

CHILTON ELEMENTARY SCHOOL
2023-2024

“STUDENT/PARENT HANDBOOK”

**CHILTON ELEMENTARY SCHOOL:
“EXCELLENCE
IS NOT BEING THE BEST,
EXCELLENCE
IS DOING YOUR BEST!”**

Dear Students/Parents:

Please read over this handbook thoroughly. After you have gone over this document carefully with your child:

- **Please check the agreement box on the registration online portal, or—if requesting a paper copy, sign and return signature sheet that will be included.**
- **Chilton Elementary School students will not be allowed to participate in special events unless all school related/requested communication with home are returned signed by the parent or guardian.** This includes but is not limited to: Handbooks, detention/discipline reports, bus incidents, etc.

Have a great year and if I can assist you in any way, or if you have any questions, please let me know.

Thank you!

Mrs. Becky Lemke
Elementary Principal

REMEMBER !!!!

CALL SCHOOL 849-9388 **BEFORE** 8:30 A.M. if your child is sick or will be absent.

VISITORS - This includes parents, guardians and others are to report to the office once entering the building. All visitors are expected to obtain a "Visitor Pass" from the office staff before visiting. School staff have been asked to stop "roaming people" and ask for the required pass.

STUDENT DEPARTURES from the building must also be with office approval and a permit to leave issued. Students will not be released to any adult, including parent or guardian, without office approval. Students will need to be picked up from the office once the approval is given.

CHILD PICK-UP - If, for any reason, parents are calling for children when school is in session, arrangements will be made by the office for the child to be released from school. If a child is to be released to someone other than a parent/guardian, this request is to be made in writing by the parent/guardian. **Children are to be picked up at the office.** Parents are asked to please refrain from picking up their children during the regularly scheduled bus pick up. Our buses must have the drives free of other motor vehicles during these drop-off and pick-up times.

PICK UP AND DROP OFF – Please use the designated drop zones for before and after school. Reference the map on page 21 for specific information. During school hours students need to be dropped off and picked up from the office.

PHONE CALLS - Teachers will not be called to the telephone during school hours except in case of an emergency. Parents may leave a message to have the teacher call back as soon as possible.

JOIN PTA! The Parent-Teacher Association helps parents, teachers and the school cooperate for the benefit of our children. You will have several opportunities to be involved this year.

ATTEND CONFERENCES SCHEDULED FOR YOU! Conferences are held to share our observation of your child's progress. We are happy to meet with you more often if you wish -- simply call or send a note with your child.

GIVE A CALL OR DROP A NOTE! If you have a concern - or are happy about an experience your child has had -- take just a moment to let us know. If you call and your child's teacher is busy, we will take a message and call you back as soon as possible.

By working together, we can help your child achieve his/her potential. Our door is always open. We look forward to seeing you at school! Thank you for your understanding of and compliance with the above requests.

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Welcome to
Chilton Elementary School

Chilton Elementary Students and Families,

On behalf of the entire elementary staff, welcome to Chilton Elementary School! It is my hope that you and your student will have a rewarding experience as part of our Tiger Family. Our dedicated and caring teachers, secretaries, custodians, bus drivers, cooks, librarians, and teaching assistants are committed to making this a great year!

Our school is a place for children to learn and grow, and it is essential to create an environment of mutual respect that puts learning first. We want school to be a place to experience the excitement of learning, and a place where the students, parents, and school staff form a partnership. We welcome your participation and support this school year. A collaborative effort will enable us to reach our collective and individual goals and celebrate the achievements of our students.

This handbook has been developed to provide you with information that promotes a safe environment and communicates school expectations and policies. Please read through it carefully and keep it available for reference.

Thank you for trusting us with the educational journey of your student. Best wishes for an exciting and rewarding school year.

Your partner in education,

Mrs. Becky Lemke
Elementary Principal

Required Notes about Meningitis

Meningitis is a serious disease caused by bacteria. It results in inflammation of the lining of the brain and spinal cord. This disease can be fatal in a matter of hours or days. Meningitis can be misdiagnosed as something less serious because early symptoms are similar to those of a common viral illness.

- Stiff Neck
- Sudden onset of high fever
- Headache

It is important for your child to be vaccinated against meningitis even if they will not go to college or the military. This disease is spread through saliva by such activities as kissing, sharing food or drinks, or sharing lip balm or cigarettes.

Most doctors and the Calumet County Health Department offer a shot that can protect your 11 year old to college aged child from most forms of the disease. Contact your doctor, the Calumet County Health Department. Please call now to protect your child from this often preventable disease, (920) 849-1432 or from Appleton (920) 989-2700.

Permission to Publish

There are certain times during the year your child/children may be photographed or videotaped. Some of these pictures/videos may be published in the newspapers, shared with local television stations, on local radio stations, on social media, placed on the website, or used in the classrooms school wide for different projects. We are asking for your permission to do this, **if you do not want these published please contact our office at 849-9388**, or by signing off on this handbook we will assume we have your permission to publish if ever needed.

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules and expectations on the following pages are not all inclusive. The administration will take such action as is necessary and not forbidden by law or board policy to insure the discipline and orderly conduct of the school. Action may be taken with any offenses, which interferes with the well being of the school regardless of the existence or nonexistence of a rule covering the offense. All of the regulations that follow are set down in an attempt to maintain the rights of all.

ATTENTION: The removal or addition of any pages in this handbook is prohibited without authorization from the administration.

CHILTON ELEMENTARY SCHOOL STAFF

SUPERINTENDENT

Mrs. Susan Kaphingst

PRINCIPAL

Mrs. Becky Lemke (Room E09)

OFFICE

Secretary –Michele Hoerth (Room E09)

Secretary –Maxine Heimann (Room E09)

PRE KINDERGARTEN

Heidi Hess (Room E02)

Tara Koenigs (Room E01)

KINDERGARTEN

Amy Brown (Room E24)

Abigail Beckman (Room E28)

Carolyn Platner (Room E29)

1ST GRADE

Abigail Pethan (Room E19)

Kelsey Dohr (Room E23)

Melissa Jacobs (Room E25)

Marna Winkel (Room E21)

2ND GRADE

Kelly Brown (Room E16)

Charlotte Deehr (Room E12)

Rosemary Stenklyft (Room E10)

Erin Wilke (Room E24)

3RD GRADE

Sam Cripe (Room E54)

Anika Schmitz (Room E50)

Jill Mueller (Room E48)

4TH GRADE

Ashley Schlinder (Room E53)

Ashley Kartheiser (Room E44)

Steve Knaus (Room E46)

School Counselor

Amie Lisowe (Room E18)

PSYCHOLOGIST

Catherine Knaus (Room M137)

TECHNOLOGY

Dave Endres (H.S.)

Ann Bartel (ES)

Kip Enneper (H.S)

ART

Jo Woodcock (Room E38)

Nurse

Michelle Blaha (Room E09)

MUSIC

Kim Tiegs (Room E52)

CAFETERIA

Cindy Neuber, Lisa Scharinger, , Kelly Propson, Lisa Schneider

SPECIAL EDUCATION

Director..... Lori Muench

ID..... (Room 07)

EC.....Tara Koenigs (Room 03)

EBD..... (Room E11)

LD.....Shannon Krusick (Room E26)

OT.....Angela Rutkowski (Room E42)

PT..... (Room E42)

Paraprofessional...Alisha Baier

Paraprofessional...Cindy Bangart

Paraprofessiona...Sharon Bechlem

Paraprofessional...Jamie Birschbach

Paraprofessional...Audrey Criter

Paraprofessional...Erica Rodman

Paraprofessional...Lisa Rieth

Paraprofessional...Ann Schoen

Paraprofessional...Nicole Wittmus

ELL

Maria Shymanski (Room E49)

Estela Geiser (Room E49)

Jennifer Hoffman(Room E49)

LIBRARIAN

Sue Salzsieder (Room M146)

PHYSICAL EDUCATION

Matt Wehde (Room E65)

David Rosenau (Room E62)

Tristan Konen (Room E62)

SPEECH

(Room E04)

Abby Sippel (Room E17)

Interventionists

Candi Koenigs (Room E33)

Faye Kohlbeck (Room E35)

Angela Meier (Room E47)

MAINTENANCE/CUSTODIAL

Beverly Fesing, Mike Hochrein

Dan Criter, Luann Monroe

CHILTON PUBLIC SCHOOLS



2023-2024 School Year Calendar

AUGUST 2023						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 17 – Aug 14: 2 Floating In-Service Days
 Aug 9: New Staff In-Service – 1/2 day
 Aug 10: New Staff In-Service
 Aug 15 – 17: All Staff In-Service
 Aug 17: Freshman Orientation
 Aug 17: ES & MS Open House
 Aug 21: First Day of School

JANUARY 2024						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 1: No School – Holiday
 Jan 3: No Early Release
 Jan 4: End of 2nd Quarter (42 days)
 Jan 5: No School – In-Service

SEPTEMBER 2023						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sep 4: No School – Holiday
 Sep 6: No Early Release
 Sep 11: HS Parent Teacher Conf.

FEBRUARY 2024						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb 7: No Early Release
 Feb 15: No School – In-Service
 Feb 16: No School
 Feb 19: HS Parent Teacher Conf.
 Feb 28: No Early Release
 Feb 29: Early Release
 Feb 29: ES & MS PT Conf.

OCTOBER 2023						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct 4: No Early Release
 Oct 10: Early Release
 Oct 10: ES & MS PT Conf.
 Oct 11: No Early Release
 Oct 16: No School – In-Service
 Oct 25: End of 1st Quarter (46 days)

MARCH 2024						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mar 6: No Early Release
 Mar 13: End of 3rd Quarter (46 days)
 Mar 28: No School
 Mar 29: No School

NOVEMBER 2023						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov 1: No Early Release
 Nov 22: No School – Teacher Comp Day
 Nov 23: No School – Holiday
 Nov 24: No School

APRIL 2024						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 1: No School
 April 3: No Early Release
 April 22: HS Parent Teacher Conf.

