

**Washington - Caldwell  
School District  
Student/Parent Handbook  
2020-2021**

***Home of the Bulldogs!***



**Washington-Caldwell School District**

**8937 Big Bend Road**

**Waterford, WI 53185**

**262-662-3466 (Main Office)**

**262-662-9888 (Fax)**

**[www.washcald.com](http://www.washcald.com)**

## WASHINGTON CALDWELL SCHOOL

Welcome to the Washington Caldwell School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it.

Kevin McCormick, Superintendent/Principal, 262-662-3466, ext. 166

Kelli Vogt, Assistant Principal, 262-662-3466, ext 141

Frances Stephens, Student Counselor/504 Coordinator, 262-662-3466, ext. 151

Karen Kaldor, Afternoon School Secretary, 262-662-3466, ext. 100

Susan Krystowiak, Morning Secretary, 262-662-3466, ext. 100

Student Handbook adopted on September 21, 2020

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This Student/Parent Handbook is based in significant part on policies adopted by the Board 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.

## **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 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 and the District. If any of the policies or administrative guidelines referenced herein is revised after August 17, 2020 the language in the most current policy prevails. The current policies are available on the District's website.

## **MISSION OF THE SCHOOL**

The mission of the Washington Caldwell School is to provide a safe environment in which each student has sufficient opportunity to learn how to take intelligent, ethical action and to accomplish the goals of each student's educational program.

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

It is the policy (Policy 2260) 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 based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") 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 Sandy Asmussen at 262-534-4034.

It is also the policy (Policy 5517) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions 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.

Any person who believes that the Washington Caldwell School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Frances Stephens  
School Counselor  
262-662-3466 ext 151  
8937 Big Bend Road, Waterford, WI 53185  
fstephens@washcald.com

Kevin McCormick  
District Administrator/Principal  
262-662-346 ext 166  
8937 Big Bend Road, Waterford, WI 53185  
kmccormick@washcald.com

The complaint procedure is described in Board Policies 2260 and 5517. The policies are available in the School office and on the District's web page.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying, and not harassment under Policy 5517, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Washington Caldwell School 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 traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics 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 or 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;
- 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; or
- 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 District's Title IX Coordinators listed below:

Frances Stephens  
 School Counselor  
 8937 Big Bend Road  
 Waterford, WI 53185  
[fstephens@washcald.com](mailto:fstephens@washcald.com)  
 262-662-3466, ext 151

Kevin McCormick  
 Superintendent/Principal  
 8937 Big Bend Road  
 Waterford, WI 53185  
[kmccormick@washcald.com](mailto:kmccormick@washcald.com)  
 262-662-3466, ext 166

Any person may report sexual discrimination, including sexual harassment, to the District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non-business hours.

A copy of Board's Title IX Sexual Harassment Policy 5517.02, including the reporting, investigation, and resolution procedures, is available in the school office and on the District's website. Board Policy 5517 – Student Anti-Harassment, as well as the Board's Title IX Sexual Harassment Policy (5517.02) both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, the Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the District.

## **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 impeding 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 email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, 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. (Board Policy 5517.01)

## **STUDENT HAZING**

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator. Students who fail to abide

by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. [Policy 5516]

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

Any person who believes that the Washington Caldwell School or any staff person has discriminated against them in violation of the District's Section 504/ADA Policy 2260.01 may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Frances Stephens  
School Counselor  
262-662-3466 ext 151  
8937 Big Bend Road, Waterford, WI 53185  
fstephens@washcald.com

The complaint procedure is described in AG 2260.01A and 2260.01B and is available in the school office and on the District's website.

## **SCHOOL HOURS**

The regular school day schedule is 8:30 a.m. - 3:40 p.m. for all grade levels (4K: 8:30-11:30 a.m.). Office Hours: 7:30 a.m. - 4:30 p.m.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Washington Caldwell School 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, U.S. 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 their 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 Mr. McCormick, Ms. Vogt, or Mrs. Stephens.

## **STUDENT WELL-BEING**

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

All students must have an emergency medical information 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. (Board Policy 5340)

## **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 medical, physical, or emotional condition.

Parents should contact the principal regarding procedures for such instruction. (Board Policy 2412)

## **SECTION I - GENERAL INFORMATION ENROLLING IN THE SCHOOL**

Students generally enroll in the School 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 Washington Caldwell School 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 (ex. utility bill); 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 school will have their courses and grades evaluated by the school counseling department. The office staff will assist parents in obtaining the official records from the previous school.

During the enrollment process, a parent (or adult student), may present information to the District certifying that the parent (or adult student), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.

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 (Board Policy 5111.01).

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures (Board Policy 5111.03).

### **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 the parent/guardian 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. (Board Policies 5200 and 5230)

### **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 main 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. (Board Policies 5113 and 5113.01)

### **WITHDRAWAL FROM SCHOOL**

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

### **IMMUNIZATIONS**

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, they 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 Christopher McMahon, School Nurse. (Board Policy 5320)

### **STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

The School District believes that school personnel have certain responsibilities in case of accidents, illness, or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340)

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established Policy 5341 that requires every student to have an Emergency Medical Authorization Form completed and signed by a 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 submit the completed form 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 of Board Policy 5330 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 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.

All medications to be administered during school hours must be registered with the School office.

Medication that is brought to the School office will be properly secured.

Medication may be conveyed to school directly by the parent.

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; and
- 7. special handling and storage directions.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.

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 EPINEPHRINE AUTO-INJECTORS**

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. (Board Policy 5330)

Students, who suffer from severe allergic reactions may possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Principal.

Inhalers and Epinephrine can be administered by school officials only in accordance with conditions confirmed by the Principal, consistent with the approved plan adopted by the Board and updated annually.

### **USE OF NON PRESCRIBED DRUG PRODUCTS**

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330.

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 must be filed with the school Principal 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; and
- 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 their parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

### **CBD PRODUCTS**

In accordance with Board Policy 5330, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities:

No CBD products will be permitted for use at school.

