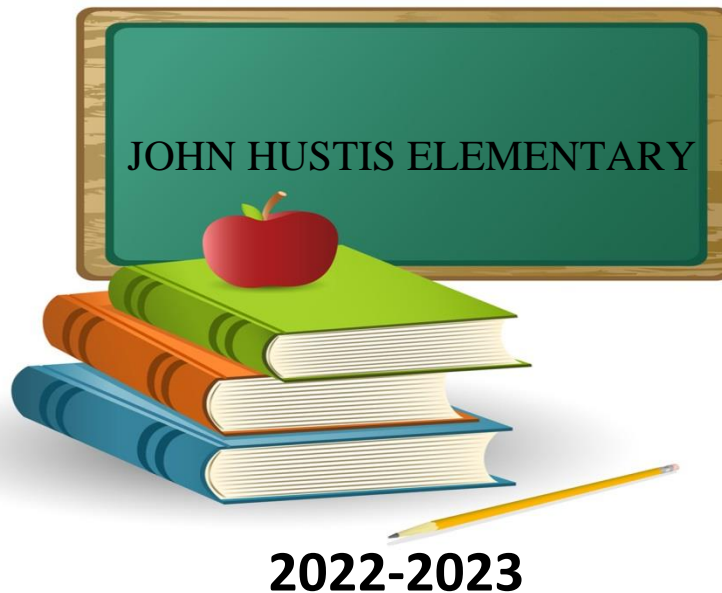


# JOHN HUSTIS ELEMENTARY

## STUDENT & PARENT HANDBOOK



**2022-2023**

### **MISSION**

The Hustisford School District is committed to empowering all students to learn the skill, acquire the knowledge, and develop the attitudes necessary for them to reach their full potential as citizens who can meet the challenges of a changing global society.

### **NON-DISCRIMINATION POLICY**

**Non-Discrimination:** The Hustisford School District does not discriminate on the basis of age, race, color, sex, national origin, ancestry, religion, creed, pregnancy, marital or parental status, gender, sexual orientation (including transgender status, change of sex or gender identity), homelessness status, physical, emotional, or learning disability/handicap, in its curricular, career and technical education programs, co-curricular programs, student services, recreational or other programs and activities, or in admissions or access to programs or activities offered by the school district.

All career and technical education opportunities are offered on a nondiscriminatory basis and are open to all students in the Hustisford School District. These programs include offerings in business education, technical education, and family and consumer education.

The Hustisford School District will make reasonable accommodation of a student's sincerely held religious beliefs with regard to academic requirements. The Superintendent of Schools may be contacted regarding non-discrimination issues. He/she can be reached at: Superintendent of Schools, Hustisford School District, 845 South Lake Street, Hustisford, WI 53034 (920-349-8109). (School Board Policies - 1422, 2260, 3122, & 4122)

### **DISCLAIMER STATEMENT**

This handbook may not contain every situation/offense/action that may occur during a school year. The Hustisford School District reserves the right to employ strategies, solutions and take any necessary actions to ensure the health, safety, and well-being of staff and students in the school district.

The Hustisford School District is an Equal Opportunity Employer.

***Board Approved 08/15/2022***



Dear John Hustis Families:

Welcome to the new school year at John Hustis Elementary. I hope summer brought you many opportunities to enjoy family and friends and to relax and rejuvenate. The 2022-2023 school year will be full of excitement and many new memories will be made. The student handbook serves as a reminder of expectations, procedures, and important dates. All of these will help to create a learning environment that prepares students for success.

Our handbook is updated annually and contains all of the information needed for you and your child. Please read over the materials with your child(ren) and then co-sign the *Parent/Student Signature Sheet* and return it along with all of the other forms by Friday, September 10, 2021. If you need additional copies or have any questions, do not hesitate to contact the office.

Working as a team between home and school is important. Children quickly understand this connection. We welcome family involvement at school. There will be many opportunities both fun and educational for families to be involved in. One very easy way to keep informed is to check your child's backpack each night for communication from school. It is imperative to keep lines of communication open. Please feel free to contact your child's teacher with any questions or concerns that you may have. Talk to your child about school, find out about his or her day. Ask about activities, homework, and friends. By talking with your child and sharing with them, they see the importance of education. They will become more motivated and engaged. Help us make this a great year.

There are many other ways to stay in touch with school. Please make sure to sign up for our parent communication program at JHE called Class DOJ). Please watch the *Hustisford Happenings* district newsletter to see what is happening in our schools. Updates are also posted on the school district Facebook account. Parent communication from school may come electronically as well. Parents will be contacted through the district mass communication system in the form of email, text, and/or phone call. Board of Education meetings are also held on the third Monday of each month at 6:30 p.m. in the library at the Junior/Senior High School.

John Hustis Elementary has a proud tradition of academic excellence and we are confident that we will make 2022-2023 one of the best yet! Thank you for your support. Remember to get your child to school regularly and on time. Take time to read with your child every night. Working together our children can achieve great things! I look forward to working with each of you this school year.

Sincerely,

Heather Cramer  
District Administrator  
JHE Principal

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### Elementary Personnel

For a complete listing of faculty and staff please visit the school website: [www.hustisford.k12.wi.us](http://www.hustisford.k12.wi.us)

### **EARLY RELEASE SCHEDULE**

Friday, May 27, 2022

On the *Early Release* days, the school day will end at 12:00 and lunch will not be served.

## **ACADEMICS**

### **ACADEMIC HONESTY (District Policy #5510)**

**Cheating:** Deliberately giving or receiving improper assistance as defined by the teacher assignments, projects or tests during class or outside of class.

**Plagiarism:** A piece of writing that has been copied from someone else and is presented as the student's own work.

The following lists some consequences that may occur if the student is found to be in violation of the academic honesty policy; the assignment/test in question may be given a zero and/or the student may be required to re-do the assignment/test.

### **ENTRANCE AGE (District Policy #5112)**

No child may be admitted to four year old kindergarten unless s/he is four years of age on or before the first (1<sup>st</sup>) day of September in the year s/he proposed to enter school. No child may be admitted to five year old kindergarten unless s/he is five years of age on or before the first (1<sup>st</sup>) day of September in the year s/he proposed to enter school.

