

2020 - 2021
ELEMENTARY
STUDENT & PARENT HANDBOOK

NEILLSVILLE ELEMENTARY SCHOOL

504 EAST 5TH STREET
NEILLSVILLE, WI 54456



PHONE: (715) 743-3323

FAX: (715) 743-8715

Visit us on the web at:
<http://www.neillsville.k12.wi.us>

Introduction

Welcome to the Neillsville School District. We recognize that every student is unique and should experience a pre-kindergarten through high school graduation journey that is relevant, exciting, and supports their individual needs. Our school system's mission is to focus on preparing students to be strong communicators, collaborators, critical thinkers, and productive citizens.

The purpose of this handbook is to provide you with information about rules, policies, and academic requirements. Please review this information so that expectations are clear, and we can ensure a safe, healthy, and productive learning environment for all students.

These policies and procedures may be adjusted or changed due to the current pandemic, and/or changes in law.

When You Have a Question.....

In general, people should always try to call the person most likely to have the information they are seeking. The district encourages decisions to be made at the point closest to the operation. Board members do not make day-to-day decisions on the operation of the school, nor does the district administrator. The board determines policies by which decisions are to be made, and the district administrator handles the financial management of the district and helps organize the work of others so that the board's policies are carried out. The day-to-day operation is mainly in the hands of building principals and the teachers who teach in those buildings. Questions about something in the classroom: call the teacher. Call the office to find out when that specific teacher is free, or leave a message for him/her to return your call. For questions about programs or discipline at the school, call: Mr. Craig Anderson Ruskin, High School; Mrs. Kory Poeschel, Middle School; Mrs. Marcy Kunze, Elementary School. Please call the athletic director, Matt Diestler, for general athletic questions. Transportation concerns or questions on bus routes should be directed to the transportation supervisor by calling 743-8734. Individual student problems could be discussed with the bus driver. Call District Administrator John Gaier with concerns about school policies. In general, take concerns to the source. If results are unsatisfactory, then call the principal, district administrator, and school board in that order. We hope these general guidelines will increase communication between the school and parents. Please call 743-3323 to reach all employees during school hours.

Directory Information

Information such as the student's name, videotaped activities, participation in officially recognized activities and sports, weight, height, and grade level of members of athletic teams, and the parents' names of students receiving awards or recognition shall be considered public information and may be

released, unless parents or adult students refuse the release, in writing, of their own initiation within 14-days of receiving this handbook. Neillsville Elementary School reserves the right to videotape and/or record students in any area of the building. Directory information for investigative personnel only will also include parents' names and addresses and the student's date of birth. This exception to the policy shall be published in the official district newspaper annually, along with information relating to the opening of school.

Equal Education Opportunities

DISCRIMINATION AND COMPLAINT PROCEDURES

If any person believes that the 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, religion, national origin, ancestry, age, creed, pregnancy, parental or marital status, color, sexual orientation, or physical, learning, mental or emotional disability, she/he may bring forward a complaint to the Title VI, Title IX or Section 504 Coordinator at his/her office in the School District of Neillsville, WI 54456 or contact him/her by telephone: 715-743-3323.

INFORMAL PROCEDURE

The person who believes she/he has a valid basis for complaint shall discuss the concern with the local Title VI, Title IX or 504 Coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within two (2) school/business days. If this reply is not acceptable to the complainant, she/he 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 five (5) school/business days.

Step 2: If the complainant remains unsatisfied, she/he may appeal through a signed, written statement to the Board of Education within five (5) school/business days of his/her receipt of the school district administrator's response to Step 1. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative 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/business days of this meeting.

Step 3: If at this point, the grievance has not been satisfactorily settled, further appeal may be made within 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, 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 Instructions.

DISSEMINATION OF DISCRIMINATION GRIEVANCE PROCEDURES

The adopted discrimination grievance procedures shall be disseminated to students, parents, employees and others to inform them about the proper process of making a complaint. The information shall be published in student/parent/staff handbooks, news articles before the start of school and other appropriate times. Board policies posted in staff lounges and guidance offices, and course offering booklet/curriculum guides.

MAINTENANCE OF GRIEVANCE RECORDS

The coordinators (Title VI, Title IX and Section 504) shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

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

LEGAL REFERENCE

Section 118.13 Wisconsin Statutes, P1 9 of the Wisconsin Administrative Code Title IX, Education

Amendments of 1972, Title VI, Civil Rights Acts of 1964, Section 504, Re25habilitation Act of 1973.

CROSS REFERENCE

Equal Education Opportunities, EEN Handbook, Board Policy, Handbooks

Neillsville Elementary School Staff

Administration:

Mr. John Gaier, Superintendent
Mrs. Marcy Kunze, Elementary Principal, (4K-5)
Mrs. Kory Poeschel, Middle School Principal (6-8)
Mr. Craig Anderson-Ruskin, High School Principal, (9-12)

School Board

Ms. Peggy Grap - Treasurer
Mr. Paul Opelt - Member
Mrs. Sue Voigt - Vice President
Mrs. Deanna Heiman - Clerk
Mr. Dewey Poeschel - President

District Office Personnel

Mrs. Michelle Kranz
Mrs. Jennifer Roenz

Elementary Office Staff:

Allie Laufenberg
Mrs. Morgan Spencer

Pupil Services:

Mrs. Tonia Anderson, Director of Special Ed.
Ms. Molly Brown, School Psychologist
Mr. Sam Warden, Nursing Assistant
Mrs. Bri Anne Collins, Guidance Counselor

4 Year Old Kindergarten (4K):

Mrs. Jenny Langreck
Mrs. Tina Perkins

5 Year Old Kindergarten (5K):

Mrs. Michelle Bergemann
Ms. Shannon La Dow
Mrs. Rebecca Bernhagen
Mrs. Jessica Scheider

Grade One:

Ms. Krista Rueth
Mrs. JoAnn Hauge

Mrs. Jenny Robida
Ms. Jennifer Lindner

Grade Two:

Mrs. Brenda Bredlau
Mrs. Amy Kosmosky
Mrs. Kayla Harder
Mrs. Kathy Luchterhand

Grade Three:

Mrs. Wendy King
Mrs. Mari Guibord
Mr. Reed Lehman

Grade Four:

Ms. Taylor Olson
Mrs. Jane Miller
Mrs. Nicole Lawrence

Grade Five:

Ms. Monika Luebke
Ms. Elizabeth Scott
Ms. Daisy Werner

Specialists:

Ms. Taylor Vander Wegen
Mr. Brian Thell
Mr. Jamie Kuhn
Mrs. Donna Fabian
Mr. Ryan Selvik
Mrs. Melissa Strangfeld
Art
Music
Physical Education
Interventionist
Interventionist
Library Media Specialist

Special Education:

Ms. Danielle Graham
Mrs. Kari Mayer
Mrs. Malia Karshbaum
Ms. Kirsty Fahey
Ms. Rebecca Boehning
Mrs. Tia Gross

Teaching Assistants:

Mrs. Deb Brey
Mrs. Ashley Klimpke
Ms. Krista Hamm
Mrs. Melody Clemens
Mrs. Sharilyn Ziegler
Mrs. Rebecca Oldham

Mrs. Carrie Schmidt
Mrs. Jammie Westbuy
Mrs. Stina Jansen
Mrs. Janet Dolle

Mrs. Taylor Townsend
Mrs. Jennifer Pagenkopf
Mrs. Elizabeth Ruzic

Custodial Staff:

Mrs. Chari Conner
Mr. Mark Spencer

Mrs. Connie Elmhurst

Elementary Programs and Policies

Expectations for Everyone at Neillsville Elementary

In order for our students to have the best opportunity for individual success we need all of our students and staff to be a part of a unified team! In order for our students to be ready to tackle life outside of our building, we believe these real-world expectations must be met by all students and staff alike.

Be SAFE!

Be RESPECTFUL!

Be RESPONSIBLE!

School Calendar

Please visit our website often to view the official calendar which includes holidays and scheduled days off. **Two hour late starts** are scheduled on the 2nd Wednesday of each month. Late start school days will begin at 10:03 a.m. Our website is www.neillsville.k12.wi.us

Accidents and Insurance

The school does have a supplemental insurance for all school related accidents which occur while in school. All accidents are to be reported to the building principal as soon as possible after the accident occurs. This insurance is just a supplemental type of insurance, which implies that your family insurance carrier must pick up most bills. The school will submit the form to the parents or guardian for completion.

Animals In School

Animals are not allowed in school without the approval of the building level principal and in accordance with school board policy. The procedure to bring in animals begins with a school staff member filling out the necessary paperwork for administrative review prior to any animals being brought into the building. Please contact the appropriate school office administrator for more

information regarding animals in school.

Announcements

Announcements will be prepared electronically by the office and shared with classrooms. Teachers will notify students daily at approximately 3:00 pm-. Please contact the office by 2:45 pm with any announcements or changes. Parents should keep messages and calls to their child while in school to a minimum. Paging students to come to the office is disruptive to the educational environment.

Attendance

It is vital that all students attend school every day possible. Absences must be held to a minimum to ensure success. State law outlines what is an excused absence and when too many absences become a case of truancy. The primary responsibility for the attendance of any student is their parent or legal guardian and only their permission will grant excused absences. Calls will be made to home as early as possible in the school day to let parents know students are not in school; your call to the office makes that job easier.

The principal, or designee, shall serve as the attendance officer for Neillsville Elementary School. The attendance officer shall deal with all matters relating to school attendance and truancy.

Definitions

Absence:

Absence is defined as missing *part of or all of one or more days*, excused or unexcused. Tardiness to school, according to state law, is regarded as an absence (§ 118.16(b)).

