

JACKSON ELEMENTARY SCHOOL

STUDENT HANDBOOK

2014-2015

Jackson Community Mission Statement

At Jackson, we believe that all children can learn and achieve.

In order to do this, we will promote a safe and respectful environment in which our children will learn.

We will encourage critical and creative thinking skills so that our students will be prepared for today and the future.

Because of this diverse world in which we live, we will use a variety of techniques to ensure that all of our students are prepared to live in a multicultural society.

We will expect only the best effort both academically and socially from our Jackson community.

JACKSON ELEMENTARY SCHOOL
1201 North 18 Street
Manitowoc, Wisconsin 54220
(920) 683-4752

Dear Parents and Guardians:

We at Jackson hope that our school's families find this handbook to be informative and helpful. A very similar document is being distributed to all the elementary students of the Manitowoc Public School District. Though the routines, practices, and schedules may differ slightly from school to school you can be confident that all school procedures throughout our district are based on the same set of policies established by your Board of Education. Our agreement among schools is important in promoting safety and uniformity, but above all to provide your children with the best possible learning climate and opportunities.

Our school is said to be a warm, caring place where boys and girls feel comfortable about learning. While we are concerned about giving children a strong foundation in the basic subjects, we still find the time for such enrichment activities as the school musical productions, computer time, track meets, various annual events and other activities which encourage special interests and talents.

Parents are encouraged to become involved in our school. The PTO offers many opportunities for volunteer services, and you are encouraged to visit our school at any time. Should you be visiting your child's classroom or have other business to take care of, by School Board policy, you are required to notify the building's office of your presence upon entering the school.

Please support and model this and other procedures described in this handbook. Remember, a child's first teacher is their parent. Your behaviors and expectations will become your child's as he/she goes through school.

I welcome any questions or suggestions you may have. Have a great school year!

Sincerely,

Steven Kleinfeldt
Principal

Please return bottom portion to classroom teacher

JACKSON ELEMENTARY SCHOOL STUDENT HANDBOOK

We have read the student handbook and are aware of the school's expectations for good behavior.

(Student Signature)

(Date)

(Parent Signature)

(Date)

ATTENDANCE

All students are expected to be in attendance each day school is in session. Reasons for which students may be absent/tardy without being considered truant are;

- Illness
- Family emergency or tragedy
- Trip with parents provided absence has been arranged in advance with the school principal by parents. (Must be prearranged in writing.)
- Medical or dental appointment, if it cannot be arranged during non-class hours.
- Recognized religious observance or service (Prearranged in writing.)

Any tardy other than listed above will be marked as unexcused.

If your child is going to be absent, you can, outside the regular school hours, call the school at 683-4852 Ext. 5270. This will allow you to leave a message at anytime on our attendance voice mail line. During school hours, you can call 683-4752. *If a call is not received by 9:00 A.M., the office personnel will call you to verify the absence.*

BEFORE SCHOOL INCLEMENT WEATHER PROCEDURE

On mornings when it is raining, snowing, or severe cold (feels like temperature of “0” or below), signs are posted by the student entrances inviting them to come in. Bus riders can come in when their bus drops them off. At 8:30 A.M. walkers and car pool students can enter. All students will go to the gym unless directed otherwise.

BIKES, SKATEBOARDS/SCOOTERS/ROLLER BLADES (In-Line Skates)

Bikes, skateboards, scooters, roller blades (in-line skates) or roller skates are not to be used on school property during school hours, except with prior approval. Students may ride these items to and from school, provided they stop using them upon arrival at the edge of the school campus. If a student repeatedly does not comply with this request, the privilege to ride the equipment to school will be revoked.

Students are encouraged to wear helmets and knee and elbow pads with skateboards, scooters or in-line skates.

BIRTHDAYS

If they wish to, students may bring birthday treats to school. Please notify their teacher in advance regarding the best time to bring the treat. Sometimes your good intentions cannot be enjoyed to the fullest due to scheduling conflicts, **student allergies to foods**, etc.

BUILDING SECURITY

The doors will be secured throughout the day until 3:20 P.M. What this means for students in the morning, they should get to the playground by following the sidewalks on the south side of the building if dropped off on 18th Street or through the field if dropped off on Menasha Avenue. At 8:40 A.M. the bell will sound for students to prepare to enter the building. If a parent and student need to enter the school before the 8:40 A.M. time due to an appointment or need to talk to office personnel, they should come to door “C”

(the main entrance) and press the speaker button. Office personnel will talk to you and open the door.

Parents with an appointment or volunteering will need to come to door “C” to obtain entrance to the building. All guests can only get into the building by going through the office where they will sign in and obtain a visitor’s badge.

As mentioned above, during the school day, all doors will remain locked until 3:20 P.M. At that time, entrance “C” will be opened. Anyone wishing to enter in preparation to pick up a student may do so and wait in the gathering area until the 3:30 P.M. dismissal time.

On days that students need to come in due to inclement weather, doors “D” and “G” (by the gym) will be open. Other doors will be open when special events are occurring, i.e. concerts, Grandparents’ Day, etc.

Students will be notified what door to use by their teacher if they need to be here early for programs such as instrumental practice or K-Kids.

BULLYING (Please see district bullying policy on pages 24-27.)

