses to the Health Department. Communicable diseases that need to be reported include: chicken pox, measles, mumps, whooping cough, covid-19, etc.

Students 4K-8 are expected to go outdoors for recesses. Students returning after illnesses may remain in for recess on a day to day basis with a written parent request. For longer periods of time, a doctor's statement is required.

MEDICATIONS

School Board policy states that school personnel may not administer medication (i.e.) prescriptions, aspirin, Tylenol, cough drops, etc. without the appropriate written authorizations. If your child must receive medication during the school day, please request the necessary forms from the school office. Middle school students may carry inhalers if they have a signed medical doctor form in the office. All medicine **MUST** be in original container or they will be immediately returned home with the student.

INJURIES

A student injured at school or during a school sponsored activity is to report the injury immediately to the staff member in charge of the student or to the homeroom teacher. Accident reports are made out on serious injuries. Parents are contacted by the school as soon as possible when a student is seriously injured in order to pick up the child and seek medical attention. Each school year a number of students become ill or injured during the day and we are unable to reach anyone because numbers have changed. Please keep the office informed of any changes in emergency numbers. This will allow us to meet the needs of your child(ren) as fast as possible.

PHYSICAL EDUCATION

All children are required to take physical education classes unless the student has a written excuse from a medical doctor. Students may be excused on a one day basis with a written parent request. Students in grades K-8 must wear gym shoes for physical education. Students in grades 6-8 may shower after gym class.

LOST AND FOUND

When students misplace clothing or other articles they should inform their classroom teacher. Small articles that are found such as jewelry may be brought to the office while larger articles must be taken to the lost and found. Articles left in the lost and found after a period of time will be donated.

EMERGENCY SCHOOL CLOSING

On days when it will be necessary to close school because of inclement weather, the announcement of school closing will be made near 7:00 a.m. over TV stations channels 2,5,11, and 26 and radio stations WOGB, WDUX, WIXX, WNCY, WROE, WGEE, WNFL, WECB and the Alert Now system. Listen on bad weather days to one of these stations so that you will be prepared for your child's early arrival home. It is a good idea for each family to have a plan for days when school is closed early.

EARLY DISMISSAL

On occasion, it will be necessary for a student to leave during the school day. In order to leave the building, he/she will need a note from a parent which includes a request to dismiss the student early, the reason for early dismissal and the time the parent would like to have the student dismissed. The parent will need to stop in the office to sign the student out.

REPORT CARDS AND PROGRESS REPORTS

When your child brings home his/her report card, go over it carefully with him/her and set goals for the upcoming grading period. Sign the envelope or slip as needed and return it to school. Your signature does not indicate approval or disapproval of your child's grades; it merely indicates that you have examined the report card. If you have comments, please return a note with your child's envelope. Your comments are always welcome. If you have any questions or concerns regarding your child's progress in school, please contact your child's teacher. Working together you and the teacher can make arrangements for the amount of progress monitoring you feel is needed. Students in grades 6-8 will receive only electronic copies of their report cards through the PowerSchool portal.

CONFERENCES

Good home-to-school communication is important and parents should feel free to contact teachers throughout the school year. Parent-Teacher Conferences are scheduled in fall for all students and as needed during the remainder of the school year.

PARENT/GUEST VISITATION

Parents/Guests are required to sign in at the office, and obtain a visitor badge. Parents/Visitors wishing to work with our students must complete and pass a background check.

HOMEWORK

Homework is for the purpose of reinforcing and extending learning beyond the classroom. At times a student may have homework because he/she has not made responsible use of school time. If there are any questions concerning homework, please call or see the teacher immediately to clarify the matter.

Student Role in Successful Homework

- Be attentive to the assignment being made.
- Request further explanation if and when the assignment is not clear.
- Understand his/her responsibilities before leaving the classroom.
- Organize his/her out-of-school time so that adequate time for study is provided.
- Complete the homework in accordance with teacher expectations.

Parent Role in Successful Homework

- Become acquainted with the goal and processes of the school.

- Provide the best possible physical conditions conducive to study.
- Help the student organize his/her out-of-school time.
- See to it that school nights are not encroached upon by other activities.
- Encourage development of the habit of independent work.
- Communicate concerns regarding homework to the teacher.
- Share with the student the responsibility for the care and return of all school property involved in homework assignments.