Parents can excuse a student's absence up to 10 times during any school semester. After a student misses part or all of ten days during any school semester with excused or unexcused absences, no absence will be excused unless the absence has been pre-approved by the building principal or their designee, or the absence is excused by a medical professional or officer of the court. Five unexcused absences during any school semester shall cause a student to be considered habitually truant.

If the student is absent for a good reason, they are required to bring a written statement from his parents or guardian giving the exact dates of absence. If a student returns to school or first comes to school any time after 8:05, he/she must report to the office with a parent note before entry is permitted. Students need a pass from the office to re-enter class for any reason of absence. Students not bringing a note will call home from the office, so that the parent and the

student are reminded that a note is required. If a student is absent for any type of medical appointment documentation of the appointment must be submitted to the office to excuse the absence; the documentation must be provided on the service providers appointment card, stationary, or letterhead to be excused. **Please note:** This verification is necessary for compulsory attendance monitoring; the school needs not know what the student was seen for only that they were seen at a specific date and time by a medical provider.

Excused Absence: - (10 per semester)

All excused absences require parent/guardian/legal custodian written verification which is to be submitted to the principal or attendance officer in advance or prior to re-admittance to school. The district administrator, principal or attendance officer is empowered to approve a valid or acceptable cause to any student for the following reasons:

1. Evidence that the child is not in proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the child. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
2. An illness in the immediate family which requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, optometric, or other valid professional appointment. Parents or guardians are requested to make their appointments during non-school hours or study halls and to provide documentation verifying the appointment.
4. A death in the immediate family or funerals for close relatives or friends.
5. Religious holidays or attendance at special family celebrations.
6. Family trips that can be taken only during the normal school term. The intent of this statement is to provide an opportunity for students to accompany their parent(s) or guardian on a vacation which cannot be scheduled during non-school time. A parent or guardian shall notify the principal or attendance officer several days prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent or guardian accompaniment are not excused absences.
7. A court or other legal procedure which requires the attendance of the student.
8. Quarantine as imposed by a public health officer.
9. Attendance at special events of educational value as approved in advance by the principal or attendance officer.
10. Approved school activities during class time.
11. Special circumstances that show good cause, and are approved in advance by the

principal.

Unexcused Absences & Truancy: - (5 per semester)

"Truancy" means any absence of part or all of one or more days from school during which the school attendance officer or principal has not been notified on the valid or acceptable cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the state attendance statutes (§118.15). "Habitual Truant" means a student who is absent from school without an acceptable excuse, based on the district attendance policies, for part or all of 5 or more days on which school is held during a school semester.

Students that are absent from school who do not have excuses acceptable to the principal or the attendance officer may be given an unexcused absence. When a student receives an unexcused absence, it will count towards the Neillsville School District Truancy plan.

If a student becomes a habitual truant, (see definition), the attendance officer shall notify the parent or guardian of the child by registered or certified mail, when the child initially becomes a habitual truant, the notice shall include the following:

1. Statement of the parent's responsibility under the law to cause the child to attend school regularly.
2. A statement that the parent, guardian, or child may request program or curriculum modifications for the child and that the child may be eligible for any at-risk program.
3. A request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy.
4. A statement of the penalties under law that may be imposed on the parent or guardian if he/she fails to cause the child to attend school regularly.
5. Citations may be issued to a student that becomes a habitual truant if over age 13. A student under the age of 14 that becomes a habitual truant may be referred to juvenile court.

Tardiness

Students are expected to be in class by 8:05. Should they be tardy after 8:05 for any reason the student must stop in the office to be admitted to school. Tardiness will be treated as listed under excused absences. Any tardy other than excused, the tardiness will be applied to the tardy system. The student must be in the assigned classroom when the bell tone finishes sounding to avoid being tardy.

Excused-Before School hours - A note signed by the parents must accompany the student to the office- including the date, time left home, and reason for tardiness.

Unexcused - Work missed will be allowed to be made up. This make-up work will be due on the following school day.

Penalty & Administrative Procedure

Any violation of the provisions will be referred to the necessary authorities.

- 1) All work missed when a student is absent should be made up as soon as possible when he/she returns to school. Being absent one day does not excuse you from the assignment on the day you return. See "Make Up Work".
- 2) Parents will be notified when:
 - a) A student misses part or all of eight or more days during any school semester with acceptable excuses.
 - b) A student misses part or all of 10 or more days during any school semester with acceptable excuses.
 - c) After the first 10-day letter, a second letter will be sent to parents if contact to the school has not been made.
 - d) A student misses any part or all of 15 days or misses five or more days without an acceptable excuse during any semester.
- 3) The first and second tardy of a quarter will be warnings. Any further tardiness could result in detention time.

Work Missed During Absences

All students who have been absent will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact teachers to make arrangements for making up work missed during an absence from school. Students who miss class will be given an opportunity, whenever possible, to make up work missed when they return to school.
2. Examinations or assessments missed during an absence will be taken at a time mutually agreed upon by the student and the teacher (in accordance with the district's make-up policy).

Work Prior to a Planned Absence

Students who know they will be absent in advance for school-related activities, family trips, deer hunting, etc., shall BEFORE THEY LEAVE ON PLANNED ABSENCE:

1. Meet with each of their teachers to find out what the required work will be for the period of time they will be absent.
2. Complete this work.
3. Have their teachers verify that all of this work is completed.

Make Up Work:

The district will not deny students credit in courses solely because of a pupil's absences. Upon being absent from school for one day, students shall meet with the teachers of all classes missed either before or after school on the day that they return to receive make-up assignments. The assignments will be due the following day. If a student misses two or more days, they should contact all of his/her teachers when they return to school and all make-up work will be due on the third day that the student is back in school. Parents are responsible for obtaining assignments for their students for absences beyond one day.

If you are absent the *day before* a pre-announced test, assignment and/or project, you will be required to make-up the work on the *first day* that you return to school. The exception to this rule will be: if you have been absent from a class two or more days, and you return to school the day before or on the same day that a test is scheduled, you will be required to make up that test two days later.

When a student has a number of excused absences that cause their make-up time to extend over the end of a marking period, or those absences interfere with the taking of a marking period termination exam, the teacher may consider the issuance of an "I" for that marking period.

If the student is in regular attendance and does not choose to do daily assignments or completes those assignments in an unacceptable manner and/or does not pass a period termination exam, the teacher can issue a failing grade for the marking period.

Behavioral Referrals & Loss of Privileges

Behavioral referrals will be cumulative for each quarter. Student attendance at after hours or non-academic events is a privilege. Those students that show they are not able to handle themselves appropriately when in school will not be allowed to attend such functions outside of the normal school day. These functions include, but are not limited to, after school events, games, matches, non-academic field trips, dances, and school parties.

Students that receive three (3) or more behavioral referrals in any quarter will be subject to loss of privileges for the remainder of that quarter. Student attendance at academic events may be limited as well, but those instances are rare and would involve cooperation with the classroom teacher in providing supplementary material for a student "staying back" from the activity; these instances must be approved by the principal.

Any student upon receiving their fourth (4) referral will meet with the administration to discuss corrective action and possible next steps of disciplinary action should the disruptive behavior(s) continue.

Books and Instructional Materials

All curriculum materials and books are furnished by the Board of Education. Most school supplies will be furnished by the District, however each family is responsible for obtaining materials on the supply list before the school year begins. Additional supplies may be needed throughout the year.

Bus Transportation

The School District provides bus transportation to all students that reside within our district boundaries. Any changes in address must be reported to the elementary office (715-743-8729) or the bus garage (715-743-8734) as soon as they are made to ensure proper scheduling. Having a consistent bus route ensures you, along with our staff and drivers that your child will be delivered safely to and from school.

Whenever not riding the bus in the morning, parents should contact the bus garage (715-743-8734) as soon as possible. Notes must be submitted to the elementary office for any requests for changes to the schedule. They must be delivered to the office in the morning to ensure the safety of your child. The bus driver is responsible for controlling the students on their bus. However, a driver will refer disciplinary cases to the office if it cannot be resolved by the driver. Consequences and final authority will be handed out by the principal or their designee.

In the event of severe or inclement weather, parents are urged to listen to local media outlets including WCCN Radio, WPKG Radio, WAXX Radio, WEAU TV, WAOW TV, WSAW TV among others. The school website will also announce late starts or closings.

Parents should make sure their contact information is up to date on the school's student information. Texts, calls and emails will also be sent to the most up to date contacts in Infinite Campus Parent Portal.

Bus Rider Expectations

Be Safe:

- Riders shall remain seated while the bus is in motion.
- Riders shall not extend head or limbs outside of a bus window at any time or throw anything out of the windows.
- Horseplay will not be permitted around or on the bus.
- There must be absolute quiet when approaching and crossing railroad tracks.
- The emergency door, emergency windows or roof escape shall not be used except in

cases of emergency or safety drill.

- Be careful in approaching bus stops; walk on the left toward oncoming traffic.
- If you cross the road boarding or exiting the bus, do so in front of the bus watching for traffic and following the drivers' instructions or hand signals.
- Rear seats should be left vacant until the bus is full.

Be Respectful:

- Riders are expected to obey the bus driver promptly.
- Damage done to seats or other bus equipment by the rider must be paid by the rider, their parents or guardian.
- Profane or indecent language, taunting, or demeaning words and actions will not be tolerated from any rider.
- Use of cell phones **by students** is allowed unless the use becomes distracting to the driver or other riders. Use of a phone for the purpose of taking images (pictures) and **recording videos** is prohibited.
- Keep hands to yourself and out of other rider's belongings.