DECEMBER 2023						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 4: HS Parent Teacher Conf.
 Dec 6: No Early Release
 Dec 25 – 29: Winter Break

MAY 2024						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 1: No Early Release
 May 15: No Early Release
 May 16: Last Day of School
 11:30 Release
 May 17: Staff Work Day
 May 19: Graduation

DAILY SCHEDULE	
ELEMENTARY:	7:55 am - 3:10 pm
MIDDLE:	7:50 am - 3:10 pm
HIGH:	7:50 am - 3:15 pm

- No School
- First/Last Day
- 10 Early Release @ 1:00 PM
- In-Service/No Students
- No Early Release
- ES/MS Parent Teacher Conference
- End of Quarter/Term
- HS Parent Teacher Conferences

NOTICE OF NON-DISCRIMINATION POLICY

The Chilton School District is committed to a policy of nondiscrimination on the basis of race, religion, color, sex, or sexual orientation, age, national origin, handicap, marital status, parental status, pregnancy, political affiliation, ancestry, arrest or conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or State of Wisconsin or any other factors provided for by state and federal laws and regulations.

**CHILTON SCHOOL DISTRICT
DISCRIMINATION COMPLAINT PROCEDURES**

If any person believes that Chilton School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX and Section 504 or in some way discriminates on the basis of sex, race, color, national origin, age or handicap, he/she may bring forward a complaint to the Superintendent's Office at the following address: 530 W. Main St., Chilton, WI 53014.

INFORMATIONAL PROCEDURE

The person who believes he/she has a valid basis for complaint shall discuss the concern with the Local Title IX or 504 Coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within five (5) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

FORMAL GRIEVANCE PROCEDURE

- STEP 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Local Title IX or 504 Coordinator within five (5) business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days.
- STEP 2: If the complainant remains unsatisfied, he she may appeal through a signed, written statement to the Board of Education within five (5) business days of her/his receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each concerned party within ten (10) business days of this meeting.
- STEP 3: If, at this point, the grievance has not been satisfactorily settled, further appeal made to the Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201

ASBESTOS: AHERA PROVISIONS

The Chilton School District AHERA Management Plan has been completed and is available for inspection in the District Office by any parent, employee or District resident.

This plan satisfies the requirements established by the Federal Government. The School District of Chilton has taken an aggressive position since 1978 regarding the issues contained in the AHERA provisions and has had total capsulation of any asbestos items since that time.

Beginning on May 24, 1990, the District contracted for the removal of all identified asbestos containing material, with the exception of isolated floor tile which is totally encapsulated. This project was completed during the summer of 1990.

HAZARDS IN THE SCHOOL – YOUR RIGHT TO KNOW

Chilton Elementary School tries hard to protect you against the dangers of hazardous chemicals. Safety training, engineering controls, and medical exams and record keeping are just a few of the things being done to keep you safe.

The Occupational Safety and Health Administration (OSHA) has issued a rule that will help your school keep you safe and healthy. It says you have a right to know what hazards you face at school and how to protect yourself against them.

Every chemical, with which you come in contact at school either in a class activity, or in any other way, has a Material Safety Data Sheet (MSDS) on file at the school. Please ask your teacher about the MSDS forms whenever applicable.

COORDINATORS OF OTHER NON-DISCRIMINATION RELATED PROGRAMS & SERVICES

Title IX Coordinator Building Principal
Section 504 of the Rehabilitation Act Coordinator..... Lori Muench, Pupil Services

ADMISSION TO CHILTON ELEMENTARY SCHOOL

- 4K... Children who are 4 years old by September 1st.
Children who turn 5 in June, July, or August and whose parents wish to enroll their child in 4K rather than kindergarten.
- Kindergarten ... Children must be five years by September 1st.

EVIDENCE OF AGE

A child entering the Chilton Public Schools for the first time must present his/her birth certificate or other legal evidence of date of birth before he/she is enrolled.

REQUIRED IMMUNIZATIONS FOR ENTERING ELEMENTARY SCHOOL

All students must present evidence that they have received at least the first dose of each type of vaccine required for their grade level within 30 school days after admission to school. Waivers are available for health (signed by a physician), religious or personal conviction (signed by a parent) reasons.

VACCINES REQUIRED

Grade Pre-K (2 years – 4 years)	4 DTP/DTaP/DT	3 Polio	1 MMR	3 Hep B	1 Var
Grades K-4.....	4 DTP/DTaP/DT/Td	4 Polio	2 MMR	3 Hep B	2 Var

1. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5, which would normally correspond to the individual’s age.
2. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: A dose four days or less before the 4th birthday is also acceptable.
3. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
4. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
5. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
6. Laboratory evidence of immunity to hepatitis B is also acceptable.
7. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: A dose four days or less before the 1st birthday is also acceptable.
8. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

SCHOOL HOURS

4K a. m. session 7:55 – 11:10 M, T, TH, F 4K p.m. session 11:55 - 3:10 M, T, TH, F
5K-4th grade 7:55 - 3:10 M, T, Th, F 7:55 – 1:00 W (unless noted differently on the calendar)

BEFORE SCHOOL RULES

Students should not arrive at school before 7:45 a.m.; the doors to the school will be locked until this time. Students dropped off between 7:50 a.m. and 8:00 a.m. should report directly to their classroom.

TEXTBOOKS

All textbooks are the property of Chilton Elementary School and are purchased through tax dollars that each student's parents contribute. Students are to take care that all issued textbooks are returned in the same condition as when they were received. Teachers will assess fines for textbooks returned in poor condition. The average cost to replace a textbook is \$70.00.

ATTENDANCE/PROCEDURES ON ABSENCES

(State Statute: 118.15; WI Act 239)

All absences, except those caused by illness or the death in the immediate family, must be approved in advance by the building principal. Principals may authorize a total of up to ten (10) excused absences each year for students. The following conditions must be met for the absences to be considered excused:

- The student's parent or legal guardian must **request in advance** that the absence be approved and provide an explanation of the special and specific need. Final approval of each request will be made by the principal based on the merits of the need.
- The principal must ensure that this policy is not abused. It is not the intent of this policy to allow students to repeatedly miss one or two hours of school to avoid a class or gain early dismissal or arrival. It is not the intent of this policy for students to miss school for peer or social activities. The absences granted under this policy must be for student needs that could not reasonably be met outside the normal school hours.
- In case of illness: The parent or legal guardian must contact the school by 8:30 a.m. on the day of the illness to excuse the student (849-9388). Requests for homework must be made at this time as well.
- A student that has a medical or dental appointment should make every attempt to take care of this outside of the school day. A note from the doctor or dentist upon your return is appreciated, but is not necessary unless notified by the building principal. All students must report to the office immediately before one leaves the building and upon after an absence.

Any time a student must leave the building for a valid reason, the student must pick up a "permit to leave the building" slip from the office before school begins for the day. To receive this permit, a written note from the parent must be presented or a phone call made by the parent to explain the specific need or situation to the office prior to the time the student must leave.

In order to be recognized for perfect attendance at the end of the school year – a student must be in school from 7:55 am until the end of the school day on every day that school is scheduled to be in session. Any tardiness or early leaves will be counted against perfect attendance including excused tardies and absences.

EXCUSED ABSENCES

The building principal will on a daily basis determine which absences are excused or unexcused. Student illness, death in the immediate family or severe illness of an immediate family member can be reasoned as excused along with other absences that have been pre-arranged for special and specific needs. The principal may approve up to a total of ten (10) days per year for a student. All requests must be made in advance of the absence for an excused absence to be determined by the principal if other than an illness or death or severe illness in the immediate family.

UNEXCUSED ABSENCES

All absences that have not been pre-arranged, except personal illness or a death or severe illness of an immediate family member, will be deemed unexcused. Again, all absences must be pre-arranged with specific needs as to the absence listed clearly. Absences that have not been pre-arranged will be unexcused and will be included in the count for determining habitual truancy.

DEFINITION OF TRUANCY

Truancy is any absence from school for an entire day, or any part of a school day, without the consent of a parent or guardian and the approval of the absence by the building principal. Students who have unexcused absences only because they did not obtain approval in advance will be allowed to make up all work missed on the day of the absence. Make up work must be made up one day after the absence. The grade for work not made up within one day after the absence will be zero. Students who repeatedly (defined as “more than once”) fail to obtain approval in advance for an absence could be assigned a detention outside of the school hours.

ALL OTHER UNEXCUSED ABSENCES

Students that have unexcused absences for any reason other than not getting approval in advance for an absence will not be allowed to receive credit for work missed. Students are not excused from learning and completing the content, but a zero will be issued for this type of unexcused absence. Please refer to “Absence and Make up Work” located in this handbook.

EXCESSIVE ABSENCES AND/OR TRUANCY

Chronic absences without acceptable excused and/or verified medical reasons may be construed as excessive. Every attempt, as required by law, will be made by the Principal to notify and work with parents to avoid serious attendance problems including parental conferences and/or referrals to the guidance counselor, social services and EEN staff. If these attempts fail to correct the problem, legal proceedings will be brought against the child under Wis. State Statue., 48.13 (6) and/or the parents/guardians under Wis. State Statue., 118.15.

A child may be excused by the parent for not more than 10 days in the school year under this new provision. The School Board shall require a child so excused to complete the coursework missed during the absence.

Habitual Truant - Habitual truant means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.

PRE-ARRANGED ABSENCES

Parents wishing to take students out of school for family trips or other special occasions should contact the principal for approval at least 3 days in advance. If this planned absence is classified as “excused” the

student will be issued a Pre-Arranged Absence Form to have initialed by all his/her teachers. This will allow individual teachers time to contact parents before the planned absence to inform them of any potential class problems. Students should make arrangements for make-up work with their teachers prior to the absence.

PRE-ARRANGED ADVANCE MAKE UP WORK

If an absence is planned in advance, a pre-arranged absence form is to be obtained, filled out, and the parents or guardians should come by the school to get work for their child to complete while absent. Upon returning from an absence, students may be held responsible for completing all work that has been assigned within a short period of time.

TARDINESS

Being on time is an important element of life and school, and will be expected of you from all present and future teachers and employers. Everything possible will be done to encourage punctuality.

Students must be in their classrooms before the 7:55 a.m. bell or they are considered tardy.

Late to School: Report immediately to the office. A tardy slip will be issued and marked either excused or unexcused. Unexcused tardiness will be handled by the classroom teachers.