BULLYING BEHAVIORS AND CONSEQUENCES

Intimidation/bullying behaviors have unique criteria that describe when such inappropriate acts are occurring. The following charts describe behaviors and consequences that are related to tactics students use to intimidate/bully other students. Some of the behaviors may occur, but may not be classified as intimidating or bullying someone. In those cases, The Code of Conduct guidelines will be followed.

Anti-Bullying Policy

Everyone at Jackson Elementary School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will promote a bully-free environment.

Our school defines *bullying* as follows: **Bullying is unfair, one-sided, and happens when someone is hurting, frightening, threatening, or leaving someone out on purpose.**

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person’s things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone’s race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other students not to play with someone.

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise and be visible to students in all areas of the school and playground.

- Watch for signs of bullying and stop it when it happens.
- Teach the *Steps to Respect* program to students in grades 1-6.
- Respond quickly and sensitively to bullying reports using the *Steps to Respect* Four-A Response Process and coaching models.
- Take seriously families' concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Encourage everyone to play, especially those who are often left out.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Report bullying to an adult.
- Treat others as you want to be treated.
-

LEVEL 1 BEHAVIORS	LEVEL 1 CONSEQUENCES
Pushing/kicking/hitting Spitting Gossiping/spreading rumors Embarrassing or making someone look foolish Mocking or mimicking Name-calling Dirty looks Taunting Teasing about clothing or possessions Threatening to reveal personal information Slandorous graffiti Publicly challenging to do something Defacing personal property or clothing Playing a dirty trick	<i>Any of the following consequences:</i> Making amends Class meeting on topic Loss of privileges Parent notified In-school suspension (student assigned for part or all of the day to another classroom with work to do) <i>Pattern of Level 1 offenses may result in consequences for Level 2 offenses and referral to intervention services.</i>
LEVEL 2 BEHAVIORS	LEVEL 2 CONSEQUENCES
Stealing personal property Demeaning physical acts that are not physically harmful Locking in a closed or confined space Ethnic slurs Setting up to take the blame Humiliating publicly Excluding from group Social rejection Teasing about appearance Extortion Sexual or racial taunting	<i>Parent contacted and any of the following consequences:</i> Loss of privileges (progressively more severe than Level 1) Making amends: <ul style="list-style-type: none"> • Repairing, cleaning, or replacing item (natural consequence) • Writing a report/reflection on the topic/incident • School or community service or monetary Retribution In-school suspension (student assigned for part or all of the day to another classroom with work to do) Referral to one-on-one or small group Intervention sessions Out of school suspension <i>Pattern of Level 2 offenses may result in</i>

	<i>Consequences for Level 3 offenses.</i>
LEVEL 3 BEHAVIORS	LEVEL 3 CONSEQUENCES
Physical violence/inflicting bodily harm Maliciously excluding Manipulating social order to achieve rejection Malicious rumor mongering Threatening with total isolation by peer group Verbal threats of aggression against property or possessions Verbal threats of violence or inflicting bodily harm Threats of using coercion against family or friends Coercion	<i>Required parent conference with teacher and principal and any of the following consequences:</i> Student behavior plan (for example, contract, functional behavioral analysis) Referral to one-on-one or small group intervention sessions In-school suspension (student assigned for part or all of the day to another classroom with work to do) Out of school suspension for one to ten days Expulsion from school or school district <i>Criminal behavior will be referred to law enforcement for further action.</i>
LEVEL 4 BEHAVIORS	LEVEL 4 CONSEQUENCES
Verbal or physical retaliation	Out of school suspension

CODE OF CONDUCT

The District is committed to maintaining a favorable academic atmosphere for students and staff. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration, and their classroom teachers. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order.

Student behavior that is dangerous, disruptive or unruly, or that interferes with the teacher's ability to teach in such behavior may be subject to removal from class and placement as outlined below

This code of classroom conduct applies to all students in grades K-12.

1. Student Removal from Class

A teacher may remove a student from class for the following reasons:

- a. Dangerous, disruptive or unruly behavior, or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes, but may not necessarily be limited to, the following:
 - possession or use of a weapon or other item that might cause bodily harm to persons in the classroom
 - being under the influence of alcohol or other substances, or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies

-behavior that interferes with a person's work or school performance, or creates an intimidating, hostile, or offensive classroom environment

-fighting

-taunting, baiting, inciting, and/or encouraging a fight or disruption

-disruption and intimidation caused by gang or group symbols or gestures,
gang or group posturing to provide altercations or confrontations

-pushing or striking a student or staff member

-obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
to prevent the teacher from exercising his/her assigned duties

-interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means

-dressing or grooming in a manner that presents a danger to health or safety causes interference with work, or creates classroom disorder

-restricting another person's freedom to properly utilize classroom facilities or equipment

-repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions

-throwing objects in the classroom

-disruption or violation of classroom rules

-behavior that causes the teacher or other students fear of physical or psychological harm

-physical confrontations or verbal/physical threats

b. Other behavior as outlined below:

-willful damage to school property

-defiance of authority (willful refusal to follow directions or orders given by the teacher

-possession of personal property prohibited by school rules and otherwise

disruptive to the teaching and learning of others
-use of profanity

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal law and regulations.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee the day of the student's removal from class.

