

# 2024-2025

# Rolling Hills Elementary Handbook



W322 S9230 Beulah Road  
Mukwonago, Wi. 53149  
262-363-6318  
Dr. Ron Schlicht - Principal



Welcome to Rolling Hills Elementary School where we follow the Raptor Way:

*Love Blue and Live Gold!*

Be Respectful, Be Responsible and Be Safe.

Rolling Hills is an energetic and innovative learning community with a staff dedicated to making it an exceptional place for all to learn, work and grow. The community at Rolling Hills is warm and welcoming, highlighted by an incredibly innovative and caring staff.

Rolling Hills' staff believe that educating children is a partnership between the home and school. Clear communication with families is essential to this partnership. This handbook is designed to assist students and families with the policies and procedures of Rolling Hills Elementary School.

Our mission statement speaks to our focus on helping students succeed socially, emotionally and academically. We review our mission statement frequently and ask that you review it at the beginning of the year.

*The mission of Rolling Hills Elementary School is to empower all students to reach their highest potential and become lifelong learners through academic excellence in a safe, respectful environment.*

*Rolling Hills Vision: Envisioning a brighter future, Rolling Hills Elementary School strives to be a premier institution, fostering a community where every student is inspired to discover their unique potential. We envision a place where academic excellence, creativity, and critical thinking flourish, empowering our students to become enthusiastic lifelong learners. Guided by a safe and respectful environment, we aim to cultivate compassionate, confident, and well-rounded individuals who will positively impact the world around them. Together, we embrace innovation, diversity, and collaboration, creating a path towards endless opportunities and a better tomorrow.*

I hope that you find the information in this handbook useful. If you have any questions please do not hesitate to contact me at 262-363-6318 or via email at: [schliro@masd.k12.wi.us](mailto:schliro@masd.k12.wi.us).

We are looking forward to a wonderful school year.

Sincerely,

Ron Schlicht, Ed.D.  
Principal

## Table of Contents

|                                                                    |    |
|--------------------------------------------------------------------|----|
| Academic Misconduct / Cheating.....                                | 4  |
| Accommodation of Sincerely Held Religious Beliefs.....             | 4  |
| Alcohol and Drug Prevention.....                                   | 4  |
| Arrival.....                                                       | 5  |
| Attendance.....                                                    | 6  |
| Birthday Policy (Treats/invitations).....                          | 8  |
| Bullying / Harassment.....                                         | 8  |
| Busing and Transportation.....                                     | 14 |
| Code of Conduct.....                                               | 16 |
| Communication.....                                                 | 21 |
| Complaints.....                                                    | 22 |
| Custodial Rights.....                                              | 22 |
| Dress Code.....                                                    | 22 |
| Health Room and Illness.....                                       | 24 |
| Homework.....                                                      | 26 |
| Locked Door Policy.....                                            | 26 |
| Lost and Found.....                                                | 26 |
| Lunch Program.....                                                 | 26 |
| Non-Discrimination Policy.....                                     | 27 |
| Nondiscrimination and Access to Equal Educational Opportunity..... | 27 |
| Parents Right to Inspect Instructional Materials.....              | 28 |
| Personal Property.....                                             | 28 |
| Playground Expectations.....                                       | 28 |
| Progress Reports and Report Cards.....                             | 30 |
| Parent Teacher Organization (PTO).....                             | 30 |
| Safety.....                                                        | 30 |
| School Fees.....                                                   | 32 |
| School Hours.....                                                  | 32 |
| Sexual Harassment.....                                             | 32 |
| Smoking/Use of Tobacco/Vaping/Juuling.....                         | 32 |
| Student Records.....                                               | 33 |
| Suicide Prevention.....                                            | 33 |
| Technology.....                                                    | 34 |
| Title IX.....                                                      | 36 |
| Transfers.....                                                     | 36 |
| Visitors/Volunteers.....                                           | 36 |
| Personal Communication Device.....                                 | 36 |
| Weapons Policy.....                                                | 37 |
| Weather.....                                                       | 37 |
| Policies.....                                                      | 38 |

## **Academic Misconduct / Cheating**

Academic honesty and integrity are fundamental to the purpose of education. Students are responsible for the honest completion and representation of their work. Students who violate academic honesty will be at minimum required to redo the assignment generated using their own thoughts and ideas.

## **Accommodation of Sincerely Held Religious Beliefs**

This notice is excerpted from Board Policy 2240 (Controversial Issues in the Classroom):

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

## **Alcohol and Drug Prevention**

The School 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.

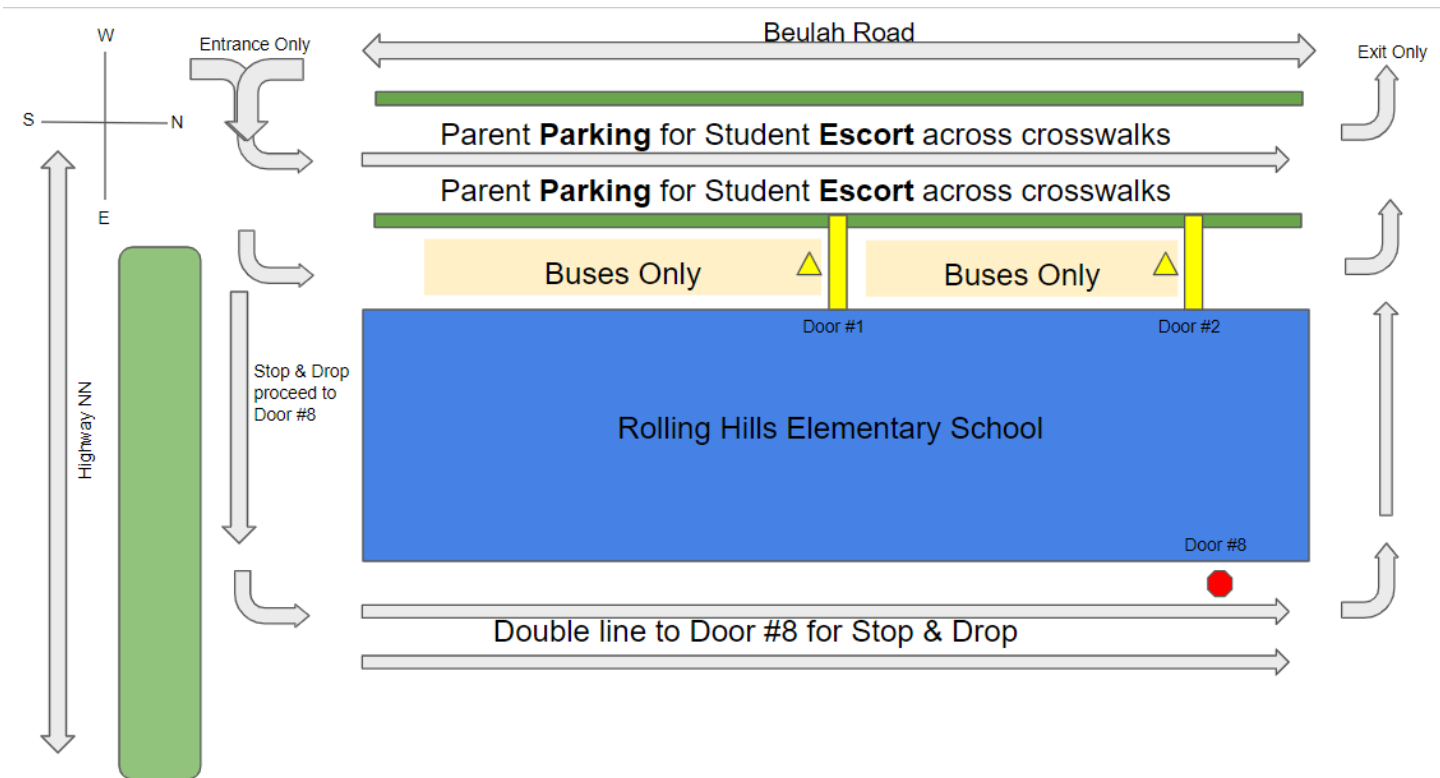
The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event. Approval must be obtained from the School Board prior to any non-District event that has alcohol on District Property.

