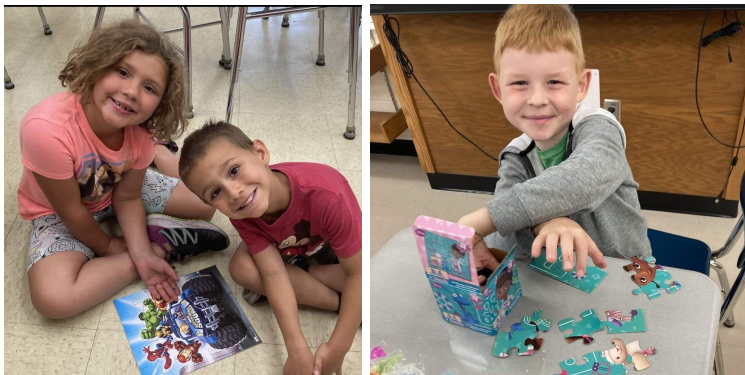


# STUDENT HANDBOOK

## Pittsville Elementary School 2022 - 2023



**School Start Time: 7:50 a.m.**

**School End Time on Mondays, Tuesdays, Thursdays, Fridays: 3:15 p.m.**

**School End Time on Wednesdays: 2:05 p.m.**

This handbook has been prepared to help create a positive learning community where every student is expected to be responsible, respectful, honorable, and engaged. Please read it carefully so that you know the policies and procedures that we follow to ensure that we have a great school year.

*Work hard. Succeed.*

## Vision

Expecting excellence and innovation, honoring legacy, and embracing partnerships.

## Mission

Expecting excellence and integrity from all, developing innovative students, strengthened through partnerships with parents and the community.

## We believe:

- Challenging expectations in a supportive environment increases individual student performance.
- All children are unique individuals who learn in different manners and possess the ability to be successful.
- Successful students are the result of a united effort between parents, community, and school
- In instilling respect, integrity, character, and healthy lifestyles in all students.
- In honoring past legacy, while embracing innovation and change to prepare for the future.

## Goals

1. Strengthen communication and partnerships
  - a. We will implement procedures and activities which promote family and community involvement in education.
2. Improve student achievement
  - a. We will establish competencies, which require action steps and staff development, required to compete in a global and technological society.
3. Expect excellence and personal integrity
  - a. We will implement strategies for student character development which emphasize individual excellence and personal integrity.
4. Maintain safe, healthy, and welcoming environment
  - a. We will ensure our school is environmentally safe, healthy, and welcoming
5. Sustain financial viability.
  - a. We will access the education system and prioritize available resources so that we can meet the needs of all students.

Revised: September 7, 2010

## Public Notification of Nondiscrimination Policy

It is the policy of the Pittsville School District, pursuant to state and federal laws and regulations, that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular (which would include all Career and Technical Education opportunities), extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, any physical, mental, emotional, or learning disability or any other legally-protected status or classification as required by S. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The District encourages informal resolutions of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Pittsville School District. Any questions concerning this policy should be directed to: Matthew Sherwood, Director of Student Services, School District of Pittsville, 5459 Elementary Avenue, Suite 2, Pittsville, WI 54466. 715-884-2517 Ext. 255.

## Notice of School District Policies on sex discrimination, the district's Title IX Coordinator(s), and procedures for reporting or filing a complain of sex discrimination

***Title IX Nondiscrimination Policy Statement*** – As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to the District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District’s commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board: Policy 113, 411, 411.1, 511, and 512.

***District Title IX Coordinator*** – The District employee who holds the position identified below serves as Title IX Coordinator for the District: Matthew Sherwood, Director of Special Education and Pupil Services, School District of Pittsville, 5459 Elementary Avenue, Suite 2, Pittsville, WI 54466; 715.884.2517 Extension 255; [sherwmat@pittsville.k12.wi.us](mailto:sherwmat@pittsville.k12.wi.us)

Matthew Sherwood, Director of Student Services, 715.884.2517 x 255

## Staff Directory

### Administration

Principal - Heather Friday

Director of Student Services - Matthew Sherwood

### Teaching Staff

Early Childhood / Special Education - Candice Kremer

4-Year Old Kindergarten - Todd Sanken

Kindergarten - Destinee Dunow

Kindergarten - Jackie Heinzen

Kindergarten - Jennifer Petersen

1st Grade - Brittnee Stone

1st Grade - Ellie Joosten

1st Grade - Jodi Moore

2nd Grade - Heidi Sischo

2nd Grade - Londa Kuehn

3rd Grade - Kristin Mueller

3rd Grade - Susanne Niehaus

4th Grade Homeroom - Eric Hahn

4th Grade Homeroom - Connie Sersch

5th Grade Homeroom - Doug Schultz

5th Grade Homeroom - Lisa Denniston

6th Grade Homeroom - Bonnie Hedstrom

6th Grade Homeroom - Bayli Vacho

7th Grade Homeroom - Leslie Niedfeldt

7th Grade Homeroom - Travis Laprise

8th Grade Homeroom - Elizabeth Knutson

8th Grade Homeroom - Jason Schiltz

Reading Specialist - Cindy Schooley

Reading Specialist - Joan Frericks

Math Interventionist - Ron Klein

Library Media Specialist - Michelle Abel

Physical Education - Jim Krueger

Grades 4K - 5 School Counselor - Ashley Raygo

Grades 6 - 8 School Counselor - Marissa Petersen

Art - Maria Landgraf

Grades 5 - 12 Band - Tom Wiegert

General Music / Choir - TBD

Special Education - TBD  
Speech and Language - Mrs. Luanne LaRose  
Occupational Therapy - Marissa Monson  
Agriculture Education - Lindsay Meissner  
Family and Consumer Science - Alyssa Anderson  
Technology Education / CTE Coordinator - Stephen Hadfield  
Business - Jordan Rayburn

### **Administrative Assistants**

Elementary Office Administrative Assistant - Karen Garrels  
Special Education Administrative Assistant / Health Coordinator - Mary Lou Masanz

### **Paraprofessionals**

Assistant - Kaitlyn Potts  
Assistant - Michelle Gachnang  
Language Assistant - Maria McClellan  
Special Education - Amy Wilke  
Special Education - Dawn Peaslee  
Special Education - Julie Gosney  
Special Education - Karen Nach  
Special Education - Karen Zickert  
Special Education - Nancy Zieher  
4-Year Old Kindergarten - Linda Scholzen

### **Food Service Staff**

Food Services Director - Matthew Andres  
Food Service Lead Cook - Azizah Tester  
Food Service Cook - Cheryl Huser

### **Custodial Staff**

Director of Buildings and Grounds - Daniel Giles  
Day Custodian - Dave Pearson  
Evening Custodian - Dan Merritt  
Evening Custodian - Keith Blaschka  
Evening Custodian - Joe Scholzen  
Evening Custodian - Pam Pralle

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## Animals at School

Students are allowed to bring animals to school for educational reasons. Students must have permission from his / her teacher to bring an animal into the classroom. Families will be notified prior to an animal visit by the classroom teacher so parents have the opportunity to share allergy information and to be given the option to not be present in the classroom when the animal is there. Parents will be requested to bring the animal to school and take it home again when it has fulfilled its purpose in the classroom. All animals who will be present around children must have current vaccinations and the owner will provide documentation to the school principal prior to the visit. If approved by the principal, extenuating circumstances may allow for an animal to be in the classroom without prior approval.

## Appointments

It may be necessary for your child to visit the doctor or dentist during the regular school day. When this occurs, a dated note is required to inform the child's classroom teacher and the office of the time the student will be picked up and the approximate time he / she will return. Before leaving school, the child must check out at the office and upon return he / she must check back in at the office. The period of time missed for these appointments will be recorded as an excused absence. Parents are encouraged to schedule medical and dental appointments at times when school is not in session.

## Assignments of Students to Teachers / Classrooms

The School District of Pittsville views the assignments of students to classes as a major and important factor in the success of all students. The makeup and balance of students in a classroom affects the educational productiveness of the students assigned to that particular classroom. Class assignments shall be fair and in the best interest of the overall effective functioning of the school community.

The building principal will be responsible for the supervision and proper placement of the students. The following placement criteria will be considered in the placement of students to classes: Special needs of students; social, behavioral, and academic needs of each individual student; reasonable gender and intelligence balance; separation of specific students to avoid a potential conflict; academic compatibility; adaptability of student to instructor's teaching style.

A parent may request to have their child in a specific classroom. This request must be in writing or sent in an email indicating the classroom request and educational reason. The written request must be completed by a parent or legal guardian. ***Such requests must be submitted to the principal prior to April 10th of the preceding school year.*** These requests will be honored when they are practical and possible. The principal will communicate to the parent or legal guardian if the request will not be granted.

## Athletic Eligibility Athletic Eligibility Standards Grades 6 -8

The WIAA requires member schools to have an athletic code in place. The athletic code must be followed year-round, regardless of the education setting occurring in traditional brick and mortar or occurring within a distance learning environment, and applies to all students affiliated with the school who intend on participating in extracurricular activities. During the athletic registration process, student-athletes and their parents will review the athletic handbook and agree to abide by the rules and regulations within. A copy of the athletic handbook is posted on the school website.

