



Parkside Elementary School

Student and Family Handbook



2023-2024

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Parkside Elementary School

Engaging, Inspiring, Empowering

*ALL Students
to become
Confident, Compassionate, Responsible
citizens!*

Dear Students and Families,

Welcome to the 2023- 2024 school year! At Parkside Elementary School, we provide many opportunities and programs for children to develop their academic, social, and personal qualities. We have a dedicated staff that are committed to engaging, inspiring, and empowering students to become **confident** learners, **compassionate friends**, and **responsible** citizens of the future!

The students and their learning take top priority in our school as it is our goal to provide a well-rounded education for each individual child. Educational success for all students cannot be complete without an effective partnership with our families. You are the most essential part of your child's education and it is important that we build and maintain strong relationships in order to best serve your child's educational needs. Likewise, your input and involvement is greatly appreciated as we work to accomplish our school goals.

As part of our commitment to inform you about your child's educational opportunities and to encourage your active participation, I invite you to:

- Read this handbook
- Communicate regularly with your child's teacher(s)
- Sign up for class dojo
- Attend conferences, open house and school events
- Volunteer in your child's classroom and for school events
- Attend a PTO meeting and support the great work of this organization
- Read our monthly building newsletter and quarterly district newsletter
- Follow the School District of Monroe on social media (Facebook, Instagram, Twitter)
- Visit the School District of Monroe website

This handbook will serve as a guide to answer many questions about school procedures and district policies. If you have questions or concerns, feel free to contact your child's classroom teacher or me.

We look forward to providing your child with a year of successful learning experiences and positive friendships in a safe and happy environment.

Sincerely,

Jenna Trame

Principal

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**Student and Family Handbook
2023-2024
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Attendance

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, trimester, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent/Guardian Notification of Absence Required

The District Administrator shall require, from the parent/guardian of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. absence of more than five (5) days in duration;
- B. repeated unexplained absence and tardiness;

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this

information to the State Superintendent.

- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

- A. Physical or Mental Condition - The student is temporarily not in proper physical or mental condition to attend a school program.
- B. Obtaining Religious Instruction - To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).
- C. Permission of Parent/Guardian - The student has been excused by his/her parent/guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
 - 1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
 - 2. to attend a funeral
 - 3. legal proceedings that require the student's presence
 - 4. college visits
 - 5. job fairs
 - 6. vacations
- D. Religious Holiday - For observance of a religious holiday consistent with the student's creed or belief.
- E. Suspension or Expulsion - The student has been suspended or expelled.
- F. Program or Curriculum Modification - The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
- G. High School Equivalency – Secured Facilities - The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a

secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent/guardian agrees that the student will continue to participate in such a program.

- H. Child at Risk - The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

- A. Quarantine - Quarantine of the student's home by a public health officer
- B. Illness of an Immediate Family Member - The illness of an immediate family member.
- C. Emergency - An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

For the entire district policy on attendance, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5200 - Attendance.

Guardian Notification of Absence

Guardians are to call the school the day of the student's absence by 9:00 A.M. If the school is not contacted, the absence will be considered unexcused. The school has voicemail to allow parents/guardians to leave a message during the night or early morning. Guardians may call the office to have assignments prepared to either pick up at the office or sent home with another child.

- A. Children are tardy after start day bell
- B. Absent 10 or 5 tardies - steps will be taken for truancy

Students who arrive late should check into the office before going to the classroom.

Once a student reaches 10 absences or 5 tardies, steps will be taken to address truancy. Parents/guardians or other adults who are found to be contributing to the truancy or habitual truancy of a student may be referred to law enforcement which may result in a fine.

Enrollment/Withdraw Transfer

To maintain proper records and satisfy the government regulation protecting the rights of individuals through records, it is necessary to have signed permission of parents/guardians before we can send or receive records. If you are planning a move, please contact the office so that the necessary forms are signed.

Release of Students to Authorized Persons

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

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

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

Emergency Nursing Services

To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day and during all school-sponsored student activities.

The District shall provide for the management of illness (Policy 5310, Policy 5335, Policy 8450, and Policy 8453), accidental injury (Policy 5340 and Policy 5341), and the administration of medication and emergency care (Policy 5330). The policies shall include protocols for recording all administration of emergency nursing services.

The District Administrator shall develop guidelines that will provide student emergency information cards, equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible to facilitate the provision of such services consistent with the services developed through this policy. The District Administrator shall also identify a licensed physician to serve as medical advisor.

The District shall make available emergency student information, first aid supplies, and appropriate and accessible space for the rendering of emergency nursing services.

This policy and the additional policies providing for the provision of emergency nursing services to students has been developed and reviewed by

- A. the school nurse
- B. a registered nurse

in cooperation with other School District personnel and representatives from community health agencies and services designated by the Board upon the recommendation of the nurse. The nurse shall review and evaluate emergency nursing services each year, including a review of the policies referenced above, and shall report to the Board regarding such services and bring proposed revisions of any policies to the District Administrator who will review and forward such revisions to the Board for consideration.

Immunizations

The Board of Education requires that all students be properly immunized pursuant to the Wisconsin Statutes and regulations of the Wisconsin Department of Health Services (DHS).

All students shall be required to provide written evidence establishing that they have completed the first immunization for each vaccine required for the student's grade and are on schedule for the remainder of the basic and recall (booster) immunizations, pursuant to the DHS immunization requirements, or submit a written waiver of those requirements not later than the 30th school day from the beginning of the school year or initial enrollment in the District, for students transferring into the District. All students shall be required to provide written evidence establishing that they have received the second dose of each vaccine required for that student's age or grade, or submit a written waiver of those requirements, not later than the 90th school day from the beginning of the school year or initial enrollment in the District, for students transferring in the District. Within thirty (30) school days after having been admitted to the District for the following school year, each student who has not submitted a waiver form shall provide written evidence of having completed all other required doses and/or vaccines, pursuant to the DHS immunization requirements.