### **ESSENTIAL OILS**

In accordance with Board Policy 5330, students and parents are reminded of the following regulation regarding the use of essential oils on District property or at school activities:

All students are prohibited from using essential oils at school.

### **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 them up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" as a criteria for return to school. (Board Policy 8451)

### **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. In accordance with Board Policy 8450, 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 the notification requirements of the Department of Health Services in addition to notifying the student's parents.

Examples of such diseases include diphtheria, scarlet fever, strep infections, COVID-19, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health 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 non casual-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 their 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. (Board Policy 8453)

Non Casual-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 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.

### **STUDENTS WITH DISABILITIES**

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 (Board Policy 2260.01). 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 Evan Saunders at 262-662-3466, ext. 161. (Board Policy 2460)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Services are also available to students with Limited English Proficiency (Board Policy 2260.02). To inquire about programs and services, a parent should contact Frances Stephens at 262-662-3466, ext. 151.

### **SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY**

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and Board Policy 8390. Other animals permitted in schools and elsewhere on District property shall be limited to those

necessary to support specific curriculum-related projects and activities as approved by the principal.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Therapy dogs which meet the certification and documentation requirements in Policy 8390 may be allowed limited access to the schools to perform their educational purpose as determined by the principal.

### **STUDENTS WITH LIMITED ENGLISH LANGUAGE PROFICIENCY**

The District recognizes that there may be students enrolled whose primary language is not English. The District provides appropriate identification and transition services for students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum. (Board Policy 2260.02)

To inquire about programs and services for students with limited English proficiency, a parent should contact Kelli Vogt at 262-662-3466.

### **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 (Board Policy 8330). 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 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 is specified in Policy 8330 and includes a student's name, participation in officially recognized activities and sports, date of graduation, photographs, 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 District, 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 District Administrator or consult the Board's Policy 8330 - Student Records.

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 their parents;
- B. mental or psychological problems of the student or a 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 their 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 District Administrator 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](http://www.ed.gov/offices/OM/fpco)

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

FERPA@ED.Gov; and  
PPRA@ED.Gov.

### **STUDENT FEES, FINES, AND CHARGES**

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 (Board Policy 6152). The school and staff do not make a profit.

### **STUDENT FEES**

Student fees for the 2020-2021 school year are: 4K - \$15.00; 5K through Grade 5 - \$30.00; Grade 6, 7, and 8 - \$80.00. Fees are due on or before the first week of school in September. This fee is applied towards curriculum-related supplies used by students. In addition, a replacement fee may be charged for misuse of materials (books, computers, etc.). No refunds will be given to those students transferring to another school district during the year.

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. (Board Policy 5460)

### **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**

Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. 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 (Board Policy 2414). 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 (Board Policy 8500). Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

### **STUDENT LUNCH INFORMATION**

Hot lunch orders are turned in by 8:50 a.m. every morning.

Washington School has an automated lunch system. A minimum balance of \$6.00 is required in each student's account.

Lunch prices for the 2020-2021 school year are \$3.15 for a regular lunch (includes one carton of milk) and \$.40 for milk only (for students bringing a cold lunch from home or wishing an additional carton of milk). Additional entrees are \$2.25 each.

Online payment is available through E-Funds. There is a link on the [www.washcald.com](http://www.washcald.com) home page. Checks and cash are also accepted by the office to credit the student(s) lunch account. The lunch deposit box is located across from the office window. The name of each individual child, and the amount to be deposited in each child's account. All deposits will be accepted daily until 9:00 a.m. All deposits received after 9:00 a.m. will be posted the next school business day.

All lunch account balances are available online using PowerSchool access. The District will provide parents with directions for accessing this service. This information will be

provided during the first month of school. If you have any questions, please call the school office. In the event of a low balance, your child will be notified, and if you have registered, an alert will be emailed from PowerSchool. If low balance persists, the student may be given a cheese sandwich only for that lunch.

Upon graduation or transfer from our district, any remaining balance in a student's account will be transferred to a sibling account. Students without siblings will be refunded their money from the district.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students (Board Policy 8531). Extra applications can be obtained in the School office or on the [www.washcald.com](http://www.washcald.com) home page.

### **FIRE DRILLS, TORNADO DRILLS, LOCKDOWN DRILLS**

The school has a comprehensive School Safety Plan (Board Policy 8420) that includes specifications for fire drills, tornado drills, evacuation drills, and lockdown 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.

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 an announcement over the PA, "Lock Down, Lock Down."

Evacuation drills are when students and staff would leave the building and report to a designated rally point close to school grounds.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will use the following notification process:

In the event that school needs to be closed due to inclement weather or other problems, announcements will be made on WTMJ AM 620, WMIL FM 106, WOKY AM 920, television stations, WTMJ Channel 4, WITI Channel 6 and WISN Channel 12. These stations will also be notified if it becomes necessary to close school early. A message will be posted on the school website. Text alerts and/or phone calls will also be used.

Please complete the school closing form on the last page of this handbook and return to your child's teacher. Make sure that you discuss these instructions with your child. Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220)

## VISITORS

### COVID-19 RESTRICTIONS

Due to the COVID-19 pandemic, visitors will have very limited access to the building, before, during or after school hours. This restriction will remain in place until notification is received by the Central Racine County Health Department determining that the transmission rate is in the Low Risk Zone, as represented by positive COVID-19 cases/1,000 or the pandemic is declared over by the Centers for Disease Control and Prevention. The following guidelines are required of all visitors:

- All visitors to our school office must have a scheduled appointment.
- All visitors to our school office must wear a mask.
- All visitors should use the hand sanitizer provided when they enter a school office area.
- All visitors to our school office must remain in the front office areas unless authorized by the principal.
- All visitors must practice social distancing. All in-person meetings must allow participants to socially distance themselves at least six feet from another person or person(s).
- All visitors should complete a self-check before entering a school building. Visitors with fever greater than 100.4, congestion, dry cough, breathing difficulties, sore throat and/or chills should NOT enter our school building or office. It is extremely important that you do NOT come to our school or office if you are sick. Please do not place our school employees at risk.