The administration shall set up enrollment procedures, which includes verification of age. A birth certificate or other satisfactory evidence of age shall be required of each pupil entering school in this District for the first time. A record of immunizations shall also be provided by the parent or guardian with the exceptions being those noted in the Wisconsin State Statutes.

#### **Early Admission Procedures:**

The Board of Education does not allow the practice of early admission into 4K, 5-Year Old kindergarten or first grade.

### **HUMAN GROWTH AND DEVELOPMENT**

The Hustisford School District's human growth and development curriculum is based on relevant portions of the Wisconsin Model Academic Standards for health education and provides current and accurate human growth and development information to meet the present needs of students.

Parents/legal guardians who desire additional information on the human growth and development program and would like to view the curriculum and other instructional materials prior to instruction may do so by contacting the building principal. Parents/legal guardians may exempt their child from all or part of this unit of instruction by filing a written request for exemption with the principal or classroom teacher. Appropriate alternative learning experiences will be provided.

### **4-YEAR OLD KINDERGARTEN PROGRAM**

A half-day four-year old kindergarten program is also offered to families. Students meet five days a week (8:00-11:00). Parents can send their child(ren) on the morning bus. Bussing after 4K is also available.

When enrollment allows, an afternoon four-year old kindergarten program is also offered to families. The afternoon session also meets five days a week (12:00-3:00 p.m.). Students are encouraged to use the buses to return home.

The Hustisford District reserves the right to only offer either an AM or PM session depending on enrollment numbers.

### **PROMOTION/RETENTION (District Policy #5410)**

Students shall be placed at a grade level to which they are best adjusted academically. For some students, retention is an option based upon consideration of academic progress.

Academic factors to be considered are: standardized test results, including scores on the *WI Forward Exam*, performance on alternative assessments (portfolios, projects, etc.); grades on report cards and unit tests; involvement with an academic tutoring program; acceptable performance in all subject areas: passing all courses at the end of 1<sup>st</sup> semester and end of the 3<sup>rd</sup> quarter; Individual Educational Plan/Accommodation Plan criteria (when applicable); the results of exceptional needs testing or program placement (when applicable) and/or ELL State Testing.

Parents/guardians of students considered for retention will have notification sent to them by the within 10 school days following the distribution of first semester report cards. Students being retained shall have notification sent to their parent/guardian by April 30. The decision to retain may be appealed within five workdays of notice. (AG 5410)

### **REPORT CARDS**

Report cards are issued after each quarter. Report cards will be given to students in their homeroom the week after each quarter ends. 4<sup>th</sup> Quarter report cards are sent home with students on the last day of school.

Each student is responsible for taking report cards home. On-line grade books for students in grades 3-5 will allow parents to monitor student progress on a weekly basis. Information about your student's progress is always available from the teacher(s).

### **5<sup>th</sup> GRADE GRADUATION**

Participation in the graduation ceremony is a privilege. All school obligations must be met by graduates prior to the ceremony in order to participate.

## **ACTIVITIES**

### **FIELD TRIPS**

Field trips are considered an extension of the classroom. All rules and regulations regarding student, teacher, and parent chaperone behavior are applicable. A signed permission slip must be obtained from the parent/legal guardian of each participating student. Chaperones must agree to and sign the "Chaperone Responsibilities" form before accompanying any school sponsored field trip and submit to a background check (allow 2 weeks). The background check is good for three years. (Policy 8120) Any student with outstanding fees or fines, will not be allowed to participate in field trips until an attempt to pay has been made, or by the approval of the principal.

### **PARTICIPATION IN ACTIVITIES**

Students participating in both athletic and non-athletic extra-curricular activities must be in good standing with the school in order to be eligible to participate.

To maintain eligibility, participants in extra-curricular activities:

- Shall have no F's on a quarter or semester report card
- Shall not use or possess tobacco, alcohol, illegal drugs, or non-prescribed prescription drugs at any time
- Shall obey a code of ethics which is representative of the ideals, principles, and standards of the Hustisford School District

The period of ineligibility for an athletic and/or non-athletic participant that is not in good standing will be determined by the principal based on the type of activity or activities in which the student is involved.

## ATTENDANCE

### ABSENCES (ANTICIPATED)

Anticipated absences require students to bring a note from their parent/guardian to the office prior to the scheduled absence(s).

Students are also encouraged to inform teachers of the anticipated absences via parent note or letter to the classroom teacher. All arrangements for assignments/tests are the responsibility of the student before the absence and will be due upon return.

### ABSENCES (EXCESSIVE EXCUSED)

Parent/guardian notification shall occur when a student accumulates an excessive number of excused absences (5 per semester or 10 per year). A written statement from a physician is required in order for it to be considered an excused absence and will not count towards habitual truancy. Absences not accounted for appropriately may be considered unexcused which can lead to habitual truancy (see Habitual Truancy).

### ABSENCES (EXCUSED)

If your child is absent due to an illness or emergency, please call the school at 920-349-3228 by 8:00 a.m. to notify us and make arrangements for school work to be sent home. Voicemail is available from 4 p.m. to 8:00 a.m. daily. If you forget to call, we will be contacting you to confirm your child's absence. Please send a note of explanation with your student when he/she returns.

It is the responsibility of the student to make arrangements with individual teachers to make up any missed assignments, tests, or projects. All make-up work assignments are based upon a day for a day guideline. Long-term absences (10+ days) shall require the parent, teacher, and principal agreement for missed work.

### ATTENDANCE (District Policy #5200)

The Board of Education encourages a strong partnership between the home, school and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students and school personnel must recognize their responsibilities to assure regular attendance.

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year.

The principal or designee shall serve as the school attendance officer for each school building in the District. The school attendance officer shall deal with all matters relating to school attendance and truancy. Students and parents are notified of their right to request the school board to provide the student with program or curriculum modifications as outlined in state statutes. Any such request shall be presented to the building principal.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant).

## ATTENDANCE EXPECTATIONS

Students are expected to be in school every school day and attend all of their assigned classes. Students are to remain in the school building during the school day unless given authorization to leave via parent permission and office notification. Students who are tardy to school are to report immediately to the school office upon arrival.

Students needing to attend medical/dental appointments during the day must have written or phoned in parental permission to the school office and sign out before leaving the building. Parents are encouraged to schedule appointments outside of the school day if possible.