The parent/guardian of any student for whom record of proper immunization or a written waiver is not on file, shall be given written notification of this requirement by the 15th school day and the 25th school day following enrollment. The notice shall:

- A. state the immunization requirements, including a list of missing immunization;
- B. state that Court action and civil forfeiture penalty can result due to noncompliance;
- C. explain the reasons for the immunization program and provide information on how and where to obtain immunizations;
- D. inform the parent/guardian of the right to request a waiver of the immunization requirement based on reasons of health, religion, or personal conviction.

Waivers of the immunization requirements shall be granted only for medical, religious, or personal convictions.

The District may exclude any student who fails to satisfy the requirement to provide written evidence within thirty (30) school days after the date on which the student is admitted 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 recall immunizations, pursuant to the DHS immunization requirements, or fails to submit a written waiver. In addition, if DHS determines that the District's compliance level from the previous school year is less than ninety-nine percent (99%), the District shall exclude any student enrolled in grades kindergarten (five (5) years old to six (6) through Grade 5) who fail to satisfy this requirement.

No student may be excluded for more than ten (10) consecutive school days unless, prior to the 11th consecutive school day of exclusion, the Board provides the student and the student's parent/guardian, guardian or legal custodian with an additional notice, a hearing and the opportunity to appeal the exclusion, as provided under Wis. Stats. 120.13(1)(c)3.

The District Administrator shall establish administrative guidelines to implement this policy and comply with State law.

Administration of Medication/Emergency Care

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent/guardian.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent/guardian. Substances, which are not FDA approved

(i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent/guardian. Only those nonprescription drugs that are provided by the parent/guardian in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parent/guardian, or students authorized in writing by their practitioner and parent/guardian, may administer medication.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the Board, the District Administrator or a principal is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage, unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent/guardian and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a healthcare professional, may be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or

principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse(s) and or a registered nurse providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). The plan shall provide for District acquisition and maintenance of opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.

Epinephrine Auto-Injectors

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the school nursing staff in consultation with the District Administrator to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. identifies the number and type of epinephrine auto-injectors each school will keep on site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
- E. is approved by a physician licensed in the State of Wisconsin;

- F. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;
- G. is published on the District's website or the website of each school.

Student Accidents/Illness/Concussion

The Board of Education believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parent/guardian, and the filing of accident reports.

Accidents - Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

The District Administrator may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the District Administrator on all accidents.

Illness - School personnel shall not diagnose illness or administer medication of any kind except in accordance with AG 5330.

Concussion - A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

Each school year students and parents/guardians shall be provided with an information sheet regarding concussion and head injury. If a student is going to participate in an activity where a concussive event may occur, the appropriate release must be signed at least once per school year.

Further, pursuant to AG 5340A – Student Accident/Illness/Concussion, parents/guardians who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

Promotion, Placement and Retention

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth appropriate for his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

The District Administrator shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- B. require the recommendation of the relevant staff members for promotion, placement, or retention;
- C. require that parents/guardians are informed in advance of the possibility of retention of a student at a grade level;
- D. assure that efforts are made to remediate the student's difficulties before s/he is retained;
- E. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

Promotion from Grade 4 and Grade 8

The Board directs the District Administrator to prepare a list of specific criteria for promoting students from the 4th and 8th grades. The criteria shall include the student's score on the 4th and 8th grade examination, unless the student has been excused from taking the examination; the student's academic performance; the recommendations of teachers which shall be based solely on the student's academic performance; and any other academic criteria recommended for Board consideration.

Student Code of Classroom Conduct

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents/guardians responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, such as FaceBook, Twitter, Instagram, Snapchat, YouTube, etc. when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall be reviewed and approved periodically.

Student conduct in the classroom shall be governed by the rules and provisions of the Code of Classroom Conduct developed for each school in consultation with a committee of School District residents that consists of parents/guardians, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's Code of Classroom Conduct shall be adopted by the School Board.

Student Discipline

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The District Administrator shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

The District Administrator shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the District Administrator shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

The District Administrator shall publish to all students the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.

The Building Administrator shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having responsibility for the supervision of students shall have the authority to take such means as may be necessary to control the disorderly conduct of students

- A. in all situations and in all places where such students are within the jurisdiction of this Board.
- B. when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and U.S. Department of Education publication, Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed. The District also performs facilities' threat assessments, which are discussed in Policy 8420 and part of the school safety and emergency preparedness plan and response to school violence event protocols. This policy deals with crisis intervention as it relates to individuals.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the District Administrator to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include appropriate staff such as a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the District Administrator, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The District Administrator shall be responsible for the following:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining what types of information that may be gathered during the assessment;
- E. stating when and how parents of a student making a threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the District Administrator or Principal any expression of intent to harm another person or other statements or behaviors that suggests a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency or to report threats of violence if required to (see Policy 8462.01).

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

For the entire district policy on Crisis Intervention, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 8410 - Crisis Intervention.

Suspension and Expulsion

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

Suspension

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent/guardian of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent/guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parent/guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

For the entire district policy on expulsion, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5610 - Suspension and Expulsion.

Due Process Rights

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

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

A. Students subject to suspension:

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

B. Students subject to expulsion:

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

The District Administrator shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents/guardians.

Weapons

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents/guardians and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. theatrical props used in appropriate settings; and
- D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

Use of Tobacco by Students

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

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute or simulated forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. This policy also prohibits the use of other products containing nicotine, including but not limited to nicotine patches and nicotine gum. Accordingly, the Board prohibits students from using or possessing tobacco or nicotine in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Drug Prevention

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

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

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

The District Administrator shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools, including education, prevention and standards of conduct. Education shall be intended to develop awareness of: drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of alcohol and controlled substances, including prescription drugs; and the relationship between youth suicide and the use of alcohol and controlled substances, including prescription drugs.