**Please note: the visitor policy listed below is no longer in effect due to the COVID-19 pandemic. The policy will resume upon notification from the Central Racine County Health Department, or the Centers for Disease Control and Prevention that the pandemic has ended.**

*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 register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.*

*When visiting during regular school hours, it is required to register at the school office. For safety purposes, only persons with an appointment with a staff member or administrative approval will be permitted to pass through the main entrance. Once admitted, you may be asked to wear a badge provided by the main office personnel. Classroom activities, plays and other family friendly performances are great reasons to visit your child's classroom. Your child's teacher will send an invitation for these events.*

*Please refer to the weekly Parent Update for a listing of events and activities parents may wish to attend. Parents wishing to visit their child's classroom for reasons other than those listed must have received prior permission from the teacher and/or administration.*

*Educational time is very important. Office personnel are instructed not to interrupt classes unless there is an emergency.*

*Students may not bring visitors to school without first obtaining written permission from the Principal. (Board Policies 7440 and 9150)*

### **LOST AND FOUND**

The lost and found area is in the Library Hall. Students who have lost items should check there and may retrieve their items.. Unclaimed items will be given to charity at the middle of the year and the close of the school year.

### **USE OF CELL PHONES, OR PERSONAL COMMUNICATION DEVICES**

**\*See The District's Policy 5136 – Wireless Communication Devices**

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, ( ) classrooms, ( ) gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours ( ) and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. [Board Policy 5136]

PCDs must be kept in a student's assigned locker and turned off (powered off) from 8:00 a.m. to 3:40 p.m. during the school day. PCDs are not to be used during after school academic periods (i.e. study tables/clubs, or after school detentions). Upon the first offense, the student's cell/Smart phone will be confiscated by the teacher or other school district personnel and taken to the school administrator. The student will be able to pick up their cell/Smart phone from the office at the end of the school day.

Upon the second offense, the student's cell/Smart phone will be confiscated by the teacher or other district personnel and taken to the school administrator. The student's parent must meet with the school administrator to pick-up the cell/Smart phone.

Upon the third offense, the student's cell/Smart phone will be confiscated by the teacher or other district personnel and taken to the school administrator. The student's parent must meet with the school administrator to pick-up the cell/Smart phone. From that point on, the student will deliver their cell/Smart phone to the school administrator at the beginning of each school day. It will be returned to that student from the main office at the end of the school day. Failure to comply may result in additional consequences assigned by the school administrator. Consequences may

include detention, suspension, or referral to the school board for further disciplinary action.

Due to privacy rules, as well as disrupting the learning atmosphere, the taking of cell/Smart phone photos without school permission is a violation of school rules and may result in the consequences outlined above.

"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 PCD.

### **WEAPONS**

No student shall possess, use, or store a weapon or look-alike weapon in or on school property, on school vehicles, or at school-related activities. A dangerous weapon or look-alike weapon is defined in state statutes and is any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to, guns and ammunition, knives, razors, karate sticks, martial arts weapons, metal knuckles, chains, and similar items.

A minor who violates this law is subject to the provisions outlined in Chapter 48 of the Wisconsin State Statutes. Weapons(s) or look-alike weapons(s) confiscated from a student shall be reported to parents/guardians and to law enforcement authorities and disciplinary measures shall include immediate suspension and referral to the Board of Education for expulsion from school.

Policy exceptions include: Weapons as defined by the State Statutes are those under the control of law enforcement personnel. This policy will be published annually in all district student and staff handbooks.

Legal References: Wisconsin Statutes Sections  
See legal references 948.60. 948.61. 948.605

**\*See 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.

The school has a bulletin board located in the entryway which may be used for posting notices after receiving permission from the Principal.

### **VIDEO SURVEILLANCE**

The Board has authorized the use of video surveillance and electronic monitoring equipment at various locations 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. (Board Policy 7440.01)

### **SAFETY AND SECURITY**

The safety of our students requires the following precautions that are conducted in accordance with Board Policy 7440 and the School Safety Plan:

- A. All visitors must enter through the designated visitor entrance and report to the School office when they arrive at School.
- B. All visitors are given and required to wear a visitor 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 visitor 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. All outside doors are locked during the School day.
- F. All District employees are to wear photo-identification badges while on District property.

## **SECTION II - ACADEMICS**

### **PHYSICAL EDUCATION**

Physical Education is an important component of children growing up healthy and strong. Plus, it teaches students the importance of life-long learning and skill development.

A signed note from a parent is required if a child cannot participate in physical education classes. The note should indicate the reason and length of time that the student cannot participate in physical education classes.

If your child has a specific health problem that would limit their participation in physical education at times (asthma, heart disorders, etc.), please discuss this with the Physical Education teacher. A note should also be sent to the office. Athletic shoes are required for all students participating in physical education classes.

### **MIDDLE SCHOOL MATH PROGRAM**

The goal of the Washington-Caldwell Middle School Math Program is to prepare students for eligibility for high school algebra upon 8th Grade Graduation.

### **MUSIC EDUCATION**

At Washington-Caldwell, students are encouraged to pursue their musical talents in music. These activities may mean that something else in school may not be available to the student. For example, participating in a choral group, band, or instrument lesson may mean a study hall is not available in the student's schedule. Hopefully, the student and parent will understand that the value of the choir, band, or lesson is greater than a

study hall. These decisions will be similar to the ones a student will be making when attending high school. Once a student has indicated a desire to take choir, band, or instrument lessons as part of their academic schedule, any change in the student's schedule will only be permitted after a written request is submitted to the teacher and superintendent/principal.

Prior to any final decision being made regarding a schedule change, a conference is required between the student, parent, teacher, and superintendent/principal.

