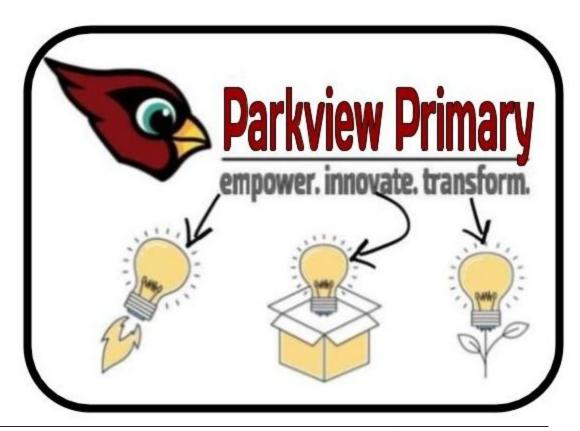


# **PARKVIEW**Primary Learning Center

**School District of Mayville** 

# 2018-19 Student/Parent Handbook

Phone: (920) 387-7973 Fax: (920) 387-7975 259 Oak St. Mayville, WI 53050 www.mayvilleschools.com





## **Parkview Primary Learning Center**

**School District of Mayville** 

#### MISSION OF THE SCHOOL

## Empowering learners. Fostering innovation. Transforming the learning experience.

Dear Parents and Students,

Welcome to the 2018-19 school year at Parkview Primary Learning Center. This is an exciting time in your child's education. The primary years are in many ways the most important years for each child, because so many attitudes and habits relating to school start now. At Parkview, we remain committed to making these years positive, productive and a great experience for both you and your child.

As parents, you also play a big part in making these years successful for your child. We invite you to join us on the Parkview team, focused on educating the whole child. Each parent brings unique experiences and knowledge to the team, and we urge you to consider how you can use your time and talents to contribute to Parkview. We offer many volunteer opportunities, from helping in the classroom, playground and lunchroom, to chaperoning field trips, or with our frequent school-wide or grade-wide activities. Take the time to get to know your child's teacher and other school staff, and share your ideas with us

We are committed to providing you and your child with a wide range of support services to enhance the educational experience and meet your child's individual needs. Every child deserves the opportunity to achieve at their highest potential, and we will continue to work with you as a team to meet this goal. If you have questions or concerns about your child's education, please contact your child's teacher or the principal.

We look forward to traveling through the 2018-19 school year with you, and wish you all a successful educational experience.

Sincerely,

Rebecca Le Bouton Principal

Rebecca Le Bouton

& Parkview Primary Learning Center



#### **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2017 the language in the most current policy or administrative guideline prevails. The current policies are available on the District's website.