The principal or designee shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate placement for student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below

2. Placement Procedures

- a. The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternatives:
 - An alternative education program approved by the Board. State law defines this as an instructional program approved by school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms regularly scheduled curricular programs.
 - Another class in the school or another appropriate place in the school.
 - Another instructional setting.
 - The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal, or designee determines that readmission to the class is the best alternative.
 - Place the student in "in school suspension" or "out of school suspension" for a period of time to be determined by the principal or his designee.
 - Formalize, via notice to the student and his/her parent or guardian, the "in school suspension" or "out of school suspension" for a length of time determined by the principal or his designee.

-Remove the student from class for an extended period of time as determined by the principal or designee.

-Remove the student from class permanently.

- b. When making placement decisions, the building principal or designee shall consider the following factors:

-severity of offense

-the type of placement options available for students in that particular school and any limitations on such placements (cost, space availability, location)

-the estimated length of time of placement

-the students' individual needs and interests

-whether the student has been removed from a teacher's class before (repeat offender)

-the relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct, is the placement applicable before and/or after the suspension?)
The principal or designee may consult with other appropriate school personnel as the principal deems necessary when making or evaluating placement decisions. A student's parent/guardian shall also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interest of the persons involved or required by law.

- c. All placement decisions shall be consistent with established Board policies and in accordance with state and federal laws and regulations.

- d. The parent/guardian of a minor student shall be notified a student's placement in an alternative educational setting as outlined below.

3. Parent/Guardian Notification Procedures

- a. The building principal or designee shall notify in writing the parent/guardian of a minor student when a teacher has removed a student from a class. This notification shall include the reasons for the student's removal from a class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination.
- b. If the removal from class and change in educational placement involved a

student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.

- c. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the students' parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.
with legal and policy requirements.

DISCIPLINE PROCEDURES

In order to deal with unacceptable behavior, the following procedures will be followed by all staff members. As an inappropriate behavior is demonstrated or repeated, action will be taken with the following guidelines. Each act of misconduct will be individually looked at and the appropriate option will be followed. The listing below is not meant to be taken in order, but to show the options than can be used.

1. The first step in correcting most cases of misconduct is bringing the inappropriate action to the attention of the student.
2. The student will be reminded of inappropriate behavior and, if necessary, removed from the activity he/she is engaged in. If appropriate, the student may temporarily lose privileges.
3. The teacher will call, email, or send home a written explanation to the parent if the offense is serious enough or if it represents repeated acts of misbehavior.
4. If steps 1-3 have been implemented and a child continues to exhibit inappropriate behavior, he/she will be brought to the principal by the teacher with an explanation of the problem and previous methods of interventions implemented.
5. Continued or severe inappropriate conduct could result in (but is not limited to) temporary removal from the classroom, playground, or suspension according to Board policy.

CELL PHONES, ELECTRONIC COMMUNICATON DEVICES AND PORTABLE MEDIA PLAYERS

Students are generally prohibited from using or displaying in plain sight cell phones; other electronic communication devices (ECDs) including, but not limited to, and PDAs pagers; and portable media players, during the school day, in school buildings and vehicles, and at all school sponsored activities. Individual school policies may be more restrictive and will be enforced at that individual school.

The Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety and

educational purposes. Therefore, use of cell phones and other ECDs may be approved by the principal only if use by the student is determined to be for a medical, school, educational, vocational, or other legitimate use. Such use of an ECD may not, in any way:

- A. disrupt the educational process in the School District;
- B. endanger the health or safety of the student or anyone else;
- C. invade the rights of others at school;
- D. involve illegal or prohibited conduct of any kind.

The use of a portable media player during the school day may be permitted upon the approval of an individual classroom teacher. Additionally, portable media players may be used on school vehicles with the permission of the bus driver, or during student activities with the permission of the staff member who is supervising the school-sponsored activity.

Possession of a cellular telephone, other ECD, or portable media players by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student, up to and including expulsion.

The use of a cell phone, other ECD, or a recording device in a locker room and restrooms is prohibited. "Recording device", as used herein, will mean a camera, a video recorder, or any other device that may be used to record or transfer images.

Any student possessing a cell phone, other ECD, or portable media player shall be responsible for its care. At no time shall the District be responsible for preventing theft, loss or damage to any cell phone, other ECD or portable media player.

The Superintendent shall prepare guidelines consistent with this policy.

118.258 Wis. Stats.

Jackson students that bring a cell phone to school must check it in at the office in the morning and can pick it up at dismissal time.

COMMUNICABLE DISEASES

Board Policy #451 – Communicable Diseases

It is the policy of the Manitowoc Public School District, pursuant to federal, state, and local laws and regulations, and in cooperation with state and local public health agencies, to establish and maintain appropriate health standards for the school environment, to promote the good health of students and employees, and to educate students and employees in disease prevention methods and sound health practices.

In an effort to maintain a safe and healthful school environment, the district will provide educational opportunities to students and employees regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases at school and in school-related activities.

In recognition that an individual's health status is personal and private, the district will handle information regarding students and employees with suspected or confirmed communicable diseases in accordance with state and federal law and Board policies regarding the confidentiality of student and employee records, while at the same time complying with applicable public health reporting requirements.

