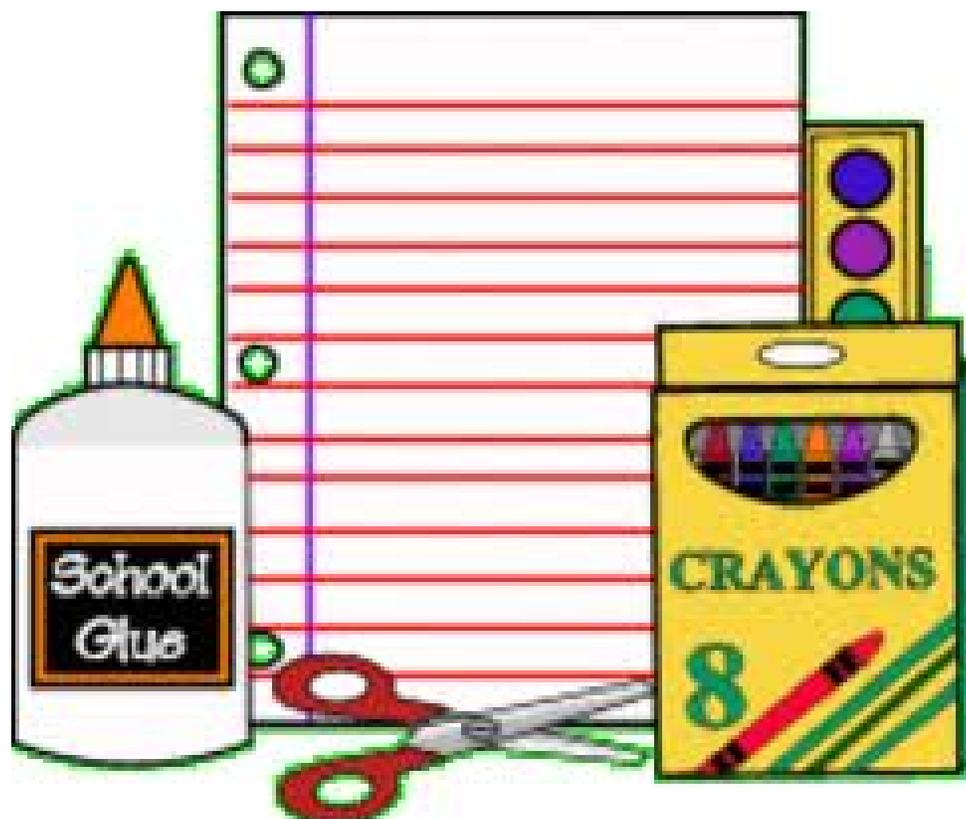


# HEMLOCK CREEK ELEMENTARY SCHOOL



STUDENT-PARENT HANDBOOK  
2020-2021  
KINDERGARTEN - 5<sup>TH</sup> GRADE

Dear Parents and Students

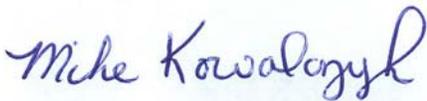
It is our pleasure to welcome you to Hemlock Creek Elementary School! This year will be an exciting educational year for your child. Hemlock Creek Elementary has over 870 students in Grades K – 5. The staff and Parent Teacher Organization are committed to providing the best possible educational programs that our talent and resources allow.

This handbook is intended to provide quick reference information for our parents and students regarding the policies, practices, and procedures in the school district as well as at Hemlock Creek. Please take a few minutes to go over the handbook with your child. More details and specifics can be obtained by contacting your child’s teacher, the school office, on Twitter, or the district website at <http://www.wdpsd.com> Please keep this handbook in a place where you can refer to it when necessary and feel free to contact us if you ever have any questions or concerns.

We are proud of our school, faculty, students and staff! We look forward to working with you this year in providing the best educational program possible for your child.



Kathleen Held, Principal



Mike Kowalczyk, Associate Principal

## **MISSION STATEMENT FOR HEMLOCK CREEK ELEMENTARY SCHOOL**

**The mission of Hemlock Creek Elementary is to create an educational community and climate that, recognizing each student’s talents and individual learning needs, is dedicated to student success and lifelong learning.**

## **Hemlock Creek Student Parent Handbook 2020-2021 LINK**

### **Hemlock Creek Student Parent Handbook Addendum 2020-2021**

For any **highlighted** sections in the student-parent handbook, please refer to this page for updates due to COVID.

#### **Attendance Notice**

During the 2020-21 school year, the School District of West De Pere will exercise flexibility as it relates to compulsory school attendance rules. If a student is absent from school for reasons related to COVID 19, the number of permissible excused absences will not be impacted in a negative manner. It is expected that students be present as much as is safely possible, however, parents/guardians must monitor their child's health on a daily basis and avoid sending their potentially ill child to school.

Please watch for the following symptoms:

- Fever in the past 24 hours, such as chills or sweats, or had a temperature that is elevated or greater than 100.4 degrees Fahrenheit
- Cough
- Shortness of breath
- Sore throat
- Nasal congestion/runny nose
- Body aches
- Loss of taste and/or smell
- Diarrhea
- Nausea
- Vomiting

Under no circumstance should medication be given to a child to temporarily hide the symptoms in order that the child may attend school.

#### **Arrival at School:**

Specific entrances based on grade level have been determined. See map. Students will not on the playground prior to the start of school for play. Please do not drop your students off to school before 8:25 AM. When students are dropped off at school, students should go directly to their entrance where they will be let into the building to go to their classroom. Students arriving after 8:40 AM should use the main entrance.

#### **Athletic Events and Spectators**

Due to unknown circumstances related to gatherings, the School District of West De Pere reserves the right to create temporary protocols related to spectators at extracurricular events and other co-curricular activities.

#### **Birthday Treats/Celebrations of Food:**

No community shared snacks unless they are individually, commercially wrapped, purchased, distributed by the teacher.

#### **Conferences:**

Conferences will be scheduled virtually this year.

#### **Dress Code**

Cloth face coverings are most essential in times when physical and social distancing is difficult and can assist with minimizing the risk of transmission to both students and staff. Therefore, the use of cloth face coverings will be one of WDPSD's most critical prevention measures which allows our schools to start safely and stay open. This also applies to school buses and other forms of school transportation, and school property such as playgrounds and sports complexes.

"Face covering" means a piece of cloth or other material that is worn to cover the nose and mouth completely. A face covering includes but is not limited to a cloth face mask, a bandana, a disposable or paper mask, or a neck gaiter. A face covering does not include face shields, mesh masks, or masks with holes or openings.

There may be face-covering breaks when social distancing can be maintained and during vigorous physical exercise. There will be face-covering breaks while outside and while eating.

If there is a medical reason that prohibits a student from wearing a face covering, medical documentation will be required and must be submitted to the district nurse. Should a student with a disability require exceptional circumstances, we will work with the students and families to develop the skill and problem-solve around the challenges of wearing a mask.

Students not wearing a mask will be asked to put their mask on or will be sent to the office to get one if they do not have one available. If a student refuses to wear a mask, it will be treated as a dress code violation and they could be asked to have one brought from home or they could be sent home.

All masks must also be appropriate for school. They may not contain writing, pictures, or symbols that are suggestive, obscene, or distasteful.

**Fifth Grade Band** - will not be offered this school year.

**Fieldtrips**

At this time, no field trips are scheduled.

**Lockers/Cubbies**

We will have staggered student access to their lockers to accommodate for social distancing.

**Open House:**

Open house will be virtual this year. Teachers will have video introductions posted to their webpage on August 27th.

**Physical Education**

Weather permitting, physical education classes will be held outside.

**PTO**

PTO meetings will be held virtually this year. Please refer to Tuesday notes for the access link or check out the Hemlock Creek PTO Facebook page for information.

**Safety Cadets** - will not be an option for our 5th-grade students.

**School Pictures**

We have scheduled two days this fall for school pictures to allow for social distancing. There will not be a group class picture.

**Student Leaving Throughout the Day**

If a student leaves school before dismissal time, the person picking up the student should press the buzzer at the main door office to speak with the office staff. We will electronically sign your student out with the reason and then release your child. We ask that you wait outside for your child.

**Visitors:**

Visitors to the building must wear a mask.

Items being dropped off by visitors need to be placed on a table in the entranceway with the child's name, grade, and teacher.

**Volunteer Program**

No volunteers at this time. No visitors for lunch. Since parents will not be able to volunteer in classrooms, background checks at this time will not be processed.

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**SCHOOL FORMS:**

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STUDENT ACTIVITIES

**STATE STATUES**

The West De Pere Elementary School and its students are required to follow Wisconsin State Statues 115.30, 118.07, 118.125, 118.15, 118.16, 120.13, 125.09, 161.41, 176.31, 939.48, 393.49, 939.50, 939.51, 939.60, 940.26, 941.12, 943.61, 947.013, 947.05 and any other which is deemed necessary by the State of Wisconsin.

The administration of West De Pere Elementary School reserves the right to make changes or corrections in any school policy or rule addressed in this agenda. In addition, items not addressed in this agenda book are left up to the discretion of the administration.

## 2020-2021 WEST DE PERE SCHOOLS

### BOARD OF EDUCATION

Ms. Jenni Fuss	President
Mr. Joe Bergner	Vice President
Mr. Scott Borley	Treasurer
Mrs. Barb Van Deurzen	Clerk
Mr. Tom Van De Hei	Member

### ADMINISTRATION

Mr. Dennis Krueger Superintendent	337-1393
Mr. Brian Walters Business Manager	337-1393
Ms. Amy Schuh Director of Student Services	337-1393
Dr. Jason Lau Westwood Elementary Principal	337-1087
Mr. Scott Marsden Westwood Associate Principal/4K Director	337-1087
Mrs. Kathleen Held Hemlock Creek Elementary Principal	425-1900
Mr. Michael Kowalczyk Hemlock Creek Assoc. Principal/Summer School Director	425-1900
Dr. Jim Finley Middle School Principal	337-1099
Mr. Jason Zielinski Middle School Assoc. Principal/Activities Director	337-1099
Dr. Russell Gerke High School Principal	338-5200
Mr. James Heinke Associate High School Principal	338-5200
Mr. Scott Eggart High School Activities Director/Associate Principal	338-5200
Dr. Amy LaPierre Director of Curriculum	337-1393

**HEMLOCK CREEK SCHOOL**

1900 Williams Grant Drive

De Pere, WI 54115

Phone: 425-1900

Fax: 425-1914

**Office Hours:**

7:30 a.m. – 4:00 p.m. (M-Thurs)

7:30 a.m. – 3:30 p.m. (F)

Teacher Hours - 7:55 a.m. – 3:40 p.m.

**ENROLLMENT: 948 (4K-5) 848 (K-5)**

**GRADES: 4K-5**

**MONDAY-FRIDAY (Student Hours) 8:40 - 3:30**

**PRINCIPAL**

Mrs. Kathleen Held

**ASSOCIATE PRINCIPAL**

Mr. Michael Kowalczyk

**KINDERGARTEN**

Mrs. Heide Herlache

Mrs. Tanya Lynn Huebner

Mrs. Rochelle Loch

Mrs. Kris Neuens

Mrs. Megan Raschke

Ms. Courtney Rohr

Mrs. Pam Sands

**GRADE 1**

Mrs. Kiley Dunathan

Mrs. Becky Erdmann

Mrs. Tracy Hopkins

Mrs. Tanya Kussow

Mrs. Jennifer Lambrecht

Mrs. Kelsey LaPierre

Mrs. Stephanie Roth

**GRADE 2**

Mrs. Aubrey Adler

Mrs. Mary Bixby

Mrs. Tricia Catlin

Ms. Sherri Legois

Mrs. Morgan Linssen

Mrs. Megan Luce

Mrs. Nicole Schoenwalder

**GRADE 3**

Mrs. Jessica Budek

Mrs. Andrea Hebl

Mrs. Stephanie Krahn

Mrs. Rachel Madala

Mr. Nick Prebelski

Mrs. Jennifer Wisneski

**GRADE 4**

Mrs. Emily Brossard

Mrs. Andrea Dernbach

Ms. Nicole Glaeser

Mrs. Brenda May

Mrs. Amy Sampe

Mrs. Megan Schmidt

Mrs. Maggie Velicer

**GRADE 5**

Mrs. Paula Bildings

Mrs. Jamie Goodman

Mr. Adam Janquart

Mrs. Jill Melichar

Ms. Toni Smith

Mrs. Elly VanBoxel

**SPEECH AND LANGUAGE**

Mrs. Jordan Angst

**CHILDREN WITH  
DISABILITIES**

Mr. Glenn FitzGerald

Ms. April Hooyman

Mr. Andrew Olks

Mrs. Carly Shier

Mrs. Mary Perkins

**MATH INTERVENTION**

Mrs. Kim St. Juliana

**READING INTERVENTION**

Mrs. Laura Devine

**LITERACY COACH**

Mrs. Erin Cutler

**MUSIC**

Mrs. Sarah Lisowe

**BAND/MUSIC**

Ms. Kelsey Reed

**ART**

Mrs. Kimberly Janssen

Ms. Nichole Corsten

**PHYSICAL EDUCATION**

Mrs. Andrea Brehm

Mrs. Kris Luebke

Ms. Angela Moeller

Mr. Skyler Tointon

**GUIDANCE**

Mr. Jay Johnson

Mrs. Mardi Johnson

**SCHOOL PSYCHOLOGIST**

Ms. Sara Collier

**LIBRARY MEDIA**

**COORDINATOR**

Mrs. Jennifer Gossen

**ELL TEACHER**

Mrs. Cara Aspatore

**OT TEACHER**

Mrs. Erin Diedrick

**DISTRICT SOCIAL WORKER**

Ms. Brooke DeWane

**ADMINISTRATIVE ASSISTANT**

Mrs. Polly Albers

**SECRETARY**

Mrs. Julie Nolan

**POLICE LIAISON**

Officer Sarah Manning

**TITLE VI**

**HOME SCHOOL LIAISON**

Mrs. Christine Yungwirth

**MAINTENANCE**

Mr. Nathan Nutt

**SCHOOL NURSE**

Ms. Dawn Schaefer

**SUPPORT STAFF**

Michelle Alberts

Kara Bartoszek

Jessica Burdsall

Mindy Colucci

Alessandra Cudicio

Andrea DeCleene

Holly Fey

Jennifer Golueke

Amie Gordon

Lisa Kornowski

Laura Kujawa

Danielle Manders

Sara Meulemans

Lori Olson

Michelle Raasch

Ann Schuhriemen

Carrie Spoerl

Bobbie Stangel

Leah Thomson

Karen Van Deurzen

Melissa Verboort

Dana Wunderlich

**KITCHEN**

Tina Ambrosius

Kelly Burns

Rose Coenen

Cathy Doherty

Jeff Jordan

Judy Maus

Tarra Seifert

Kim Sorenson

Gail Stupka

## IMPORTANT DATES FOR 2020-2021

Please refer to the following dates if you have any questions regarding special days and vacation.

First Day of School	September 1, 2020
<b>NO SCHOOL</b>	September 7, 2020
<b>Early Dismissal (No 4K)</b>	October 9, 2020
Parent Teacher Conferences	October 22, 2020 (1:00-8:00 pm)
<b>NO SCHOOL</b>	October 23, 2020
<b>Early Dismissal (No 4K)</b>	November 20, 2020
End of First Trimester	November 22, 2020
<b>NO SCHOOL</b>	November 26, 2020
<b>NO SCHOOL</b>	November 27, 2020
Report Cards Go Home	December 8, 2020
Holiday Vacation <b>NO SCHOOL</b> <b><u>CLASSES RESUME ON: Thursday</u></b>	December 24, 2020 – January 1, 2021 January 4, 2021
<b>NO SCHOOL</b>	January 18, 2021
Parent Teacher Conferences - Teacher invite	February 25, 2021 (4:00-8:00 pm)
<b>Early Dismissal (No 4K)</b>	February 26, 2021
End of Second Trimester	February 28, 2021
Report Cards Go Home	March 9, 2021
<b>Early Dismissal (No 4K)</b>	March 26, 2021
<b>NO SCHOOL EC – 5 (Spring Break)</b> <b><u>CLASSES RESUME ON: Monday</u></b>	March 29 – April 2, 2021 April 5, 2021
<b>Early Dismissal (No 4K)</b>	May 7, 2021
Memorial Day - <b>NO SCHOOL</b>	May 31, 2021
Student Last Day of School <b>K-5</b>	June 3, 2021
End of Third Trimester	June 3, 2021
Teacher Last Day	June 4, 2021

### **ACADEMIC LEARNING TIME (ALT):**

Hemlock Creek Elementary School faculty and staff will make every effort to reduce disruptions to the school day, and we ask parents to do the same. Extra activities must relate to the curriculum standards, and benchmarks as well as the school's mission statement.

### **ACADEMIC PROGRAM**

All elementary students receive instruction in reading, writing, language, math, science, and social studies. Students also participate in weekly classes of physical education, art and music. Third grade is the transition year for learning cursive writing. Keyboarding begins in third grade. Students visit the library on a weekly basis and receive instruction from the counselor every other week.

