



**WINNECONNE  
ELEMENTARY  
SCHOOL**

**FAMILY  
HANDBOOK  
2018-2019**

# Winneconne Elementary School

233 S. Third Avenue

Winneconne, WI 54986

[www.winneconne.k12.wi.us](http://www.winneconne.k12.wi.us)

(920)582.5803

## Learning today.....leading tomorrow!

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## INTRODUCTION

This handbook has been prepared to serve as a source of information for students and parents. This book reflects the policies of the Board of Education as well as regulations set by the State of Wisconsin and will be in effect during the 2017-18 school year unless preempted by law. The Family Handbook can be amended at any time at the discretion of the school district. If the district makes changes to the handbook during a school year, the principal will communicate those changes to parents and students. Please understand that this Handbook is intended to serve as a reference and guide for your use. A copy of the district's board policies is available upon request.

### WELCOME MESSAGE FROM THE PRINCIPAL, MRS. HUGHES

*"When educating the minds of our youth, we must not forget to educate their hearts."*

*- Dalai Lama*

*Welcome to Winneconne Elementary School. I am excited to work with you and your family this year. This handbook will provide you with many of our school policies and procedures; please keep it throughout the school year so you can refer to it at anytime. It will also be published on our district website. If you have questions about our policies and/or procedures, please contact me at [hughesl@w-csd.org](mailto:hughesl@w-csd.org).*

*The staff and I believe a strong parent-teacher-student relationship is essential for having a positive, successful school experience. There are many ways to get involved in our school community. We have an active PTA; this parent-teacher organization is a great way for adults to be involved in school, and our teachers welcome your assistance in the classroom. Please let us know if you are interested in helping.*

*Mr. Mike Meunier is the Elementary Dean of Students. He will be assisting WES by guiding our PBIS (Positive Behavior Intervention Strategies), placing school volunteers, handling student issues such as discipline, bus referrals, and attendance, and working to create a positive and safe school environment. Mr. Meunier and I will work closely with the teachers to provide the students at WES the best educational experience possible. Please direct your communication regarding student issues to Mr. Meunier; he and I will consult when necessary. Mr. Meunier can be reached at [meunierm@w-csd.org](mailto:meunierm@w-csd.org).*

*Our doors are open to you to partner in your child's education. We are committed to working with each of you to make Winneconne Elementary School a great place to learn and grow.*

Sincerely,

**Mrs. Lisa Hughes**  
Principal

### WCSD Mission Statement

The Winneconne Community School District, in collaboration with its citizens, is committed to providing an unsurpassed individualized learning experience for each of our students, so they are prepared to seize their potential and become productive global citizens.

## ELEMENTARY REGULAR SCHOOL DAY SCHEDULE:

Recess and/or Breakfast	7:45 – 8:10 AM
Students enter the building	8:10 AM
Announcements/ Attendance/Class meetings	8:15- 8:25 AM
Lunch K-1 Recess 2-3	11:00 – 11:30 AM
Lunch 2-3 Recess K-1	11:30 – 12:00 PM
Lunch 4-5	12:00 – 12:30 PM
Recess 4-5	12:30-1:00pm
Dismissal	3:10 PM

### TWO HOUR DELAY

In the event of rain or the chill factor is below zero, students will remain inside their classrooms with their respective teacher. In case of inclement weather, school may run on a two-hour delay. The schedule we will follow is:

Teachers arrive	9:40 AM
Students enter the building	9:45 AM
Class begins	10:00 AM
Lunch	11:00 AM – 12:30 PM
Recess	12:35 PM – 12:55 PM
Dismissal	3:10 PM

### EARLY DISMISSAL

Students will be dismissed at noon on the following eight days. All elementary students will have lunch prior to the noon dismissal.

Sept 22, 2017  
Oct. 20, 2017  
Nov. 22, 2017  
Jan. 19, 2018  
Feb. 16, 2018  
Mar. 23, 2018  
Apr. 20, 2018  
May 25, 2018

### ATTENDANCE

The teacher and principal account for each absent child every day. Schools are required by the State Statute to observe the Compulsory School Attendance Laws. To aid the school in keeping accurate attendance records, please call or email *each day* your child is unable to attend school. The attendance email address is [esattendance@w-csd.org](mailto:esattendance@w-csd.org). The Attendance Phone Line is 582-5803 x1. Report child's first and last name, teacher's name and reason for absence. If a reason for the absence is not given, we will not be able to excuse the absence. If an email, call, or previous notification of an absence has not been received by 9:00 AM, you will be called to determine why your child is not in attendance. This will assure both you and the school that your child is safe.