GENERAL SCHOOL RULES (443)

Students in Black Creek Elementary/Middle School are expected to display mutual respect to all. The students are to act like young ladies and gentlemen, and to take pride in everything they do. The following is a general list of prohibited behaviors:

- Profanity or vulgarity including all verbal, written or gesture forms.
- Fighting and disruptive behavior.
- Defacing or destruction of and/or theft of, public or private property.
- Possession of dangerous or inappropriate materials not limited to, but including: pornographic literature, weapons or items that may be used as weapons, combustibles, alcohol or controlled substances.
- Abusive or inconsiderate behavior towards others.
- Playing any physical, aggressive games which may result in student injury i.e. throwing snowballs, tackle football.
- Smoking in school or possessing tobacco/vape products on school premises or at a regular school function.
- Possession of unauthorized toys, games, or electronic equipment unless specifically requested or needed for class. Students are encouraged to leave the above mentioned items at home. The school cannot be held responsible for these items if lost or damaged. Permission might be given for these items during recess, bus rides, or lunch breaks: all at the students own risk.
- No clothes, jewelry or apparel may be worn that is detrimental to the educational environment/programs of our school or the safety of our students. Students may not wear clothing that advertises alcohol, tobacco/vape or controlled substances, displays inappropriate language, or portrays graphic / inappropriate images. In addition students will be asked to change out of clothes that cause a distraction in the classroom by exposing too much of the body, this may include such things as shoulders, upper thigh, etc. The school administrator will determine the appropriateness of any questionable clothing.

BEHAVIOR EXPECTATION MATRIX (Responsive Classroom Environment with Positive Behavior Interventions)

Classroom

- Be Respectful
 - Follow classroom expectations
- Be Responsible
 - Keep your work space and classroom clean and organized

- Try your best
- Be Safe
 - Control your body and materials so everyone can learn
- Be Kind
 - Respect the learning of others

Hallway

- Be Respectful
 - Use your quiet voice and stay in your personal space
 - Hoods and hats stay off during school hours
- Be Responsible
 - Keep belongings in or appropriately placed under lockers
 - Carry teacher pass for office visits
- Be Safe
 - Walk on the right side with bodies facing forward
- Be Kind
 - Acknowledge people positively
 - Keep hands to your own locker and personal items

Playground

- Be Respectful
 - Speak and interact acceptably with everyone
- Be Responsible
 - Use and return playground equipment appropriately
 - Follow playground expectations:
 - Use appropriate voice intonation and language when talking to recess supervisor and peers.
 - Proper use of playground equipment:
 - Go up the stairs and down the slide feet first
 - Two people per teeter-totter
 - Sit in swings
 - Retrieval of balls that go into neighboring yards will be by staff only
 - Cross monkey-bars using hands only
 - Play tag in designated grass and blacktop areas
 - The use of: sleds, snowboards, rollerblades, hee-lies, or skateboards are prohibited on the grass or blacktop areas of the playground
- Be Safe
 - Control your body and stay within playground boundaries
- Be Kind
 - Be considerate through your words and actions

Lunchroom

- Be Respectful
 - Stay seated until dismissed
 - Use restaurant voices and manners
- Be Responsible
 - Keep your space neat and dispose of lunch items appropriately
- Be Safe
 - Hands, body and objects to self
- Be Kind
 - Welcome others to sit by you

Bathroom

- Be Respectful
 - Speak quietly
 - Respect bathroom fixtures
- Be Responsible

- Wash hands
- Keep walls, stalls, and floors clean
- Be Safe
 - Keep water in sink
- Be Kind
 - Respect privacy and personal space

Bus

- Be Respectful
 - Speak appropriately and quietly to everyone
- Be Responsible
 - Keep belongings with you
 - Keep bus clean
- Be Safe
 - Stay seated
 - Control your body
- Be Kind
 - Walk safely to and from the bus
 - Listen to all adults

BULLYING POLICY (411.1)

Introduction

The Seymour Community School District strives to provide a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, and psychological and academic impact on the bullies, the victims and the bystanders. The district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is a deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying is a repeated behavior and involves an imbalance of power toward a specific target(s). The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber-bullying)
4. Covert (e.g. secretly or with concealed electronic equipment recording audio and/or video conversations, images, and interactions between people)
5. Between students and students, students and adults, or adults and adults.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or administrator designated by the Board of Education to be a recipient of such reports. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

Sanctions and Supports

If it is determined that students participated in bullying behavior in violation of the policy, the principal may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Legal Reference: WI Statute 118.46(2)

Cross Reference: (363.2)
(443)
(443.71)
(411.1)
(443)

Adopted: 2010

ELECTRONIC DEVICES / CELL PHONES (443)

Electronic, cellular, mobile, and hand-held devices have become a very important part of our lives. We understand that parents have given multiple devices to their children to facilitate communication. **During the school day these devices are to be turned off.** Parents are to contact the office if you need to reach your child in an emergency. If a child chooses not to comply with this expectation the following consequences will result:

1st offense - Taken by staff and returned at the end of the day.