Tardiness will be addressed in the following manner.

1. The teacher will try to work with the student to correct the problem. Discussions with the student, a parental contact, a guidance referral, or the teacher assigning a detention are all appropriate in discouraging tardiness.
2. If tardiness continues, Parents will be asked to attend a conference here at school, office detentions will be assigned and consequences for continued tardiness will be identified.
3. Habitual tardiness will result in a conference with the principal and a 30 minute detention may be assigned. At this point, a detention may be issued every time a student has an additional tardy. The principal may at this time incorporate assistance from County Human Services, the Chilton Police Department and other consequence for continued tardiness

PERMIT TO LEAVE

No students shall leave the school building during the school day except by permission from the school office. If an absence is anticipated (i.e., medical appointment, etc.), students are to present a written parent request to the office and obtain a Permit to Leave pass. Students are to report to the office upon returning to school. If a student is leaving during the day at any time, a note needs to come to the office before school, taking them out last minute is very difficult.

STUDENT APPEARANCES

The School District of Chilton believes that the responsibility for the appearance of each student rests with the parents or guardians of each student, provided that the attire of the student seeks to enhance rather than disrupt an established educationally conducive environment. As such, students are expected to come to school dressed in a manner that is safe, appropriate and inoffensive to the general school community at-large. Students who adhere to the following guidelines are most likely to find themselves dressed in a manner that is appropriate for the school setting:

1. Assure that good personal hygiene habits are practiced daily; this includes assuring that clothing and attire are washed and cleaned regularly.
2. Assure that clothing or hairstyle does not put one at risk for injury while engaging in academic or co-curricular activities (e.g., blocked vision, restricted movement, loose or torn clothing that could get caught in mechanical devices and/or catch fire, etc.).
3. Assure that clothing and/or dress styles will not create a disruption to the learning environment or be offensive to others – clothing that is unacceptable includes, but is not limited to:
 - a. Tops and/or pants, skirts, and shorts that reveal cleavage, midriff, buttocks, upper thigh (fingertips length), undergarments (or the lack thereof), and/or reveal more than an acceptable amount of one's body.
 - b. Halter tops, tube tops, "tank" tops with less than a one-inch strap on each side, and/or strapless tops.
 - c. Tight-fitting and/or sheer clothing that reveal undergarments (or the lack thereof).
 - d. Torn, ripped, and/or cut clothing that reveals undergarments (or lack thereof), cleavage, midriff, buttocks, upper thigh (fingertip length) and/or more than an acceptable amount of one's body. Jeans with tears, rips or holes above the fingertip length.
 - e. Clothing on which obscene, socially-offensive pictures or language exists to include, but not limited to, references to illegal drugs and/or tobacco and/or alcoholic beverages and/or serving as an advertisement for an alcoholic beverage serving establishment.
4. Hats or other unwarranted head wear, except in established religious or cultural circumstances, are to be removed and kept in student lockers by the start of classes each day and remain there until the conclusion of the school day.
5. Backpacks, purses, drawstring bags and other bags larger than 9" x 5", while necessary to transport books and school supplies to and from school, are viewed as taking up valuable space in classrooms and/or creating a safety concern. Backpacks and other bags identified above are to be kept in student lockers/cubbies by the start of classes each day and remain there until the conclusion of the school day.

6. Outwear and/or bulky coats, such as, but not limited to, down-coats, winter jackets, and trench coats are to be removed and kept in the student lockers/cubbies by the start of classes each day and remain there until the conclusion of the school day. The intent of this language does not apply to Chilton Schools apparel.
7. Blankets and other material that covers extremities is not appropriate for use during the school day.
8. Shoes must be worn during the school day unless students have approval from teachers for a special activity.

Students who come to school not appropriately dressed and/or attired will be asked to change. If a student is asked to change, the school may supply appropriate attire for the day. Should a student not comply when asked to change, disciplinary consequences will be given. Students who experience continued difficulties with what is expected for student appearance will be referred for disciplinary action to include, but not limited to, suspension and/or expulsion from school. Students who are found to be repeatedly violating these expectations will be subjected to the following:

- Confiscation of the hat(s)/outerwear/bag(s)/clothing/blanket(s)
- Appropriate disciplinary measures including, but not limited to, suspension from school.

Note: Upon approval of the principal or her/his designee, a teacher may modify either one of these expectations for her/his class on a limited basis if there is a justifiable reason to do so (e.g., planned field trip, special project for the day, etc).

REPORT CARDS

Elementary School grades are a combination of many factors, but mastery of the subject matter and procedures are fundamental in the determination of grades. The correct grade for each student is achieved as a result of homework, written examinations, oral contributions by the student, and the teacher's judgement regarding improvements in the student performance area.

Reports are issued parents via the students each nine weeks. Chilton Elementary School uses a standards based system of grading based on the Teacher's judgment or system.

It is our belief that students must be assessed early and often by the classroom teachers. That information is then processed so that we can identify how each student learns best. A key aspect of that process is communication to the parents and students. To that end, we have developed an assessment system here that we feel gives the parents the information that they want so that they can assist us in the process of teaching their children.

Students in the K-4 grades will be assessed on a scale based off of a list of objectives that have been developed by our staff and a group of parents.

RETENTION/PROMOTION POLICY

IF:

1. Any student who has not mastered the grade level benchmarks identified on the learning guides will be a candidate for retention in the subject area(s) in which that occurred.

2. Any student who has received D's and/or F's in academic courses in any one (or more) quarters will be a candidate for retention in the subject area(s) in which that occurred.
3. Any student who falls below the grade level median on NWEA Measures of Academic Progress (MAP) assessments will be a candidate for retention in the subject area(s) in which that occurred.
4. Any student who performs at the minimal or basic level on the State Test will be a candidate for retention in the subject area(s) in which that occurred.

THEN:

1. The grade level/course/team of teachers will convene and discuss those students who have been identified as candidates for retention and review all data.
2. The full list of candidates being considered for retention after this discussion will be brought before the promotion/retention committee consisting of: GRADE LEVEL/TEAM OF TEACHERS, BUILDING PRINCIPAL, and specialist working with the student, the building principal having the tie breaking vote.
3. The committee will determine if a student will be retained for the full grade level (repeating all courses at the grade level) or if a student will repeat only selected courses. If the student repeats only selected courses, the committee must determine which courses will be repeated.
4. Final list of retained students will be turned in to the principal.
5. If parents chose to contest this retention, they must appear before the entire committee prior to the last day of the school year. If parents still disagree with the decision of the committee, they must appeal to the Board of Education at the regularly scheduled June School Board Meeting of the same academic year in question. All appeals will be handled at the regularly scheduled June School Board Meeting unless otherwise authorized by the Superintendent and Board of Education.

PROGRESS REPORT

Our professional staff monitors and evaluates each student's academic, attendance, attitudinal, and behavioral progress continually, and parents and teachers are expected to communicate about such progress often. However, during the 4th week of every quarter during the school year elementary school faculty members will review the status of each student in their classes. A progress report will be mailed to the parents of those students doing less than acceptable work, in danger of failing and/or showing improvement in their classes. Parents are urged to call teachers to discuss these reports.

LOST AND FOUND

Most articles that are lost or found are turned in to the Lost and Found cabinet in the hallway. If the article is labeled, the child will be called to claim it. If the article is not labeled and not claimed, it will be donated at the end of the month following the month in which it was found. It is most helpful if clothing and other items are labeled.

CLASSROOM VISITATIONS

We welcome parent visitors. When parents wish to visit a classroom, they should make a request to the building principal. Once approved, stop at the office and obtain an "Adult Visitor Pass". No preschool children or infants may visit with the parents. When you are in the class observing, please do not try to hold a conference with the teacher about your child. Make an appointment to confer before or after school.

Here are a few tips on how to get the most out of your visit.

1. A 15-30 minute visitation is better than staying too long at any one time.
2. Just open the door without knocking and find a place to be seated. You will probably find the back of the room more satisfactory.
3. Come at the time of the day when the work you want to see is likely to be in process. Check with your child's teacher beforehand. Remember: "A Visitor Pass" must be obtained at the office before going into your child's classroom.

ACCIDENTS AND INJURIES

The school district does not provide any accident insurance for students. Parents, who wish to insure their children with the Wisconsin Interscholastic Association, as has been done for the past several years, may do so by contacting the high school office. Insurance charges are the obligation of the parents.

In case of injury, students are to follow these steps:

1. ALL INJURIES MUST BE REPORTED TO THE TEACHER IN CHARGE IMMEDIATELY. The teacher will notify the office.
2. Teachers/Supervisors must complete an accident form for any student injured under their supervision.
3. If a student is injured while participating in any school activity, he/she should notify their instructor immediately. The teacher will send him/her to the office. Any first aid, which is necessary to meet the immediate emergency, will be done. After this has been done, parents will be contacted in regard to further medical treatment. Parents/Students must understand that the school is not liable for doctor transportation or hospital bills resulting from accidents of any kind.

NOTICES

From time to time notices will be sent home with your child. Please encourage your child to get them home in readable form. To make them want to take the notices home, show an interest by reading the notices.

BICYCLE REGULATIONS

1. Riding of bicycles on the school walks or grounds is forbidden.
2. Ride only on driveway leading from city streets to parking places.
3. Use racks for parking bicycles.
4. Observe all traffic rules relating to bicycles.
 - A. Ride in single file.
 - B. Come to a complete stop before entering or crossing an arterial street.
 - C. When leaving the school grounds, come to a complete stop before entering the street.
 - D. Carry no passengers on your bicycle.
 - E. Any student tampering with the bicycle of another student will pay for any damage done, will not be permitted to bring his/her bicycle to school or be in the bicycle areas, and his/her parents will be requested to come to the school.
 - F. Students who take the bicycles without permission are also subject to disciplinary action.

PARKING ON SCHOOL GROUNDS

The school parking lot is a high traffic area during all times of our school day, but especially before and after school. This high traffic area is a huge concern for us for the safety of your children!

Please use the designated drop zones of the building to pick up and drop off your child before and after school.

We have posted signs and marked curbs for all areas at the school. There are designated **NO PARKING AREAS** and will be enforced for the safety of your children as they walk to school through our lot.