Be Responsible:

- Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them at school.
- Riders are expected to be on time at their designated bus stop. The bus will come to a full stop but will not wait for riders.
- The driver has the authority to assign riders to designated seats.
- Animals or pets are not permitted on the bus.
- Smoking or use of flammable materials will not be permitted on the bus.
- Trash receptacles are located in the front and rear of the bus. Please discard trash appropriately.
- Keep all belongings in the seat in which you sit. Leaving items unattended invites the opportunity for theft and damage.

School Bus Misconduct Procedures:

- A. The driver will fill out a misconduct report. This report must be given to the school office within one school day of the offense. The misconduct report shall at least state the date of the offense, the student's name, offense committed and driver's signature and route number.
- B. The following action will follow the issue of a misconduct report:
 1. First offense-The school official may inform the parent or guardian of the offense and may discuss what disciplinary measures the parents or guardian and school office deem necessary to correct the situation.
 2. Second offense-The school official will inform the parent of the offense and the student

may be denied transportation for one day.

3. Third offense-The school official will inform the parent of the offense and the student may be denied transportation for three days.
4. Fourth and subsequent offenses-The school office will inform the parent of the offense and the student may be denied transportation for 3 or more days by the discipline officer based on the seriousness of the offense.
5. The above are guidelines and each incident, based on seriousness, may require additional action that may not follow the above procedures.

Classroom/Teacher Request Guidelines

Parents wishing to make a request for a teacher for the upcoming school year must make the request in writing to the principal by submitting a completed **Classroom Request Form**.

Parents are cautioned not to request placement or non-placement based upon what they may have heard about a teacher or teachers from other parents or community members. Just as each child is unique, so is each teacher. An experience that other parents may have had with their children may be totally different from what your child could have with the same teacher.

Requests for a child not to be placed with another child, for whatever reason, must be noted in writing on the **Classroom Request Form**. Given other circumstances and teacher recommendations, it is not always possible to honor all requests.

All parent requests received in writing will be strongly considered, however, the final placement decision is based on a variety of factors including but not limited to: academic and social considerations, total class size, male/female ratio, and heterogeneous grouping.

The final decision on all student placement rests with the principal after due consideration of staff recommendations and parent requests. We will do our best to place students per parent requests, however as stated; we may not always be able to honor all requests.

The **Classroom Request Form** can be obtained from the Elementary Office and should be submitted to the principal prior to August 1 of the upcoming school year to be considered.

Care of School Property

A good student takes pride in his/her school and tries to keep up the buildings and grounds so that he/she will have no reason to be anything but proud of it. He/she does not mark on the walls, or drop paper on the floors. He/she does not mark the chairs or tables or misuse his/her books. He/she tries

to be the good citizen he/she wants others to think he/she is. He/she is courteous, helpful, and respectful as a matter of course.

The taxpayers of this community have provided a fine building and excellent equipment at your disposal and for your benefit. Any damage done to the building and equipment only causes a heavier load on the taxpayer. The taxpayers are your parents, whether you are a resident of the district or a tuition student, for tuition is based on the overall cost of operating and maintaining the school. Scratching or marring school furniture or damaging school property is as foolish as carving your initials on your piano or TV set at home.

Textbooks are provided for a small rental fee for the year in many cases, less than the cost of a single book. This can only be done if books can be made to last for several years. Therefore, it is necessary to ask you to keep them free of writing, marks, and blemishes. Write your name on the bookplate at the front of the book so that it may be returned to you if misplaced. No other writing would appear anywhere in the book. Marks of misuse or damage will have to be paid by you.

Cheating

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes but is not limited to:

- Copying another student's homework
- Working with others on projects that are meant to be done individually
- Looking at or copying another student's test or quiz answers
- Allowing another student to look at or copy answers from your test or quiz
- Using any other method to get/give test or quiz answers
- Copying information from a source without proper attribution
- Plagiarizing papers from other students, publications or the Internet

Violators of this policy will be disciplined. Disciplinary measures include, but are not limited to redoing assignments/retaking tests, receiving a failing grade on the project/test, detention, suspension, or expulsion.

Code of Conduct

1. The school district administrator or any principal may suspend a student for five days or less for noncompliance with any school rules for conduct, while at school or while under the supervision of a school authority, which endangers property, health, or safety of others.
2. *General Rules*
Student conduct shall allow efficient operation of the school, safeguard the property, health and

safety of others, and not duly distract from maximum learning opportunities for all students. Students whose conduct is inconsistent with these standards or who violate the rules of this handbook are subject to disciplinary action.

3. *Suspension and Expulsion*

Short term suspension (five days or less) may be imposed, in accordance with the procedural provisions of this Handbook, by the school administration or the discipline officer for noncompliance with school rule(s) or for conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others. The school board, in accordance with procedural provisions of this handbook, may suspend a student for 6 or more days or expel them whenever it finds them responsible of repeated refusal or neglect to obey school rule(s), or conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others, and is satisfied that the interest of the school demands their expulsion.

4. *Specific Rules of Conduct*

The following is a statement of specific rules of conduct which are in addition to all other rules of conduct stated in this Handbook. Under each rule is a listing of disciplinary action which can be taken by the school administration if expulsion is not warranted.

5. Parents will be notified about all disciplinary actions and parent conferences will be requested if necessary.
6. The principal and/or discipline officer shall review with the parents the actions of any student receiving a behavioral referral.
7. The principal and disciplinary officer has the authority to decide on the type & amount of disciplinary action to be given to a student depending upon the severity of the offense. This may include any or all of the disciplinary actions. The administration reserves the right to make rules and/or changes as they deem necessary.
8. Teachers may remove students from the classroom where noted under "Possible Disciplinary Action".

Possible Disciplinary Action for any of the Items Identified Below (A-BB) Could Include:

- | | | |
|--|------------------------|-----------------------------|
| *parental contact | *verbal warning | *student removal from class |
| *loss of privilege | *detention | *suspension |
| *expulsion | *financial restitution | |
| *social services referral | *police referral | |
| *Meetings with Principal, Superintendent, School Board | | |

A. ALCOHOL AND DRUGS

A student shall not possess, sell, transmit, or be under the influence of any mind altering chemical of any kind

- (1) on school grounds before, during or after school hours;

- (2) on the school grounds at any other time when the school is being used by any school group;
- (3) off the school grounds at a school activity, function or event;
- (4) in school vehicles;
- (5) off the school grounds while the student is in attendance at school or any school function or is otherwise subject to the jurisdiction of school authorities. Use of drugs authorized by a medical prescription from a registered physician shall not be a violation of this rule.
- (6) students shall not dispense over the counter drugs.
- (7) possession or use of any container which contains alcohol. (Alcohol under this section is intended to include beer, malt liquor, wine, intoxicating liquors, nonalcoholic beer, and other similar products.)
- (8) the buying, selling, distribution, or possession of any drug, drug paraphernalia, or look alike will be treated under this section. See also Policy JGDA.
- (9) Refusal to take a Breathalyzer test of a drug test will be considered an admission of guilt.

B. ANTISOCIAL BEHAVIOR

No student shall engage in abusive behavior, invade another's privacy, and/or use vulgar language which in the factual context involved is disruptive, disrespectful, insubordinate, destructive or dangerous to the welfare of the school and the people involved in its daily operation and activities. No student shall use inappropriate language and possess or pass any inappropriate materials.

C. BUS PROBLEMS – See bus rider regulations on Pg. 8.

D. CLOSED CAMPUS REGULATIONS

Campus is closed for all elementary school students

E. CLASS CUTTING/SKIPPING

Attendance at school is required by state law and Neillsville School District policy, except for illness or excused absences.

F. CORRIDOR CONDUCT

Students should pass between classes in an orderly manner. No loitering in the halls or restrooms is permissible including during the lunch hours as we do have classes going on during those times. No students shall be in the halls or otherwise outside of a study or work area without a pass while classes are in session. There shall be no running, pushing, scuffling, shouting, obscene language, littering, or any other disorderliness in the halls or lobby.

G. DISRUPTION

No student shall:

- (1) occupy any portion of the school premise with an intent to deprive others of its use, or where the effect thereof is to deprive others of its use;
- (2) block the entrance or exit of any school building or property or corridor room so as to deprive others of access;
- (3) set fire to or otherwise damage any school building or property;

- (4) prevent or attempt or prevent the convening or continued function of any school class, activity or lawful meeting or assembly on the school grounds;
- (5) prevent students from attending a class or activity;
- (6) except under the direction of the principal or his designee, block normal pedestrian or vehicular traffic on the grounds or adjacent grounds;
- (7) continuously and intentionally make noise or act in any manner so as to interfere seriously with a teacher's or monitor's ability to conduct their class or study area;
- (8) urge, encourage or counsel other students to violate any of the preceding portions of this rule.
- (9) accuse or encourage any other severe disruptions not listed above.

H. DISPLAYS OF AFFECTION

Displays of affection are not acceptable. Remember that there is a time and a place for everything. Please use discretion.

I. DRESS & APPEARANCE

Dress and grooming which disrupts the educational process or which causes health or safety problems is prohibited.

- (1) Students may not go barefoot nor wear bedroom slippers at any time (outside Phy. Ed.)
- (2) Head coverings are not to be worn or carried in the building during the school day.
- (3) Students may choose their own style of dress and personal appearance, as long as it does not disrupt the operation of the school or endanger student health. Special safety equipment or protective clothing must be worn when required for the health and safety of students. Students wearing shirts with obscene information printed on them will be asked to change shirts before being allowed to continue with the school day.
- (4) The wearing of armbands, buttons, or badges bearing slogans or sayings shall be permitted unless obscene according to current legal standards, libelous, or likely to create a clear and present danger because of the commission of unlawful acts, or it disrupts the operation of the school.
- (5) No clothing promoting drugs, alcohol, tobacco or sex related information through pictures or slogans may be worn.
- (6) No students may wear clothing with metallic rivets, heel plates, clips on shoes, or any other clothing that is destructive to school property.
- (7) Good hygiene practices shall be maintained at all times.
- (8) Midriffs, abdomens, backs, cleavage and any clothing typically worn as underclothing may not be exposed.
- (9) Skirts, dresses and shorts must be beyond fingertip length when standing and beyond mid-thigh when sitting. "Rips" in clothes must meet this "fingertip" standard.
- (10) Halter tops, tank tops, "tube" tops, strapless tops or A-shirts (beaters) are not allowed. Shirts or sweaters worn off the shoulder are not allowed. "Spaghetti straps" are not allowed. All shirts and blouses must cover the entire torso.