### **ACADEMIC AND CAREER PLANNING**

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 8. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (Board Policy 2411)

### **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. (Board Policy 2340)

The District may assume the costs of transportation. Students may be charged fees for any admission costs associated with the field trip. No student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically. Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

### **SCHOOL TRIPS(LEAVING SCHOOL GROUNDS)**

Parents will be notified in advance of each class/group trip. The teacher/staff member will give the reason(s) for the trip and the educational value the trip will have for the students. If a student leaves the building or grounds without permission, the parents and/or police will be contacted.

**REQUIREMENTS FOR FIELD TRIPS:** In order to participate in any class field trip, students are to follow all school rules and classroom expectations throughout the year. Failure to consistently behave appropriately may result in the administration removing the offending student from participation in the field trip.

### **CODE OF CONDUCT**

Courteous behavior is expected of everyone. Students will be held responsible for actions that interfere with the rights of others and the educational process. Each teacher will post a list of classroom rules.

Discourteous behavior includes, but is not limited to, the following:

1. Disrespectful behavior and/or language directed toward any staff member,

2. Harassing, threatening, or annoying other students,
3. Using inappropriate language,
4. Being destructive to school and/or property,
5. Going into another students' desk or personal property, without permission,
6. Taking school property, or another person's property, without permission,
7. Leaving the classroom without permission,
8. Throwing things,
9. Spitting,
10. Writing and/or passing notes,

### **GRADES**

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 course grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a course grade and will inform the students at the beginning of the course work. If a student is not sure how his/her course grade will be determined, they should ask the teacher.

The School uses the following grading system:

#### GRADING GUIDELINES

Washington-Caldwell School District has developed the following policy to encourage the educational development of all students.

Grading/Grade Point Average:

The Grade Scale for Grades 3 – 8 is:

Computation for all courses in Grades 3 – 8 shall be based on the following:

Percent Range	Letter Grade	Grade Point
95-100	A	4.000
93-94	A-	3.667
91-92	B+	3.333
87-90	B	3.000
85-86	B-	2.667
83-84	C+	2.333
79-82	C	2.000
77-78	C-	1.667
75-76	D+	1.333
70-74	D	1.000
68-69	D-	0.667
Below 68	F	0.000

**Grade Point Average** - Grade points shall be utilized in the calculation of grade point average (GPA) in grades 6-8 and rank-in-class in grades 7 and 8.

Students in 4K, 5K, Grade 1, and Grade 2 are assessed using performance indicators: 4-3-2-1. Also included are performance indicators for students in Grades 3-8. All students will be assessed using Outstanding, Satisfactory, or Needs Attention on a list of characteristics of Successful Learners.

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments.

Middle School Honor Roll (Grades 6, 7 & 8):

- First Honors: 3.667 – 4.000 GPA
- Second Honors: 3.000 – 3.666 GPA

Summary of Grades (Grading Criteria for Academic Areas):

A – Work demonstrates superior knowledge/skills. Assessments average 93-100%. Proficiencies are Advanced/Proficient. Assignments are high quality, complete, and on time.

B – Work consistently meets grade level expectations. Assessments average 85-92%. Proficiencies are almost all Proficient/Advanced. Assignments are high quality, complete, and on time.

C – Work generally meets grade-level expectations. Assessments average 77-84%. Proficiencies are primarily Proficient – completeness, timeliness, and quality of work vary.

D – Work inconsistently meets grade-level expectations. Assessments average 68-76%. Proficiencies are primarily Basic or Proficient. Completeness, timeliness, and quality of work are below expectations.

F – Work is poor. Assessments average below 68%. Proficiency is primarily Minimal or Basic. Assignments are frequently late, incomplete, and of poor quality.

I – Work is Incomplete. Quality and quantity of work are not sufficient for the teacher to evaluate the student at this time. This grade is given to a student who consistently does not do work for extended illness, or for other avoidable circumstances. This is not a passing grade.

### **Grading Periods**

Students shall receive a report card at the end of each nine(9) week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

### **PROMOTION, PLACEMENT, AND RETENTION**

Board Policy 5410 and related guidelines provide the framework for promotion, placement, and retention decisions.

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity

### **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 TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the school's technology resources 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. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the District'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 District's policies and administrative guidelines. Prior to accessing the Internet at School, students and parents must sign the Student Technology Acceptable Use and Safety Agreement each year.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the District, civil liability and/or referral to law enforcement.

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 District technology resources to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which 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 any camera to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;
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. (Board Policy 7440.03)

Students shall not access social media for personal use from the District's network

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. (Board Policy 2623)

Additional 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 course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

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

Students have the opportunity to broaden their learning through curricular-related activities. The school has many student groups that are approved by the Board.

*Due to the COVID-19 pandemic, many of the school sponsored clubs and activities will not take place until further notice. Each club and/or activity will be addressed on a case-by-case basis during the pandemic. Once the pandemic is declared over or has diminished to a level considered safe for all activities by the Central Racine County Health Department we will resume all clubs and activities.*

## **STUDENT ACTIVITIES**

Throughout the school year, students have numerous opportunities to participate in a wide variety of activities. These activities promote leadership, teamwork, and the opportunity to contribute to the school community. A list of these activities includes:

- Student Council/Builders Club (sponsored by Waterford Area Kiwanis)
- National Junior Honor Society – Middle School and Elementary
- Positive Behavior Interventions & Supports (P.B.I.S.)
- Book Fair Week
- Media Nights
- Lego Club
- Genius Hour
- Holiday Music Concerts
- “Bulldog Bark” student newspaper
- Forensics Contests
- Speech Contests
- Food Drives
- PAWS for Reading/Camp Read-A-Lot/Chill Out!
- K-Kids (sponsored by Waterford Area Kiwanis)

Extra-curricular school 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.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. (Board Policy 2430)

### **NATIONAL JUNIOR HONOR SOCIETY**

The mission of the Washington-Caldwell National Junior Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character, and to encourage citizenship. Second semester students in Grades 6 and students in Grades 7 and 8 with a cumulative grade point average of 3.5 or above are eligible for consideration for membership in Washington-Caldwell’s NJHS chapter. Students meeting this scholastic grade point receive an invitation to complete an application detailing their experiences in leadership, community service, character and citizenship. Membership is granted through a majority vote of a five-member faculty council appointed annually by the superintendent/principal. The faculty council reviews the information provided by the student interested in becoming a member of NJHS.