## Attendance

All students between the ages of 6 and 18 years of age shall attend school during the day except as provided by law. Students with schedules designed by an Individual Education Plan team may have less than the defined school day. A student who is not in attendance for all or part of a school day will be marked as absent in the student attendance record for the time period that he / she is absent. Students will not be excused from school except in cases of emergencies, when parents / guardians communicate with the school, or when a pre-arranged absence has been approved. All work missed must be made up by the student. The student is responsible for gathering this make-up work. Teachers will assist in gathering assignments when notified of the absence prior to the start of the school day.

Pre-arranged absences may be arranged by parents completing a *pre-arranged absence form* available on our website or in the office. The purpose of the form is to communicate with your child's teacher(s) so he / she (they / are) aware of the upcoming absence and can help get assignments and learning tasks ready prior to the student being absent. It is the student's responsibility to gather all assignments from his / her teacher(s) for the period of time he / she will be gone and arrange how make-up of these assignments will be handled. Please note: pre-arranged absences are excused, but are still counted in the total number of days absent for the student. Students need to turn in the completed form to the office so the absence can be recorded. When the form is turned into the office, the principal or administrative assistant will sign, the absence will be recorded, and a copy of the form will be given to the student so he / she is aware of the assignments to complete.

Parents / guardians must call the school office at (715) 884 - 2517 to inform office personnel if a child will be absent for the day. If a call is not received from the parent / guardian by 8:30 a.m., the parent / guardian will receive a call from the Pittsville School District's School Messenger Alert System notifying them of the unexcused absence and requesting a return phone call from the parent / guardian regarding the absence. If the school does not receive notification from the parent / guardian regarding the absence, the child will be marked as unexcused and the parent may receive an attendance letter regarding the statutes that require attendance at school.

Any student not present in their classroom by 7:50 a.m. morning bell will be marked tardy. Students who arrive prior to 7:45 a.m. will be required to go outside to their designated area. Any student leaving prior to the dismissal bell will be marked as an early departure. Both of these situations will be counted in considering

perfect and excellent attendance. Perfect attendance is awarded to students who have no early departures, late arrivals, or absences. Excellent attendance is given for a total of three or fewer of the above.

The people who pick up students prior to the end of the school day or bring students late during the school day must report to the school office. This is necessary to maintain state attendance records and for security reasons. Students who are being picked up from school at the end of the day will be sent to the designated pick up area. The people who pick up students at the end of the day should remain in this designated area to wait for the student. This is to keep classroom disruptions to a minimum and allow the teacher to end the school day in an orderly manner.

Students leaving school other than the usual departure procedure (for example, bus, walking, etc.) must have a signed note from the parent / legal guardian or the parent / legal guardian must call or email office personnel to communicate the change. Changes in departure routines need to be communicated with office personnel as early as possible in the day. Students should bring notes to the office right away in the morning.

*\* See truancy section for more detailed information regarding attendance.*

## Bicycles

Students who ride bicycles to school are required to park them in the bicycle racks. Bicycles are not to be ridden during the school day except as transportation for those students leaving early with the permission of the parent / guardian. Bicycles are to be removed from the racks only upon leaving school. The school is not responsible for any lost or damaged bicycles on school property. All bicycles should be locked when parked in the racks. The bicycle rack is off limits to students during the school day. Students should park the bicycle and leave the area after they arrive. Students must not ride their bicycles on school property (for the safety of the other students). All bicycles are to be walked upon entering and leaving school property. Skateboards, roller blades, roller skates, and roller shoes are not permitted on school property. This applies to all before, during, and after-school events.

## Bus Transportation

Bus transportation is provided by Hahn Transportation for students who live one-half mile or more from school and reside in the Pittsville School District. Questions regarding bus policy or designated bus stops should be referred to Hahn Transportation at (715) 884 - 6489.

When on the bus, students are expected to follow the directions of the bus driver and all of the bus safety rules. If a student fails to do this, parents will be contacted and a referral will be made to the principal. Frequency and severity of misconduct may result in a loss of bus privileges. If bus privileges are removed, the parent / guardian will be responsible for transporting the student to school.

If bus arrangements need to be changed once the child has arrived at school, please call the office no later than 2:00 p.m. When a change is made, students will be given a bus pass that they will need to present to the driver. If a child does not have a bus pass, he / she will not be allowed to board / ride the bus. Office personnel cannot guarantee that a child will be placed on the correct bus if a call is received after 2:00 p.m.

## Bus Conduct

The following rules have been established to ensure the safety of all students who ride the bus. They are as follows:

- Be on time to the designated school bus stop to keep the bus on schedule. Walk facing traffic if you are walking where there are no sidewalks.
- Stay out of the traffic lanes at all times while waiting for the bus.
- The bus is an extension of the classroom. The same acceptable behavior is expected of all riders.
- Wait until the bus comes to a complete stop before attempting to approach or enter the school bus.
- Board the school bus in an orderly fashion.
- When boarding or unloading, always walk around the front of the bus when it is necessary to cross the road. Do not walk behind the bus. Wait until the driver signals you to cross.
- The bus driver may assign seats to all riders. Any damage to a seat will be charged to the riders assigned that seat.
- All riders shall remain seated when the bus is in motion.
- Keep all body parts inside the bus at all times. Do not litter the bus with food or other debris.
- Food and drinks should not be consumed on the bus.
- The driver will not discharge riders at places other than the regular bus stop unless the rider has written consent of the parents and approval by the principal or designee.
- Only regular riders are allowed to ride the bus. No other students will be permitted on the bus unless they have written consent of the parents and approval by the principal or designee.

## Cancellations

If weather conditions are such that you think the school schedule may be interrupted, please listen to one of the radio stations listed below. Notification of cancellations, delays, or early dismissals due to inclement weather will also be made through Pittsville School District's School Messenger Alert System and will be posted on our Facebook page. Parents should have an emergency plan for handling these situations for the safety and health of our children. Do not drop children off at school on mornings when school is delayed, as there is no supervision available on those days. WIFC 95.5 FM; WOSQ 92.3 FM, WOFM 94.7 FM; WGLX 103.3 FM; WSAW TV-9; WAOW TV-9; WEAU TV-13.

## Candy / Pop

We make a conscious effort to teach the importance of good nutrition in our classrooms and through our Food Service Program. Our cafeteria provides healthy food and state-approved menus. With that in mind, we ask that if your child brings a cold lunch to school, do not include candy or pop as a part of his / her lunch on a regular basis. Please help us promote good eating habits and the importance of nutrition by eliminating / reducing the amount of candy and pop from your child's lunch.

## Change of Address / Telephone

It is extremely important that every student maintains a current address and working telephone or cell phone number on record through Skyward. Notify the Elementary School immediately if you have a change of address or telephone number during the school year and / or update that information in your Skyward account.

## Complaint Procedures / Investigation

The following procedure is adopted for the resolution of complaints regarding school district issues: Students, parents/guardians, or third parties who believe a student has been denied equal access to District educational opportunities in a manner inconsistent with this policy may initiate a complaint. Initiating a complaint will not adversely affect the complainant's participation in educational or extracurricular programs unless the complainant makes the complaint maliciously or with the knowledge that it is false. The District's Compliance Officer is:

Matthew Sherwood  
 Director of Special Education and Pupil Services  
 Title IX Coordinator  
 715-884-2517 ext.255  
 sherwmat@pittsville.k12.wi.us

1. Complaints may be submitted to any of the following persons:
  - a. Teacher or Principal
  - b. Immediate Supervisor
  - c. District Compliance Officer
  - d. District Administrator
  - e. Board President or Board Member
  
2. Complaints may be submitted electronically, orally or in writing. All complaints will be investigated. A single file containing a written record shall be maintained by the investigator or any reviewing administrator on

all complaints. The processing of the complaints will be handled within and according to the following categories and procedures:

a. Student to Student Complaints.

Complaints between students shall be referred to the District Compliance Officer. Discipline shall be in accordance with the Student's Rights and Responsibilities and Pupil Nondiscrimination Policies. Parents of students found to be in violation regarding harassment shall be notified. Any student or the student's parent or guardian involved in such a complaint or investigation may appeal the District Administrator's decision. The parties involved shall be told of this right to appeal at all stages during the investigation and following the determination. The investigation shall take no longer than ten (10) days. The student(s) and/or parent may be asked to put the complaint in writing at any time in the process. Upon the completion of the investigation, the District Administrator shall inform the parties of the disposition.

2. Student to Staff Complaints.

Complaints involving allegations of staff-student instances shall be referred to the District Compliance Officer. If the complaint is against the District Compliance Officer, the District Administrator shall assign the investigator. The investigator shall be assigned within ten (10) days. The complainant shall be required to submit the complaint in writing or to sign a narrative prepared by the investigator agreeing with the dates, times, and circumstances of the allegation. The assigned investigator shall take, under normal circumstances, no longer than ten (10) days to complete the investigation and file a report containing thorough findings of fact. Extensions of the ten (10) day timeline may be necessary when school is not in session, there are multiple instances, or witnesses are not available. The investigator shall:

1. Interview the complainant and completely explain the investigation process.
2. Limit the discussion of the matters to only those individuals who need to know the facts.
3. Assure that no retaliatory action be taken because of the complainant's good faith belief that he/she has been sexually harassed.
4. In interviewing the respondent, the investigator shall present a summary of the facts to allow the respondent to understand the situation and be allowed to respond. This should include dates, times, places, and the specifics of the alleged acts.
5. Consider any individual who might have knowledge of the situation. In interviewing relevant others, the investigator shall request them to provide facts based on personal knowledge

Upon completion of the investigation and report, the District Administrator shall confer relative to any necessary disciplinary action

Any employee-to-student complaint may be withdrawn at any time if done so in writing. Any intentionally false complaints submitted by an employee or student against another will necessitate appropriate consequences to be levied in accordance with due process laws, regulations, board policies, appropriate handbooks, or Master Agreements.