Students and employees may be excluded from school and/or school-related activities if they are suspected of or diagnosed as having a communicable disease that poses a significant health risk to others or that renders them unable adequately to perform their jobs or pursue their studies. Students and staff excluded from school pursuant to this policy may appeal their exclusion by contacting the principal.

EATING LUNCH AT SCHOOL

Students eat lunch in the school's gym.

There are two (2) lunch times. Students will have at least 20 minutes to eat and then opportunity for a 20 minute recess. Students needing more than 20 minutes to eat can continue eating through their recess period. Lunch periods are:

12:00-12:20 P.M.	- 1 st , 2 nd , & 3 rd Grades eat lunch	12:20-12:40 P.M.	- outside
12:25-12:45 P.M.	- 4 th , 5 th , & 6 th Grades eat lunch	12:45- 1:05 P.M.	- outside

In addition to the lunch program, heating lunches in microwaves is available. We ask that you do not send large containers of food or TV dinners to school.

All children should go out to play when they finish eating unless they have a written doctor's excuse pertaining to a specific health problem stating the condition which makes it impossible for them to go outside.

Children being kept in their rooms to complete work during a play period will be accompanied by a teacher.

Once the children have been dismissed for play period, they will not be allowed to enter the building unless it is an emergency.

Children returning to school at noon from home must remain outside. (They may not return to their homeroom unless requested by their teacher.)

Children who eat their lunch at school are not to leave the school grounds during the noon hour. Should a student be invited to someone's house for lunch, both students must have a written note from their parent/guardian giving permission.

LUNCH PROGRAM

The Manitowoc Public School District has contracted Chartwells to manage and carry out our school lunch program. This lunch program will comply with all guidelines for the

National School Lunch Program. Each day your child(ren) will have the opportunity to select from several options offered to make up the school lunch.

Chartwells will use a debit account systems to manage payment. Under this system, parents and guardians can deposit money directly into an account established for their family. At lunch time, students will use a scan card or student ID to purchase the meal. The money is then debited from the account.

Under this system, parents and guardians may request print outs detailing their child's purchases by calling [683-4777](tel:683-4777). The system is not a charge account and payment must be received prior to the purchase of the meal. A drop box for payment is located outside the office. Payment must be made the day prior to the purchase. Students with insufficient funds in their account will receive a peanut butter sandwich and milk.

Families may be eligible for free or reduced price meals. A new application must be completed each year to qualify. An application, instructions, and other general information was mailed to all MPSD families over the summer. If you didn't get one please contact our school office at 683-4852 or the MPSD Administration Office at 683-4800. Only one application needs to be filled out per household. Should you have any questions while completing the application, please call 683-4800, Ext. 4771.

FAMILY EDUCATION PRIVACY ACT

According to the Family Education and Privacy Act of 1974, student information and records are made available to custodial parents.

The Manitowoc Public School District, in its attempt to promote the best interests of each student enrolled in its school in partnership with both parents of the student, shall maintain strict neutrality between parents who are involved in a divorce, legal separation or annulment whether pending or completed unless otherwise directed by a court order.

Both parents, upon request, will have access to their child's grade reports, notices of school activities, disciplinary actions, notices of teacher or principal conference,, etc.,

unless the custodial parent provides the school's principal with written evidence of a court order prohibiting the non custodial parent from such access. If you have any questions contact your child's school principal.

FIELD TRIPS

A single form requesting permission for a student to attend all listed field trips during the year will be sent home in September. When time for the trips come, a reminder will be sent home giving all the details of the trip. Should additional field trips be added during the year, a special permission slip will be sent home.

FRIDAY FOLDERS

Each Friday, or last day of the week, students will bring home a folder that will contain school work and special forms. Be sure to take all the papers out, sign the parent card, and return it the next school day with your child(ren).

To reduce the duplication of some items, certain things will only be sent home with the youngest child in a family. Community fliers will be sent home as they come to the school during the week.

GUIDELINES FOR BUS RIDERS

When students arrive at school, they should proceed immediately around the outside of the building to the playground. When leaving in the afternoon, students must go to the assigned area. A bus supervisor will monitor and then escort them to the buses.

Students who ride the school bus are expected to conduct themselves in an appropriate manner while waiting for the bus and while riding the bus. Misbehavior will result in parents being notified. When a second report is issued, parents will be notified and other restrictions will be imposed. A third report will result in suspensions from riding the bus for up to five (5) days.

A serious act endangering the safety of other students may result in immediate suspension of riding privileges.

When students do not ride the bus home, the school office **must** be notified by the parents.

Passengers will not be permitted to board or exit a bus except at home or school unless their parents have made special arrangements. These arrangements must be submitted in writing.

Passengers must be ready to board when the school bus arrives.

HEAD LICE PROCEDURES

In the event that a child has been diagnosed as having head lice in the Manitowoc Public School district, the following procedure will be followed in addition to the detailed recommendations for control of head lice in the home. The reference sheets in the office should be distributed to all families that are faced with this issue in their home.

- **VIABLE HEAD LICE** (live bugs)

If live lice are found on a student, the student must be removed from the classroom and sent home for treatment.

Proof of treatment must accompany the child's return to school

- **NITS ONLY**

If only nits are identified, a phone call to the parent must verify that treatment was completed within the past seven days. If nits are present and no treatment has been given in the past seven days, the child will be excluded from school for additional treatment and proof of treatment.