Students who become ill during the day must report to the office to call home. Students must sign out in the office and also need parent/guardian permission before leaving the building.

Students who are absent or tardy are to have a parent/guardian call the school office before 8:00 a.m. to notify the school.

## HABITUAL TRUANCY

Habitual truancy means a student is absent from school without an acceptable excuse under Wisconsin State Statute 118.15 for part or all of 5 (five) or more days on which school is held during a semester (10 days per year). State law provides habitual truancy penalties.

Examples are:

1. Truant could be ordered to attend school.
2. The parent will be issued a truancy ticket by the Hustisford Police Department.

## SCHOOL HOURS & OPERATIONS

### Beginning of day

The school day begins at 8:00 a.m. Breakfast begins at 7:45 and runs until 8:00 a.m.

Supervision begins at 7:30 a.m. Students who arrive after 8:00 a.m. are tardy and must report to the office before going to class.

In case of inclement weather, students will report to the gym for supervised recess.

### End of Day

The school day ends at 3:00 p.m.

The bus riders line up quietly, by bus route, in the gym.

The students who are walking or being picked up will exit using the front entrance of the school. If you are picking up your child unexpectedly, please notify the office and the building secretary will contact your student's teacher.

Bike riders and walkers must stay on the sidewalks as the front drive can be a high traffic area.

If parents wish their student(s) to walk/ride a bike to/from school, please indicate your permission on the *Home/School Cooperation Agreement*.

***If there is a change in transportation plans for the child, please send a written note with the student to give to the teacher, otherwise the child will go home via their usual plan. Phone calls and e-mails should be received before 2:00 to guarantee the message is received and delivered before classroom dismissal.***

### **STUDENT DROP-OFF AND PICK-UP**

All people dropping-off and picking-up students are asked to stay off the grass with their vehicles and use the outside of the drive in front of the school. (For safety reasons, stopping in front of the school to pick up or drop off is not allowed.) This will ensure that a safety vehicle(s) can enter without obstruction in case of an emergency and provide a safer passage for our students who are walking/biking home.

**Parents must park their vehicle in designated areas or the parking lot if they wish to walk their child into the building.**

### **TARDINESS**

If a child is not in the classroom at 8:10 s/he is considered tardy. Students who are tardy to school shall report to the office before going to class.

### **GUIDANCE**

Guidance opportunities will be available to all students within the school. Parents are encouraged to use our guidance counselor as a resource for information. Services may also be made available upon teacher recommendation and/or parent request.

## **STUDENT/PARENT GENERAL INFORMATION**

### **ANNOUNCEMENTS**

Announcements will be read daily at the office at the start of the day.

### **ASBESTOS MANAGEMENT PLAN NOTIFICATION**

The district must annually make notice of the availability of the asbestos management plan and planned or in progress inspections, re-inspections, response actions, and post-response actions, including periodic inspection or surveillance activities.

### **BACK PACKS**

Back packs may be brought to school, but should remain on the student hooks during the school day.

### **CHANGE OF ADDRESS/EMERGENCY CONTACT INFORMATION**

If there is a change of address, telephone number, or emergency contact information during the school year, please report it immediately to the school office. This is extremely important for when we are trying to contact you due to an emergency.

### **CLOTHING/DRESS (District Policy #5511)**

Hats, headgear, bandanas, sunglasses, dew rags and coats/jackets are not to be worn in school during the course of the normal school day. Those articles of clothing are to be kept on the hooks located in the hallways.

The following clothing is unacceptable: clothing exposing undergarments, pajamas and slippers, pants with chains, tops exposing a bare chest, shoulders, and stomach (tube tops, spaghetti straps, cut off t shirts), high cut shorts and skirts, muscle shirts, indecency, obscenity, displaying or advertising alcohol, drugs, or tobacco.

Students violating the dress code will be expected to change into appropriate clothing immediately.

### **DIRECTORY DATA/STUDENT PRIVACY (District Policy #2416)**

Student directory data may be released to individuals or groups who may request it in writing specifying the purpose for which the request is made. Parents/guardians are allowed fourteen days from the date of

annual publication in the *Hustisford Happenings* to notify the district administrator that all or any part of the directory data may not be released without the prior consent.

Throughout the school year, students may be asked to complete surveys from government agencies or that are required by grants. When appropriate, parents will be notified of upcoming surveys and permission for participation will be sought.

Student photos taken in school or at school related events may be used for school publicity purposes in local newspapers and other media. Parents/guardians must notify the school in writing if they do not want their child's image included in these media releases.

### **EARLY RELEASE SCHEDULE**

On the *Early Release* days, the school day will end at 12:00 and lunch will not be served. The Encore Schedules may be modified on these dates. 4-year-old kindergarten is released at their normal time (11:00 am).

### **ELECTRONIC DEVICES**

At JHE, all cell phones and other electronic devices should be stowed in the office. Teachers may confiscate these items at their discretion if a student uses them without permission. Items should be checked into the office at the beginning of the day and picked up prior to leaving.

### **EMERGENCY DRILLS**

Student safety is of the utmost importance in the Hustisford School District. Therefore, we practice drills throughout the year to best prepare our students and staff if a situation should arise. Emergency drills are defined as:

Severe Weather: Provides a refuge for students, staff and the public inside the school building.

Fire: Evacuation in the event a fire or smoke from a fire has been Detected.

Administrative Hold: Used when hallways or common areas need to be free of staff and students for medical or administrative reasons. Classroom doors are closed.

Lockdown: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff. Doors are locked, lights turned off, and students are located in the safest area of the room.

### **FEES**

The Hustisford School District may charge student fees for certain activities, courses and services which may require additional parent/guardian funding. The district may assess charges when school property is damaged or lost. Outstanding fees will result in the student unable to participate in field trips.

### **FOOD AND BEVERAGE**

Students are not allowed to bring any beverages (besides water) into the classroom unless specified by the teacher. Most classrooms allow time for a healthy snack. All other forms of food or beverage are not allowed.

### **HEAD LICE (District Policy #8451)**

No child will be allowed to attend school with nits (or lice) in his/her hair. When parents treat their child(ren) for nits, they are reminded that nits must be combed out of the hair. Just because a person has been treated, it does not mean the eggs (nits) or lice are eliminated. The district practices a NO LIVE LICE policy.