Please park only in the authorized parking areas of the lot during your visit here at school or as you drop off or pick up your child. Thank you for your cooperation on this matter.

SCHOOL FEES

Each student is to be charged a fee for items such as workbooks, magazines, and other publications. These items are needed to give your child a basic up-to-date and well-rounded education. The established fees are:

4K Snack Fee	\$35.00
Grades 1-4	\$35.00
Full Day Kdg.	\$35.00

We ask that these fees be taken care of before school starts. Failure to pay these fees will take privileges away from your students such as field trips etc. If a payment plan is needed please contact the school office.

SCHOOL MEALS

Our school meal programs are supervised by a qualified manager who is responsible for the planning and preparation of all meals. Every meal of the cafeteria will be a reimbursable meal. Federal assistance makes the low price possible. Details of our cafeteria system are as follows.

1. This is a pre-pay system for all school meals and milk transactions.
2. Students qualifying for free or reduced priced meals will be processed as in the past. If, for good reason, a family would not continue to qualify for the free or reduced priced meals, they will immediately have their status changed to full pay. A family can resubmit an application at anytime that their income or household members change.
3. Food service products can be purchased only with an I.D. number. No cash purchases will be available.
4. There will be a computerized record of each meal eaten, entree or milk taken by each member of the family.
5. I.D. numbers may not be used by other students.
6. There will be some procedural requirements, which are outlined below.
 - a. Each student will key in their I.D. number. This number will be used for the entire year.
 - b. The student will key in their number each day as he/she goes through the cafeteria line.
 - c. The computer will "read" the student's number and the cost of the meal will be automatically deducted from the child's account. Each child has their own individual account.
 - d. Prices for lunches will be \$2.60 per day for grades K-4 and the price of milk is \$.45. Reduced price lunch will be \$.40 per day for all grades, for those students from families who qualify for "reduced" lunch. The cost of breakfast is \$1.75, the reduced cost for qualifying families is \$.30. Adult lunches are \$4.65.
 - e. Applications for free and reduced meals are e-mailed to families, located on our website, and will be available in the school offices. There will be a 30 day "grace period" given to those families who qualified for free and reduced priced meals last year. (Following the "grace period", those that have not completed and returned the forms will be charged the full price for meals consumed.) Those students who did not qualify for free or reduced price meals last year, must prepay for their meals on a regular basis until their application has been approved. **While the application is being processed you will be responsible for any charges that are incurred.**
 - f. Parents may deposit any amount in their child's lunch account.
 - g. Milk - Students may purchase extra milk at lunch time. The cost of this milk is .45 cents, and the money for this milk will need to be deposited in the child's lunch account.
 - h. Morning milk is available to all students 4K- 4.

- i. Please make checks payable to the School District of Chilton and keep in mind they are for school meals and milk only. Please do not combine with other purposes, as we will not give change to students. This also applies for deposits made throughout the school year. It will help if you write LUNCH on the check to avoid any confusion plus the student's I.D. number and how much goes into the account.
- j. This program **can't** run on negative balances so please make sure your child has enough money for lunch in his or her account. The school isn't responsible to notify you of low balances; you are asked to keep track at home of what you put in. If you aren't sure please send lunch money, the balance carries over from year to year, you won't lose the money.

STUDENT RECORDS

Parents may inspect and review all educational records kept by the school on their children. Educational records of each child are kept in the teacher's classroom. Highly confidential records are kept in the appropriate offices. Request to review records must be submitted to the principal.

COMPLAINT PROCEDURES

EDGAR - Requirements are followed regarding any Federal statute or regulation complaints. Details may be obtained from the 1982 addendum to the Procedure Handbook for Exceptional Education Programs. (Page 22)

ADDITIONAL INFORMATION TO PARENTS REGARDING RECORDS

Distinction between progress and behavioral records:

Behavioral Records

1. Referral information (including notices and forms).
2. Signed parental consent for evaluation.
3. IEP Team evaluation, individual reports, etc.
4. IEP Team findings and IEP Team reports.
5. Individual educational plan.
6. Placement decisions and signed parental consent or refusal.
7. Medical evaluations and prescriptions required substantiating health treatment services. (Presently needed for approving related services of QT/PT).
8. Medical evaluations used to substantiate a determination of disability and handicapping condition. (Presently needed for approving Homebound Services reimbursement).

Progress Records

These include pupil records, which include the pupil's grades, a statement of the courses the pupil has taken, the pupil's attendance record and records of the pupil's school extra-curricular activities.

RECORDS MAINTENANCE AND DESTRUCTION

1. All behavioral records are destroyed one year after student's graduate or last attend a school except with written permission to retain them.
2. All progress records are maintained for a period of a minimum of 5 years after the pupil ceases to be enrolled in the program.

TRANSFER OF RECORDS

The school building principal will ensure timely transfer of student records to receiving school district. (Parent permission is not required in this instance - but notification that records are being forwarded should be sent). Transfer should be done within 5 working days of notification from receiving school district.

PARENT-TEACHER CONFERENCES

We believe that many problems can be solved or possibly avoided when there is a close and friendly relationship between the home and the school.

Teachers are available for conferences T & TH from 3:00 to 4:00 p.m. please make appointment in advance.

If your child has a problem, which you would like to discuss with the teacher, please send a note to the teacher requesting an appointment.

During the school year, conferences in October & March are established.

The first conference scheduled is informational. The teacher would like to know more about your child and the first report card is then issued.

The individual classroom teacher schedules conference dates and times. It is very important that you attend these conferences. Other conferences may be scheduled at the request of the parent or teacher as needed.

SOCIAL EMOTIONAL LEARNING (SEL)

Students will be active participants in “Second Steps” – a social emotional learning curriculum taught by a SEL teacher. Concepts and skills are covered to promote social-emotional development, safety and the well being of children. Bullying Prevention is also a component.

HOMEWORK

The teachers require homework, if they feel that it is going to be helpful. This assignment will be given with the thought of what is best for your child. We appreciate any help you may give the child, but do not do his/her homework for him/her. Please help him/her to remember to bring the work back to school the next day.

MONEY AND OTHER VALUABLES

Money in excessive amounts or other valuables should not be brought to school. Advise your child to guard these items well at all times if they need to be brought to school for any reason. The school is not responsible for lost or stolen items.

CHANGE OF ADDRESS – PHONE NUMBER

All unlisted or unpublished numbers will be kept confidential. It is imperative that we have correct addresses and phone numbers in the office. Please update the office as changes happen.

STUDENT DESKS

The students' school desk is a place for school-related materials and not a place for private items, and therefore is subject to search should that need arise by teacher/administrator.

DEMOGRAPHIC/EMERGENCY INFORMATION

It is extremely important to update the office with any change of contact information during the school year so as to expedite emergency care according to your wishes. Lack of emergency information creates many problems. Your cooperation is sincerely appreciated.

RELIGIOUS AFFILIATION (CHURCH) NIGHT

Per policy 7510, The Board establishes the following guideline for use of District facilities for students involved in after-school activities:

Wednesday evening, during the school year, is designated religious affiliation (church) night and no activities shall be scheduled after 6:00 p.m. in district buildings. Exceptions include, but are not limited to: W.I.A.A. scheduled activities (and practices), special events such as Prom, Homecoming, etc., band/choir participation or other activities approved by the Building Principal in accordance with the Building Usage Policy.

SWIMMING

Swimming is offered as part of the Physical Education curriculum for the 3rd and 4th grade students. Proper swim attire is expected, girls **MUST** wear **one piece swimsuits only** and **boys must wear longer swim trunks**.

ACADEMIC DISHONESTY

The faculty vehemently frowns upon any form of academic dishonesty. Students found to have committed plagiarism, cheated on tests, quizzes, exams or homework, will receive automatic failures. All students should complete and be proud of their own work done on any school assignment. Parents are not to complete homework assignments for their children. The practice of skills is for the students.

FIELD TRIPS/SCHOOL ACTIVITIES

Occasionally students will have the opportunity to participate in school-sponsored field trips. Students shall conduct themselves in a manner not to discredit Chilton Elementary School. All rules and regulations pertaining to behavior in school extend to field trips and all school sponsored activities. All school fees must be paid in order for students to participate. Attending field trips is a privilege and may be revoked by the building principal for behavior or other concerns.

STUDENT MESSAGES/TELEPHONE

Students will not use the office phone for personal calls except in emergencies and with staff permission. In the event the student receives a message or a call he/she will be called out of class only in the case of an emergency. Normally, phone calls for students will be handled during the lunch period and before and after school.

FIRE EQUIPMENT

Tampering with any firefighting or detection equipment is a serious offense as is the unjustified setting off of alarms. Violators not only face suspension and/or expulsion from school, but also a referral will be made to the legal authorities too, as this is a violation of state law.

VIOLENCE

The use or threat of physical abuse will not be tolerated at Chilton Elementary School. Students who threaten or harm other students, staff or visitors face disciplinary action to include suspension, expulsion, and/or referral to authorities.

AUDIO DEVICES

Radios, Ipods, Ipads, cell phones or other audio or technology devices can be extremely distracting to our educational atmosphere. They are best left at home. If brought to school they must be turned off and kept in backpacks or given to the teacher for safe keeping. Students bringing these items to school assume ALL responsibility for them.

EVENING ACTIVITIES

Grades K-4: Activities will be concluded by 8:00 p.m. on any school night. The building principal in accordance with the Building Usage Policy must approve exceptions.

REQUESTING A TEACHER, PLACEMENTS WITH CARE

Teachers at Chilton Elementary School take a great deal of time and effort in the proper placement of children for the upcoming year. We would like to share the criteria in making those placements. In order to provide the best educational program for all students in any given classroom, teachers strive to have classes that:

- 1) Provide a mixture of various abilities and leadership qualities.
- 2) Consider special student placement needs.
- 3) Create a positive match of students with both peers and teachers.

The guidance counselor and principal then review each completed list. We find that most parents are comfortable with the classroom placements made by staff. If a request is necessary, please submit, in written form, to the principal by April 15th. Please indicate why you feel your child's learning style or characteristics require special placement. Please understand that we may not be able to honor requests, particularly when no educational reason is given.