- **FOLLOW-UP CARE**

The student will be checked regularly until all nits are removed. On the daily head checks, a significant reduction in nits must be seen or the student may be excluded from school.

HOMEWORK GUIDELINES

Students can expect to receive increasing amounts of homework as they progress in school. Homework is a means of reviewing and reinforcing the lessons taught in school and also a way to help students develop work and study habits that will assist them throughout their school years. The following suggestions may assist parents/guardians in helping their children develop the study skills needed to successfully complete homework assignments:

- Help your child set aside time each evening for school-related learning activities.
- Ask your child if he or she has homework that day. By asking your child about homework, you are helping him/her remember there is an assignment to be completed.
- Become interested in your child's homework. Ask him/her to show the homework to you and explain what the work is about. Doing so reinforces the importance of homework, helps the child understand you are interested in his/her progress, and keeps you informed

about his/her progress and the way in which he/she is able to complete the assigned work.

- Remember, the homework is your child's work, not yours. You should not do the work for the child. Rather, you should be concerned with whether or not the child did the work. If your child has trouble with a homework assignment and cannot complete it, please write a note telling the teacher about the problem. Your teachers will make every effort to explain and monitor each assignment, but your feedback as our “partners” is critical!
- Provide your child with a quiet time and place to work and study where he or she can work effectively without distraction or interruption.

Parents may wish to set aside 20-60 minutes each evening for children to read, practice spelling or math, or do assigned homework.

ILLNESS OR EMERGENCY

If your child becomes ill or is accidentally injured, the school will call you. Therefore, it is **very important** that you provide the school with home, work, or other emergency phone numbers! Inform the school of any changes. Be sure to notify the school whenever your home phone number changes (even if the change is temporary.) We must be able to reach you or someone you designate in case of an emergency.

MPSD INFORMATION

Timely news concerning school activities, schedule additions and changes, deadlines, weather-related closings and special events is available on cable channel 15 and at the Manitowoc Public School District website, www.manitowocpublicschools.org.

JACKSON NEWSLETTER

A monthly newsletter to parents is sent home with students. Parents should make sure children bring it home, read it, and keep it for reference as this is our primary communication with parents providing lots of information about events, activities, general information, etc. The Jackson monthly calendar is also available on the Jackson website.

LASER POINTERS

The Manitowoc Board of Education prohibits any student from possession and usage of laser pointers at any time on school property or at any school-sponsored activity either at home or away, Laser pointers can only be used for instructional purposes by teachers or lecturers and shall not be loaned or checked out by students for their private use.

Students in possession of laser pointers shall be subject to the disciplinary rules, regulations, and procedures established by the Manitowoc Public School District.

LOCKERS AND LOCKER SEARCHES

Board of Education Policy states: "A student locker is provided by the school for the convenience of the student to be used solely and exclusively for storage of outer garments, footwear, and school related materials. No student shall use the locker for any other purpose. The locker assigned to a student is not the student's private property or under his/her exclusive possession and may be opened and inspected by school authorities at any time. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parents or guardians of the student (without liability to the school for safekeeping), unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of law, in which case the suspect material removed from the locker shall be turned over to law enforcement officials and parents notified."

LOST AND FOUND

Mark clothing and personal items with your child's name so that if items are misplaced, they can be returned. Unidentified items are turned in to the "lost and Found" which is located across from Room #221. Glasses, jewelry, and keys are kept in the office. At the end of each quarter unclaimed items will be given to charity.

MEDICATION DISTRIBUTION

The Manitowoc Public School District Policy 453.3 states:

ADMINISTRERING MEDICATION – When medication is administered to students, the physician prescribing the medication retains the power to direct, supervise, inspect, and oversee the administration of such medication. In order to ensure this, the following policy is adopted:

1. Written instructions from the prescribing physician for the administration of the prescribed medication shall be directed to the building principal.
2. A written statement from the prescribing physician which reflects a willingness on the part of the physician to accept direct communications from the person (s) designated to administer the medication and setting forth circumstances under which direct communication should be made shall be given to the building principal.
3. A written statement from the parent authorizing school personnel to give the medication in the dosage prescribed by the physician and authorizing school personnel to contact the physician directly shall be given to the building principal. If a physician is contacted, whenever possible the parent will also be notified at the same time.
4. Parents are required to bring prescriptions to be taken during school time in the prescription bottle with the med and time to be given as ordered by the doctor.
5. The use of non-prescribed, over-the-counter medication during the school day will require the student to bring the medication, properly labeled in its own

container as sanctioned by the parent/guardian. Students taking over-the-counter medication as needed without the consent, approval, or knowledge of the school district are doing so at their own responsibility.

6. Students who use, possess, sell or intend to sell, or transfer drugs or other substances for non-medical purposes whether the drug or other substance is prescribed or over-the-counter may be subject to suspension or expulsion.