2nd offense - Taken by staff and parent required to pick it up in the school office.

3rd offense - Taken by staff and returned at the end of the trimester.

PLEASE NOTE THAT THE BLACK CREEK SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED ELECTRONICS.

DAMAGE TO BOOKS AND/OR PROPERTY

Student fines may be issued for the destruction or loss of school property such as text books, library books, lockers, equipment, etc. and are payable at the office. Final report cards and year books may not be issued if fines are not paid.

BUS RULES

On occasion it may become necessary for a student to vary the normal bus routine by taking a different bus, not taking the bus at all, getting off at a different location or some other similar variance. When this becomes necessary the parent is obligated to work with Kobussen to make adjustments happen. Please, notice the school office of any changes that families might work-out with Kobussen.

RULES AND REGULATIONS FOR BUS RIDERS (443.2R)

Please keep in mind that riding the school bus is a privilege, and that 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 Riders:

- shall conform to the same standards of conduct that are expected of them at school..
- is expected to obey the driver the same as other school staff and be respectful of other students.
 - or his/her parent or guardian shall be financially responsible for damage done to the seats or other bus equipment.
- shall remain in assigned seat and not engage in horseplay on or around the bus.
- shall not put any part of their body out of a window.
- shall be absolutely quiet when approaching a railroad crossing stop.
- shall not throw anything in the bus or out the window.
- shall not use the last two seats in the rear; unless the bus is at capacity.

Bus Safety Procedures:

The bus rider is expected to be on time at the designated bus stop. **The bus cannot wait for students.** The bus rider should wait at the end of their driveway until the bus comes to a complete stop. If the bus rider crosses the road, he/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. The bus rider is expected to get on and off the bus at their regular stop unless a parent or guardian sends a written request to the school office staff. 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.

Disciplinary Guidelines:

If a violation of the above rules occurs, the driver will fill out a conduct report and return it to the school office staff. The report will state the date of the offense, student name, offense committed and the driver's signature and route number. The following disciplinary actions will be taken by the school district, depending on the nature of the report:

- The school may inform the parent/guardian of the offense and discuss possible disciplinary measures to correct the situation
- The school may 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 administration on the next trip to

school. No students shall be put off the bus except at the school or his/her home. The driver may not put a student off the bus unless authorized by administration or school district official. The bus driver or school district official has the authority to assign riders to designated seats.

NOTIFICATION OF NONDISCRIMINATION POLICY (411)

It is the policy of the Seymour Community School District that no person may be denied admission to any public school in this district or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by 118.13, WI stats.

This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex) Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegation of violations of the policy in the Seymour Community School District. Questions concerning this policy should be directed to:

Ms. Kellie Bohn, Superintendent of Schools
Seymour Community School District
10 Circle Drive
Seymour, WI 54165
920-833-2304 Ex: 505

The Seymour Community School District is an equal opportunity employer and does not discriminate against applicants on the basis of race, creed, sex, national origin, handicap, age, or political affiliation.

EQUAL EDUCATIONAL OPPORTUNITIES (411)

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

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Complaints regarding the interpretation or application of this policy shall be referred to the Seymour Community School District Administrator and processed in accordance with established procedures. Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the district. In addition, a student nondiscrimination statement shall be included on student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

EQUAL EDUCATIONAL OPPORTUNITIES DISCRIMINATION COMPLAINT PROCEDURES

If any person believes that the Seymour Community School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX and Section 504 or in some way discriminates on the basis of sex, race, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, or physical, learning, mental or emotional disability, he/she may bring forward a complaint to the Title VI, Title IX or Section 504 coordinator at his/her office in the Seymour Community School District, Seymour, WI or contact him/her by phone: 920-833-2304

INFORMAL PROCEDURE

The person who believes he/she has a valid basis for complaint shall discuss the concern with the building administrator who shall in turn investigate the complaint and reply to the complainant verbally within five (5) days. If this reply is not acceptable to the complainant, he/she may initiate an informal complaint to the local Title VI, Title IX or 504 coordinator who shall in turn investigate the complaint and reply to the complainant in writing within five (5) school/business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

FORMAL GRIEVANCE PROCEDURE

Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Title VI, Title IX or 504 coordinator within five (5) school/business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within ten (10) school/business days.