If either party is not satisfied with the response of the investigating officer, he or she may submit a written appeal to the District Administrator indicating the nature of disagreement with the resolution thus far and reason underlying such disagreement. Such appeal must be filed within ten (10) days after such receipt of the District Administrator's answer. The District Administrator or designee shall separately meet with the parties, at a mutually agreeable time to discuss the appeal. The District Administrator or designee shall give a written answer to the complainant's appeal within ten (10) days.

If either party is not satisfied with the District Administrator's review and decision, an appeal with the Board of Education may be filed within ten (10) days after receipt of the District Administrator's decision. The Board of Education shall, within twenty (20) days, conduct a hearing in closed session with the parties after the Board receives the appeal. The Board shall give a written answer to the parties within ten (10) days following completion of the hearing.

If either party is dissatisfied with the Board's decision, he / she may appeal to the State Superintendent of Public Instruction.

## Computers, Chromebooks, and Technology

Computers, chromebooks, and technology are provided for the benefit and use of students. This benefit will be provided to students who treat the equipment with respect and refrain from compromising the confidentiality expected by the staff and other students. The district reserves the right to review the information in an individual account. The students will follow all rules and regulations as set forth in the district computer use policy. All students must have a signed *Computer Use Agreement* on file before using the computer or chromebook. Please read the *Computer Use Agreement* carefully. It is important to know that students are responsible to pay for replacement parts on damaged chromebooks.

Each student will be required to provide their own headphones and Chromebook case. These headphones will be kept at school.

## Gifts at School

We understand that birthdays and holidays are special occasions. We acknowledge that these gifts are important to families. To minimize the disruption to the learning environment, gifts can be taken to the office. The office personnel will contact the teacher to determine an appropriate time for the child to come to the office to receive the gifts. Gifts will not be delivered immediately and gifts will not be delivered to the classrooms.

## Discipline

The principal will assess each situation and determine if the incident will be documented in Skyward. Skyward discipline records are used to determine patterns in behavior so the proper interventions can be put into place.

Discipline is a team effort between the school and home. While teachers are in authority at school, they need parents' help in establishing appropriate behavior. The student is responsible for following the rules established in each classroom.

### **Responsibilities of the Student**

In addition to those responsibilities and regulations previously listed in this handbook, students are responsible for helping to maintain an environment where education can benefit all participants. Behavior that becomes dangerous, disruptive, or destructive will not be tolerated and will be handled with appropriate measures.

Students are expected to comply with classroom rules and activities as defined by the teacher, coach, or sponsor. Any teacher, coach, advisor, etc. who may have additional rules and regulations beyond those listed in this handbook must have those rules in writing, approved by Administration and presented to each student involved, at the beginning of his / her sport, activity, or school year. Those additional rules and regulations are also subject to all appeal procedures.

### **Harassment**

Federal and State Law prohibits discrimination on the basis of race, color, creed, sex, age, disability, national origin, or sexual preference. Among these prohibitions is the harassment of employees, students, citizens, and volunteers. The School District of Pittsville is committed to maintaining an environment that is free from discrimination and any form of harassment. Harassment is unlawful and is conduct that exposes both the School District of Pittsville and individuals engaging in harassment to significant liability under the law and is prohibited in any form.

This policy has been enacted by the School District of Pittsville Board of Education to provide a comprehensive, direct statement to employees, students, agents, citizens, and volunteers that sexual harassment is not tolerated in the school district. Sexual harassment is a form of misconduct, which undermines the integrity of the district's employment and academic relationships. Sexual harassment or hazing refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which interferes with the working and learning effectiveness of its victims and their peers. Individuals who experience sexual harassment or hazing should make it clear that such behavior is offensive to them and may process a complaint pursuant to this policy.

The School District of Pittsville shall maintain and ensure a learning and working environment free of any form of sexual harassment or intimidation between students. Any student who believes they have been subjected to sexual harassment or hazing should report the incident in accordance with the district's established discrimination complaint procedures. If the subject of the complaint is the person designated to handle discrimination complaints, the student may file the complaint with the next higher authority listed in the complaint procedures. It is the intent of the district to create an atmosphere where complaints will be treated fairly and quickly.



Students who engage in sexual and other harassment shall be subject to discipline according to *Student Conduct Policy and the Student Handbook*. Any person reporting alleged sexual harassment in good faith will be protected from retaliation. Any person who retaliates by harassing any complainant or accused person will be considered to have violated this policy and will also be subject to corrective disciplinary action.

## Bullying

In the Pittsville School District, we wish to create a learning community in which all students enjoy mutual respect. Bullying is a form of harassment which will not be tolerated in any form. Bullying may include the following behaviors or actions: hitting, hurting, and fighting; name calling; spreading rumors; threatening others, extortion; teasing and mimicking; excluding individuals from a group; making others feel unwelcome; stealing, hiding, or damaging property; Cyberbullying. Students who undertake such actions will be subject to school discipline which may include, but are not limited to such sanctions as restorative justice practices, detention, suspension, legal referral, or in extreme or recurring cases, expulsion.

Taken directly from *StopBullying.gov*, this is the definition of bullying: “Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include: An Imbalance of Power: Kids who bully use their power - such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Citation: “StopBullying.gov.” StopBullying.gov, 2019, [www.stopbullying.gov/](http://www.stopbullying.gov/).

When a student is addressed because he / she is exhibiting these behaviors (listed in above paragraph), they are called *Gateway Behaviors to Bullying* and will be addressed.

### **Pittsville Anti-Bullying Program: Prevention and Response**

The Pittsville Anti-Bullying Program is a district - wide commitment to end bullying and to proactively instill a sense of respect, responsibility, and safety in every learner. This approach focuses on changing school and classroom climate by: Raising awareness about bullying; increasing student, teacher, parent, and staff response and involvement; forming clear rules and strong social norms against bullying; and providing support and protection for all students.



Kindness  
Matters

Anti-Bullying Code of Conduct			
Offense Description	1st Offense	2nd Offense	3rd Offense
<p>Level 1</p> <p>Verbal Harassment (including name calling, teasing, or spreading gossip / rumors)</p> <p>Purposeful Exclusion (preventing someone from joining a group)</p> <p>Being an Active Bystander (assisting or reinforcing bullying of an individual or group)</p>	<p>Minimum action: Verbal reprimand</p> <p>Maximum action: Detention</p>	<p>Minimum action: Parent contact, verbal reprimand</p> <p>Maximum action: Suspension</p>	<p>Minimum action: Parent contact, detention</p> <p>Maximum action: Suspension or expulsion</p>
<p>Level 2</p> <p>Cyberbullying (using electronic devices or social networking sites to intimidate, harass, or gossip by emailing, texting, posting, or sending messages / photos; occurs during school hours; occurs using district technology and / or personal electronic devices.</p> <p>Physical Violence or Threat of Physical Violence (hitting, shoving, kicking, throwing items at someone, threatening or angry body language, destructive behavior with or towards objects, etc.</p> <p>Physical Violence or Threat of Physical Violence (hitting, shoving, kicking, throwing items at someone, threatening or angry body language, destructive behavior with or towards objects, etc.)</p> <p>Severe Harassment (including continuous verbal harassment, discriminatory actions)</p>	<p>Level 2</p> <p>For each offense in Level 2, the minimum action taken will be a detention and the maximum action taken will be suspension or expulsion based on the severity of the offense. Citations or legal charges may be issued.</p> <p>For each offense, a conference with the teacher or principal will take place to ensure students understand why their behavior is unacceptable and steps for success in the future will be discussed.</p>		
<p>Level 3</p> <p>Weapons at School (including toy weapons and real weapons)</p>	<p>Level 3</p> <p>If a student brings a toy weapon to school, the toy will be removed from the student immediately, parents will be contacted, and the parents are required to pick it up from school. The toy weapon will not be returned to the student.</p> <p>If a student brings a weapon to school, he / she will be suspended, parents will be contacted, and the Pittsville Police Department will be notified. The weapon will be given to the Pittsville Police Department. These factors (along with others) will be used to determine the number of days suspended: age of child, prior discipline records, and the extent of the threat, if any. Each situation will be handled based on the assessment of the situation.</p>		

## Unacceptable Behavior

Basic to a definition of unacceptable behavior in the Pittsville School District is the firm conviction that the entire community must subscribe to reasonable group needs. Control of individual actions in order to create an acceptable learning atmosphere free from undue disruption or intimidation is the school's responsibility. Actions which go beyond reasonable control either by the degree of severity or repetition will be subject to punishment.

## Violations Against Person

**Abusive Language** (ss 974.01) - Disruptive or threatening language to others in which words may be amplified causing normal words to become abusive through gestures which shock reasonable people.

**Interference / Obstruction** (ss 941.23) - This is any intentional action taken to attempt to prevent a staff member from exercising his / her lawful assigned duties.

**Assault and Battery** (ss 947.19) - Assault and battery is performing an act with intent to cause fear in another or immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.

**Fighting** (ss 947.01) - Mutual combat in which both parties have contributed to the situation by verbal and / or physical action.