An induction ceremony is held in the spring for new members entering the school’s NJHS chapter. For further information, please visit the school’s website.

### **NATIONAL ELEMENTARY HONOR SOCIETY**

The mission of the Washington-Caldwell National Elementary Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character, and to encourage citizenship. Second semester Students in Grade 4 and Grade 5 students with a cumulative grade point average of 3.5 or above are eligible for consideration for membership in Washington-Caldwell’s NEHS chapter. Students

meeting this scholastic grade point receive an invitation to complete an application detailing their experiences in leadership, community service, character and citizenship. Membership is granted through a majority vote of a five-member faculty council appointed annually by the superintendent/principal. The faculty council reviews the information provided by the student interested in becoming a member of NJHS. An induction ceremony is held in the spring for new members entering the school's NJHS chapter. For further information, please visit the school's website.

### **SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. (Board Policy 5722)

### **ATHLETICS**

*Due to the COVID-19 pandemic, school sponsored athletics will not take place until further notice. Each athletic activity will be addressed on a case-by-case basis during the pandemic. Once the pandemic is declared over or has diminished to a level considered safe for all activities by the Central Racine County Health Department, we will resume all clubs and activities.*

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director.

Athletics (Coed Softball, Girls and Boys Volleyball, Girls and Boys Basketball, Coed Track, Cheerleading)

The Racine/Kenosha Minor League believes in the following:

1. All students are encouraged to participate and excel in our athletic programs.
2. Teamwork and sportsmanship will be taught and practiced by all.
3. Expand interest in life-long and leisure sport activities.
4. Inspire athletic self-discipline and motivation.
5. High leadership qualities from all coaches, parents, and spectators.

### **ATHLETICS**

Various athletic teams will be organized for students. Participation in these programs is voluntary. Players and coaches/supervisors are required to ride the district-provided transportation to and from all scheduled contest(s). The coach may, under extenuating circumstances, grant a player permission to be transported home by their parents/guardian only.

### **EXTRA CURRICULAR PARTICIPATION CODE**

Philosophy

The Washington-Caldwell School District believes athletic participation is an important part of the middle school experience. Athletics provide important experiences that are not entirely duplicated in other school activities. Athletics help prepare adolescents for the highly competitive adult world they will enter upon completion of their high school experience.

Objectives:

- To help develop the minds and bodies of young students.
- To present the opportunity to develop, practice, and observe good sportsmanship.
- To teach the importance of cooperation.
- To show students the value of hard work, self discipline, and dedication.
- To provide students with competitive situations.
- To teach responsibility.
- To develop and improve school morale by providing an enjoyable and safe experience.
- To provide athletes with professional instruction in all sports.
- To provide the community with athletic teams worthy of its respect and support.

#### Athletic/Extracurricular Participation Code

Interscholastic athletic participation and extracurricular activities are a privilege of every student in the Washington School (grades six through eight). This privilege may be revoked or suspended in the event any student/participant fails to follow the rules and regulations outlined in this code. Activities are designed in part to develop good citizenship, good leadership, good fellowship, through sanctioned sports, tournaments and/or organized activities.

RULES:

##### Section 1

- Participants cannot use, possess, or consume any of the following prohibited items; intoxicating liquor or fermented malt beverages, any form of tobacco, or any illegal drugs including marijuana, look-alike drugs, or other controlled substances.
- A participant shall not attend or remain in attendance (unless under the direct supervision of their parent/ guardian) of any event where alcohol or illegal drugs are prevalent.
- A participant will not knowingly enter a car which is transporting alcoholic beverages unless they are under the direct supervision of their parents or legal guardian.

##### Section 2

- Any participant found in violation of state and/or federal statutes, or knowingly is involved in criminal activity, shall be referred to the district's administration for the school's investigation of said charges/allegations. Each offense will be considered independently of any previous violations or allegations. The maximum penalty will be one year of ineligibility to be served concurrent to the date of final decision made by the Advisory Board.

##### Section 3

- Under the direction of the Washington-Caldwell School District Board of Education, a student is required to follow this code on a year round (12 month) basis. Once a participant signs a code he/she is under that code for the calendar year. Each student entering [grade six (6) through grade eight (8)] on the district established school calendar start date must sign a district supplied participation code agreement in order to be eligible to participate during that school year. Once executed, the signed participation form will be held on file.

#### Penalties for Violations

First Offense – Suspension from the team for a minimum of 25% of the regular scheduled games

Second Offense – Suspension from the team for a minimum of 50% of the regular scheduled games

Third Offense – Suspension from all competition/activities for one complete calendar year.

#### Request for hearing before the Advisory Board

Any student/parent/guardian may request that the district level decision of suspension to be reviewed by the Advisory Board. The Advisory Board will render a timely and final decision.

#### Individual Sport/Activity Rules and Regulations

Coaches/advisors are required to supply individual rules and regulations in writing prior to the beginning of the season/activity. All participants are required to adhere to the rules and regulations.

#### Procedures of district administration during rules infraction investigation

1. Written complaint is received by the district administration/athletic director of the alleged incident.
2. Administration will inform the student/parent/guardian of the charges being brought against the student and how the district first became knowledgeable of the incident.
3. The district's administration may rule the participant temporarily ineligible during the investigative stage of this process and possess full authority to enact said temporary ineligibility as deemed appropriate given the circumstances of said allegation(s).
4. The student/parent/guardian may request proceedings will not be open to the public.
5. The affected party will have an opportunity to contest and/or give evidence to contest the charges.
6. The student/parents/guardian will be informed as to the reasonable timeline of the district's intent for a final decision.
7. Upon issuance of the district's final decision, the affected student/parents/guardians may request the opportunity to have the case heard before the "Advisory Board." The district administration is required to inform, in writing, the process of appeal of said decision to the "Advisory Board" as part of the final decision process.