## PARKVIEW PRIMARY LEARNING CENTER STAFF-Online District Directory

Rebecca	73
StegerMelissaHealth Roommsteger@mayville.k12.wi.us2003MittelstadtJackieSchool Counselorjmittelstadt@mayville.k12.wi.us2126Grade LevelTeachersKarvalaJessKindergarten Teacherjkarvala@mayville.k12.wi.us2107PlasilChristinaKindergarten Teachercplasil@mayville.k12.wi.us2108SmrecekAngelaKindergarten Teacherasmrecek@mayville.k12.wi.us2102BeckAmandaFirst Grade Teacherabeck@mayville.k12.wi.us2125SchwirtzKarenFirst Grade Teacherschwirtz@mayville.k12.wi.us2134SeilerMaryFirst Grade Teachermseiler@mayville.k12.wi.us2136CarltonToddSecond Grade Teachertcarlton@mayville.k12.wi.us2126CarltonToddSecond Grade Teacherkhalsema@mayville.k12.wi.us2136KranzAmySecond Grade Teacherakranz@mayville.k12.wi.us2131	)
Mittelstadt       Jackie       School Counselor       jmittelstadt@mayville.k12.wi.us       2126         Grade Level       Teachers         Karvala       Jess       Kindergarten Teacher       jkarvala@mayville.k12.wi.us       2107         Plasil       Christina       Kindergarten Teacher       cplasil@mayville.k12.wi.us       2108         Smrecek       Angela       Kindergarten Teacher       asmrecek@mayville.k12.wi.us       2102         Beck       Amanda       First Grade Teacher       abeck@mayville.k12.wi.us       2126         Schwirtz       Karen       First Grade Teacher       schwirtz@mayville.k12.wi.us       2134         Seiler       Mary       First Grade Teacher       mseiler@mayville.k12.wi.us       2136         Carlton       Todd       Second Grade Teacher       tcarlton@mayville.k12.wi.us       2126         Halsema       Karen       Second Grade Teacher       khalsema@mayville.k12.wi.us       2136         Kranz       Amy       Second Grade Teacher       akranz@mayville.k12.wi.us       2131	
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Kranz Amy Second Grade Teacher akranz@mayville.k12.wi.us 2131	}
	)
Resource Teachers	
Amundson Kara Special Ed. Teacher kamundson@mayville.k12.wi.us 2126	)
Derkowski Theresa Early Childhood Teacher tderkowski@mayville.k12.wi.us 2115	;
Hauke Amee Special Ed. Teacher ahauke@mayville.k12.wi.us 2132	)
Honish Laura Reading Specialist Ihonish@mayville.k12.wi.us 2137	,
Gutzmann Lori Title 1 Reading Igutzmann@mayville.k12.wi.us 2136	j
Walworth Stacy Math Interventionist swalworthl@mayville.k12.wi.us 2127	,
Klingenmeyer Colleen Speech/Language Pathologist cklingenmeyer@mayvillle.k12.wi.us 2135	
Loest Pat Speech/Language Pathologist ploest@mayville.k12.wi.us 2135	;
Sanchez Yoli Occupational Therapist ysanchez@mayville.k12.wi.us 2144	
Specials/Encore Teachers	
Held Corey Phys Education Teacher cheld@mayville.k12.wi.us 2140	)
Stortz Jessica Art Teacher jstortz@mayville.k12.wi.us 2124	
Steger Melissa Library Support msteger@mayville.k12.wi.us 2143	}
Kruger Paula Music Teacher mrichards@mayville.k12.wi.us 2106	;
District Staff	
Scott Rebekah School Psychologist rscott@mayville.k12.wi.us 2004 or 3	3437
Valerie Christian District Nursing Services vchristian@mayville.k12.wi.us	
Marusinec Laura Library/Media Specialist Imarusinec@mayville.k12.wi.us 2143 or 3	3427
Bates Travis Transportation tbates@mayville.k12.wi.us 387-79	
Williams Nikki Food Service Director nwilliams@mayville.k12.wi.us 2141	69

#### **DISTRICT ADMINISTRATION**

#### **ADMINISTRATION OFFICE**

Scott Sabol, District Administrator

Lee Zarnott, Director of Learning/Director

Of Special Education

387-7963 x 1001
387-7963 x 1002

### **PARKVIEW PRIMARY LEARNING CENTER**

Rebecca Le Bouton, Principal 387-7973 x 2002

#### **MIDDLE SCHOOL**

\_\_\_\_\_\_, Principal 387-7970 x 3006 Megan Hanni, Dean of Students 387-7970 x 3017

#### HIGH SCHOOL

Robert Clark, Principal 387-7960 x 4001
Brittany Cashman, Dean of Students 387-7960 x 4008
Joel Wondra, Athletic Director 387-7960 x 4003

#### **DISTRICT-WIDE SERVICES**

Joel Wondra, Director of Operations387-7960 x4003Nikki Williams, Food Services Director387-7973 x 2142; x4160Lee Zarnott, Director of Pupil Services387-7963 x1002Travis Bates, Transportation Supervisor387-7969

#### SCHOOL BOARD

John Westphal, President Norbert Dornfeldt, Member James Congdon, Treasurer Joe Hohman, Membr Ron Andes, Member Richard Fink, Vice President David Ognenoff, Clerk

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.