### **ILLNESS/INJURY**

A student who is injured or becomes ill in school shall notify the teacher in charge. Under no circumstances shall a student leave school until his/her parent/legal guardian(s) has been informed and know that the student will be leaving. If a student has a special medical problem, it should be noted on the Annual Health Review Form.

### **IMMUNIZATION (District Policy # 5320)**

ALL students are required to provide proof of all up to date immunizations at the time of registration.

### **INSURANCE**

A student insurance plan is available to parents/guardians for student coverage during the school year. Information is available in the school office.

### **LATEX FREE ENVIRONMENT**

Students with known allergies to latex are asked to report this to the office. Balloons sent or brought to school are to be of the Mylar type.

### **LOCKERS/DESKS/HOOKS**

A student desk, hallway hook and/or gym locker is provided by the school for the convenience of the student, to be used solely and exclusively for the storage of outer garments, footwear, and school related materials. No student shall use the locker/hook/desk for any other purpose. Periodic general inspections of lockers/desks may be conducted by school administrators and/or school authorities for any reason at any time, without notice, without student consent and without a search warrant. In addition the school district reserves the right to use canine units to search school lockers/desks and property. Any unauthorized item found in the locker/desk may be removed. (Policy 5771)

### **MEDICINE AT SCHOOL**

Medication shall be administered to students by their parents/legal guardians at home whenever possible. In all instances, when medication is to be administered in the school, the physician has the authority to oversee the administration of the medication.

The staff of the Hustisford School District shall not administer any medication whether prescribed or over the counter without authorization via the *Health Form* which is available in the office or on our district website. This written and signed authorization by the parent/guardian shall be on file with the school district giving permission for the school district to administer medication.

### **SCHOOL CLOSING**

Announcements regarding changes in the school day such as early dismissal, delayed openings, or closings due to weather/ driving conditions will be made using the school districts messaging system. Closings can also be heard on the following radio and television stations:

WBEV-AM	Beaver Dam 1430
WTKM-AM	Hartford 1540
WBEV	Beaver Dam 95.3
WMDC-FM	Mayville 98.7
WTKM-FM	Hartford 104.9
WISC-TV3	(CBS 3) - Madison
WTMJ-TV 4	(NBC 4) - Milwaukee
WITI-TV 6	(Fox 6) - Milwaukee
WISN-TV 12	(ABC 12) - Milwaukee
WMTV-TV 15	(NBC 15) - Madison

**Important Note:** When the beginning of the day is delayed two (2) hours classes begin at 10:00 a.m. Morning four year old kindergarten classes will not be held. When school is closed, due to any emergency, all school sponsored functions or any other functions held at school are also canceled.

### **SCHOOL LUNCH PROGRAM**

The Hustisford school lunch program provides well-balanced meals at reasonable prices. All food, including those items brought from home, must be eaten in the cafeteria.

Cafeteria expectations:

- Students will form an orderly lunch line. No cutting in line is allowed.
- All food and beverages are to be consumed in the cafeteria.
- All litter is to be placed in the trash receptacles.
- All silverware/trays are to be returned to the dishwashing area.

### **PURCHASE OF FOOD SERVICE ITEMS**

Please send lunch money in a sealed envelope with your child's name or family ID# on it. Remind him/her to bring it directly to the office at the beginning of the day.

If a family member wishes to eat lunch with their child(ren), please contact the office by 8:15 a.m. so an appropriate quantity of food is ordered.

All students in Grades 4K-5 may participate in their classroom milk break. The cost of the milk is deducted from your Family Food Service Account.

### **SCHOOL PERFORMANCE REPORT**

Parents are advised of their right to request a school and school district performance report.

### **SEARCH AND SEIZURE (District Policy # 5771)**

The school retains the right to conduct searches. A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the search will reveal evidence of violations of either the law or school rules.

Among the reasons are suspicion of concealing alcohol, drugs, disruptive material, dangerous weapons, contraband or other items, which pose a danger to health and safety of others.

Discovery of illegal materials will result in legal referral and/or suspension, and/or expulsion procedures.

### **SKATEBOARDING**

Skateboarding is not allowed on school grounds.

### **SAFETY PATROL**

Safety Patrol is a leadership opportunity which encourages 5<sup>th</sup> Grade students to care for the safety of all students within our learning environment. Information regarding Safety Patrol will be made available in September.

### **STUDENT COUNCIL**

Student Council is a group of students who lead their classmates and meet together to work for the good of the school. This opportunity will be available to students to promote their leadership skills. Information regarding Student Council will be available in September.

**STUDENT RECORDS (District Policy #8330)**

Student records shall be maintained in the Hustisford School District to assist school personnel in providing appropriate educational experiences for each student in the district. Student records shall be available for inspection or release only with prior approval of the parent or adult student, except in situations where legal requirements specify release of records without such prior approval.

A parent who believes that the educational records collected, maintained or used are inaccurate, misleading, or otherwise in violation of the privacy of other rights of the student may request the District to amend the records. The District will decide whether to amend the information within 45 days after receipt of the request. Building principals shall have the primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established procedures. The district will use reasonable methods to ensure access to those student educational records in which they have legitimate educational purposes.

All student records relating to a specific student shall be transferred to another school or school district upon receipt of written notice from an adult student, or the parent of a minor student, that the student intends to enroll in the other school or school district; upon written notice from the other school or school district that the student has enrolled; or, upon written notice from a court that legal custody of the student has been transferred to the Department of Health and Social Services for placement in a juvenile correctional facility. Records will be sent within five working days of receiving the written request.

The Board recognizes the need for confidentiality of student records. Therefore, the district shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Students and parents are advised of their right to file a complaint with the Family Policy and Regulations Office of the U.S. Department of Education in the event of alleged district non-compliance with FERPA requirements.

**STUDENT RELIGIOUS ACCOMMODATIONS ( District Policy #5223)**

The Hustisford School District will provide reasonable accommodations for students with sincerely held religious beliefs as they relate to academic requirements. Requests regarding such accommodations must be addressed to the student’s respective school principal.

If the requested accommodation is not made and an appeal is required regarding such a request, this appeal must be filed in writing to the district administrator. A decision will be provided regarding the appeal within ten (10) working days. If following the appeal, the accommodation is still unresolved; the matter may be appealed directly to the Board of Education. The board will address the unresolved accommodation request at its next regularly scheduled meeting.