## Arrival

With approximately 450 students arriving at Rolling Hills each morning, safety is our top priority. Supervision by school staff is not provided prior to 8:20 a.m. No students are to arrive at Rolling Hills prior to 8:20 a.m. unless they are accompanied and supervised by a parent/guardian.

At 8:20 a.m. students will disembark from our buses. Students who are driven to school can enter the school one of two ways at this time – 1) parent escort students to Door #1,#2 or using Stop and Drop at Door #8

Students who walk to school will continue to enter the school at the North East door #8. For safety, students must use the crosswalk located at the north end of the playground.



## Pick-up

Students walking home, getting picked up, or students attending after school care at Kids Connection will be dismissed at 3:33pm M – F and. Bus routes will be dismissed from the classrooms at 3:35pm. Parents who pick-up students prior to the end of the day must sign them out of the office. Students getting picked up after school must be escorted across the parking lot by a parent or guardian from door 1 or 2 only.

## Early Release Dates

There will be 4 days in the school year when all MASD schools will have a 2-hour early release. This allows the district to maintain ongoing professional development throughout the year. The dates are Sept. 26, Jan. 23, Feb 13, and April 17.

## Attendance

**Attendance Line: 262-363-6318 (Then Press 1)**

**Online through Infinite Campus - Absence will be reviewed and automatically updated.**  
**The student's parent or guardian should report absences from school on a daily basis before 9:00 am**

- Report absences by logging into Infinite Campus, either through the Infinite Campus Parent Portal App or from a computer (directions in link)
  - Once logged in, click More, then Absence Requests
  - Select your student(s)
  - Select the reason from the drop down menu
  - Select the absence type
  - Select the date(s)
  - Add Comments
  - Submit

At Rolling Hills we encourage a strong partnership between the home, school, and community. There is a positive relationship between good school attendance and success in school. Regular attendance is essential for successful progress in your child's educational program. A child should be on time and in school every day he/she is physically able to attend. When a student is late or is absent from school, he/she could be missing the introduction and/or development of necessary skills. It is important to remember that a child who misses one day of school could miss up to six hours of instruction! It can be very difficult for a student to make up work, especially if an absence stretches for many days. If student learning and growth are to take place, parents, students, and school personnel must recognize their responsibilities to assure regular attendance. **If a child is not at school, a parent or guardian is required to notify the office before 9:00am.** The office will contact the parents/guardians of absent children when a phone call is not received.

Wisconsin Statutes require school attendance of a child ages six to eighteen years of age unless that child: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program.

The following are considered as excused absences by parents/guardians up to 10 instances:

1. Illness - mental or physical.
2. Family emergency or crisis.
3. Attendance at the funeral of a relative or friend.
4. Appointments with medical specialists. Such appointments are to be made, whenever possible, when school is not in session. When emergencies arise, appointments as early or as late in the school day as possible are recommended.
5. Family trips that can be taken only during the normal school term. The intent of this statement is to provide an opportunity for a student to accompany their parent or guardian on a vacation, which cannot be scheduled when school is not in session. Prior to leaving on vacation, a parent or guardian shall notify the school through a planned absence request.
6. Attendance at special events of educational value as approved by the school administration.
7. Attendance at religious holidays or religious instruction.

\*Further absences beyond 10 may be required in writing and shall state the time period for which it is valid, not to exceed 30 days by a licensed medical practitioner. Note that weather conditions, traffic and oversleeping are not considered excusable reasons for absence or tardiness.

The aggregate total number of times that a student may be excused shall not be more than 10 instances in a school year unless such above 10 are necessary as a religious accommodation as determined by the District.

If the child's truancy pattern becomes habitual and resistant to change, a referral to the appropriate social or juvenile agencies will be initiated.

The Mukwonago Area School District will notify parents when a student is absent five instances, ten instances, and/or is repeatedly truant/tardy during the school year. A parent conference may be scheduled if in the opinion of the school's administration, parent involvement/input is necessary.

Wisconsin statutes define "truancy" as any absence of part or all of one or more days from school during which the school has not been notified of the cause of the absence by the parent/guardian of the absent student.

An "habitual truant" is "a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester." Wis. Stat. §118.16(1)(a).

Students and/or parents who violate Wisconsin Statutes may receive a Municipal truancy citation and/or may be referred to the Waukesha County Social Services and to the court system of Waukesha County. Additionally, students attending the Mukwonago Area School District via the open enrollment program who are habitually truant may have their open enrollment status terminated at semester or at the end of the school year.

### **Absence due to Vacation**

All extended absences shall be in writing via the planned absence request and provided to the school prior to the absence. When planning a vacation in which your child will be absent from school for one or more days, please fill out a “Planned Absence Form” prior to the start of the vacation/event. Forms are available in the school office or on the district website. Forms should be turned in to the office to facilitate attendance reporting and educational program planning. This includes any planned day off of school even if it is not a vacation day.

### **Early Dismissal and Checkout**

All Dismissals and Checkouts are handled through the office. Early dismissal requires a handwritten note prior to excusing a child. Please no emails. In the event of a substitute in the classroom that day, no one will see the email. Notes should include the date, time and reason for the dismissal. Additionally, specify who will pick up the child if it is not a parent. Be prepared to show ID in order for a child to be released to you prior to the end of the school day.