**Harassment** (ss 947.013) - Participating in, or conspiring for others to engage in harassing acts that injure, degrade, or disgrace other individuals.

**Possession of Weapon** (ss 941.23) - Any dangerous weapon; any firearm; whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm. (See School Board Policy 443.11)

### Violations Against Property

- **Robbery / Extortion** (ss 943.32) - Obtaining property from another where his / her consent was induced by use of force or a threat of force.
- **Theft** (ss 943.20) - Unauthorized taking of the property of another
- **Unauthorized use of school property** - Unauthorized / illegal use of school property for non-school activities
- **Willful damage of school property** (ss 943.012)
- **Willful damage of property of staff members and others** (943.01)

### Violations Against Classroom or General School Procedures

- **Willful disobedience** - refusal to follow school rules and regulations.

- Disruptive, dangerous, or unruly behavior- actions which interfere with effective operations of the school.
- Defiance of authority is the refusal to follow a legal direction / order given by a staff member.
- Falsification of records or identification - Falsifying signatures or data on official records. Refusal to give correct identification or giving false identification when requested to do so by a staff member.
- Distribution of materials on or near school property of inflammatory, libelous, or slanderous materials.
- Leaving school grounds during school hours without proper clearance. This includes places not necessarily away from school property but away from assigned study or activity areas.
- All water-squirting devices are prohibited in the school buildings and on school grounds.
- Chronic and unexcused absenteeism.
- Truancy.
- Chronic and unexcused tardiness.
- Manner of dress or personal grooming which presents a clear danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder.
- Trespassing is defined as being physically present on school property, or at a school activity after being directed to leave by school personnel responsible for the control of said premises.
- As per City of Pittsville Ordinance, whoever, in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance is guilty of a Class B misdemeanor and subject to a juvenile referral to Wood County Human Services for possible legal consequences. The fine for a person under the age of 17 years old is \$100.00. The fine for a person of age 17 years or over is \$295.00. No child under the age of 19 may possess or buy any cigarettes or tobacco products. The fine is \$50.00 for under the age of 17.
- The issue of student classroom conduct is further addressed in the *Student Code of Conduct*. (School Board Policy 443.34)

### **Violations of Personal Behavior**

***Alcoholic beverages*** - Consumption, distribution, and / or possession of alcoholic / fermented beverages by students while in school, on school property, using school transportation, during re-entry or during school-sponsored activities are prohibited by state law (Wisconsin Statutes 66.054 and 176.1).

***Controlled substances*** - Consumption, distribution, and / or possession of controlled substances (drugs), prescription drugs and / or non-prescription drugs, without physician(s) authorization, by students while in school, on school property, during re-entry, using school transportation, or during school-sponsored activities are prohibited by state law (Wisconsin Statutes 161). The student(s) who willfully and persistently breaks the board policy, rules, and regulations and / or the laws of the state will find that the school administration will take appropriate action in school and with appropriate community agencies / law enforcement agencies.

**Tobacco** - The use or possession of tobacco, look-alike tobacco products, drugs, or look-alike drugs by students in Grades 4K-12 is prohibited during school, on school grounds, using school transportation, or during school activities.

It is the Pittsville School District's position that the school environment must be orderly and safe in order for students to learn. The School District prohibits students from possessing, using, transmitting, selling, or being under the influence of any drug or alcoholic beverages of any kind while on any district school campus or at any district school function or activity. The only exception to this policy is the student who is under a physician's orders to take medication. Those students are expected to inform their school's administration when taking prescription medication.

No student shall consume or be under the influence of alcohol or other drugs, possess alcohol or other drugs, or possess a mood modifier and / or drug-related paraphernalia. This policy applies to all students in the following circumstances:

- On school grounds before, during, or after school
- Off school grounds when at school activities or functions
- In school vehicles, rented carriers, or in private vehicles, the use for which was arranged by school, en route to or from school activities

A canine unit (drug dog) may be used on school premises or in the school zone to deter the use and / or possession of drugs. The dog will be used to locate drugs in lockers and in vehicles parked in the school's parking lots or on city streets within the drug free school zone.

Any student who uses, sells, transfers, or violates the alcohol or other drug offenses listed above may be recommended for expulsion when appropriate by the building principal and referred to the proper law enforcement agencies. Repeated violations will be recommended for expulsion (See School Board Policy 453).

Gambling, game of chance for stakes, and betting during school or school activities is prohibited by District policy. Student(s) who willfully and persistently break the policy will find that the school authorities will take appropriate action (State Statutes 9.40 series).

Casual discussion of alcohol use, drug use, and sexual involvement is inappropriate in the school setting. Staff overhearing such discussion will be compelled to report the information to police, social services, athletic directors, or other appropriate authorities.

Note: Infraction of the above policy, rules, and regulations and related rules of the Pittsville Student Handbook will also cause the student(s) to become ineligible for athletic competition and / or awards under the current Athletic Code.

## Discipline Procedures

The goal of discipline at Pittsville Elementary School is to help students gain social responsibility. An all-school discipline system has been established to assist students and to ensure that our school environment is a safe place for everyone.

Behavior expectations are as follows:

Be responsible, be respectful, be honorable, and be engaged.

The elementary staff is committed to solving problems collaboratively with students (CPS).

Using the collaborative and proactive solutions approach, staff and students focus on solving the problems that are causing the behavior. Staff is committed to talking to the student(s) in order to seek to understand the situation.

Consequences for choosing not to follow the behavior expectations:

- Conference with teacher / supervisor
- Conference with principal
- Parent contact
- Time away / Detention
- Parent / Student meeting
- Other logical consequences for action

## Respect for All

It is everyone's duty to be respectful to one another. It is the student's duty to accept constructive criticism and reprimands from any staff member. Students are expected to address the staff formally. It is the student's responsibility to listen and respect the adults in the building. Continued disrespect for staff will be brought to the attention of the building principal and appropriate steps will be taken to correct the misbehavior.

## Manners

All behaviors exhibited by the individual while at school and school-related activities are a reflection of that individual and the school. In our desire to create an environment of mutual respect supported by families and community, students are expected to employ common courtesy and good manners. Words such as *please, thank you*, along with the proper address of staff formally with Mr., Mrs., Miss, or Ms. are expected.

## Cell Phones

Grades 4K-8: Cell phones must be stored in lockers from 7:50 a.m. to 3:10 p.m. (*See the exception for grades 6-8 below*). Locks are available for all students who use lockers. Students may check their phones in between classes while standing by their lockers. Cell phones may never be used in locker rooms or bathrooms. Limited use of cell phones, laptops, and other similar devices may be permitted if the administration finds such a device is required for medical, educational, or other legitimate needs. Students must have permission to use the device in the classroom, and it must be used only for purposes as defined by the teacher for educational enhancement (See School Board Policy 443.5). If a student needs to use his / her cell phone during the school day, he / she can ask a teacher to use it. Laser beam pens or similar devices are also prohibited. If the cell phone is being used at unacceptable times, it will be turned over to school administration. Cell phone violations are part of the student's discipline records in Skyward. Offenses will be recorded in Skyward for parent communication.

### Cell Phone Violation Information

1st Cell Phone Violation	The cell phone will be taken to the office until the end of the day. The student can pick it up after school. Parents / Guardians will be notified of the offense by the teacher who took the cell phone via Skyward.
2nd Cell Phone Violation	The cell phone will be taken to the office until the end of the day. Parents / Guardians will be notified of the offense and they will be required to pick the cell phone up.
3rd Cell Phone Violation	The cell phone will be taken to the office until the end of the day. The cell phone will be turned into the office for 5 consecutive days (that the student is in attendance). The cell phone will be returned to the child at the end of each school day. Parents / Guardians will be notified of the offense.
4th Cell Phone Violation	Consequences will be determined. Parents / Guardians will be notified.

Grades 6, 7, and 8: Students are allowed to use their cell phones during lunch recess in the designated areas (junior high playground area and assigned indoor recess area). Cell phones are not allowed to be used in the cafeteria while eating lunch. Cell phones are not to be used in the elementary school hallways when transitioning to classes.

## Corrective Measures

### Self-Discipline

The goal of all control measures is self-discipline. Use of corrective measures will depend upon the nature of the behavior, the frequency and the demonstrated degree to which the student is trying to correct undesirable behavior. Conferences will be conducted with students to ensure due process and to increase communication. Students faced with disciplinary action will be informed of the facts and nature of the conduct which has been challenged and will be given an opportunity to explain his / her version of the facts or conduct which has been

challenged prior to the imposition of discipline. Detailed and emphatic explanation of cause and effect may be part of conference procedures.

### **Informing Parents of Violations**

Depending on the violation and the seriousness of the action, a student's parents may be contacted by telephone, email, or Skyward in addition to a student conference and to elicit parent support for correcting the unacceptable behavior.

### **Detention**

Detentions may be required of a student for one or more breaches of the *Student Code of Conduct*. Lunch detentions will be given. Failure to serve detentions on the assigned date(s) will result in further disciplinary measures, which may include, but not limited to, increased detentions, a parent / guardian conference, and an in-school suspension. Parents / guardians will receive notification via telephone, Skyward, or email when a detention is given. Notification via Skyward / email is sent to parents. If a student receives three lunch detentions, a conference will be held with the principal (or designee), teacher, parent / guardian, and student to create a behavioral plan.