### Academic Eligibility

Eligibility will be established each two weeks or final grading period. All subjects will be included in determining eligibility. A participant who has one (1) “F” in a core class (Math, English/Language Arts, Science, Social Studies, Reading) or two (2) “F’s” in electives/specials will be required to attend a minimum of three study group sessions (45 minutes each) per week during the two-week review period. Eligibility during the review period is maintained until the next grade report. The first grade report after the review period will determine the participant’s eligibility. In the event the grade report demonstrates a level of ineligibility or the participant fails to adhere to the review period study sessions, the participant will be determined to be ineligible for the next two week period. The study sessions are required during review and ineligibility periods.

### Attendance

Student athletes must be in attendance during the scheduled activity day at least one-half of a school day in order to be eligible to participate in team participation during school sponsored events, both home and away.

### Transportation

Players and coaches/supervisors are required to ride the district-provided transportation to and from all scheduled contest(s). The coach may, under extenuating circumstances, grant a player permission to be transported home by their parents/guardians only.

### Dress/apparel

Players and coaches are required to dress in a professionally appropriate manner and must follow the guidelines as stated in the Student Handbook. Players and coaches must present themselves in a manner conducive to a positive reflection of the district, community and themselves.

### Medical Reporting

Parent/guardian requirements: In case of any possible injuries or illnesses requiring medical or dental attention, the district requires that the information given on the participation agreement form be accurate and complete. In the event an injury is believed to have occurred during a school sponsored activity/practice that is undisclosed to the coach/advisor, the district requires that the parents/guardians inform the school district office as soon as possible.

### Coach/Advisor requirements

In the case of any possible injuries or illnesses assumed to require medical or dental attention, the coach/advisor is required to complete a student accident form found in the district office. The coach/advisor is required to contact the parents/guardians immediately to inform them of the circumstances and the assessment of the coach/advisor leading to the need for medical or dental attention.

### Student requirements

If the student athlete has been injured but not known to the coach/advisor, they are required to report the injury to the appropriate person for a needs assessment of the injury.

#### **SECTION IV - STUDENT CONDUCT ATTENDANCE**

The District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200. 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. 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 **either** a written or oral notification stating 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 office and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

##### **Release of Students to Authorized Persons**

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

##### **Excused Absences**

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

Quarantine  
Illness of an Immediate Family Member  
Emergency

A student shall 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 three (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 District Administrator. 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 reason. A student may not be excused for more than ten (10) days 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:

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

### **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.

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.

### **Tardy**

“Tardy” means arriving late (8:36 a.m.–9:00 a.m.) to school. Students who are tardy must stop at the office to sign in and receive a tardy pass. No student will be accepted into class without this pass. Students arriving after (9:00 a.m.) are considered absent and must have the proper documentation to determine the absence as excused or unexcused. These students will be marked absent for the morning (half day).

### **Excessive Excused Absences**

Excessive excused absences can have a negative effect on your child’s academic performance and grades. It is the responsibility of each parent/guardian to provide reasons for the absence of the child. The determination of whether an absence is acceptable (excused) or not acceptable (truant) will be made by the principal or their designee, and will be based upon the following:

1. Personal Illness of the student. A written statement from a registered physician may be required for extended or chronic occurrences.
2. Medical Appointment of the student. Such appointments are to be made, whenever possible, outside of school hours/days.
3. A special event or important family matter concerning the student. The administrator or designee must pre approve this type of absence in order for it to be acceptable.
4. Exceptional circumstances or emergencies that affect the student. Notice must be provided within a reasonable time frame.

A maximum of ten (10) excused absences per school year. The principal, when given proper documentation, may approve additional absences due to special circumstances.

### **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 they have 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.

### **Habitual Truancy**

A student is considered a habitual truant if they are 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.

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

Habitual truants and their parents/guardians will be referred to the Racine County Juvenile Court. Parents/guardians of children who have been found to be habitually truant will be notified of the school's intent to file a truancy petition.

### **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.

1. 9:00 A.M. Rule to ensure Student Safety: Parents/guardians are required to call the school or appear in person by 9:00 a.m. on the day of the absence to request that their child be excused from school. Failing to notify the office on the day of the absence will result in the absence being recorded as unexcused. In order for the absence to be changed to excused, the parent/guardian must submit in writing (written note or email) the reasons for the absence. It is the sole responsibility of the principal to accept or deny this request.
2. Written notice of advanced or planned absences will be required when the parent/guardian has planning time for said absence. The reason for the absence as well as the number of school days the child will not be in attendance must be included.
3. The responsibility for making up homework or tests that may have been missed due to an absence (excused or unexcused) is the sole responsibility of the student. The procedure for completing missing work is detailed in the grading policy section of this handbook.
4. The school hot lunch orders are turned in by 8:50 a.m. Students arriving after 8:50 a.m. will not be able to order hot lunch that school day. (Please refer to page 6 for information related to Student Lunch Information.)

### **Student Responsibilities**

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

### **School official or designee**

1. The attendance clerk or designee will make contact for all absent students whose absences are unverified on the day of the absence. This is for precautionary measures and is not intended to take the place of the parents/guardian responsibilities of notification.
2. The attendance clerk or designee will send written notice to the parent/guardian when their child has reached three unexcused absences and is in danger of qualifying as “Habitually Truant” as defined above. When the child reaches the stage of qualifying as “Habitually Truant”, the principal or designee will send a written notice to the parent/guardian and the Racine County Court.
3. The attendance clerk or designee will send written notice to the parent/guardian when their child has reached ten (10) excused absences. This notice will be in addition to the quarterly report cards which show daily attendance. The attendance clerk will automatically record all future absences as unexcused beginning with the 11th absence of record. In order for additional absences to be excused, the principal or designee must be made aware of the special circumstance that is the direct causation for the child to not attend school.