### **Tardy to School**

Students who arrive after the 8:30 a.m. start of school, must report to the office with a parent/guardian to sign in before going to their classroom. If you know your child will be late and he/she will arrive after lunch count is taken, please phone in your child’s lunch choice by 9:00 a.m. Students who check in after 8:30 a.m. without a parent will be automatically marked tardy - unexcused (no parent contact). Excusable reasons for absence are listed above under Attendance.

### **Habitual Truancy and Open-Enrollment Students:**

A non-resident student attending the District under the open enrollment program who is deemed habitually truant during either semester of the school year can be prohibited by the Board from attending in the succeeding semester or school year.

For more information on the District’s student attendance policy, view [Board Policy 5200](#).

### **Birthday Policy (treats/invitations)**

To protect classrooms from interruption of important instructional time, students will not be permitted to pass out extra treats around the school building. If you choose, your child may still bring in a birthday treat to share with his/her class. Treats should be cut or separated before sending them to school to assist teachers in passing them out to students.



Also, distributing invitations for parties is not permitted at school. Parents are encouraged to utilize the school directory each fall to receive family contact information in order to distribute invitations on their own.

We sincerely appreciate your understanding and support!

### **Bullying/Harassment**

The School Board 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 –sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips, athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

It is the policy of the School Board 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.

Furthermore, the School District prohibits its employees and students from any actions or words, which can be construed as sexual harassment. Violations of this policy will not be

tolerated by the District and may result in discipline, up to and including immediate termination of an employee or expulsion of a student.

As such, the Mukwonago Area School District board has adopted three distinct policies prohibiting all forms of bullying, harassment, and hazing:

- [Student Hazing \(Board Policy 5516\)](#)
- [Student Anti-Harassment \(Board Policy 5517\)](#)
- [Bullying \(Board Policy 5517.01\)](#)

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 of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

### **Bullying**

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

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 email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support cell phonedeliberate, 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;
5. hacking into or otherwise gaining access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending email 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**

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 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. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and School 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.

### **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.

For additional definitions relating to harassment, view [Board Policy 5517](#).

### **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 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 Superintendent.
- 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 Superintendent.
- 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 Complaint Coordinator for receiving reports of harassment prohibited by this policy. At least one (1) Complaint Coordinator 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").

Ms. Christine Bowden  
Director of Pupil Services  
Mukwonago Area School District  
385 E. Veterans Way  
Mukwonago, WI 53149  
(262) 363-6300 x24200  
[bowdech@masd.k12.wi.us](mailto:bowdech@masd.k12.wi.us)

Mrs. Rachel Hermann  
District Office Human Resources  
Mukwonago Area School District  
385 E. Veterans Way  
Mukwonago, WI 53149  
(262) 363-6300 x24500  
[hermara@masd.k12.wi.us](mailto:hermara@masd.k12.wi.us)

## **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, 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.

## **Busing & Transportation**

### **Bicycles and Walking:**

Due to a lack of crossing guards, students at Rolling Hills are recommended not to ride bicycles or walk to and from school. The Waukesha County Sheriff's Department has proclaimed all roads leading to Rolling Hills as "hazardous" for bicycles and walking traffic. Please contact the principal for more information.

### **Busing:**

Dousman Transportation

262-363-7176

262-363-5074 (fax)

Our district has contracted with Dousman Transport to provide transportation to/from Rolling Hills. If you want your child picked up and/or dropped off at a location in our enrollment area other than your home address, Dousman Transportation requests you fill out a Special Bus Information Form. This form is available on the Mukwonago District Website under the SERVICES Tab or in the Rolling Hills office.

The Mukwonago Area School District desires a high level of safety for all bus drivers and students going to and from Mukwonago schools each day. Students are expected to use good behavior while boarding, riding, and disembarking. Misbehaving bus riders are subject to discipline according to the following flowchart.



| Mukwonago Area School District Bus Discipline Procedures<br>Kindergarten – Grade 6                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step #1                                                                                                                                                                                                                                                                                                             | Step #2                                                                                                                                                                                                                                                                                                                                                                                                           | Step #3                                                                                                                                                                                                                                                                    | Step #4                                                                                                                                                                                                                                                                                                                                  |
| <b>DRIVER'S STATEMENT ISSUED</b>                                                                                                                                                                                                                                                                                    | <b>CONDUCT REPORT ISSUED</b>                                                                                                                                                                                                                                                                                                                                                                                      | <b>SUSPENSION &amp; CONFERENCE</b>                                                                                                                                                                                                                                         | <b>SUSPENSION &amp; HEARING</b>                                                                                                                                                                                                                                                                                                          |
| Bus driver issues Driver's Statement<br><br>Bus company informs parents of Statement via phone call<br><br>Bus driver can assign a seat and a seatmate as needed<br><br>No more than three Driver's Statements issued before moving to next step                                                                    | Principal receives Conduct Report from bus company<br><br>Principal investigates severity of behavior<br><br>If behavior is less severe in nature, principal meets with student and issues discipline<br><br>If behavior is more severe in nature, principal meets with students & informs parents of outcome. Principal will issue discipline, which can include a progressive suspension up to 1, 2, or 3 days* | Principal receives subsequent Conduct Report<br><br>Principal investigates and arranges for a conference with student, parents, bus company, and MASD Director of Business<br><br>Improvement plan is developed and enforced<br><br>Suspension can be issued up to 5 days* | Principal receives subsequent Conduct Report<br><br>Principal investigates and informs parents of recommendation to MASD Director of Business for hearing to determine a suspension of riding privileges from 5 days up to 30 days *<br><br>Hearing is held with student, parents, bus company, principal, and MASD Director of Business |
| <i>*Considerations for use and length of suspensions include: previous warnings, parent conference discussions, and severity of behavior. Each consideration can be taken alone or in combination.</i><br><br><i>These bus discipline procedures are aligned with MASD Board Policy 8600<br/>Updated 02/25/2019</i> |                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                          |

Children are expected to ride their assigned bus from their assigned stop. It is a bus company courtesy for a child to ride a bus other than the regularly assigned one. A note requesting a change will be approved or denied based on the number of students assigned to the route, so please have a backup plan if your child comes to school with a note to go on another bus and the note is denied. The note will be signed by the principal/office designee, a copy will be maintained and the slip must be presented to the driver when boarding. No groups will be permitted to switch routes. Familiarize your child with the Transportation Policies and Rules and progressive discipline if not followed. **Children are under parent supervision and responsibility at the bus stop.**

Always make sure your child knows your emergency plan if they arrive home and you are not there. This emergency plan should be planned for and discussed ahead of time.

### Parent Pick-up Procedures:

Students walking home, getting picked up, or students attending after school care at Kids Connection will be dismissed at 3:33pm and bus routes will be dismissed from the classrooms at 3:35pm M-F. Parents who pick-up students prior to the end of the day must sign them out of the office.