## **ANTICIPATED ABSENCES**

We understand that time spent together as a family on vacations can be an important part of family life. However, the instructional process does not stop when students are not at school, and lost instructional time cannot be recovered or recreated. Therefore, we strongly encourage families to schedule vacation around the existing school vacation days. If you must schedule a trip or other extended absence that will occur during scheduled school days, please follow these guidelines:

- **Pre-arrange the absence with the school via the pre-arranged absence form.** This will allow us to excuse your child from school and keep accurate attendance records.
- **Homework** (when child is absent) often cannot be prepared in advance, because the purpose of homework is to provide practice and review of skills taught in the classroom. Your child's teacher may be able to prepare some work in advance with ample notice of the absence, but it is not required of the teacher. However, additional work may be assigned when your child returns.
- Any work assigned prior to the absence should be completed and returned when your child returns to school

## **EXCUSED ABSENCES**

Absences (up to 10) because of illness are excused if the school is notified of the absence by the parent/guardian. Absences (greater than 10) because of illness require a physician's excuse; without the doctor's note, absences of this nature will be considered unexcused. If a child visits the doctor, please bring a note regardless of the number of absences.

Absences (up to 10) because of family emergency/personal reasons are excused if the school is notified of the absence by the parent/guardian. Absences (greater than 10) because of personal reasons are considered unexcused unless prior arrangements have been made with the principal/supervisor.

## **UNEXCUSED ABSENCES/TRUANCY**

Truant means any absence of part or all of one or more days from school during which the principal has not been notified of the legal cause of such absence by the parent/guardian of such student. Truancy includes: skipping individual classes, leaving the closed campus school at any time during the day without prior office approval, oversleeping, shopping trips (even though sanctioned by parent/guardian), concerts, hair appointments, runaways, transportation problems, babysitting, or others not approved by the administration. Truancy may be grounds for disciplinary action up to and including expulsion.

## **HABITUAL TRUANCY**

A habitual truant is a student who is absent from school *without* an acceptable excuse under Wisconsin State Statutes 118.5 for part or all of 5 (five) or more days on which school is held during a semester. The law provides habitual truancy penalties, including an order to attend school, forfeitures, loss of work permit, counseling, community service, home detention curfews, formal or informal supervision, and/or parental participation at school with child.

## **TARDINESS**

Tardiness means not being in the classroom at the bell and/or not being in school in an assigned class when school begins. Students who are tardy to school must report to the office for an admit slip. Tardies are either excused or unexcused based on the above information.

Attendance letters will be sent out to students when they have accumulated 7 - 10 days of absence and/or tardy.

## **COMMUNICATION/WEBSITE**

Please visit our district website at [www.winneconne.k12.wi.us](http://www.winneconne.k12.wi.us) to find pertinent school information. The *Family Access* link will take you to your family account; you can find lunch account balances, attendance, and contact information.

WCSD is using a notification system called Skylert. This system provides our district with an effective means of communication with families and employees. We use three simple broadcasting systems when communicating: phone, email and/or text messaging. Families will be responsible for signing up for Skylert communication using Family Access and choosing Skylert.

## **HOME-SCHOOL COMMUNICATION**

We regularly communicate with all parents utilizing the following communication tools:

- Monthly Parent Newsletter-Wolf Paw Press
- Class or grade level newsletters
- Parent Help Surveys
- Monthly PTO meetings
- Fall Open House
- Principal and Teacher Electronic Mail
- District Website (Family Access and Skylert)

We have provided numerous ways to keep our communication lines open and we expect that all parents will read these communications and respond accordingly. We will not turn down any reasonable parent request to help in our school.

## **VISITS TO CLASSROOMS BY PARENTS**

Parents are asked to notify teachers at least one day ahead of time for any classroom visits. This common courtesy is greatly appreciated. Children are very eager to share their school experiences with you; and we all appreciate you showing interest in their daily school life. Teachers also like to get acquainted with you and are very willing to explain their programs to you. Building regulations require all persons to register at the school office upon entering the building for any reason. Visitors must also wear a Visitor badge for identification purposes and check out through the office when leaving the building.