**STUDENT SIGNATURE SHEET**

Each Hustisford student shall sign the student signature sheet acknowledging that the student was given the handbook, had a verbal explanation of its contents by a parent and/or legal guardian, had an opportunity to ask questions, and understands the material contained within the handbook.

**STUDENT VALUABLES**

Bringing personal items (Electronic devices, toys, etc.) to school is discouraged. However, if brought, students, not the school, are responsible for their personal property. The school will not assume responsibility for any lost, stolen or broken items.

When it is necessary to bring large and valuable items to school, students are encouraged to check these items in the office.

It is suggested to put the child’s name on clothing items and backpacks.

**TELEPHONE**

The office telephone is available on a limited basis to students for legitimate calls to home/parents during school hours.

**TEXTBOOKS/ WORKBOOKS**

Textbooks and workbooks are assigned to each student when applicable. Students shall be held responsible for their care. Any lost or damaged books are the responsibility of the student and/or parent/guardian.

**TITLE I (District Policy # 2261)**

All students at John Hustis Elementary have the opportunity to have additional academic support in the area of reading through our Title I program. As students are identified for qualification in the Title I program, parents shall be contacted by telephone and/or letter explaining that their child has been selected to participate in the Title I program.

John Hustis Elementary provides information to parents to introduce the Title I staff and explain the program. At this time, parents are also informed of and requested to participate in, the yearly parent involvement activities. These may include parent-teacher conferences, open house, parent training sessions, and themed activities or projects.

It is the intent of the school district to ensure that individual parents are effectively informed of their child’s progress and encouraged and assisted in efforts to sustain or enhance that progress during the year. Title 1 reading progress will be communicated through the regular classroom teacher and/or the Title 1 teacher. Parents’ suggestions in the planning, development, and operation of the program will be solicited throughout the year and at the end of the year. A written survey measuring the strengths and weaknesses of the program will be completed by each Title I parent at the end of the year.

**VISITORS/GUESTS (District Policy #9150, 7440)**

Parents and community members are welcome as visitors and are encouraged to visit the school during the day. All guests must check in and out at the office upon arrival /departure before going or leaving to any classroom.



## STUDENT CONDUCT

### BOMB THREATS/SCARES

Any student found guilty of maliciously or intentionally or conveying or causing to be conveyed any threat or false information, knowing such to be false concerning an attempt or alleged attempt being made or to be made to destroy any property by means of explosives is guilty of a class E felony. Students who maliciously or intentionally activate a false fire alarm or turns in a bomb threat shall be disciplined according to established procedures.

### BUS CONDUCT

**(Includes Regular Bus Routes, Extra-Curricular & Field Trips)**

**STUDENTS:** All students are responsible for their own behavior on the bus since their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted and subsequently could endanger the lives of all being transported. Behavior infractions are therefore reported by the bus driver and disciplinary action taken in accordance with the guidelines listed below.

**PARENTS:** Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions which become necessary to help their child change his/her inappropriate behavior which may jeopardize their bus riding privileges.

**DRIVERS:** The primary responsibility of the driver is to safely transport the students to and from school and school-related activities. While transporting students, the driver has the critical responsibility of maintaining discipline on the bus. The bus should be viewed by parents and students alike as an extension of the classroom. Therefore, the driver will report behavior infractions to the proper building principal on the proper forms provided for that purpose.

### BUS BEHAVIOR AND CONSEQUENCE GUIDELINES

The types of behavior listed below cannot be tolerated on the bus. The behaviors are grouped as a guide to determine the seriousness of the offense, but neither is meant to be all-inclusive. More serious misbehavior could result in harsher consequences.

If the infraction is a violation of the law, the proper authorities may be notified. If the infraction results in property damage, restitution must be made, or a plan for restitution must be agreed upon, before riding privileges will be reinstated.

#### EXAMPLES OF MINOR INFRACTIONS:

Spitting, profanity, out of seat, obstructing aisles, hanging out of windows, possession of inappropriate printed materials, teasing others on the bus, making loud noises.

#### EXAMPLES OF MAJOR INFRACTIONS:

Hitting/assault, fighting pushing/shoving/tripping, vandalism, insubordination, use of fire/matches/lighters, throwing objects in the bus or out of the windows, stealing/taking another's personal property, possession or use of a weapon, alcohol, tobacco, or other illegal substances.

#### Consequence Guidelines

At any time, consequences for any offense may be lessened or increased based on the circumstances at hand.

#### Minor Infractions

1<sup>st</sup> Offense: A warning is given to the student or a possible bus

suspension of up to three (3) school days.  
2<sup>nd</sup> Offense: Bus suspension of three (3) school days.  
3<sup>rd</sup> Offense: Bus suspension of ten (10) school days. The parent/guardian must confer with the appropriate building principal and bus company representative before riding privileges are reinstated. All succeeding minor offenses will be treated as major infractions.

#### Major Infractions

1<sup>st</sup> Offense: Bus suspension of ten (10) school days.  
2<sup>nd</sup> Offense: Bus suspension of one quarter (45 school days). The parent/guardian must confer with the appropriate building principal and bus company representative before riding privileges are reinstated.  
3<sup>rd</sup> Offense: Bus suspension of one semester (90 school days). The parent/guardian must confer with the appropriate building principal and bus company representative before riding privileges are reinstated.

A new school year does not necessarily mean that a student with prior infractions will start with a clean slate. The school will determine whether prior year incidents will be taken into account when addressing minor or major infractions.

(For bus route information contact Schultz Bus Co. at 349-8191 or 349-3437.)

### CODE OF CLASSROOM CONDUCT (District Policy #5500)

The Hustisford School District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration and their classroom teachers. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

This code of classroom conduct applies to all students in grades 4K - 12.

#### 1. GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS.

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

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

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher's decision to remove the student, and return the student to class.

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

The District Policies regarding suspension and expulsion are set forth in the District Policy Book. It should be noted that the building administrators make decisions regarding suspension, and the District Administrator makes recommendations for expulsion. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

- b) Behavior that violates the behavioral rules and expectations in the Student Handbook 3.