#### **EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT**

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, () including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Lee Zarnott at 920-387-7970 ext. 3009

Any person who believes that the Parkview Primary Learning Center or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

List one male and one female Compliance Officer

Lee Zarnott

Director of Learning 920-387-7963 ext. 1002 N8210 Hwy. 28 Mayville, WI Izarnott@mayville.k12.wi.us **Becky Le Bouton** 

Parkview Principal 920-387-7973 ext. 2002 259 Oak St. Mayville, WI rlebouton@mayville.k12.wi.us

The complaint procedure is described in Board Policy 2260 and on Form 2260F2. The policy and form is available in the School office.

The complaint will be investigated and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Parkview Primary Learning Center is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.



Harassment means behavior toward a student or group of students based, in whole or in part, on the their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

#### **SEXUAL HARASSMENT**

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or



C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status:
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. unwelcome behavior or words directed at an individual because of their sex of sexual orientation

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another:
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.





It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact one of the Complaint Coordinators listed above.

A copy of school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office.

#### **BULLYING**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impending student movement, unwelcome physical contact.
- B. Verbal taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

#### **SECTION 504/ADA COMPLAINT**

Any person who believes that Parkview Primary Learning Center or any staff person has discriminated against them in violation of the District's Section 504/ADA policy may file a



complaint. A formal complaint can be made in writing to a School Compliance Officer listed below

#### Lee Zarnott

Director of Learning 920-387-7963 ext. 1002 N8210 Hwy. 28 Mayville, WI Izarnott@mayville.k12.wi.us

#### **Becky Le Bouton**

Parkview Principal 920-387-7973 ext. 2002 259 Oak St. Mayville, WI rlebouton@mayville.k12.wi.us

The complaint procedure is described in Administrative Guideline 2260.01B and is available in the School office.

#### SCHOOL DAY

(The School Schedule is Subject to change. Parents will be informed of schedule changes when they occur)

• The shuttle bus leaves the Middle School at 7:40 AM and arrives at Parkview at 7:45 AM.

**Grades K, 1 & 2 4K & Early Childhood (Morning) 3:05 PM 4K & Early Childhood (Morning) 3:00 AM** – 11:00 AM **4K & Early Childhood (Afternoon)**11:45 PM- 2:45 PM

 The shuttle bus leaves Parkview at 3:10 and arrives at the Middle School at 3:15 PM.

#### Morning Recess

All students will have a 20 minute morning recess. Times will be determined by the grade level teachers.

#### **Lunch and Recess** (Subject to Change)

Lunch - Kindergarten	11:05 AM - 11:30 AM
Lunch Recess - Kindergarten	11:30 AM - 11:50 AM
Lunch – Grade 1	11:35 AM - 12:00 PM
Lunch Recess – Grade 1	12:00 AM - 12:20 PM
Lunch – Grade 2	12:00 PM - 12:20 PM
Lunch Recess - Grade 2	12:20 PM - 12:40 PM

#### STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Parkview Primary Learning Center are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.





Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

\*\*Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from our Pupil Services Team:

•	Jackie Mittelstadt	School Counselor	x2126
•	Rebekah Scott	School Psychologist	x2004
•	Becky Le Bouton	Principal	x2001

#### STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

#### INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

#### HOMEBOUND INSTRUCTION

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents should contact the principal regarding procedures for such instruction.



#### **SECTION I - GENERAL INFORMATION**

#### **ENROLLING IN THE SCHOOL**

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students that are new to Parkview Primary are required to enroll with their parents or legal guardian unless eighteen (18). When enrolling, the parents will need to bring:

- A. a birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; and
- D. proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the guidance department. The office staff will assist parents in obtaining the official records from the other school.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures.

#### SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

#### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian.

#### TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school



materials, and paid any fees or fines that are due. Parents are encouraged to contact the Parkview Office for specific details.