## **VOLUNTEERS**

Volunteer support is appreciated and encouraged. School wide opportunities are distributed through the office and classroom support is solicited through the individual teachers. For safety reasons, anyone requesting to volunteer within the school via classroom or field trip, must complete a background check form at least two weeks prior to volunteering. Background checks are good for five (5) years.

## **PTA (PARENT/TEACHER ASSOCIATION)**

WES has an active, involved, child-oriented PTA that meets monthly to plan and coordinate school activities. Meetings are generally held once a month. Watch the parent newsletter for details. Officers are elected in May to serve the following year. Activities sponsored by past PTAs include Chili Bingo Night, family nights, fundraisers, teacher/staff recognition luncheon, and end-of-the-year field trips.

## **CONTACTS**

Personal contacts/phone calls and emails are encouraged to keep the communication open between home and school. All school personnel may be accessed via email by: last name (6 characters) first initial @w-csd.org (ex: [hughesl@w-csd.org](mailto:hughesl@w-csd.org)). Teachers are engaged with students during the day so they may not be able to answer a phone call or email until the end of the school day. Please contact the office for messages regarding transportation changes or emergencies.

## **ADDRESS AND/OR PHONE NUMBER CHANGE**

If you move or change your phone number, please notify the school office immediately at 582-5803 so that we have your correct address and phone number. This is extremely helpful to keep our records up to date.

## **PROGRESS REPORTS/REPORT CARDS**

Report cards are issued each semester (January and June) in the elementary school. Each grade/subject area has a report card that reflects the standards being addressed at that level. Instead of letter grades, students' achievement will be reflected using a 1-3 point scale. Please ask your child's teacher if you have questions about report cards. Parent/teacher communication regarding academic progress will take place minimally two times per year(or more) if deemed necessary.

## **SPECIAL PROGRAMS**

### ART, MUSIC, PHYSICAL EDUCATION

Children in grades K - 5 meet with special instructors each week in the fields of Art, Music, and Physical Education. 4K students meet with physical education teachers and classroom teachers provide art and music instruction.

### GUIDANCE

A comprehensive school counseling program supports our students by involving families, school, and our community in helping children succeed. Two school guidance counselors are in the building full-time.

Ms. West works with 4K-2 students and Mrs. Achterberg works with students in grades 3-5. The program features a Guidance Curriculum and lessons are taught in each classroom by the counselor. The counselors do individual student planning, small group instruction, responsive services, and system support.

### SPECIAL EDUCATION PROGRAMS

Special Education programs are provided at WES. If you feel your child has a special educational need, please discuss this with your child's teacher, the Special Education Director, or the principal. A variety of services are available.

## **LOST AND FOUND**

The school makes an effort to find the owners of articles found and turned in to the office and/or lost and found rack in the lobby. Many articles, however, are never claimed. All belongings like coats, carrying cases, tennis shoes, etc., should have the owner's name plainly written on them in order to insure their return. Articles found are placed on the "lost and found" rack near the lobby. Unclaimed items will be donated to a local charitable organization at winter break and at the end of the school year.

### Marking of Children's Clothing

Please be sure children's outer clothing is marked. A good deal of time is saved at school if names are on children's coats, boots, and shoes.

## **EMERGENCY SCHOOL CLOSING**

In the event of a school closing, Skylert will notify you and announcements will be made on local radio and TV stations.

*Early dismissal/Emergency closing forms are available on the district website as part of the registration process or you can request a hard copy from the office. These forms will direct the school to any changes you may have for student care in the event of an early dismissal.*

## **FIRE, TORNADO, BUS EVACUATION, ALICE DRILLS**

Fire procedures are outlined in each school building and a fire drill is conducted every month in cooperation with the respective fire departments.

All schools are required to have tornado drills in the fall and spring of the year with procedures worked out as to where the students will be during a tornado. Emergency services are provided with a floor plan with these plans in place. During a tornado **watch**, school and dismissal proceeds as usual. During a tornado **warning**, schools will be in contact with emergency services to take appropriate action. Bus evacuation drills are held twice yearly in compliance with state law. Drills are held during School Bus Safety Week in October and again in April. It is important for students to learn the procedures for an orderly evacuation of the bus should an emergency occur.