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

- c) Behavior which is disruptive, dangerous or unruly

Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension and expulsion, or in the Student Handbook, for the purposes of this Code the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

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

- d) Behavior which interferes with the ability of the teacher to teach effectively

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

- Open defiance of the teacher, manifested in words, gestures or other overt behavior, etc.
  - Open disrespect of the teacher, manifested in words, gestures, or other overt behavior, etc.
  - Other behavior likely or intended to sabotage or undermine the instruction, etc.
- e) Behavior which is inconsistent with class decorum and the ability of others to learn

In addition, there may be grounds for removal for behavior which, though not necessarily in violation of the provisions of (a) through (d) [above], is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

## 2. OTHER NON-DISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS.

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

## 3. PERSONNEL WITH AUTHORITY TO REMOVE A STUDENT FROM CLASS.

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

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

For the purposes of this code, a "class" is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, *District sponsored* field trips, after-school clubs, and sporting activities.

A "teacher" is any certified instructor, counselor, nurse or administrator in the employ of the District.

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

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

#### 4. PROCEDURES TO BE FOLLOWED IN TEMPORARILY REMOVING A STUDENT FROM CLASS.

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

- a) instruct the student to go to the main office for the period of removal. In such case, the teacher should notify the office; i.e., note or call, etc.
- b) obtain coverage for the class and escort the student to the main office.
- c) seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

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

Within twenty four (24) hours or one business day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building administrator or designee. Follow up action by the principal or designee shall be administered in accordance with the Student Handbook.

#### 5. PLACEMENT OF STUDENTS SENT PENDING AND DURING SHORT TERM REMOVAL FROM CLASS.

The "short-term removal area" is the area designated by the School Board approved Student Handbook.

Students who are removed by their teachers must immediately and directly go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short term removal area. At the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such alternative setting. The building administrator should also take steps to ensure that the

students are supervised while in the short term removal area. In general, students should be required to do work of an academic nature while in the short term removal area. In no event should students' time in the removal area be recreation or other free time.

#### 6. DURATION OF A SHORT TERM REMOVAL FROM CLASS.

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

#### 7. PROCEDURES FOR LONG-TERM REMOVAL.

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

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

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

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

- a) place the student in an alternative education program as defined by law;
- b) place the student in another class in the school, or in another appropriate place in the school;
- c) place the student in another instructional setting; or
- d) return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

In any event, a student in long-term removal must continue to receive

an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

8. AMOUNT OF DISCRETION OR FLEXIBILITY DEEMED APPROPRIATE FOR INDIVIDUAL TEACHERS, ADMINISTRATORS, AND SCHOOLS.

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

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

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

9. HOW THE CODE IS APPLICABLE TO STUDENTS IDENTIFIED AS DISABLED UNDER THE IDEA (Individuals with Disabilities in Education Act)

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504\*. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, students covered by the IDEA may have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

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

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of

the IEP process. This ten (10) day limit applies to out of school suspensions as well as days of removal.

\*Information regarding IDEA and/or Section 504 is available in the District office.

10. COMMUNICATION OF THIS CODE TO PARENTS AND STUDENTS.

This policy is a regular part of the Student Handbook.

LEGAL REF: Sections 118.164 Wisconsin Statutes 120.13(1) Chapter 115, Subchapter V PI 11, Wisconsin Administrative Code Individuals with Disabilities Education Act Amendments of 1997

**COMPLICITY**

Any student(s) that is judged in helping or aiding other students to violate school rules and regulations are subject to disciplinary measures.

**EXPULSIONS (District Policy #5610)**

The school board shall expel a student from school whenever it finds the student guilty of repeated refusal or neglect to obey the rules of the school or the school district, or finds that the student engaged in conduct outlined in state or federal law which requires a student's expulsion from school.

**STUDENT BEHAVIOR SCHOOL-WIDE EXPECTATIONS**

Be Respectful  
Be Responsible  
Be Safe

**SUSPENSIONS (District Policy #5610)**

A student may be suspended by the district administrator or principal for not more than a period of time authorized by law (1-5 days at a time; up to 10 days per year) if it is determined that the student is guilty of non-compliance with school rules and school board policies.

**SEXUAL HARASSMENT/HARASSMENT OF STUDENTS (District Policy #5517)**

The Hustisford Board of Education supports a learning environment that is free of discrimination and harassment of any form. The Board derives its authority from Wisconsin statutes that allow School Boards to establish rules pertaining to the conduct of students to maintain a favorable academic atmosphere. It shall therefore be the policy of the Hustisford School District that students will not be permitted to engage in any form of sexual harassment or intimidation or harassment of any other kind toward other students or school employees.

"Sexual Harassment" means unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to the deliberate, repeated, making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic material.

"Harassment of any other kind" means but is not limited to deliberate and repeated acts of aggression, bullying, verbally threatening language, or unwanted physical contact with another student.

Students who believe they have been subjected to sexual harassment or other forms of harassment by another student or an employee, or any parent/guardian who believes their student has been subjected to sexual harassment by another student or employee should report the

incident to the building principal/designee. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a teacher or counselor with the understanding that incidents must be reported for review and action by the administration.

Third party witnesses are strongly encouraged to report observed incidents of harassment to the administration. Every effort will be made when requested to maintain the confidentiality of witness identity unless the witness is requested to testify in a hearing.

The administration and staff will inform the students of the district that it will not tolerate sexual harassment or other forms of harassment in any form and will take necessary and appropriate action to eliminate it. All efforts will be made to inform students about harassment and to encourage more positive, caring, and constructive interpersonal relationships. Students will be informed of this policy annually and the complaint procedure will be made available to any student or parent/guardian wishing to file a complaint.

### **OFFENSES/ACTIONS**

The following is a guide of offenses with possible actions to be taken. The school administrator has discretionary authority to use the actions contained herein for what is considered fair and reasonable to protect the health and safety of staff, students and others in the Hustisford School District.