### **ACTIVITIES**

#### **Battle of the Books**

Available for students in fifth grade

#### **Before/After School Care**

The YMCA operates a Before/After School Care Program at both elementary schools. The program runs on the school calendar during the hours of 7:00-8:40 a.m. and 3:30- 6:00 p.m. It provides activities for children of elementary age. For rates and additional information about the program please call 436-9675.

#### **Boy Scouts and Girl Scouts**

These organizations are very active in our area. The PTO and school support these worthwhile groups. Many groups meet at school.

#### **Destination Imagination**

This is an after school program often coached by parents. It is designed to stimulate and develop the students' creative problem solving skills. Teams are formed in the fall with a competition in March.

#### **Kids for Running Program**

Available for students in grades 3-5

#### **Student Council**

We have class elections for Student Council (Grades 3-5) in the fall of the year. Our council members assist with the Adopt a Family Holiday Activity, PTO Book Distributions, monthly Hemlock Creek Happenings (video), assist in determining school spirit days and other activities to promote student activities.

#### **5<sup>th</sup> Grade Instrumental Music**

Fifth grade students have the opportunity to take lessons. Students also participate in a recital night during the spring of the year.

#### **5<sup>th</sup> Grade Chorus**

Fifth grade students have the opportunity to join a chorus during the school day. Students will participate in school events throughout the school year.

### **ARRIVAL AT SCHOOL**

Students are not to arrive at school before supervision is provided. Supervision for students begins at 8:20 a.m.

### **ATTENDANCE AND TRUANCY**

Children are expected to attend school everyday unless they are ill. Please notify the school promptly by phone in case of illness. By state law, regular school attendance is the joint responsibility of the parents and school. You can cooperate and improve attendance by observing the following guidelines.

1. Please call the office stating the reason for the absence. The school will contact parents if a call is not received. If a student is going to be late arriving at school, please call school indicating when they will arrive and why they were late. Regular and punctual attendance is necessary to assure success and establish good work habits.
2. Children absent with a serious illness, skin condition or other communicable disease, and under a doctor's care, should have a statement signed stating it is permissible to re-enter school.
3. Requests to take a child out of school should be directed to the homeroom teacher. The teacher then will refer this note to the school office/principal so that they are aware of students who will be leaving throughout the day. Examples of these requests may be for doctor's appointments or family emergencies.
4. Before we send home a child who becomes ill in school, we must contact the parent or the emergency phone contact. If you work and are away from home a great deal, it is especially important to have an **alternate** phone number and person that we may contact. If you happen to have an unlisted phone number, please notify the office so that it can be confidential. Also, if your phone number is changed at any time, **PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY.**
5. Remember, the best place for your child to recover from any illness is in the home under your care, not in the school building where other people might be susceptible to the illness.
6. If your child has missed school and needs to make up some of his/her work, notify his/her teacher and arrangements can be made to complete the work. **YOU MUST CALL BY 9:00 a.m.** if you desire homework by 2:00 that day.

## **ATTENDANCE AND TRUANCY - REFER TO BOARD POLICY 5113**

### **Excessive Absenteeism**

High absenteeism due to conditions of health are to be verified by a person legally certified to perform medical services. Without such certification, the school will likely treat such future absenteeism as truancy.

### **Work Missed Due To Absence**

Students are responsible for making up work that is missed during their absence and have as many days to get their work made up and turned in, as they were absent. Parents/guardians making homework requests should do so by **9:00 A.M.** This will ensure all teachers have adequate time to prepare lessons that can be picked up at 2:00 P.M. in the school office. **Students who are truant/unexcused, or suspended will be required to make up all work missed.**

**PRE-EXCUSED ABSENCE** If a student plans to be absent from school for a reason other than illness, he or she should present a written parent permission slip or email to the office, or call the office requesting the student be released for a pre-excused absence. The excused or unexcused nature of the absence will depend on the reasons presented. [Students will be issued a pre-excused absence form for excusable absences.] The student is to take the form to the teacher to obtain the requested information. The completed pre-excused form should be taken home and reviewed and returned with a parent/guardian signature. The completed form is to be returned to school two days prior to the planned absence. Without a pre-excused absence form, the above absences will be considered unexcused or truant.

## **AWARDS AND INCENTIVES**

### **Phantastic Phantom Slips**

Consistent positive reinforcement of appropriate behavior is part of our Positive Behavior Intervention and Support (PBIS) System. All staff members who observe students following the four behavior expectations will issue Phantastic Phantom Slips. Students can receive tickets daily and put them into their classroom box for weekly prize drawings. Phantastic Phantom Slips will be calculated toward a bi-monthly goal as well for school wide celebrations.

### **BICYCLES**

Bicycles are not to be ridden on the grounds during school hours. Students will lock and put their bicycles in the racks. Bike racks are off limits during the school day. Bike racks located by door #7 near the back playground.

## **BIRTHDAYS, PARTIES, AND INVITATIONS**

Please contact your child's teacher for appropriate guidelines if you are planning on celebrating a birthday at school. Invitations to after school or weekend birthday parties **MAY NOT** be handed out at school. Please ask your teacher for a listing of classroom names and information that can be shared.

## **BUS TRANSPORTATION**

If at any time you do not want your child to ride the bus home after school, please call school or send a note to his/her teacher so that proper arrangements can be made. Also if you qualify, but choose not to ride the bus, call Lamers so their name does not appear on the route list.

Students who normally **do not** ride the school bus, **may not** "catch" a ride with a friend for the purpose of going to his/her house after school. If you already ride a bus and want to "catch" a ride on another bus, you may only do so if the driver consents and there is room. If your child is going to a friend's home, please make your own arrangements for transportation. If you do not qualify for transportation provided by the school district and wish to have your child ride the bus to or from school, please call Lamers Bus Lines at 336-0565 or 496-3600 to make the necessary arrangements.

A code of conduct is sent home with students each fall.

1. To handle the cases of misconduct, the following procedures will be followed
  - a. The driver will fill out a misconduct report. This report must be given to the school within forty-eight hours of the offense. The misconduct report shall at least state the date of the offense, student's names, offense committed and driver's signature and route number.
  - b. The following action will follow the issue of a misconduct report.
    1. First offense – The school official will inform the parent or guardian of the offense and discuss what disciplinary measures the parents or guardian and school deem necessary to correct the situation.
    2. Second offense – The school official will inform the parent of the offense and the student will be denied transportation for five school days.
    3. Third offense – The school official will inform the parent of the offense and the student will be denied transportation for thirty school days.
    4. Any subsequent offenses will result in denial of transportation for the balance of the school year.
  - c. Parents are responsible for transporting the student to school during the suspension period.
2. Parents or guardians are to be aware that in any of the above actions, they have the right to due process. Contact the building principals.
3. Drivers may refuse to transport pupils only if an immediate report of the circumstances is made to the school principal on the next trip to the school. No pupil shall be put off the school bus except at school or at their home. The driver may not put students off the bus unless authorized by the building principal.
4. A school administrator or bus driver has authority to assign riders to designated seats.

(Board Policy 3541.1, 3541.2, 346.0)

## **CARE OF SUPPLIES AND EQUIPMENT**

The school district furnishes many materials to aid the child in learning. These materials include textbooks, library books, computer disks, science equipment, tape recorders, and the like. Students that are misusing or causing serious damage to any materials or equipment will be expected to pay for repairing and/or purchasing new items. Parents can help by keeping a close eye on materials brought home from school that should be returned for other students to use.

## **COVID-19**

Please contact the school nurse via text at (920) 676-0432, email or voice message (920) 425-100 ext 8031. Please state name, school, grade, and situation if your student or family: have any concerns of experiencing signs or symptoms of Covid-19, having Covid-19 testing done, or test positive for Covid-19. All health information is confidential. The school nurse will contact you as soon as possible.

## **CHANGE OF STUDENT INFORMATION**

Any time during the school year when there are changes in student info (address, phone numbers, etc.), please notify the office immediately so that our records can be updated.

## **COMMUNICATION**

Tuesday is note day. Most notes and communication will be sent home via email to families each week on Tuesday. There is also the possibility that some materials will need to come home as a paper copy. Your child is responsible for bringing this information home. If you do not have access to email, paper copies can be requested in the office.

## **CONFERENCES**

Parent-Teacher conferences will be held twice a year. Fall conferences are for all students. Later in the year, conferences are designated for students who may have missed fall conferences or for students where an update of progress needs to occur. Notification of online scheduling for conferences will be sent home in Tuesday notes. Please take the opportunity to talk with your child's teacher about their progress.

## **DRUG FREE SCHOOL ZONE**

It shall be the policy of the School District of West De Pere to adopt and maintain drug-free facilities and programs. The use of tobacco in the buildings, on district property and on school sponsored activities/fieldtrips is prohibited. Use or possession of illicit drugs and/or alcohol by students, staff, or citizens will not be tolerated and will be punished to the fullest extent of existing laws.

## **DUE PROCESS**

The following due process procedure is available to any student, parent, or resident who wishes to challenge a school policy or decision:

1. The complaint or concern will be discussed between the student and his/her parent if necessary and the building principal.
2. Parents and student will be informed that their challenge or complaint can be brought to the Superintendent. At this level, the student and the parents will be asked to put the complaint or challenge into writing. The Principal will also submit a written statement explaining the school's position. The Superintendent will confirm or reject the principal's decision within ten calendar days from the date when the student and parents contacted the Superintendent. The Superintendent's decision will be communicated verbally and in writing.

## **DUPLICATE CORRESPONDENCE**

It is the policy of Hemlock Creek Elementary School to provide duplicate copies of official records regarding students whose parents or guardians have special needs and who request this service in writing. The most common reasons for requesting this service include the separation or divorce of the parents. Persons who wish to receive a duplicate copy of correspondence or records concerning a student should contact the office to complete a form. Your request will be honored when the form is completed and returned to Hemlock Creek Elementary School, and is approved by the Elementary Principal.

## **DRESS AND GROOMING**

Good habits in dress and grooming are established at a very early age. It is felt that if a student comes to school well groomed, neat and clean, that they will feel better about themselves and hopefully be proud of their school. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board retains the right to regulate such dress or grooming that constitutes a health problems, a physical danger to any person, causes a disturbance or distraction, or promotes anti-social behavior, or is disparaging or demeaning to others such as racial, religious, sexist, or ethnic epithets, vulgarity or advocating pain, death, suicide or use of drugs or alcohol. The Board also retains the right to regulate the dress and grooming of all students representing the school co-curricular activities. The Board authorizes administration to make judgments for the health, safety, and welfare of all stakeholders.

The following types of apparel will be considered inappropriate school dress:

- Any clothing with writing, pictures, or symbols which are suggestive, obscene, or distasteful.
- Halter tops, tank tops, half-shirts, and muscle shirts.
- Wearing of caps, hats, scarves, etc.

- Ripped and/or torn clothing.
- Going barefoot, stocking foot, or flip flops. (Due to safety)
- Shorts are permitted, at the discretions of the parents, with the following stipulations: no shorts that conform to the body contour (Lycra-Spandex) unless covered by other shorts; no short shorts; no shorts shorter than mid thigh.
- Pants and shorts should be at waist level – no showing of undergarments, belly buttons, or stomach skin. If a teacher feels that a student is improperly dressed or groomed, the student will be sent to the office.

If the appearance of the individual actually causes a disruption of normal school activity, the student will contact his/her parent/guardian to bring appropriate attire. If the student’s appearance is simply inappropriate, less severe action will be taken to include reprimand and/or notifying parents/guardians and asking for their cooperation.

## **ELECTRONIC COMMUNICATION DEVICES**

**Refer to Board Policy 5130**

## **FEES**

Students in grades K-5 are assessed a fee to help cover the cost of the consumable materials and resources used throughout the year. Kindergarten students and those in grade one are charged **\$40.00** and grades two through five are charged **\$45.00**. These fees include a \$10 technology fee. The fee for students in grades 2, 3, 4, and 5 covers the cost of a student planner. A form is available for parents to apply for a waiver of the fees. Parents will be notified whether or not their fees will be waived as soon as their application is reviewed.

## **FIELD TRIPS**

During the course of the school year, your child will have the opportunity to go with their classmates and teachers on various educational field trips. Permission slips will be sent home the first week of school, which must be signed and returned. The teacher will send home a note before the field trip takes place to explain the trip. Parent chaperones will need a current completed and approved background check. Please be aware that the deadline for registering to volunteer and having a background check processed for the 2019-2020 school year will be March 19, 2021.

## **FIRE DRILLS**

Wisconsin State Statues require that we conduct at least one fire drill during each month of the school year. Students will exit in an orderly fashion, follow teacher directions, and return to the building with the teacher after the all clear signal is heard.

## **FIRST AID**

If a student becomes ill or is accidentally injured at school, the teacher or supervisor needs to be informed and the office notified. The student will be sent to the office unless the student cannot be moved. Phone calls to parents concerning illness or injury are made by office personnel. The office will contact parents or parties listed on the emergency record so the student may be taken home. If the illness or injury is serious and no one listed on the emergency record can be reached, school officials will act in the best interest of the child. In this case, they may call the rescue squad (911) for transportation to the hospital emergency room for care. Efforts to contact parents will continue. A student will not be sent home without consulting an adult.

## **GENERAL HEALTH AND EMERGENCY INFORMATION**

At the beginning of each school year, an emergency and health form is sent home with the students. The school must have current home, work and emergency phone numbers of all students in order to contact a parent or responsible person in case of an emergency or illness. This is your opportunity to update us on any significant changes in your child’s health, to alert us to any potential health problems with your child and to furnish us with information that could be crucial in an emergency situation. Please make sure that any emergency numbers you give us belong to people who are usually home and willing to take responsibility for your child. Please keep the office updated on changes during the school year.

## **GIFTED AND TALENTED PROGRAM**

**Refer to Board Policy 5400.6 – Programs for Gifted Students, 5400.6 (E) SDWDP Talent Development Plan**

## **HEALTH CONDITIONS**

If your student has a health condition, the parent is responsible to contact the District School Nurse for development of an Individual Health Plan or an Emergency Action Plan of Asthma, Seizure, or Allergy. Health plans are updated annually and completed by your healthcare provider and District Nurse. If you student requires any medical accommodations in the classroom, your healthcare provider must provide the school with written medical orders annually. Forms are available in the school office or the School Nurse Web Page.

## **Illness/Communicable Disease**

The School District of West De Pere strives to keep all our students healthy and able to attend school.

**If you student becomes ill during the school day, the following general guidelines will be used by school staff to determine if student should be sent home:**

- COVID-19 or Influenza like illness—symptoms such as ear temperature of 100.4F or greater, along with respiratory symptoms of cough, shortness of breath, runny nose, sore throat, headache, body aches, chills, nausea and vomiting, diarrhea, new loss of taste or smell and fatigue.
- Fever of 100.4 or greater.
- Vomiting or diarrhea.

- Contagious illnesses such as chickenpox, strep throat, “pink eye” conjunctivitis, impetigo, scabies, live head lice or other determined by healthcare provider
- Rashes of unknown origin
- Incident/accident requiring care of parent/guardian.
- General discomfort such that the student cannot participate in class.
- Other concern determined by school staff. **Please keep your student home if they are sick!**

When a student is suspected of having one of the following more common communicable diseases, it is the responsibility of the parent to take their student to their healthcare provider for treatment before the student can return to school. Listed below are the more common childhood communicable diseases that may help guide you if your student should or should not return to school.

The complete listing of Wisconsin Childhood Communicable Diseases can be viewed at:

<https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf>

**Illness/Communicable Disease cont.**

Condition	Exclusion Criteria	Authorization Note Required from Healthcare Provider to return to school
Conjunctivitis ( <b>Pink Eye</b> )	Student is excluded from school if: <ul style="list-style-type: none"> <li>• There is yellow (purulent) discharge/drainage</li> <li>• Child excessively touching the itching eye(s)</li> </ul>	No Note: Viral infections often improve without medical intervention; however, remain contagious when drainage or discharge is present.
<b>Covid-19</b>	Student is excluded from school with positive Covid-19 test. Symptoms of Covid-19 meeting exclusion requirements (subject to change at any time) To be determined by local public health officials/CDC.	Yes
<b>Diarrhea</b> of unknown cause	Exclude until no symptoms from the last episode of diarrhea for 24 hours.	No
<b>Fever</b>	Exclude until fever has resolved for 24 hours without the use of fever reducing medications.	No
<b>Fifth’s Disease</b>	none	No
<b>Gastroenteritis (Stomach flu)</b>	Exclude until student has no symptoms for 24 hours. Norovirus exclude for 48 hours.	No
<b>Hand-foot- and mouth Disease</b>	None, unless fever present or child cannot maintain hygiene or avoid close contact with others.	No
<b>Impetigo</b>	Exclude until after initiation of appropriate antibiotic treatment (24 hours) and lesions are covered or crusted.	Yes
<b>Influenza</b>	Exclude until fever resolved for 24 hours without the use of fever reducing medications.	No
<b>Lice (Pediculosis)</b>	Any student found with live lice will be excluded.	Provider note is not required; however, must be rechecked and found to be free of live lice.
<b>MRSA (Methicillin-resistant Staphylococcus aureus)</b>	Student is excluded from school until treated with a prescription antibiotic for 24 hours or if drainage from lesions cannot be contained.	Yes. Draining lesions must be covered.
<b>Ringworm</b>	Exclude until treatment is initiated or lesions are covered.	No
<b>Streptococcal Infection (Strep)</b>	Student is excluded from school until treated with a prescription antibiotic for 24 hours.	Yes
<b>Staphylococcal Infections (Staph)</b>	Student is excluded from school until treated with a prescription antibiotic for 24 hours.	Yes
<b>Vomiting</b>	Exclude until vomiting resolved for 24 hours from the last episode.	No

**PLEASE CALL SCHOOL BY 8:00 A.M. IF YOU’RE CHILD WILL NOT BE IN ATTENDANCE.**

Please contact the school nurse at ext. 8031 if you would like to schedule a meeting or if you have any questions.