Student Anti-Harassment and Bullying

Prohibited Harassment

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

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its recurrence, and remedy its

effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams parent/guardian), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties

Definitions

Bullying - Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as 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. Bullying need not be based on any Protected Characteristics. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

Harassment - Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment - "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
2. rating a person's sexuality or attractiveness;
3. staring or leering at various parts of another person's body;
4. spreading rumors about a person's sexuality;

5. letters, notes, telephone calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Race/Color Harassment - Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment - Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment - Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the

characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment - Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reporting Procedures - Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
- B. Any parent/guardian of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under

this policy shall immediately report the alleged harassment to the Compliance Officer and the building principal or District Administrator.

- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Joe Monroe
Director of Pupil Services
608-328-7155
925 16th Avenue, Suite 3
Monroe, WI 53566
joemonroe@monroe.k12.wi.us

Amy Timmerman
Northside Elementary Principal
608-328-7129
3005 8 ½ Street
Monroe, WI 53566
amytimmerman@monroe.k12.wi.us

The names, titles, and contact information of these individuals will be published annually:

- A. in the student handbook.
- B. on the School District's website.

A CO will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Thereafter, the COs must contact the student, if over age eighteen (18) or the student's parents/guardians if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of

the compliance officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) calendar days of learning of the incident.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

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

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

Complaint Procedure

A student who believes s/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a complainant informs a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of

harassment, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of class schedule for the complainant or the alleged harasser, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the Principal prior to any action being taken. The complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to harassment. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the complainant and the respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of

harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

Confidentiality

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy (see Policy 8310). Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Reprisal

Submission of a good faith complaint or report of harassment will not affect the complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A summary of this policy shall appear in the student handbook and shall be made available upon request of parents/guardians, students, and other interested parties.

Field and Other District-Sponsored Trips

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;

- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program.

The District Administrator and/or Principal shall approve all other such trips.

Students may be charged fees for District-sponsored trips.

Students on all District-sponsored trips remain under the supervision of this Board.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent/guardian of the District who takes students on trips not approved by the Administration. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Administration. Permission to solicit neither grants nor implies approval of the trip.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

The distance traveled outside the State and the use of non-district vehicles shall be consistent with Chapter 121 Wis. Stats.

Parents/guardians will be required to complete permission slips for field trips.

Building Safety/Security/Visitors

All parents/visitors must enter through the front doors and stop in the office. When entering the school during the school day, visitors will be asked to show a photo ID such as a Driver's License. Raptor ID runs a records check through the national sex offender registry. Once that

check is complete, a sticker visitor ID badge will be provided that states the name of the visitor and where in the school they will be visiting. *Please note that a visitor's badge will not be necessary for those who visit our schools simply to drop off an item or pick up paperwork.

Volunteer Information

All interested volunteers should contact the school office or their child's classroom teacher. Volunteers must complete a Disclosure Statement (background check) every school year prior to the start of their volunteer duties. The "Disclosure Statement" form is in the "Back to School" packet, on the District website, or in the school office.

Dress and Grooming

Clothing with alcohol and/or tobacco endorsements or of a violent nature is prohibited. Items such as make-up, colored hair dye or gel, high heels, thin spaghetti straps, midriff shirts, short shorts, etc. are not considered appropriate for an elementary setting. Hats and bandanas are not to be worn in school, unless there is a medical or religious purpose and prior administrative approval has been granted. If the school feels that a student is improperly dressed, the parents/[guardians](#) will be notified.

Failure to comply with the directives may result in disciplinary action.

For the entire district policy on dress and grooming, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5511 - Dress and Grooming.

Inclement Weather or Emergency/Crisis Communication

In case of inclement weather or another emergency situation that necessitates important communication to families regarding closing school, a late start, early dismissal, or important information, families will be notified via the district's emergency communication system, Skylert. Skylert is a rapid response system that will enable the District to simultaneously contact parents/[guardians](#) in the event of an emergency through a phone call and email. The district also communicates information on the district's website and through the local television stations.

It is helpful for families to have a plan established prior to any school closings and the student is aware of it.

Release of Student Photos and Information

During the course of a school year, individual students and student groups are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, on field trips, while participating in athletics, etc. The resulting photo and/or videotape may be used in a variety of ways: to promote the school, to instruct students or staff members, to recognize

student achievements, etc. The final product could also take a variety of forms: photo displays, slide-presentations, newspaper articles, pamphlets, video programs, school yearbook, etc.

The Family Educational Rights and Privacy Act allows any parent/guardian or eligible student the right to inform the school of their desire that their child not be photographed or videotaped.

The educational interests of students require the collection, retention, and use of information about individual students and groups of students. At the same time, a student's right of privacy under Federal and State law mandates careful custodianship and limitations on access to student records. At the beginning of each school year, all parents/guardians or eligible students are required to fill out a Student Registration Form; Part II – Information Checklist addresses the release of information and photos. The Student Registration Form is kept on file in the school office and may be updated at any time by contacting the appropriate school.

For the entire district policy on Student Records, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 8330 - Student Records.

Animals on District Property

Non-Service Animals in Schools and Elsewhere on District Property.

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum- related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in his/her classroom shall:
 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;
 2. take precautions deemed necessary to protect the health and safety of students and other staff;
 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained;
 4. keep the surrounding areas in a clean and sanitary condition at all times;

- B. other staff members and parents/guardians of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

For the entire district policy on Animals on District Property, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 8390 - Animals on District Property.

Bus Transportation

The Monroe school bus transportation services will only be provided to eligible students. These students are provided a bus route and pickup and drop-off point. Temporary school bus transportation may be allowed as follows: The building principal may approve temporary school bus transportation on a regular bus route for students whose parent/guardian requests temporary busing in writing for a good cause. Good cause does not include going to birthday parties, visiting friends, choir practice, park and recreation events, etc. Examples of good cause include vacation, death in the family, illness, etc.

Damaged Books and LMC Materials

LMC & Classroom Library Books: Students who damage books or do not properly care for books during the school year will be expected to reimburse the school accordingly. This will be assessed at the end of the school year.