- (11) Dark glasses can be worn in class with a medical slip presented to the office.
- (12) Wearing of make-up during school hours shall be strongly discouraged. Excessive make-up will not be tolerated.
- (13) Any attire that a) conflicts with the school's educational objectives, b) undermines any basic educational mission, c) disrupts the educational process, or d) invades the rights of others at school is prohibited.
- (14) Backpacks are not allowed to be carried in the building during the regular school day except for students going to or from Physical Education. Any exceptions must be approved by the principal.

Possible Disciplinary Action

*Students will be required to change before allowed to go to class. This could mean being sent home to change or the student may be required to wear a shirt or pants issued by the school.

J. ELECTRONICS AND PERSONAL COMMUNICATION DEVICES (PCDs) (including Cell Phones & MP3 players)

The School District of Neillsville realizes that cell phone use is commonplace in today's society. However, as today's cell phones have a great capacity to send and receive information in audio, video, and text form, they present opportunities that are detrimental in nature. The use of cell phones has the potential to increase opportunities for cheating and harassment. Invasion of privacy is also an issue because of the ability of the phones to send pictures and video. Finally, the use of cell phones by students in the event of an emergency has the potential to interfere with the official flow of information.

At all grade levels where student use of technological devices is required, the District will provide devices for students. Within the elementary school most students are issued a school district Chromebook, or other device, that is capable of providing them the necessary electronic tools for their educational needs when they are in school.

Because of the possible detrimental consequences, student use of PCDs is allowed according to the following guidelines:

- (1) PCDs are to be in the student's backpack or stored in the classroom in a teacher approved location during the instructional day from 8:03 am – 3:16 pm.
- (2) Elementary school students are prohibited from using their phones during the school day.
- (3) PCDs are prohibited in bathrooms and locker rooms at all times.
- (4) PCDs may never be used in a manner that will cause disruption to the educational environment or invade the privacy of another individual.
- (5) The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.
- (6) During school hours the use of PCDs is not permitted on field trips or other activities without permission from the school authorized supervisor.
- (7) After school hours or overnight trips: The use of PCDs during field trips, sporting events, or other activities will be at the discretion of the advisor/coach.

- (8) PCDs used by students during the school day may occur only with permission from the building administrator or teacher/supervisor and will take place in the office or some other area approved by the administrator or teacher/supervisor.
- (9) While under the supervision of an authorized school official during the school day or outside the school day, in the event of a district emergency, PCDs use by students will be approved by the teacher/supervisor.
- (10) Use of PCDs, except those approved by a teacher/supervisor or administrator, is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.
- (11) All content viewed and listened to on any device during school, on school grounds, in a school vehicle, or at a school function must be appropriate for school.

Consequences for violating the PCDs policy:

- ✓ With cell phone use being restricted, any violation will result in disciplinary action.

Parent to Student contact during the school day:

- (1) Parents may contact their child via the PCD during the school day with the understanding that the student's ability to check/use the device is limited.
- (2) To avoid any issues, it is recommended that emergency contacts with students during the school day be made by contacting the elementary school office: 715-743-8710. In doing so, school staff can contact the student and put them in direct contact with family quickly regarding emergency situations.
- (3) Students are always able to contact home using school phones with the approval of school staff.
- (4) Students will have access to their PCDs after 3:16 pm to get messages left for them during the regular school day.

K. FALSE ALARMS

False alarms and discharging of fire extinguishers are prohibited. Wisconsin Statute 941.13 provides that "whoever intentionally gives a false alarm to any public officer or employee, whether by means of a fire alarm system or otherwise, or interferes with a proper function of a fire alarm system, or interferes with the lawful effort of firemen to extinguish a fire may be fined not more than \$500.00 or imprisoned not more than one year or both."

L. FOOD ITEMS

Consumables, food, pop, candy, gum, etc. in the classroom will be left to the discretion of the individual teachers.

M. FORGING OF PASSES / MISUSING PASSES

Forging of passes, excuses and notes from home and/or misusing passes is prohibited. Forging of teachers' signatures is prohibited.

N. GAMBLING

No gambling is permitted on school grounds or at school sponsored functions.

O. IDENTIFICATION

Students must identify themselves upon request of school personnel or duly assigned and

identified monitors. Students who do not so identify themselves will be subjected to penalties applicable to non-authorized persons on school grounds.

P. LOITERING

Any unauthorized person found in the building shall be referred to the police and prosecuted under the proper county ordinances, if they do not leave immediately upon request. You must leave the school building when the school day is over, unless you are required to stay after which will require you to be under faculty supervision.

Q. LUNCHROOM PRIVILEGES

All users of lunchroom facilities must follow the rules of those facilities. All students removed from the lunchroom will be assigned a place to eat. Lunch, whether school lunch or carry-in, is to be consumed in the lunchroom.

R. PHYSICAL THREAT OF VIOLENCE AND/OR FIGHTING, PUSHING AND SHOVING

Physical assault and battery (obvious willful attempt with force or violence to do harm to another), conduct without regard to the health and safety of others, severe verbal intimidation, harassing other students, or inciting violence are prohibited on the school grounds, at school activities or en route to and from school on the bus.

S. RESPECT FOR AUTHORITY

All students will be expected to treat all school personnel with respect and cooperation on and off of the school grounds.

T. SOLICITATION & COLLECTION OF FUNDS

A student may solicit contribution or collect funds for any non-school purpose from students or school personnel on the school grounds if the solicitation of such funds does not disrupt the normal educational activities of the school, if permission has been granted by the administration.

U. SMOKING/CHEWING TOBACCO

The use of tobacco products is not allowed in the building, on school grounds, or on school property at any time.

- (1) Possession or use of any tobacco products, including but not limited to cigarettes, cigars, chewing tobacco, or snuff.
- (2) Tobacco look-alikes are not allowed and will be treated accordingly under this section.

V. THEFT & VANDALISM

A student shall not cause or attempt to cause damage to school or private property or attempt to steal school or private property either on school grounds or during a school function off the school grounds. The student shall immediately compensate for such damage.

W. THREATS (DEATH, BODILY HARM, OR DAMAGE TO PROPERTY)

Under Wisconsin state law, it is a felony, punishable by imprisonment and fines, for a person to threaten to cause the death of or bodily harm to any person or to threaten to damage any person's property under and of the following circumstances:

- (1) The actor intends to prevent the occupation of or cause the evacuation of a building,

dwelling, school premises, vehicle, facility of public transportation, or a place of public assembly or any room within a building, dwelling, or school premises.

- (2) The actor intends to cause public inconvenience.
- (3) The actor intends to cause an interruption or impairment of governmental operations or public communication, or transportation, or of a supply of water, gas, or other public service.
- (4) The actor creates an unreasonable and substantial risk of causing a result of one of the harms listed in the bullet points above, and is aware of that risk.

X. THROWING OBJECTS

No students may place persons or property in jeopardy of bodily harm by throwing objects which may cause damage or injury.

Y. UNAUTHORIZED KEYS/FOBS & ENTRANCES

Students shall not possess school keys/fobs and shall not enter the building at unauthorized times.

Z. WEAPONS

A student shall not possess, handle, or transmit a knife, pistol, rifle, shotgun, toy weapon, including look-alikes: squirt gun, or any other objects that reasonably can be considered a weapon:

- (1) on the school grounds;
- (2) off school grounds at a school function;
- (3) en route to and from school on the bus;
- (4) A student shall not discharge, display, use, or threateningly use any firearm, explosive, matches, lighters or weapons on school grounds.

AA. WHEELED DEVICES

Students are not allowed to use skateboards, inline skates, bicycles, or other wheeled devices anywhere in or on school property.

The school and district is committed to providing a safe learning environment for all of its students. Safety of all staff and students along with respecting the right of those present will be guarded. All school personnel are responsible for maintaining a positive learning environment and for enforcing proper order. All students are responsible for their behaviors and are expected to adhere to this Code of Conduct and other school rules designed to maintain a positive academic atmosphere in our school.

Student conduct that is dangerous, disruptive, unruly or interferes with the teacher's ability to teach effectively violates the Code of Conduct and will not be tolerated. Any student that engages in such behavior may be subject to discipline, removal from the class and/or placed in an alternative setting.

Community Bulletin Board

A community bulletin board is located in the elementary school lobby. Any material to be posted must be approved and initialed by the principal.

Corporal Punishment

Students shall not be subjected to corporal punishment.

Deliveries

Any deliveries for staff or students that need to be made during the school day must come through the office and will be delivered from there. Deliveries will be made as time allows or at the end of the day the student may be called to the office to pick up the item then. Latex balloons must be kept in the office until the end of the day.

Detention & Suspension

If a student receives a major disciplinary referral, they will receive a disciplinary action from the office. Disciplinary actions include in-school detention, out of school suspension, a police referral, and/or a referral for expulsion to the Board of Education. Students can only be assigned detention or suspension by an administrator. Detention will be held on every day that school is in session.