1. **Battery**: A student causing bodily harm to another by an act done with intent to cause bodily harm to that person.
2. **Disorderly Conduct**: Students, who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct and tends to cause or provoke a disturbance is guilty of disorderly conduct.
3. **Gambling**: Whoever makes a bet, in which the parties agree that, dependent upon chance even though accompanied by some skill, one stands to win or lose something of value specified in the agreement.
4. **Harassment**: A student, who engages in repeated acts to intimidate a person by strikes, shoves, kicks, unwarranted or unwelcome sexual behavior or otherwise subjects the person to physical contact or threatens to do the same.
5. **Hazing**: No person may intentionally or recklessly engage in acts of forced activity that endangers the physical health or safety of the student for the purpose of intimidation or admission with any organization.
6. **Obscenity**: A student who imports, prints, advertises sells, has in possession, for sale, or publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or film or who has in possession with intent to transfer to a person less than 18 years of age any of the above materials or whoever makes any lewd, obscene or indecent drawings or writings in school.
7. **Possession of a Weapon/Ammunition**: No person shall possess a weapon or look-a-like (e.g. guns, knives, and martial arts weapons) or any item intended to be used as a weapon in any school building or on school property.
8. **Possession/Discharge of Fireworks/Ammunition**: No person shall sell, use, possess, discharge or explode any fireworks in the school building or on school property.
9. **Slander/libel**: No person shall intentionally defame another whether a student or a staff member. This involves anything, which exposes hatred, contempt, ridicule, or disgrace in their line of work.
10. **Vandalism**: Any student who intentionally causes damage to the school building and/or school property.
11. **Possession/use of Alcohol/Drugs**: The use, possession, sale or intent

to sell or transfer alcohol or other drugs, counterfeit drugs including so-called non-alcoholic beverages, prescription drugs not intended for the prescribed person, and drug paraphernalia is prohibited. Having illegal drugs or chemicals in a student's system while at school or on school property or at a school-related activity on or away from campus is prohibited.

12. **False Fire Alarm**: No person shall intentionally pull the fire alarm other than for emergency reasons.

13. **Thefts**: No person shall remove school property or take another person's property while on school grounds or at a school sponsored activity without permission.

14. **Possession of Tobacco products**: The use of tobacco is prohibited on school property and/or related school activities on or away from campus are prohibited.

15. **Improper Display of Affection**: Students must be aware of the perceptions created by inappropriate distracting, or disruptive displays of affection, which are deemed reasonable in a more private environment. Any willful and persistent displays of inappropriate behavior that interferes with the educational environment will result in a disciplinary action.

16. **Criminal Gang Activity**: Section 895.77(2) of the Wisconsin State Statutes authorizes a school district to bring an action in circuit court for any expenditure of money by the district as the result of criminal gang activity. State Law defines "criminal gang activity" as the commission of, attempt to commit or solicitation to commit a crime for the specific intent to promote, or assist in any criminal conduct by gang members.

The actions and guidelines contained within the offense section are not all inclusive.

The following actions may be utilized to protect the health and safety of the staff and students of the Hustisford School District. A progressive discipline system will be used consisting of: verbal warnings and/or written warnings and/or notifications to parent/guardians and/or detention(s) and/or 1-5 day suspensions (total of 10 days per year), and/or expulsion procedures.

The school administrator reserves the right to adjust the progressive discipline schedule due to the severity and nature of the student offense.

Other actions may include legal referral.

### **HUSTISFORD SCHOOL DISTRICT BULLYING POLICY (District Policy #5517.01)**

The Hustisford School District supports an educational environment that is free of bullying. It is the policy of the District that its students and employees will not be allowed to engage in any form of bullying toward students or employees.

#### *Definition*

Bullying is intentional, unprovoked behavior without legitimate purpose that is intended to inflict physical, emotional, or mental suffering on another individual or groups of individuals. Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict. Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

#### *Prohibitions*

Bullying behavior by students and staff is prohibited whether it is of the nature of student(s) to student(s), staff member to staff member, staff

member to student, or student to staff member. Bullying is prohibited at school, on school grounds, during school-sponsored activities, on school buses and at bus stops, or through the use of electronic, computer, or messaging devices (cyber bullying).

Student-to-student behaviors characterized as bullying per the adopted definition, provided it takes place at school, during a school-sponsored activity, on school buses, or through the use of school equipment in the case of cyber bullying are prohibited. Additionally, a student bullying an adult staff member, using the same criteria is prohibited.

#### *Complaint Procedures*

It is considered the responsibility of all students and school staff members to report acts of bullying in any of the above-described situations to the building principal. Reports may be made in a confidential manner.

All such reports are to be taken seriously by the party designated by the policy to receive reports. The school staff or administrator will support students and coworkers making such reports and protect against any potential retaliation for making such a report.

An investigation to determine the facts will take place immediately or as soon as practicable, in order to verify the validity and seriousness of the report. Upon completion of the investigation, the school district will take appropriate action.

Filing a report in good faith will not reflect upon the individual's status, nor will it affect his or her grades or employment status by the district if the complainant is an adult staff member.

#### *Consequences*

Where it is determined that students participated in bullying behavior in violation of the policy, the school district staff responsible for maintaining order and discipline may take disciplinary action including, but not limited to, warning, detention, suspension, expulsion, termination, and referral to law enforcement officials for possible legal action.

Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by the policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

#### *Notification*

Notification to all parties subject to this policy defining and prohibiting bullying shall be made annually. A copy of this policy shall be included in each school's student/parent handbook and teacher handbook.

LEGAL REF: 2009 Wisconsin Act 309

#### **RECESS AND PLAYGROUND GUIDELINES**

Winter Weather Conditions and Recess:

The following website will be used to assist in determining conditions:

<http://www.weather.com>

Enter Hustisford's Zip Code (53034)  
Conditions in Juneau will be listed.

Students should dress appropriately for the weather conditions. Staff will monitor the weather conditions for outside play. Once outdoors,

students should seek the adult who is supervising and ask for help when feeling sick, are hurt, or need assistance. Once students are outdoors, they do not enter the building without first speaking to an adult.

#### **PLAY ONLY IN DESIGNATED AND FENCED AREAS.**

The following areas are off-limits to students:

- in front of school, north of the building beyond the playground, or on the east side hill where grass is not mowed;
- on or around gas pipes or electrical box;
- classroom windows facing playground.

The following are unacceptable behaviors and will be addressed immediately: rough play, play-fighting, pushing, shoving, tackle football, and inappropriate language.

Bikes, skate boards, scooters, rollerblades, and roller skates may not be used during school hours. Exercising safety on the equipment, by not twisting or jumping off the swings, jumping off or walking up the slides and/or throwing/kicking sand in the sand boxes is expected. Chasing games are not allowed on the equipment.

#### **DRESS FOR OUTDOORS**

For snow play, all students need boots and snow pants.