## **IMMUNIZATIONS**

### **What do parents need to do?**

- Have your student vaccinated **or complete waiver** according to their grade level requirements.
- Contact your healthcare provider or your local Public Health Department to obtain vaccine your student may need.
- Please forward all immunization forms to the school office.

### **2020-2021 School Year Requirements**

**The following are the minimum required immunizations for each age/grade level.**

<b>Age/Grade</b>	<b>Number of Doses</b>					
Pre K (2 yrs. through 4 yrs.)	4 DTP/DTaP/DT	3 Polio	3 HepB	1 MMR	1 Varicella or	chickenpox history
Grades K through Grade 5	4 DTP/DTaP/DT/Td	4 Polio	3 HepB	2 MMR	2 Varicella or	chickenpox history

Parents are responsible for fulfilling the immunization requirements for their student in accordance with Wisconsin State Law. Any student admitted to an elementary school within 30 school days after the date on which the student is admitted, present written evidence to the school of having completed the first immunization for each vaccine required for the student's grade and being on schedule for the remainder of the basic and booster immunization series for mumps, measles, rubella, diphtheria, pertussis (whooping cough) polio, tetanus or shall present a written waiver.

**For more information, please go to: <https://www.dhs.wisconsin.gov/immunization/childhood.htm>**

## **INCLEMENT WEATHER**

Please remember to listen to local radio or television stations for school delays, early closing, and cancellations. The School District of West De Pere is implementing a SchoolMessenger broadcast system which enables school personnel to notify all households and parents by phone, email and text within minutes of an emergency, inclement weather, unplanned event or other school communication.

In an effort to ensure you receive these communications, please note the following:

1. **Contact** information: Please make sure the school's office has updated contact information on file. The information that is PowerSchool will be used to contact you for events and notifications.
2. **Caller ID**: This is the number that will be used for all notification calls: **920-337-1393, 920-425-1900**
3. **Live Answers**: SchoolMessenger uses voice detection technology so you only need to say "hello" once. The message will usually begin in a few seconds after it detects your voice. Please note that multiple "hellos" will delay the message.
4. **Answering Machines/Voice Mail**: The system also detects answering machines and voice mailboxes and will deliver the recorded message. Please note that the recommended number of rings for answering machines is four and be sure that recordings are free of any "pauses."
5. **Text Messages**: Due to FCC regulation changes, in order to receive text messages on your mobile device each device will need to text "Y" or "Yes" to 68453. This will enable your device to receive important messages from your child's school. If you wish to stop receiving messages at any time simply text "Stop" to 68453.

Please do not call the school unless it is an emergency. Calling the schools hinder our efforts to communicate the news effectively. Parents are asked to have alternate plans for their children's supervision and care in the event school is closed early due to inclement weather or other emergencies. Remember that buses will probably run a little late when the roads are in poor condition.

## **INSTRUCTIONAL MEDIA CENTER (IMC)/ LIBRARY**

Students are allowed to check out five books. Fines or replacements costs will be charged for damaged or lost books.

## **INSURANCE**

The school district offers a student insurance policy to cover individual accidents. Information on this voluntary policy is sent home with your child in September. The school district **does not** carry a comprehensive insurance; it is recommended that you give the policy serious consideration.

## **INTRA-DISTRICT ENROLLMENT**

Parents who would like to have their child attend a school within the district and are not in that school's attendance area, may apply for intra-district transfer. For information about intra district transfer, please contact the school office. Applications are due by January 31<sup>st</sup>.

## **LOCKERS/CUBBIES**

A locker will be assigned to each student on the first day of school. Lockers are expected to be kept clean and in good order. No stickers or adhesives may be used on the inside of lockers. Locker inspections may be conducted at any time throughout the year. Lockers and desks are property of the West De Pere School District and are subject to search. No locks are permitted on lockers.

## **LOST AND FOUND**

Each year we give a charitable organization much excellent clothing that is left behind by children. Please label all clothing. Misplaced items are available and can be viewed during school hours. It is strongly recommended that the child's name be fixed in their outer garments such as hats, coats, mittens, shoes, etc. to assist in finding them in the event they are lost.

## **MEDICATION AT SCHOOL**

*All medication should be administered to students at home whenever possible. Medication consents, Asthma Action Plans (inhaler) Seizure Action Plans (emergency medication), Food Allergy Action Plans (Epipen) are available on the School Nurse Web page or in the school office if needed. In order to administer medication at school, the following criteria must be met:*

- **Prescription medication** : Medication Request/Consent Form is signed by your healthcare provider and parent/guardian authorizing school personnel to administer medication. Form is completely annually by your healthcare provider.
  - Prescription medication must be supplied by parent/guardian in the original pharmacy-labeled package, the package must specify name of student, prescriber's name, the name of the drug, the dose, the route, time, the effective date and the directions in a legible format.
  - Inhalers and Epinephrine Auto-injectors must be labeled per pharmacy.
- **Over the Counter (non-prescription) medication:** Medication Request/Consent Form will be completed by the parent authorizing school personnel to administer medication. Form is completely annually by your healthcare provider.
  - Non-prescription drug product must be supplied by the student's parent/guardian in the original manufacturer's package and the package must list the ingredients and recommended therapeutic dose in a legible format.
  - A student maybe administered a nonprescription drug product in a dosage other than the recommended therapeutic dose only if written approval of healthcare provider is obtained.
- Medication arriving in improperly labeled or unlabeled containers will not be administered by school personnel.
- Medication refills will not be accepted in baggies or Ziploc containers. Medications cannot be transfer from bottle to bottle. Medications brought in this manner will not be given to a student.
- **No medication will be given to students if the medication form is incomplete. Both nonprescription and prescription drugs must be recognized as drugs in the official U.S. Pharmacopoeia and national formulary or official MEDICATION AT SCHOOL CONT. Homeopathic Pharmacopoeia of the United States or any supplemental publication to these references. Medication will not be provided by the school district.**

## **OPEN ENROLLMENT**

- Wisconsin's inter-district public school open enrollment program allows parents to apply for their children to attend school districts other than the one in which they live.
- Wisconsin residents in grades 4 year old kindergarten to 12 may apply to participate in open enrollment. Students in 4 year old kindergarten may participate in limited circumstances; parents should call their resident school district administrator to find out if their 4 year old kindergarten -aged children qualify.
- Parents must submit application forms to nonresident school districts no earlier than the first Tuesday in February through April of the current school year.

**If you are moving during the school year:** Current residents of the West De Pere Schools who anticipate moving out of the district and wish your child(ren) to be considered to remain at a West De Pere school, must apply through open enrollment.

## **PARKING**

If you are dropping your child off in the morning, you may pull all the way through the front circle and drop them off or park in the lot and walk them to the playground area. The front circle area must remain moving before and after school. IT IS AN EMERGENCY LANE and there is NO PARKING. It provides access to the building in case of an emergency and must remain clear for everyone's safety. The circle lane is not a parking area but rather a drop off lane. If you are waiting for your child at the end of the day, please park in the designated parking areas. To the north of the building, there is a bus lane. There is no parking in this lane. Thank you for helping us keep our children safe.

- Please drop children off at curbside only in the semi circle drive.
- Do not PARK in the semi circle drive area – it is a FIRE LANE.
- Always pull as far forward as you can and drive slowly and cautiously at all times.
- For safety reasons, particularly with the buses, please cross at designated crosswalks.
- Please be patient and extend courtesy to other drivers. Your cooperation is appreciated for the safety of all children.

## **PET VISITS**

Due to student health issues, we ask that no pets be brought to school for sharing without prior approval.

## **PHYSICAL EDUCATION**

All students in grades K-5 are expected to have tennis shoes to wear in the gymnasium during physical education classes and activities.

## **PTO**

The Parent Teacher Organization meets throughout the school year and offers programs which are of interest to the parents in the district. The purpose of the organization: "create a family time while improving our schools with fun and educational materials." Notes are sent home to the parents notifying them of the meeting, place, date, and program. We urge you to show an interest in your schools by attending the scheduled PTO meetings and their events. You can also find them on Facebook and request to join the group at: Hemlock Creek PTO.

### PROHIBITED ITEMS

The following have no place at school or school related activities: knives, weapons of any kind, look alike guns, cigarettes, drugs, look alike drugs/alcohol, water guns, hard balls, or other paraphernalia not conducive to a safe orderly environment. These items, plus anything else which could cause problems of control at school, will be taken from students. The West De Pere School District prohibits students from possession and/or usage of laser pointers or any other instrument of distraction at any time on school property or at any school sponsored event, either at home or away. Students in possession of laser pointers or any other instrument of distraction shall have the instrument confiscated and parents will be notified. Repeated violations will lead to disciplinary action including possible suspension from school. (Policy 5135)

### PROPERTY DAMAGE

Damage to school property or materials must be paid for by the student or parents of the student(s) involved.

### REPORT CARDS

Report cards are issued on a trimester throughout the school year. In these reports, the teacher will assess the progress your child has made in the subject areas and personal growth. If a parent-teacher conference day is not scheduled close to when report cards are issued and the parents have a specific concern, arrangements should be made with the teachers in order to discuss and clarify the situation. Report cards will be sent home electronically for parents to access. Distribution dates will appear on the monthly calendar. On these dates, report cards will be sent home with students. Two parent households may request a copy emailed or to be sent.

**K-5 Report Cards**-Our standards based report card is a tool that is used to communicate to students and parents student academic progress towards meeting the standards and for guiding future instruction.

#### Report Card Scoring Guidelines

<b>S (Secure)</b>	<b>The child can apply the skill or concept correctly and independently.</b>
<b>D (Developing)</b>	<b>The child shows some understanding. However, errors or misunderstanding still occur. Reminders, hints, and suggestions are needed to promote child's understanding.</b>
<b>B (Beginning)</b>	<b>The child shows little understanding of the concept or skill. Child requires additional time and significant support to complete work.</b>
<input type="checkbox"/>	<b>If box is empty, learning target is not being evaluated at this time.</b>

**Effort:** is defined as the ability to stick with a task, continually challenge one's own learning, and try even when learning becomes difficult.

### SAFETY CADETS

Fifth grade students have an opportunity to serve as safety cadets during the school year. The cadets serve as role models in the hallways and in the lunchroom along with adult supervisors. Cadets are assigned different duties each week and it is a voluntary program. At the end of the year, safety cadets will be recognized for their efforts.

### SCHOOL DISTRICT OF WEST DE PERE FOOD SERVICE PROGRAM

The School District of West De Pere uses Meal Magic in all schools for students K-12. The Food Service software runs as a student based account system. **Breakfast, lunch, and milks are available on the first day of school. Breakfast price is \$1.80/day, lunch cost is \$2.90/day, and additional or milk only purchases cost \$0.35/milk.**

The student ID number will be the student's account number and will remain the same until the student has left the district. Deposits can be made to this account by sending payments in any amount (**checks payable to *The School District of West De Pere, and are preferable to cash for safety reasons***) in an envelope marked with the Student Name and ID number to the student's school. Each school has a locked box in the office for students to deposit money. Our system withdraws money from the account on the same day it is received. **Payments can also be made online at [www.SendMoneyToSchool.com](http://www.SendMoneyToSchool.com), mailed to, or dropped off at *The School District of West De Pere, 400 Reid Street, Suite W, De Pere, WI 54115.***

Account balance information can be obtained online, by students as they pass through the lines for lunch, or by calling **Diane at our District Office at [920-337-1393](tel:920-337-1393) x8023**. Families who provide an email address will be sent a negative balance email daily when the student account falls below \$0.00 and a low balance email shortly before the balance reaches \$0.00. Negative accounts will also receive a nightly automated phone call to remind families that a payment is needed on the account.

### KINDERGARTEN SNACK MILK BREAK

All Kindergarten students have an opportunity for a snack break that includes milk. If your child qualifies for free or reduced meal prices, he/she will also qualify for free Kindergarten milk. ***If your child does not qualify for free or reduced meals, milk will cost \$0.35 daily.***

### School Lunch cont..

#### NEGATIVE BALANCES

**STUDENT ACCOUNTS ARE NOT CHARGE ACCOUNTS. Students will be expected to carry positive balances to participate in the Food Service Program. STUDENTS WITH BALANCES LOWER THAN NEGATIVE \$25.00 MAY NO LONGER MAKE CHARGES TO THE ACCOUNT. Cold lunches must be provided from home or cash must be used for each day's purchase until the negative balance is paid in full, the family qualifies for free**

or reduced meals, or a payment plan is in place. While we will certainly work with families who ask for extra consideration, we cannot allow unlimited charges to these accounts.

### **FREE/REDUCED PROGRAM**

Our Free/Reduced meal applications are sent home with every student on the first day of classes. You may also apply online at [www.LunchApp.com](http://www.LunchApp.com). Students approved for the free or reduced program are eligible to receive one free breakfast and one free lunch which include one ½ pint milk. **Additional meal or milk purchases, as well as milk only purchases, will be charged to the student account at the full price.** Any Kindergarten student eligible for free/reduced meals will also qualify for free Kindergarten snack milk. Any student qualifying for free or reduced lunches also qualifies for free or reduced breakfasts. These procedures are regulated by Federal guidelines. Should you have any additional questions regarding student accounts or free/reduced meal applications, please contact **Diane at [920-337-1393 x8023](tel:920-337-1393)**. If you have any questions regarding the Food Service Department, please contact Casey at [920-337-1393 x8045](tel:920-337-1393).

### **SCHOOL NEWSLETTER AND CALENDAR**

A monthly newsletter and calendar is available to view online via the school website on the last Tuesday of the month. If you would like a paper copy, please request by contacting the office at 425-1900. It contains news and information for the next month. Along with the newsletter we may send home parent information regarding a variety of topics.

### **SCHOOL NURSE FOR THE WEST DE PERE SCHOOL DISTRICT**

The school nurse's role is to promote a healthy school community to promote successful student learning. The school nurse is available to consult with parents upon request. The school nurse assesses individual student health needs, plans for students with disabilities and chronic health conditions, coordinates prevention and control of communicable diseases, and participates in health education programs. The nurse can be contacted at 425-1900 ext. 8031.

### **SCHOOL PICTURES**

School pictures will be taken in the fall and spring. Each child receives an envelope with 2 proofs. Parents can select one of the proofs. There are many packages to pick from depending on what size pictures you would like to order. Please make sure the proof is marked and the selection made before returning the envelope to school. You must include the total amount due with the envelope. The finished pictures are then delivered to school and handed out to the students to bring home.

### **SCREENING**

Students will be screened in the following grades or by teacher referral:

Vision: 4K-2                      Hearing: K, 1

Screening does not substitute for a professional exam. Any possible concerns will be referred to parent/guardian for further evaluation by their Healthcare Provider.

### **SKATEBOARDS/ROLLERBLADES/WHEELED SHOES**

They are NOT to be used on school property. Shoes with wheels in them are not to be worn in school.

### **SOCIAL MEDIA**

Follow us on twitter at [www.twitter.com/WDPHemlockCreek](http://www.twitter.com/WDPHemlockCreek) for updates about school closings, PTO, school events and much more! We invite you to like and follow us on Facebook, Hemlock Creek Elementary. If you wish your child's picture or first name not be included in our social media posts, please put that in writing for the principal.

### **STANDARDIZED TESTING AND DISTRICT ASSESSMENT**

The State of Wisconsin requires testing of all elementary students in grades 4K-5. Yet the limitations of state tests leave gaps in the data they provide. For this reason, Hemlock Creek and Westwood will supplement state-required tests with a variety of shorter assessments designed to efficiently give teachers insight into student progress. State required tests will include the FASTBridge teacher administered literacy screener given to 4K-2nd grade students and the computerized Wisconsin Forward Exam which is given each spring. For 3<sup>rd</sup> and 5<sup>th</sup> grade students, the Forward Exam will include Math and English Language Arts, and 4<sup>th</sup> graders will be tested on those core subjects in addition to Science and Social Studies. District utilized assessments will include the FASTBridge computer adaptive screener in grades 2-5, Fountas and Pinnell Running Records in grades K-5, and common math and writing assessments in grades K-5 (Running Records, common math, and common writing assessments are all administered by the teacher). District assessments are given periodically throughout the year in effort to provide teachers with accurate and timely feedback on student learning. Only results from state required tests are designed to be sent home.

### **STUDENTS LEAVING THROUGHOUT THE DAY**

If a student leaves school before dismissal time, the person picking up the student has to stop in the office and sign the student out. Please refrain from picking up your child early. Instructional time is very important.