#### **OPEN ENROLLMENT**

The School District ("District") will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

#### WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and completion of any required forms.

#### **IMMUNIZATIONS**

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the District Nurse. Michelle Voss.

#### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

#### **USE OF PRESCRIBED MEDICATIONS**

In those circumstances where a student must take prescribed medication during the School day, the following guidelines are to be observed.

A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.



- B. The Medication Request and Authorization Form () 5330 F1, Form 5330 F1a, and Form 5330 F1b must be filed with the principal before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.
- C. All medications to be administered during school hours must be registered with the Principal's office.
- D. Medication that is brought to the office will be properly secured.
- E. Medication may be conveyed to school directly by the parent.
- F. For each prescribed medication, the container shall have a pharmacist's label with the following information:
  - 1. student's name
  - 2. practitioner's name
  - 3. date
  - 4. pharmacy name and telephone
  - 5. name of medication
  - 6. prescribed dosage and frequency
  - 7. special handling and storage directions
- G. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- H. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

#### **ASTHMA INHALERS AND EPI-PENS**

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and





Epinephrine (Epi-pen) can be administered only in accordance with conditions confirmed by the school principal and updated annually.

#### **USE OF NON-PRESCRIBED (DRUG PRODUCTS)**

Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parental consent.

The Nonprescription Drug Product Request and Authorization Form 5330 Fla must be filed with the health room staff before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

- A. student's name
- B. date
- C. name of medication
- D. dosage and frequency
- E. special handling and storage directions

Further, only those nonprescription drugs that are provided by the parent or guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents may authorize the School to administer a non-prescribed drug product using a form which is available at the School office. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

#### HEAD LICE

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal.

#### CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

#### DIRECT CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection



applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Lee Zarnott-Director Special Education- at 920-387-7970 ext. 3022.

Services are also available to students with Limited English Proficiency. To inquire about programs and services, a parent should contact Becky Le Bouton at 920-387-7973 ext. 2002.

#### **STUDENT RECORDS**

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes those student records which identify a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, photographs, name of school most recently previously attended and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the Parkview Primary Principal or consult the Board's Policy 8330 - Student Records and associated Administrative Guidelines.



Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Parkview Primary Principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least



annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW 20202-4605 Washington, D.C. www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

<u>FERPA@ED.Gov</u>; and <u>PPRA@ED.Gov</u>.

#### STUDENT FEES, FINES, AND CHARGES

Fees will be charged for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

#### General Fee:

Grades K-12	\$ 45.00
PreK-4K	\$ 25.00
Early Childhood	\$ 15.00

#### **Hot Lunch Fee:**

Parkview		\$2.65	Snack Milk \$.45
Middle School		\$2.80	
High School		\$2.90	
Adults	\$3.55		

<sup>\*\*</sup> Fees may be waived in situations where there is financial hardship.





Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies.

#### STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.

#### STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

#### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

#### **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

#### Hot Lunch Fee:

Parkview	\$2.65	Snack Milk \$.45
Middle School	\$2.85	
High School	\$2.90	
Adults	\$3.55	





Applications for the school's Free and Reduced-Priced Meal program are available at <a href="https://www.mayvilleschools.com">www.mayvilleschools.com</a> or in the school office.

#### FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires. The tornado alarm consists of a verbal announcement over the public address system., and the fire alarm consists of an automated alarm.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year. The alarm system for a school lock down is a public address announcement.

#### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

#### **RADIO Stations:**

FOX 6

WMDC	(Mayville)	98.7 FM
WBKV/WBWI	(West Bend)	1470 AM / 92.5 FM
WBEV/WXRO	(Beaver Dam)	1430 AM / 95.3 FM
KFIZ/WFON	(Fond du Lac)	1450 AM / 107.0 FM
WMRH	(Waupun)	1170 AM
WTMJ	(Milwaukee)	620 AM
TV Stations:		
WTMJ TV	(Milwaukee)	Channel 4

Channel 6

WISN 12 (Milwaukee) Channel 12

Parents and students are responsible for knowing about emergency closings and delays.