### **In-School Suspension**

In-school suspension will provide the student with constant supervision from the time of arrival at school until the time of departure from school. This supervision will take place in a physical setting which provides a minimum of distractions from the student's assigned studies. The student will be responsible for the completion of the daily study assignments. The student may be kept after school to finish the assigned work if he / she does not choose to complete the assignments during the regular school day. The student's assigned classroom teachers will provide daily assignments for the student serving in-school suspension. A student will remain in in-school suspension until he / she is capable of returning to the regular school environment. A conference with the principal is required before attending regular classes the next scheduled day.

### **Probation (Appropriate to Case)**

A student may be placed on conditional enrollment during a trial period. Parents are to be apprised of both the time and conditions of each probation. Students shall be required to be in attendance and meet the conditions set forth.

### **Removal from Class (Appropriate to Case)**

**Short Term Removal** - A teacher may remove a student from class for the good of the student and / or if it is in the best interest of the class as a whole. Short term removal will be for the duration of the activity in which the student was involved or the remainder of the class period.

**Long Term Removal** - A student may be removed long term from a class when it is in the best interest of the student and / or the class. Long term removal is not ordinarily considered on the basis of a single incident.

**Permanent Removal** - A student will be permanently removed from a class if it is in the best interest of the student and / or of the class.



In the Pittsville School Board Policy, Code of Student Conduct, removal from class is discussed in detail (See School Board Policy 443.34).

### **Temporary Exclusion (Appropriate to Case)**

A student may be summarily excluded temporarily from all or part of the school building or grounds, pending a parent conference, when an emergency situation requires the immediate imposition of this restriction.

Temporary exclusion may be employed for a period of time not to exceed one full day following the day of exercise of the measure. If the condition of temporary exclusion - such as conferencing with the parents - is not met within the time limitation, the student is to be reinstated in school unless a formal suspension is initiated.

### **Suspension (Appropriate to Case)**

A student may be denied access to any or all parts of the school and any instructional services for a set period of time. Before suspension, a student must be given a hearing where the student has the opportunity to give her / her side of the incident of the problem resulting in possible suspension. In all cases of supervision, the principal must promptly report the facts to the superintendent and the parent / guardian of the student. Suspension may not be affected for an indefinite time period. The maximum period of time for suspension affected by the school principal may not exceed 5 school days. In all cases of suspension, the principal is to communicate in writing the term of the suspension (not to exceed five days, except pending an expulsion hearing) and a clear, non-derogatory copy to the superintendent. The School Board reserves the right in extreme cases to affect suspension for a period longer than five days.

### **Expulsion (Appropriate to Case)**

Under section 120.13(1)(c), Wisconsin Statutes, the school board may expel a pupil from school whenever he / she:

- Finds the pupil guilty of repeated refusal or neglect to obey the rules OR
- Finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives: OR
- Finds that the pupil engaged in conduct while at school or while under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others; OR
- Finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or school board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the pupil's expulsion. In this subdivision, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.
- In addition to the grounds for expulsion under subd. 1, the school board may expel from school a pupil who is at least 16 years old if the school board finds that the pupil repeatedly engaged in conduct while at school, or while under the supervision of a school authority, that disrupted the ability of school authorities to maintain order or an educational atmosphere at school, or at an

activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under subd. 1, and is satisfied that the interest of the school demands the pupil's expulsion.

- Prior to such expulsion, the school board shall hold a hearing. Upon request of the pupil and, if the pupil is a minor, the pupil's parent / guardian, the hearing shall be closed. The pupil and, if the pupil is a minor, the pupil's parent or guardian may be represented at the hearing by counsel. The school board shall keep written minutes of the hearing. Upon the ordering by the school board of the expulsion of a pupil, the school district clerk shall mail a copy of the order to the pupil and, if the pupil is a minor, to the pupil's parent or guardian. The expelled pupil or, if the pupil is a minor, the pupil's parent or guardian may appeal the expulsion to the state superintendent. If the school board's decision is appealed to the state superintendent, within 60 days after the date on which the state superintendent receives the appeal, the state superintendent shall review the decision and shall, upon review, approve, reverse or modify the decision. The decision of the school board shall be enforced while the state superintendent reviews the decision. An appeal from the decision of the state superintendent may be taken within 30 days to the circuit court of the county in which the school is located.
- The School Board reserves the right to allow conditional reinstatement under certain conditions as described in section 120.13(1)(h).

### **Appeal Procedure**

It is expected that all professional and non-professional staff, students, and parents follow the proper procedure in handling problems, complaints, and appeals. The following outlines the appeal procedure:

Step 1 - Any student who feels the conditions of the school and / or decisions made by staff members are not in his / her best interest, at his /her request, to be offered a meeting with that staff member to make every effort to resolve that complaint.

Step 2 - If the student feels that the complaint is still valid, he / she may request a meeting with the principal and / or a member of the staff designated by the principal.

Step 3 - If the student is not satisfied that the complaint has been resolved satisfactorily, his / her parents may schedule a meeting involving the parent(s), student, and principal.

Step 4 - If the parent(s) is not satisfied that the complaint has been resolved at Step 3 (above), a meeting involving the parent(s), student, and superintendent may be requested immediately.

## *Dress Code*

### **Dress and Appearance**

- Head coverings and sunglasses are not to be worn in the classrooms, the cafeteria, or the auditorium. The exception to this guideline is during summer school. Students can wear hats during the summer.
- Any articles of clothing or accessories that display profanity, drugs, alcohol, violence, discriminatory messages, or sexually suggestive phrases are not to be worn during the school day or at school activities / events. Accessories such as jewelry with spikes, dog collars, wallet chains

worn as belts, that may cause injury to another student may not be worn to school or school functions.

- Shirts / blouses shall not expose the midriff when seated or standing, and shall not be excessively open at the neck and / or the arms. Undergarments shall not be visible.
- Shorts and skirts must not expose any private body parts or undergarments.
- Standards for dress vary from class to class for safety issues (for example, sandals should not be worn in shop)
- Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk according to administration, is not permitted.

### ***Consequences for Inappropriate Dress***

Students will be given the opportunity to change how they are dressed. Students can contact a parent / guardian to bring them clothing, if needed. If the student refuses to change, he / she will meet with the principal and parent contact will be made, if necessary.

## ***Emergency Procedures***

### **Fire and Tornado Drills**

Staff members will take the Safety Plan and class lists with them during all drills. There will be fire drills in the Pittsville School District throughout the year. The warning signal is a steady horn blast. When the alarm is sounded, everyone is to go to the designated emergency exits. Do not run, but walk swiftly. When outside, students should move at least 100 feet from the building. Each room in the school will have a definite route for evacuation. Rules concerning evacuation will be posted in each area and will be explained by the homeroom teacher. Teachers are to close their classroom doors as they move toward the designated exits.

### **Tornado Watch / Warning Procedure**

During a tornado watch, specific teachers or other school staff members will be designated to monitor commercial radio / internet for tornado warnings. The tornado warning signal is an alternating bell. Students and staff will report to their designated area for safety. Students shall return to their classroom only after given the all-clear signal.

## ***Field Trip Consent Procedure***

Students take part in field trips throughout the school year. These trips are an extension of the curriculum. Students are expected to follow all school rules and the directions of the teachers and chaperones. Parents may be asked to chaperone or, at times, can volunteer to chaperone on a field trip. All parents who chaperone must have a *Volunteer Form* filed with the district. The purpose of a field trip is to provide a learning experience for students in that grade level. Younger family members are not allowed to accompany the chaperones while on a field trip, as the purpose of chaperoning is to provide guidance and supervision for the children in the class.

For all bus trips off campus, all students must complete and return to the classroom teacher a *Field Trip Consent Form* signed by a parent / guardian authorizing the student to participate in the field trip. If a form is not received by the schools, the student will not be allowed on the field trip. This does not apply to field trips which involve only the regular class period and no transportation.

If a parent chooses to transport their child to and from a field trip, prior written documentation must be submitted to the office.

During the school year, teachers take their students to places in the community for educational reasons. When teachers leave school grounds (other than physical education classes walking to Riverside Park), parents will be notified by the teacher. A permission slip is not required for walking field trips.

## Food Service

The School District of Pittsville utilizes a computer software program to keep track of individual student accounts. As your child purchases meals and / or milk, an offsetting charge for that meal will be made against their account. Since this system depends on paying for meals in advance each student must keep a positive balance in their account. Students whose accounts are below 6 meals will be notified weekly using the Pittsville School District's Skylert System. If an account gets below zero, a notice will be sent out stating if the amount due is not paid in 3 working days, your child will no longer be able to participate in the school lunch program. Applications for Free and Reduced Priced Meals are available in the office. Money for lunch / milk should be sent in a sealed envelope that is clearly marked with their child's first / last name. All envelopes should be placed in the locked box in the office.

Students are issued a Student Identification Number. This number is entered through a keypad at the beginning of the lunch line. Since it is impossible to keep the number confidential, a food service representative will monitor the process to ensure students are using the correct numbers.

Students may participate in the breakfast program. Breakfast is from 7:45 a.m. - 8:15 a.m. Students can eat their breakfast in their classroom or in the cafeteria.

All food should be eaten in the cafeteria or classrooms.

## Fundraisers

All fundraisers must have prior approval of the principal and in some cases the superintendent.

## Google Classroom

Students in Grades 4-8 utilize Google Classroom for instructional purposes.