## STUDENT RECORDS

Parents have the right to inspect, review and obtain copies of their student's records. School Board Policy 5120 contains the policy and procedures regarding student records. Copies of this policy can be obtained from the district office at 400 Reid Street, Suite W. West De Pere Public Schools designate as directory data a student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the student. This directory data shall be considered public information and may be released to appropriate persons and media unless parents or adult students refuse the release, in writing, of their own initiation. Refusal of such release must be made no later than two weeks after the opening of school or of enrolling in school in the case of those entering West De Pere Schools after the school year has started. This exception to the policy shall be published in a local newspaper annually along with information relating to the opening of school. You have the right to file a complaint with the Family Policy and Regulations Office of the U.S. Department of Education.

## TECHNOLOGY

District policy sets standards for proper use of technology by students. A **User Agreement** signed by the parent and student will be on file while the child attends school in the West De Pere System. Our 5<sup>th</sup> grade is 1:1 with chromebook devices. Each student has their own chromebook which stays at school.

## TELEPHONE

We discourage children from making telephone calls from the elementary office unless it is an emergency.

## USE OF TOBACCO

State Statute 41.23 prohibits smoking on premises owned or rented by or under the control of a school board. No persons may smoke or possess a lighted cigar, cigarette, pipe or other instrument with which to smoke tobacco or other product or place any tobacco product in one's mouth. Students are not allowed to use or possess tobacco in the building or on school property at any time. This also pertains to co-curricular activities. Student possession or use will result in a school suspension. Tobacco products will be confiscated and parent notified, and referred to police liaison officer. Wisconsin law also provides penalties. Students who violate Wisconsin statutes will be referred to appropriate authorities.

## VISITORS

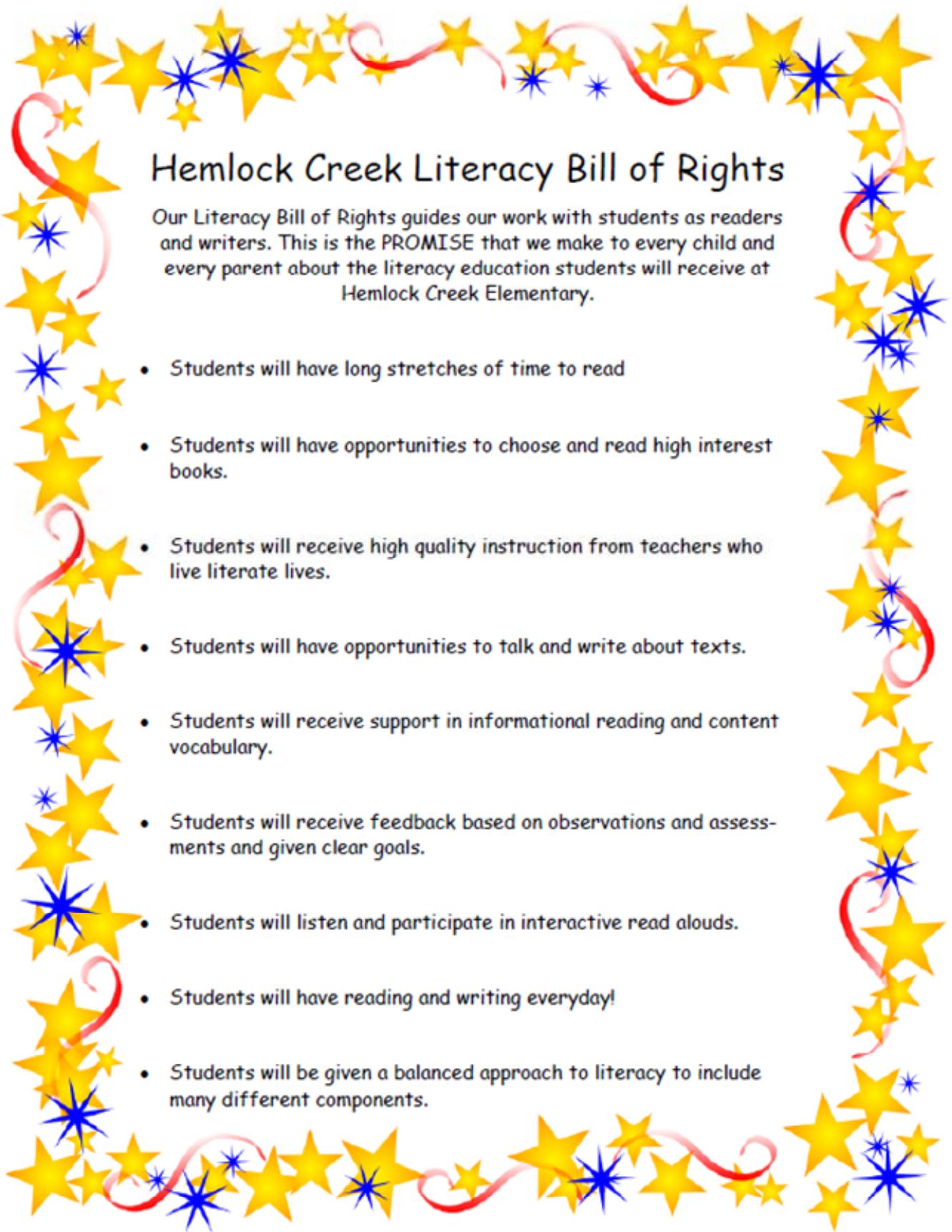
Visitors on school premises are required to come to the school office, identify themselves, state the purpose of their visit, and sign in our visitor's book. You will also be asked to wear a name tag for security reasons. If in the opinion of the Administration the stated reasons are not proper, the visitors will not be allowed to proceed.

## VOLUNTEER PROGRAM

Many volunteers are needed in the course of the school year. We utilize volunteers to help with classroom activities, as chaperones, to assist with PTO projects, to read with or help small groups, or to chaperone fieldtrips. Volunteers are expected to follow school rules and guidelines within the volunteer handbook and practice confidentiality regarding students and complete a background check.

The presence of volunteers and the assistance they provide is greatly appreciated and valued by school personnel. We ask that volunteer's sign-in each time they arrive and sign out when they leave. In this way we are aware of your presence and are able to keep a cumulative record of how many volunteer hours people are donating to our schools. From time to time grant monies are made available to assist schools in the development of these programs. It is essential that logs (sign in) and other records are kept for these programs. Please contact the school if you would like to help.

All volunteers will receive a volunteer packet that needs to be filled out including a background check. Once approved, you may come, sign in, and receive your tag. **Any background checks approved in 2018-2020 are still valid. Your background check expires on the day you were approved. Deadline for processing any background checks for the 2020-2021 school year will be Friday, March 19th.**



## Hemlock Creek Literacy Bill of Rights

Our Literacy Bill of Rights guides our work with students as readers and writers. This is the PROMISE that we make to every child and every parent about the literacy education students will receive at Hemlock Creek Elementary.

- Students will have long stretches of time to read
- Students will have opportunities to choose and read high interest books.
- Students will receive high quality instruction from teachers who live literate lives.
- Students will have opportunities to talk and write about texts.
- Students will receive support in informational reading and content vocabulary.
- Students will receive feedback based on observations and assessments and given clear goals.
- Students will listen and participate in interactive read alouds.
- Students will have reading and writing everyday!
- Students will be given a balanced approach to literacy to include many different components.

## West De Pere Elementary School Safety

The West De Pere School District has implemented a new safety plan for all schools in the district. We have revised the way we conduct school safety drills. We are training all staff and students in ALICE. ALICE is a system of proactive strategies that helps people respond proactively during an emergency situation. Each letter in ALICE represents one of the proactive strategies.

**A** - Alert **L** - Lockdown **I** - Inform **C** - Counter **E** - Evacuate

Throughout the school year, elementary teachers will conduct “When/Then Drills” with their students. The purpose of the When/Then Drills is to provide students and staff an opportunity to practice and plan ahead so they are able to make informed decisions in the unlikely event of an unsafe and/or unexpected situation. The When/Then Drills introduce students to scenarios in which they may find themselves in an unsafe situation. The teacher will walk them through what to do in unsafe situations so they understand how to use proactive safety strategies which may save their lives.

Our school liaison officer, Angel Van Noie, and counselors work with classroom teachers and students to present the ALICE information. We will have two building wide safety drills by the end of the school year.

Here is a brief description of some of the wording that will be used with students:

**Evacuate** (Run) Students will leave the building and run/walk to the rally point.

**Rally Point** The safe place students will go in the event of an emergency at school. It has been selected with great consideration for student safety and proximity to each building.

**Barricade** Students and teachers will place items in front of classroom doors to prevent an intruder from entering the classroom.

**Counter** Students will learn distraction techniques in order to flee a dangerous situation. For example: throwing things at an intruder to distract him/her in order to give students more time to flee the room.

As always, please feel free to call or email your school principal with any questions.

## **Hemlock Creek Elementary School Positive Behavioral Interventions and Supports (PBIS)**

**Overview:** Hemlock Creek has implemented a character education program PBIS (Positive Behavior Interventions and Supports) to benefit our entire student population. We believe that schools can only be successful when they help children grow academically, socially, and emotionally. In order for this to happen, it is important that we establish a safe environment that allows students to grow. It is our goal to create an atmosphere for learning by setting clear expectations and directly teaching students about our expectations. Here are the key points of PBIS:

- We have four clearly defined expectations: *Be Respectful, Be Responsible, Be Safe, and Be a Problem Solver*. If students can show those expectations they will have success. Every student will be taught our four expectations in multiple settings throughout our school. Students will be instructed as to what the expectations look and sound like. It will not be assumed that student know this information.
- We will continually self-evaluate our culture to effectively meet the social and emotional needs of all students.
- We have established a behavioral continuum to encourage the expected behaviors of being respectful, being responsible, being safe, and being a problem solver. These are called Phantom Cool Tool Lessons.
- Our PBIS team will meet regularly to look at our behavior data. The system is a work in progress and will continue to be altered as needs arise.
- We have reduced the need to always be reactive by replacing it with a more proactive approach to teaching students our first expectations.
- PBIS reminds us that growth must occur for all students even in situations of misbehavior.
- Research has shown that PBIS not only improves a school culture, but it will also improve academic performance.

### **Purpose Statement:**

Hemlock Creek Elementary has adopted Positive Behavior Interactions and Supports (PBIS), to create a positive climate and an effective learning environment for all students. We will define appropriate behavior expectations helping to provide consistency with all staff. We will teach and practice expected behaviors and use data to guide our decision making to identify all students in need of support. Through PBIS, teachers will have more time to teach and students will have more time to learn!

### **Teacher and Staff Responsibilities:**

- Teachers and staff will teach, model and practice each of the behavioral expectations throughout the year.
- Teachers and staff will acknowledge student behaviors that meet our four expectations – *Be Respectful, Be Responsible, Be Safe, and Be a Problem Solver*.
- Teachers and staff will follow the Six Components of the School Wide PBIS philosophy:
  - Select and define expectations and routines. Expectations and routines need to be Observable, Acknowledgeable, and Teachable.
  - Teach behaviors and routines directly in all settings.
  - Actively monitor behavior.
  - Acknowledge appropriate behavior.
  - Review data to make decisions.
  - Correct behavioral errors.

*When a child doesn't know how to read, we teach.  
When a child doesn't know how to add, we teach.  
When a child doesn't know how to spell, we teach.  
When a child doesn't know how to behave, we TEACH.*

**Behavior Matrix** – This outlines four main rules for everyone to abide by - ***Be Respectful, Be Responsible, Be Safe, and Be a Problem Solver.*** It is our goal to make the understandings of these beliefs as clear and easy for students as possible. The matrix outlines the four expectations for areas around the school. The matrix will be posted in each classroom and in areas around the school. Each teacher will then create with students the behavioral expectations for their classroom. This will be shared and posted in the classrooms.

**Cool Tools** – One of the most important parts of the PBIS system is that behavior and expectations are taught directly to the students. In this way, students know exactly what is expected of them and how we expect them to behave at school. The teaching of these expectations will occur during our annual KICKOFF the first few weeks of school. The students will model and practice how to behave at lunch, in the classroom, hallways, bathrooms, assemblies, bus, and the playground. This will continually be reinforced throughout the school year. All students will be taught these Cool Tools that impact our school and are based upon the needs of our students.

**Acknowledgement System** - Consistent positive reinforcement of appropriate behavior is another part of PBIS. All staff members who observe students following the four behavior expectations will issue a **Phantastic Phantom** slip. All students should be receiving a Phantastic Phantom slip for demonstrating good behavior. Student can earn a Phantastic Phantom slip in all areas of the school (classroom, lunchroom, playground, etc.) and from all staff members. Research shows us that positive reinforcement is one of the best ways to not only change poor behavior but also to maintain appropriate behavior. The Hemlock Creek staff is committed to making sure that all students who demonstrate positive behaviors will receive Phantastic Phantom slips.

Phantastic Phantom slips will be drawn weekly in each classroom. Tickets are collected each week and are counted towards a bi-monthly school wide celebration. A classroom from each grade level will be recognized each week with a traveling Phantastic Phantom trophy for meeting expectations. In Grades K-3, classrooms will be recognized daily for meeting lunchroom expectations with the award of the “golden spatula.”

**Classroom Referral and Office Referral** – Unfortunately, there will be times some students misbehave even though we have explicitly taught them our expectations, offered reminders of the expected behaviors, and used the positive reinforcement system. When this occurs, staff will use a referral form. These forms document incidents. Minor incidents will be dealt with by the classroom teacher/staff and re-teaching will occur. Major infractions are automatically referred to the office. Repeated minor infractions will be referred to the principal/associate principal in the form of an office referral. The referral form documents what has occurred in writing so that you have a copy and can speak to your child about the behaviors. Teachers and/or administration will make contact with parents for every major infraction. Minor incidents will be addressed quickly between the student and the teacher/staff. Students who engage in repeated minor infractions may have their parents contacted so that a plan can be formulated that brings home and school together to correct the behaviors of the student. Our goal is to keep the lines of communication open between school and home.

## The Phantom Way: Be Respectful! Be Responsible! Be Safe! Be a Problem Solver!

Expectations	Playground	Hallways	Bathrooms	Cafeteria	Bus/Field Trips	Arrival/Dismissal	Assemblies	Indoor Recess	Classroom
<b>We will Be Respectful</b>	<ul style="list-style-type: none"> <li>*Listen to adults</li> <li>*Show good sportsmanship</li> <li>*Be considerate of others</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate voice level (0-3)</li> <li>*Yield to others</li> <li>*Use our own locker</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate voice level (0-3)</li> <li>*Use time wisely</li> <li>*Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate voice level (0-3)</li> <li>*Listen to adults</li> <li>*Use good table manners</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate voice level (0-3)</li> <li>*Listen to adults</li> <li>*Be considerate of others</li> </ul>	<ul style="list-style-type: none"> <li>*Yield to others</li> <li>*Listen to adults</li> <li>*Follow directions</li> <li>*Be polite</li> </ul>	<ul style="list-style-type: none"> <li>*Listen to the speaker</li> <li>*Be a good audience</li> <li>*Keep quiet feet</li> <li>*Listen to adults</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate voice level (0-3)</li> <li>*Show good sportsmanship</li> <li>*Listen to adults</li> </ul>	
<b>We will Be Responsible</b>	<ul style="list-style-type: none"> <li>*Line up when we hear the signal</li> <li>*Put equipment away</li> <li>*Dress for the weather</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hallways clean</li> <li>*Go straight to destination</li> <li>*Stay with our group</li> </ul>	<ul style="list-style-type: none"> <li>*Flush</li> <li>*Keep bathroom clean</li> <li>*Wash hands</li> <li>*Use resources wisely (2 soap squirts, 2 paper towels)</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after yourself</li> <li>*Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>*Stay with group</li> <li>*Clean up after self</li> </ul>	<ul style="list-style-type: none"> <li>*Remember belongings</li> <li>*Dress for the weather</li> <li>*Go straight to destination</li> </ul>	<ul style="list-style-type: none"> <li>*Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>*Help clean up when we hear the signal</li> <li>*Take care of equipment</li> </ul>	
<b>We will Be Safe</b>	<ul style="list-style-type: none"> <li>*Use equipment properly</li> <li>*Stay in designated areas</li> <li>*Keep hands, feet, and objects to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>*Walk in line</li> <li>*Use railings</li> <li>*Keep shoes tied</li> <li>*Face forward</li> <li>*Keep hands, feet, and objects to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>*Report problems immediately to an adult</li> <li>*Keep hands, feet, and objects to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>*Walk at all times</li> <li>*Stay in seat</li> <li>*Use both hands on tray, face forward</li> <li>*Keep hands, feet, and objects to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>*Sit appropriately</li> <li>*Keep hands, feet, and objects to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>*Walk on sidewalk</li> <li>*Watch for vehicles</li> <li>*Keep hands, feet, and objects to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>*Walk up and down bleachers</li> <li>*Keep hands, feet, and objects to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in designated areas</li> <li>*Keep hands, feet, and objects to ourselves</li> </ul>	
<b>We will Be a Problem Solver</b>	<ul style="list-style-type: none"> <li>*Think it through</li> <li>*Wait and Cool off</li> <li>*Talk it out</li> </ul>								

## How Do We Handle Homework at Hemlock Creek?

Our staff has developed belief statements to help guide the topic of homework. Homework can be a hot topic in education and there can be varying views with the very opposite viewpoints. Here are our guiding belief statements for Hemlock Creek.