Students serving in-school detention will not be allowed in other areas of the school building during that time without administrative approval. If a student is serving detention during the lunch period, they will be provided the opportunity to eat. There will also be designated times for students to use the restroom. Only school issued technology may be used in the detention room, and that is only with the approval from the supervising staff member.

Students that become disruptive in this setting may face additional disciplinary actions. Those actions may include additional detention time, out of school suspension, a police referral and/or a referral for expulsion to the Board of Education.

Dismissal-Errands

1. Unless a student has work to do and is supervised by an adult, he/she is expected to leave the building at dismissal time. Students should not be in the halls or classrooms without direct adult supervision.
2. No one but a student's parent or an authorized adult may withdraw a student from his/her classroom to leave the building while school is in session.
3. Students are not dismissed early from school except in rare cases, and then only with the permission of the Principal.
4. Parents who must take their students out of the school should contact the Principal before withdrawing them.

Drugs, Alcohol & Tobacco

The use or possession of tobacco products, alcohol or other drugs is not allowed in the building or on school grounds at any time.

1. Possession or use of any tobacco product or its look-alike is strictly prohibited. Lighters, pipes and other paraphernalia are not allowed.
2. Alcohol possession or consumption is strictly prohibited. Any containers for any of these substances are also prohibited. Any intoxicating beers, wines, liquors, non-alcoholic beers or their look alike are considered applicable for this section.
3. The buying, selling, distribution or possession of any drug or drug paraphernalia – or their look alike – is strictly prohibited.

Intoxicants: All fermented malt beverages, including beer, malt liquor, non-alcoholic beer, etc. as defined by Wisconsin state law.

Drugs: All controlled substances as defined by Wisconsin law in effect at the time of the infraction, prescription drugs and non-prescription drugs and medications.

No student shall violate any Wisconsin statute relating to the possession, consumption, distribution or sales of drugs or intoxicants on school premises or while involved in any school activity when on or off school premises.

Possible Disciplinary Actions (include, but not limited to):

-parental contact	-verbal warning	-removal from class
-loss of privilege	-detention	-suspension
-expulsion	-financial restitution	-police referral
-Social Services referral	-meeting with Principal, Superintendent, and/or School Board	

Drug Searches

Administration may conduct a search of the building and grounds at any time. These searches may include the use of drug detecting dogs at any time.

Education Coordinating Committee

The School District of Neillsville shall have established an Education Coordinating Committee. (E.C.C.) The purpose of this committee shall be to evaluate and to process individual student, teacher, parent and/or administrative referrals concerning requests for special academic

considerations. These referrals may range from requesting entrance into or development of special education programs or for special educational consideration when dealing with standard school structure. The committee shall be convened, as necessary, by the building principal and shall consist of the principal, the guidance counselor, and any temporary members as deemed appropriate to aid in the most effective resolution of each individual request.

Emergency Evacuation

In the event of an emergency evacuation the following procedures will apply:

1. Each teacher will be responsible for the movement of the children he/she has under his/her control at the time of the evacuation order.
2. Students will return to their classrooms only after school authorities have sounded the all clear.

Entrance Requirements

Each child must be four years of age on or before September 1 of the present school year to enter 4 year old Kindergarten. Each child must be five years of age on or before September 1 of the present school year to enter 5 year old Kindergarten. Birth certificates or other authentic evidence must be presented to verify birthdate.

Excuses from Physical Education

1. If you are unable to participate in physical education classes on a particular day, you must bring a written excuse from your parents or doctor explaining why.
2. Only a doctor's excuse will be accepted if a student is to be excused for more than one day in succession.
3. If you present an excuse from a doctor for a long duration, the Phy. Ed. teacher may place you in a study hall or have you do written assignments for each day of Phy. Ed. not actively involved.
4. Excuse from physical education for medical reasons automatically excludes the student from any athletic participation of that day(s).

Extracurricular Event Rules

Administration has the right to establish conditions of extracurricular events. At athletic and other extracurricular events, supervisors will use a three step procedure for students who are causing problems or congregating somewhere other than at the actual event:

- Step 1. A warning to behave and/or go in and watch the event.
- Step 2. After a warning, students are asked to leave the grounds for the remainder of the evening.
- Step 3. If a student refuses to leave after step 2, the police are called to remove the student from the school grounds. The police may choose to cite the student.

Fees

1. Student Fees are set annually by the School Board. They are currently \$20.00.
2. All fees must be paid before a student will be allowed to take an active part in any class or activity that requires a fee.
3. Any fees due to the school must be paid within 5 weeks of the occurrence. If not paid within 5 weeks, the student will be banned from all extracurricular activities, including participation and spectator events.
4. In cases where school property is lost or destroyed the student/family will be responsible for the cost of the replacement. If the lost property is recovered after the payment is made, the payment will not be returned.

Field Trips

Field trips are an important part of education. Students will participate throughout the year in various field trips. Parents will be asked to sign a permission slip which covers all field trip participation throughout the year. You will be notified when those trips are to occur. If the parent does not wish for their child to participate in any of the trips, they must notify the teacher or the office in writing prior to that field trip.

Students will follow all bus rules as well as building rules. All discipline will be handled by the handbook rules.

Fire Drills

When a fire signal is given, students should leave their classrooms immediately using the exit specified in the classroom. Please check these directions in each room at the beginning of the school year. There will be monthly fire drills throughout the year. All students are expected to quietly participate and follow all directions given at the time to ensure everyone's safety.

Food Service Program

The School District of Neillsville offers a breakfast and lunch program. At the beginning of each school year a letter explaining the program is sent to each family with children attending school. The letter lists prices and explains the lunch program procedures. If you would like a copy of the letter contact the food service director at 743-8740. Families are required to make an initial deposit of \$15.00 at the beginning of the school year. Thereafter, families must make deposits in order to maintain a positive balance. Families can call the food service director to get information about their food service account balance.

The cost for breakfast is: Reduced - \$ 0.30
5K - 6th Grade Students – \$ 1.30
Adults – \$ 1.65

The cost for lunch is: Reduced - \$.40
5K - 5th Grade Students – \$ 2.45
Adults – \$ 3.30

Hallways

Students are expected to walk quietly on the right side of the hallways at all times. Students must keep their backpacks and belongings secured at all times. Students must respect other people's property and leave it alone at all times.

Harassment and Bullying

Harassment can take many forms. *It is repeated unwanted behavior which interferes with your life.* It limits and denies the rights of students to study, work, and play in the school setting. Harassment makes people feel bad. Everyone has a right to not be harassed and the staff at Neillsville Schools feels strongly that all students should feel safe at school.

- A. **Sexual Harassment** is unwelcome behavior of a sexual nature. There are school board policies, as well as state and federal laws, which prohibit sexual harassment. Some examples include:
 - a. inappropriate gestures or touch
 - b. sexual remarks, name calling, or spreading rumors
 - c. sexual comments about one's body
 - d. drawing or displaying offensive pictures
- B. **Racial Harassment** is unwanted comments regarding a person's ethnic makeup. Examples include ethnic name calling or making negative comments about a particular ethnic group.
- C. **Verbal harassment** is unwanted verbal comments which make a person feel bad or unsafe. Examples include: teasing to cause embarrassment, or threatening to cause harm to the person, or teasing about a person's clothing or appearance.
- D. **Intimidation** is unwanted threats to cause harm. Telling someone to watch their back or that someone else is going to beat them up are examples of intimidation. Another example is getting in someone's private space

What You Can Do About Harassment

- A. SAY STOP! Tell the harasser you do not like the behavior and want it stopped. BE FIRM!
- B. Tell someone: Talk to a teacher, counselor or administrator. Discuss the situation

with a parent or family member.

- C. Fill out form: Fill out a harassment complaint form from the office
- D. Keep records. If the harassment continues, write down what happens. Record dates, times, places, names of witnesses and other information that will verify what happened.

Any form of harassment is wrong. It will not be tolerated. Harassment is taken seriously and all complaints are completely investigated. Students who choose to harass another student can expect consequences which may include:

- | | | |
|---------------------------|--|---------------------|
| -parental contact | -verbal warning | -removal from class |
| -loss of privilege | -detention | -suspension |
| -expulsion | -financial restitution | -police referral |
| | -meeting with Principal,
Superintendent, and/or
School Board | |
| -Social Services referral | | |

Health Policies - Health Conditions, Medications, and Immunizations

Parents are responsible for keeping the school informed of any changes to emergency contact information, student medical conditions, and other information related to student health matters. The school district has a school health office. The health office is located in the elementary school office area and is open on days that students are present from 8:00 a.m. to 3:15 p.m. Students who are injured at school must report the injury to office personnel. School staff may provide treatment for an illness or injury. If necessary they may consult with a physician, dentist, or eye doctor, transport the student for care needed urgently, or call an ambulance if necessary. Unless, parents notify the school nurse in writing they do not consent to this plan.

If your child is ill or injured at school, please monitor him/her at home. The school health service is not able to diagnose illness or injury, nor replace the need to be seen by a licensed physician, dentist, or optometrist (eye doctor). Because the seriousness of an illness or injury is not always apparent, please continue to use your best judgment, as you normally would at home to determine if your child should be evaluated further. If you are unsure, it is always best to have them seen.

For the safety and health of all students, parents/guardians are required to inform the school health office if a student has an anaphylactic allergy, serious seizure disorder requiring emergency medication, diabetes which may require the administration of glucagons, rescue inhalers for asthma, or any other health condition that may require emergency medical care. Emergency action plans written by the student's physician are also strongly recommended.

Parents/guardians are strongly encouraged to ensure emergency medications are available for all

school sponsored events including but not limited to: field trips, after school activities and sports events.