Title 1 Notification

Title I Requirements - Parents/guardians are to be notified of their right to obtain information regarding:

- A. The professional qualifications of their child's classroom teachers, including the following:
 - 1. whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught
 - 2. whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived
 - 3. the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- B. The professional qualifications of paraprofessionals providing instructional-related services to their child.

For further information on Title 1 programming please see district policy Title 1 Services PO2261 and Parent/Family Engagement PO2261.01.

Programs for English Language Learners

These programs are available in the district. Information for eligible students will be provided to families when the students are identified.

SECTION 2:
Parkside Elementary School Guidelines

School Hours

Morning Playground Supervision	7:30- 7:45 a.m.
Breakfast Served in the Cafeteria	7:30- 7:50 a.m.
Arrival Bell	7:45 a.m.
Class Begins (tardy bell)	7:50 a.m.
Dismissal	3:05 p.m.
Friday Dismissal	1:05 p.m.

Arrival Procedures

- Bus students will arrive beginning at 7:30am. Supervision will be available for bus students only beginning at this time.
- Outdoor supervision for students arriving by car/walking to school (not eating breakfast) begins at 7:30 a.m.
- The first bell will ring at 7:45 a.m. indicating the beginning of the school day. Students should be in their classrooms by 7:50 a.m.
- No student drop off in the driveway area or school parking lots before school. This area is for buses/staff parking only.
- When the weather is bad, children should enter the building immediately through the playground doors on the East side (door 5) or West side (door 10).
- Parents/guardians are welcome to walk their children to the fence/door but may not remain on the playground during morning supervision for safety reasons.
- Parents/guardians who are volunteering in the building should report to the office to sign in and receive their visitor badge.

Dismissal Procedures

- Students being picked up/walking home will exit their grade level playground door after school.
- Students walking home are encouraged to leave immediately after dismissal unless they are involved in an after school activity.
- Students are not permitted on the playground after school without adult supervision.
- Parents/guardians are asked to pick up students using the safe drop off/ pick up zones listed below.
- No student pick up in the driveway area or school parking lots after school. This area is for buses/staff parking only.
- Students that have not been picked up by 3:15pm will wait in the office while their parent/guardian is contacted.
- A parent/guardian should contact the teacher or office with any change in pick up plans
- If you are picking your child up early for any reason please come to the main office to sign them out.

Safe Drop Off and Pick Up Locations

- A map of these locations is available in the school office.
- All students, family members and staff should use the sidewalks and crosswalks during drop off and pick up.
- Adult crossing guards will be located
 - Before school on the east side of the building at the corner of 5th Street & 10th Avenue
 - After school at the corner of 5th Street & 10th Avenue and at 10th Avenue & 4th Street

Recess

- Recess will be held outdoors, weather permitting.
- In the event of inclement weather (raining, storming, temperature/wind chill below 0) students will be kept indoors for recess.
- If a child must stay indoors for health reasons, a doctor's note must be brought to school.
- In the winter, boots and snow pants must be worn to play in the field and on the playground. Students without boots and snow pants will remain on the dry areas of the blacktop.

Bikes/Scooters

- Bikes are not allowed on the playground during school hours. Any child riding a bike to school should park it in the bike rack located at the entrance to the east playground.
- We suggest that scooters, roller blades or skateboards not be brought to school; however, if they are, the school is not responsible for these items.
- Students are asked to walk bikes along the sidewalk in drop off/pick up areas.
- The school assumes no responsibility for lost or damaged bicycles.

Breakfast Program

- Breakfast is served Monday- Friday from 7:30-7:50 a.m. in the school cafeteria.
- Students should enter door 9 for breakfast.
- Breakfast will not be served when there is a late start due to weather conditions.

Lunch Program

- School meals are available for purchase. These meals meet state and federal requirements which are based on the USDA Dietary Guidelines.
- Students are allowed to bring a sack lunch from home. Sack lunches should provide adequate nutrition for the student. The inclusion of soda and energy drinks is strongly discouraged. Water and cups are available in the cafeteria. Milk is also available for purchase.

Breakfast/Lunch Payments

- Meals are paid for in advance. Payments are deposited into family accounts. Payments can be made prior to the start of the school day in the school office or in Family Access under the Food Service tab. You can also send payments to the district business office or use the after hours drop box (925 16th Ave, Suite 3).
- When the balance in the account gets low the district business office reminds families to send another payment by either pre-recorded phone messages or by mail.
- Some families may qualify for free or reduced lunches through the National School Lunch Program. If you feel your family may qualify for these benefits or if you would like more information about these benefits, please call the Director of Food Services at (608) 328-7260.
- Up-to-date lunch/milk pricing can be found in the “Family & Community” section of the district website.

Snack Break Milk

- Milk will be served daily during snack break in the classroom.
- Students have a choice of white (skim or 2%) or chocolate.
- Milk will be sold one semester at a time. Fee information can be found in registration materials. **This is an additional optional purchase.** It is not part of the cost of breakfast/ lunch.
- Some families may qualify for free snack break milk through the Wisconsin Morning Milk Program. If you feel your family may qualify for this benefit or if you would like more information about this benefit, please call the Director of Food Services at 328-7260.

Student Fees

- These fees cover the cost of consumable materials & book rental/apps for the year.
- Credit & Debit card payments can only be made through “Family Access” on the district website. Cash or check payments can be made at the school or district office.
- Please keep lunch payments on a separate check.
- All checks should be made out to Parkside School or Monroe School District.

Communication

We encourage communication between home and school. It is an important part of student success. Regular communication is provided using the methods listed below. If you have questions or concerns, please call the office at (608) 328-7130 or your child’s teacher.

Monthly Newsletter- A building newsletter will be emailed home each month.

Student Folders- General information will be sent home with students in classroom folders on a regular basis.

Class Dojo- This valuable tool is used by teachers throughout the building. Homeroom teachers will provide sign up information.

Email- Skyward email will be used to communicate information. You can update your information through Family Access on the district website.

Facebook- See the School District of Monroe page for photos, events, and important information.