- We believe it is important to have a **growth mindset** in learning. Through hard work and effort, you can get better. This takes persistence, stamina and a desire to embrace challenges rather than giving up.
- Teachers at Hemlock Creek provide homework that is **purposeful, manageable** and **meaningful**.
- We believe that homework should be about the **practice** of something the kids understand and not about a new skill.
- We believe that homework or “practice” may be **different** depending on the child, subject area and developmental level.
- We know there may be times when students and parents have **questions and concerns** regarding homework/practice. With this in mind, we remind families of the importance of **reaching out to teachers**.
- We believe that communication about what your **child is doing in school** is shared through teacher communications such as emails, newsletters, Seesaw or letters home. Check your child's take-home folder or student agenda book.
- We believe in addition to any night's homework, children should be reading at **minimum 15 minutes** nightly. We encourage them to read at home, books they have selected. **Nightly reading** will help to build a love of reading while increasing fluency, comprehension, and stamina. Did you know that the volume of reading is the single most important factor to increase reading achievement? We encourage our students to make individual **reading**

**PUBLIC NOTICE OF NONDISCRIMINATION**

**[To be published annually in Fall district newsletter, student and staff handbooks, and district web site]**

The Board of Education supports an educational environment that is free of discrimination of any form. It is the policy of the district that neither students nor employees will be allowed to engage in any form of discrimination (including harassment and intimidation) toward other students or school employees.

It is the policy of the West De Pere School District that no person may be denied admission to any public school in this district, be denied participation in, or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, gender identity, sexual orientation, or physical, mental, emotional or learning disability, or homelessness as required by Sec. 118.13, Wis. Stat.

For the purpose of addressing disability nondiscrimination, the district also has the following handbooks in place: School District of West De Pere Procedural Guidelines For Implementing Section 504 of the Rehabilitation Act of 1973, and School District of West De Pere Parent Guide To Section 504 of the Rehabilitation Act of 1973. These are available from each school counselor.

The district encourages informal resolution of complaints. A formal complaint resolution procedure is available, however, to address allegations of discrimination in the West De Pere School District; and can be obtained from any school facility office.

Complaints of discrimination brought by a person of student-age see Policy 5117: Student Nondiscrimination  
Complaints of discrimination brought by a person beyond student-age see Policy 4117: Staff Nondiscrimination

Any questions concerning discrimination on the basis of disability sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, gender identity, or sexual orientation should be directed to:

Director of Student Services or designee  
School District of West De Pere  
400 Reid Street, Suite W  
De Pere, WI 54115  
(920) 337-1393

**[To be included in course selection handbooks, catalogs, announcements, application forms, and other published materials distributed to the public describing school activities and opportunities]**

The School District of West De Pere does not discriminate against: students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, gender identity, sexual orientation, or physical, mental, emotional, or learning disability, or homelessness in any of its educational programs or activities; or persons on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, religion, sexual orientation, disability, arrest record, conviction record, membership in the national guard, homelessness or by any other criteria as specified by state and federal law.

REVISED: 12/15/94, 3/18/98, 11/19/98, 3/18/99, 3/14/00, 3/15/04, 2/20/13, 12/5/19

Reviewed: 4/13/11, 12/19/19

READOPTED: 7/19/11, 3/20/13, 1/27/2020

**SURVEILLANCE CAMERA USE**

The West De Pere Board of Education supports an educational environment that provides a safe and secure environment for all persons on its premises or attending any of its activities or functions. Surveillance cameras may be used under the supervision of the West De Pere School District for the purpose to promote the order, safety, and security of students, staff, visitors, and property.

Procedures:

1. Cameras will be placed in locations where they enhance the District's efforts to provide a safe and secure environment.
2. Cameras will be visible, unless otherwise authorized by the Superintendent.
3. Cameras shall not be placed in any area where the public, students and staff have a reasonable expectation of privacy, such as restrooms and locker rooms.
4. Cameras shall not be placed in a classroom without the consent of the Superintendent.

CROSS REFERENCE:           Handbooks  
                                      3545 - Use of Video Monitoring Systems Aboard School Buses

FIRST READING: 2/21/05

ADOPTED: 3/21/05

STUDENT ATTENDANCE AND TRUANCYSCHOOL BOARD POLICYA. Attendance and Excuses

The primary legal and moral responsibility for student attendance rests with the parent (or guardian) and the student. The West De Pere Schools will work cooperatively with the parent or responsible adults to teach students the importance of daily and timely school and class attendance. Effective instruction is an important part of this process; however, it is the position of the West De Pere Board of Education that the climate for an instruction begins with regular attendance. When students are absent from class, they miss integral and essential parts of the learning process. Certain classroom activities, such as discussions, films, and the participation of guest speakers can never be made up. It is the student's responsibility to participate and contribute in the classroom learning process. Excessive absences and trancies have a detrimental effect on other students as well as on the process of instruction. Absences and trancies do harm to the process of education by placing greater demands on the time of teachers for make-up assignments, and assistance to truant or absent students. This demand is an infringement upon the rights of other students for equal attention of the teacher.

Furthermore, there are direct relationships between school attendance habits, the incidence of student dropout, and post secondary success, whether it be in advanced training opportunities or on the first job. Students, therefore, are expected to be in attendance every day except as noted below.

B. Compulsory Attendance Age

1. In accordance with state law, all children between 5 and 18 years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse. s.118.15(l)(a)
2. Upon the child's request and with the written approval of the child's parent or guardian, any child who is 16 years of age may be excused by the school board from regular school attendance if the child and his or her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation. s.118.15(l)(c)
3. Upon the child's request and with the written approval of the child's parent or guardian, any child who is 17 years of age or over may be excused by the school board from regular school attendance if the child and his/her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation or leading to a high school equivalency diploma under s.115.29(4) s.118.15(l)(c).
4. A child, under the age of 18, requesting withdrawal from school attendance should remain in school until the end of the semester in which the request is made. Likewise, any person requesting re-admittance should wait until the beginning of the next semester to return to school.

C. Truancy and Absences Defined

## 1. Truancy S.118.16(1)(c)

a. "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s.118.15.

b. Students who are truant (unexcused) as defined by Wisconsin Statute 118.16 will be subject to disciplinary action.

## 2. Habitual Truancy S.118.16(1)(a)

a. 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.

3. "...Absence of *part* of one or more days..." is defined as follows:

- a. elementary (K-5) - more than 15 minutes but less than three-fourths of a school day
- b. middle school (6-8) – one to seven class periods in any given school day (8 period day)
- c. high school (9-12) - one to four class periods in any given school day (5 period day)

4. "...Absence of *all* of one or more days..." is defined as follows:

- a. elementary (K-5) - three-fourths or more of a school day
- b. middle school (6-8) - eight class periods in any given school day (8 period day)
- c. high school (9-12) - five class periods in any given school day (5 period day)

## 5. Contributing to Truancy S.118.16(2)(cg)4

In accordance with state law under S.118.15(5), penalties may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under S.118.15(1)(a) and (am).

#### 6. Excused Absences

a. Students may be excused from school for the following reasons:

- i. *Personal illness*. When absences for personal illness are prolonged or chronic, the building administrator has the authority to request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical condition of the child.
- ii. *Funerals and religious services* as requested by the parent (or guardian).
- iii. *Professional appointments* that could not be scheduled outside of the regular school day.
- iv. *Serious personal or family crisis*.
- v. Student is *not in proper physical and/or mental condition* to attend school in accordance with Statute 118.15(3)(a).
- vi. *Family vacations*, which must be pre-arranged through the school office; preferably as many days prior to leaving as the length of the vacation. Family vacations also include activities that parallel or are related to activities that are part of the school district's curriculum or co-curricular program. The absence will be excused in these cases if the parent request for a pre-excused absence has been completed and is on file in the school office prior to the absence.
- vii. *Other circumstances*, deemed as an acceptable excuse per school officials, such as: medical quarantines, extreme weather conditions, court appearances, etc.

b. Students who are absent from school for reasons other than illness shall present an excuse prior to the absence. The absence will be determined to be excused or unexcused depending upon the reason presented. Failure to abide by this procedure will result in an unexcused absence. Emergencies will be considered at the time presented.

c. Each principal shall work with staff to develop incentives and/or opportunities for recognition for outstanding attendance.

The Superintendent shall cause development of administrative rules relating to this policy.

#### D. Attendance Officer

1. The principal or the principal's designee at each of the district's schools is designated to deal with matters relating to school attendance and truancy.
2. The "School Attendance Officer" of each school shall determine daily which pupils enrolled in the school are absent from school and whether that absence is excused. s.118.16(2)(a)
3. Annually, on or before June 15, each principal shall determine how many pupils enrolled in their school were absent in the previous year and whether the absences were excused. This information will be submitted to the district administrator, who shall notify the state superintendent of the determination. s.118.16(2)(b)
4. In cases of truancy, the school attendance office shall follow the administrative rules for handling truancy.

#### E. Teacher Responsibility

1. Teachers are required to submit daily attendance reports to the School Attendance Officer on all pupils under their charge. s.118.18
2. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the effect class attendance has on student progress. However, no pupil shall be denied credit in a course or subject solely because of his/her unexcused absence from school.

CROSS REFERENCE: Administrative Rule - 5113(R)  
Student Handbooks  
District Truancy Plan

LEGAL REFERENCE: Section 118.15, Wisconsin Statutes  
Section 118.16, Wisconsin Statutes

ADOPTED: 10/15/80  
REVISED: 1/14/81, 1/15/87,  
REVISED: 11/16/89, 5/20/99,  
REVISED: 3/16/11, 10/18/11,  
REVISED: 8/21/12  
READOPTED: 9/18/12

STUDENT ATTENDANCE AND TRUANCY

## ADMINISTRATIVE PROCEDURES

## ATTENDANCE AND EXCUSES

A. Procedures:

1. Attendance will be taken each period in grades 6-12. The absence will be recorded in the attendance office for each period. At the elementary level, attendance will be taken daily, a.m. and p.m., with absences being recorded in the office and reported to the principal.
2. Each secondary school and teacher will prepare and keep a listing of all absences for each class period.
3. Upon returning to school following an absence, students are required to present a written explanation of their absence from their parent or guardian. Phone calls from parents/guardian will also be accepted within a reasonable amount of time, as defined by each building site.
4. A letter regarding a student's absence is to be sent to the parents or guardians after ten (10) days of accumulated absence (discretion should be used by the principal in cases where they are aware that the student has been under a doctor's treatment).
5. Students are responsible for making up work that is missed during their absence and have as many days to get their work made up and turned in as they were absent.
6. State law provides that a school may not deny a student credit in a course solely because of the pupil's unexcused absences. A student may be failed if he/she does not satisfactorily complete the make-up work assigned due to his/her absences. Students who are truant will be required to make up all work missed, including examinations. B.

## Consequences: Truancy

1. For All Incidents of Truancy

- a. Parents or guardians are notified by phone as soon as truancy is determined, and directed to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be delegated to office staff. A written record will be maintained for phone contacts related to truancy.
- b. At grades 6-12, the student may be assigned detention in an amount as determined at each building site.

2. Third Incident of Truancy

- a. A referral will be made to the child's school counselor to:
  - i. Provide an opportunity for educational counseling to determine whether a change in curriculum would resolve the child's truancy and to consider curriculum modifications possible within the current school program.  
11 Request that the counselor consult with the appropriate school staff in an effort to determine whether learning or social/emotional problems may be a cause of the child's truancy, and, if so, make appropriate referrals and/or recommendations.
- b. The attendance officer will send a letter to the parent or guardian outlining the provisions of the attendance law, and informing them that their child is in danger of violating the state's "habitual truant" law and the district's open enrollment policy regarding open enrollment. The parent or guardian will be encouraged to come in for a meeting to discuss the student's welfare.

### 3. Fifth Incident of Truancy

- a. The attendance officer will send a letter by first class mail to the parent or guardian. The notice shall include:
  - i A statement outlining the provisions of the attendance law, and informing them that their child is now in violation of the state's "habitual truant" law.
  - ii A statement of the parent's or guardian's responsibility, under s.118.15(1)(a), to cause the child to attend school regularly.
  - 111 A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk under s.118.15(3)(c).
  - iv A request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy. The notice shall include:
    - o the name of the school personnel with whom the parent or guardian should meet;
    - o the date and time of the meeting;
    - o the location of the meeting, including room number(s); and
    - o the name, address and telephone number of a person to contact to arrange a different date, time, or place.
  - v S.118.16(2)(cg)4. A statement of the penalties, under s.118.15(5), that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under s.118.15(1)(a) and (am).
  - VI A statement detailing how and where the parent or guardian may view the pupil's attendance record.
  - vii A statement notifying the parent or guardian that habitual truancy may affect the status of an open enrolled student.
- b. A referral will be made to the police liaison officer for municipal court proceedings, in compliance with Wisconsin Statutes Chapter 118, after the following have been completed:
  - 1 Met with the child's parent or guardian to discuss the child's truancy or have attempted to meet with the child's parent or guardian and been refused.
  - 11 Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications possible within the current school program.
  - iii Referred the child to the building's Student Assistance Team (SAT) to determine whether learning or social/emotional problems may be a cause of the child's truancy and, if so, have taken appropriate action or made appropriate referrals. The SAT shall maintain documentation regarding its findings/recommendations and review them with the building principal/designee.

4. Following receipt of evidence that the above activities have been met, the school attendance officer may file information on any child who continues to be truant with court assigned to exercise jurisdiction under Chap. 48 in accordance with s.48.24. Filing information on a child under this subsection does not preclude concurrent prosecution of the child's parent or guardian under S.118.15(5) and S. 938.342.

### 5. Every Tenth Incident of Truancy

- a. On every tenth incident of truancy (e.g., 10, 20, 30, etc.), a letter will be sent to Brown County Social Services informing them of the student's status as a habitual truant, that chronic truancy persists, and accompanied by a copy or listing of the student's attendance history. A copy of this letter will be sent to the parent or guardian of the student.

ADOPTED: 11/16/89

REVISED: 5/20/99

REVISED: 3/16/11

READOPTED: 9/23/15

**STUDENT NONDISCRIMINATION**

[To be published annually in student and staff handbooks]

**I. POLICY**

It is the policy of the School District of West De Pere that no person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, color, gender identity, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or homelessness.

**II. DESCRIPTION**

The School District of West De Pere shall strive to remove any vestige of discrimination in: admission to any school, class, program, or activity; standards and rules of behavior, including student harassment; disciplinary actions, including suspensions and expulsions; acceptance and administration of gifts, bequests, scholarships and other aids, benefits, or services to pupils from private agencies, organizations, or persons; selection of instructional and library media materials; methods, practices, and materials used for testing, evaluating, and counseling pupils; facilities; opportunity for participation in athletic programs or activities; and school sponsored food service programs. The School District of West De Pere acknowledges gender identity of a student that has held the belief deeply, followed the belief consistently over a period of time, is supported by the student's parents or guardian, and for which the student has sought guidance or counseling in coming to the decision will be permitted to access the segregated restrooms that correspond to the gender identity that the student consistently asserts at school and elsewhere. A student who does not wish to use the segregated restrooms may be given access to unisex restrooms if such a facility is reasonably available. When an issue or concerns arises, the Administration will work to address the needs and concerns of each student with consultation from parents/guardians where appropriate. Individuals who upon investigation are determined to have engaged in discriminatory behavior shall be subjected to disciplinary action. In the case of students, discipline may include, but is not limited to reprimand, suspension or expulsion. In the case of others engaged in such conduct while participating in district programs and activities, discipline may include removal and prohibition from participation in such activities or programs.

**III. HARASSMENT**

Harassment is considered a form of discrimination.

<u>Student harassment is...any behavior directed toward a student</u>	<u>based in whole or part, on membership in a protected class</u>	<u>which substantially interferes with a student's school performance, or creates an intimidating, hostile, or offensive environment.</u>
Can include: name-calling, making threats, spreading rumors, telling jokes, making fun of someone, gestures, physical intimidation, hitting, touching, pranks or hazing, vandalism or destruction of property	sex, race, gender identity, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or homelessness	the behavior is so severe (can be one incident of a more serious nature) or pervasive (occurs frequently, is part of a pattern of behaviors, permeates the atmosphere) that it has a strong negative effect.

**Sexual harassment** is often rationalized as a part of normal adolescent development, and so socially prevalent that it is acceptable. The School District of West De Pere does not tolerate sexual harassment or any other form of discrimination. The law protects both male and female students from sexual harassment, regardless of who the harasser is (another student, staff person, visitor) or their actual or perceived gender. Sexual harassment can be student-to student, staff-to-student, or student-to-staff; and can be inter- or intra-gender. Examples of inappropriate conduct that would be considered sexual harassment are:

- A. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual.
- B. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment (e.g. better grade) or negative consequence concerning one's organizational, academic, or educational status.
- C. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- D. Engaging in any type of sexually oriented conduct that would unreasonably interfere with a student's learning environment. This includes extending unwanted sexual attentions to someone such that the student's participation in any program or activity is negatively affected.
- E. Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts or attentions.
- F. Creating an environment that is intimidating, hostile or offensive because of the existence on school premises or during school activities of sexually oriented materials including, but not limited to, photographs, or other offensive sexually graphic

materials. When similar behaviors to those above are based upon any of the other protected classes (e.g. race, religion, etc.), this would constitute discriminatory behavior in violation of this policy.