## Code of Conduct

### Statement of Principle

Mukwonago Area School District is committed to create, foster, and maintain a positive, orderly, and safe class environment, conducive to teaching and the learning process. Every member of the school community is expected to cooperate in this central mission. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

Mukwonago Schools should be as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily or, in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short-term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion. In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant long term removal from the class ("long-term removal"). Long term removal may, but need not always be for disciplinary purposes.

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct. In addition, long-term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed.

**Primary responsibility for discipline and student conduct is placed with the classroom teacher. Each teacher is expected to avail him/herself of every opportunity to emphasize**

**student responsibility for respecting constituted authority and the rights of others. Because we believe the most effective discipline takes place in the classroom at the time the incident occurs, options such as detention, revocation of student privileges, parental contact, or other appropriate measures are available to teachers.**

Your child's total education is based on a working partnership between school and home. It is our responsibility to provide a stable and pleasant learning atmosphere for your child in the school setting. Our school staff members have developed a School Wide Discipline Plan. We have set up specific rules for playground, hallways, cafeteria and bus loading. Each teacher develops a classroom set of rules. If you are notified that your child has misbehaved, **we expect that you will support us** at home and provide a meaningful consequence for your child. It is important that your children know that both the home and school are working together to influence their behavior.

### **Behavior Plan (Guidelines for Success)**

#### ***Follow the Raptor Way:***

##### **Respectful**

We treat others how we want to be treated. We include everyone. We listen while others are speaking and we stand up for what is right. We make good choices even when no one is looking. We take care of our classmates, our school, and our environment

##### **Responsible**

We are neat and tidy. We pick up after ourselves. We follow through on our expectations. We look for opportunities to make a positive contribution and we always do our best.

##### **Safe**

Rolling Hills Elementary School is a safe and supportive place to be. We walk quietly between classrooms, we keep our hands and feet to ourselves, we use inside voices and we always do our best effort. We stop and think about our choices and we act positively.

##### **Possible Consequences:**

Verbal reminder, think Sheet and/or call to parent, classroom consequence lunch/recess detention, before school detentions will be held on Fridays before school from 7:55 to 8:25 a.m. in the main office or suspension.

**Actions considered severe that may result in suspension include intentionally hurting another person, students exhibiting extremely outlandish behavior that threatens safety or learning, overtly refusing to do what is directed and intentionally destroying/damaging property. In these situations, the student is immediately sent to the Principal**

## **Tier 2 Intervention Process**

**PST (Pupil Service Team)**- This is a review process involving a team of staff members dedicated to reviewing student academic/behavior growth. The purpose of this team is to review current interventions and to prescribe additional interventions to help the student grow academically or behaviorally.

**CICO (Check-in/out)** - A student is paired with an adult staff member to check-in periodically throughout the school day to discuss predetermined goals. CICO prevents and reduces the severity of behavioral errors. Builds on school-wide expectations with a focus on students demonstrating appropriate behavior. This process increases student connection to adults in the building and Increases opportunities for positive interactions and feedback throughout the day.

### **Grounds for Temporary Removal from Class**

A student may be removed from class for conduct or behavior which;

1. Violates the District's policies regarding suspension or expulsion
2. Violates the behavioral rules and expectations set forth in the School Handbook
3. Is disruptive, dangerous or unruly
4. Interferes with the ability of the teacher to teach effectively
5. Is incompatible with effective teaching and learning in the class.

Removal is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed, when their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, which would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class. State and federal statutes shall govern the discipline of students with disabilities.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. There may be circumstances when it is inappropriate for the student to remain in the office and the building administrator may, exercising his or her discretion, overrule the teacher's decision to remove the student, and return the student to class.

### **Behavior that is Disruptive, Dangerous or Unruly**

For the purpose of this Code the following behaviors may be determined to be disruptive, dangerous or unruly so as to warrant temporary removal from class. Examples for temporary

removal include, but are not limited to, the following

1. Inappropriate physical contact intended or likely to hurt, such as hitting, biting, pinching or grabbing
2. Inappropriate verbal or written conduct intended or likely to upset others, such as threatening, taunting, intimidating, baiting, or encouraging a fight
3. Behavior that may constitute sexual or other harassment/threats
4. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly during quiet (study) time or when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor)
5. Throwing any object likely to cause harm or damage
6. Inciting other students to act inappropriately or to disobey the teacher, school or class rules
7. Destroying or damaging the property of the school or another student
8. Loud, obnoxious or outrageous behavior.
9. Behavior which is inconsistent with an effective classroom environment and the ability of others to learn

Students are required to cooperate with the teacher by listening attentively, obeying instructions promptly, and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. Examples for removal include, but are not limited to, the following:

1. Open defiance or disrespect of the teacher, manifest in words, defiance of authority, gestures or other behavior.
2. Other behavior likely or intended to sabotage or undermine the instruction.
3. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.

**Teacher discretion must be used to determine the need for temporary removal from class.**

In some cases, a teacher may believe that a student should be removed temporarily from the class for the good of the student and in the best interest of the class as a whole.

### **Procedures for Temporary Removal from Class**

A teacher should generally warn a student that continued misbehavior might lead to temporary removal from class. The teacher will document interventions that have been implemented to change student behavior before removing the student from class. When the teacher determines that removal is appropriate the teacher will inform the student of the reason for removal and send the student to the office.

A written explanation of the reason for removal should be given to the administrator or designee within 24 hours of the student's removal from class. The building administrator or designee will keep written records. The teacher will inform the parent by telephone of the temporary removal preferably before the start of the next school day.

### **Student Placement During Temporary Removal**

The student who is removed must go, or be taken, to the main office. Until dismissed, the student shall stay in the office. At the discretion of the building administrator or designee, the student may be sent to another supervised setting. In most cases, a student will remain in the short-term removal area for at least the duration of the class or activity from which she or he was removed. Prior to a resumption of a normal schedule, the building administrator or designee shall speak to the student to determine whether the student is able to return to class. In the event it is not deemed appropriate to return, the parent/guardian may be contacted to pick the child up from school.

### **Long Term Removal of a Student from Class**

Unlike short-term removal, the ultimate decision regarding long-term removal rests with the building administrator. Long-term removal is an extremely serious step. It should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building administrator or designee and parents. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident.

The building administrator may take one of the following steps:

1. Place the student in an alternative education program defined by law
2. Place the student in another class in the school, or in another appropriate place in the school
3. Place the student in another instructional setting
4. Return the student to the original class

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such programs need not be in the precise academic subject of the student's former class.