EMERGENCY DISMISSAL POLICY

At the beginning of the year you will be asked to fill out an Early Dismissal form. This is what to do with your student in the event of an unplanned dismissal such as snow day, power outage etc.. Please make sure you remember how you filled this out, as this is the procedure the school will follow. It is very difficult for us to take phone calls with transportation changes.

DISTRICT POLICY ON WEAPONS, DRUGS, GANGS DRUG FREE

School officials will use reasonable and constitutionally permissible means to assure that the property and schools of the district shall be made free of alcohol, drugs and other controlled substances.

School officials will also cooperate with local law enforcement agencies in efforts to meet the goal of property and buildings being free of alcohol, drugs and other controlled substances and does hereby authorize reasonable and periodic searches of school property and buildings to detect and to legally take possession of any such materials found upon school property or within its buildings. Such legal methods of search may include, but are not limited to inspection by means of trained canine units, or other such legal and recognized detection methods. Such searches may be unannounced and periodic, but shall be with the consent of school administrative authorities.

WEAPONS ON SCHOOL PREMISES

No person shall possess a neither weapon nor look-alike weapon on school premises, school bus or at any school related event.

"Weapon: or "look alike weapon" means any firearm (gun); a knife; any electric weapons, as defined in s.941295 (4); metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles; a nunchaku or any similar weapon consisting of 2 sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather; a cestus or similar material weighted with metal or other substance and worn on the hand; a shuriken or any similar pointed starlike object intended to injure a person when thrown; a chain having weighted ends; pepper spray or any other device or instrumentality which, in the manner it is used or intended to be used, is capable of or likely to produce death or great bodily harm.

Firearms (guns) as a weapon are addressed in Section B of this policy.

Violation of this policy shall be immediately reported to law enforcement authorities, and, when a student is involved, the student's parents shall also be notified. Students violating this policy shall be subject to disciplinary action, which may include suspension or expulsion.

A. Possession/Use of a Weapon (other than a firearm)

The following regulations related to possession/use of a dangerous weapon other than firearms and are applicable to all students.

Category 1: Possession of a weapon (weapons as defined in Board Policy)

Penalty: Expelled from Chilton Public Schools for not less than nine (9) weeks.

Category 2: Possession of a weapon and threatening to cause bodily harm.

Penalty: Expelled from Chilton Public Schools for not less than fifty-two (52) weeks.

Category 3: Possession and use of a weapon that causes bodily harm.

Penalty: Permanent expulsion from all Chilton Public Schools.

* A repeat of categories 1 or 2 will constitute permanent expulsion from all Chilton Public Schools. The Superintendent of Schools is authorized to modify such student expulsion requirements on a case-by-case basis.

B. Possession of a Firearm

Any student found to be in possession of a firearm (gun), loaded or unloaded, or look-alike firearm will be expelled from the Chilton School District for not less than fifty-two (52) weeks, up to and including permanent expulsion from all Chilton Public Schools.

This policy does not apply to persons defined in Section 9 948.61(3) of the Wisconsin Statutes (i.e. school-sanctioned purposes, law enforcement officers, security officers, etc.)

PEPPER SPRAY AND OTHER CHEMICAL DEFENSE SUBSTANCES

No display of pepper spray and other chemical defense substances is permitted by any non-district employee on district premises, grounds, recreation area, at district sponsored events or students buses or any other property owned, used or operated by the District. Any person in violation of this policy is subject to severe disciplinary action.

GANG AFFILIATION

Students will, in all respects, refrain from violent or gang activities, which cause or may cause a disruption of school or school-sponsored activities.

Parents will be notified immediately if their student is suspected of being involved in a gang.

No student on (or near) school property or at any school activity or under the supervision of school authorities shall:

1. Wear, possess, use distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Use any speech or commit any act or omission in furtherance of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs; (b) requesting any person to pay protection or otherwise intimidating or threatening any person; (c) committing any other illegal act or other violation of school district policies; (d) inciting other students to act with physical violence upon any other person.
4. Be permitted to wear any clothing or jewelry which is identified with a gang or gang-related activities (e.g. gang related colors) or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, derogatory ethnic remarks and/or illegal drugs. If there is a disagreement between students and/or parents and staff regarding the appropriateness of clothing, the principal will use his/her discretion to make the decision.

CONSEQUENCES FOR GANG INVOLVEMENT

1. On the first offense, an administrator will contact and inform parents. The student may be referred to the Chilton Police Department. The offense may result in a suspension.
2. On the second offense, in addition to the parent notification letter and telephone call and referral to the Chilton Police Department, the offense will result in an out-of-school suspension with a parent conference required for reinstatement.
3. On the third offense, parents will be notified and the student will be suspended pending a hearing before the School Board. The student will be referred to the Chilton Police.
4. Any offense of an extreme nature will be dealt with in a case-by-case nature in addition to referral to the police department and suspension and/or expulsion may be considered.

This policy is in force at all times on district property, in school vehicles and at all school activities.

STUDENT ILLNESS PROCEDURES

We ask that students who are ill please stay at home until they are feeling well enough to spend all day at school, if you are in doubt please keep them home. All students should be **fever free for 24 hours without the use of medication and have not vomited for 24 hours**. With such close quarters at school we need to be sure students aren't passing the illnesses back and forth. We ask you to respect this guideline. For more guidance, refer to the district website.

Students who become ill while in school are to report to the school office. The following procedure will be adhered to:

1. An ill student will be asked to lie down in our sick area. If the student is too ill, a parent or guardian will be called for permission to leave.
2. Due to liability reasons, no student is ever allowed to leave without proper parent/guardian permission.
3. If exigent circumstances arise, such as vomiting, fainting, doctor's reports, etc., parents or guardians will be called immediately to pick the student up. In emergency situations we seek medical attention promptly.
4. If a child has a special health problem, parents are expected to inform the school to ensure special consideration.
5. Every child is expected to participate in physical education and recess unless he/she has a doctor's permit to be excused. **A note from parents is not enough.**

TEACHER RESPONSIBILITY TO THE PUPIL AND PARENT

A teacher should give first consideration to the welfare and development of his/her pupils. He/she guides their growth maturity, preparing them to be socially and economically competent in school, the home and the community and to be happy and responsible members of society. He/She recognizes the concern of parents for the child's development and seeks to cooperate with the home for the best interest of each child.

The teacher is to deal kindly and justly with every child as an individual without prejudice or partiality.

The teacher is to respect the confidence of his/her pupil. Information given in confidence should be passed only to authorized persons or agencies that are attempting to aid the pupil.

The teacher is to respect the basic responsibility of parents for their children, seek to establish friendly and cooperative relationships with the home, and be discreet with information received from parents.

The teacher is to strengthen the democratic activities of the school when he/she shows his/her pupils that American citizenship involves responsibilities as well as privileges.

PROCEDURE OF STUDENT ASSISTANCE

1. Whenever it becomes evident, the teacher will identify students displaying difficulties in meeting the desired performance levels in their class activities. At this time the teacher will assist such students individually during class periods as well as periods before or after school.
2. If improvement is not seen after following the procedure in Step 1, parents will be contacted by either a phone call or a written report informing them of the difficulties the child is experiencing, (e.g. tardiness, poor participation, incomplete homework, low test scores). At this time a parent conference will be requested and the counselor will be made aware of the student's difficulties. Meetings between the student and counselor may be initiated at this time.
3. A student receiving a failing grade at the end of the first quarter will be present at a conference between the parent and the teacher. The counselor will also be asked for input and suggestions for improving the student's overall attitude and approach to this program.

4. The teacher will continue to provide assistance to the student within and outside of the regular class period. Along with the teacher, the counselor will work with the student as well as continuing to elicit parent cooperation by keeping them informed of all efforts made by school personnel. The principal will also be kept informed of such student/teacher/parent contact.

If there continues to be a lack of progress, the counselor will initiate a conference with the failing student, the parents, teachers, and/or resource people available to our school and community. The purpose of this meeting should be to make a plan for change, possibly resulting in a formal referral to a community agency.

TEACHER-PARENT NOTIFICATION

Students are the mutual concern of their teachers, parents and guardians. It is only through the close cooperation of the home and the school that the welfare of the students can best be served.

It is the responsibility of the teacher to notify, personally, the parents or guardians of students who are experiencing difficulty as soon as these difficulties manifest themselves.

By mid-term of each grading period, teachers should be aware of students experiencing difficulties and at this time they must alert the parents to the problems.

Subsequent contacts with parents, whether previous contact has been made or not, shall be made by the teacher to keep the parent or guardian abreast of student problems in school. This is particularly important if a student may be in danger of failing a given course. Teachers who have not contacted parents of failing students prior to the issuance of a failing grade must be able to present evidence supporting the failure upon the request of the parent or guardian of the failing student.

STUDENT INFORMATION AND RECORDS

The following individuals are assigned the responsibility for the collection, storage, retrieval, destruction and use of information found in student records:

1. District Superintendent
2. District Principals
3. Secretaries to District Personnel
4. Teachers assigned to the building

WHAT STUDENTS MAY EXPECT IN EVERY CLASSROOM

As students come to class on a daily basis they can expect to have their teacher well prepared to Engage all students in the learning process throughout each class period. The steps involved in that learning process will reflect the following outline. Teachers will:

- A. Establish a Readiness for Learning - Teachers will prepare each student for the day's learning through a review of past learning's or an activity to spark an interest in what will follow.
- B. Inform Students What Is To Be Learned - Teachers will tell students what is to be accomplished by the end of each class period and why it is necessary for it to be accomplished.
- C. Teach What Is to Be Learned - Teachers will use a variety of methods to ensure that each student accomplishes what is to be learned and that each also knows how to put it into practice.
- D. Provide Students With An Opportunity to Demonstrate Their Skills - Your teacher will give you meaningful ways to show him/her that you have accomplished what was to be learned through the use of homework to be done independently outside of class.

- E. Conclude Each Lesson Smoothly - Your teacher will always close each lesson with a final review of what was learned and why, and prepare you for what you may expect the next time you come to class.

As you learn, you can expect your teachers to provide you with many opportunities to demonstrate your ability to use your newly acquired knowledge. The methods used may come in the form of homework, quizzes, oral questions, writing assignments, and special projects. Regardless of the method, your teacher will expect you to use your new learning's in ways that will develop your ability to think. The levels of thinking that will be developed are as follows, listed from simple to most challenging.