PROCEDURE:

1. The Parent/Guardian Medication Consent Form (available in school office) with Physician's Order for Administration must be completed by the parent/legal guardian and prescribing physician and returned to the school's principal before medication will be administered by school personnel.
2. Medication to be given in the school must be in the original pharmaceutical container with the following information printed on it:
 - a. Child's full name
 - b. Name of the drug and dosage
 - c. Time to be given
 - d. Physician's name
3. Medication will be administered to the child at the designated time(s) by the school personnel designated by the principal and kept current.
4. The length of period for which the drug is to be administered shall be contained in written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage or time it to be administered is changed from the original instructions.
5. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
6. Diagnosis and treatment of illness and the prescribing of drugs are never school responsibilities and should not be undertaken by any school personnel.
7. New prescriptions must be received annually for pupils on yearly medication.
8. **All medications must be stored in the office unless other special arrangements have been made with the principal or nurse.**

MILK FEES

Following is an explanation of the two milk programs offered at school:

Snack Milk – Students in grade 1, 2, 3 and 4 may participate in this program. The cost is .35 cents each for a carton of 1% chocolate or 2% white milk. Chartwells will manage the milk program and will deduct the money from your account for the milk taken. If your child is eligible for free or reduced lunch they will receive this milk free or at a reduced charge. (See additional hot lunch information above.)

Lunch Milk - Students will receive a milk if they purchase a lunch and can purchase additional milks for .35 cents. Again, these additional milks will be deducted from your Chartwells account. Students getting free/reduced lunch cannot just take milk at lunch. If they do so they will be charged .35 cents. They must take the entire lunch to get the milk free/reduced.

MONEY AND EXPENSIVE ITEMS

The school cannot be responsible for money and items of value brought to school by students. There is seldom a valid reason for students to have such things as money, toys, radios, cameras, expensive watches, or electronic games in school. If money is needed for a school-related item (school pictures, field trips, Book Fairs, etc.) the school office or classroom teacher will notify you. When sending money to school for any reason, please send the correct amount so students are not responsible for handling change.

PARENT TEACHER ORGANIZATION

At Jackson School we are fortunate to have a wealth of parents and teachers willing to work together for the good of our students. Watch their Newsletter for the dates of the PTO's monthly meetings, or see their link on the Jackson website.. The Jackson Parent Teacher Organization is a vibrant, caring group of adults who strive to enhance the educational opportunities for our children. The interest and energy of concerned parents is perhaps the best tool we have in the education of our young people!

PETS IN SCHOOL

There is a School Board Policy that allows animals at school only when a series of animal request forms are completed by a classroom teacher. If your child is interested in bringing his/her pet to school, please discuss this with the classroom teacher at least (3) days ahead of time.

If you bring a pet to the school grounds when dropping off or picking up a student please remain on the sidewalk off the school's grounds with the pet. All pets must remain outside the building and off the school's grounds unless the appropriate permission is obtained.

PHYSICAL EDUCATION CLASS

Parents are urged to send a pair of tennis shoes to be kept for phy. ed. use only. These shoes will be kept in the student's locker, and used for gymnasium activities throughout the year. Students may be excused from physical education class only by direction of a health care provider. Thank you.

PLAYGROUND/RECESSES

The playground is to be a place where students can enjoy themselves and get some exercise. Many activities are available for students. In order to keep the playground safe, skateboards, scooters, roller skates, hard frisbees and hardballs are not allowed. Tackle football is not allowed at any time while the school is responsible for the students' activities. The game commonly called "Hunter" is forbidden regardless of the form in which this game may be played. During the winter months no snow throwing is permitted. Playing on snow hills depends on their height and condition in regards to slipperiness. Students should also wear boots or waterproof shoes on wet, snowy, or icy days.

Recess is an important part of a child's school day. The fresh air and exercise helps develop healthy bodies and gives the students a much-needed break after indoor seat work in the classrooms. It is recommended that all children participate in the daily recesses, unless there is a staff request that would require them to stay inside. In the event of inclement weather, a decision is made to keep all students indoors. When cold temperatures are involved, the "feels like" temperature of zero (0) will be used to decide whether recesses are to be in or outside. If there is a health concern that prevents a child from going outside, please provide a doctor's excuse including the number of days the child is to remain inside.

QUESTIONS? CONCERNS? CONFLICTS? COMMENTS?

Whenever you have a question, concern, conflict or comments, please contact first the person closest to the situation. For example, if your child tells you his/her teacher reprimanded him/her, and you do not understand why or disagree with the consequence, contact the teacher first. If by contacting the person closest to the situation you are unable to answer your question or resolve your issue, then move to the next person in charge. Usually, by contacting the person closest to the situation, matters can be concluded by involving the fewest numbers of people. Generally, if you have not contacted the person closest to the situation, you will be asked to do so.

REPORTING TO PARENTS

Students' academic progress is reported to parents at least four times during the school year - approximately at the end of each nine week period.

Please feel free to call or come to school if you would like to talk to your child's teacher. If your child is experiencing academic or behavior problems in school, you will be notified. The school needs your help and support in order to help your child learn and develop in many ways.

REQUEST TO LEAVE SCHOOL EARLY

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. This note will permit the teacher to send the student to the office at the requested time. **The parent, or an appointed adult, must then sign the student out in the office before the child can leave the building.** When possible, medical and dental appointments should be made outside of school hours. When the student returns to school, they must sign in at the office.

SAFETY PATROLS

Only those fifth and sixth grade pupils whose parents have returned the Patrol Permission Blank are assigned to patrol duty. This is a legal requirement. To be chosen for patrol duty is a privilege and a responsibility. We want children to regard it that way.