Students/parents have the right to a full and impartial review of disciplinary action taken against them for a long-term class removal. The first step is between the student/parent and respective administrator. The next steps proceed through the administrator, superintendent or designee. The appeal must be initiated within five (5) days of the parent notification of the occurrence.

## **Behavior that Violates District Policies on Suspension and Expulsion**

It should be noted that building administrators make decisions regarding suspension. Recommendations for expulsion are made by the building administrator through the district administration. Thus, a teacher's decision to remove a student from class for behavior that violates district policies regarding suspension and expulsion may mean the student will also be suspended or expelled.

## **Grounds for Student Expulsion**

The grounds for student expulsion are as follows:

1. Repeated refusal or neglect to obey school rules
2. Conduct which endangers property, health or safety of others, engaged in while at school while under the supervision of school authority.
3. Conduct engaged in while NOT at school or NOT under the supervision of school authority, which endangers property, healthy, safety of others at school or under the supervision of school authorities
4. Conduct endangering property, health or safety of any employee or school board member of the school district in which the student is enrolled.
5. The student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property.

\*See School Board Policy po5500 – Classroom Code of Conduct

\*See School Board Policy po5600 – Student Discipline

\*See School Board Policy po5605 – Suspension/Expulsion of Students with Disabilities

\*See School Board Policy po5610 – Suspension and Expulsion

\*See School Board Policy po5610.02 – Detention and In-school Suspension

## **Communication**

Rolling Hills Elementary strives to keep students, parents, staff, and community members informed via various forms of communication. If you have a question regarding a school issue or function, these sources may be the first steps in assisting you.

- Rolling Hills Elementary website – [RHES Website Link](#)
- Friday Folders – A weekly folder containing important information
- Monthly Newsletter – Sent via email near the first day of the month
- Individual classroom newsletters
- Texts and emails via school and district shoutpoints
- Infinite Campus parent portal for grades and attendance



## **Complaints**

The proper channeling of complaints involving instruction, discipline, or learning materials is as follows: teacher, principal, superintendent, and school board. When a parent has a complaint concerning district personnel the individual is to first attempt to resolve the matter informally with the staff member. The resident may request that the principal sit in on this level. A written complaint is to be forwarded to the school principal.

## **Custodial Rights**

Parents must notify the school annually of any legal restrictions involving a child's custody if they pertain to the child's school day or arrival and dismissal from the building. This information is necessary for your child's protection. A copy of the court order must be on file at the school.

## **Dress Code**

Dress for success. Personal pride and school pride should be major factors in determining proper dress. The administration and faculty of the Mukwonago Area School District feel that students should take pride in their dress and appearance. Dress with self- respect and decency in mind. Dress and grooming are two (2) factors considered by employers in the hiring and retention of personnel. Grooming is often closely associated with one's productive performance and positive behavior.

Appropriate dress is the responsibility of the student with his/her parents or guardians. Clothing should reflect concern for the health and the safety of individuals in the buildings. It should also reflect respect for other individuals and school property or should not create a disruption. Not all clothing is suitable for the learning environment. These guidelines will help you determine what is appropriate to wear to school. In all instances, if the wearing of specific clothing causes a disruption or interference with the educational process, the clothing will not be allowed.

### **The Standard:**

- A. Students must wear clothing, jewelry, and shoes that do not interfere with the health or safety of the student or others and do not cause damage to the buildings.
- B. Footwear must be worn at all times when in the school building or on the school grounds.
- C. Students shall have additional rules for dress for special classes (tech education, physical education, labs, etc.) to comply with safety codes for dress, safety equipment, and hair.

### **Students must not:**

- 1. Wear clothing that:
  - a. Displays expressions that are obscene, profane, or pornographic;
  - b. Represents illegal behavior;

- c. Demeans on the basis of sex, race, color national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability;
- d. Advocates pain, death, or violence;
- e. Advocates use of drugs, tobacco, or alcohol.
- f. Wear or carry coats or jackets during the school day.
- g. Wear hats, hoods or other headwear (example: bandanas) during the school day. The principal of any school may allow exceptions to this policy for medical or religious reasons or in celebration of a specific pep rally, spirit day, or hat day.
- h. Wear sunglasses in the building during the regular school hours, unless the use of sunglasses indoors has been prescribed by a medical practitioner.
- i. The principal of any school may allow exceptions to this policy in celebration of a specific theme day.
- j. Sheer or see through clothing that reveals undergarments is unacceptable.

In addition, students must wear clothing that adheres to the following guidelines:

- 1. Students must wear shirts or blouses that cover the midriff when standing straight or sitting. A rule of thumb is that if the top cannot be tucked in it is not acceptable to wear to school.
- 2. Clothing must have shoulder straps on both shoulders, as well as cover sides, chest, and back. Shirts or blouses with a low cut neckline and/or are too revealing, should not be worn to school.
- 3. Pants and skirts must be worn in a fashion in which undergarments and buttocks are not visible whether a student is standing, sitting, or bending.
- 4. Shorts/skirts/dresses may pose a violation if they do not provide enough coverage. Such as: Skirts and shorts that are worn below the waist line, or dresses, skirts or shorts so short that the buttocks show.

### **Procedure for Correction:**

Students dressed in a manner which violates or is not consistent with this policy shall be sent to the principal's office and shall be required to remove or change the particular articles of clothing in question. This may necessitate being sent home for appropriate clothing. In the event of a disagreement as to the appropriateness of the clothing in question:

- A. The student will remove or change the challenged apparel or comply with the direction of the principal;
- B. If the student disagrees with the enforcement of the policy. The parent/guardian is advised to contact the school administration for review and/or explanation;
- C. The principal shall establish a committee of two (2) parents, two (2) staff members and two (2) students who have no direct or indirect interest in the outcome of the appeal to review the case. Parents of the students whose dress is being reviewed will be notified.



- D. The committee shall determine whether or not the questioned appeal is in violation of standards in this policy;
- E. The committee's decision is subject to appeal per established school procedure; and
- F. For the purpose of consistency, the same committee members should act on issues relative to this policy for one (1) school year.

## **Health Room and Illness**

### **HEALTH ROOM PROCEDURES:**

If a student becomes ill or is injured at school, the school health assistant will provide care. The parents will be informed on the condition of their child in cases that are serious enough to warrant communication. If the parent is unable to be reached, the emergency contacts provided by the parent will be called. Local emergency contacts are suggested to minimize the time the child must wait to be picked up.

It is the responsibility of the parent to keep the school updated on changes in your child's medical needs.

### **HEALTH ROOM GUIDELINES FOR RETURN TO SCHOOL AFTER ILLNESS:**

**BEST PRACTICE:** Please keep your child home until he or she is symptom-free from fever, bacterial infection, vomiting, diarrhea, or rash for at least 24 hours. Please do so to help prevent the spread of illness and infection of other students.