### **LEGAL REFERRAL**

1. Legal referral may be initiated if a poor attendance pattern has continued and the principal has completed the following:
2. Met with the child’s parent/guardian to discuss the child’s truancy or has attempted to meet with the child’s parent/guardian and been refused.
3. Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and has considered curriculum modifications “Under Section 118.15 (1) (d).”
4. Evaluated the child to determine whether learning problems may be a cause of the child's truancy and, if so, has taken appropriate action or made appropriate referrals.

### **Late Arrival and Early Dismissal**

Every minute in school counts. Students leaving before dismissal (before 3:20 on a full day or 12:20 on an “Early Release Day”) will be marked absent. These students will be marked absent for the afternoon (half day). Perfect attendance will not be afforded students who are removed from school prior to the conclusion of the school day. Again, this includes “Early Release Days.” Students are to remain in school including lunch and recess.

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the District Administrator.

No student who has a medical disability which may be incapacitating may be released without a person to accompany them.

No student shall be released to anyone who is not authorized such custody by the parents.

### **Students Leaving School During the School Day**

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.

### **Make-Up Course Work and Examinations**

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 teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework 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.

### **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.

### **STUDENT BEHAVIOR**

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:

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

### **Positive Behavior, Interventions, & Supports (PBIS)**

The purposes of P.B.I.S. are to: create a positive school-wide culture that includes students, staff, parents, and school community; and to recognize each student's unique strengths/talents. P.B.I.S. provides the necessary examples for them to take ownership in their own academic and social success, providing them with the supports necessary to be successful both academically and behaviorally.

P.B.I.S. is a school wide approach to discipline that creates a process for a safer and more effective school. Working together, teachers, staff, students, and parents enhance the capacity of the school to educate all children by developing research-based discipline systems that are effective in both the classroom and throughout the school.

Each day during morning announcements, we remind students of P.B.I.S. especially the need to be respectful, responsible, and safe at Washington-Caldwell.

The main outcome will be increased time spent on instructional and curriculum activities.

### **Dress and Grooming**

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (attire, 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)

Does my clothing advertise something that is prohibited to minors? (No)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)

Would I interview for a job in this outfit? (Yes)

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.

Guidelines for students include, but are not limited to the following:

1. Shorts and skirts are to have at least a four inch inseam.
2. Extremely loose, baggy, or ill fitting pants or shorts are not acceptable for school.
3. Writing on clothing must not contain double meanings, obscenities, and offensive graphics, be sexually explicit or gang related, or promote drugs, alcohol, tobacco or violence.
4. Tops that show the midriff are not to be worn; and/or low cut tops are not to be worn.
5. Undergarments should not be visible at any time.
6. Tank tops are not to be worn, as well as no spaghetti string tops are allowed. Any shoulder straps must be at least two inches wide on the shoulders. Strapless tops are not allowed. Sheer tops are not allowed.
7. Students are not permitted to wear outside jackets in classrooms during the school day.
8. Hats, caps, sunglasses, slippers, pajamas, and bandanas shall not be worn during the school day except on specifically designated days.
9. Warm coats, hats, mittens or gloves, boots, and snow pants are necessities and must be worn. Boots are required for all 4K-5th grade students.

If, in the judgment of Washington-Caldwell Staff, a student's appearance is distracting, disruptive, or a safety concern, the student will be requested to change into something more appropriate. If necessary, parents will be requested to bring a change of clothing to school.

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. (Board Policy 5511)

### **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 their 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, and may be referred to law enforcement.

### **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, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

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

- all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- all chemicals which release toxic vapors;
- all alcoholic beverages;
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "look-alikes";
- anabolic steroids;
- 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. (Board Policy 5530)

#### **USE OF TOBACCO/NICOTINE IS PROHIBITED**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute or simulated forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330.

Accordingly, the Board prohibits students from using or possessing tobacco or nicotine in any form on District premises, in District vehicles, within any indoor or outdoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. (Board Policy 5512)

## **STUDENT CODE OF CLASSROOM CONDUCT**

The school 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 has adopted this Code of Classroom Conduct, which applies to all students. (Board Policy 5500)

### **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.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
  - 1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
  - 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, 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; or
  15. repeated use of profanity.
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
1. repeated reporting to class without bringing necessary materials to participate in class activities; or
  2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.
- E shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or
- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

### **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 explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.

The Principal will generally give the student an opportunity to briefly explain the situation. The Principal 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. 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.
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. an alternative education program approved by the Board under State law;

### **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.

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.

## **DISCIPLINARY CONSEQUENCES**

Courteous behavior is expected of everyone. Students will be held responsible for actions that interfere with the rights and educational process of others. Students will show respect and cooperate with staff members, parents, and fellow students.

In grades 4K-4, the classroom teacher shall handle discipline with the parents and school principal. For repeated offenses, a student may be moved to the discipline levels listed below. A procedure for grades 5-8 has been put into effect to handle problems that may arise.

All teachers and staff members will establish classroom rules to be followed. When issues arise and verbal warnings or reminders are being ignored, the following procedure will be followed:

A student may be detained after school or asked to come to school early by a teacher, after giving the student and parents one day's notice. The student parents are responsible for transportation. If a student's behavior is unusually severe any of the following levels may be skipped. (Examples of severe behavior may include, but not be limited to, threats, fighting, gross disrespect, theft, vandalism.)

All detentions are served after-school from 3:40 p.m. to 4:30 p.m. Detentions are required to be served within one day of the incident. Copies of all discipline notices will be sent to the teacher.

**LEVEL 1:** One after-school detention, student conference with the teacher or staff member will occur. The teacher/staff member will place a phone call to the parents/guardian to inform them of the discipline and schedule the detention.

**LEVEL 2:** Two after-school detentions, student conference with the teacher or staff member will occur. The teacher/staff member will place a phone call to the parents/guardian to inform them of the discipline and schedule the detention.

**LEVEL 3:** One day in-school suspension. Administrator will contact parents and, if necessary, a re-admittance conference will be scheduled. A written discipline notice will be mailed from the office.

