

School District  
of Weyauwega-Fremont  
Student/Parent Handbook

2018-2019



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# DISTRICT VISION AND MISSION STATEMENT:

**VISION: Creating wisdom through pride, passion and honor.**

**MISSION: Creating a foundation of excellence for success in tomorrow's world.**

## NOTICE OF NONDISCRIMINATION POLICY

The School District of Weyauwega-Fremont is committed to a policy of non-discrimination on the basis of race, religion, sex or sexual orientation, age, national origin, handicap, marital status, political affiliation, ancestry, color, arrest or conviction record or any other factors provided for by state and federal laws and regulations.

In keeping with state and federal law, the School District of Weyauwega-Fremont shall strive to remove any vestige of discrimination in the employment, assignment, promotion, transfer, layoff, termination or reinstatement of personnel; in the educational opportunities and services offered students; in the location and use of facilities; and in educational offerings and materials.

Inquiries regarding the interpretation of application of this policy shall be processed in accordance with established procedures.

If any person believes that the School District of Weyauwega-Fremont or any part of the school organization has inadequately applied the principles and/or regulations of Title IX (sex) and Section 504 (handicap) or in some way discriminates on the basis of sex, race, color, national origin, age, or handicap, he/she may bring forward a complaint to the Pupil Services/Curriculum Director, Kandi Martin, at the following address: 410 East Ann Street, PO Box 580, Weyauwega, WI 54983.

## DISCLAIMER

This booklet does not cover all existing policies of the Board of Education. Additional policies and regulations will be presented and addressed with the student body, as they become pertinent in terms of timing. Should questions arise on any topic not covered in this booklet, students, parents, and guardians are encouraged to converse with school personnel for facts and opinions.

**Please note that the administration reserves the right to administer the included information in the interest of the safety and welfare of students and staff.**

For current events regarding the School District of Weyauwega-Fremont, please consult the Waupaca County Post the official news publication of the District, district webpage, and district social media outlet (Facebook).

## DISTRICT INFORMATION

**Age of Maturity-** All students attending the School District of Weyauwega-Fremont, regardless of age, are subject to school rules. Students who have reached their 18<sup>th</sup> birthday are permitted to write their own excuse for absence **only if they are not** living with their parents or a legal guardian. These students will be held to the same attendance expectations as other students and are still covered by the same rules and consequences.

**Bicycles-** Bicycles must be placed in the proper bike rack on the school grounds. Riding bicycles on school property is a safety hazard and is not permitted during school hours. Students are to walk their bicycles on school property. Locks are highly recommended. The school district cannot be held responsible for lost or stolen bicycles. For reasons of safety, students in kindergarten and first grades are discouraged from riding their bicycles to school.

**Breakfast and Lunch Program** All families have one *food service account*, which covers all their children. Every student is assigned a four-digit keypad number. They will need to remember this number, as they will

need to punch it into a keypad each day when they go through the meal line. After putting in the keypad code, your family account will come up on the computer screen along with a picture of your student. A food service employee will enter the meal choice, and the cost for the meal will be deducted from the total funds in your family account. Automated phone calls will be sent daily for balances below \$5.01. Please realize that this is a debit account, not a credit account. It is school board policy to place a hold on food service accounts that owe \$10.00 or more. Students will not be allowed to purchase anything from the food service program until balance due is paid, and additional money added to account to cover future purchases.

The cost of breakfast and lunch is set by the Board of Education. Parents will be informed of the cost through the local newspaper and the registration information packet. People qualifying for free or reduced lunch may obtain the application form in the building office. Payments may be made at parent convenience by using eFunds, sending check, money order, or cash with your student. You may also mail checks or money orders to Attention of Food Service Department, School District of Weyauwega-Fremont, P.O. Box 580, Weyauwega, WI 54983-0580. Parents/Guardians may pay by the week, month, or quarter. Money will need to be deposited into your family account before your students can eat hot meals.

Breakfast is served from 7:30 a.m. – 7:50 a.m. **Students are expected to follow these guidelines:** (1) Stay in your place in line, (2) Clean the area in which you eat, (3) Eat all food in the lunch room, (4) Remain in the designated area until dismissed by supervisors.

**Closed Campus-** Students are expected to remain on school grounds during the school day except as otherwise specifically provided. Once students have been on school grounds during the school day, they will be excused to leave only under the following circumstances:

1. The student's parent(s)/guardian(s) or a designated representative personally picks up the student from school. Students must properly sign out in the office.
2. The student has an appointment. The student must have a written request from a parent/guardian and may be requested to submit a written statement from personnel at the appointment office upon return to school.
3. The student has approval of the principal or his/her designee to leave the school property during the school day.

Students who violate this policy are subject to disciplinary action.

**Co-Curricular Activities Conduct-** It is expected that students who are participating in or are spectators at co-curricular events will follow all school rules. Students who are disruptive, disrespectful, or disorderly will be subject to disciplinary action, possibly even suspension from attending future events, "and/or regular school attendance." Students attending co-curricular events are expected to be present as spectators only. Students will not be allowed to engage in activities determined to present safety risks or other hazards. Law enforcement officers will be contacted where necessary. This policy applies to all co-curricular events whether held in the School District of Weyauwega-Fremont or at another site.

### **Communication Devices**

Open electronic devices may be used before school, passing time between classes, lunch time, and after school. Open device usage is allowed to merit students during study hall. No cell phones in locker rooms per Board Policy 471 – Locker Room Policy. For additional communicative devices restrictions refer to building level student appropriate usage procedures.

**Expectations- Teacher discretion will dictate expectations of device usage during instructional time.**

The following consequences will result for students inappropriately using cell phones during school hours:

When a student inappropriately uses a device (texting, calling or other social media) penalties will be as follows:

- A. Confiscation of device, device will be returned to student at the beginning of the next day.

Second offense will result in:

- B. Confiscation of device, device returned only to parent. Accompanied by a one day in school suspension.

Third offense will result in:

- C. Confiscation of device, device will be returned to parents only after one week time period has passed. Accompanied by a 1 day of in school suspension with 5 hours or school service.

The use or possession of an electronic device is permitted if the school board or its designee determines that the device is used for medical, school, educational, vocational, or other legitimate use.