1. Recall - Your ability to memorize and recognize information
2. Comprehension - Your ability to interpret and/or translate what you've learned
3. Application - This is your ability to apply what you've learned in a new or different situation
4. Analysis - How well you can break down new information into parts or components
5. Synthesis - Your ability to take those parts broken down from an analysis and put them together to form something new
6. Evaluation - Your ability to assess, judge, or appraise something based upon previously learned information

You may expect this type of teaching and learning from all teachers, as they believe it is essential if our school is to fulfill its mission and assure the success of all students.

SCHOOL EMERGENCY POLICY

The safety and welfare of your child is of utmost importance and is our first consideration. If your child should become seriously ill or injured while under the school's supervision, school personnel will immediately complete the following steps:

1. First aid to be immediately rendered.
2. The student's parents or guardian will be called at once. In case the parent or guardian or designated person cannot be contacted, the school will call the emergency contact.
3. Transportation shall be arranged for the injured or ill to a source of medical attention directed by the student's physician, parent or guardian or school personnel.
4. The school will never send an injured or ill student home or to medical attention unattended.

If your child meets with a minor accident or becomes too ill to continue in school, the school will immediately give first aid care and then all the parent or guardian at home or at work at once. The primary responsibility for your child's optimal health lies with each parent or guardian. In turn, you will be expected to:

1. Provide transportation home or to a source of medical attention.
2. Designate an individual (neighbor or relative) to care for your child in their home until you can be contacted.

The school should be notified of any changes in the demographic information during the school year, so as to expedite emergency care according to your wishes. Your cooperation is sincerely appreciated.

MEDICATION POLICY

POLICY DISPENSING MEDICATION IN CHILTON PUBLIC SCHOOLS

No medication shall be given to a pupil by any employee of the Chilton Board of Education unless written instructions for dispensing prescribed medication come signed by the prescribing physician, along with written authorization from the parent authorizing school personnel to give medication in the dosage prescribed by the physician. The authorization must be delivered along with the medication, in the original container, to the school office in person by the parent, don't send it with your student.

In order for school district personnel to dispense medication, parents must complete a "Chilton School Medication Consent Form" found in the back of this book. Prescription medication consent forms must be signed by both the physician and parent. **There are no exceptions to this rule.**

562.1 Parent Responsibilities

The parent responsibilities relative to the dispensing of medication in the schools shall include but not be limited to the following:

- a. Notify the school of the child's need.
- b. Complete the "Chilton School Medication Consent Form" permitting the school to give medication in the dosage prescribed by the physician and to communicate with the physician.
- c. Deliver the physician's instructions, parental authorization and medication to the school principal before asking that the medication be dispensed.
- d. Ensure the medication must contain a label with the child's name, drug, dosage, time to be given and physician's name.
- e. Provide written instructions which must have been obtained from the physician and delivered to the school each time there is a change in medication, dosage or time to be given, or annually for long-term therapy.
- f. Notify the school in writing when the drug is discontinued.

Special Note: - School Policy - Any medication not ordered by a physician (over the counter medication) will require **written** parent/guardian permission, indicating the name of the medication and the correct dosage, **prior** to being administered by school personnel. **Medication must be in the original bottle/package. Don't send medication with your child to school, parent or guardian need to drop it off.**

If you have questions, please call 849-9388. This law and policy is for the protection of the child and school personnel, and we thank you for your cooperation with these expectations. SEE ATTACHED FORMS ON THE BACK OF THIS BOOK.

HEAD LICE/NITS

School Board Policy regarding head lice:

8451 - PEDICULOSIS (HEAD LICE)

Head lice is a universal problem and particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infected person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up at the end of the school day. 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.

What are lice?

Lice are sesame seed sized wingless bugs that can live on the scalp and feed on human blood. They are not dangerous and do not carry disease but can be very irritating and bothersome. Female lice lay eggs, which are glued to the hair shaft and typically appear white or clear.

Who can get lice?

Head lice are common in children, millions get lice every year. Hygiene has nothing to do with getting lice, they spread by direct head-to-head contact. Lice cannot jump or fly and have a short lifespan off of the human body. They mostly spread by crawling.

Signs and symptoms of lice

A tickling feeling on the scalp or itching can be a sign that your child may have lice. Also, irritability, trouble sleeping, or sores on the head can be symptoms of lice. Lice are typically found behind the ears and the back of the head near the neck. Intense itching in these areas warrants inspection.

What to do if your child has lice

A treatment plan involves application of a medicated product to the hair, removal of nits, cleaning the environment and careful monitoring. Some lice may be resistant to the medicines used to treat them, but often treatment failures are due to not following the treatment plan properly. All family members with close contacts should be screened at home. Treatment is recommended for those found to have lice and/or nits within 1 cm of the scalp. It is also recommended to treat family members who share a bed with a person found to have lice.

Resources

<https://www.aap.org/en-us/about-the-aap/aap-press-room/Pages/AAP-Updates-Treatments-for-Head-Lice.aspx>

<http://www.co.manitowoc.wi.us/departments/health-department/insects-and-ticks/lice-faqs/>

<https://www.nasn.org/programs/educational-initiatives/lice-lessons>

Chilton Public School District Lice Procedure

1. If a student demonstrates head scratching or bugs can be seen in the hair, the student will be sent to the office to be screened by the school nurse.
2. If lice are found, student's parents/guardians will be called to discuss proper treatment and clean up.

3. Students may finish out the school day as planned. However, a parent/guardian may choose to pick up their child on their own to begin treatment, but this is not recommended.
4. An informational packet will be sent home with student.
5. Student will be checked upon return to school for live lice.
6. Follow up lice checks are the responsibility of the parent.
7. Lice notifications to the parents and staff highlighting cases of lice is contraindicated. Communication will be between the nurse and parents only.
8. Classroom checks or mass screening are not recommended

References:

National Association of School Nurses. (2016) Head lice management in the school setting (Position Statement). Silver Spring, MD: Author.
American Academy of Pediatrics. (2015). AAP updates treatments for Live.

HEALTH SCREENING

During the school year vision and/or hearing screenings may take place at designated grade levels. Our school nurse will facilitate these screenings with the help of outside agencies as needed.

LIBRARY/IMC

Chilton Elementary and Middle School Library is a K-8 facility that provides for the research and recreational reading needs of its students and staff. We are affiliated with the Manitowoc-Calumet Library System and have access to materials we do not own through interlibrary loan services.

Research has shown that the best way to teach library/information skills is when there is a need. It is expected that the classroom teacher and library media specialist coordinate the teaching and learning of these skills. The library media specialist will meet monthly with classroom teachers during team planning to coordinate the utilization of the library and its resources. Informal meetings are also encouraged where suggestions for collection development, curriculum development and/or resource sharing can be discussed.

Classes and individual students are encouraged to utilize the library at any time. Teachers should coordinate classroom usage of the library with the library media specialist. Five students per room will be allowed in the library at any one time without their teacher. Individual students must be in good standing with the library (no fines or overdue material), have an appropriate purpose, and library pass, to enter the library.

An orientation is given to all students and staff the first week of school to familiarize each person with the collection and its use. Behavior expectations and consequences are presented at this time. Behavior rules are posted on the wall near the circulation desk in case of questions.

Students have a checkout limit of ten items. Books and magazines may be kept for two weeks. Students are requested to use a date due slip so materials can be returned or renewed on time. A fine of five cents per day will be collected for overdue materials up to the cost of the materials. Fines will also be assessed for damaged or lost items. If a lost item is found after payment, the library will refund the full payment minus one dollar.

Our library is a public school library which does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in its selection of instructional materials and equipment.

Students are responsible for the materials they check out. They are encouraged to carefully check the condition of each item and report any extraordinary wear or damage prior to checkout. Students who have overdue material, fines, or lost materials will not have library privileges. Overdue, fine and reserve notices will be given out weekly to classroom teachers. Please distribute these notices and help students become responsible for their actions. Report cards will be withheld if necessary.

Library hours are 7:30-3:00 Monday through Friday. Residents of the school district are encouraged to utilize our materials at any time we are open. A library card will be issued to parents and children who are not currently enrolled at Chilton Elementary School or Chilton Middle School.

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of the society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened--prior to use--by committees of educators and community members intent on subjecting all such materials to reasonable selection criteria. Board Policy requires that all such materials be consistent with district-adopted guides, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. Telecommunications, because they may lead to any publicly available fileservers in the world, will open classrooms to electronic information resources which have not been screened by educators for use by students of various ages.

Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will consult the guidelines for instructional materials contained in the Board Policy and will honor the goals for selection of instructional materials contained therein.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General schools rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms signed by the user, the users parent/guardian, and a teacher. Signatures represent agreement and an understanding of acceptable use policies outlining standards of behavior, communications and liability.

The Chilton School Board will not be held liable for costs incurred through vandalism. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, the Internet, or any network. This includes, but is not limited to the uploading or creation of computer viruses, violation of other users access codes, and downloading or uploading of material inappropriate for, and of no educational value for, the school setting. Any user will be held responsible for costs incurred as a result of vandalism and can be denied further Internet access.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Chilton Public Schools support and respect each family's right to decide whether or not to apply for independent access.

COMPUTER CONTRACTS & INTERNET ACCESS USE POLICY AGREEMENTS

All students desiring to use district computer equipment must have a contract on file that contains the parent/legal guardian's signature. No use of district computer hardware or software may occur without this signed contract on file. Additionally, students with specific need to utilize the Internet at school must have an Access Use Policy signed by the parent/legal guardian. No use of the internet will be allowed without this signed agreement on file.

The contract and Access Use Policy is signed electronically during the online registration process.

Failure to adhere to the procedures and rules governing the use of computer equipment and the internet will subject the offending student to disciplinary action as called for in the contract and agreement, including, but not limited to suspension/expulsion from school, suspension from use of district computer equipment and software, and/or referral to legal authorities.

STUDENT CONTRACT AND EXPECTATIONS OF COMPUTER USAGE
CHILTON PUBLIC SCHOOLS

These expectations will provide an environment conducive to learning and a positive working atmosphere in the school.