#### **IV. COMPLAINT PROCEDURES**

5117 (con't)

Any person who believes he or she has been discriminated against (including harassment) in violation of the terms of this policy, or is witness to discriminatory actions against another shall report it and is encouraged to follow the complaint procedures below.

##### **A. INFORMAL COMPLAINT PROCEDURES**

1. The person who believes they are being subjected to discrimination is encouraged, but not required, to advise the person who is engaging in such conduct of their objection to the physical or verbal acts of discrimination.
2. If the person being discriminated against is unable or unwilling to discuss the matter of their objections with the person committing the discrimination, or the discrimination continues after completion of step 1, the person shall advise their principal or counselor of the allegations. A parent or legal guardian is able to register a complaint on a student's behalf. If the person is not comfortable with making a complaint to the principal or counselor, the complaint may be made to any staff person. That staff person must then report the complaint to the building principal. The principal or counselor shall conduct an initial investigation, and discuss the allegations with the complainant and accused to attempt to affect relief. This initial investigation and follow-up will occur within ten (10) days of the complaint. If a staff person observes behavior that they believe meets the policy definition of student discrimination (including harassment), they are obligated to report it to the building principal, even if no student complaint is brought forth.

3. If, in the judgment of the complainant, step 2 would be ineffective or the complainant does not wish to discuss the matter with the principal or counselor, or the results of step 2 are unsuccessful, a complaint shall be filed according to the formal complaint procedures within fifteen (15) days of the original complaint.

##### **B. FORMAL COMPLAINT PROCEDURES**

The District Administrator or designee shall be responsible for processing formal discrimination complaints and shall be further responsible for coordinating state and federal regulations concerning discrimination.

1. The person who believes they are being subjected to discrimination is encouraged, but not required, to advise the person who is engaging in such conduct of their objection to the acts of discrimination. If the person being discriminated against is unable or unwilling to discuss the matter of their objections with the person committing the discrimination, or the discrimination continues after completion of this step, the person shall submit a formal complaint.
2. The formal complaint shall be submitted in writing to the District Administrator or their designee in such matters. The complaint report shall include the name, address, and phone number of the complainant, the name of the victim (if different), the name(s) of the person(s) who engaged in the alleged discrimination, and others who may be a witness or have knowledge. The complaint shall also include the specific nature of the discrimination and should detail, in so far as possible, the times, dates, locations and other details of the alleged discrimination, and a description of any relief sought. The complaint shall be signed and dated by the complainant. If the complainant is a minor, the complaint shall be co-signed by a legal guardian. Complaint forms are available in each school office, from a school counselor, or the district office.
3. The complaint will be acknowledged in writing within a reasonable timeframe (maximum is 45 days of receipt). This acknowledgement will typically include a requested day and time to meet with the district-appointed investigator.
4. The complaint shall be thoroughly investigated. This will occur in an expeditious yet methodical manner so as not to compromise the integrity of the investigative process. In doing so, he/she will notify the person accused of the complaint and the specifics thereof. The accused individual shall be permitted to respond to the allegations either verbally or in a signed statement at his/her discretion. If in the judgment of the investigator a meeting of involved parties is necessary or appropriate to clarify or resolve the matter, a meeting will be conducted.
5. The investigator shall notify, in writing, the complainant and accused of the final determination of the investigation. This must occur within 90 days of receipt of the formal complaint. This final determination must also include a list of actions taken, if any, to resolve the matter and an explanation of the complainant's appeal rights. A copy of the final determination will be maintained in the district office.
6. If the complainant is not satisfied with the final determination, he/she may submit a written appeal to the Superintendent. The appeal shall be filed with the Superintendent within ten (10) working days of receipt of the final determination. The appeal shall include the nature of the disagreement with the final determination and the complainant's underlying reason for disagreement. The individual accused of discrimination shall be notified of the consideration of appeal. The Superintendent shall respond, in writing, to the complainant and accused within twenty (20) working days of the hearing with respect to the findings and determination in the matter of the appeal. A copy of the Superintendent's findings will be maintained in the district office.
7. If the complainant is not satisfied with the Superintendent's appeal determination, he/she may submit a written appeal to the Board of Education. The appeal shall be filed within ten (10) working days of receipt of the Superintendent's determination. a. The appeal shall be filed with the Superintendent who shall transmit the appeal to the Board of Education for placement on a

closed session agenda at the next regularly scheduled board meeting. If the appeal is filed less than five (5) working days before a regularly scheduled meeting, the matter will be considered at the next successive regular board meeting. b. The appeal shall include the nature of the disagreement with the most recent determination and the complainant's underlying reason for disagreement. The complainant may request and shall be granted the right to be present during discussion of the appeal and shall be permitted to present their reasons for disagreement. The individual accused of discrimination shall be notified of the consideration of appeal and may be present and shall be permitted to present their response. c. Both the complainant and the accused may be represented during the Board's informal appeal consideration.

5117 (con't)

8. The Board shall respond, in writing, to the complainant and accused within twenty (20) working days of the hearing with respect to the Board's findings and determination in the matter of the appeal. A copy of the Board's findings will be maintained in the district office. The District Administrator and/or the Board of Education reserves the right or may have the legal duty to refer matters of discrimination to appropriate legal authorities in such cases where child abuse may be a factor or in such cases where reasonable belief exists that a criminal act may have occurred.

9. If the complainant is not satisfied with the Board's determination, he/she may submit a written appeal within thirty (30) days to the State Superintendent of Public Instruction [State Superintendent, Wisconsin Department of Public Instruction, 125 S. Webster St., P.O. Box 7841 Madison, WI 53707]. This appeal must contain the same components as the original complaint (the district's complaint form may be used for this appeal).

### C. EXCEPTIONS

1. Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with disability shall be processed in accordance with established appeal procedures outlined in the district's special education handbook and special education rights pamphlet.

2. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g., EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.

3. Nothing in these procedures shall preclude individuals who feel they have been discriminated against on the basis of the protected classes of sex, disability, race, creed, or national origin from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to: Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.

### V. RETALIATION

A. Retaliation against an individual for filing a discrimination complaint or for participating in a discrimination investigation will not be tolerated, and will be grounds for disciplinary action.

LEGAL REFERENCE: Wisconsin Statute 118.13  
Wisconsin Administrative Code Chapter PI9  
Title VI of the Civil Rights Act of 1964  
Title IX of the Educational Amendments of 1972  
Section 504 of the Rehabilitation Act of 1973  
Mckinney-Vento Homeless Assistance Act

CROSS REFERENCE: 1113 - Nondiscrimination  
4117 - Staff Nondiscrimination

ADOPTED: 5/19/94,  
REVISED: 3/14/00, 3/15/04, 3/20/13, 5/20/15  
READOPTED: 7/16/15  
REVISED: 12/11/19  
ADOPTED: 1/27/2020

## **BULLYING**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school sponsored events in transporting vehicles arranged for by school district officials. The policy applies as well during activities that occur off school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business. Instances of bullying that occur outside of regular school hours or outside of school sponsored activities that are reported to school district officials will be referred to local law enforcement.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status, but may not be motivated by these characteristics. Bullying is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building Principal or his or her designee. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying report will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student reprimand, suspension, or possible expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position or resignation for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be

considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" as defined above is: deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be when a person willfully and repeatedly exercises power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Furthermore, it may be serious enough to negatively impact a student's educational, physical or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status; however this type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics. Some examples of bullying are:

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

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt– and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

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

Cyberbullying that is reported to school officials and is determined to have occurred outside of regular school hours and has had no impact on the student's school environment will be referred to local law enforcement.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- B. Physically harming a student or damaging a student's property;
- C. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- D. Creating a hostile educational environment.

"Staff" includes all school employees.

"Board Members" includes all members of the school board.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

### **Notification**

Notice of this policy will be annually distributed to all students enrolled in the school district, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The school district will also provide a copy of the policy to any person who requests it.

### **Records & Reports**

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines bullying will be age and content appropriate.

The complaint procedure established by the District Administrator and set forth in Administrative Guidelines shall be followed.

LEGAL REFERENCE: Wisconsin Statute 118.46

CROSS REFERENCE: 5117-Student Nondiscrimination  
4117-Staff Nondiscrimination  
4117(E) / 5117(E)-Discrimination Complaint Form

ADOPTED: 9/20/10

**PERSONAL WIRELESS ELECTRONIC DEVICE POLICY**

The School District of West De Pere recognizes the value technology devices add to the educational experience of students as well as aid in improving communication with parents. Therefore, the use of personally-owned wireless electronic devices (WED) including laptops, netbooks, ipods, cell phones and others are permitted for students in grades 3-12.

Such possession or use of the WED may not, in any way,

1. Disrupt the educational process in the school district
2. Endanger the health or safety of the student or anyone else
3. Invade the rights of others at school
4. Involve illegal or prohibited conduct of any kind

Students shall not be allowed personal use during class time.

In addition to the guidelines outlined in this policy, the Acceptable Use Policy (AUP) of the School District of West De Pere applies to personal devices that are brought to school. These guidelines are in effect while the student is on school premises. School premises include any place which is owned, rented, or under the control of the School District of West De Pere. Possession or use of any WED by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy.

**Access and Appropriate Use**

With these devices, students will have access to a filtered Internet. This access is for educational purposes only. The user experience will vary depending on the device used.

Electronic recording devices are prohibited from use and display while in district facilities or while in attendance at district sponsored activities in places where others have a reasonable expectation of privacy to include, but not limited to, locker rooms, shower rooms, restrooms.

Personal WED will have access to our guest wireless network. Bypassing or attempting to bypass this network through proxies, cellular network cards, tethering, etc. is not allowed.

Technical support will not be provided for personal devices. The student must take full responsibility for setting up and maintaining the device. Students are responsible for ensuring their WED has virus protection and free of any viruses or other files that may affect the district network.

**Safety and Security**

Students who bring in electronic wireless devices do so at their own risk. The School District of West De Pere shall not be responsible for the safety, security, loss, or damage of personal electronic devices that students choose to bring to school. Investigation by school officials of loss, theft or damage will be minimal unless it can be established that the student adequately secured the device, such as keeping it in a locked locker.

The School District of West De Pere does not provide personal property insurance for any personally owned wireless communication devices. Such insurance can be obtained by an independent carrier.

**PERSONAL WIRELESS ELECTRONIC DEVICE POLICY**

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**Consequences of Inappropriate Use**

Loss of access to personal WED can occur if the district becomes concerned about its inappropriate use. Examples of District concerns include safety, potential for disruption to educational processes, and security issues.

Permission for use of a WED is allowed after the Acceptable Use Policy agreement is signed by the student and a parent/guardian.

LEGAL REFERENCE:      Wisconsin Statutes Section 118.258  
                                 Wisconsin Statutes Section 120.13  
                                 Wisconsin Statutes Sections 9422.09, 943.70, 995.50, 175.22

CROSS REFERENCE:      5130 – Electronic Devices  
                                 6130 – Use of Computer Network and the Internet  
                                 6131 – Computer Network and Internet Use  
                                 6131(R) - Guidelines for Using WDP Computer Network and Internet  
                                 6131(E2) – Acceptable Use Permission and Release Agreement

ADOPTED: 12/19/12

REVISED: 1/16/13

READOPTED: 2/20/13

**ELECTRONIC DEVICES**

It is the policy of the School District of West De Pere that students who possess an electronic device during the school day will be required to keep the device off should the administration have determined that the device has become a disruption in the school setting.

Electronic recording devices are prohibited from use and display while in district facilities or while in attendance at district sponsored activities in places where others have a reasonable expectation of privacy to include, but not limited to, locker rooms, shower rooms, restrooms.

If a device is confiscated for disruptive use, it will be held by school officials for return to parent(s)/ guardian(s) of the student, retained for disciplinary reasons, or turned over to law enforcement officers. Students will be disciplined in accordance with procedures specified in relevant District policies, school handbooks, and State and Federal Statutes.

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

Students violating this policy may be subject to suspension, expulsion, or other penalties.

Students shall be informed of this policy through publication in the student handbook.

LEGAL REFERENCE: Wisconsin Statutes Section 118.258  
Wisconsin Statutes Section 120.13  
Wisconsin Statutes Section 175.22  
Wisconsin Statutes Section 942.09  
Wisconsin Statutes Section 943.70  
Wisconsin Statutes Section 995.50

CROSS REFERENCE: 5129 - Personal Wireless Electronic Device Policy  
5131.6 & (R) - Controlled Substances  
Handbooks

ADOPTED: 4/26/90  
REVISED: 3/14/00  
REVISED: 4/19/04  
REVISED: 7/19/04  
REVISED: 12/19/12  
REVISED: 1/16/13

READOPTED: 2/20/13

This policy applies to all students, K-12 of the West De Pere Schools. The procedures outlined below are to be applied cumulatively. Any student using, attending school or any school related activity after using, in the possession of, or under the influence of controlled substances or intoxicants, or a substance which is represented as a drug or intoxicant, or in possession of related drug paraphernalia at any time (24 hours per day - 365 days per year) on school premises or at a school related activity shall automatically be subject to the following:

1. First Violation

Any K-12 student found to be in violation of this policy for the first time in the West De Pere Schools will receive an automatic five (5) day out-of-school suspension. In addition the student and/or parents/guardian will be required to seek counseling and provide written evidence of this counseling to the building administrator within one month of the first day of suspension. The counselor is to be acceptable to the student and/or parents/guardian and administrator.

2. Second Violation

Any K-12 student found to be in violation of this policy for the second time shall be suspended according to state statutes until abeyance is complete or recommended for expulsion a minimum of ninety (90) school days. The Board may consider granting early re-admittance should counseling, as specified below, occur.

The student and/or parents/guardian will be requested to seek additional counseling and provide written evidence of this counseling to the building administrator prior to the conclusion of the period for which the student is expelled. Counseling will take place with a professional (nonschool) who specializes in counseling students who use and abuse drugs. The counselor is to be acceptable to student and/or parents/ guardian and administrator.

3. Third Violation

The student will be recommended for a minimum one calendar year expulsion from the West De Pere Schools. The student will be suspended according to state statutes until abeyance or expulsion is complete. The Board may consider granting early readmittance should counseling, as specified below, occur.

The student and/or parents/guardian will be requested to seek additional counseling and provide written evidence of this counseling to the building administrator prior to the conclusion of the period for which the student is expelled. Counseling will take place with a professional (nonschool) who specializes in counseling students who use and abuse drugs. The counselor is to be acceptable to student and/or parents/ guardian and administrator.

Irrespective of the procedures set forth herein, any student found to be distributing, selling, giving away, or possessing with the intention of distributing, selling, or giving away of controlled substance or intoxicants, or a substance which is represented as a drug or intoxicant, or inhaling or ingesting of a substance for other than the prescribed or intended use, or paraphernalia on school premises or while participating in or attending any school related activity, will be subject to abeyance or expulsion for endangering the health, safety, and welfare of others pursuant to Wisconsin Statutes 120.13(1)(c). Wisconsin laws shall control when determining intent.

Operational Procedures

1. The local police agents will be requested to prosecute all violations.
2. Any student who elects to enroll in any non-public education during the period of time affected by these rules and then chooses to re-enroll in the West De Pere Public Schools will be enrolled only upon completion of the suspension or expulsion period.
3. Any student who owns or operates a vehicle for attendance at school or school-related activities must accept responsibility for the behavior of others who use that vehicle on school premises. This responsibility subjects the owner or operator student to full ramifications of this policy.
4. Any student who has been expelled in accordance with three (3) above under the provisions set forth in this policy may request re-entry into the West De Pere Public School system after one year of expulsion. The re-entry process must be initiated administratively with the building principal through the superintendent and culminating with the Board of Education.
5. If re-entry is approved, it will be understood that any subsequent offense will result in immediate recommendation for expulsion or reinstatement of the existing expulsion order at the discretion of administration.
6. The superintendent shall provide for the development of administrative rules relating to this policy to include all relevant definitions.

Cooperation with administration and authorities regarding information leading/pertaining to keeping the schools drug free may lead to a deferral of expulsion as determined by administration.

In the case that any K-12 student found to be in violation of this policy for the first time (including distributing, selling, giving away, or possessing with the intention of distributing, selling, or giving away of a controlled substance or intoxicant, or a substance which is represented as a drug or intoxicant, or inhaling or ingesting of a substance for other than the prescribed or intended use, or paraphernalia on school premises or while participating in or attending any school related activity or using, attending school or any school related activity after using, in the possession of,

or under the influence of controlled substance or intoxicant, or a substance which is represented as a drug or intoxicant, or in possession of related drug paraphernalia at any time (24 hours per day - 365 days per year) on school premises or at a school related activity) in the West De Pere Schools that cooperates with the administration and authorities by providing information that leads to the source/supplier of such substance may be subject to the following in lieu of an expulsion hearing at the discretion of administration:

1. Will receive an automatic five (5) day suspension.
2. May be placed on probation for one (1) calendar year during which the student will:
  - \* Meet with the principal/designee weekly for the length of the probation.
  - \* Keep a journal on this issue.
  - \* Will not further violate school/district rules and regulations.
3. Will seek AODA assessment and show verification to the principal within one (1) month of incident.

Administration maintains discretion to implement this section of policy. If any K-12 student fails to fulfill the above terms or violates this policy again, they will automatically be recommended for expulsion as stated previously in this policy.