**Counseling/Guidance-** Guidance and counseling services are offered to all students. Students may schedule times to see the counselor at any time. Permission will be given to those students in the form of a pass. Parents are encouraged to call the counselor with any concerns regarding their children. All students receive classroom guidance lessons that are based on the Wisconsin Comprehensive School Counseling Program.

**Custody of Child-** In cases where children are involved in a legal custody case or have a legal decision regarding custody and/or placement determinations, the parent(s)/guardian(s) should submit a **certified copy** of the most recent court order dealing with the children.

**Field Trips-** Field trips are a part of the educational program of the school and are under the supervision of the classroom teacher and chaperone. Buses will be used when available. Permission slips for all field trips will be included in the registration materials. This permission slip must be signed by the parent for the student to participate.

**Fire Drills-** Proceed in an orderly fashion to the nearest emergency exit. Once outside the building students must keep moving to keep the doors clear and should move to the accountability area. Directions for exiting each room are posted in each classroom. While waiting for the conclusion of the drill, the students are to follow the directions of staff in their immediate area.

**Grading Policy-** The Weyauwega-Fremont High School and Middle School grading policy is as follows:

94% - 100% A, 90% - 93% A-,  
87% - 89% B+, 84% - 86% B,  
80% - 83% B-, 77% - 79% C+, 74%  
- 76% C, 70% - 73% C-,  
67% - 69% D+, 64% - 66% D,  
60% - 63% D-, 0% - 59% F

**Hall Courtesy-** Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups. Please pass through the corridors quietly. Be considerate of others in the halls and classrooms. Please discard trash in the containers provided. Keep the school clean by picking up paper from the floors. Running in the halls is not permitted.

**Homework Requests-** Parents requesting homework due to absence must inform the office by 9:00 a.m. the day the homework is to be picked up. The school will need until 3:00 p.m. to make all arrangements.

**Insurance-** The school district does not provide any type of health or accident insurance for injuries incurred at school or school-sponsored events. Since children are particularly susceptible to injuries, you are encouraged to review your present health and accident insurance program to determine if your coverage is adequate.

**Investigations** – During any investigation by a school official where a student is asked to be a witness or provide information about the event, it is expected that the student will be honest and forthright.

**Loitering-** Students should not loiter or congregate in groups in unsupervised areas such as restrooms, empty classrooms, in the gym, locker rooms, study halls, the IMC, front entrance area, or hallways during the noon hour, during breaks or during non-school hours.

**Lost and Found-** Report items lost or found to the office as soon as possible. Items found are kept in the office for a limited amount of time and can be claimed with proper identification.

**Office Hours and Phone Numbers:**

Bus Garage	5:30 a.m. – 10:30 a.m. & 1:30 – 5:00 p.m.	867-8943
Fremont Elementary	7:30 a.m. – 3:30 p.m.	867-8050
Weyauwega Elementary	7:30 a.m. – 3:30 p.m.	867-8150
Middle School	7:00 a.m. – 3:30 p.m.	867-8850
High School	6:00 a.m. – 4:00 p.m.	867-8950
District Office	7:30 a.m. – 4:00 p.m.	867-8800

**School Cancellation/Delays-** Should an occasion arise where it is necessary to cancel or delay school the announcement will be carried out by the district webpage, district social media outlet (Facebook), Skyward announcements and by the following television and radio stations:

CHANNELS: 2, 5, 7, 9, 11, 26

WDUX, Waupaca	800 AM	92.7 FM	WNCY	100.3 FM
WISS	1090 AM	102.3 FM	WIXX	101.1 FM
WOSH / OLDIES	1490 AM	103.9 FM	WPKR	99.5 FM
WOZZ	94.7 FM		WNFL	101.9 FM
WSAU	99.9 FM		Duke FM	93.5 FM
WTAQ	97.5 FM			

**School Telephone-** The office phone is to be used only for conducting business of the school. Only in an emergency will it be authorized for student use.

**Special Education Services-** The School District of Weyauwega-Fremont is committed to providing a free, appropriate public education to every child attending school. In working toward this goal we also recognize that some children require special education services to meet their educational needs. Because of this, special education programs and services are available at all grade levels in the district. A child’s need for special education is determined, following a referral by a parent, teacher, or other professional, through evaluation by a team of educators knowledgeable about the child as well as educational disabilities. If the team identifies a need, and agree upon an educational plan, special education services can be provided.

While a few students with low-incidence handicaps are transported to other districts to meet their educational needs, the vast majority of our children are taught in the district. Further, care is given to assure that children receiving special education services have the opportunity to be educated in the regular classroom whenever possible. Special education services are critical links to academic success for many children, but should not lead to missed opportunities for learning in, and belonging to, the larger school community.

For additional information about special education, parents can contact building principals or the special education office at 867-8821.

**Data Forms-** School policy dictates that emergency forms be on file for every student. These emergency forms are a definite necessity where children are concerned. Without the emergency form on file, school personnel are left at a definite disadvantage if/when an emergency situation arises. Please be sure to list a contact person other than parent(s)/guardian(s) for emergency phone contacts. It is important that parent(s)/guardian(s) inform the school of any changes that need to be made on the emergency form.

**Student Registration Fees** – Parents who qualify for free and reduced lunch may be eligible for a credit against student registration fees. This credit **does not** apply to co-curricular activity fees.

**Textbooks/Media Resources-** All basic textbooks and media resources are loaned to students for their use during the school year. The student purchases notebooks and other supplies. Be sure your students' name, grade and school are written in the notebooks in case they are misplaced. It is the student's responsibility to keep the textbook in good, returnable condition. Textbook fines will be issued for damage to textbooks. This fine can range from \$1.00 for minimal damage, or, the cost of replacement for a lost or destroyed textbook. The classroom teacher will issue the fine at the end of the year or semester. Students will be billed from the office until fines are paid.

**Title IX-** Students have rights and responsibilities guaranteed to them under Title IX, the federal law that provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance."

The law simply means that a school cannot treat young men and women differently and provides protection from harassment or abuse. Knowing their rights is a students' first responsibility. Exercising their rights fairly, honestly, and reasonably is their second responsibility.