- Students presenting with a temperature of 100.4 or greater should not attend school.
- Students should be fever free for a minimum of 24 hours without the aid of fever reducing medications before returning to school.
- Students that visit their physician's office or clinic for diagnosis and treatment and are started on antibiotics for bacterial infection (strep throat, pink eye, etc.) should be home from school until 24 hours after antibiotic treatment was initiated.
- Students presenting with vomiting and/or diarrhea (three or more loose stools in 24 hours) should be home from school and be free of vomiting and/or diarrhea for a minimum of 24 hours before returning to school.

Students sent to school with any of the above symptoms may be detained in the health room until parent / guardian can pick them up from school as they are not permitted to return to the classroom. The only exception to these guidelines is if written confirmation from a physician or clinic that the student is safe to return to school is obtained, and / or direct communication of the physician or clinic with the District Nurse.

### **School Medication Policy**

"School personnel" who are not licensed as nurses or physicians may only dispense

medication per School Board Policies. These policies are available on-line at the district website at [www.masd.k12.wi.us](http://www.masd.k12.wi.us)

### **Administration of Medications:**

No medication shall be administered without specific, written request of parents **along with a prescription medication form signed by a physician or a non-prescription medication form signed by parent**. Any parent requesting school personnel to administer any medication(s) shall supply such medication(s) in its **original unopened container**, clearly labeled, indicating the name of the student, the name of the physician and any other pertinent information necessary in a particular case, including the name of the pharmacy when appropriate.

### **Prescription Medication - Authorized by Physician:**

No medication shall be administered without prior authorization from a physician. This contact may be by letter/fax, completion of Authorization of Prescription Medication form, and must be on file with the person assigned to dispense or administer the medication. The physician must express a willingness to accept direct communication from the person dispensing or administering the medication. The physician must state in writing the specific conditions under which he or she should be contacted regarding the condition or reactions of the student receiving the medication.

### **Over the Counter Medication:**

School personnel may administer non-prescription medication which may lawfully be sold over the counter only if the medication is in its original unopened container along with a signed Non-Prescription Medication School form. The medication must be in its original container clearly marked with doses. Under no circumstances will school personnel provide aspirin or other non-prescribed medicine to students without meeting the criteria in the School Board Policy found on-line on the district website. Diagnosis and treatment of illness and prescribing of drugs are not school responsibilities and should not be undertaken by school personnel.

### **Medication Records:**

An up-to-date roster of students receiving medication in school shall be maintained in the student's school health office. Such lists shall be periodically reviewed by the School Nurse.

## **Homework**

These guidelines are recommended for the total daily homework assigned but are not absolute. K-2 average of 15-30 minutes per school day, 3-4 average of 20-40 minutes per school day, 5-6 average of 30-60 minutes per school day

If your child will be absent for a day of illness, please wait in requesting homework from the teacher until two or more subsequent days of absence. Requests for homework can be made

by calling the absence line (363-6318 choice 1), prior to 9:00am to allow time for work to be collected.

### **Locked Door Policy**

Much attention has been focused on safety in public school buildings. The following guidelines are followed at RHES to maintain a safe learning and work environment for students and staff.

1. All exterior doors are locked during school hours.
2. Visitors must be buzzed in through the main front entrance door #1.
3. All Visitors/Volunteers are required to sign in at the office on each visit in order to proceed into the school. (A valid government issued picture ID is required)
4. Students leaving school early are released from the office to an approved pick-up person and not allowed to exit on their own.
5. 2-way radios are located throughout the school for staff to use in case of emergency.

### **Lost and Found**

Clothing and/or other items found on the school grounds will be brought to the office. Any item that is marked with a child's name will be returned to the child.

Each year we have unclaimed items due to inadequate labeling. If your child loses an item, encourage him/her to check the lost and found or check with their teacher. Small or valuable items can be found in the office. At the end of the school year, unclaimed articles are donated.

### **Lunch Program**

Students have the opportunity to bring lunch from home or to purchase a hot lunch through the district hot lunch program. Additionally, students bringing a cold lunch can purchase a daily milk. A monthly menu is made available via the central kitchen. Cash or check made payable to: Mukwonago Area Schools (MASD), should be sent to school in a marked and sealed envelope. The front of the envelope should include your child's first and last name, teacher, grade, amount of money enclosed. Automated phone calls for accounts indicating a low or negative balance will be made. Credit Card payments, student meal selections and lunch balances can be made through the Infinite Campus parent portal.

MASD participates in the Federal Free and Reduced Lunch Program. Please call the Food Service at 262.363.6200 x25601 or email Pam Harris at [harripa@masd.k12.wi.us](mailto:harripa@masd.k12.wi.us) for an application. Applications can also be found on our website at <https://www.masd.k12.wi.us/families/masd-forms.cfm>.

## **Non-Discrimination and Access to Equal Educational Opportunity**

The Mukwonago Area School District prohibits all forms of unlawful discrimination against students and other persons in all aspects of the District's programs and operations. Accordingly, consistent with section 118.13 of the state statutes, no person shall unlawfully be denied admission to any public school in this District, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. The District likewise requires and enforces nondiscrimination in a manner consistent with the rights and obligations established under all applicable federal civil rights laws, including the current provisions of Titles IV and VI of the Civil Rights Act of 1964 (race, color, religion, sex, or national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act (disability), the Americans with Disabilities Act (including Title II of the ADA, which prohibits discrimination on the basis of disability in state and local government services), and the civil rights provisions associated with the District's participation in federal meal programs.

In addition, arrangements can be made to ensure that the lack of English language skill is not a barrier to admission or participation. The District will make reasonable accommodation of a student's sincerely-held religious beliefs with regard to examinations or other academic requirements.

Furthermore, all District career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained on the District's website or by contacting any District school. Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel. The District shall provide legally-required accommodations and appropriate educational services or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability.

Any questions concerning this notice, the District's nondiscrimination and equal educational opportunities policies, policy compliance, or the District's complaint procedures should be referred to Christine Bowden, Director of Pupil Services, Mukwonago Area School District, 385 East Veterans Way, Mukwonago, WI 53149 or (262) 363-6300.

## **Parents Right to Inspect Instructional Materials:**

Per [Board Policy 5780](#), parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional material means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

### **Personal Property**

Students may only bring personal items to school which are not hazardous, dangerous or disruptive. Property of this nature will be confiscated and arrangements will be made for its return. Students are responsible for the safety and security of their own personal property. It is not wise to bring valuable or cherished items to school as the district is not responsible for items that are damaged, lost or stolen.

### **Playground Expectations**

Recess is an opportunity for students to play and work on skills during unstructured time. There are no winners and losers at recess. Recess is used to get better at running, jumping, kicking, throwing, problem solving, working as a team, building relationships, and encouraging participation. Competition (keeping score) is reserved for out of school teams and events. We ask that students not bring equipment or toys from home. Students who bring equipment or toys from home risk loss or damage to their personal property.