Immunizations

By state law, students are required to stay up-to-date on immunizations in order to avoid exclusion from school. Or, parents may sign a waiver provided by the school declining immunization. Please check with the doctor's office prior to the start of school to ask if any immunizations are due. If your child has received immunizations from out of state please turn a copy in to the school nurse prior to the first day of school. Individual student immunization information will be sent to Clark County Public Health and other agencies as required by state law.

Other Health Conditions

If Your Child Has Any Of These Health Conditions A Written Emergency Plan From The Physician Is Required Yearly.....

- Anaphylactic Allergy (Requiring an epi-pen). Bring an Epi-pen to the nurse's office prior to the first day of school. This is especially important for student safety on field trips. Because there is no way to guarantee treats brought in by other students will not contain or be prepared with what your child is allergic to, parents of children with food allergies are encouraged to bring in a bag/box of "safe treats" at the beginning of the year for their child to have on hand in the classroom to enjoy as a substitute for treats brought in by other students.
- Seizure Disorder (Requiring emergency medication if they have a seizure) Bring rectal diastat/other medication to the nurse's office prior to the first day of school.
- Insulin Dependent Diabetes Bring glucagon to the nurse's office prior to the first day of school with the written "Diabetes Medical Plan" from the doctor.
- Any other medical conditions that may require emergency care

Medications at School

If your child is allergic to Tylenol, cough drops, hydrocortisone cream, Benadryl, mints, or peroxide, a physician's note is required to be on file with the school nurse.

Medications should not be sent to school with students for the safety of all students.

Medications at the school cannot be returned to students under the age of 18. Medications that are no longer needed at school must be picked up by a parent/legal guardian, except by discretion of the school health officer.

Medications brought to school will be put into the students count and should not go back and forth from school to home each day. If medications need to be picked up before the end of the prescribed duration a written request to pick up the medications early must be submitted to the health officer for placement in the students file.

Medications that are expired or not picked up within 30 days of being discontinued will be disposed of. Parents are responsible for keeping track of when medications (including emergency medications) will run out at school or expire.

Medications should be taken at home when possible. Medication needed 3 times per day (i.e. antibiotics or eye drops) should be taken before school, after school, and at bedtime.

Our goal is to provide the safest and most effective medical care for your child in case of an emergency.

State Laws for Medication in Schools are:

1. It must be in the original container from the pharmacy with the original label on it. If requested, pharmacies will label 2 bottles for you, one for school and one for home.
2. The bottle must not be expired.
3. A written doctor's order must be on file in the nurse's office for prescription medication.
4. A written note from the parent must be on file in the nurse's office for all medications, stating school staff has permission to give the medication to their child.
5. It must be kept locked.
6. Students with asthma may carry inhalers at school if there is a written doctor's order saying the student may "self carry" the inhaler, and a signed parent note stating the student may "self-carry" also.
7. A student may carry their own Epi-pen at school or school activities ONLY IF there is a doctor's order stating the student should be allowed to "self carry" and a signed parent note stating the student may "self carry."

Administering Medicines to Students

The following procedures will be followed when the school is notified by parents/guardians that their child needs medicines during the school day to benefit their education:

1. Written notification is forwarded to the designated school official, usually in the health office.
2. The official has a parent/guardian send written instructions signed by the parent/guardian and a physician including:
 - a. Name of the child
 - b. Name of the medication
 - c. Purpose of the medication
 - d. Time to be administered
 - e. Proper dosage
 - f. Possible side effects
 - g. Termination date for administering the medication.
3. That school official is then responsible for:
 - a. Obtaining and filing in the school the written notification and the required consent.
 - b. The periodic review of such written instructions.
 - c. The storing of the drugs in a locked cabinet.
 - d. Record keeping and returning unused medication to the parents/guardian.
4. The parent/guardian of the student shall assume responsibility for informing the school official of any change in the child's health or change in medication.
5. The district retains the discretion to reject requests for administration of medications.
6. A copy of this procedure will be provided to parents upon their request for administration of medications in the school.

7. Only limited quantities of medication should be brought to the school and only in containers properly labeled by the physician or pharmacist.
8. Students will be allowed to get Tylenol from the nurse **IF** they have a signed **YES** for this on their Emergency Form and **AFTER** the parent has been contacted.

Contact the school health officer, Sam Warden at 743-8753 with any health related questions.

Homework

Our curriculum programs are planned so that, if a child makes wise use of their time, most homework can be completed during school hours. Some assignments may need to be taken home for completion. We try to motivate our students to do more than the minimum required work.

Internet/Network Acceptable Use Policy (AUP)for Students

Neillsville School District (NSD) provides a wide array of technology resources for the purpose of student learning. This agreement, along with the student handbook for each school, outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, students acknowledge the following rules and conditions:

As a NSD student I understand that my school network and email accounts are owned by the school district and are not private. NSD has the right to access my information at any time.

Government Laws:

I will use computers in conformity with laws of the United States and the State of Wisconsin.

Violations include, but are not limited to, the following:

1. **Criminal Acts** – These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, sending harassing email, cyber stalking others, viewing or sending any pornography, vandalism, and/or unauthorized tampering with computer systems.
2. **Libel Laws** - Publicly defaming people through the published material on the internet, email, etc...
3. **Copyright Violations** - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

Netiquette and Responsible Use:

1. I will use NSD technology resources productively and responsibly. I will not use any technology resource in such a way that would disrupt the activities of other users.
2. I will be polite and use appropriate language in my telephone, email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.

3. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.
4. I understand that I am an Ambassador for the school in all my online activities. I understand that what I do on social networking websites such as Facebook, Instagram, Snapchat, or any other social networking site should not reflect negatively on students, staff, or on the Neillsville School District. I understand that I will be held responsible for how I represent myself and my school on the Internet.
5. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
6. I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
7. I will use NSD computer resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any school owned computer resources or digital devices. I am responsible for not pursuing material that could be considered offensive.
8. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.
9. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
10. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
11. I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my teacher.
12. I will follow all guidelines set forth by NSD and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).

13. I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.
14. I understand that NSD administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
15. I agree to abide by all Internet safety guidelines.

Consequences for Violation of this Agreement:

I understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand that the consequences of my actions could include suspension of computer privileges and/or school disciplinary action.

Library Media Center (LMC)

It is the Media Staff's task to assist patrons and provide material for professional development, curriculum enhancement and personal knowledge for staff and students. It is also their goal to maintain a productive learning environment for patrons using the facility at all times.

Library Expectations:

- Library procedures and expectations are posted in the Library, students are expected to read them and comply at all times.
- All materials must be checked out before taking them from the library.
- Students deliberately damaging materials or property may be refused the privilege to use the library, except for class required, specific research. This research will require a note from the student's teacher.
- No fines are charged for overdue materials, but if materials are lost or damaged, the patron will be expected to pay the replacement cost. If lost material is returned that has been paid for, the patron will keep it and no refund will be made.
- Materials will not be checked out to patrons who have not paid replacement costs.

4K-8 Library Media Center (LMC)

The LMC_Collection has been developed for use by children through eighth grade. The collection is divided into three separate areas with the material included based on content; exceptions to these guidelines are on an individual basis;

- Elementary (E section) 4K- grade 2

- Intermediate (I section) – grades 3 – 5
- Middle (M section) – grades 6 – 8.

Along with print materials including books, magazines and newspapers there are video cassettes, audio cassettes, books on tape, and electronic (computer) resources available.

The nonfiction and reference portion of the collection is continually updated to provide materials that will enhance the classroom curriculum and make available information for assigned projects and/or reports.

The fiction portion of the collection contains both classic and contemporary materials that are of interest to students. Many of the best sellers and award winning books can be found there.

Library Instruction

The media staff reads and introduces books to the younger students and instructs older students on how to use the library, including use of the online card catalog, finding books, types of material, etc.

Access

All grades have scheduled library time during school days. The library is also available before and after school for returns and checkout.

Lost and Found

Lost and found locations are near the elementary office and near the middle hallway bathrooms next to the elementary gym.

Out of School Suspension

At the discretion of the discipline officer, severe behavior problems, lack of cooperation, etc. could result in a 1 to 5 days out of school suspension. The student will be required to leave school for the specified amount of time and may be asked to return with his/her parents. The student must pick up assignments before leaving and is required to do all work while at home. Any missed tests will be made up immediately upon return to school. While on suspension, the student is not allowed in the building or on the grounds.

Parent Involvement Policy

Neillsville Elementary School will involve parents in regular, two-way and meaningful communication addressing student achievement and ensuring that parents:

- Play an integral role in assisting their child's learning,
- Are encouraged to be actively involved in their child's education,
- Are full partners in their child's education and are included, as appropriate, in decision

making and on advisory committees to assist in the education of their child.

In compliance with Section 118(a)(2) of the ESEA, Neillsville Elementary School agrees to implement required statutory requirements to:

- Involve parents in the joint planning and development of the District's Title I plan through representation on the District ESEA team and participation in fall and spring ESEA meetings.
- Involve parents in an Annual Local Review of the Title I program and use the results of the Annual Review to address any identified barriers to parental participation. The annual review will be conducted each spring and will include an analysis of state and local assessment data, a review of grade level needs and services and a summary analysis of the effectiveness of Title I services.
- Involve parents in the development, implementation and review of the Parent-School Compacts. The compact will be discussed and signed during fall parent-teacher conferences and reviewed again at spring conferences. The compact will also be posted on the district website.
- Involve parents in the development and planning of effective parent involvement activities through representation on each building's Title I Needs Assessment or School Wide Committees. Committee meetings will be scheduled flexibly with the scheduling needs of parents in mind.
- Building the schools' and parents' capacity for parental involvement by:
 - Providing parents with information on state standards, assessments, requirements of Title monitoring their child's progress and working with educators. Information will be provided during an annual fall meeting, through quarterly progress notices, at parent-teacher conferences, in the district newsletters and on the school's website.
 - Provide materials, resources and training to help parents work with their children to improve academic achievement. Resources will be provided in newsletters and communications, through the school IMC, and the Family Resource Center. Parent Trainings and family education nights will be planned each year based on the needs assessment and may include a family literacy night, math night, etc. A book bag program will be implemented in grades K-3.
 - Communicating regularly with parents in clear and understandable terms. This will include opportunities for parents to participate in decision making roles, volunteer opportunities, regular Title I meetings, newsletters, regular parent surveys, parent-school compacts, and parent-teacher conferences. Parent-teacher meetings may be scheduled at any time as requested by parents.