If students or parent(s)/guardian(s) would like confidential information about Title IX and the rights it protects, please contact the Title IX Coordinator for the School District of Weyauwega-Fremont at P.O. Box 580, Weyauwega, WI 54983 or phone (920) 867-8800.

The School District of Weyauwega-Fremont does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

The Title IX Coordinator will process and investigate all complaints of sex discrimination.

## **ATTENDANCE POLICY**

**The responsibility for regular school attendance of a student rests upon the student's parent(s)/guardian(s).** In accordance with state law, all children between five (5) and eighteen (18) years of age must attend school full time until the end of the term, quarter or semester, in which they become eighteen (18) years of age, unless they have a legal excuse or fall under one of the exceptions outlined in state statutes.

All students, parents, and staff in the School District of Weyauwega-Fremont are required to observe the compulsory school attendance law (ss. 118.15). **It is the responsibility of the parent(s)/guardian(s) to telephone the school before 9:00 a.m. on the day of the absence to inform school officials of the absence and the reason for it.** If the school has not received a phone call regarding the student's absence prior to 9:00 a.m., school personnel or automated caller will make a phone contact or home visit to determine the cause.

High School Office	867-8965
Middle School Office	867-8865
Weyauwega Elementary Office	867-8165
Fremont Elementary Office	867-8065

NOTE: Any student may be excused in writing by his/her parent(s)/guardian(s) before an absence is excused from school attendance. A student may be excused by the parent(s)/guardian(s) for not more than 10 days in the school year and all guidelines for prearranged absences must be followed. **(The school district reserves the right to require a note from a physician for any absence due to illness if a student is absent more than 5 days in a semester or three consecutive school days during the school year. If a required note is not received within two days of parent notification the absence(s) will be considered unexcused and truant.)**

**Tardy**-1-9 minutes late to the start of the school day.

**Unexcused Tardy**- 10 or more minutes late from the beginning of the school day.

## **ABSENCES**

**EXCUSED**- With proper permission from a parent/guardian, a student may be excused from school for 1 illness, unforeseen emergencies, funerals and other absences approved in advance by the school principal or designee. Family vacations, medical/dental appointments, etc. will be considered on an individual basis prior to the student's absence.

**It is the responsibility of the parent(s)/guardian(s) to provide reasons for student absences, when at all possible, prior to the absence, and the school's responsibility to determine if the absence is excused or unexcused.**

**UNEXCUSED**- Truancy and absences from school not meeting excused policy criteria will be considered unexcused absences. Unexcused absences may result in receiving zeros on all homework and class work. Unexcused absences include examples such as oversleeping, alarm clock not working, missing bus or ride to school. Individual unexcused absences may be examined by the principal or designee.

**Elementary School Day** - Students will be considered in attendance for the entire school day if the student departs after 1:30 p.m. A maximum of five (5) days will be allowed under this provision.

## **TRUANCY**

The following key definitions apply under the statutes related to truancy and school attendance enforcement:

1. "Truancy" means either of the following:
  - (a) Any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of the absence by the pupil's parent or guardian.
  - (b) Intermittent attendance carried on for the purposes of defeating the intent of the compulsory school attendance law. [s. 118.16(1) (c), Stats.]
2. "Habitual truant" means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. Habitually truant students will be referred to the police for citation.
3. "School attendance officer" means an employee designated by the school board to deal with matters relating to school attendance and truancy.

## **PREARRANGED ABSENCES**

A prearranged absence form can be obtained from the office and filled out 2 weeks in advance. This form must be returned to the office one (1) week prior to the planned event, with signatures by the parent(s)/guardian(s), principal and classroom teachers before the student takes the prearranged absence. All of the student's schoolwork must be made up in advance of the absence unless other arrangements have been made.

# **STUDENT CODE OF CONDUCT AND DISCIPLINE**

The administration and faculty firmly believe that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting.



Concern for the total individual is one of the focal points in the School District of Weyauwega-Fremont. A critical concern is the idea that students must assume responsibility for their own actions. The parent-student handbook outlines appropriate conduct for students.

**Violation of school rules and regulations will result in disciplinary action. The corrective measure used may depend upon the nature of the behavior, the frequency, the degree to which the student is willing to try to correct the undesirable behavior, and the age of the student.**

#### PURSUANT TO SECTIONS 118.164 AND 120.13(1) WISCONSIN STATUTES

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 processes. 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.

Schools should create an environment free of violence, weapons, drugs, and other behavior harmful to the educational environment. In that regard through the District's policy on suspension and expulsion, procedures are provided by which students may be removed from the school either temporarily, for a longer term, and in some instances, permanently.

Students as a group may expect the opportunity to attend school as freely as reasonably practicable from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who are unwilling or unready to avail themselves of the opportunity for an education. Such behavior, while not necessarily as serious or pervasive as to warrant suspension or expulsion, can still be destructive to the educational environment. Such behavior warrants that the student be removed temporarily from the class or activity ("short-term removal" or "temporary removal"). Such removal serves the multiple purpose of eliminating (or minimizing) the disruption, of 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.

Beginning August 1, 1999, subject to the provisions, a teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of the Code of Student Conduct (the "Code"). In addition, long-term removal of a student may 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 detention, 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 behavioral rules and expectations set forth in the student handbook; (c) is disruptive, dangerous, or unruly; (d) otherwise interferes with the ability of the teacher to teach effectively; or (e) 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 discriminatory manner. Behavioral expectations are usually more constructive, and more likely to be followed, where their terms are communicated clearly to students and staff. However, it is neither possible nor practical 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 the Code, 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. **The building level administrator and or designee will communicate with the classroom teacher in person or electronically before the student may return to class.**

**a) Behavior that violates the District's policies on suspension and expulsion**

The District policies regarding suspension and expulsion are set. 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.

**b) Behavior that violates the behavioral rules and expectations in the student handbook**

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 near the beginning of each school year. Such discussions generally include an explanation of the Code and the District's policy regarding removal.

**c) 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 purposes 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 conduct 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 inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, 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, of another student, or of any staff member or school board member.
- Loud, obnoxious, disruptive, or outrageous behavior.