The following expectations apply to the use of classroom computers, computer labs, and library computer/equipment at Chilton Public Schools:

- Strictly adhere to all policies and procedures included in the Chilton Public School Internet/On-Line Electronic Media Access Policy And Use Agreement (Access Use Policy)
- It is expected that students not use e-mail, instant messaging, or text messaging programs or websites on school computers.
- It is expected that students will not play games and watch non-educational video clips on school computers at any time. Students needing to do these activities for schoolwork may only do so with a written pass from a teacher.
- It is also expected that students not store music or videos of any kind on school computers or network drives. Students needing music or videos for a project must get a written pass from a teacher.
- Food and/or beverage must be kept out of computer labs
- Students will be financially responsible for any computer damage due to vandalism; disciplinary action will be taken against the student
- Use only programs permanently installed on school computers. You are not to bring or download a game or any another program to store or install on school computers or network drives.
- Students are expected not to disable or alter programs or services that affect the functionality of the computer.
- Students may not access or attempt to access another person's account (even if given permission by owner).
- It is expected that students will not attempt to penetrate security measures of the Chilton School District network or any other computer systems ("hacking") or, to cause a disruption of service to other on-line users. Also, students will not use or distribute, tools designed for compromising network security.
- Since password protection is provided to all, **the student is fully responsible for any transactions that take place in his/her accounts.**

- It is expected that students not copy, modify or delete files or programs installed on school computers.
- **Save work twice**, once on your own personal jump drive and once on the network.
- Refrain from printing multiple copies of a document.

Chilton Public Schools

Consequences for violation of computer and Internet contracts

Those who violate the rules of either the computer or Internet contract will receive disciplinary action to include, but not limited to, suspension from Internet use, the computer network, or both; suspension from school and/or expulsion from school; and/or referral to legal authorities for violating state and/or federal laws.

TORNADO EMERGENCY INFORMATION FOR PARENTS

The Chilton Elementary School has made plans to safeguard your child, should a tornado be sighted in the area. Here is how you can help us:

During A Tornado Watch

A watch means that a tornado may be developing in the area. No tornado yet exists. You can help us during a watch period by:

1. Not sending your child to school.
1. Not picking him/her up from school.
3. Not calling the school during a watch period. Lines must be open for emergency communications.

During A Tornado Warning

A warning means that a tornado has been sighted. Your child will be removed to the best shelter available. Here's how you can help us during a warning:

1. Please don't try to pick up your child from the school until the warning is lifted.
2. Please don't call the school. Lines must be open for emergency communications.
3. If the elementary school building is damaged during the tornado and the high school is not, students may be transported there. This will depend on the situation as it develops.
4. Please try to remain calm.

FIRE EMERGENCY DRILL INFORMATION FOR PARENTS

WISCONSIN STATUTES 118.07(2)(a)(b): (a) Once each month without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of departure from the building as if in case of fire except when the person having direct charge deems that the health of the pupils may be endangered by inclement weather conditions.

USE OF VIDEO CAMERAS ON SCHOOL BUS

The Board of Education of the Chilton School District supports the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus as provided for in SS120.13 (1)(a). Secondly, the video camera will provide drivers with a means to improve their abilities in relation to student management skills. The use of the video camera shall allow drivers to focus on the driving of the bus providing for safer transportation of all students.

The following procedures shall be followed in the use of video cameras on the buses in accordance with SS120.13 (1)(a):

A. Placement of the Video Cameras

1. All busses are equipped with video equipment

B. Viewing the Video Tape

1. Only the Transportation Director, bus manager, bus driver(s), principal and District Administrator shall be authorized to view the videotape for the purpose of documenting a problem.
2. The principals or District Administrator may authorize the guidance counselor, teacher, administrative assistant, school psychologist or social worker to view segments of the tape if they are working with a student on the video tape because of emotional, behavioral or learning problems, and viewing the tape is beneficial to their role in assisting the student, or help if a positive ID is needed.
 - a. The building principal shall view the videotape with authorized staff.
 - b. The date of the viewing and the names of those viewing the tape shall be documented by the principal.
3. If disciplinary action is to be taken based on video documentation, the student and/or their parent(s) guardian may view that isolated segment of the videotape for which they are being disciplined.
 - a. The building principal will view the videotape with the student and/or parent(s)/guardian.
 - b. The date of the viewing and the names of those viewing the tape shall be documented by the principal.
4. If disciplinary action is appealed to the Board of Education, the Board members may view the isolated segment of the videotape for which the student is being disciplined.
5. The videotapes shall not be available for viewing by the public in general, employees in general, media or others not previously indicated.
6. If there are no bus problems pertaining to the date a video was taped, the video will be erased or reused.
7. The bus contractor will secure tapes.

SCHOOL BUS RULES
TO STRESS SAFETY AND IMPROVE SERVICE

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I. PREVIOUS TO LOADING (On the road and at school.)

1. Be on time at the designated school bus stop - keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Be alert!
3. Wait until the bus comes to a complete stop before attempting to enter the school bus.
4. Be careful in approaching stops.
5. Do not move towards the bus at the school-loading zone until the buses have been brought to a complete stop.

II. WHILE ON THE BUS

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
5. Never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the bus window.
10. Do not leave your seat while the bus is in motion except when going to the door to leave as you approach your stop.
11. Horseplay is not permitted around or on the school bus.
12. Be courteous to fellow students and the bus driver.

13. **ABSOLUTE QUIET** when approaching a railroad-crossing stop is required.

14. In case of a road emergency, remain on the bus.

15. Smoking is not permitted.

III. AFTER LEAVING THE BUS

1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus), but only after looking to be sure no traffic is approaching from either direction and then only upon the driver's signal.

2. Help look after the safety and comfort of small children.

3. Be alert to the danger signal from the driver.

4. The driver will not discharge riders at other places than the regular bus stops at the home or at school, unless by proper authorization from parent and school officials.

IV. EXTRA CURRICULAR TRIPS

1. The above rules and regulations would apply to any trip under school sponsorship.

IV. EXTRA CURRICULAR TRIPS

2. Respect the instructions of the bus driver and chaperones.

V. DISCIPLINE

1. Property damage to the school bus will have to be paid by the individual or individuals causing it. This includes seats, broken windows, etc.

2. The driver has authority to assign school bus seats.

3. Riding privileges may be revoked for the violation of school bus rules.

4. The school bus driver is in complete authority at all times.

5. Violations of the rules shall be reported to the Principal and the bus contractor and shall be treated as follows: (See Transportation Discipline Plan).

VI. STUDENT CONDUCT ON BUSES TO AND FROM EXTRA-CURRICULAR ACTIVITIES SHALL FOLLOW SAME RULES AS ON REGULAR BUS RUNS.

1. Students shall ride the same bus to and from any activity.

2. There shall be a qualified chaperone on each bus.

3. The chaperone will have a list of students riding bus and shall take roll.

TRANSPORTATION DISCIPLINE PLAN

GOAL: The goal of the transportation plan is to establish a common systematic plan for student behavior on each and every bus.

OUR PHILOSOPHY: We believe all students must behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from being assured of safe transportation.

Expectations:

- ____ 1. Follow directions of the driver.
- ____ 2. Stay in your seat.
- ____ 3. Keep all parts of your body in the bus.
- ____ 4. No pushing, shoving, cutting, fighting or use of improper language at any time.
- ____ 5. No eating, drinking, smoking, or spitting.
- ____ 6. Other _____

DISCIPLINE CONSEQUENCES FOR BREAKING RULES:

- ____ 1st incident - Driver verbally warns student.
- ____ 2nd incident - Driver changes seat/notifies dispatcher/parent contacted by Bus Co./ record kept by Bus Co.
- ____ 3rd incident - Driver makes a referral to Bus Co. to be processed by a school principal (Conduct Report Form.) (Parent notified action taken by the school.)

Principal's Action Steps:

- ____ A. Warning
- ____ B. Suspension of riding privileges (____) Number of days - not to exceed 5 consecutive

SEVERE DISRUPTIONS:

The following inappropriate behavior will result in automatic suspension of transportation privileges for a period of time determined by bus company and administrator (1-5 days)

- A. Physical harm to student.
- B. Physical harm or threat of physical harm.
- C. Property damage.
- D. Serious disruption (which created a safety hazard).
- E. Profane language

GUIDELINES FOR STUDENT BEHAVIOR

In the Chilton Elementary School a certain Code of Conduct along with Rights and Responsibilities and procedures are established to guide students through constructive growth and into mature adulthood. The expectations are basically the same from kindergarten through grade 12.

Discipline in the school is necessary to assure an orderly environment in which each student may live and learn to his/her full capabilities in harmony with others. When self-control and self-discipline fail, disciplinary forces, outside the child, must be imposed to protect the rights of others.

With the above in mind, a Code of Conduct along with a Statement of Each Child's Rights and Responsibilities has been established to guide the action of each teacher in relationship to your child. Also included with this is the Discipline Procedures expected to be followed by the teaching staff and administration.

We need your help and support. The schools cannot do a good job of educating your children, if they must spend much of their time maintaining order.

CHILTON ELEMENTARY SCHOOL DISCIPLINE PLAN

All students will:

Respect and obey all adults.

Respect themselves.

Respect the rights and feelings of others.

Respect school property.

Respect school rules including:

- a. honoring playground boundaries
- b. displaying good conduct
- c. playing safely in assigned areas
- d. using appropriate language
- e. walking bicycles on school property or ride on bike trail
- f. obtaining passes when outside of classroom
- g. following classroom/school rules
- h. following established bus conduct rules
- i. not using or possessing drugs or drug related products (including tobacco or alcohol)
- j. not possessing explosives or weapons on school property.

All Teachers will:

Discuss classroom procedures and display them in each classroom.

Establish classroom rules that lend themselves to an academic atmosphere conducive to the learning situation in the classroom.

Refer the student responsible for situations that arise in the classroom and or school that are totally disruptive or that are repetitive in nature to the principal by way of the discipline notice. It is assumed that the teacher has exhausted reasonable means of dealing with the student at this time. This includes parent contacts and/or conferences in addition to those normally scheduled during the school year.

If there is a severe disruption a discipline notice is to be filed immediately in the office.