**ALICE** (Alert, Lockdown, Inform, Counter, Evacuate) is our protocol for safety and security. We will practice lockdown and evacuating the school in the fall. Parents will be notified of the date and time the evacuation drill will take place. The elementary school evacuates to Lake Winneconne Park should the need arise.

## **RULES**

In order for 750+ people to live, learn and work together in a productive, safe environment, appropriate behavior is required. The educational purpose of the school is accomplished best in a climate of student behavior which is socially acceptable and conducive to the learning and teaching process. Student behavior which disrupts this process or infringes upon the rights of other individuals will be remediated and appropriate behaviors will be re-taught. The school system, the school and each class has established realistic and reasonable guidelines for all students to follow so that learning can take place without interruption. Each classroom teacher will explain his/her classroom expectations using the following common guidelines.

### THE WINNECONNE WAY

#### **P-PRACTICE KINDNESS**

#### **A-ALWAYS SHOW RESPECT**

#### **W-WORK TO DO YOUR BEST**

#### **General**

1. Recess will be outside if the temperature & wind chill are both above 0 degrees Fahrenheit.
2. Recess will be inside if either the temperature or wind chill is at or below 0 degrees Fahrenheit
3. Students will quietly line up by the door until one of the playground assistants gives permission to go outside.
4. Obey the Playground Assistants (PA) at all times.
5. See a Playground Assistant for any injury or serious issue.
6. You must get permission from a Playground Assistant before going back inside for any reason (including an injury or a bathroom visit).
7. PAs will have basic first aid (band-aids) available. Other injuries will be taken into the office where the health room has more supplies.
8. Any student with habitual recess issues will be sent to the office.
9. Stay inside the playground area/fences and do not go out into the parking lot area or neighboring yards for any reason.
10. Include others in games/play.
11. Be respectful to each other – no pushing, hitting, kicking, or name calling.

#### **Play Equipment**

1. The PAs may "close" all or some of the playground equipment from time to time, based on weather-related conditions (such as being wet or icy) or chronic behavior or misuse issues.
2. If the orange or green cones are out in the playground, that area is "closed" (off limits).
3. Slides are for sliding DOWN, not climbing UP.
4. Sliding will be FEET FIRST ONLY.



5. Sand must stay in the sandbox.
6. The gravel or wood chips stay on the ground, not on the playground equipment. No throwing the gravel.
7. Jump ropes are for jumping rope and spinning on the ground, not for spinning in the air or onto the equipment or playing horse.
8. Monkey bars are to hang from by hands or bent knees only. No other part of the body should be above the top of the bars and climbing equipment.
9. No climbing on any fences, backstops, soccer goals, phy ed equipment, or trees.
10. Swings are for swinging forward and backward, not sideways or twisting. Do not jump off of the swings.
11. Tag should not be played under the equipment or near the swings.
12. Use the blacktop or fields to play tag safely.

### **Black Top and Grass Fields**

1. No football or soccer games allowed on blacktop
2. No sliding on the ice. This is extremely risky for head injuries.
3. Stay away from water and puddles.
4. If a ball goes over the fence, get a PA to help you. Do not go over or around a fence without talking to a PA.

### **Snow Hills & Forts**

1. Students must be wearing snow pants and boots to play in the snow.
2. Keep the snow on the ground.
3. No tunneling or building snow holes into the hills.
4. If you build a snow fort, others may use it, but you do NOT destroy others' creations!

### **When you're not sure, go back to the basics!**

P - Practice kindness

A - Always show respect

W - Work to do your best

### **LOCKER/DESK REGULATIONS**

1. For convenience, students are provided with lockers/desks for storing books/coats.
2. Students are responsible for lockers/desks assigned to them. Any damage to lockers/desks will be paid by the students using them.
3. Students will use only lockers/desks assigned to them.
4. Students are advised not to keep money/valuables in lockers/desks. The school is not responsible for lost/stolen items.
5. School policy dictates that lockers/desks are the property of the school system and subject to inspection as determined necessary.