**d) 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 that constitutes:

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

**e) Behavior which is inconsistent with class decorum and the ability of others to learn**

In addition, there may be grounds for removal for behavior which, though may not necessarily violate 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 limitation, sleeping in class, blatant inattention, or other overt or passive refusal or unwillingness 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 the 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 in the discretion of the building administrator.

For the purposes of this code, a “class” is any class, meeting, or activity, which students attend, or in which they 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 District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District-sponsored field trips, after school clubs, and sporting activities.

A “teacher” is a person holding a license or permit issued by the State Superintendent whose employment by the District requires that s/he hold that license or permit.

A “teacher of that class” means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in, or oversee the class. 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:

- a) Instruct the student to go to the main office for the period of removal. In such case, the teacher should place a phone call to the main office.
- b) Obtain coverage for the class and escort the student to the main office.
- c) 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 principal or designee should give the student an opportunity to briefly explain the situation. If the building principal or designee is not available immediately

upon the student's arrival, the student should be taken to the removal area, and the principal or designee should speak to the student as soon as practicable thereafter. For the purposes 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 school day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a written explanation of the basis for the removal on the form provided by the building principal or designee. The form should specify the class from which the student was removed, the duration of the removal, and the basis for the removal. It should also obtain a record regarding attempts to contact the parent. The teacher should contact the parents as soon as possible, but in any event within twenty-four (24) hours of the removal. Such notice may be by telephone or electronic email. Upon receiving the information from the teacher, office personnel will give the copy to the principal.

**Where shall student be sent pending, and during, short-term removal from class?**

Prior to the initiation of each school year, 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 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 given the opportunity to document the situation leading to the removal, either verbally or by written statement. The student's time in the removal area should not be recreation or other free time for the student.

**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 she or he was removed, or for at least forty-five (45) minutes. 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 and practicable, shall take steps to have the student 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 a step 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 principal or designee. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident; however, it may be considered as a result of multiple short-term removal occurrences. Unlike short-term removal, the ultimate decision regarding long-term removal rests with the building administrator.

Where a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher should so notify the building administrator in writing, stating: (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 written statement, the 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 administrator shall, in his/her discretion, take one of the following steps:

- (a) Suspend and/or expel;
- (b) Determine, and if found appropriate, place the student in an alternative education program, in accordance with the law;
- (c) Place the student in another class in the school or in another appropriate place in the school;
- (d) Place the student in another instructional setting; or
- (e) Return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

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 from which he/she was removed. Such program 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 may meet with the administrator and/or the teacher(s) who made the request for removal. Where practicable, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the administrator shall inform the parents and/or student 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 school?** 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, this 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 differences between the needs and practices of different schools of the District serving different grade levels. Just as there are different behavioral expectations for elementary, middle, 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 and the District 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, students covered by the IDEA may 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 the 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 nondisabled 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 of the IEP process. This ten (10) day limit applies to out of school suspensions as well as days of removal. The 10 days also may be individual segments of less than 10 days during the school year but that accumulate over the school year to 10 days.

### **How will this code be communicated to parents and students?**

Prior to the start of the school year, a copy of this Code shall be found online, and given at Open House to each parent in the District. In addition, this Code shall be provided to, and discussed with, students of the District at the beginning of each school year.

### **Application of Expulsion Proceedings**

The provisions of Chapter 120.13(1) Wisconsin Statutes governing suspensions or expulsion proceedings may be implemented at any time at the discretion of the administration.

### **Types of Student Misconduct**

The following is a list of student misconduct. These actions and/or others deemed inappropriate by administration are subject to disciplinary action. This list is not all inclusive.

- A. Academic Dishonesty (Cheating)**-Student found to be academically dishonest are subject to disciplinary action including, but not limited to, loss of credit, reduced grade, or failure of assignment or class. Disciplinary action is subject to administrative review and dependent according to the severity.
- B. Alcoholic Beverages**- Possession and/or use of alcoholic beverages, or a look-alike, is prohibited at all times in the school building, or on school grounds, on school sponsored trips or at school activities. Students found consuming, possessing, or under the influence of alcoholic beverages, or a look-alike, on school property or at school sponsored activities may be suspended from school, possibly expelled, reported to the police, and/or may be referred to an AODA program for assessment.
- C. Bus Conduct**- The District makes a commitment to high quality and safe transportation service for our students. In order to provide this quality and safe service for our students, please refer to the "Transportation" section of this handbook.
- D. Controlled Substances (Drugs)** - The phrase "controlled substance" includes illegal drugs, elicit drugs (legal drugs used for illegal or improper purposes), and look-alike drugs (substances represented as illicit or illegal). Students found using, possessing, transferring, or under the influence of controlled substances or in possession of drug paraphernalia, on school property, or at school activities may be suspended from school, possibly expelled, reported to the police, and/or referred for assessment.
- E. Display of Affection**- Any inappropriate display of affection in the building, on school property or at school-sponsored events will not be tolerated. Referral to the parents and possible disciplinary action will be made if necessary.
- F. Disorderly Conduct**- Students who engage in disorderly behavior while at school, on school property, or at school-sponsored events may face disciplinary action, detention, suspension, possible expulsion and/or referral to the police.
- G. Dress Code**- The school recognizes that a student's individual dress is primarily a parental responsibility, which should reflect concern for the health and safety of the students and others, and to school property.

When the dress of an individual student constitutes a health/safety problem, seems to be unsuitable for school wear, is a physical danger to any person, or when the student's manner of dress or grooming causes a disruption or disturbance, the principal or designee shall take appropriate action to correct the situation.

For the purpose of this policy, the dress code is in effect when students are present at school or school related functions.

With these thoughts in mind, the School District of Weyauwega-Fremont has adopted the following dress code:

1. Students are to dress neatly. Appropriate shoes are necessary.

2. Bare midriff, spaghetti strap tops, halter tops, see-through or sheer tops are not permitted. (all shorts must rest past fingertips with both arms down at the students side and fingers extended).
3. Wearing apparel and hairstyles should not be contrary to any health and safety considerations.
4. Any displays of provocative words, suggestion, or promotion of alcohol, tobacco, or other drugs, (on T-shirts, etc.) are not acceptable in school or at school functions.
5. All students will refrain from wearing any headgear in school unless approved by the administration. Caps are to be kept in lockers.
6. No outside coats/jackets will be worn except as approved by school personnel.
7. Backpacks, book bags, duffel bags, and/or other such baggage are not to be taken into the classrooms.
8. Pants should be worn in a manner such that no undergarments are visible.
9. Excessively short skirts, shorts, and low cut tops will necessitate a change in clothes.