Step 2: If the complainant wishes to appeal the decision of the local Title VI, Title IX or 504 coordinator, he/she may submit a signed statement of appeal to the Seymour Community School District Administrator within five (5) school/business days after receipt of the local coordinator's response to the grievance. The Seymour Community School District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) school/business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Seymour Community School Board of Education within five (5) school/business days of his/her receipt of the Seymour Community School District Administrator's response to Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives at the next regular Board meeting or within fifteen (15) school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) school or business days of this meeting.

Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made within thirty (30) days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707. Also, an appeal may be made to the Office for Civil Rights, U.S. Department of Education, and Washington, D.C. 20201.

GRIEVANCE PROCEDURE – SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

GRIEVANCE PROCEDURE – FEDERAL PROGRAMS

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

CODE OF CLASSROOM CONDUCT (443)

In order to create, foster and maintain an orderly and safe class environment conducive to teaching and the learning process, the Board has adopted a Code of Classroom Conduct. Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Behaviors that interfere with the classroom environment will not be tolerated and, under conditions outlined in the Policy, students in violation shall be removed from the classroom.

The Policy stresses the importance of the student, parents and teacher partnership in education. In most cases the classroom teacher shall deal with discipline problems with the support of the parent. If this approach is unsuccessful, removal from the classroom will be considered. Dangerous, violent or threatening behaviors by students shall be cause for immediate removal. Parents and teachers must join in a partnership to assure that student come to class ready and willing to learn. If this value is firmly implanted the problems with classroom conduct will be minimized.

GUIDELINES FOR STUDENT LOCKERS/ELECTRONIC EQUIPMENT/ELECTRONIC STORAGE

(443.5) (446)

School officials, in order to protect the health and welfare of students, staff and school property, shall investigate any suspicion that conduct or materials dangerous or harmful to the health and welfare of students or school personnel or property are present within the school. School officials shall cooperate with law enforcement personnel in any such investigation.

Lockers/e-mail and electronic storage is NOT the students' private property or under his/her exclusive possession. At no time does the Seymour Community School District relinquish its exclusive control of these items that are provided for the convenience of students. Periodic inspections may be conducted by school authorities or designee for any reason at any time, without notice and without student consent or public warrant.

WEAPONS ON SCHOOL PREMISES *(832)*

No person shall possess or use a weapon or "look-alike weapon" in school buildings, on school premises, in a District-owned vehicle or any school sponsored function or event at any time.

A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, explosive device, metal knuckle or any other object which is used or intended to be used to inflict bodily harm. A "look-alike weapon" includes, but is not limited to, water guns, poppers, caps, non-working replicas of weapons, war souvenirs, cap guns, cub scout (pocket type) knife and manufactured ammunition which has been used (spent shell casings) or any other object which could reasonable be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

The following are two exceptions to this policy:

Weapons under the control of law enforcement personnel; and

Weapons or look-alike weapons that are handled in a legal manner for the purpose of education may be authorized by the principal. The principal must have authorized the presence of the weapon, in advance, with the person and teacher.

Students possessing a weapon in violation of this policy shall be reported to appropriate law enforcement authorities. School disciplinary measures shall include immediate suspension and referral to the Board for possible expulsion from school for a period of not less than one year. Under state statute, the Board may modify such expulsion requirement on a case by case basis. Students possessing look-alike weapons may be suspended and the police may be notified. Further consequences may include recommendation for an expulsion hearing.

Any student who uses an article designed for other purposes to inflict bodily harm and/or to intimidate shall be subject to the following disciplinary measures (EXAMPLES are belts, combs, pencils, files, compasses, scissors, accidental use of pepper spray, etc):

1. Suspension for the purpose of a parent conference.
2. Notification of appropriate law enforcement agencies
3. Possible recommendation for expulsion.

Employees violating this policy shall be disciplined in accordance with employee policies and bargaining agreements and shall be referred to law enforcement officials for prosecution.

INTERNET USE POLICY (363.2)

Seymour Community School district is providing access to the Internet as a means to enhance the curriculum and learning opportunities to all of our students and staff. The District has established the Internet acceptable use policy to ensure appropriate use of the resource.

RATIONALE: The reasons for using the Internet as an instructional resource are:

- access global resources
- utilize electronic mail (e-mail) for communication
- enter into partnerships to enhance learning options
- broaden problem-solving and decision-making abilities
- broaden research capabilities by using appropriate materials
- develop higher level thinking skills
- gain employability skills needed for the 21st century

INTENT: It is the intent of the District to make Internet access available to further the learning of students in the District. This resource should be used to enhance the curriculum or assist students and staff in meeting their specific education resource needs. Prior to accessing the Internet, staff and students will be required to receive training in its appropriate use and etiquette.