Report Cards- Report cards will be provided two times per year.

Conferences- Scheduled conferences will be held in the fall and spring. Each family will be scheduled for one fall conference per student. Spring conferences will be scheduled by teachers on an as needed basis. Parents/guardians will receive information to sign up via Family Access. Other conferences may be scheduled as needed. If you have a specific question or concern in regards to Art, Music and Physical Education, please schedule a conference during the regularly scheduled conference times by contacting the school office.

Phone Calls- If you would like to speak with a teacher or the principal please call the office at (608) 328-7130.

Chromebooks

- Students in Kindergarten through 5th Grade will have 1:1 access to a Chromebook.
- Chromebooks will be used to enrich and expand learning in the classroom. Using a Chromebook is a **privilege** and comes with expectations, rules, and consequences.
- Chromebooks are the property of the School District of Monroe (SDM) and as such, administration and/or their designee have the right to inspect the device and associated applications at any time. This includes, but is not limited to email, documents, pictures, music, or other components associated with the Chromebook. The SDM reserves the right to define inappropriate use of technology.
- Chromebook damage shall be evaluated individually and administration reserves the right to charge families for repairs or replacement of the Chromebook and/or associated accessories.

Valuables and Personal Belongings

- Mark clothes, shoes, boots, lunch pails, and other personal property with your child's name.
- Students are welcome to bring a water bottle to school daily. Please label with their name. The water bottle may only contain water unless documented with a medical note.
- Any items such as kick balls, baseball gloves, money, etc. brought to school, are the sole responsibility of the owner. The bringing of toys from home is discouraged. No collectible items should be brought to school to trade with other students.

- The school discourages students from bringing headsets, ipads, ipods, kindles, cell phones, etc. Cell phones must remain in the student's backpack during all times of the school day. Cell phones or other personal devices that are a distraction to the learning environment may be kept in the office during the school day.
- If a student has a smart watch/activity tracker that becomes a distraction to the learning environment they will be asked to put it in their backpack or keep it in the office during the school day. These devices are treated like cell phones and may not be used for photographs or phone calls during the school day.
- Lost and found items will be kept for a limited period of time.
- We will donate any unclaimed clothing during winter, spring and summer breaks.

Physical Education

- Students should wear comfortable clothing appropriate for physical activities on gym days.
- Tennis shoes must be worn on the gym floor. Students may keep a pair of tennis shoes in their coat cubby and change before gym, if desired.
- Physical education is mandated by the State of Wisconsin, we ask that students not participating due to illness or injury have a signed doctor's excuse stating that they may not participate and when they may return to regular gym activities.

Classroom Parties

- Holiday parties and special events may be held in classrooms throughout the school year.
- Individual classroom teachers will send home information about these events.
- Teachers will request treat/snack donations when needed and share information regarding allergies, store bought or homemade goods to align with classroom needs.
- Students are not required to attend these parties and can be excused by parent/guardian request. Excused students will do an alternative activity in the library or office during this time.

Private Parties

- If having a private birthday party for your child, invitations or thank you notes are to be mailed to the student's homes.
- Students are only allowed to hand out invitations at school if the entire class is invited.

Volunteers

- Volunteers must have successfully completed a background check/disclosure form prior to volunteering during the school day. A new form must be completed each school year.
- Volunteers are responsible for confidentiality related to any student information at all times. This includes behaviors, medical conditions, individual needs, or other personal information that is learned or observed while volunteering. If you observe or hear something concerning please report it to a staff member as soon as possible. Things you

observe and hear about students while volunteering should not be shared or discussed with family, friends or community members.

Field Trips

- Field trips are an integral part of our educational program and are supplemental to the units taught in the classroom.
- Information about field trips will be provided by teachers in advance.
- The PTO allocates funds each year to support the cost of field trips however additional fees will be collected for trips. Fees may not be refundable due to the purchase of tickets and busing costs assumed as part of the reservation process.
- The goal is for all students to participate in field trips, unless determined otherwise by school administration. This may be due to a significant amount of incomplete work (not due to excused absences), student behavior in the days leading up to the trip that poses a safety risk to him/herself or others, behavior that would not be a positive representation of our school.
- Students are expected to follow all applicable school rules and display appropriate behavior while on field trips.
- **All students must ride the bus to and from the field trip.** If a parent/guardian is asking to take their child home from the field trip they must write a note in advance to the teacher or sign them out after the trip. This aligns with the sports/high school event bus policy. In general this is discouraged practice for liability reasons since it is a school day/school sponsored activity. If guardians want to follow the bus back to school and sign them out early in the office that is the preferred method.
- **Students should not have cell phones or technology that they would not be allowed to have during the school day.** Students should not be taking pictures, texting each other etc during field trips or on the bus.

Field Trip Chaperones

- Student safety is our paramount concern, therefore all chaperones must have successfully completed a background check/disclosure statement prior to the trip. This must be completed every year and applies to chaperones driving their own vehicle.
- Chaperones must be 18 years of age. Students in high school may not miss school to chaperone for a sibling.
- Chaperones are responsible for confidentiality related to any student information at all times. This includes behaviors, medical conditions, individual needs, or other personal information that is learned or observed while volunteering. If you observe or hear something concerning please report it to a staff member as soon as possible. Things you observe and hear about students on field trips should not be shared or discussed with family, friends or community members.
- All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students.

- Students must be supervised at all times while at a school sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately.
- Siblings and family members may not participate in a school sponsored field trip. (Young children can easily distract you from your primary responsibility of supervising your group of students.)
- Chaperones must be aware that some students have photo and media restrictions; this means that their parents/guardians have formally requested that they not be photographed at school or school activities. Do NOT post photos of students on personal social media accounts without permission from the parent/guardian of the student(s) in photos before sharing.
- If a chaperone wishes to take photographs on a field trip these photos can be shared with the classroom teacher via email to submit to school social media under school sharing permissions.

Student Selling Items

- To alleviate as many interruptions as possible, we ask that students not sell any items during school hours.
- We suggest that any fundraising be taken care of before or after school.