If in the judgment of the administration or designee the appearance of a student is distracting to the educational process, the student will be required to change into acceptable dress, be sent home for the remainder of the day, or remain in a designated area.

**H. Fighting and/or Threats-** While under the school’s jurisdiction, students involved in fighting with the intent to purposefully hurt another and/or make threats will face disciplinary action, suspension and/or possible expulsion and may be referred to the police department.

1. Student fights in any area of the school building or property should be reported immediately to the principal or designee. The students may be required to submit in writing the cause of the problem and possible solutions.
2. Each student may be suspended for a time not to exceed five (5) days. A conference with the parents and the principal or designee may be scheduled prior to reinstating the students.
3. In case of bodily injury or property damage as a result of fighting, notification of law enforcement and/or reimbursement shall be left to the discretion of the offended and prosecution will be the responsibility of the offended.
4. Threats to the safety of students, employees, parents, guests, and/or property of the school district through social media, verbal, written, or any other means will be subject to disciplinary action, up to and including suspension and/or possible expulsion and may be referred to the police department.

**I. Harassment Policy-** In order to maintain a school environment that encourages optimum human growth and development for students and employees, it is the policy of the School District of Weyauwega-Fremont to maintain and ensure a learning and working environment free of any form of harassment toward personnel and students. Any students who feel that they are being harassed should speak with the building principal or designee.

**J. Insubordination-** Students who are disobedient, openly defiant and/or show disregard for other students, staff or school property may face disciplinary consequences.

**K. Theft-** Students caught stealing while at school or at a school sponsored activity may be suspended and possibly expelled. Restitution shall be made and authorities will be notified.

**L. Use of Tobacco Products-** The possession of tobacco products is prohibited on school property or at school activities. Students found in possession of tobacco products to include smokeless tobacco (chew), pipe tobacco, cigarettes, electronic “vapor” E-Cigarettes, other substitute forms of cigarettes, or tobacco look alike, nicotine, and/or smoking on school property or at school sponsored events will be suspended from school and/or referred to police. Repeat offenders may face expulsion.

**M. Vandalism-** Students who engage in vandalism to school property or property at school, arson to school property or damage by explosives to school property may be suspended, possibly expelled, and/or referred to police.

**N. Weapons-** No one shall possess a dangerous weapon or look-alike weapon on school property (before, during or after school), on school busses, in school vehicles, in school buildings or at a school-sponsored activity. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty. Weapons include articles used or designed to inflict bodily harm and/or intimidate others such as firearms, pellet guns, look-alike weapons, knives, pepper spray, chains, etc. Articles designed for other purposes but which are used or intended to be used to inflict bodily harm or intimidate others are also considered weapons under this policy.

Students found in possession of a weapon while at school, on school property or at school-sponsored events may be suspended, possibly expelled and /or referred to the police. **Possession of a firearm weapon will result in an automatic one-year expulsion from school (Gun Free Schools Act).**

The building principal or designee may allow weapons in the building for the purposes of demonstrations or educational presentations. Approval must be in writing and granted prior to the weapon being brought to school.

### **Misuse of Technology/Electronic Devices (Consequences)**

**Computer** - When a student gives the district cause to, (inappropriate sites, inappropriate language, downloading proxy servers, mass amount of downloads etc...) the disciplinary penalties will be as follows:

A. Removal of internet privileges for 10 school days.

Second offense will result in:

B. Removal of internet privileges for 20 school days, and a 1day in school suspension.

Third Offense will result in:

C. Removal of internet privileges for 40 days in all areas and 1 to 3 day out of school suspension.

All offenses may be heard by student led committee to determine further punishment. Administration will have final decision on those outcomes.

## **Common Disciplinary Procedures**

Student conference

Lunch detention/Parent Contact

After school detention/Parent Contact

In-school suspension/Parent Contact

Out of school suspension/Parent Contact

Police referral/Parent Contact

Expulsion/Parent Contact

Administration has the ability to address disciplinary situations on an individual basis.

**Detention-** Detention is a consequence administered for various inappropriate behaviors or unexcused absences. Students must serve assigned detentions within an allotted period of time determined by the building principal or designee. Failure to serve a scheduled detention may result in further disciplinary action. All detentions will be served in the designated area.

Detentions can be served:

High School: Tuesday – Thursday from 3:07 – 3:45 p.m.

Middle School: Tuesday – Thursday from 3:07 – 3:45 p.m.

Elementary Schools: recess on any day

Skipping detentions may result in student losing privileges to attend school incentive programs and/or extracurricular events and/or in-school suspensions.



**Suspension-** State Statues permit the suspension of students (s. 120.1291)(b)). Students may be suspended for the following reasons inclusive but not limited to:

1. Noncompliance with the school rules related to disruptive behavior, alcohol, tobacco, drugs, fire drills, attendance policy and searches defined elsewhere in this handbook.
2. Assault and battery- A student causing harm to another by an act done with intent to cause bodily harm to that person harmed is guilty of a misdemeanor (s.940.19).
3. Vandalism- Any student who intentionally causes damage to the school buildings and/or school property without the consent of the school district is guilty of a misdemeanor (s. 943.01).
4. The statutes (s.940.01) prohibit intentionally defaming another whether student or staff. This involves anything which exposes the other to hatred, contempt, ridicule, or disgrace in the line of work.
5. Disorderly conduct - Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct.
6. Obscenity- A student who speaks, imports, prints, advertises, sells, has in his/her possession for sale, or publishes, exhibits or transfers commercially any lewd, obscene/indecent oral or written matter, picture sound recording or film or who has in his possession with the intent to transfer to a person under 18 years of age any of the above materials or whoever makes lewd, obscene or indecent drawings or writings in school is guilty of a felony by state statutes (s.944.21 and 944.23).