DISCIPLINE AUTHORITY

Every teacher, as well as supporting personnel, has disciplinary authority over every student in the school in regard to conduct. Violations of standards of conduct and safety by unsupervised students are to be corrected by every teacher or staff member observing such violations.

Arrival at School

1. Students are not to arrive at school before 7:45 a.m.
2. Students are to go directly into the building upon arrival. Students are not to stand around or lay around the front doors of the building. They are to go directly to their classroom.
3. Orderly and quiet entry and exit is expected of each student.
4. Running is not allowed in the building or on the sidewalks leading to and from the building.
5. Bikes are to be either ridden up the grassy area near the sidewalk or walked up the sidewalk.
6. Bikes are to be parked in an orderly manner in the racks provided to the front of the building.

7. Restrooms may be used before school, but are not to be used as a gathering place to talk and or fool around in.

Each teacher is expected to keep an up-to date log book during the day on the coming and going of the students to the bathrooms. This log book is to contain the following information: Date, child's name, and the time out and back to the classroom.

CLASSROOM DISCIPLINE PLANS

The teaching and support staff of Chilton Elementary School along with school administrators will take whatever reasonable, prudent, and legally supported corrective measures it must take to assure a school atmosphere that is conducive to learning and free from disruption. Corrective measures may include, but are not necessarily limited to, verbal warnings, detentions, parent conferences, suspensions, referral to legal authorities and/or referral to the Board of Education for consideration of Expulsion.

In determining what corrective measures to implement in an effort to correct and/or respond to inappropriate student behavior, the following guidelines will be utilized regarding the categorical nature of potential acts of misconduct:

I. Discipline referrals will be divided into two categories:

A. Minor Offenses

1. Classroom misconduct
2. Hallway/bathroom misconduct
3. Chronic tardiness (more than 2 per semester)

4. Playground misconduct
5. Cafeteria misconduct
6. Minor misconduct at school functions
7. Other minor misconduct

B. Major Offenses

1. Repeated and/or chronic acts of minor misconduct
1. Drug or alcohol use
2. Acts of insubordination toward teachers, support staff, or administrators.
3. Fighting
4. Threats of violence toward students or staff.
5. Destruction and/or theft of school property or property belonging to another student.
6. Conduct at school or school functions, home or away, that adversely affects the status of the school or causes unfavorable criticism of the community it serves.
7. Leaving in-school suspension without permission.
8. Other acts of serious misconduct.
9. Assault or battery against any school employee or student
10. Malicious or danger-causing vandalism to school property, another student's property or school employee's property.
11. Possession and/or use of weapon on school property or school event

NOTE: Depending upon the circumstances of the incident(s), the Principal and/or his/her designee reserves the right to impose all reasonable, prudent, and legally supported corrective measures necessary to ensure the rights and responsibilities of the all parties involved, and to assure that all policies of the Board of Education are adhered to.

Detention obligations must be satisfied and/or in progress of being satisfied before the student is able to participate in athletic contests and/or school activities (e.g. field trips, organizational activities, attendance to school events as a spectator/fan, etc.)

Student behavior that distracts from the positive student learning environment must be addressed so that all students feel safe and secure in an environment that promotes each student's gifts. In order to counter negative behaviors before they occur we must build a sense of community so that students will focus and reflect on their actions and behaviors and the negative outcomes that occur from these behaviors. To this end, we are committed to creating a sense of community and belonging here for each student.

SUSPENSION/EXPULSION

Under Wisconsin Law (State Stat.120.12(1)) the Principal may suspend students from school for noncompliance with School Board established and/or approved school rules. A suspended student's parent or guardian shall be notified as promptly as possible as to the reason(s) for the suspension. Suspensions normally occur for acts which include, but are not limited to the following: Chronic

breaking of school rules; immoral conduct; the consumption, possession of use of alcoholic beverages, tobacco or illegal drugs on school property or coming to school under the influence there of; behavior that threatens or harms the safety of students and/or school employees; insubordination; defacing or destroying school property. Within 5 school days, any suspension may be appealed to the Superintendent in writing.

At Chilton Elementary School we have three types of suspensions which may be used in any combination and length at the discretion of the Principal. This will be determined solely on the nature and frequency of any given offense and within the limits of the law. All suspensions will be classified as an "unexcused" absence from school.

Out of School Suspension - The student is removed from the school building and grounds. He/she is not allowed on school grounds or to attend any school related activities for the duration of the suspension. To do otherwise will be considered trespassing.

In School Time Out - The student is removed from classes and must sit and evaluate his/her behavior patterns.

In School Suspension - The student is removed from classes, placed in an office and may study or read. A restroom break is given in the morning, at lunch and in the afternoon. The student will be given the opportunity to use the cafeteria and/or school vending machine but must eat in the suspension room. Students may not attend any school related activities for the duration of the suspension. An In School Suspension may exceed more than one day and must be completed in its entirety in school.

Students who choose to be disruptive or insubordinate may be referred to the Superintendent for consideration of Expulsion. Effective April 28, 1994, new statutory language permits the expulsion of a pupil if that pupil "endangers the property, health, or safety of any employee, or school board member of the school district in which the pupil is enrolled," regardless of whether the pupil's conduct takes place at school or under the supervision of a school authority. Every pupil has the right to fair hearing of infraction of school rules before the Board of Education. The Superintendent shall give written notice at least five (5) days prior to an expulsion hearing stating the charges against the pupil. The pupil may appear before the Board with the counsel and witnesses if he/she so desires. The Board shall give their decision in writing. Parents and guardians of expelled students may appeal to the State Superintendent. Any appeal may be taken within thirty days from the decision of the State Superintendents to the Circuit Court in Calumet County. Further references to suspensions and expulsions may be found in Wisconsin law: Section 120.13(1)

DETENTION PROGRAM

Chilton Elementary has implemented a detention program for students who choose to violate school and classroom rules. A student needs only to act in accordance with school rules and respect both his/her fellow classmates and school authorities, as well as our building and grounds, to avoid the issuance of detention. A detention is designed to act as both a punishment and an opportunity for students to evaluate and modify their behavior pattern choices. All detentions are 30 to 60 minutes in length, will be served on Mondays, Tuesdays, Wednesdays and Thursdays and have the following format:

1. Students will be given a minimum of 24 hours written notice as to the reason for and the date of their assigned detention to allow for transportation arrangements. Parents will be contacted by the assigning teacher/administrator/designee.

2. Any unexcused absence from an assigned detention will be viewed as an act of insubordination and will cause the student to advance to more severe disciplinary steps on the School Discipline Plan system as described in this handbook.

3. Detention Hall rules are as follows:
 - a. The location of the detention will be determined by the supervisor and announced in advance.
 - b. Students must be on time to their detention or they will be marked absent.
 - c. Students may not talk, sleep, eat, drink, chew gum, or about the room while serving a detention or they will be marked absent.
 - d. Students may study and read school-related materials during a detention.

Consequences for Choosing to Follow the Rules

Citizenship awards, verbal recognition over the public address system, happy grams, Good Behavior Certificates, and personal contact during the day.

HARASSMENT

Reference STUDENT ANTI-HARASSMENT policy 5517.

PARENT/GUARDIAN MEDICATION CONSENT FORM

Required by Chilton Public Schools
OVER-THE-COUNTER MEDS ONLY

Student's Name

Date

Grade

Age

Teacher

AS YOU KNOW, THE SCHOOL, BY LAW, CAN NOT ADMINISTER ANY MEDICATION, WHETHER IT BE PRESCRIPTION OR OVER-THE-COUNTER, TO STUDENTS WITHOUT THE APPROPRIATE PAPERWORK ON FILE. Please complete this form and return it to school, along with the medication in it's **ORIGINAL BOTTLE/PACKAGE**.

Name of Medication _____

Dosage of Medication and Time of Day to be Given _____

I hereby give my permission to school personnel designated by the school principal to give medication to my child according to the written instructions as filled out above.

I further agree to hold the Chilton School District and all employees harmless in any and all claims arising from the administration of this medication at school.

I agree to notify the school in writing at the termination of this request or when any change in the above is necessary. **(PLEASE NOTE: ANY MEDICATION BROUGHT TO SCHOOL MUST BE IN ITS ORIGINAL BOTTLE/PACKAGE.)**

Parent/Guardian Signature

Phone number where you can be reached

AUTHORIZATION FOR ADMINISTRATION OF INHALED ASTHMA MEDICATIONS
(Use a separate authorization form for each medication)

School: _____ Student's Name _____

Sex: (please circle) Female Male Birthdate: ____/____/____

FOR COMPLETION BY PHYSICIAN

Physician's Name: _____
Telephone Number: _____ **Fax Number** _____

Emergency Contact Number: _____

Diagnosis: _____

Name of Medicine _____

Form: _____ Dose: _____

Is the child knowledgeable about his or her asthma medication? ____ Yes ____ No

Has the child demonstrated the proper technique in administering medication? ____ Yes ____ No

Medicine is administered daily. Time: _____ ____ Yes ____ No

Medicine is administered when needed. Indications: _____

If needed, how soon can administration of medicine be repeated? _____

The medication can not be repeated more than _____

Side effects: _____

Comments: _____

() **I have instructed _____ in the proper way to use his/her inhaled asthma medications. It is my professional opinion that he/she should be allowed to carry and use this inhaled medication by him/herself.**

() **It is my professional opinion that _____ should not carry and use his/her inhaler asthma medication by him/herself.**

Physician Signature _____ **Date** _____

FOR COMPLETION BY PARENT

Mother's Name: _____ Father's Name: _____

Mother's Work Number _____ Father's Work _____
Number _____

Home Telephone Number _____ Emergency Number _____

Is the child authorized to carry and self administer inhaled asthma medication? ____ Yes ____ No

As the parent of the above named student, I ask that assistance be provided to my child in taking the medicine(s) indicated above at school by authorized staff. If self-medicating is allowed or if no authorized staff member is available, I ask that my child be permitted to self-medicate as authorized by my physician and myself. Authorization is hereby granted to release this information to appropriate school personnel and classroom teachers. I hereby agree to hold the Chilton School District and all employees harmless in any and all claims arising from the administration of this medication at school.

Parent/Guardian Signature: _____ **Date:** _____