**LEVEL 4:** Three days in-school suspension. Administrator will contact parents and, if necessary, a re-admittance conference will be scheduled. A written notice will be mailed from the office.

**PLEASE NOTE: Students start fresh each Nine Weeks. In other words, a student who has reached LEVEL 3 during one Nine Week period, returns to LEVEL 1 at the start of the next Nine Week period.**

The District Administrator will determine consequences and further options regarding the student's discipline. Continuous and repeated violation or neglect of school rules may lead to additional detention, suspensions, Saturday detention, or recommended expulsion hearing.

Saturday Detention will be in session for a two hour period. Assigned students will attend a continuous two hour period during which time they will be permitted one 5 minute break. Each student shall arrive with sufficient educational materials to be busy during this two(2) hour study period.

The following rules shall apply to Saturday Detention.

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are always to remain in their designated seats unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No technology devices, radios, cards, magazines, or other recreational articles shall be allowed in the room.
6. No food or beverages shall be consumed.

If necessary, the District Administrator will provide a written plan for the return of the student to the classroom or setting.

- Students will not be allowed to attend or participate in extracurricular activities (games or practice) or other school sponsored events such as the quarterly special good behavior activities, dances, etc. that are scheduled on the same day of a (in-school or out of school) suspension. Students will not be excluded from any educational experience that will have a direct influence on their letter grade.
- While in detention, students will complete a behavioral form that will describe the behavior that led to the detention, the effect the behavior had on the classroom, and a plan of action to prevent the behavior in the future. A satisfactory behavioral form, approved by the detention teacher, will be required to receive credit for serving the detention.

### **SUSPENSION AND EXPULSION**

Board Policy 5610 authorizes the use of suspension and/or expulsion as follows:

**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;
- b. 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;
- c. 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 will 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 coursework 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:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- 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 and it finds that the student:
- Repeatedly refused or neglected to obey the rules established by the School District;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- 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, 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, network, 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. 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.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to

take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

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. (Board Policy 5771)

### **STUDENT'S RIGHTS OF EXPRESSION**

Our school 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; or
  - 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 District Administrator 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.

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. (Board Policy 5710)

## **STUDENT DUE PROCESS RIGHTS**

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines in Policy 5611:

**A. Students subject to suspension:** The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the District Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged

**B. Students subject to expulsion:** Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

## **SECTION V - TRANSPORTATION BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students. Students who are Open Enrolled into the District will be responsible for their own transportation to and from school. The bus schedule and route is available by contacting the Bus Company at 262-534-2191.

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. (Board Policy 8600)

### **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.

The following behaviors are expected of all students:

### **Previous to loading (on the road and at school)**

Each student shall:

- be on time at the designated loading zone (10 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

### **During the trip**

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat, play games or play cards, etc.;
- not tamper with the bus or any of its equipment;
- the windows are to be open only with permission from the driver and may not; be lowered to more than the third notch;
- be absolutely quiet when approaching a railroad crossing;
- in case of an emergency students are to remain in their seats until further; instruction from the driver is given;
- do not leave the rear do except in case of an emergency;
- items too large to place on a rider's lap must have prior driver approval.

### **Leaving the bus**

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe and you look both ways;
- be alert to a possible danger signal from the driver;
- children must get off the bus at their regular departure points.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Students are expected to be at their regular stop. Permanent changes will be accepted if there is room on the buses. Daily bus changes will not be accepted.

Permanent changes on Early Release days will be accepted. Please send a note with the change one day in advance and notify the bus company, 262-534-2191. Your cooperation is appreciated and will ensure a safe dismissal. Our students' safety is imperative.

### **CAMERAS ON SCHOOL BUSES**

The Board has authorized the installation of 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 the bus camera, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (Board Policy 8600)

### **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.

Violators of these rules will be reported to the principal and given an unsatisfactory conduct ticket (white slip). Penalties may be assessed as follows:

**1st Offense** - Verbal warning, student conference with driver or staff member. (Note to parent)

**2nd Offense** - Parent contacted by driver and/or school phone call with a Disciplinary Report sent home for parent.

**3rd Offense** - Disciplinary Report issued with a 1 hour after school detention. A parent - principal conference will be required with student. Parents will be notified the day before an after school detention is to be served. Detentions can be served on the day they are assigned if contact with a parent is made. Failure to show up for a detention doubles the detention time.

**4th Offense** - Disciplinary Report issued and a 2-hour detention is assigned. Principal will contact parents. Student is removed from the bus for the remainder of the quarter until conference with District Administrator, driver, parent and student.

**The following forms are available upon request in the District office:**

- 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 (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.

**WASHINGTON – CALDWELL SCHOOL DISTRICT 2020-2021 STAFF**

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Stacey Forkner ----- Vice President

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## **WATERFORD AREA SPECIAL EDUCATION**

**100 Field Drive Waterford, WI 53185**

**262-534-4034**

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<b>Saunders, Evan</b>	<b>School Psychologist</b>
<b>Allender, Michelle</b>	<b>Secretary/Administrative Assistant</b>
<b>Bills, Erica</b>	<b>Transportation Coordinator</b>
<b>Williams, Jana</b>	<b>Coordinator, 504 Plans</b>
<b>Hammer, Sara</b>	<b>Intervention Specialist</b>
<b>Rolerat, Laura</b>	<b>Occupational Therapist</b>
<b>Schultz, Maryann</b>	<b>Bookkeeper</b>
<b>Skanse, Peggy</b>	<b>Physical Therapist</b>
<b>Gill, Megan</b>	<b>Teacher, Early Childhood</b>
<b>Clayton, Liz</b>	<b>Teacher, Early Childhood</b>

## **WASHINGTON–CALDWELL SCHOOL DISTRICT**

### **2020-2021 Verification Notice**

**Dear Parent and Student:**

**Please be sure to make note of sections of this handbook. If you have questions, please feel free to contact the principal.**

**We consider them very important and will follow through with the guidelines developed.**



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Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Students must return this slip to their teacher by Friday, September 4, 2020.**