(Milwauke)

#### PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.



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#### **VISITORS**

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time.

Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions.

Students may not bring visitors to school without first obtaining written permission from the Principal.

#### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Each classroom will have an opportunity each week to visit the library, checkout books, and read. Books on the shelves may be checked out in accordance with school procedures and timelines.

#### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

#### LOST AND FOUND

The lost and found area is outside the Parkview Cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

#### STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the building principal.. Violation of this rule may lead to disciplinary action.

#### **USE OF SCHOOL TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave School.

#### **WEAPONS**

The possession of weapons on school property is prohibited as described in the District's Policy 5772 – Weapons.

#### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

#### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

#### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

#### **SECTION II - ACADEMICS**

#### **COURSE OFFERINGS**

Parkview learners participate in their learning of the core subject areas - reading, math, science, and social studies. They also participate in a variety of encore classes each week including - physical education, music, art, guidance, and technology.

#### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

#### **GRADES**

The Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

#### **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the



school's policies and administrative guidelines. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement each year.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in "cyberbullying" is prohibited. ""Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
- 4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct

#### STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

#### The Tests We Take...

- PALS Phonological Awareness Literacy Screening Grades 4K
  - i-Ready Grades 1-2; 5K in Spring
  - Reading Benchmark Assessments Grades K-2

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

#### **SECTION III - STUDENT ACTIVITIES**

#### SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

- Earth Club/Youth Master Gardeners
- Lego League

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

## SECTION IV - STUDENT CONDUCT ATTENDANCE

#### Reporting an Absence

- Have a parent/guardian notify the attendance office by 8:15AM by calling 387-7973, Ext. 2001.
- Leave a message or instruct the secretary as to the reason why the absence should be excused.
- Bring a note signed by a parent/guardian or third party to the Main Office the day the student returns to school.

This procedure must be followed for each day of excused absence in order for the absence to be recorded as such. Notes must be turned into the office prior to the start of the first class period on the day the student returns to school. If validity of an absence is questioned, parents will be contacted by phone to establish the student's whereabouts on the date(s) in question.



The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well planned instructional activity under the guidance of a competent teacher are vital to this purpose.

#### **Compulsory Student Attendance**

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

#### **Excuse for Absence**

A parent of a student who is absent shall provide a written, dated, signed statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

#### **Excused Absences**

A student <u>shall</u> be excused from school for the following reasons:

#### Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 3 days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

#### Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the Parkview Primary Principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report



monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Policy 5223 - Religious Instruction for further details.

#### Permission of Parent or Guardian

The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more than five (5) days per semester under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- A. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- B. to attend the funeral of a relative
- C. legal proceedings that require the student's presence
- D. vacations

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

#### Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

#### Suspension or Expulsion

The student has been suspended or expelled.

#### Truancy

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.



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#### **Unexcused Absences**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- A. Counseling the student;
- B. Requiring the student to make-up lost time;
- C. Requiring the student to make-up course work and/or examinations, as permitted under this Guideline;
- D. Conferring with the student's parents;
- E. Referring the student to an appropriate agency for assistance.

Administrative action to address unexcused absences shall be in accord with due process as defined in Policy 5611, the Student Code of Conduct, and other applicable Board Policies.

#### **Habitual Truancy**

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. Our School Semesters are defined as:

- 1st Semester September 4, 2018 January 2019
- 2nd Semester January 22, 2019 June 6, 2019

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out.

#### Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

#### Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.





#### Students Leaving School During the School Day

- A. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by principal.

## Make-Up Course Work and Examinations (The selection must match Policy 5200)

A student whose absence from school was excused or unexcused shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be madeup. Teachers shall have the discretion to assign substitute course work and examination. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

#### **Tardiness**

- A. Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- B. Students who attend any part of the class shall be recorded as present.
- C. All students who are tardy to school must report to the principal's office to sign in.
- D. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.
- E. Teachers are requested to refer cases of chronic tardiness to the principal.
- F. Frequent tardies to class may result in a conference with the student, parents, teacher, and the principal or designee.