CROSS REFERENCE: 1336 - Drug-Free Schools  
5144.1 - Suspension - Expulsion

ADOPTED: 2/8/71

REVISED: 8/19/81, 8/17/83, 1/15/87

REVIEWED: 10/5/89

REVISED: 7/24/97, 3/21/02, 9/15/03, 9/18/06

READOPTED: 10/16/06

reviewed 5/11, 4/14, 3/18

**CONTROLLED SUBSTANCES RULES, REGULATIONS AND PROCEDURES**

This policy has been designed to assist school personnel in their attempt to safeguard all students and to actively help those students who are involved in the abuse of controlled substances. This policy will be applied to those situations clearly in violation of its contents.

It is essential that everyone understands and applies this policy consistently, humanely and uniformly.

The following guidelines are observed:

1. All students/parents must be notified in writing of the Board policy and the seriousness of its intent at the opening of each school year. All students should receive a student handbook containing this policy within the first month of school or upon enrollment during the school year.
2. All violations of this policy will be reported to the appropriate building principal who will in turn notify the superintendent and any other appropriate authorities.
3. All documentation of violations must be in writing and available for filing in the student's behavioral folder. This information will remain in the folder until graduation from high school.
4. All related evidence will be tagged and placed in a secure place and held until the appropriate steps have been taken to document the evidence and/or a hearing has been held.

**Administrative Procedures**

- I. Procedure to be followed when dealing with a student who has violated the policy for the first time.
  - A. The student should be brought to the appropriate office (place) and questioned about the matter.
    1. When appropriate, conduct a personal search (use no force). This includes use of breath test instruments to determine whether or not alcohol has been consumed. If necessary, obtain parental or police assistance.
    2. When appropriate, advise the student that you will inspect the student's locker. There should be at least two (2) staff members present when the locker is inspected.
    3. Arrange for a parent conference upon the completion of all documentation.
    4. During the parent conference, the following information and materials will be covered:
      - a. The parent or guardian will be informed of the suspension period
      - b. The parent or guardian will be informed of what is required to enable the student to re-enter school.
      - c. The parent or guardian will be provided with a copy of the Board policy with special emphasis to the consequences of the second offense.
    5. When a parent cannot be reached:
      - a. Do not allow the student to attend classes.
      - b. Continue efforts to contact parents or emergency contact persons.

**CONTROLLED SUBSTANCES RULES, REGULATIONS AND PROCEDURES**

- II. Procedure to be followed when dealing with a student who has violated the policy for the second time.
- A. Follow the same procedure used for the first violation and the addition of the following:
1. Inform the student and parent of the expulsion procedure which will be applied at this point.
  2. Inform the student and parent of the possible loss of credits.
- III. Procedure to be followed when dealing with a student who has violated the policy for the third time.
- A. Follow the same procedure used under offense number two with these exceptions:
1. The parent will be informed of the re-entry process which may be applied for after the student is away from school for a minimum of one year.
  2. Inform parent that while counseling is not required, however, it is strongly recommended. A written assessment report indicating the completion of a series of counseling sessions accompanied by a favorable recommendation of the counselor(s) would be seriously considered in making a decision on the student's readmittance to school.
- IV. Procedure to be followed when dealing with a student who has violated the policy for the first time and is working cooperatively with school authorities will be the same procedure as stated in I. of this policy.

**DEFINITION OF TERMS**

- Dealer: Any student found to be distributing, selling, giving away or possessing with the intent of any of the above, any illegal drugs, intoxicants, or paraphernalia. Wisconsin Statutes shall control when determining intent.
- Expulsion: As defined in the State Statute 120.13.
- Paraphernalia: The term "drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use, in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.
- Suspension: As defined in the State Statute 120.13

adopted 7/97  
reviewed 3/02  
revised 9/03, 10/06, 04/07, 5/11  
reviewed 4/14, 3/18

**WEAPONS**

It shall be the policy of the West De Pere Board of Education to vigorously maintain both federal and state laws regarding dangerous weapons and school programs and facilities.

No person shall unlawfully possess nor use a dangerous weapon or its facsimile on school premises, school buses or at any school-related activity. This policy applies to students, employees, volunteers, and the general public.

If any district personnel suspect or observe a person to be in possession of a dangerous weapon, they should exercise careful judgment and extreme caution to determine whether that person will voluntarily surrender the weapon to school personnel. If in the judgment of school personnel cooperation in surrendering the weapon is not evident, the individual should be kept under surveillance until law enforcement personnel arrive and disarm the suspect. Safety should be a prime concern when observing or intervening in the situation.

Any person violating this board policy on weapons shall be referred to law enforcement officials for possible prosecution for violation of state and/or federal laws and municipality ordinances within the district. Any person violating the policy to include use of an object designed for other purposes to inflict bodily harm and/or to intimidate shall be subject to suspension, notification of appropriate law enforcement agencies for possible prosecution for violation of state and/or federal laws and De Pere city ordinances, and possible recommendation for expulsion. As per state and federal requirements, any student possessing a firearm on school premises or at school activities will be expelled for not less than one year. Employees violating the policy will be subject to disciplinary sanctions up to and including termination of employment in accordance with the current employee agreement or other procedures established by the school board.

The administration is directed to serve notice of this policy via handbooks, newsletters, or other means deemed appropriate so as to establish strongly among the students, staff, and community that violence will not be tolerated.

LEGAL REFERENCE: Wisconsin Statute 120.13  
Wisconsin Statute 939.22  
Wisconsin Statute 941  
Wisconsin Statute 948  
20 USC 7151 (Gun Free School Zone Act)  
18 USC 921(a)(3)

CROSS REFERENCE: Student and Employee Handbooks

ADOPTED: 08/15/91  
REVISED: 02/18/97  
REVISED: 3/15/04  
REVISED: 7/19/04  
REVISED: 8/16/05  
READOPTED: 8/20/13

## PROGRAMS FOR GIFTED STUDENTS

Standard T of Wisconsin Statute 121.02 School District Standards states that school districts:

\*(T) Provide access to an appropriate program for pupils identified as gifted and talented.

\*\* (t) In this paragraph, Appropriate program@ means a systematic and continuous set of instructional activities or learning experiences which expand the development of the pupils identified as gifted or talented.

The West De Pere School District supports the State of Wisconsin's Pyramid Model of instruction for gifted and talented students which indicates that the learning needs of most gifted or talented students can be met through diversified instruction and flexible grouping practices for all students within the classroom. A small percent of the student population will have needs that require additional accommodations for learning. Identification and programming processes are outlined in the School District of West De Pere's Talent Development Plan.

For the exceptional students whose learning needs extend outside of the grade level program or course, a Differentiated Educational Plan (DEP) will be discussed and written by a team of district staff. DEP plans are confidential student records and a copy should be kept on file with the building administrator and in the district Curriculum Department.

A DEP is an individual student plan that documents the criteria used to identify the exceptional learning need(s), instructional program goal(s) for the student, an explanation of how the program goal(s) will be met, and a timeline for meeting the goal(s) and specific date(s) for review. Minimally, the plan will be reviewed annually at the end of the school year to document the upcoming school year instructional goals and plans. A meeting can be called at any time prior to the established review date(s) to discuss student progress or concerns. Changes in the DEP can be made anytime a DEP team convenes and determines that changes are warranted. This plan and review process addresses the criteria of State Standard T by creating a systematic and continuous learning experience for students.

CROSS REFERENCE: 5400.6 (E) - SDWDP Talent Development Plan

ADOPTED: 10/17/85

REVISED: 7/15/93

REVISED: 5/16/02

REVISED: 12/16/02

REVISED: 4/9/14

REVISED: 2/10/16

READOPTED: 3/23/16

INTERNET USE LETTER TO PARENT OR GUARDIAN

[Date]

Dear Parent or Guardian,

Students of the School District of West De Pere have access to a wide variety of information via the Internet through the use of computers at school. To gain access to this information, a student must first obtain the permission of his or her parent. Permission is granted by the school district when the Acceptable Use Permission and Release Agreement form is signed by the student and the Parent/Guardian and returned to the student's principal.

Using the Internet, the computers allow access to libraries, databases, bulletin boards, and other users, on a worldwide basis. You should be aware that some of the material (via the Internet) may not be considered to be of educational value in the context of the school setting and curricular standards and objectives. It is possible students may find access to information that may be inaccurate, defamatory, offensive, or illegal.

The school district requests parents/guardians to grant permission to the district to provide access to computer software and networks and, in addition, to release the school district from any liability arising from such access.

The school district feels student access to the information, resources, and other students around the world, far exceeds potential disadvantages to the use of computer technology. Parents, guardians, and students are responsible for supporting the proper ethical and legal standards all students must follow which are in accordance with School District of West De Pere policies and school rules and procedures. Please read the attached materials and review them with your son(s) and daughter(s).

The school district requires your signature on the permission and release form before your child will be given access to computer software and networks available through the School District of West De Pere.

Please contact your principal if you have any questions concerning this matter.

Sincerely,

Superintendent

**STUDENT AND PARENT/GUARDIAN NETWORK/INTERNET  
ACCEPTABLE USE PERMISSION AND RELEASE AGREEMENT**

Please read and/or discuss the Acceptable Use Policy, published on the district website\* [www.wdpsd.com](http://www.wdpsd.com) (click on District, then Internet Use Policy), with your student. The use of the computer network and Internet is a **privilege, not a right**; inappropriate use will result in a cancellation of those privileges. School officials may deny, revoke, or suspend access to the computer network to those who violate one or more of the terms and conditions. It is important that you understand her/his responsibilities as well. Your signature indicating that you have read and agreed to the guidelines is necessary before an account will be issued.

School:

\_\_\_\_ High School \_\_\_\_ Middle School \_\_\_\_ Westwood \_\_\_\_ Hemlock Creek \_\_\_\_ Phantom Knight

Grade: \_\_\_\_\_

Users' s Full Name: (please print) \_\_\_\_\_

*I have read or have had read to me, and/or discussed the Acceptable Use Agreement with my parent/guardian and agree to use the network/Internet in an appropriate and responsible manner. If I violate any of these conditions, I understand that I may lose access to, and use of, the computers and/or networks, or even greater consequences such as suspension, expulsion, dismissal, or legal action as outlined in this agreement.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I have read and/or discussed the Acceptable Use Agreement with my student and give the school and the School District of West De Pere permission to issue network/Internet access to my student.*

*Also I hereby waive any claims against the District, its officers, agents, and employees arising out of the accessing of material via computer by my student or other users while on the premises of, or under instruction of, the School District.*

**Parent /Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Please contact the school office of attendance if you prefer a paper copy, are unable to access the policy and guidelines on the internet, or have any questions or concerns regarding this form.

APPROVED: 6/98  
REVISED: 6/01, 5/03  
REVISED: 4/15/09  
REVISED: 7/21/10

**HEMLOCK CREEK ELEMENTARY SCHOOL**  
**SCHOOL SUPPLY LIST FOR 2020-2021**

**KINDERGARTEN**

**Classroom Supplies**

- 3 Boxes of Crayola 24 count crayons
- 1 Set of washable markers – classic colors (no fine tip)
- 2 Large boxes of facial tissues
- 1 Box Ziploc gallon size bags (if last name starts with A-M)
- 1 Box Ziploc sandwich size bags (if last name starts with N-Z)
- 1 Container of Clorox wipes (if last name starts with A-M)
- 1 Hand sanitizer - 12 oz. (if last name starts with N-Z)
- 8 Washable glue sticks
- 4oz Elmer's Glue
- 6 Primary Ticonderoga (Laddie) #2 pencils w/eraser

**Personal Supplies – Please label w/name**

- 1 Plastic, transparent pencil box - 5x8
- 1 Pair of 5" scissors with pointed tip
- 2 Composition notebooks
- 3 Plain colored folders with fasteners (red, blue & yellow)
- 1 School bag or backpack (full size)
- Headphones – No earbuds
- Tennis shoes to be left at school (Phy-Ed)
- Labeled bag with a complete change of clothes
- Paint shirt (old large t-shirt for Art)
- 1 pocket folder with fasteners for Art

**GRADE 1**

**Classroom Supplies**

- 15 #2 Pencils, sharpened, Ticonderoga preferred
- 2 Boxes of Crayola 24 count crayons
- 1 Set of washable Crayola markers
- 1 Bottle of Elmer's school glue, 4 oz. – (NO GEL)
- 2 Large or 4 small Elmer's glue sticks
- 2 Large erasers
- 2 Large boxes of facial tissues
- 4 Dry black erase Expo markers
- 4 pads of Post-it notes (3"x3")
- 1 Box Ziploc quart size bags (if last name starts with A-G)
- 1 Box Ziploc gallon size bags (if last name starts with H-Q)
- 1 Box Ziploc snack bags (if last name starts with R-Z)
- 1 Container of Clorox/disinfecting wipes

**Personal Supplies – Please label w/name**

- 2 Papermate Flair pens - black
- 1 Scissors – Fiskars preferred
- 1 School box (plastic) – 5 x 8 (preferred)
- 1 School bag or backpack
- 3 Plain colored plastic folders with fasteners
- 1 – 1 inch binder with front slip-in cover
- 1 Watercolor paint set
- 1 Composition notebook – wide ruled, 9¼ x 7½ inch (no spiral)
- Headphones – No earbuds
- Tennis shoes to be left at school (Phy-Ed)
- Paint shirt (old t-shirt for Art)
- 1 pocket folder with fasteners for Art

**GRADE 2**

**Classroom Supplies**

- Large Box of #2 Pencils, sharpened
- 2 Large erasers
- Colored pencils
- Markers
- 1 Box of black dry erase Expo chisel markers
- Crayons – 24 count minimum
- 1 Bottle of school glue – white
- 1 Highlighter
- 12 pads of Yellow Post-it notes (3"x3")
- 4 Glue sticks
- 1 Large box of facial tissues (family size)
- 1 Container of Clorox/disinfecting wipes
- 1 Box Ziploc quart size bags (if last name starts with A-J)
- 1 Box Ziploc gallon size bags (if last name starts with K-Z)

**Personal Supplies – Please label w/name**

- Scissors
- 4 Plain colored plastic folders with fasteners (green, red, blue, yellow)
- 4 Plain colored wide-ruled spiral notebooks (green, red, blue, yellow)  
(Please have notebooks and folders match red/red, etc.)
- 1 School box (plastic) – no larger than 5 x 8
- 1 School bag or backpack (no wheels please)
- Headphones
- Tennis shoes to be left in school (Phy-Ed)
- Paint shirt (old t-shirt for Art)
- 1 pocket folder with fasteners for Art

\*Agenda notebooks are purchased through the school and the cost is included in your school fee for grades 2-5.  
If the agenda notebook is lost, another one must be purchased through the school office.

## GRADE 3

### Classroom Supplies

- Erasers
- 20-24 #2 Pencils, sharpened
- 2 Red marking pens
- 2 Blue or black pens
- Crayola Crayons – 24 count
- 1 Set of markers – Crayola Classic colors
- Colored pencils
- 2 Boxes of facial tissue
- 4 oz. Elmer's glue
- 4 Glue sticks
- 1 Highlighter
- 4 Expo dry erase markers - (black or blue fine tip)
- 8 Pads of Post-it notes (3"x3")
- 1 Container of Clorox/disinfecting wipes
- 1 Box Ziploc quart size bags (if last name starts with A-M)
- 1 Box Ziploc gallon size bags (if last name starts with N-Z)

### Personal Supplies – Please label w/name

- Zippered case or school box (6" x 9" or smaller)
- 1 Folder of your choice for your take home folder
- 1 pocket folder with fasteners for Art
- 5 Plain colored folders, (blue, red, yellow, green, purple)
- 5 Plain colored wide-ruled spiral notebooks (blue, red, yellow, green, purple)
- 1 Composition notebook
- 1 Dry erase board eraser or one clean sock
- Scissors
- 12" Ruler with standard and metric (not flexible)
- Headphones or ear buds
- Tennis shoes to be left in school (Phy-Ed)
- Paint shirt (old t-shirt for Art)
- Headphones
- Tennis shoes to be left at school (Phy-Ed)
- Paint shirt (old t-shirt)

\*Agenda notebooks are purchased through the school and the cost is included in your school fee for grades 2-5. If the agenda notebook is lost, another one must be purchased through the school office.

## GRADE 4

### Classroom Supplies

- 24 Sharpened pencils – no mechanical pencils
- 4 Glue sticks
- 1 single highlighter
- 1 package loose-leaf paper
- 1 Large box of facial tissues
- 4 Expo dry erase markers
- 4 Fine tip Expo dry erase markers - (black/blue fine tip)
- 8 pads of Post-it notes (3"x3") NO Accordion Style
- 1 Black Sharpie marker
- Last name A-M: 1 Container of Clorox wipes  
N-Z: 1 bottle Hand Sanitizer
- Last name A-M: 1 package of 3" x 5" notecards  
N-Z: 1 box of Quart sized baggies

### Personal Supplies – Please label w/name

- 1 pack of colored pens
- 1 pack of Colored pencils (16 ct.) NO MARKERS
- 1 Pink Pearl Eraser
- 1 Take Home folder
- 4 Plain Colored Folders
- 4 Plain colored wide-ruled spiral notebooks  
(Please have notebooks folders match red/red, etc)
- 2 Composition notebooks-wide ruled, 9 3/4 x 7 1/2 in.
- 1 – 1 inch binder
- 1 dry erase board eraser or a sock
- 1 Zippered pencil case or box
- 1 Ruler with standard and metric – to 1/8"

- 1 pair of Scissors
- 1 pair of corded headphones
- 1 pair of tennis shoes to be left at school (Phy-Ed)
- 1 paint shirt (old t-shirt for Art)
- 1 pocket folder with fasteners (Art)

\*Agenda notebooks are purchased through the school and the cost is included in your school fee for grades 2-5. If the agenda notebook is lost, another one must be purchased through the school office.