Bus Transportation

- Lamers Bus company services will only be provided to eligible students.
- If you have bus questions regarding route times, drop off/pick up locations, bus rules, or an incident that occurred on the bus please contact Lamers Bus Lines at 608-325-7788.
- Please note that supervision at the bus stop is the responsibility of the parent/guardian until students board the bus.
- The Lamers Bus Company or the building principal may approve temporary school bus transportation on a regular bus route for students whose parent/guardian requests temporary busing for a good cause. Anything beyond a one-time situation will require the completion of an Alternate Busing Form.

PTO

- It is our sincere hope that as many parents/guardians as possible will attend PTO meetings and become active in our organization. The Parkside PTO is strictly a local organization with no affiliation with State/National Parent Organizations.
- Information about meeting dates, times and ways to get involved will be shared via newsletters, email, and Dojo.

Parkside Elementary School Discipline Plan

Parkside Elementary School Staff believes that all students have the right to learn in an appropriate and positive environment that is conducive to the learning process. As a district we follow the Positive Behavior Intervention Support (PBIS) model to support all students in their social and emotional development.

PBIS is a school wide approach to creating a safer, more effective school by establishing the social culture and individualized behavioral supports needed for schools to be productive learning environments for all students. Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible.

PBIS provides an operational framework for achieving these outcomes. The foundation of PBIS is built on our three building-wide expectations: Be Respectful, Be Responsible, and Be Safe.

PBIS emphasizes five other main components: teaching behavior expectations, acknowledgement of positive behaviors, providing levels of interventions to support individual students, using data to make decisions, and consistent consequences for problem behaviors.

Teaching Expected Behaviors- Behavior expectations are explicitly taught, modeled, practiced, and reinforced in all areas of the school. Lessons have been developed for all areas of the school including playground, classroom, special classrooms, bathroom, hallway, cafeteria, and bus. Throughout the year these expectations will be reviewed in the classroom and during all school assemblies.

Student Acknowledgements- Acknowledging and reinforcing positive behavior is one of the best ways to change unexpected or inappropriate behavior and encourage expected or appropriate behavior. At Parkside, students are recognized by: earning Dojo points, earning tickets toward school-wide rewards, or being selected as a student of the week in their classroom. When goals are met, students will enjoy classroom and all school celebrations.

Student Supports- When individual students are not responding to the instruction of teaching the expected behavior in a whole group setting, additional intervention through small group instruction may be provided. Intervention examples for students demonstrating low-risk yet concerning behaviors include: review of expectations in a small group or individual setting, social skills instruction, behavior contract. Additional interventions will be individualized for students who demonstrate significant need for this type of instruction or support.

Student Data- Academic and behavioral data are an important part of our problem solving process. This information helps answer the what, when, where, and who for student behaviors. This data helps us monitor the success or need for modifications with our practices, systems, or supports.

Consistent Behavior Plan with Consequences- Even with clear expectations and a strong system of supports, problem behaviors will arise. In the pages following, you will find descriptions of minor and major behaviors, classroom interventions, and our Office Discipline Referral form and process.

Building Wide Behavior Plan -To ensure Parkside Elementary school can be consistent in dealing with discipline problems, the following procedures for handling classroom and school discipline issues are outlined below. (Procedures may be slightly modified to support teacher classroom discipline and management system.)

Minor Disruption- (Flow Chart: Classroom Managed)- All minor disruptions will be handled by the classroom teachers with the ultimate goal being for the student to change his or her behavior and continue with normal activities. Parent/guardian contact will be made and documented for any continuing behavior problems. This means either face-to-face, phone contact, or via email.

Classroom Managed Interventions- To correct minor disruptions, staff will use a variety of classroom-managed interventions. These interventions might include: classroom break, loss of recess, school community service, apology letter, loss of reward, conference with parents/guardian, behavior contract, buddy classroom break.

Buddy Classroom Break- This example of a classroom intervention involves a student being asked to go to another classroom for a period of time long enough to regroup and/or reflect to change behavior (period of time should not exceed 20 min). Should the student disrupt the partner teacher's classroom, the student will be returned to their regular class and that classroom teacher will decide whether the student can rejoin the class, or that the disruption is major and the student may no longer be allowed in the classroom setting for that period. If the student is able to return to class, a time will be arranged for a student- teacher conference regarding appropriate behaviors. Parent/guardian contact will be made.

Office Discipline Referral- After classroom interventions have been exhausted and parent/guardian contact has been made, teachers may choose to fill out an Office Discipline Referral if the student has a minimum of 3 documented incidents of the same minor offense within 30 days. (See Flow Chart)

Major Behaviors- (Flow Chart: Office Managed)- The building's administrator will support all major disruptions with the assistance of the teachers, school counselor, and school psychologist. The ultimate goal is having the student change his or her behavior and continue with normal activities. With each major offense, an Office Discipline Referral will be completed and the classroom teacher or principal will make a parent/guardian contact. This means either face-to-face, phone contact, or via email.

Parkside's Behavior Flowchart will be followed for classroom interventions or administrator consequences. For specific major behaviors, see the Flow Chart and Major/Minor descriptions on the following pages. Please note that the building principal has discretion in terms of any/all consequences being applied to each individual situation.

Behavior Crisis Situations- For behavior crisis situations or when other intensive interventions have been unsuccessful for major behaviors, the school police liaison may be used as an additional resource. Students who receive multiple Office Discipline Referrals within a specific time frame may lose the opportunity to participate in an upcoming classroom/school event.