- Coordinating parental involvement activities with other initiatives including Head Start, after school programs, etc.

The Neillsville Elementary School Parental Involvement Policy has been developed jointly with, and agreed on with parents of children participating in Title I services.

Promotion – Retention

The School District of Neillsville is charged with the adequate education of every student, ensuring the development of an independent and functioning contributor in society.

As per Wisconsin Statute 118.125, the school has the right and responsibility of promotion and retention. Therefore, the School District of Neillsville shall primarily support a professional staff member's advice who, in good faith, has indicated that a student has not met the criteria to gain necessary independence and acceptable educational development. The School District of Neillsville bases the promotion of each student on a combination of social and academic achievement criteria. A professional staff member and/or a committee consider the promotion of each student, carefully evaluating subjective and objective factors, determining each student's progress. If in the course of any student's progress, it is deemed necessary to retain a student in a subject or grade level, the School District of Neillsville will support the position stated in each handbook.

Grade Advancement

Local requirements in response to Wisconsin section 118.33:

Effective September 2002, in order to advance from Grade 4 to 5 or from Grade 8 to 9 students in the School District of Neillsville shall meet the requirements included in section 118.33 of the state statutes, as revised by 1999 Wisconsin Act 9.

In addition to meeting any local requirements outlined above, in order to advance a student shall demonstrate proficiency from these categories:

- Required Assessments
- Academic Performance
- Other Academic Criteria

These are not to be construed as sequential in nature, but carrying equal weight.

Professional Staff Recommendations:

For a student who does not demonstrate proficient performance as outlined above, decisions concerning grade advancement will be made through committee review. A committee consisting of, at minimum, professional staff, including a professional staff member currently working closely

with the student; the school counselor; a principal; and a parent or guardian will make a recommendation based on, but not limited to, the following considerations:

- overall academic performance
- performance on other tests
- any previous retentions
- performance in subject areas beyond mathematics, science, social studies, and reading or language arts
- reports from outside agencies
- other developmental criteria.

Considering the committee's recommendation, the principal will make a decision on advancement. This decision shall be final.

Procedures:

- Accommodations to these requirements may be made for students with exceptional educational interests, needs or requirements consistent with state law and established district policies and procedures.
- The district administrator (or his/her designee) shall be responsible for the general supervision and management of the advancement of students under this policy.
- The district administrator (or his/her designee) shall develop, review and recommend policies so that the schools of the district can help prepare students to satisfy the criteria in this policy and to otherwise implement this policy.
- The district administrator (or his/her designee) shall develop practices and procedures to inform students and parents/guardians of the policy requirements and to inform students and parents/guardians of the academic progress of students.

Physical Education

All students will participate in regularly scheduled physical education classes during the school year. All students are required to wear closed toe tennis shoes that either lace or are secured by Velcro for their own protection and comfort. Lost items, like shoes or suits, are not the liability of the school.

All students in second grade and up will participate in swimming during their physical education classes. They are encouraged to wear school swim suits, however, with a parent note sent to the teacher a student may wear their own swimsuit. Suits must be clean and modest. Along with the suit, students must have plastic bags and a tie for sanitary and safety reasons. Suits should be taken home nightly to be washed. All students should use school issued towels and return them appropriately. Students in sixth grade will use the locker rooms daily and be required to change

clothes for physical education.

Playground Expectations

For the safety and enjoyment of all students, the following guidelines will be expected at all times:

- Play safely and responsibly
- Use appropriate language
- Put name on all equipment brought from home
- No electronics allowed (Phones, iPads, iPods, Nintendo DS, MP3 players, etc.)
- Use the slide from top to bottom only
- Go back and forth on swings (no twirling)
- Wrestling, fighting or tackling is not allowed
- Football must be 2 hand touch - tackle football not allowed
- Football must be on grassy areas - playing football is never allowed on blacktop
- Hard covered baseballs and softballs not allowed
- During winter season, snow pants and boots are required to play in the snow
- No throwing snowballs
- Sliding on ice and snow is permitted if done in an orderly fashion
- Students may not play "King of the Hill"
- Kicking playground balls on the roof will lead to loss of privileges
- Students are not allowed in the parking lot
- When the whistle blows, students return equipment and line up quickly and quietly in designated areas in a timely fashion

Immediately tell playground supervisors if you or someone else gets hurt on playground

If the student is to remain inside at recess times, a note should be sent with the student's name, date and reason for staying in.

For liability reasons, rollerblading, scooters, skating and skateboarding are not allowed on school grounds.

Possible consequences for not following playground expectations could include, but is not limited to:

-parental contact	-verbal warning	-removal from class
-loss of privilege	-detention	-suspension
-expulsion	-financial restitution	-police referral
	-meeting with Principal, Superintendent, and/or School Board	
-Social Services referral		

Report Cards and Pupil Evaluation

Report cards are available at the end of each nine week quarter. Report cards, though, are only one way a child's progress is reported to their parents. Parent-teacher conferences are held for all students in our school. Conferences are scheduled in advance so each parent will know when to come. However, the need for additional conferences can arise at any time. The parent and teacher should schedule a conference at a time on which they can mutually agree.

Rules on Printed Material

Bulletin Boards

- A. Permission must be obtained from the principal's office to post notices.
- B. Masking tape must be used for fastening notices.
- C. Notices may be posted for dances, sports, activities, candy sales, annual sales, etc.
- D. Maximum size for all notices except sports banners is 18" X 24".
- E. All notices are to be removed immediately after the activity is complete.

Printed Matter

Students may distribute newspapers or other printed materials of a noncommercial nature.

- A. The time of such activity shall be limited to periods before school begins, after dismissal, and during lunch time;
- B. The manner of conducting such activity shall be restricted to prevent undue levels of noise and use of coercion;
- C. All printed matter and petitions distributed and circulated on school property must state the name of the sponsoring organization and the name of a least one student member of such organization; and
- D. The principal or his/her designee may preclude distribution of materials which are obscene according to current legal definitions, libelous or likely to create a clear and present danger because of the commission of unlawful acts, or it disrupts the operation of the school.

Student Publications

- A. All student publications shall be produced by students.
- B. Editing shall be done by student editors.
- C. The principal may review material prior to publication and may suspend publication of obscene material according to current legal standards, if it is likely to create a clear and present danger because of the commission of unlawful acts, or it disrupts the operation of the school.

School Day

For supervision purposes, children should not arrive at school before 7:45 am. Students cannot enter their classrooms without teacher supervision. Students may go outside on the playground, eat breakfast or stay in the lobby areas with supervision. Afternoon 4 year old Kindergarten (4K)

students should not arrive before noon.

Class Schedules:

4K Kindergarten (a.m.)	8:03-11:00
4K Kindergarten (p.m.)	12:15-3:16
5K - Grade 5	8: 03-3:16

Parking is not allowed in the north lot along the sidewalk during bus times. Those times are posted on the sign entering that lot. The Fieldhouse doors are open at the beginning and end of each school day. Students, staff and parents are not to be selling items during the school day, 8:03-3:16.

School Psychologist

We have the services of a psychologist under CESA 10 programming. These services are available upon request for special testing by classroom teachers and parents. Consultation with the teachers and parents would follow that testing.

Social Media

The School District of Neillsville utilizes social media sites such as Facebook, Twitter, and Instagram to promote community involvement and celebrate student successes. A student's name and grade level shall be considered public information and may be released, unless parent or adult students refuse the release, in writing, of their own initiation within 14-days or receiving this handbook. Neillsville Elementary School reserves the right to photograph and/or record students in any area of the building.

Student Records

1. Student records can be viewed upon written request:
 - a. By student
 - b. By parent (if student is under the age of 18)
2. Changes can be requested through the E.C.C. Committee. Forms are available through the guidance office.

Student Surveys

The school board respects the privacy rights of parents/guardians and their children. No student shall be required to participate in any survey associated with a school program or the district's curriculum, or which is administered by a third party in the school, if the survey includes one or more of the following items or topics:

- Political affiliations or beliefs of the student or the student's parent/guardian
- Mental or psychological problems of the student or of their family
- Sexual behaviors or attitudes

- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom students have close family relationships
- Legally recognized privileged or analogous relationships such as those of lawyers, physicians or ministers
- Religious practices, affiliations or beliefs of the student or of the student's family
- Income, other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Families will be given the opportunity to request that their child not participate in a survey containing any of the information outlined above. If the survey containing any of the above information is funded in whole or in part by the US Department of Education, written consent shall be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey.

Parents may, upon request, inspect a survey containing any of the above information and any survey created by a third party before the survey is administered or distributed to a student. They may also request to inspect any instructional materials used in connection with the survey or any instructional materials used as a part of the education curriculum for the student. Requests to inspect the survey or the instructional materials should be made to the principal or their designee. Survey inspection requests should be made prior to the date in which the survey is scheduled to be administered to the student. The principal or their designee shall respond to all such requests. This policy will be published annually in the student and staff handbooks which are distributed to students, parents/guardians and faculty in the district.

Student Valuables

Students are cautioned not to bring large amounts of money, radios, cameras, etc. to school. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed for lunch or school supplies, leave it with your classroom teacher or the office for safekeeping.