In the warmer months, flip-flop sandals are discouraged as they can become hazardous when running and playing.

#### **PHYSICAL EDUCATION EXPECTATIONS**

Wear gym shoes. Students may not call home for forgotten gym shoes or clothing.

Fifth grade students should bring a change of clothes and deodorant.

#### **HUSTISFORD COMPUTER USE POLICY (District Policy #7540)**

##### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE POLICY**

Students are encouraged to use the District'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 these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the network and the Internet at school, students and their parent or guardian must sign the Student Network and Internet Acceptable Use Policy Agreement.

Providing Internet access is an important part of preparing District students for the future. Providing access to students includes the following objectives:

1. Provide access to global educational resources; provide e-mail services to improve communication skill.
2. Provide access to enter learning partnerships to expand educational opportunities.
3. Improve the development and broadening of research skills.
4. Improve decision-making skills
5. Develop higher levels of thinking.
6. Develop skills to differentiate and evaluate the value of resources.
7. Gain skills needed for the 21st century employment.

Students are responsible for their behavior and communication on the Internet.

1. Students may only access the school network and related applications, the Internet, and student email account by using

their assigned username and password. Use of another person's account/address/password is prohibited. Students may not allow other users to use their passwords.

2. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.
3. Students may not use the Internet to engage in "hacking" or other unlawful activities.
4. Use which is illegal or transmitting any material in violation of any State or Federal law/regulation or Board policy is prohibited.
5. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
6. Unreasonable personal use or personal use that interferes with the student's educational environment or which otherwise disrupts the operations of the District, as determined by the District, is prohibited.
7. Students may not damage any component of the District's computer hardware or software.
8. Students may not intentionally waste limited access time or occupying excessive file storage space.
9. Unauthorized accessing or attempting to access confidential District information, including personnel records, medical records and financial information pertaining to the district or any of its employees or students is prohibited.
10. Accessing or attempting to access another employee's or student's password, data, messages or other electronic communication's materials is prohibited.
11. Students may not access the District's network through unauthorized means.
12. Use of the Internet to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors, as determined by the District, is prohibited.
13. Any use that is inconsistent with the school's Code of Conduct is prohibited.

**Personal Devices:** Students are allowed to bring personal electronic devices to use during the school day as determined by the administration. Permitted devices include: smartphones, tablets/touchscreens, netbooks, and laptops. Devices whose primary purpose is gaming are not allowed.

1. The security and safe keeping of personal devices are the responsibility of the student.
2. The District will not offer any technical support for personal devices.
3. Teachers have the authority to determine when and how personal devices can and cannot be used during class time.
4. All provisions of this policy apply to school owned devices as well as personal devices.
5. All personal devices must be silenced with vibrate turned off during the school day.
6. Students shall not use any device to audio record, video record, or take pictures during the school day without the permission of a teacher or administrator.
7. Students shall not access personal data plans or a non-school network/internet connection during the school day.
8. Students using personal devices inappropriately or whose use becomes a distraction to other students or teachers may lose the ability to have a personal device in the classroom and/or be subject to disciplinary action.

Students and parents should be aware that some materials available on the Internet could be objectionable, illegal, defamatory,

inaccurate or potentially offensive to some people. While the District believes that the benefits to students from access to the Internet outweighs the risk of access to such material, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. The District supports and respects each family's right to decide whether or not to apply for student access.

Consistent with the requirement of the Children's Internet Protection Act to provide protection from obscene, pornographic and other materials considered harmful to minors, the District utilizes technology that is designed to filter and block inappropriate sites and high risk activities. The District reserves the right to block sites that it determines do not enhance classroom activities. Objectionable material could potentially be accessed notwithstanding our efforts to block such content. The use of an Internet filter does not diminish the user's personal responsibility to use the network in conformance with the standards in this policy.

The District's computer network is the sole property of the District. All electronic communications transmitted by, received from or stored in the District's network are owned by the District. Students should have no expectation of privacy with regard to the use of the District's network or information, messages, files and other data stored on these systems. The District may access, search, monitor and/or disclose to appropriate authorities any communication at any time without prior notice being given. Nothing residing in a student's computer system or files or the District's e-mail system will be deemed personal, private or confidential.

Annually, students will be required to return a signed parental permission form before access is granted. Access is a privilege, not a right. The prohibitions listed in this policy are not all-inclusive and the District reserves the right to determine when any violation of this policy has occurred.

As part of the District's Internet safety curriculum, students will be educated about appropriate online behavior, including interacting with other individual's online, appropriate communication with peers, and cyber-bullying awareness and response.

**Consequences for Violations:** Violations for may result in one or more of the following actions depending on the specific violation:

1. Parent notification.
2. Conference with building principal.
3. Access restrictions.
4. Denial of access.
5. Student discipline as outlined in the student handbook and Board policy.

LEGAL REF: State Statutes 120.13 (1); 943.70; 947.0125 Wis. Stats.; Family Educational Rights and Privacy Act of 1974, as amended; H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

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If a user inadvertently becomes connected to a site that contains any material with prohibited content, the user must disconnect from that site immediately and inform a staff member of the incident. A user is encouraged to inform a staff member if the student becomes aware that another user is accessing or has accessed prohibited material.

As part of the District's Internet safety curriculum, students will be educated about appropriate online behavior, including interacting with other individual's online, appropriate communication with peers, and cyber-bullying awareness and response.

The Hustisford School District will annually inform parents and students that the school district does not have control of information on the Internet and information which students have access to through the

Internet may include material that is illegal, defamatory, inaccurate, or potentially objectionable to some people. While it is the intent of the Hustisford School District to make Internet access available to further its educational goals, students may have the ability to access other materials as well. Therefore, all students who access the Internet via technology provided through the Hustisford School District are annually asked to sign the Internet Acceptable Use Consent Form.

The Hustisford School District also recognizes that the parent(s) and/or guardian(s) of minors are responsible for setting and conveying the standards that their children should follow. Since students may have access to material which is beyond the school district's control, a parent or guardian can sign an annual parental denial form requesting that his/her child not have individual access to the Internet.

We assume that most parents and/or guardians of minors will support access to the Internet. Therefore, the parent(s) and/or guardian(s) must complete the Internet Access Consent Form for Parents/Guardian.