## Golden Awards

The Golden Awards program allows grade levels to celebrate learning within their classrooms. Classrooms work together to earn the following awards: Golden Book, Golden Dustpan and Broom, Golden Pencil, Golden Slide, Golden Slipper, Golden Table, Golden Present, and Golden Star. These awards are based upon nominations from school personnel including custodians, teachers, kitchen staff, administrative assistants, principal, student services staff, and teacher assistants. Quarterly award presentations are held separately for Grades 4K-5 and for Grades 6-8.

## Health Services

- Children are expected to report injuries or illnesses to their teacher. Serious injuries and illnesses must be reported to the office immediately.
- School personnel will make the child as comfortable as possible and will determine what first aid, if any, is to be administered.
- A child vomiting accompanied by other flu-like symptoms (fever, chills, nausea, and / or diarrhea) will be sent home. 100.5° is the baseline to determine if a student has a fever. Students will be sent home if their temperature is 100.5° or higher.
- In the event neither parent nor alternate is available, the school health personnel will determine whether medical examination is needed. If this determination is affirmative, school personnel will arrange to have the child transported to the medical facility as designated in the Skyward account.
- Parents should keep the health coordinator apprised of any health condition including tendencies to use illness as a means of getting out of work. This information may be useful in handling health needs.
- School personnel will use their best judgment in protecting the child's health and well-being. This includes transporting by ambulance, if needed.
- First aid services are available in the health office. Students must secure a pass from teachers to go to the first aid office. Absence from class without such permission will be unexcused.
- The *Permission for Emergency Care* must be completed online by parents and will be utilized in handling student injuries or illnesses. Parents are responsible to report changes to the office.
- Communicable diseases - any student suspected of carrying a communicable disease will be excluded from school and advised to seek medical attention. A student excluded for this reason must provide proof of treatment. The following diseases are communicable and cause for exclusion from school (other diseases may be added to this list by the County Health Department): measles, influenza, staph infection, impetigo, mumps, ringworm, infectious hepatitis, rubella, chicken pox, scarlet fever, strep, throat, pink eye, scabies, whooping cough, and head lice.
- Medication Administration - These are the legal requirements for providing medication at school:

- Your child's medication must be in a properly labeled prescription bottle
- A signed permission form, *Clinician's Order for Administration of Prescription Medication* with directions from the physician must be on file for each medication to be given.

A new permission form from the physician and parent is needed at the beginning of the school year. Parents who have not brought medication to school or provided the school with the necessary forms will be requested to give his / her child medication at school until the proper paperwork has been submitted. If a child is to receive over-the-counter medications, including cough drops, they must be provided by the parent in their original container with dosages on the package. No OTC medications will be given unless the online form (*Parent / Guardian Consent Form*) for medication is completed. All OTC medications are to be kept in the school office.

If a child takes medication during the day, the parent will be informed by a *Health Office Visit Form* which will be sent home with the child. This information is also entered in the child's Skyward account. The school will not send home controlled substances with the student. Parents must drop off all prescription medications at school and pick them up from school. The school will administer mid-morning and afternoon medications only. All morning medications will be administered at home by the parent / guardian. All medication will be given to students in the health office. School personnel will follow all directives provided by a student's Health Care Plan.

Please count the number of tablets of each medication sent to school and mark it on your calendar when your child will require a refill of medication. School staff will send the empty bottle home with each child. If you have the date on your calendar, then you will have medication available and your child will always have the medicine he / she requires.

Immunizations - Students must be in compliance with state requirements for immunizations unless they claim medical or religious exemptions. Getting the child's needed immunizations and submitting a copy of them to the school is the parent's responsibility.

All students who need daily/ongoing healthcare management will report to the office. School personnel will follow all directives provided by a student's Health Care Plan.

## High School Expectations

General policies from the high school may be implemented, if necessary. 7<sup>th</sup> and 8<sup>th</sup> Graders are responsible for following guidelines implemented at the elementary school and high school. When students are at the elementary school, they must follow the guidelines in the Elementary School Handbook. When students are in the CTE building, they must follow high school expectations.

## Homework

Students can expect to have homework on a daily basis depending upon the grade level and course the child is enrolled in. The purpose of this homework is:

To provide extra practice on learned skills.

To provide further learning in areas covered in the classroom.

To provide an opportunity for students to learn good work habits.

To provide an opportunity for growth in responsibility.

To provide you with an opportunity to see what your child is studying and how well he/she is doing.

At Pittsville Elementary, we believe that parents are their child's first teacher and learning is lifelong.

Every child is encouraged to read a minimum of fifteen minutes each night.

## Homework Procedure

Homework procedures will be determined by grade level and will be consistent within each grade level. Your child's teacher(s) will communicate the homework policy no later than the second Friday after the start of school.

## Honor Roll Requirements

Students in Grades 4-8 are eligible to receive recognition for their academic achievement. Students who qualify for the honor roll are recognized each quarter of the school year. Every new quarter brings the opportunity to achieve honor roll status. To qualify for honor roll, students must have As and Bs on their report card. No more than 3 Bs are allowed per quarter. *\*See Presidential Award for Educational Excellence for information regarding this recognition.*

## Human Growth and Development

The Pittsville School District provides an instructional K-12 program in human growth and development. If you do not want your child to participate in the Human Growth and Development Unit at his / her grade level, write or email a request to the teacher and the principal.

## Immunizations

Parents or guardians of students admitted to the district's elementary and secondary schools shall present immunization records as required by law. These requirements can only be waived for health, religious, or personal conviction reasons if the student (if an adult) or the student's parent/guardian or legal custodian submits a written statement to the school or child care center. The Wood County Public Health Nurses provide free immunizations on designated nights. Getting the student's needed immunizations and reporting them to the school is the parents' responsibility.

## Locker Room Privacy

In an effort to ensure the privacy interests of players/students who use the locker room: Admittance to the locker room prior to and following athletic competitions is limited to coach(es) and/or members of the team. No one may enter a locker room for the purpose of interviewing or seeking information from any individual in the locker room. No person at any time may use a camera or other recording device including cell phones in the locker rooms to capture, record, or transfer a representation of a nude or partially nude person.

## Lockers

Lockers are owned by the school and students are allowed to use them. Students are asked to be very cautious about leaving valuables in an unguarded situation. Thefts are easier to prevent than rectify after they occur. It is each individual student's responsibility to make sure no valuables are left unguarded.

Students in grades 7-8 will be provided locks for their lockers if desired. It is expected that these locks will be used. The school is not responsible for items stolen from an unlocked locker. A fee of \$5.00 is assessed if a lock is damaged or lost.

Even though a student has the right of expectancy of privacy in person and possession, the school reserves the right to inspect his / her locker under the following conditions: Safety of others; Dangerous weapons (School Board Policy 443.6 Weapons on School Premises); Reasonable suspicion for civil problem; illegal drugs, liquor and/or malt beverages, explosive material, and tobacco products; Possible theft.

School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be search without prior warning.

The student is responsible for his / her locker and will be charged any damage done to it. Attached articles should be attached with magnets and not tape. Students will be responsible for ensuring that their lockers are clean at the end of the school year. Obscene or indecent materials and materials that refer to drugs, alcohol, or profanity are prohibited (State Statute 118.32).

## Lost and Found

Each school year, numerous articles of clothing and equipment are left at school. Items that remain unclaimed at winter break, spring break, and the end of the year will be given to charity. Please help us instill in our children the concept of caring for their belongings. This has both an educational and economic value. Please label all items of clothing or equipment that your child brings to school. This decreases the chance of loss or theft and



increases the chances for the lost item to be recovered and returned to the owner. We strongly recommend that items of significant value not be brought to school. The school has no way of ensuring their safety. A “Lost and Found” area is located in the school. Most lost items can be found there.

## Newsletters

Newsletters are sent out from the district office every quarter. This newsletter contains pertinent information involving the entire district. Please read it.

## Parent Permission

There are times that we would like to recognize students publicly for their accomplishments. This is done through displaying their work, articles in the local newspaper, yearbook, or other media. In reporting these events, your permission is needed to release information to non-commercial organizations that is pertinent to the recognition. The type of information released includes student’s name, parent’s name, date of attendance, previous schools, activities or organizations, and photo of student. No other specific information would be released without your specific written permission.

Student photos are posted on our Facebook page and website. There are classes that videotape students and post to Youtube.

Any parent not wanting this information released must make such a request in writing to the principal by the second Friday in September. This permission is valid for the current school year only. If a parent makes this request, the student’s image and name will not appear in any areas of social media.

## Parent / Teacher Organization (PTO)

The Pittsville PTO is an integral part of the total school program. It serves the students in many ways and, thus, serves the school. To function effectively, the PTO needs volunteer workers with a broad range of talents and skills. We welcome and encourage all parents to become involved.

## Physical Education - Participation

All students are expected to participate in physical education activities while here at school. A doctor’s note is required if a student should not participate in Physical Education class.

## President's Award for Educational Excellence

Academic success is very important here at Pittsville Elementary School. This award and recognition is given to students in Grade 8 who have qualified for the honor roll every quarter from Grade 6 - Grade 8. *\*Please see honor roll requirements (above).*

## Quality Work

The educational community has high expectations for student work. Quality work will assist students in achieving their goals in school. Successful individuals will demonstrate self-motivation, initiative, and leadership skills. Dishonest scholarly practices include, but are not necessarily limited to, taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information or taking another's ideas with the intention of passing ideas in class as one's own.