## GRADE 5

### Classroom Supplies

- Loose-leaf paper – wide lined (1 package)
- 1 Eraser
- 2 Rolls of clear scotch tape
- 1 Container of Clorox/disinfecting wipes
- 1 Large box of facial tissues
- 4 Expo brand black dry erase markers
- 4 pads of 3M brand Post-It notes (3"x3")
- 1 Black Sharpie marker
- 1 – 100 count pack of 4 x 6 LARGE index cards - white  
(Blank on one side, lined on the other)

### Personal Supplies – Please label w/name

- 24 Sharpened pencils (do not bring all at once)
- 2 Correcting pens, 2 blue or black pens
- 2 Glue sticks
- 1 Set of markers
- 1 Set of colored pencils
- 1 Two pocket Take Home Folder
- 4 Plain colored folders
- 1 Pocket folder with fasteners for Art
- 4 Plain colored spiral notebooks  
(Please have notebooks & folders match red/red, etc)
- 2 Composition notebooks wide ruled, 9 3/4 x 7 1/2 in.
- 1 – 1 inch binder

- 1 – 5 Tab Binder Divider Sheets
- 1 Dry erase board eraser/one clean sock
- Zippered pencil case or box
- Scissors
- 1 Ruler – English & metric
- Headphones or ear buds
- Tennis shoes to be left at school (Phy-Ed)
- Paint shirt (old t-shirt for Art)

\*Agenda Notebooks are purchased through the School and the cost is included in your school fee for grades 2-5. If the agenda notebook is lost, another one must be purchased through the school office.

Please visit <http://www.wdpsd.com/middleschool/athletics> for updated info. regarding school sports offerings and schedules for 5th-8th grade.

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

#### **OFFERINGS**

Emphasis in West De Pere 5-8, is placed on participation, not on victory. Activities exist for their value to students, and participation is open to all students regardless of their skill level. Learning to compete is in itself a skill. It should be acquired gradually. Activities promoted by the school are as follows:

- **5<sup>th</sup> Grade**
  - **Winter** – Wrestling (Jan-Feb) (Co-ed)  
Basketball Boys – (Nov-Dec) Girls – (Jan-Feb)

**BEHAVIOR EXPECTATIONS** – The following are guidelines and behavioral expectations to be followed by all fans and spectators at events. Adherence to them will sustain the worth and dignity of our student athletes, participants, officials, coaches, advisors, and guests, as well as our school's reputation.

- Cheer for our team, not against our opponents or game officials.
- Cheer in a manner that seeks to enhance the activity.
- Cheer in a manner that uses acceptable language and avoids resemblance of poor language or behaviors.
- Cheer in a safe manner.
- Refrain from stomping on or kicking bleachers.
- Avoid the throwing of confetti or other substances.
- The use of noisemakers must be avoided.
- Spectators are not permitted under the bleachers for safety reasons.
- Soft drinks or other food may not be brought into the gym area.
- Spectators may enter the gymnasium at anytime prior to the start of the contest, however, during play spectators should wait to take a seat in the bleachers until an official time-out, between quarters, at half-time, or when action is at the opposite end of the court.
- Events are considered to be an extension of the school day. All expectations of students during the school day also apply at these activities.
- Play in a manner of which we can be proud, and if things don't go the way we expect them to go let us act in a manner that protects our school's dignity and reputation.

Students who choose to deviate from the above will be subjected to disciplinary measures and may have their activity attendance privileges revoked.

#### **CODE OF CONDUCT**

##### **Middle School Extracurricular Participation**

Students in grades 5-8, who desire to participate in one of the extracurricular programs offered at West De Pere Middle School must meet one or more of the following criteria:

- Enrolled as a student at one of the West De Pere District Schools.
- West De Pere District resident who HAS NOT open enrolled to another K-12 public school district.
- West De Pere District resident who is homeschooled, attends a private school, virtual school, charter school, or similar program either within or outside of the West De Pere School District boundaries.

All eligible participants will be required to fulfill the rules and guidelines as outlined in Section III Student Activities, of the West De Pere Middle School Student Handbook.

**Participation Procedures** – All participating athletes 6-8, should obtain the following items from the middle school office and returned when completed:

- Physical permit card (athletes must have a physical by a licensed physician every other year with April 1 being the earliest date of examination. Athletes must have a physical beginning in 6th grade.
- Handbook agreement signed by a parent/guardian and participant one time while a student at WDP Middle School.
- Emergency information card.
- All school or extra-curricular fees must be paid in full or a payment plan timeline arranged with the athletic coordinator.
- Mandatory attendance by participant and legal guardian at a "Code and Rules" meeting one time while a student at WDP Middle School. A student may not practice or participate in an activity until the school has written evidence on file in the office of the items listed above. The following procedures will be observed:
  - All students will be encouraged to participate through a no cut policy.
  - All members will participate during the contest. This does not guarantee equal participation time. Exceptions may include missed practices due to injury or illness, disciplinary reasons or limited roster contests.
  - A student can request to switch activities within a season providing that both coaches or advisors and the activities coordinator mutually approve the switch.
  - A student's participation status shall be reviewed ineligible for interscholastic competition while competing as a member of a grade 7 and/or grade 8 team if he or she reaches his or her 16th birthday before August 1 of any given school year.

## **RULES OF PARTICIPATION**

West De Pere Middle School is not a member of WIAA, but in general, West De Pere will use the WIAA guidelines to help us make athletic decisions. The West De Pere community has developed the following rules for all activities:

### *Attendance*

- A student can only participate in practice and/or competition providing the student has been in attendance at school for the entire school day.
- All athletes are expected to dress for Physical Education if they wish to participate in athletic events on the day of the event.
- The attendance requirement may be waived if the absence from school is excused. Examples of an excused absence include doctor/dentist appointments, funerals, court appearances, etc., or other absences excused by the parent.
- Students who miss class periods, and who are excused by parents for illness will be monitored for patterns of this type of absence. This type of excused absence, if used often will result in a requirement for a doctor's excuse. This decision will be made by the Associate Principal and/or the Student Activities Director.
- Appeals of this policy should be directed to the activities coordinator. • If a student has been suspended, he/she will not be allowed to participate in the team's activities (including practices) during the entire suspension. If it occurs on a Friday, the student will not be allowed to dress or participate in a Saturday event.
- A student is expected to dedicate the time specified for practice by the coach/advisor of that activity. Regular attendance at practice is required. If the student must miss practice for family trips or vacations, arrangements must be made with the coach/advisor in advance.
- It is expected that the middle school student will put his/her own school team and practices ahead of non-school teams and practices.
- Participants are expected to discuss scheduling conflicts with their school coach/advisor as soon as conflicts are known.

### **Use of Controlled Substances**

- Team members must, throughout the entire calendar year, abstain from the use of tobacco, alcohol, and/or illegal drugs. A participant shall not have in his/her possession, buy, sell, or give away any substance defined by law as a drug or a substance which is represented as drug or intoxicant or paraphernalia associated with such. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.
- If a controlled substance violation occurs the participant will be suspended based upon applicable in season or out of season (includes summer) penalties.
- During a period of suspension, the student must attend all practices, team function, etc., in order to maintain his/her status as a team member.
- A participant who chooses to remain at an unacceptable social gathering where illegal alcoholic beverages or drugs are present and/or are being consumed by under-aged students will be considered in violation of the co-curricular code of conduct. Participants are expected to depart these types of functions in the most expeditious manner possible once they determine that these illegal products are present.
- A co-curricular student who is determined to have hosted an unacceptable social gathering where illegal alcoholic beverages or drugs are present and/or are being consumed by under-aged students will immediately be suspended for the remainder of the activity/season or for twenty percent (20%) of the next activity/season if the function is hosted when not participating.

### **Criminal Acts**

- Any student who commits or is charged by the district attorney with committing a criminal act shall be suspended from practices and competitions and referred to the activities coordinator for a hearing with the administration.
- If, after a student is charged with a criminal act and subsequent investigation or court action determines the participant innocent, all action by the school shall be negated, and the participant reinstated to the team in good standing. Sportsmanship
- Each participant shall exhibit positive behavior to officials, competitors, coaches, advisors, fellow team members and him/herself. Coaches shall define the consequences for sportsmanship violation.
- Students will be responsible for being clean and well groomed.

### **In-School Conduct**

- Participants are expected to be role models to the other students in school.
- Students may lose eligibility, due to poor student conduct, as per the administration.

### **Conduct Unbecoming a Participant**

- For conduct unbecoming a participant (excluding use or possession of drugs, alcohol, or tobacco), the activities coordinator (after consultation with the administration) shall establish penalties, if any, depending on the nature of the violation and the number of offenses that the participant has committed.
- Examples of conduct unbecoming a participant may include, but is not limited to, the following: 1) violation of law; 2) vandalism; 3) disrespect to school authorities; 4) repeated violation of school rules; 5) immoral conduct; 6) possession or use of dangerous weapons; 7) assault or attempted assault; 8) discrimination or harassment; 9) inappropriate dress or grooming, and 10) gang colors and gang signs.
- A participant must refrain from any conduct at any time that would reflect unfavorably on him/herself or the school. Conduct which would reflect unfavorably on the participant or on the school includes, but is not limited to, the following matters: sale, possession, or use of illegal drugs or substances representing a drug or intoxicant or paraphernalia associated with such; use, possession, or purchase of alcoholic beverages or tobacco product; or any other immoral or unacceptable conduct contrary to the ideals, principles, and standards of West De Pere Schools.

## **Equipment**

Each participant is responsible for the school equipment issued to him/her. All lost equipment must be paid for by the participant to whom it was issued, before further participation will be permitted. School issued uniforms and warm-ups will be worn for contests only. School day wear will be a team function coordinated by the coach, a maximum of 2 times per season.

## **Travel**

- All team members and participants will travel to and from meets and events via transportation arranged by the Activity Department. Students missing the arranged transportation may be subject to disciplinary action by the coach/advisor.
- A participant who travels to a game with a school team must return with his/her team.
- Parents may drive their own child if the "Travel Release" form is filed and permission is granted by the coach/advisor, activities coordinator, or principal. Awards Individual awards such as letters, trophies, most valuable and most improved are not encouraged at the middle school level.

## **Eligibility**

- Additional standards particular to the activity and the setting or hours will be determined by each coach/advisor, approved by the activities coordinator, published and distributed to each participant on the first day he/she reports for practice.
- The student participant, upon receipt of these general and specific standards, will read all items and ask for clarification by the coach/advisor of any handbook items not understood. Receipt of these standards and continued practice for an activity means that the participant understands and will comply to the standards set forth.

## **Academic Achievement**

- Student participants are expected to maintain a "C" average in their classes. (with no "F's")
- Grades will be monitored periodically throughout the season.
- If the student is below a "C" average, he/she will be put on probation (10-15 school days in length). During the probation period the student will still be allowed to practice as well as participate in games.
- During the probation period the student may work to improve his/her grade to a "C" average and be back on the team in good standing. • If after the probation period the grade is not a "C" average and with no F's, the student will not be allowed to practice or play in games.
- When the eligibility list is published again, if the student's grades are at a "C" average and no F's, he/she may rejoin the team. • Only one probationary period per season is permitted.
- The principal or activities coordinator may give special consideration to a student in an unusual circumstance, if the parents have requested it in writing.

**Grade Check Dates:** Grade Check dates will be communicated through the middle school newsletter.

**Injuries** - Any participant who is injured during a practice or competition must report the injury to the coach/advisor immediately. Any participant excused from physical education class may not participate in athletics (practice or play). Exceptions may be made by the activities coordinator, or in his/her absence, the principal. Injuries may be assessed by a licensed trainer by calling the high school.

## **Handling Conflicts**

Occasionally, the participant or his/her parents may have a question relating to the student's involvement in the activity program. Prompt, open communication is important when this occurs, and the situation can usually be resolved before it becomes a major issue. The sequence for this communication is as follows;

- The student and the coach/advisor should discuss the issue.
- If not resolved, the coach/advisor, parents, and the student should establish a time to meet to discuss the issue.
- If not resolved, the parents, coach/advisor, and the activities coordinator should meet to discuss the issue.
- If still not resolved, parents, coach/advisor, activities coordinator, and the principal should meet to discuss the issue.
- When conflict arises, the student and/or parents should set up a time with the coach/advisor to discuss the problem. Please do not approach the coach/advisor with a conflict just before or after a competition.

## **Team Roster**

- When multiple teams are formed, coaches/advisors should strive to make such teams equally competitive.
- Coaches/advisors shall redistribute players if the multiple teams become unequally competitive.

## **PENALTIES FOR VIOLATIONS**

Participation in school activities is a privilege. West De Pere students have year-round training and conduct rules. Failure to abide by the established rules may result in withdrawal of the privilege to participate. All penalties will be imposed under the jurisdiction of the activities coordinator. An alleged violator's case will be brought before the activities coordinator. If the charges are proven to the satisfaction of the activities coordinator, disciplinary action will follow. All code of conduct violations and subsequent penalties are superseded by West De Pere School District policies which specify penalties dealing with students who sell, possess, exchange, distribute, or illegally use alcohol, tobacco, or drugs on school premises or at any school related activity. For violation of any West De Pere Middle School standards of conduct; sale, possession, or use of illegal drugs or substances representing a drug or intoxicant or paraphernalia associated with such; use, possession, or purchase of alcoholic beverages or tobacco products; or any other immoral or unacceptable conduct contrary to the ideals, principles, and standards of West De Pere Schools, the penalty shall be as follows:

### **In Season Violations**

- A first violation will result in suspension from the team for 20 percent of the scheduled games, matches or meets of the present activity the student is participating in or the next season the student participates in if he/she is not currently participating in an activity. However, if the violation occurs with less than 20 percent of the current season remaining, the suspension will carry over into the students next season. In order to fulfill a carry-over penalty, a student must complete the season as a member of the team.
- A second violation will result in suspension from the team for the remainder of the season the student is participating in.
- A third violation (within a calendar year of the first violation) will result in suspension from all activities for one calendar year from the date of infraction.

### **Out-of-Season Violations (Including Summer Vacation)**

- The first violation will result in suspension from participation in 10 percent of scheduled games, matches, or meets of the next sport to which they report.
- The second violation will result in suspension for 20 percent of the season.

### **Application of Suspensions**

- All rule violations will accumulate within a calendar year of the first violation.
- Violations must be reported to the activities coordinator in a timely manner.
- Honesty Clause: A student can reduce the penalty for a code violation by fifty percent (50%) for the first violation to their coach, Activities Director, or Principal within three (3) days of the occurrence.
- Dishonesty Clause: A student who intentionally misleads his or her coach, activities director or principal by giving inaccurate information during an activity code violation investigation loses all rights to a possible reduction in the penalty for such violations, AND the student may be subject to additional sanctions due to the improper conduct of insubordination toward an authority figure of the school district.
- The actual events of suspension will be rounded up to the next whole number.
- If a student does not finish the season in good standing, the suspension, in its entirety, will be served during the next season that the student participates.
- Suspensions due to violations that occurred during the last two weeks of the regular season will be carried over to the next season the student participates in. The student must complete the said season to fulfill the suspension.

### **APPEAL PROCEDURE**

The parents/guardians or students have the right to appeal decisions made according to the handbook. Such appeals must be handled as follows:

- Appeal must be made in writing to the activities coordinator within five school days of the first day of ineligibility. The activities coordinator response to this appeal must be completed within three school days of being received.
- If not satisfied with the decision made by the activities coordinator, a written appeal must be made within five days to the Principal. The Principal's response to this appeal must be completed within three school days of being received. The decision of the principal is considered final.

### **STUDENT SELF-REFERRAL**

The West De Pere School District established a Student Assistance Program to provide education, assistance and support for students affected by their own or others' drug and/or alcohol problems and/or situations that hinder their academic or activity performance. An essential feature of the Student Assistance Program is that students, their peers and/or their family members are encouraged to contact the activities coordinator or principal for help with tobacco, alcohol, and/or drug-related problems and situations that place the student/athlete at risk (i.e. abuse, infractions with the law, conduct not becoming a participant). They are assured that such contact will be handled sensitively and confidentially. No record of the student's participation in the Student Assistance Program will become part of the student's permanent or cumulative file. A student who self refers to the Student Assistance Program and who is making satisfactory progress in following the recommendations of the Student Assistance staff will not be liable to suspension, extracurricular ineligibility, or other disciplinary action for behavior which occurs prior to the self referral unless the violation is reported to school personnel within a ten school day period. The activities coordinator will take the student's self referral into consideration when meeting with the student at the meeting. The activities coordinator can reduce the suspension due to the referral. The effort is not punitive in nature in order to try and help students with a problem that they may have.