#### **CODE OF CONDUCT**

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

#### **Expected Behaviors**

Each student shall be expected to:

- A. abide by national, State, and local laws as well as the rules of the school;
- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;
- H. act at all times in a manner that reflects pride in self, family and in the school.

#### STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity.



#### **Dress and Grooming**

Cleanliness and appropriate dress are important not only to the individual student, but also to others sharing the classroom. Student dress and hygiene should be appropriate and should not distract, offend, or jeopardize the safety of students or be disruptive to students, staff, themselves, or others within the school environment. While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

#### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

(cont'd on next page)

#### STUDENT CONDUCT



MAYVILLE EXPECTATIONS	ALL SETTINGS	HALLWAY	PLAYGROUND	LUNCHROOM	BATHROOM	BUS	FIELD TRIPS
BE RESPONSIBLE	Follow Directions Stay in supervised area Report bullying	Keep your area clean Keep hallway clean	Dress for the weather  Bring in what you take out  Play ends at the whistle	Clean up table and floor area around you Wait your turn	Keep the bathroom clean Flush	Remember your belongings Clean up after yourself	Press for the event  Remember your belongings  Follow rules of field trip site
BE RESPECTFUL	Treat others the way you want to be treated Care for Property: yours, others, school	Voice: 0 – when walking through halls Voice: 1 – at the hooks	Play fair Include others Use problem solving skills	Voice: 1  Follow supervisor's directions  Be polite-say please and thank you	Respect privacy of others  Body control  Be quick  Voice: 1	Voice: 1 Follow driver's directions	Listen to chaperones Attentive listening
BE SAFE	Body Control	Walking Feet Hands/Feet to Self	Report unsafe behaviors  Body control  Stay in designated area  Use equipment properly	Wash hands Body Control Enjoy your own meal	Wash hands with soap and water  Five "2"s  -2 minutes  -2 pumps  -2 hands washed  -2 hands dried  -2 points	Obey safety rules Sit quickly and stay in seat	Body Control

#### Voice Levels

- 0: Voice OFF
- 1: Whisper Voice
- 2: Table Talk
- 3: Strong Speaker
- 4: Outside

#### **Body Basics:**

- 1. Sit up tall in your space
- 2. Look at the Speaker
- 3. Lips Closed
- 4. Listening Ears
- 5. Hands and Feet Quiet

#### Line Basics:

- 1. Face forward in a single line
- 2. Voice = 0
- 3. Hands by your side
- 4. Quiet walking fee
- 5. Stay to the right

#### Body Control:

- 1. Hands to Self
- 2. Feet to Self
- Personal Space
   Walk

The Board of Education has adopted the following Student Code of Conduct. The Code includes the types of behavior that will subject a student to disciplinary action. It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Disciplinary action will be decided on a case by case basis and imposed only after review of the facts and/or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school.



- 1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons.
- 2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
- 3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
- 4. Arguing, taunting, baiting, bullying, cyber-bullying, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
- 5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
- 6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
- 7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
- 8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
- 9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
- 10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
- 11. Throwing objects in the classroom.
- 12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
- 13. Behavior that causes the teacher or other students fear of physical or psychological harm.
- 14. Willful damage to or theft of school property or the property of others.
- 15. Repeated use of profanity.
- 16. Using tobacco.
- 17. Failure to report knowledge of a weapon, bullying or threat of violence.



- 18. Purposely setting a fire.
- 19. Gambling.
- 20. Plagiarism and falsification of identification or school documents.
- 21. Issuing a false alarm or false report.
- 22. Trespassing.
- 23. Persistent absence or tardiness.
- 24. Unauthorized use of School or personal property.
- 25. Assisting another person to violate a School rule.
- 26. Inappropriate public displays of affection.
- 27. Violation of specific classroom or activity rules.
- 28. Possession of a radio, "boom-box," portable television, electronic toy, pager, cellular telephone, recording device or any other electronic equipment without the permission of the principal.
- 29. Violation of bus rules.
- 30. Refusal to accept discipline.
- Criminal conduct.