The judgment regarding a dishonest scholarly practice should, in most cases, be made by the individual instructor. The basic criterion that will be used in judging the dishonest scholarly practice is the intention of the student to enhance his or her own position within the class by employing a dishonest or unacceptable scholarly practice.

A few examples would include (*but are not limited to*):

- Work copied verbatim from an original author without proper credit being given.
- Work copied practically verbatim with only a few words altered from the original without proper credit being given.
- Copying answers from another's test paper or copying other work.
- Evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students.
- Falsification of clinical records.

Consequences for proven cases of dishonest scholarly practices - the course instructor will determine the appropriate penalty for proven cases of dishonest scholarly practice in his/her class.

## Questioning by Police

A cooperative effort shall be maintained between the principal and his / her staff and law enforcement agencies. It is paramount that the rights of the school, the home, the civil authorities, and the individual be clearly understood and protected.

The questioning of students about alleged illegal activities by police officers shall be approved provided the following conditions are met:

The principal has been informed.

The principal or police will contact the parent(s) if their child will be questioned by the police.

The officers report to the principal's office.

The questioning is conducted in a private room out of view and hearing of students and school personnel.

If the police officers are called by the school, the principal shall be present during the questioning.

The student is advised of his / her rights by the police officer.

Please refer to School Board Policy 445.

## *Recess*

Weather permitting, all students will be required to go out for recess. The only acceptable reason for a student remaining indoors is a written excuse from a physician indicating the medical reason for exclusion. This excuse should indicate the time period involved and any other restrictions placed on the student. Generally, if the student is well enough to be in school, he / she is well enough to participate in recess. Students are expected to dress appropriately for the weather.

## *Release of Student Information*

### Definitions

“Student records” means all records relating to individual students maintained by a school, but does not include notes or records maintained for personal use by a teacher or other person who is required by the state superintendent under §115.28(7) to hold a certificate, license or permit if such records and notes are not available to others, nor does it include records necessary for, and available only to the persons involved in, the psychological treatment of a student.

“Progress records” means those student records which include the student’s grades, a statement of the courses the student has taken, the student’s attendance record, the student’s immunization records, any lead screening records and records of the student’s extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.

“Behavioral records” means those student records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual student’s behavior, tests related specifically to achievement or measurement of ability, the student’s physical health records other than his or her immunization records or any lead screening records, law enforcement officers’ records, and other student records which are not progress records. Law enforcement officers’ records are maintained separately from other student records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be

enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when student records are no longer needed to provide special education. At the request of the student's parents, the school district destroys the information that is no longer needed.

“Directory data” means those student records that include student's name; address; telephone listing; date and place of birth; major field of study, participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; photographs, degrees and awards received; and the name of the school most recently previously attended by the student.

“Student physical health records” means those student records that include basic health information about a student, including the student's immunization records, an emergency medical card, first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, any lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis and any follow-up to such test, and any other basic health information as determined by the state superintendent.

## Records

An accurate cumulative record shall be maintained for every student enrolled in the Pittsville Public Schools. The records shall include health records of students, grades earned, standardized test scores and attendance record.

If a student has been referred for an exceptional educational need, a separate folder will be started. The folder will be destroyed according to state guidelines.

Only authorized school personnel, parents and legal guardians shall view the records without subpoena. The student, with the consent of his parents / guardians, may view his record upon request. The parent or legal guardian has the right to review and file an objection or request for deletion of any material in the folder.

School officials will forward transcripts from the cumulative record upon written request of parents, legal guardians, students 18 years old or older, and ex-students to bonafide educational institutions and potential employers.

## Schedule Changes

For students in Grades 4-8, schedule changes may occur at the start of each semester. Students have five school days from the beginning of each semester to make changes in their schedule. After five days into the semester, a meeting with the principal is mandatory for any schedule change requests and changes in schedules will be based on individual cases. Parents are required to sign a *Class Change Request Form*

or they can email the principal for any schedule changes. Please note from the music department: Students may request to add choir at the beginning of each semester, but are not allowed to request to add band to their schedule after the 2<sup>nd</sup> Friday in September.

## School Accountability Report

Under Section 115.38(2) of the state statutes, school boards are required to notify, by January 1, the parents/guardian of each student enrolled in the district of their right to request a school and school district performance report. The report must be distributed to those parents / guardians who request it by May 1 of each year. In addition, each public school that maintains an internet site is required to prominently display a link to the school's accountability report on the home page within 30 days after the DPI publishes the accountability report. District and school data regarding test results, graduation, attendance, other academic indicators, teacher quality, and more can be located on the DPI WINSS website. To find information for the Pittsville School District or your child's school, go to: <http://dpi.wi.gov/wisedash>. If you do not have home web access, contact your school's office for access to a school computer.

## School Counseling (4K-8)

School counselor(s) are available to help students with exploration, goal setting, personal growth or issues related to school. All students will have Classroom Counseling on a regular basis with a school counselor as part of a Comprehensive School Counseling Program.

In addition to Classroom Counseling lessons, the school counselor(s) provide short-term counseling in small-group and individual settings within the scope of the school counselor(s) professional abilities and/or licensure. Any parent/guardian who does not want their child to meet with the school counselor individually or in a small group should contact the building principal in writing.

A social emotional screener will be completed for all students in grades 4K-8 at least one time per school year. The purpose of this screener is to identify students who may require additional social, emotional or behavioral support. This is not a diagnostic assessment, rather, it's a tool that can be used to determine a child's risk level for developing emotional and/or behavioral problems that require intervention. If a parent version of the screener is available, it will be sent to your email that is on file in Skyward. If you do not want your child to participate in this screener, please contact your student's school counselor by September 30. Once you have contacted the school counselor to opt your child out of the screener, we will keep that information on file and you only need to contact the school counselor, in regards to the screener, if you decide that you want your child to participate in the future.

## Telephone Use

If a student needs to use the telephone in the office he / she can come to the office to make the request.

Teachers cannot be contacted directly during school hours from 8:00 a.m. to 3:00 p.m. If a teacher needs to be contacted, calls are handled through the main elementary office and forwarded to the teacher's voicemail. Direct calls to students in a classroom will not be allowed during school hours.

## Textbooks

Students are reminded that they are responsible for their textbooks. The books are the property of Pittsville Elementary School and must be accounted for at the end of the year. Students should always check their book when issued and report any damage to the teacher in order to avoid being fined for book damage upon return. Students will be charged for any books lost, stolen, or damaged while issued to them by the Pittsville Elementary School.

## Truancy

Attendance is important and required of students ages 6 years to 18 years old. Attendance is carefully monitored by the principal and each situation will be handled on an individual basis. Attendance letters may be sent when attendance is a concern. Time of the year, the number of absences, and individual situations are all taken into consideration when attendance letters are sent. If parents / guardians receive more than three attendance letters in a school year, any further absences will be reported to the Pittsville Police Department for truancy. 10 absences in a school year are allowed before they become unexcused. In order to keep accurate student records, students who miss 10 days or more will receive an attendance letter. Legal referral for truancy will follow WI stats. 118.15 and local City of Pittsville ordinances.

## Unauthorized Persons

No person whose presence or act interferes with, or disrupts the operation of the school, its students, or school activities may enter, or remain in any school vehicle, building, or upon any school ground roadway or sidewalk. Refusal of unauthorized persons to leave after being requested to do so by principal (or designee) is subject to legal action.

## Video Cameras

The Pittsville School Board has authorized the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors. Video cameras may be used in any areas

deemed appropriate by school administration. Video recordings may become a part of a student's disciplinary record.

## Visitation - Parents and Other Family Members

Parents and other family members are welcome to visit children at school with the understanding that their presence may not disrupt the learning or teaching environment. Parents and other family members should contact the child's teacher to let them know they are coming. Visitors may attend special events such as assemblies, classroom parties, etc., but during regular instruction, the time of visiting will be limited by the teacher and/or principal. If visitors plan to eat lunch with a student, please call the school office in the a.m. so that enough food may be prepared. If an adult would like to have lunch with their child, an alternate location will be provided. An adult lunch ticket is available to parents at the regular adult rate of \$3.85. Parents wishing to conference with their child's teacher should call the school at (715) 884-2517 to make an appointment. For the safety of all our children, visitors must sign in and check out at the office upon arrival and departure at school and must wear a visitor identification badge while in attendance. If a visitor refuses to check in, he / she may not be allowed to enter the building during the school day.

## Visitation - Students

Student guests are not allowed.

## Volunteering at School

Volunteers are an integral part of our school community. We encourage parents, grandparents, and community members to assist at school in the following areas: recess supervision, lunchroom supervision, tutoring students, reading to students, or general assistance in the classroom. If you are willing to help out at school, please contact the school office or a teacher to acquire a *Volunteer Form* for approval. The *Volunteer Form* is also available on our school website. If you have questions, please call the school office. *Volunteer forms* must be completed every school year.

## Water Bottles

Students may have water bottles in classrooms. Sugary drinks / energy drinks are not allowed in the classroom unless it is for a class purpose (party / treat, etc).

## Youtube

Teachers utilize Youtube to connect with students virtually. Youtube requires parent permission to use if students are younger than 13 years of age. All students may access Youtube. If you do not want your child to access Youtube for educational purposes, you are required to contact the building principal in writing. By signing that you have read and agreed to follow the guidelines in this handbook, you are giving your child permission to access Youtube.