If for any reason the student fails to responsibly carry out the duties of a school patrol, that student will lose his eligibility for further patrol duty.

Patrols are assigned as follows:

18th & Maple
18th and Fairmont
Menasha Pathway Property Line
Menasha Parking Lot

Patrol Guidelines are as follows:

1. The position of student patrol will be offered to all students in fifth and sixth grades in September.
2. Students may be removed from patrol -
 - A. for repeated failure to appear on patrol at assigned times (excluding excused absences)
 - B. (while on patrol) for repeated failure or a single serious incident to conduct themselves in the manner discussed at the initial patrol meeting.
 - C. when the absence from the regular classroom interferes with the child's learning.
3. Any student that is removed from patrol can be reinstated as a patrol by mutual agreement of the homeroom teacher and the director of patrols.
4. No child will be removed from patrol for longer than four continuous weeks without the principal being notified.

SCHOOL CLOSING

At times of inclement weather, the district's automated calling system will call all the home and cell numbers you have provided. You can also tune in to the following to get further details on school closings or delays: Radio Stations - - WOMT-WQTC (1240AM - 102FM), WCUB-WLTU (980AM - 92.1FM), WLKN (98.1FM), WIXX (101.1FM) and WTRW (1590AM) TV Station Channels 2, 5, 11, and 26. Up to date school closing information can also be found at www.manitowocpublicschools.org.

SCHOOL PHONE

The school phones are for business purposes. Children with a legitimate reason may use the phones with a staff member's permission.

SPECIAL ACTIVITIES/ASSEMBLIES

In addition to interesting class activities and demonstrations, several "special" student performance events are planned during the school year. This helps keep children enthusiastic and interested in school. Teachers and students put forth extra efforts to plan and carry out such activities. When attending, please try planning to stay for the entire event.

STUDENT ASSISTANCE PROGRAM

Children, as they progress through school, are faced with far more academic and social challenges than ever before. Many children on their own or with family support are able to meet and successfully manage these challenges. Other children, for various reasons, need anywhere from a little to continuous help to manage them. Jackson School has a team of professionals that meet on a weekly basis to help develop programs for students that need additional support and/or options to help them be successful in school.

Our base team includes a psychologist, counselor, nurse, and the principal. Classroom and specialist teachers ranging from special education to gifted and talented are part of the team as their special skills and resource information is needed. A student could be referred to the Building Consultation Team (BCT) by any school staff member, a parent/guardian, a health care provider, or other agencies. A referral means that the BCT will discuss the concerns the referring person has about the student. Based upon that information, recommendations for addressing the concerns will be made. This plan could include procedures the classroom teacher and/or home can implement, help from a specialist teacher, i.e. reading, math, or more information is needed about the student which could be obtained by doing some individual testing. Pending how detailed the process becomes will determine the amount of formal notifications to the parent/guardian.

Should you feel your child needs some additional academic or social assistance to be successful in school, please contact his/her teacher. They will try to help you to the best of their ability. Then, if additional help is needed, the teacher or you could refer the student to the BCT.

Contact your child's teacher, the school counselor, or the principal if you have any questions or want more information about this student assistance program.

STUDENT DIRECTORY DATA

Any parent/guardian who objects to the routine release or use of his or her child's name and/or photograph in school publications, award and sports publicity, honor rolls and other material available to the public should notify the principal in writing by the end of September. If a student enters the school mid year, this notification should be completed within two (2) weeks.

STUDENT DRESS

Clothes that students wear to school should be neat, clean, and maintain an appearance that does not distract from the learning environment. Jackson School does not have a formal dress code, so we ask parents to use discretion in making judgments about clothes children wear to school. Clothing displaying inappropriate language, pictures, promotions of alcohol or tobacco use are prohibited as well as clothing that is revealing, distracting, or unsafe (i.e. shorts on a cold day.) Students attending school inappropriately dressed will call home to obtain other clothes if the adjustment cannot be made at school with other clothing.

STUDENT GUEST VISITORS

Occasionally students may wish to have a guest child attend school for the day. This may be permissible, provided the following procedures are followed:

- a) the homeroom teacher approves the visit at least one school day in advance,
- b) a letter of request from the student's parent is on file with the principal at least one school day in advance AND the principal approves, or the principal is called.
- c) the letter of request also has a letter attached from the visitor's parent/guardian granting permission to visit, or the principal is called.
- d) the visit is limited to part of one school day.
- e) the visiting child behaves appropriately. If the visiting child misbehaves, he/she will need to be picked up promptly by either his/her parent/guardian or by the parent/guardian of the Jackson student.

STUDENT IMMUNIZATIONS

Wisconsin State Law requires immunizations of all students. The law requires that proof of immunizations be submitted or a signed waiver claiming health, religious, or personal conviction exemption be submitted.

STUDENT INSURANCE

An insurance brochure is no longer being sent home with each student. Parents wishing to obtain insurance for their child(ren) can pick up a brochure in the office. Please read it carefully as it contains important information regarding coverage should your child become injured at school.