### **STUDENT DISCIPLINE AND CONDUCT POLICY**

The school administration is directed by the district board of education, which receives its authority from state statutes, to maintain a school environment free from distraction and disruption. At the same time, the school administration is delegated the power to make rules to govern student behavior. The administration specifically reserves the right, on an individual basis, to deviate from the disciplinary action set forth below, when in their sole discretion, it is necessary for the proper and efficient operation of the school. Effective disciplinary action will be taken depending upon the nature of the offense.

1. **False Fire Alarm:** Suspension for one to three days.
2. **Fighting/Intimidation:** Suspension for one to three days, parent conference.
3. **Vandalism:** Suspension for one to three days. Police may be informed. Payment of damage is required along with a parent conference.

4. **Theft:** Suspension for one to three days. Police will be informed, and a parent conference will be held.
5. **Disrespect/Insubordination:** Suspension for one to three days. Parent conference. Every student is expected to comply with reasonable direction or requests of staff members.
6. **Use or Possession of Tobacco Products or Material that can be Smoked** 1st offense -Suspension for one day. 2nd offense -Suspension for two days and parent conference. 3rd offense -Suspension for three days and police citation.
7. **Use of Obscene or Abusive Language or Gestures** Suspension for one to three days. Parent conference.
8. **Tardiness to Class** Handled by teacher. Continued tardiness shall be referred to the principal for necessary corrective measures or parent conference.
9. **Use or possession of dangerous weapon** Suspension for one to three days. Police referral and/or possible recommendation for expulsion.

### **SUSPENSION AND EXPULSION OF STUDENTS**

State Statute 120.13 (1) provides for the suspension and/or expulsion of students from school whenever the pupil is found to be guilty of repeated refusal or neglect to obey the rules, which include knowingly conveying, or causing to be conveyed, any threat or false information concerning an attempt to destroy any school property by means of explosions, engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others; or while not at school or while not under the supervision of a school authority, engages in conduct which endangers the property, health or safety of others at school, or under the supervision of a school authority.

### **POSSESSION OR USE OF WEAPONS**

No one shall possess or use a dangerous weapon or look-alike weapon or any type of explosive device in school buildings, on school grounds, in school vehicles, or at school-sponsored activities except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes on school premises with a dangerous weapon is guilty of a misdemeanor or a felony, depending on the seriousness of the offense. Disciplinary measures taken may include suspension, referral to law enforcement authorities, and possible referral for expulsion.

### **BULLYING**

Please read the following school board policy and contact the building principal with any questions/concerns.

Policies of the Board of Education  
Winneconne, Wisconsin

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 functions or 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 athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Bullying is deliberate or intentional behavior using word 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; however this type of bullying behavior need not be based on any of those particular or other particular 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 bullying 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. 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 student 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 student 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 discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign 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"** is defined on page one. 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;
  
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; and
  
5. hacking into or otherwise gaining access to another's electronic accounts (e-mail, social media, etc.) and posing as that

individual with the intent to embarrass or harm the individual.

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.

### **INTERNET/COMPUTER USAGE**

Access to computers/Internet is available to students. Computer/Internet usage guidelines are posted in the library. Students may use the computers to research assigned classroom projects and to use computer disks; however, the user is responsible for any damage done to the computer resulting from the use of disks, CDs, DVDs, and zip drives. Students will respect and uphold copyright laws and all other applicable laws or regulations, will respect the rights and privacy of others by not accessing private files, will follow all regulations posted in the computer lab or other rooms where computers are in use, and will follow the directions of the adult in charge of computers. Students are responsible for logging onto and off the computer appropriately. Students may be held responsible for any damage or computer use violation that occurs as a result of not logging off the computer. Students will not load or run any software, other than the school purchased software, without the consent of the Technology Director (this includes shareware and freeware). Students will not use the computer for any illegal purpose, use impolite or abusive language, shall not download or play games, shall not violate the rules of common sense or etiquette, change any computer files that do not belong to the user, use the system for commercial use, use an account other than his/her own, or misrepresent his/her identity, create and/or distribute a computer virus, use the system to illegally transfer software (otherwise known as pirating), reveal personal addresses or telephone number of students or staff, use the computer in such a way that would disrupt the use of computers by others, deliberately cause damage to computer equipment or assist others in doing the same, and deliberately access materials that are inconsistent with the school's code of conduct or district's educational goals or show others how to do the same. Students who do not comply with these rules are subject to discipline, including verbal/written warnings, suspension and/or revocation of computer access (complete policy is posted on the district's website –[www.winneconne.k12.wi.us](http://www.winneconne.k12.wi.us)).