### *Code of Student Conduct - Attachment A*

#### **STATEMENT OF PRINCIPLE**

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning process. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance, and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its school as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, or reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer term removal from the class ("long term removal"). Long term removal may, but need not always, be for disciplinary purposes.

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code"). In addition, long term removal of a student will be



possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension, or expulsion, for the conduct for which the student was removed.

## **WHAT ARE THE GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS?**

A student may be removed from class for conduct or behavior which (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavior rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous, or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance, the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class. In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher's decision to remove the student, and return the student to class.

### ***Behavior that violates the District's policies on suspension or expulsion.***

The district's policies regarding suspension and expulsion are set forth in School Board Policies and student handbooks. It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the district's central administration. Thus, a teacher's decision to remove a student from class for behavior that violates the district's policies regarding suspension and expulsion may, but does not necessarily mean, that the student will also be suspended or expelled.

### ***Behavior that violates the behavioral rules and expectations in the Student Handbooks.***

The Student Handbook contains behavioral expectations for the individual schools in the District. These rules and expectations are generally explained and discussed with the students at the beginning of each school year. Such discussions should include an explanation of this Code and the district's policy regarding removal.

### ***Behavior which is disruptive, dangerous, or unruly.***

Notwithstanding any inconsistent or contrary provisions in the district's policies regarding suspension and expulsion, or in the Student Handbook, for the purpose of this Code, the following behavior, by way

of example and without limitation, may be determined to be disruptive, dangerous, or unruly so as to warrant removal from class:

- Inappropriate physical contact intended or likely to hurt, distract, or annoy others, such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
- Inappropriate verbal contacts intended or likely to upset, distract, or annoy others, such as name calling, teasing, or baiting.
- Behavior that may constitute sexual or other harassment.
- Repeated or extremely inappropriate verbal conduct that is likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other students, presentation by visitor) or during quiet (study) time.
- Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
- Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
- Destroying the property of the school or another student.
- Loud, obnoxious, or outrageous behavior.

***Behavior which interferes with the ability of the teacher to teach effectively.***

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior, which constitutes:

- Open defiance of the teacher, manifest in words, gestures, or other overt behavior.
- Open disrespect of the teacher, manifest in words, gestures, or other overt behavior.
- Other behavior likely or intended to sabotage or undermine the instruction.

***Behavior which is inconsistent with classroom decorum and the ability of others to learn.***

In addition, there may be grounds for removal for behavior which, though not necessarily violative of the provisions of (A) through (D) above, is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn

effectively. Such behavior may include, without limitations, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

### **WHAT ARE OTHER NON-DISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS?**

In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature, and include, for purposes of illustration and, without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances, between the student and the teacher.

### **WHO MAY REMOVE A STUDENT FROM CLASS?**

Any student may be temporarily removed from class under this Code by a teacher of that class. For the purpose of the Code, “student” means any student enrolled in the district, exchange student, or student visitor to the district’s schools.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented at the discretion of the building administrator.

For the purposes of this Code, a “class” is any class or classroom related activities, in which students participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips.

A “teacher” is a certified instructor, counselor, nurse, or administrator in the employ of the district.

A “teacher of that class” means the regular assigned teacher of the class, or any teacher assigned to teach, monitor, assist in, or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

A “building administrator” means a principal of a school, or other individual duly designated by the building administrator or District Administrator.

### **WHAT PROCEDURES MUST BE FOLLOWED IN TEMPORARILY REMOVING A STUDENT FROM CLASS?**

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

- Instruct the student to go to the main office for the period of removal. In such a case, the teacher should send a note with the student.
- Obtain coverage from the main office or other available staff.
- Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student's arrival, the student should be taken to the removal area, and the administrator or designee should speak to the student as soon as practicable thereafter. For the purpose of short term removal, it is not necessary to obtain witnesses or to otherwise verify the student's or teacher's accounts of the situation.

Within twenty-four (24) hours or one business day of the removal, whatever is longer, the teacher shall submit to the building principal or designee, a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building administrator or designee.

As soon as practicable, but in any event within twenty-four (24 hours) of the removal, the building principal shall inform the student's parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

### **WHERE SHALL STUDENTS BE SENT PENDING AND DURING SHORT TERM REMOVAL FROM CLASS?**

Each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the "short term removal area").

Students who are removed by their teachers must immediately and directly go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short term removal area. At the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program, or educational setting, provided the student is supervised in such an alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short term removal area. In general, students should be required to do work of an academic nature while in the short term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be

related to the student's misconduct (e.g., writing an apology or account of the situation). In no event should the student's time in the removal area be recreation or other free time.

### **HOW LONG SHALL A SHORT TERM REMOVAL LAST?**

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short term removal area for at least the duration of the class or activity from which he or she was removed, or for at least forty-five (45) minutes, whichever is longer. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short term removal, or where necessary, appropriate, or practicable, shall take steps to have the students sent home.

### **WHAT ARE THE PROCEDURES FOR LONG TERM REMOVAL?**

Long term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such steps could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building administrator or designee. For the same reasons, long term removal should not ordinarily be considered on the basis of a single incident. Unlike short term removal, the ultimate decision regarding long term removal rests with the building administrator.

Where a teacher believes that the best interest of the student and/or the class require long term removal, the teacher should notify the building administrator in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches, and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such a statement, the building administrator may, in his/her discretion, consult with the teacher and/or other district staff. In most cases, it is appropriate to inform and consult with the parents of the student, and the student, involved in the request for long term removal.

Following consideration of the teacher's statement and any other information, the building administrator shall, in his/her discretion, take one of the following steps:

- Place the student in an alternative education program as defined by law;
- Place the student in another class in the school, or in another appropriate place in the school;

- Place the student in another instructional setting; or
- Return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

In any event, a student in long term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class with which he/she was removed. Such programs need not be in the precise academic subject of the student's former class.

Long term removal is an administrative decision not subject to a formal right of appeal.

However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for a meeting. Where possible, such a meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in the Code shall prevent the building administrator from implementing a removal to another class, placement, or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

### **WHAT DISCRETION OR FLEXIBILITY IS APPROPRIATE FOR INDIVIDUAL TEACHERS, ADMINISTRATORS, AND SCHOOLS?**

It is expected that administrators and teachers will meet prior to the implementation of this Code to arrive at a consensus regarding how its provisions should be interpreted and applied. However, the Code, and the procedures regarding removal, are intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Therefore, different teachers may have somewhat different views and practices regarding removal of students from their classes, either long or short term.

Similarly, there are many clear differences between the needs and practices of schools serving different grade levels. Just as there are different behavioral expectations for elementary and high school students, the standards for removal may well differ from one school, grade, or class to the next.

Teachers and administrators of each school are encouraged to discuss their individual views, philosophies, and practices regarding removal of students.

### **TO WHAT EXTENT IS REMOVAL APPLICABLE TO STUDENTS IDENTIFIED AS DISABLED UNDER THE IDEA?**

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by

teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside the IEP process. This ten (10) day limit applies to out of school suspension as well as days of removal.

### **HOW WILL THIS CODE BE COMMUNICATED TO PARENTS AND STUDENT?**

The Code of Conduct will be provided to parents/guardians of the district. In addition, this code shall be provided to and discussed with the students of the district at the beginning of each school year.

Wisconsin Act 335 – Section 1.118.164 of the Statutes mandates that each school district in the state adapt a code of classroom conduct to be used as a guideline for removal of students from a classroom.

#### Cross Reference:

Pittsville High School Handbook

School Board Policy 443: Student Conduct, updated February 11, 2013

Adopted: September 14, 1999

Revised: August 8, 2005

## Pittsville Elementary School Title One Parent / Student / Title Teacher Compact

Parent/Guardian:

We are writing to inform you that we, Ms. Cindy Schooley, Mrs. Joan Frericks, and Mr. Ron Klein are available to work with any student in our school because we are a School-Wide Title 1 Program. Our focus is working with students who need extra help to be successful, particularly in the area of reading. We will work with these students in small groups.

Title 1 is a federally funded program designed to assist students who are having difficulty in the area of reading, language arts, or mathematics (Mr. Klein is the math interventionist). The program provides extra help in the regular content areas of these curricula to students in a small group setting with the Title 1 personnel. It is hoped that with this extra help students will be able to find success in the curricular areas.

These services are offered to regular education students to assist and encourage them in their academic programs. With this success, it is our goal for these students to develop a positive self-concept and a willingness to try new and innovative approaches to learning.

Attached you will find the Parent/Student/Teacher Compact. By law we need to have this on file for every child and parent, regardless if they are ever served through our program or not. Please have your child return this to the office by the 2nd Friday in September.

We encourage you to get involved in your child's education by volunteering at school, reading with them, asking him / her what he / she did at school that day, etc.

If you have any questions or concerns please feel free to contact us. You may call the school at 715-884-2517 or e-mail us at [schoocyn@pittsville.k12.wi.us](mailto:schoocyn@pittsville.k12.wi.us) or [frerijoa@pittsville.k12.wi.us](mailto:frerijoa@pittsville.k12.wi.us).

Thank you,

Ms. Cindy Schooley (715) 884 - 2517 ext. 253

Mrs. Joan Frericks (715) 884 - 2517 ext. 252

Mr. Ron Klein (715) 884 - 2517 ext. 251