### **The Raptor Way to settle disagreements:**

- Rock, Paper, Scissors
- Thumbs up, Thumbs down

### **General Rules**

- LISTEN TO AND RESPECT THE PLAYGROUND SUPERVISORS.
- Always get permission to enter the building from the playground supervisor.
- Line up quickly and quietly when your tone sounds.
- Students must play away from the yellow line, away from doors/windows.
- Only kick balls on the grass during recess time.
- Keep rocks and wood chips on the ground.
- Only shoes without spikes on rubber matting.

## Play Structure

- Run or play tag on the grass.
- Jumping off of the play structure is dangerous. If you climb up, you must climb down.
- Keep the top of your head below the top of the structure. Hang upright.

## Swings

- Exit the swings safely. Wait for them to come to a complete stop before getting off the seat.
- Swing straight forward and back.
- Wait for a swing at a safe distance.
- Count to 100 and end your turn (each time swing goes back, then forth = 1).

## Field Sports

- Play away from boundary fences and driveway.
- Wait behind a backstop when up to bat while playing t-ball.
- Wait your turn to bat.
- Flag football only.
- Notify playground supervisors if a ball has gone outside the fenced area.

**Winter Conditions** (Boots and snow pants are required for walking or playing off the plowed areas)

- Keep snow/ice chunks on the ground.
- Stay off of ice patches.

## Indoor Recess

Indoor recess will occur when the temperature, by itself or with wind chill reaches the negatives (-1 or below). In other words, if there is a negative in front of the temperature, recess will be indoors.

## Progress Reports – Report Cards

To complement a standards-based learning philosophy and provide more meaningful, ongoing communication with parents, the Mukwonago Area School District has a trimester reporting system. As a result, all parents will receive six communications about their children's progress (3 report cards and 3 progress reports) throughout the school year. Formal conferences are held in the fall and spring of each year. An important function of Rolling Hills Staff is to help explain our instructional program to parents. If you have any questions

pertaining to your child's instructional program, please contact your child's teacher.

### **Parent Teacher Organization (PTO)**

Rolling Hills is fortunate to have an extremely hard-working PTO which provides endless support for our students through leadership, volunteer, and fund-raising efforts. Please reference the PTO website to learn more about the PTO and how you can participate.

### **Safety**

Rolling Hills is dedicated to maintaining a strong partnership with parents in our effort to provide the very best education for students. In order to maintain a safe environment for our children to study and learn, it is necessary to ensure that the building is as secure as possible at all times of the day, including student arrival and dismissal. At Rolling Hills we have established security measures to ensure the wellbeing of students and staff. These include: a Raptor visitor check-in system, surveillance cameras, secured door access, and additional recess supervisors. In addition, building access is limited during school hours to further reduce the possibility of unwanted guests entering the building. Working with the district office and school safety consultants, the following practices are put in place and followed for the safety of all.

- Parents/visitors will not have full access to the school including escorting students to class in the morning.
- Parents/visitors may only access the school through door #1. Those attempting to enter elsewhere will be directed to the main entrance.
- All volunteers must complete a background check through the online volunteer application program at least 2 weeks prior to volunteering in a classroom or chaperoning a field trip. The online application is available on the Mukwonago Area School District website.
- Visitors will not have access to the playground during recess hours.
- All guests must check-in at the main office and bring a valid government issued picture ID (State issued driver's license, State ID, military ID, passport) in order to sign in.

The safety of Rolling Hills' students is our foremost concern. While these criteria may appear significant, the protocols above were designed with school safety professionals, and will only be effective at keeping students safe if they are implemented with fidelity.

### **Search and Seizure**

Lockers/Coat – Backpack Storage Area –are the property of Mukwonago Area Schools. At no time does the school district relinquish its exclusive control of these storage areas provided for the convenience of students. Periodic general inspection of these storage areas may be conducted by school authorities for any reason at any time, without notice, without student



consent and without a search warrant. Search and Seizure policies are available for review in school offices.

### **Raptor Visitor Management System**

Mukwonago Area School District utilizes the Raptor System in all school buildings as a tool to ensure student and staff safety. The Raptor system performs an immediate background check by scanning the National Sex Offender Registry as well as the state data base for unsafe visitors.

**All visitors and volunteers to any school within Mukwonago Area School District must present a valid Government issued picture ID to be processed by the district Raptor system. Those visiting the schools without proper identification will be denied building access.**

All volunteers are required to complete an online application form. Volunteers will be required to provide a social security number and birth date for the criminal background check. Once approved, volunteers can volunteer in any building within the district. The online application can be found on the Mukwonago Area School District website at [www.masd.k12.wi.us](http://www.masd.k12.wi.us) under Families / Volunteering / Volunteer Online Application.

This background check must be done prior to volunteering at the school. If you think you will be volunteering at some point during your child's school year, please fill out the form. We encourage all parents to become volunteers.

## **School Fees**

Mukwonago Area School District makes every effort to keep our school fees to a minimal cost. However, these fees may change from year to year. Please check the information sent home at the beginning of the school year for exact fees charged for the current school year or check the Infinite Campus Parent Portal where you can see the school fees due with the option to pay on-line if you wish.

## **School Hours**

### **School Hours for Students**

8:30am - 3:35 pm Grades K-6 (Monday, Tuesday, Thursday, Friday)

### **Lunch & Lunch Recess**

25 minutes to eat

30 minute recess

### **Recesses**

Grades K-4 have 60 minutes of recess on most days  
Grades 5-6 have 30 minutes of recess on most days

### **Sexual Harassment**

The School District prohibits its employees and students from any actions or words, which can be construed as sexual harassment. Violations of this policy will not be tolerated by the District and may result in discipline, up to and including immediate termination of an employee or expulsion of a student.

### **Smoking/Use of Tobacco/Vaping/Juuling**

Smoking, vaping, juuling, and the use of all tobacco products by students, staff, and the general public is prohibited in all district buildings, on school property, in school buses and at all school sponsored events. Smoking shall be strongly discouraged through an education program. ("Smoking means carrying a lighted cigarette, pipe or any other lighted smoking equipment." Section 101.123(h) WI. Statutes)

### **Student Records**

In order to provide appropriate educational services and programming, the District must collect, retain, and use information about students. Simultaneously, the District recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "directory data" information may include, but is not limited to: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; degrees and or awards received; and name of school most recently previously attended.