### **WHAT CAN I BRING TO SCHOOL? (ELECTRONICS, ETC.)**

Beepers (pagers), hand held games, and laser pointers are not allowed at school. Cell phones and/or electronic devices should be stored in the student's locker or desk and are to be switched off and remain off during the school day unless the teacher is requesting use of such items. If the devices are inappropriately used, they will be confiscated. Parents will be asked to pick up the device(s). The school district is not responsible for lost or stolen electronic devices and/or cell phones.

### **GOOD THINGS TO LEAVE AT HOME**

1. Your dog (or other pets) - except on written invitation of the teacher.
2. Jack knives, sharp objects, and other potentially dangerous items.
3. Money in large amounts.
4. Candy, soda, and gum.
5. Toys, including trading cards, skateboards, and roller skates (except with teacher permission).
6. Hand-held electronic games, iPods, and other electronic or stereophonic equipment.

### **INSURANCE COVERAGE**

The Winneconne Community School District does not carry insurance to cover accidents which may occur on the way to or at school. Information on purchasing additional coverage may be available in the school office. Please contact the business director for this information.

### **BUS SAFETY RULES**

Each pupil who rides a bus will be expected to behave in a manner which will make the ride safe and pleasant for passengers and bus driver and keep the bus on schedule. The following rules shall be enforced for all riders:

- The bus driver is in complete charge of the bus. His or her directions are to be obeyed promptly and respectfully.
- Bus riders are to be waiting and prepared to promptly board the bus when it arrives at the assigned pickup point. Help keep the bus on schedule.
- Upon entering the bus, take your seat quickly without disturbing or crowding other students. No one is allowed to stand while the bus is in motion.
- Be reasonably quiet while on the bus. Yelling, loud talking or laughing, or any other unnecessary confusion diverts the bus driver's attention and may result in an accident.
- Help keep your bus clean and neat at all times.
- Bus riders are to be courteous and cooperative with fellow students and the bus driver.
- If seats are assigned by the bus driver, students are to sit in their assigned seats.
- Keep absolutely quiet when approaching a railroad crossing stop.
- When about to leave the bus, remain seated until the bus stops. If you must cross the road after getting off the bus, cross in front of the stopped bus—at least 10 feet in front of the bus. Do not cross the road until the driver signals that it is safe for you to cross.
- Students must ride on the bus to which they are assigned by the central office.
- Students are to get off the bus only at their assigned stop unless written permission from a parent is presented at the office, where a bus pass will be issued.
- Only persons authorized by the central office administration may ride a school bus.

### **SCHOOL BUS DISCIPLINE**

The purpose of this administrative rule is to standardize the school bus discipline procedures. In order to have a successful school bus operation, and organized procedure for handling school bus discipline is important. The following guidelines will be used for handling discipline problems on a school bus.

**Students riding school buses are expected to cooperate to the fullest extent with the bus driver. The bus driver has the same authority over students riding the bus as a teacher has over students in a classroom.**

**Bus drivers have the option to give verbal warnings for minor offenses or may choose to file a School Bus Incident Report with the school office. If reported, a school administrator**

**determines what step placement or action should be taken due to the severity of the incident.**

- Step 1** The completion of a School Bus Incident Report is filed in the school office. The incident report will be sent to the parents.
- Step 2** The completion of a School Bus Incident Report is filed in the school office. The student may be suspended from the bus for up to two (2) days. The parents will meet with the Administrator and the Transportation Coordinator.
- Step 3** The completion of a School Bus Incident Report is filed in the school office. The student may be suspended from riding the bus for up to three (3) days. Along with the incident report a letter from the District Administrator indicating that, should there be another incident, the student may be expelled from riding the school bus.
- Step 4** Should there be additional incident after the procedures listed above have been followed, the student will be suspended from the bus for fifteen (15) days pending a hearing before the Board of Education. The Board will review the incidents and make a determination as to whether the student will be allowed to continue to ride the bus or be denied transportation for a specific period of time.