PARKSIDE ELEMENTARY EXPECTED BEHAVIOR MATRIX

This matrix is used in the classroom to model and teach expected behaviors throughout the building.

updated: 8/15/23

The Parkside Promise	Settings				
	All Settings	Hallway	Bathroom <small>3rd & 5th- gym 2nd & 4th- back hall K & 1st- K/1 hallway</small>	Before School/Arrival	Water Fountains
Be Respectful	<ul style="list-style-type: none"> Treat others as you want to be treated Be a good listener Understand and accept individual differences- VIDEO LINK Respect school property Observe "Voice Levels" 	<ul style="list-style-type: none"> Voice level in hallways should be respectful of classrooms that are learning Follow adult directions Respect others' space Hands off artwork, walls, others, & other's property Respect others' space by staying out of their personal space bubble. 	<ul style="list-style-type: none"> Voice level 1 Wait patiently for an open stall Give privacy to others Keep bathroom clean Leave supplies in the classroom 	<ul style="list-style-type: none"> Respect other people's property Be seated for attendance 	<ul style="list-style-type: none"> Voice level in hallways should be respectful of classrooms that are learning Wait patiently Take a quick turn (4, 2, 3, that is enough for me) Respect others' space by staying out of their personal space bubble.
Be Responsible	<ul style="list-style-type: none"> Arrive on time Follow directions the first time Accept consequences of behavior without arguing or complaining Bring everything you need to school each day (back pack, lunch, water bottle, etc) 	<ul style="list-style-type: none"> Take care of your belongings Go directly to where you are supposed to be Pick up trash 	<ul style="list-style-type: none"> Use closest or grade level bathroom assigned Flush toilet Keep visit short Go directly to and from your destination 	<ul style="list-style-type: none"> Stay outside before the bell rings Put backpack by your class line up area and go play Follow line up rules and the lines in the hallway Unpack backpacks Have materials ready for class 	<ul style="list-style-type: none"> Drink the water without touching your mouth to the spout Water fountain is for drinking or to put water in bottles or cups
Be Safe	<ul style="list-style-type: none"> Hands and feet to self Walk in school Keep your materials in your own area Keep all chair legs on the floor Be where you belong Keep hands away from your face unless eating or drinking 	<ul style="list-style-type: none"> Walk to the right Keep hands and feet to self Maintain personal space 	<ul style="list-style-type: none"> Act appropriately Wash hands with soap for 20 seconds Keep water in sink Put towels in garbage can Report problems to an adult 	<ul style="list-style-type: none"> Hang up outerwear and backpacks Complete morning jobs promptly 	<ul style="list-style-type: none"> Clean up spills or ask for help

	Settings				
	Lunch Line/ Cafeteria	Snack/Milk	Recess/Playground	LMC	Dismissal/Bus
Be Respectful	<ul style="list-style-type: none"> Voice level (up to) 3 Walk single file to get your food Use appropriate language when talking to peers and adults Carefully dish food from salad bar and condiments Say "please" and "thank you" 	<ul style="list-style-type: none"> Use appropriate voice level Stay in your space Say "please" and "thank you" 	<ul style="list-style-type: none"> Voice level (up to) 4 outside Voice level in hallways should be respectful of classrooms that are learning Display good sportsmanship Include everyone Listen to the person in charge (i.e. adult/safety patrol) Accept consequences for your actions 	<ul style="list-style-type: none"> Voice level (up to) 2 Be careful with materials used and loaned to you Respect others space in check-out line Respect school property – computers 	<ul style="list-style-type: none"> Voice level (up to) 3 Keep bus clean Respect property Use appropriate language
Be Responsible	<ul style="list-style-type: none"> Stay in line and sit in "assigned" spot Stay seated Follow adult directions Clean your space and take care of your possessions Raise hand for help Throw trash away 	<ul style="list-style-type: none"> Follow classroom expectations Throw trash away Clean your space up 	<ul style="list-style-type: none"> Dress appropriately for the weather Report problems to an adult Take care of your belongings Line up to come in on the first request 	<ul style="list-style-type: none"> Return materials on time Ask for help and follow directions Use shelf markers to replace books Use LMC time wisely Report any damage Walk in the LMC 	<ul style="list-style-type: none"> Be polite to driver and others Get off bus at correct stop
Be Safe	<ul style="list-style-type: none"> Keep hands and feet to self Walk/move carefully Sit in seat until dismissed Food stays in cafeteria and keep it to yourself Report spills to an adult 	<ul style="list-style-type: none"> Sit at your spot Keep hands and feet to yourself Eat and drink your own snack and milk Report spills to an adult and help clean it up 	<ul style="list-style-type: none"> What is on the ground stays on the ground Use equipment safely and correctly Be aware of activities and games around you Stay in designated areas 	<ul style="list-style-type: none"> Push in chairs when done Walk on the steps and use the rail as a handrail for your safety Avoid using the LMC as a shortcut 	<ul style="list-style-type: none"> Remain seated Hands and feet to self Go directly to seat Keep aisles clear

Parkside Elementary School- Behavior Flow Chart

Observe Problem Behavior--- Determine is the behavior major or minor?