The procedures for the implementation of suspensions are defined in **(s.120.12 (1))**. The school district administrator or any principal or teacher designated by him/her may suspend a pupil for not more than **five (5) school days, or if a notice of expulsion hearing has been sent under par. (c)4. or (e)4. or s.119.25 (2) (c)** for not more than a total of 15 consecutive school days for noncompliance with school board rules or for conduct by the pupil while at school or while under the supervision of a school authority, which endangers the property, health, or safety of others. Prior to any suspension, the pupil shall be advised of the reason for the proposed suspension. The pupil may be suspended if it is determined that he/she is guilty of noncompliance with such rule, or of the conduct charged, and that his/her suspension is reasonably justified. The parent(s)/guardian(s) of a suspended minor pupil shall be given a prompt notice of the suspension and the reason therefore. The suspended pupil or parent(s)/guardian(s) may, within five (5) school days following the commencement of the suspension, have a conference with the school district administrator or designee who shall be someone other than a principal, administrator or teacher in the suspended pupil's school. If the school district administrator or designee finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. Such finding shall be made within 15 days of said conference. A pupil suspended under this paragraph shall not be denied the opportunity to take any quarterly, semester, or grading period examination missed during the suspension period.

The types of suspensions:

- a. **In-School Suspension:** Student is assigned to a designated area during the regular school day under supervision. The student may not participate in regular classes, co-curricular activities or attend evening events. Schoolwork is assigned and credit is given for work successfully completed.
- b. **Out-of-School Suspension:** Student is placed under the supervision of parent(s)/guardian(s) during the suspension period. A suspended student may not loiter or appear on school property or be present at school-sponsored activities during the period of suspension. Schoolwork is assigned and credit is given for work successfully completed.

## **EXPULSION**

The school board may expel a pupil from school whenever it finds him/her 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 he/she engaged in conduct while at school or while under the supervision of a school authority 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, and is satisfied that the interest of the school demands expulsion (s. 120.13(1)(c)). Prior to such expulsion, the school board shall hold a hearing thereon. Not less than five (5) days written notice of the hearing shall be sent to the pupil, and if the pupil is a minor, to the parent(s)/guardians(s) specifying the particulars of the alleged refusal, neglect or conduct, stating the time and place of the hearing and stating that the hearing may result in the pupil's expulsion. The pupil and, if the pupil is a minor, the parent(s)/guardian(s) 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, the parent(s)/guardian(s). The expelled pupil or, if the pupil is a minor, the parent(s)/guardian(s), may appeal the expulsion to the state superintendent. 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.

## **INTERNET POLICY**

Your child has access to the Weyauwega-Fremont computer network. This access includes connections to the Internet which allows people around the world to communicate through their computers. It is a valuable resource to share and collect information for students and teachers.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The School District of Weyauwega-Fremont will try to monitor and block any material that is not considered appropriate. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Teachers will guide towards the use of appropriate materials. Staff will expect all students to make appropriate choices with their school Internet usage.

If a student does not follow the policies listed here, his or her privilege of using the network may be withdrawn. Student access to the Internet is a privilege, not a right.

### **INTERNET AND NETWORK USAGE POLICIES**

1. Do not send or display offensive or inappropriate messages or pictures.
2. Use appropriate language in the computer labs and on the computers.
3. Student network storage areas may be treated like school lockers. Teachers and administrators will have access to student files.
4. Do not violate copyright laws. ONLY copy shareware, freeware, or software marked public domain.
5. Do not spread computer viruses, intentionally access any person's files, or destroy any person's files.
6. Do not damage any networks, any network equipment, or system forming part of the network.
7. Students may not download unnecessary music, games, applications or .exe files.
8. No online shopping is allowed.
9. No one may sell goods or services on District networks or computers.
10. E-mail, i.e.: Yahoo instant messenger and chat rooms are not allowed.
11. Your password is not to be shared.
12. Students must have the School District of Weyauwega-Fremont's Consent Form signed and turned in to the building office prior to using the Internet.

### **CONSEQUENCES**

- ✓ Violations may result in loss of access temporarily or permanently.

- ✓ Additional disciplinary action, including financial responsibility for damages, may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
- ✓ If appropriate, law enforcement agencies may be involved.

When a student gives the district cause (inappropriate sites, inappropriate language, etc.), the disciplinary penalties will be as follows:

First Offense

- A. Removal of internet privileges for 10 school days.

Second offense will result in:

- B. Removal of internet privileges for 20 school days, and a 1 day in school suspension.

Third Offense will result in:

- C. Removal of internet privileges for 40 days in all areas and 1 to 3 day out of school suspension.

Referral to the Police department for disorderly conduct consideration will be recommended if a student continually challenges the appropriate usage policy with the intent to misuse or damage school property.

## **HEALTH SERVICES/HEALTH REFERRALS**

Staff/parent(s)/guardian(s) may direct any health concerns to the school nurse. Parent(s)/guardian(s) may call the health office or make an appointment with the nurse regarding any health concerns. These referrals will be attended to in the order that they are received, unless a serious issue demands expediency.

A main part of the school nurse's role is to promote and maintain the good health of students through education, preventative measures, assessment, and referrals to appropriate medical personnel. He/she works as a health services coordinator and resource person in order to assist students to function within the healthiest status possible to learn at their maximum potential.

For reasons of liability, the school nurse cannot be held responsible for providing care for injuries/accidents that occur outside of school. A visit to the nurse's office should never take the place of the family physician or other health care providers. If a parent/guardian feels that a child is ill, a health care provider's evaluation/advice should be sought initially. If any care is recommended, which may be required during school hours, the physician and/or parent/guardian needs to contact the nurse and provide written instruction signed by both the parent(s)/guardian(s) and the physician. Any supplies required need to be provided by the parent/guardian.

**Student Illness/Discharge to Home-** Students will not be released to visit the nurse during class time, except for emergencies. Secretaries and staff have written criteria to follow as to when a student needs medical attention. Protocol related to illness is as follows:

1. The student must present a pass to the building secretary/aide.
2. The secretary/aide will screen out the minor injuries/illness and refer any problems that require further medical attention to the school nurse. In any questionable circumstances the nurse will be notified. The school nurse cannot, due to time/schedule requirements, attend to every minor injury or illness that occurs. The secretaries and aides will, therefore, play an integral role in providing care for students.