Appropriate behavior may be rewarded in the progressive step system. If a bus incident report is filed after 45 days of "incident-free" time period, the student may remain at the current step rather than progressing to the next step. For example, depending on the severity of the incident and a 45-day "incident-free" time period, a student at step 2 may remain at step 2.

#### **BUS PASSES**

A student may only ride the bus to which he or she is assigned. All students wishing to ride another bus, or get off at a location (other than their own on their regular route), must bring a note from a parent to be presented at the office, where a bus pass will be issued. Any child without a permission slip will be placed on their regular assigned bus. If the child is being picked up after school, the parent must send a note to his or her teacher. A verbal explanation from the student will not be accepted. Without this note, your child will be placed on his or her assigned bus. A student rider may have only one guest student rider request a bus pass to their designated bus stop. This is to ensure there is not any overcrowding on the school buses.

#### **TRANSPORTATION**

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 for the transportation of resident students between their home areas and the schools of the District to which they are assigned. In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

The Board authorizes the District Administrator to install and operate video cameras on District buses to enhance student safety and well-being. S/He shall establish appropriate administrative guidelines for the proper use of the cameras.

### **ALTERNATE BUSING**

Parents may request that their child be transported to an address other than their legal residence (alternative busing) for the purpose of before and after school child care. The alternate location must be located along a regularly established route. A bus will not add mileage to its route to stop at an alternate location. Alternate Bus Transportation requests must be received and approved by the Transportation Coordinator before the child is permitted to ride a bus to ensure there is no overcrowding on the school buses.

### **PERSONAL APPEARANCE**

Neatness, cleanliness and appropriate dress are vital to the individual student and to those with whom he/she shares a classroom. Student dress must be appropriate and must not distract or offend students, staff or others within the school environment. Clothing must not cause a health or safety problem.

The following are NOT ACCEPTABLE:

1. Pants revealing midriff, hips, undergarments, or that are torn or soiled
2. Pajama bottoms
3. Low cut tops
4. Clothing with obscene or sexually suggestive signs or sayings
5. Clothing promoting drugs, alcoholic beverages, controlled substances or tobacco.
6. Hats/head coverings worn indoors
7. Chains not considered jewelry
8. Wallet chains
9. In general, clothing that is too revealing, tight, or extremely oversized. This includes short shorts and short skirts. Shorts and skirts must hit mid-thigh. Leggings or another layer of longer clothing must be worn under clothing that does not hit mid-thigh.
10. Any shorts or skirts when the weather is not 60 degrees or warmer. Skirts or dresses can be worn provided leggings or tights are worn.
11. Jackets worn indoors

Students not complying will be offered the following options:

- o Correct the situation with additional/different clothing.
- o Contact parents or guardians to obtain appropriate clothing or go home to change.

### **HEALTH SERVICES**

Emergency nursing services are provided for the Winneconne Community Schools by a registered nurse. The nurse is available Monday-Friday in the Winneconne Health Room. In the nurse's absence, an emergency team with CPR and first aid training is available to provide immediate care. After 30 minutes, if the child is too ill to remain at school, the parent will be notified. Children are permitted to leave with a parent or an adult assigned by the parent/guardian. No child may go home without an adult. Please inform the nurse of any health concerns your student has that may require a health care plan while at school. To assist in providing the best possible care for your child, please keep the school informed of any changes in health status.



**MEDICATION(S) AT SCHOOL:** A student can receive prescription or nonprescription medication provided by parent/guardian at school, as long as the Medication - Treatment Authorization Form is completed and;

- For *prescription* medication, both the student's physician and parent/guardian must sign the medication - treatment authorization form. For *nonprescription* medication, only the parent/guardian need to sign the medication - treatment authorization form.
- All medication must be in original pharmacy/manufacturer labeled container with student's name on it, AND the parent/guardian must hand-deliver all medication to school.
- Medication - treatment authorization forms are available at the elementary school health office or on the school website under Health Services.