Furthermore, the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include the right to inspect and review a student's education records within 45 days of the day the School receives the request, the right to request the amendment of student's education records that the parent or eligible student believes are inaccurate, the right to consent to disclosures of personally identifiable information

contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, and the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. Parents and eligible students who need assistance or wish to file a complaint under the Family Educational Rights and Privacy Act FERPA may do so in writing to the Family Policy Compliance Office, US Department of Education, 400 Maryland Ave SW, Washington, DC 20202-5920.

More information can be found in the [District's Annual Notices](#) under [Notification of Rights under FERPA for Elementary and Secondary Schools](#).

### **Suicide Prevention**

The Board of Education recognizes that depression, anxiety, and other mental health conditions are severe problems among children and adolescents. A student who lives with a mental illness may not be able to benefit fully from the educational program of the schools, and a student who has engaged in or attempted self-harm poses a danger both to himself/herself and to other students.

All school personnel should be alert and report to an administrator or school psychologist, school counselor, or school nurse regarding any student who exhibits symptoms or warning signs of depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

[https://drive.google.com/file/d/19YAWtC8-LoZ6i\\_piv3vsHyBay9\\_elvE/view](https://drive.google.com/file/d/19YAWtC8-LoZ6i_piv3vsHyBay9_elvE/view)

### **Technology**

The Mukwonago Area School District provides students' access to technology resources, the district network, and the Internet as a means to further the educational goals and objectives of the district. It is expected that students will abide by the policies established by MASD which include generally accepted rules of network etiquette.

Student likenesses may be posted on district, school or teacher websites for educational purposes unless parents or guardians deny permission to do so. In grades Pre-K through 8, a student's first name and the first initial of the student's last name may be listed with the student's likeness. Student work and student voice may be posted on district, school or teacher websites. A student's first name and the first initial of his/her last name may be associated with the work or voice.

### **Acceptable use of Technology**

#### **Responsible Users:**

- May use the network and the Internet to research assigned classroom projects
- May use the network and the Internet to send responsible Email to other users.

- Will use appropriate language and follow the rules of common sense and network etiquette.
- Will respect and uphold copyright laws and all other applicable laws or regulations.
- Will respect the rights and privacy of others by not accessing private files.
- Will follow all rules where computers are in use.
- Will follow the directions of adults in charge where computers are in use.
- Will notify the adult in charge of any inappropriate material received.
- Will use all technology equipment such as scanners, digital cameras, video cameras, etc. appropriately.

### **Unacceptable Use of Technology:**

Unacceptable use of technology resources, the district network, and the Internet will result in disciplinary actions. The user will be held responsible for her/his actions. Administration reserves the right to assign consequences and immediately terminate access.

#### **LEVEL I: Inappropriate Language & Search Topics**

- As defined by the Acceptable use Policy
- Inappropriate language in Internet searches, Email, or documents.
- Accessing or attempting to access inappropriate material or websites
- Using or attempting to install or use unapproved software

Possible Consequences: Written Warning

Referral to Administration Loss of Internet and/or network access for a period of time

#### **LEVEL II: Circumventing Security Measures**

- By passing or attempting to bypass content filters and monitoring software
- Using someone else's credentials to access system resources

Possible Consequences: Immediate Termination of Privileges

Referral to Administration Loss of Internet and/or network access for a period of time

#### **LEVEL III: Damaging System Resource**

- Hacking or security related events
- Damaging system files/folders or resources or Physical vandalism to technology equipment

Possible Consequences: Immediate Termination of Privileges Suspension / Expulsion,

Referral to Administration, Restitution, Referral to Law Enforcement, Loss of Internet and/or network privileges, Administrative Hearing, and/or Denied access for a period of time.

### **Personal Communication Device**

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

School Board Policy, po5136, specifies guidelines for use of a personal communication device. In order to avoid disruption of the educational environment and protect students' right of privacy, student use of PCDs is prohibited on school grounds during school hours. All PCDs will be powered off during the school day and stored in a vehicle, backpack, pocket, purse or other location that keeps the PCD where it will not be seen in the school environment. The use of a PCD to engage in non-education-related communications is expressly prohibited. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

### **Title IX**

The Board of the Mukwonago Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Rachel Hermann  
Director of Human Resources  
(262) 363-6300 x24500  
385 E. Veterans Way, Mukwonago, WI 53149  
hermara@masd.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s) and/or the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/wi/masd/Board.nsf/Public>. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

Any person may report sex discrimination or sexual harassment to the Title IX Coordinator(s) in person or via email via the [Title IX Complaint Form](#) or via telephone.

The training materials used to train our Title XI Coordinator(s) can be found [here](#).

### **Transfers**

If you plan to move, please notify the office and teacher to allow time for a smooth transition to the new school. Student records will be mailed to the new school when a Request for Records is received in our office from the new school.

### **Volunteers - Confidentiality policy**

We appreciate your time to help our children. To protect the interests of everyone involved, we need to inform you of the following expectations:

1. The children's work, papers, records, scores, achievement and/or behavior intervention may become known to you through the course of your work, but they are private and confidential. This is mandated under Federal law.
2. Do not discuss the children and their work, or share your views regarding their progress with anyone outside the classroom (i.e. other teachers or staff members) or school (i.e. family, friends, neighbors, etc....) Talk to the teacher about any observations or concerns you may have.
3. Please keep your opinions and observations to yourself. If someone asks you about the class or how someone is doing, an appropriate response would be to say, "That's confidential," or "That's private information." Again, if you have concerns, please speak with the teacher.

This policy is in place for your protection, as well as for everyone in the classroom. You would want and expect this same confidentiality for your own child. It is a matter of school policy that these guidelines be strictly followed.

Each volunteer must complete the Volunteer Application and sign the confidentiality agreement prior to working with students / assisting with school functions. The online application can be found on the Mukwonago Area School District website at [www.masd.k12.wi.us](http://www.masd.k12.wi.us) under Families / Volunteering / Volunteer Online Application.

### **Weapons Policy**

No unauthorized person shall possess a weapon or look-alike weapon on school property, school buses, or at any school related event.

### **Weather**

#### **Indoor Recess**

Indoor recess will occur when the temperature, by itself or with wind chill reaches the negatives (-1 or below). In other words, if there is a negative in front of the temperature, recess will be indoors.

## **School Closings**

WTMJ (620 AM) is the official radio station to listen to for school closings. In addition to the radio, the Mukwonago Area School District will send out Shout Point phone calls and/or emails to all families with phone numbers and emails in our database. It is crucial that you keep us informed of any changes in email, phone numbers, addresses or emergency contacts so the school always has current information on file.

Should school be closed during the school day due to weather or emergency situations, your child will be returning home on the bus as usual.

## **MASD Policies**

Policies for the Mukwonago Area School District can be accessed at the district website. Rolling Hills Elementary School complies with all of the Mukwonago Area School District policies whether mentioned, or not, within the handbook.

[MASD School Board Policies Link](#)