Technology Policy

In this policy, "Chromebook/iPad" will be referred to as "device".

The devices and bags/cases that are issued to all students in grades 3-12 are the property of the Neillsville School District. The device is on loan to the student, and must be used in accordance with the following policies and procedures, the Neillsville School District's Acceptable Use Policy and any applicable laws. Use of the device, as well as access to the computer network, the Internet and e-mail

are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of the Neillsville School District.

General Use and Care of Devices

- The device and bag/case should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device and bag/case are not allowed.
- When transporting a device to and from school, students should always be sure it is placed in the device bag/case, and the bag is fully closed. Each device is labeled as Neillsville School District property, and identifies the student that the device is on loan to. The label MUST remain on the device at all times.
- Devices should be placed on the top shelf when stored in lockers.
- Students are encouraged to help each other in learning to operate their devices. Students should operate only their own device at all times.
- Any inappropriate or careless use of a device should be reported to a teacher or other staff member immediately.
- Devices can be fragile, and if they are dropped, they may break. Treat devices with care.
- Students should protect their devices from extreme heat and cold. Devices should not be left in cars to prevent damage from temperature extremes, as well as theft.
- Devices should be protected from the weather, water or other liquid, food and pets.
- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
- Devices should never be placed in the bag while turned on. The device should either be turned off or in "sleep" mode. In addition, devices should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the device to overheat, and will result in damage to the device.

Use of the Device at School

- Devices are assigned to individual students. Students should never "swap" or "share" their device with another student. Devices should be in a student's possession or secured in their locker at all times.
- When being transported, the device must be in its bag/case. Do not swing the device by the case or strap. You are responsible for your device – do not carry a device that belongs to another student. The ID label must remain on the device at all times.
- Students are responsible for bringing their device, fully charged, to school each day.
- Devices will be checked randomly to determine if students have the appropriate device and are using the device appropriately.
- **Students should have no expectation of privacy on school owned equipment.**
- Students are not allowed to download or install any software or other materials without District staff approval. Students are not allowed to access, download or utilize non-educational games using school resources.

Use of the Device at Home

- **Students in grades 3-8 are not allowed to take devices home unless a Student Chromebook Take Home Agreement is completed and permission is granted.**

- If the device is lost, stolen or damaged by another party, parents/guardians should immediately report the loss or theft to the Neillsville School District administration.
- If the device is damaged or not working properly, it must be immediately turned in to the school library for repair or replacement. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.

Use of the Device for Internet and E-mail

- Students and parents/guardians understand that the Neillsville School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the District is not able to control student usage of the device while at home. It is the parent/guardian's responsibility to supervise information that a student is accessing from the Internet while at home. Random checks will be done, and students with inappropriate material will be disciplined accordingly.
- Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number or school name.
- By signing the student handbook, parents/guardians and students are required to acknowledge they have read and agree to the District's District's Acceptable Use Policy prior to receiving Internet and email access. Students should be aware that Internet access and email, and other media that are accessed, created or stored on their devices is the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

Accidental Damage

- On an annual basis, the student will incur a \$10.00 fee the first time a device has to be repaired.
- If a device has to be repaired a second time due to misuse, accidents, etc., a \$25.00 fee will be charged. The student will not be allowed to take home a device until the fee is paid.
- For the third incident and any incident thereafter, the student will be charged \$50.00 and an administrative decision will be made regarding the student's take-home privileges for the remainder of the year.

Intentional Damage or Loss

If a student loses or intentionally destroys beyond repair any of the following components, they will be charged full replacement costs for those items.

- Power module/cord
- Chromebook case
- Any device (Full Replacement Cost)

Consequences for Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their device in accordance with these policies and procedures, and District Acceptable Use Policy and any

applicable laws. Failure to use the device in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Neillsville School District.

- Cancellation of student use or access privileges, including the privilege of taking the device home
- Suspension from school
- Expulsion from school
- Civil or criminal liability under applicable laws

Telephone

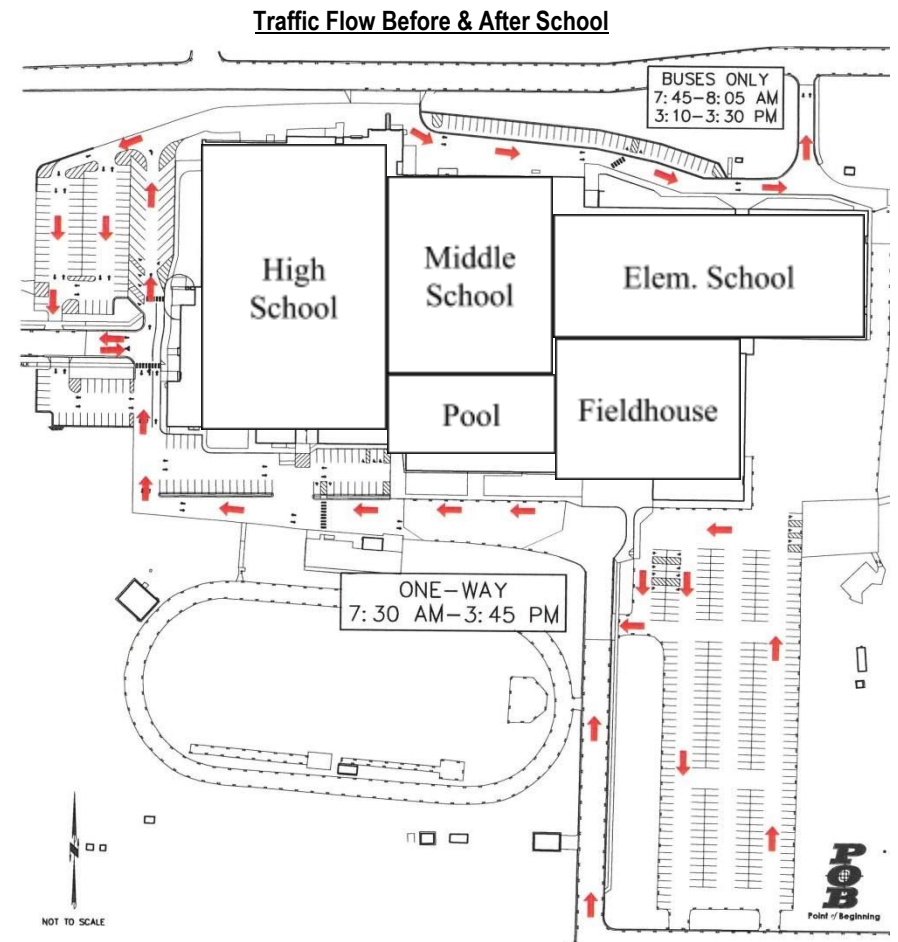
Students are not to use the office phones except for school business with the approval of the office personnel. Parents are requested not to telephone students during the school day except in cases of emergency. Students will not be called out of class to receive phone messages. Cell phone use during the school day and must follow the school policy for cell phone use.

Tornado Drills

When a tornado signal is given, students should leave their classrooms immediately using the exit specified in the classroom. Please check these directions in each room at the beginning of the school year. There will be periodic tornado drills throughout the year.

Procedures:

1. Go to the designated hall and sit flat on floor with knees bent up and head between knees as close to the wall as possible.
2. Remain as quiet as possible so that directions may be heard on the hall speakers or by designated persons.
3. Stay completely away from any glassed in area.



Visitors

The Board of Education and staff of the Neillsville School District encourages parents and community members to visit the school throughout the year.

In order to help assure that no unauthorized persons enter the school for wrongful intent, all visitors

will be asked to report to and register at the school office, prior to visiting classrooms and other activities, to obtain a visitor's pass. Principals may establish reasonable standards for teachers to follow as a guide in dealing with visitors to the schools.

Parents: Are welcome to visit the school and classroom while in session. However, parents are to register prior to visiting and it is recommended that arrangements be made ahead of time when possible with the building principal and teacher. Teachers should avoid discussion of individual students during class session. Parents desiring an individual conference shall make an appointment in advance.

Students: Shall be prohibited from bringing to class, friends and/or relatives not assigned to that classroom. An exception will be made if a student is intending on enrolling in the Neillsville School District in the near future. Students are not allowed to leave the building to see a friend or visitor who walks or drives up. These exceptions shall be made prior to the visit through the principal's office.

The principal or his designee shall:

1. Have the authority to exclude from the school premises any person(s) that he has reason to believe would be, or is, disrupting the educational program of the school.
2. Have the authority of determining who shall be approved for visitation.
3. Will be notified of any unauthorized person on school property. The person will be asked to leave, and the police may be called if the situation warrants such measures.

School District of Neillsville Elementary School Handbook Acknowledgement

Please review the student handbook online at:

<http://www.neillsville.k12.wi.us>

My signature indicates that I agree to read the Student Handbook and abide by the rules, standards, policies, regulations and procedures referenced therein.

Student Name: _____

Please Print

Student Name: _____

Signature

My signature below indicates that I agree to read the Student Handbook and ask for clarification of any questions that I may have.

Parent Name: _____

Please Print

Parent Name: _____

Signature

The student is to submit this completed form to their classroom teacher.

**School District of Neillsville
Elementary School
Handbook Acknowledgement**

Please review the student handbook online at:

<http://www.neillsville.k12.wi.us>

My signature indicates that I agree to read the Student Handbook and abide by the rules, standards, policies, regulations and procedures referenced therein.

Student Name: _____
Please Print

Student Name: _____
Signature

My signature below indicates that I agree to read the Student Handbook and ask for clarification of any questions that I may have.

Parent Name: _____
Please Print

Parent Name: _____
Signature

The student is to submit this completed form to their classroom teacher.