*For the safety of our students, no student may carry personal medication at school (except for inhalers and EpiPens).*

**IMMUNIZATIONS:** (Required for admission to all Wisconsin schools) State Statute 140.05(16), requires that all students through grade 12 and children attending day care centers must meet minimum immunization requirements. These requirements can be waived only for reasons of health, religion, or personal conviction. In the past years, thousands of Wisconsin children contracted diseases such as measles, pertussis (whooping cough), and rubella, and many were left with severe handicaps. In order to keep these and other vaccine-preventable diseases from returning and harming the health of our children, this law was passed. You must provide evidence (month, day, and year) that your child has received the specific minimum vaccine(s) listed below or claim a waiver prior to school starting to remain in compliance with the law.

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 yrs)	4 DTaP/DTP/DT <sup>1</sup>	3 Polio	3 Hepatitis B <sup>5</sup>	1 MMR <sup>6</sup>	1 Varicella <sup>7</sup>	
5K Kindergarten through Grade 5	4 DTaP/DTP/DT/Td <sup>1,2</sup>	4 Polio <sup>4</sup>	3 Hepatitis B <sup>5</sup>	2 MMR <sup>6</sup>	2 Varicella <sup>7</sup>	
Grades 6 through 12	4 DTaP/DTP/DT/Td <sup>1</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hepatitis B <sup>5</sup>	2 MMR <sup>6</sup>	2 Varicella <sup>7</sup>

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

**HEALTH CONCERNS/HEALTH CARE/EMERGENCY HEALTH PLANS:** Please inform the nurse of any health concerns your student may have that may require a health care plan at school. To assist the nurse in providing the best possible care for your student at school, please keep her informed of any changes in your student's health status.

**GUIDELINES FOR "WHEN TO KEEP YOUR CHILD HOME":** Many illnesses, including colds, are the most communicable at the beginning of the illness. Keep your child at home at the beginning of the illness. This helps protect your child as well as other students, reduces the risk of serious illness and allows for a faster recovery. We ask you keep your child at home for the following reasons:

- An oral temperature of 100.0° F or higher indicates a fever. The child's temperature must be less than 100.0° F for 24 hours without the use of fever reducing medication *before* returning to school.
- Cold symptoms serious enough to interfere with your child's learning.
- Children who are vomiting and/or have diarrhea the night before or morning of school must stay home until they are symptom free for 24 hours.
- Coughing that interferes with the child's learning and those around them.
- Coughing and/or wheezing that is causing difficulty breathing or moderate chest pain.
- Undiagnosed rash or open sores with drainage.
- Has red swollen eyes that itch and are draining or have a crusty appearance upon awakening.
- Head lice infestation.
- Has been diagnosed with a contagious disease such as strep throat, impetigo, pink eye, scabies, or ringworm. The child must be on prescribed antibiotics for 24 hours before returning to school.
- Has been diagnosed with communicable disease other than listed above. Please contact the school nurse to discuss when your child should return to school.

All questions or concerns about health services should be directed to the District Nurse at 920-582-5803 ext. 3134, faxed to 920-582-5816, or email [krausej@w-csd.org](mailto:krausej@w-csd.org)

### **HEALTHY SCHOOL PARTIES**

Students are taught in the classrooms about good nutrition and the value of healthy food choices. However, many times foods served in the classroom, in the case of a class party, are low in nutrients and high in calories. This sends a mixed message, that good nutrition is just an academic exercise that is not important to their health or education. To send the right message administrators, parents, teachers and students need to promote healthy lifestyle principles, replacing unhealthy food offerings with healthy ones. Below are some suggestions for healthier party treats. Milk/Flavored milk;100% juice;water/flavored water (calorie free);fresh fruit;100% fruit snacks; veggie trays, string cheese/cheese cubes;pretzels;lowfat popcorn;graham crackers;animal crackers;vanilla wafers;angel food cake;pizza with low fat toppings;apples with fatfree caramel dip;instant pudding made with milk;yogurt parfaits/smoothies/frozen;lowfat breakfast or granola bars;trail mix;peanut butter w/apples or celery. Holiday celebrations will occur throughout the school year at all grade levels. You will receive information regarding these celebrations from the classroom teachers. If your beliefs restrict the celebration of certain holidays, please contact your child's teacher so appropriate accommodations can be made.

### **OFFICE HOURS**

The Winneconne Elementary office hours are 7:30 AM - 4:00 PM Monday - Friday.

Voice mail is available anytime outside these hours at 582-5803.