To send a student home due to illness the nurse, secretary or aide must call and speak with a parent/guardian. Students are not to call on their own. If a parent/guardian cannot be reached, another adult identified in the student's emergency file will be called.

A 10-minute time limit will be enforced as to nurse's visits. After this time, students must either return to class or arrangements will be made for transportation home. If a student is too ill to be in the classroom they need to be at home. It is very important for parent(s)/guardian(s) to pick up students as soon as possible. There is not enough staff or room available to nurse sick students through the day.

**Protocol for Student Injuries/Emergencies-** If a student is injured or has a medical emergency while at school, the building office should be notified immediately. The secretary/aide will contact the nurse and the student will be transported to the appropriate nurse's office, if possible. In cases where the student cannot be safely moved, the nurse will come to the scene and make a decision as to how to proceed. The nurse, secretary, or aide will coordinate EMT, parent/guardian, physician etc., phone calls for transport when necessary.

**Parent/Guardian Tips/Parameters Regarding Illness-** Please do not send your child to school if the following symptoms are present:

1. Fever (students will be sent home if they have a fever of 100 F or more)
2. Nausea/vomiting/diarrhea
3. Severe cough/cold symptoms/sore throat
4. Any persistent pain (e.g. earaches, severe headaches)
5. Any infectious agent (e.g. pinkeye, head lice, undiagnosed rash/skin problem)

Whether or not parents/guardians send a child to school is clearly a judgment call on their part. We respect the fact that they know when there is a problem regarding their child's health. Remember that the school nurse is a phone call away and is willing to answer any questions. It is very helpful to give the teacher or nurse a note or call regarding any suspected problems. It helps the nurse monitor any symptoms to provide optimum care and to prevent spread of illness.

Procedures for administering medication in schools:

1. No medication will be administered by school personnel without the completion of the **Medication Consent** form. This form should be returned to the school office.
  - a. The **Medication Consent Form** must be filled out by the parent/legal guardian, and returned to the school office. If the medication is a prescription, a health care practitioner must also sign the form prior to medication administration.
2. Medication to be given in the school must have the following information printed on the container:
  - a. Child's full name
  - b. Name of drug and dosage
  - c. Time to be administered
  - d. Prescribing health care practitioner's name (if the medication is a prescription)
  - e. Original container
3. Medication will be offered to the child at the designated time administered by the school nurse, health aide, or, if unavailable, by other designated school personnel. If the child refuses, the parent will be informed.
4. Only limited quantities of medicine are to be kept at school.
5. All medication administered at the school will be locked.
  
6. The period of time for which the drug is to be administered shall be contained in the written instructions from the prescribing physician and further instructions must be received from the physician if the drug is to be discontinued or the dosage or time it is to be administered is changed from the original.

New prescriptions must be received annually for pupils on yearly medication.

The school district does not provide any medication for students. If your child requires an over-the-counter medication for any reason, you must provide the medication in the original container. The medication form must be filled out with the child's name, specific directions, and signed and dated by the parent.

Phone consents will no longer be valid as a means of permission for your child to take a medication. Written and signed permission on the appropriate form is a must. (Wis Stat 118.29)

**Student Immunization Law Age/Grade Requirements** - All school children through Grade 12 attending Wisconsin schools must show evidence of having received at least minimum protection against certain vaccine-preventable communicable diseases or must submit waivers to the contrary. The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your physician or local health department.

Within 15 days of enrollment, children must present evidence to their current school that they have received protection against measles, mumps, rubella (MMR), diphtheria, tetanus, pertussis, polio, hepatitis B and Varicella.

PreK (2 years through 4 year-old kindergarten) - 4 DTP/DtaP/DT 3 Polio 1 MMR 3 HepB 1 Varicella (or history of chicken pox).

For students entering Kindergarten: 4DTP/DTaP/DT/Td (One booster must be after the 4<sup>th</sup> birthday) 4 Polio 2 MMR 3HepB and 2 Varicella (or history of chicken pox).

A Tdap vaccine is required for students entering 6<sup>th</sup> grade.

1. MMR vaccine for all students: The first dose of MMR vaccine must have been received on or after the first birthday.
2. DTP/DTaP vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>) to be compliant.
3. DTP/DTaP vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required.
4. Polio vaccine for students entering grades kindergarten through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required.
5. Varicella means the chicken pox vaccine. Chickenpox disease history is also acceptable.

A complete immunization card **must** be on file for each student or a waiver must be signed. Contact the school nurse if you have any questions. Non-compliance with this law can result in fines, exclusion from school, or a filing with the District Attorney. The nurse may request a new card or extra information to make your child's file complete. It is important to have a copy of your child's immunization records at home. You can access your child's school vaccine record on Skyward Family Access under the "Health" category.

**Communicable Diseases-** All students with a severe cold, severe rash, suspected lice, ringworm, impetigo, pinkeye, or any other communicable disease should be excluded from school and seen by a physician for diagnosis and treatment. A release slip from the doctor must accompany the student on return to school. Many of these diseases are not communicable after treatment for 24 hours, therefore a doctor's release is sufficient and signifies that the student may return to school even if symptoms are still apparent. Information/pamphlets, etc., regarding communicable diseases can be obtained by contacting the school nurse. If your child is sent home because of suspicious symptoms, the school nurse will let you know what the state law dictates regarding treatment and length of absence from school.

## **HEAD LICE/NITS**

Pediculosis (head lice) is commonly referred to as a nuisance disease because it rarely is associated with serious medical complications. Because the schools bring large numbers of children into close contact daily, they serve as a focal point for the transmission of all kinds of communicable diseases, including head lice. Control depends upon prompt case finding, proper administrative handling of each case, effective treatment and prevention of its spread.

Therefore, specific guidelines have been developed for the treatment of head lice and/or nits (eggs of the louse) in the School District of Weyauwega-Fremont. These guidelines include parent notification, treatment instructions and parent responsibilities.

Any student found to have head lice is to be sent home from school for treatment in accordance with the following established guidelines.