In this global network, it is impossible to control all materials. Some users may discover educationally unsuitable information. Through the Internet students may have access to materials that illegal, defamatory, inaccurate or potentially objectionable to some people. The District believes that the educationally appropriate information and interaction available on this world-wide network outweighs the possibility that users may procure materials that are not consistent with the educational goals of the District. The acceptable use policy will serve as the guide to foster appropriate use of the Internet.

USER EXPECTATIONS: All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws. Violations can lead to prosecution. Unacceptable uses of the system will result in the suspension or revocation of Internet use and/or appropriate disciplinary actions. The user will be held responsible for his/her actions using the Internet. When using the District's access to the Internet, users are expected to abide by the policies established

by the District which include generally accepted rules of network etiquette. These include by are not limited to the following:

ACCEPTABLE USE: Responsible users:

- may use the Internet to research assigned classroom projects
- may use the Internet to send electronic mail (E-mail) to other users
- may use the Internet to explore other computer systems
- will respect and uphold copyright laws and all other applicable laws or regulations
- will respect the rights and privacy of others by not accessing private files
- will follow all regulations posed in the computer lab or other room where computers are in use
- will follow the directions of the adult in charge of the computer lab or other room where computers are in use

UNACCEPTABLE USE: Responsible users:

- shall NOT use the Internet for any illegal purpose
- shall NOT use impolite or abusive language
- shall NOT violate rules of common sense or etiquette
- shall NOT change any computer files that do not belong to the user
- shall NOT use the system for commercial use
- shall NOT use an account other than their own or misrepresent their identity
- shall NOT create and/or distribute a computer virus over network
- shall NOT illegally transfer software, known as pirating
- shall NOT reveal personal addresses or telephone numbers of students or staff
- shall NOT use the network in such a way that would disrupt the use of the network by others
- shall NOT deliberately or willfully cause damage to computer equipment or assist others in doing the same
- shall NOT deliberately access materials that are inconsistent with the school's code of conduct or district's education goals or show others how to do the same

PRIVILEGES: Users should be aware that use of the Internet and/or E-mail is not guaranteed to be private. System operators will have access to all user accounts, including E-mail. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Access to the Internet via the Seymour Community School District is a privilege not a right. This privilege may be restricted at any time for use not consistent with the educational goals of the District.

Written complaints regarding student and/or staff access to or use of specific resources available on the Internet will be received, reviewed and acted upon in accordance with the district policy on challenged instructional materials. At any time, parents/guardians may deny their sons/daughter access to the Internet with written notice to the building principal.

ANNUAL PUBLIC NOTICE (STUDENT DIRECTORY DATA/INFORMATION) (347R)

In order to assist schools in planning for school activities, the Seymour Community School District has designated certain student information as directory date/information.

PROCEDURE: The following personally identifiable date/information contained in a student's educational records shall be considered as directory information

- student's name
- present address
- telephone listing (unless number is unlisted)
- date of birth
- major field of study (eg, third grade-elementary education at Rock Ledge School
- dates of attendance
- participation in officially recognized activities and athletics
- weights and heights of members of athletic teams
- student's photograph
- the most recent previous education agency or institution attended by the student
- degrees and awards received
- parent/guardian name
- parent/guardian address

PARENTS/GUARDIAN AND ELIGIBLE STUDENTS will be notified annually of the District's policies and procedures relating to the directory date/information as outlined in established Board Policy. (A copy of the notice shall also be provided to new students and/or their parent/guardian upon enrollment in the District).

DIRECTORY DATE/INFORMATION

Directory date/information may be disclosed to any person unless the adult student, or the parent/guardian of a minor student, informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent/guardian. Refusal of such release shall be made to the school office in writing no later than fourteen (14) days after the Annual Notification of Rights.

A. The authorization to withhold directory date/information will remain in effect until the beginning of the next school year, or until the parent/guardian or eligible student reports in writing the Request to Publish Directory Information

B. A copy of the Request to Withhold/Publish Directory

Information form will be forwarded to the registrar's office, and if the child is in an exceptional educational need (EEN) program, a copy will be forwarded to the director of Integrated student services. A copy should be filed in the student's educational record. Directory data relating to students no longer in attendance in the District will not be released if a parent/guardian of a student has indicated that such information shall not be released.

STUDENT/COMMUNITY LIKENESS OPT-OUT (REMINDER)

From time to time, the Seymour Community School District staff might use likenesses (pictures, portrait, video, etc...) of students, families, and community members for informational and public relationship endeavors. This is something that families make decisions on during on-line enrollment each school year. Please, work with the office if you need support in making any adjustments.