STUDENT PICK-UP AND DROP-OFF

It is recognized that student drop off areas and parking is limited around Jackson. You will see on the east side of 18th Street, just past the school's northern most sidewalk, signs stating ***"No Parking between 7:00 A.M.-4:00 P.M. - - Drop-Off and Pick-Up Area."***

The same signs are on the south side of Menasha along the school's property just east of the 18th and Menasha intersection.

These areas are designed for students to be dropped off and picked up on the school side of those streets. The "No Parking" part of the signs means that this is not a long time parking area during the stated hours. The intent of the area is for short time parking and the vehicle to remain occupied with the driver. This means if you are going to be coming into the building, you will still need to park on the west side of 18th Street, one of the side streets or in the visitor parking spots in the lower level to the west of the staff's parking lot. If you park in one of the areas mentioned above and the driver leaves the vehicle, you risk receiving a parking ticket.

Remember, the parking lot is an area that children and anyone picking them up must remain out of. This area can easily become extremely congested and dangerous with any additional traffic in it at any time of the day.

STUDENT RECORDS

Per the Family Educational Rights and Privacy Act, parents and students are hereby notified that parents and guardians of minor children have the right to (1) inspect and review their child's school records, (2) seek amendment to their child's records, (3) that records will not be disclosed to third parties without parental consent, except where allowed by law; and (4) concerns or complaints with student records or requests to view records should first be addressed with the school principal, then with the superintendent's office at 2902 Lindberg Dr.

TEXTBOOK AND LIBRARY BOOK CARE

Textbooks and library books are available for student use at no cost. Because these books are used year after year, we ask for your assistance to help us keep them looking fresh and clean. Do not mark in them. keep them safe and dry from bad weather and keep them away from pets and other harmful elements.

Fines will be charged for damaged or lost materials. If a currently used book is lost and cannot be found, the full replacement cost will be charged. Fines for damaged materials will depend on the nature of the damage. Failure to pay for damaged or lost materials may result in reduced check-out privileges.

TIME SCHEDULE

8:45 A.M.-12:00 P.M.	--	Morning Classes
12:00-1:05 P.M.	--	Lunch Periods
1:05 - 3:30 P.M.	--	Afternoon Classes

Children should not arrive at school before 8:20 A.M. They are not to enter the building before the bell rings unless inclement weather exists or unless previous arrangements have been made with a teacher or the principal. Children using the playground before 8:20 A.M. do so at their own risk. Adult supervision is available after that time.

After school supervision is for the students that are bus riders only. All other students must leave the school's grounds. Once they get home, parents know where they are and can give permission for a child to return to the playground.

TRUANCY PROCEDURES

By Wisconsin statute 118.16, truancy is defined as any absence of part of all of one or more days from school during which a school official has not been notified of the legal cause of such absence by the parent or the guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

If determined that a student has been truant, school officials may require a student conference, [parent conference, counseling, detention, or suspension to deal with the problem.

Wisconsin Act 239 defines "habitual truant" as: "A student who is absent from school without an acceptable excuse for part of all of 5 or more days on which school is held during a school semester." When a child first becomes a habitual truant according to this definition, notice must be sent to the parent or guardian by registered or certified mail." A truancy meeting will be held with the principal, parent and child.

Parents or guardians have the responsibility, under Wisconsin Law S.118.15 (1)(a) to cause their child to attend school regularly.

In accordance with Wisconsin statute, the Manitowoc Public School District has adopted a truancy plan which is on the district's website under the Board of Education Policies.

VISITORS, VOLUNTEERS AND GUESTS TO THE SCHOOL

All Manitowoc Public Schools are open to parents, school patrons, and the general public. Visitors are welcome to observe the instructional program in operation, **with prior notice to the teacher and school office.**

For the welfare of students and to facilitate orderly operation of schools, all persons except for registered students, faculty and employees of the Manitowoc Public School District, are required to register in the school office for authorization to be in any school building or on the school grounds. Visitors will wear Visitor's badges, which must be returned to the office when leaving the school.

Loitering in the school buildings or on school grounds by unauthorized personnel is prohibited.

WEAPONS POLICY

Board of Education policy states: "No one shall possess a dangerous weapon on school property, school buses, or at any school-related event. A dangerous weapon is defined by state statutes as any firearm, whether loaded or unloaded; any device designed as a

weapon and capable of producing death or great bodily harm; any electric weapon; or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm."

"Students violating the policy or possession of weapons will be subject to suspension, notification of parents/guardians, and possible recommendation for expulsion. Law enforcement officials may also be notified."

A person who uses or threatens to use a dangerous weapon as defined above will be suspended, law enforcement officials will be notified, parents/guardians will be notified, and a recommendation for expulsion may be made.

BULLYING – 5517.01

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

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

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

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

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

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be

documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

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

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

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

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

"Bullying" is defined on page one. Some examples of bullying are:

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

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

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

Cyberbullying includes, but is not limited to the following:

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

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

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

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

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

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

"Staff" includes all school employees and Board members.

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

For a definition of and instances that could possibly be construed as **hazing**, consult Policy [5516](#).

Privacy/Confidentiality

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

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

Notification

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

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

Records and Reports

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

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

Education and Training

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

The complaint procedure established by the District Administrator as set forth in AG 5517.01 shall be followed.

Wis. Stat. 118.46

Adopted 8/10/10
Revised 8/23/11

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