## **DRUG ABUSE PREVENTION**

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all chemicals which release toxic vapors;



C

- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes":
- F. anabolic steroids;
- G. any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

## **USE OF TOBACCO IS PROHIBITED**

The Board prohibits students from using or possessing tobacco in any form including, but not limited to cigarettes, cigarette look-alikes (i.e. electronic cigarettes), cigars, snuff, and chewing tobacco on school premises, in school vehicles, within any indoor facility owner or leased by the School District.

# POSSESSION OF WIRELESS COMMUNICATION DEVICES (WCDs)

A student may not possess a wireless communication device- iPod, MP3 or similar electronic storage device while on school property, in school facilities, at school sponsored activities or events. Exceptions may be made by the Parkview Primary Principal on a case-by-case basis.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension or expulsion.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.



Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive a suspension or expulsion

#### STUDENT CODE OF CLASSROOM CONDUCT

Parkview Primary is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students.

## **Grounds for Removal of a Student from Class**

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the School from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

#### **Procedure for Student Removal From Class**

When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written or electronic explanation of the reasons for the removal of the student.

The principal or designee will generally give the student an opportunity to briefly explain the situation. The principal or designee shall then determine the appropriate educational placement for the student.

#### Student Placement

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:



- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

#### **Parent/Guardian Notification Procedures**

The principal shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

## **Students with Disabilities**

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

#### **Definitions**

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

"Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

"Class" or "classroom" means 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.

# OTHER FORMS OF DISCIPLINE





It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

## Some possible consequences:

- Loss of Recess
- Lunch in the Office
- "think time" and discuss with the Principal/teacher
- and others

#### SUSPENSION AND EXPULSION

#### A. Suspension

## 1. Duration and Grounds for Suspension

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.





f. Under paragraphs c, d, and e above, 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.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

## 2. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

## 3. **Notice of Suspension**

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

# 4. Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

# 5. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course





work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

# 6. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- A. The student was suspended unfairly or unjustly;
- B. The suspension was inappropriate, given the nature of the alleged offense; or
- C. The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

## 7. **Co-Curricular or Extra-Curricular Participation**

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

#### B. **Expulsion**

# 1. **Grounds for Expulsion**

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion.

A. Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

## 2. Expulsion for Bringing a Firearm to School





The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

# 3. Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

## 4. Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

#### 5. Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

#### **Discipline of Disabled Students**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

#### SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be



searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

[A drug test is considered a search under the Fourth Amendment. Therefore, if the school administers drug tests this section of the Handbook should be refer to the section of the handbook dealing with drug testing.]

## STUDENT'S RIGHTS OF EXPRESSION

Parkview Primary recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent, or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.



B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Parkview Primary Principal twenty-four (24) hours prior to display.

## STUDENT SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government.

# **SECTION V - TRANSPORTATION**

## **BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the Director of Transportation at 920-387-7969.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves.

# **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.



#### **VIDEOTAPES ON SCHOOL BUSES**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

# **PENALTIES FOR INFRACTIONS**

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

# NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook.

- Notice of Nondiscrimination and Internal Complaint Procedure (Including Title VI, Title VII, and Title IX) Form 2260 F2
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Annual Student Records Notice Form 8330 F9
- Parent Notification Letter (Blood-Borne Pathogens) Form 8453.01 F5
- Student Handbook Certification Form 5500 F1
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Nonprescription Drug Products or Treatment (Secondary Version)
   Form 5330 F1a
- Authorization for Nonprescrption Drug Products or Treatment (Elementary Version)
   Form 5330 F1b
- Request to Inspect Survey Form 2416 F2
- Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13

In addition a copy of State and Federal statutes must be available to the public in each school's main office.