## **GUIDELINES FOR THE CONTROL AND TREATMENTS OF HEAD LICE/NITS IN THE SCHOOLS-**

1. After summer vacations, the school nurse, or his/her designee, will check all elementary students for head lice/nits. Elementary students who enroll in school after the first day of school will be checked within the first week of their attendance. Head lice checks may be

made periodically on any student as necessary during the school year. Head lice checks will be made on any student (no matter what grade) who lives in the same household as another student who has been found to have head lice or nits.

2. When a student is found to have head lice the parent(s)/guardian (s) and/or the listed emergency contact on the student's emergency card will be contacted so that he/she can come for the student. If the parent/guardian has no phone, the school nurse, the principal or a designee will transport the student. The student will not ride the bus.
3. A letter shall be given to the student's parent/guardian explaining the treatment. This letter shall be discussed with the parent/guardian in order that he/she understands completely the treatment with special shampoo (e.g. RID, NIX, KWELL) and that it is his/her responsibility to perform the treatment before the student may return to school. KWELL is a prescription shampoo while RID and NIX may be obtained over the counter.
  - a. It is the responsibility of the student's parent/guardian to administer the shampoo treatment and remove all nits and casings after treatment.
  - b. For families under financial stress, the school will furnish lice shampoo for each child in the family.
  - c. The shampoo treatment shall be repeated in 7 to 10 days to kill the lice that hatch from the nits that were not destroyed by the previous treatment.
4. The student will be checked by the school nurse or his/her designee upon the student's return to school to be assured that there are no live lice. The student shall be checked on a regular basis until after the second treatment or until no live lice or nits are found.
5. The guidelines for "Cleaning of the Classroom" will be followed for those classrooms of diagnosed cases. The janitor will be asked to clean the classroom each time a new case is discovered in that classroom.
6. Letter for parents of all students in that classroom will be sent home with the students, explaining that lice has been discovered in their child's classroom, and instructions on how to check their own children for head lice.
7. School staff will check the heads of all student in those classrooms of diagnosed cases within two days of discovery of a case of head lice in that classroom

## **TRANSPORTATION**

### **Procedures for Pick-up and Drop-off**

Students are required to be at the bus stop prior to the arrival of the bus. If students are late arriving at their bus stop three times in a two-week period, the bus transportation supervisor will contact the parents advising them that the driver will be instructed not to wait the next time but to proceed with the completion of the route. The reason for the need to have students at the pick-up point is that if the bus driver waits even one minute for each stop and has thirty stops, the bus would be thirty minutes behind schedule. The students are encouraged to be at their pick-up points ahead of their scheduled pick-up times.

- If the student is a bus rider a call to the transportation office should be completed before the scheduled bus pick up.

If your children are not riding the school bus, please call the bus garage (867-8943) to let us know. Your message will be relayed to the appropriate bus via radio. The transportation supervisor is only available in his/her office (867-8943) from 5:30 a.m. to 10:30 a.m. and 1:30 p.m. till 5:00 p.m. each regular school day. Occasionally, when the bus supervisor is not available, he/she may transfer calls to the school office. Every effort will be made to make sure that the children are left off in a safe environment. If it appears that the parents or guardians are not at home when the bus arrives, the driver will contact the bus supervisor for further instructions.

1. Students must ride their regular routes, getting on at the appropriate pick-up and off at the appropriate drop-off points, unless a bus permit is acquired through the transportation supervisor or the building secretary.
2. Students in EC, 4K, 1<sup>st</sup> and 2<sup>nd</sup> grade will need a parent or guardian or older siblings in sight to be let off the bus.
3. Except in cases of an emergency, the transportation supervisor must be contacted at least 12 hours in advance in order to give approval for changes in drop-off or pick-up points.
4. If the transportation supervisor is unavailable, building secretaries will log and issue bus permit requests on a bus permit form. They will call the supervisor and confirm the request. The student will give a copy of the form to the bus driver. Drivers have been instructed not to honor bus requests issued by parents without contacting the transportation supervisor. The form will be the appropriate indication of a change in regular drop-off or pick-up points.
5. Students who are not assigned to a bus route will not be issued a bus permit except in emergency situations.

### **Bus Code of Conduct and Consequences**

Parents of all public and parochial school children are asked to explain to their children the importance of proper behavior on school buses. Students are responsible for their behavior. Misbehavior could result in the bus driver being distracted, thereby endangering the lives of all students being transported.

Video cameras are on the buses to monitor student behavior. Drivers will report all incidents of misbehavior to school authorities, who will discipline students accordingly. Consequences will escalate if the student insists on repeating unacceptable behavior. If the infraction is a violation of the law, the proper authorities will be notified. If the infraction results in property damage, restitution must be paid or a repayment plan agreed upon. (194.142)

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus – and only at that time – does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. In view of the fact that a bus is an extension of the classroom, the Board of Education shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Children who become serious disciplinary problems on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

When a student has violated a bus rider rule, the transportation supervisor will report the violation to the necessary people as indicated below by using the “Bus Misconduct Report.”

To handle the misconduct the Board of Education of the School District of Weyauwega-Fremont has adopted the following policy to be followed:

**First Offense – Driver warns student.**

**Second Offense – Conference with driver on bus after other students exit.**

**Third Offense – Student assigned to front seat. The driver will contact the transportation supervisor within 24 hours of the offense. Administration will inform the parent or guardian of the offense and discuss what disciplinary measures the parents or guardians and school officials deem necessary.**

**Fourth Offense – The driver will contact the supervisor office within 24 hours of the offense. The Administration will inform the parent of the offense and the student will be denied transportation up to three days.**

**Fifth Offense – The driver will contact the transportation supervisor within 24 hours of the offense. Administration will inform the parent of the offense and a mandatory meeting must take place between the parents or guardians and the District Administration. The student will be denied transportation for a period of time as determined by the appropriate school officials.**

**Special Note – The administration reserves the right to deviate from the included information in the interest of the safety and welfare of students and staff.**

**Notification: Within twenty-four hours of the decision to suspend, the principal will notify the transportation supervisor of the date the suspension takes effect.**

**Requirement: A student who has lost his or her bus riding privilege is still obligated to attend school per Wisconsin Statue, Section 118.15.**