<p>Minor Behaviors</p> <ul style="list-style-type: none"> · Talking out · Disrespect · Non-compliance with adult directions · Cheating · Possession of toys/electronics · Minor student conflict · Unsafe travel in the building (running) · Off-task behavior · Lying · Teasing · Tattling · Hands/Feet/Objects to self · Rough Play · Invasion of personal space · Unsafe/Inappropriate use of equipment · Leaving assigned area without permission 	<p>Major Behaviors (Level 1)</p> <ul style="list-style-type: none"> · Severe Disrespect (continual/deliberate) · Severe physical aggression (fighting, kicking, hitting, biting) · Profanity · Theft · Leaving school grounds · Other major behaviors that violate school rules <p>Major Behaviors (Level 2)</p> <ul style="list-style-type: none"> · Possession of drugs, alcohol or weapons · Major Property Damage/ Vandalism · Threat to harm staff, student or the school · Bullying/Harassment (racial, sexual, cultural)
The following action steps will be taken for Minor Behavior infractions.	The following action steps will be taken for Major Behavior infractions.
<p>1st Warning</p> <ul style="list-style-type: none"> · Teacher states the observed behavior- "I saw you..." · Teacher states the rule- "Our rule is..." · Teacher states the expectation for next time- "Next time please..." <p><i>*no minor infraction slip is written</i></p>	<p>1st Office Discipline Referral</p> <ul style="list-style-type: none"> · ODR consequence · Parent/guardian contact is made by teacher (phone call)
<p>2nd Warning</p> <ul style="list-style-type: none"> · Teacher states the observed behavior · Teacher states the rule · Teacher states the expectation for next time · Teacher completes minor infraction slip for data collection · Teacher and student complete the fix-it plan together · Logical consequence is given · Parent/guardian contact is made (email/dojo/phone) and a picture of the minor infraction slip is sent to the parent via email/dojo or paper copy. 	<p>2nd Office Discipline Referral</p> <ul style="list-style-type: none"> · ODR consequence · Parent/guardian contact is made by principal (phone call) · Initiate problem solving meeting with school psychologist or school counselor for suggested interventions
<p>3rd Warning</p> <ul style="list-style-type: none"> · Teacher states the observed behavior · Teacher states the rule · Teacher states the expectation for next time · Teacher completes minor infraction slip for data collection · Teacher and student complete the fix-it plan together · Parent/guardian contact is made (phone) and a picture of the minor infraction slip is sent to the parent via email/dojo or paper copy. · Higher level logical consequence is given · Teacher contacts school psychologist or school counselor for problem-solving suggestions · Teacher requests parent/guardian conference for problem-solving <p><i>*3 documented minor infractions for the same behavior within 30 days will result in an ODR</i></p>	<p>3rd Office Discipline Referral</p> <ul style="list-style-type: none"> · ODR consequence · Parent/guardian contact is made by principal (phone call) · Create behavior plan or review current behavior plan and interventions · Schedule an Intervention Team meeting <p>-----</p> <p>Please note:</p> <ul style="list-style-type: none"> · <i>All minor or major infractions happening outside of the classroom should be reported to the homeroom teacher and a copy of the infraction slip should be shared.</i> · <i>Parent/guardian contact will be made by homeroom teacher for classroom, recess, lunch, common space infractions and by specialist teachers for infractions that happen during their class time.</i>
<p>Possible Minor Consequences:</p> <ul style="list-style-type: none"> ● take a break ● note of apology, reflection activity ● loss of privilege (walking laps at recess, recess away from peers, lunch away from peers, loss of special activity) ● reteaching of and practice expected behavior ● contact home ● conference with teacher/parent/guardian, principal ● restitution/fix-it (clean up the mess, fix what is broken, help with a job in the building) 	<p>Possible Major Consequences:</p> <ul style="list-style-type: none"> ● any consequences from minor list ● lunch detention ● after school detention ● in school suspension ● out of school suspension ● school resource officer involvement ● initiate threat assessment as required by Department of Justice

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Parkside Elementary School

Minor Behavior Notice

Name:		Referring Staff:	
Grade/Homeroom:			
Date:	Type of Incident <ul style="list-style-type: none"> • Talking out • Disrespect • Non-compliance with adult directions • Cheating • Possession of toys/electronics • Minor student conflict • Unsafe travel in the building (running) • Off-task behavior • Lying • Teasing • Tattling • Hands/feet/objects to self • Rough Play • Invasion of personal space • Unsafe/inappropriate use of equipment • Leaving assigned area without permission • _____ 	Follow Up Used <ul style="list-style-type: none"> • Loss of privilege • Separation from group • Apology • Take a Break • Walking Laps • _____ 	
Time:			
Location:			
<ul style="list-style-type: none"> • Classroom • Playground • Cafeteria • Bathroom • _____ 			
Description:			

Student Fix- It Plan

(to be completed with the referring adult the same day as the infraction)

My choice was ...	
I felt...	
	
The expected behavior is ...	
Next time I will ...	
Parent/Guardian Contact made by:	Type of Contact:
	<i>Email/Dojo Phone Call Conference</i>
<small>*parent contact must be made on day of incident *contact made by teacher present during incident *homeroom teacher if incident was with support staff</small>	<small>*white copy is given to classroom teacher for their records/parent contact *yellow copy kept in office for documentation</small>



OFFICE DISCIPLINE REFERRAL FORM -ELEMENTARY

Student(s): Grade: Referral Type: Major
Referring Staff Name: Date: Time:

Location (select one):

- Art Room, Cafeteria, Gym, Locker Room, Playground/Outside area
Bathroom, Classroom, Hallway, Music Room, Special Event
Bus/Loading Zone, Common Area, Library, Office, Unknown
Parking Lot, Other:

Problem Behavior (select one):

- Abusive/Inappropriate Language, Fighting, Threatening Behavior
Academic Dishonesty, Inappropriate Display of Affection, Truancy
Arson, Inappropriate Location for Student, Use/Possession of:
Bomb Threat/False Alarm, Lying, Alcohol
Bullying/Harassment, Physical Aggression, Combustibles
Defiance/Non-compliance, Property Damage/Vandalism, Restricted Substances
Disrespect, Tardy/Skipping Class, Tobacco
Disruption, Technology Violation, Weapons
Dress Code Violation, Theft, Other:

Possible Motivation (select one):

- Obtain peer attention, Obtain items/activities/sensory, Avoid/escape peer(s)
Obtain adult attention, Avoid task(s)/activities/sensory, Avoid/escape adult(s)
Unknown

Others Involved:

- None, Staff, Substitute, Other:
Peers, Teacher, Unknown

Written Description of Actions:

Parent/Guardian Contact Required: Phone call, E-mail, Conference

Response to Behavior (completed by teacher):

- Community Service, Individualized Instruction, Parent/Guardian Conference
Classroom Exclusion/Time-out, Loss of Privilege, Student Conference
Other:

Is administrator follow-up necessary? No, Yes

Referring Staff Signature: Date:

I certify that the above listed information is accurate. I understand that incomplete ODR forms will not be processed and will be returned for completion.

Administrator Response to Behavior & Comments (if necessary):

- In-school Suspension, Out-of-school Suspension, Detention, Other:

Administrator Signature: Date: