



Whitehall School District

Whitehall Memorial Elementary

Student & Parent Handbook

2023 - 2024

Please make sure to view the student handbook online by visiting www.whitehallsd.k12.wi.us!

[Traducción Española](#)

Dear Parents and Students,

Welcome to the 2023 - 2024 school year! We are excited that you and your child are part of our new school year here at the elementary level. Our philosophy is that parents and educators who work closely together help children fully develop their academic, social and emotional potential.

This family handbook has been prepared especially for students and parents of elementary students in order to provide basic information and operating procedures. Please keep this handbook in a convenient place to use as a handy reference. Newsletters and other communications will be sent home periodically to keep you informed about what is occurring in our elementary school.

We invite and encourage you to contact us if you have questions, comments or concerns. The telephone number at Whitehall Memorial Elementary is 715-538-4364. Our mailing address is 19121 Hobson St., Whitehall, WI 54773. The District website is www.whitehallsd.k12.wi.us. All staff email is accessible through our web site.

We look forward to an exciting 2023 - 2024 school year!

Respectfully,

Damon Lisowski

Elementary Principal

Kayla Rudy

Elementary Dean of Students

ATTENDANCE & TRUANCY [Policy 430 Attendance](#)

Regular daily attendance is important for student success. Wisconsin law requires that students attend school during the “full periods and hours” that school is in session. All students are required to attend school until they graduate, or until they reach the age of 18.

The Whitehall School District staff appreciates parents who ensure their children have as few absences as possible. The encouragement you give your children on a daily basis will let them know that school is their most important job right now. This is an excellent example of parent involvement and support.

The principal or designee serves as the school attendance officer for each school in the District. The school attendance officer shall deal with all matters relating to school attendance and truancy.

The school attendance officer or designee will be allowed to excuse absences for the following reasons:

1. Evidence that the student has been ill. If it is determined that illness is being used to circumvent attendance at school, the district may request the parent/guardian to obtain a written statement from a doctor or licensed practitioner as proof of illness.
2. An emergency in the immediate family or other crisis, which requires the absence of the student because of family responsibilities.
3. Special circumstances

All other student absences from school will be recorded as truanancies.

Truancy is defined as being absent part or all of one or more days of school during which the school has not been notified of the reason for the absence. Habitual truant means a student who is absent from school without an acceptable excuse for all or part of five or more days on which school is held during a semester.

If it is determined that a student is habitually truant, parents will be notified by the principal and a meeting will be arranged.

The parent or guardian of absent students is asked to notify the school by phone (**715-538-4364**) or by email (attendance@whitehallsd.k12.wi.us) of any student absences.

Failure to make such contact shall result in notification of the absence by the school.

ALCOHOL, DRUGS, & TOBACCO

[Policy 443.3 Tobacco and E-Cigarette Use by Students](#)

[Policy 443.4 Student Alcohol and Other Drug Use](#)

The use, possession, or sale of alcohol, drugs and tobacco products will not be tolerated in any of the Whitehall Memorial Schools. Students violating this rule will be referred to the proper authorities for legal prosecution. Referrals will also be made to school authorities and/or the Board of Education for suspension and/or expulsion purposes.

BUS REGULATIONS & TRANSPORTATION

Policy 443.2 Student Conduct on Buses

The school bus is considered to be an extension of the school. Therefore, any rules, regulations, and/or policies that apply while on school property also apply while students are on the bus. The following are some important rules all students must follow:

1. The bus driver is responsible for passengers; therefore, the driver must be obeyed at all times.
2. Always remain seated when the bus is in motion.
3. No food or drink is allowed on the bus.
4. Inappropriate language is forbidden.
5. Be courteous to the driver and other passengers.
6. Don't throw objects out of windows.
7. Keep hands and heads inside the bus at all times.
8. Do not damage the bus or other property.

The bus driver will report acts of inappropriate behavior to the elementary school office. A conference will be held with the student concerning the incident and may result in disciplinary action up to and including bus suspension. Please refer to board policy number 7000 for more specific information.

Pape Bus Service requests that you do not send toys to school with your child. Toys brought out during the ride to and from school can often become lost and/or broken. Pape Bus Service also requests that you do not send your child to school with long straps attached to the backpack. Long straps can be stepped on while unloading from the bus, and accidents can occur.

Please notify Pape Bus Service if your child has any health concerns such as allergies, seizures, asthma, etc.

Mr. Pape would like to be notified immediately if there is a problem on the bus. Please call him with your questions and concerns.

If there is a change in your child's bus routine, please contact Pape Bus Service at 715-538-4513. Please send a note to school with your child as well.

Zero Tolerance with misuse of Cell phone

CHANGES IN FAMILY INFORMATION OR TRANSFERS

It is important that we maintain current data on all students including: address, phone number and emergency contacts. Please update your new information online through your Family Access account.

Additionally, please notify the principal if you are planning to move during the year. This allows us to consolidate records and facilitate a smooth transfer to a new school.

Under certain circumstances your child can continue attending school in our District, even if you move into another district. Please contact the principal if you are planning to move and would like your child to remain in the District.

COLD WEATHER REMINDER

Please make sure your child has adequate clothing to go outdoors. We will have outdoor recess unless the temperature or wind chill is below zero degrees Fahrenheit. The principal, playground supervisors, or other designated persons will consider other factors to determine whether students will go outside for recess.

EMERGENCY CLOSING OF SCHOOL

During inclement weather, school may start late, close early or close for the entire school day. If this occurs, the following radio and TV stations listed below will be informed.

Station	City
WHTL 102.3 FM	Whitehall
WAXX 104.5 FM	Eau Claire
WKBT TV Channel 8	La Crosse
WEAU TV Channel 13	Eau Claire
WXOW TV Channel 19	La Crosse

All attempts will be made to notify these stations by 6:00 AM.

ACTIVITY TICKETS

Activity tickets are an optional purchase. Students that attend a large number of athletic events can save money by purchasing the activity ticket. Students who choose not to purchase a ticket will need to pay as they go for any athletic event they attend. The activity ticket is good for regular season home events only and not for away games or tournaments games. The cost for activity tickets is \$7.00 for elementary students

FOOD AND NUTRITION PROGRAM

Breakfast and lunch are available to all students. Meals are served cafeteria-style and students eat in the lunchroom. Breakfast will be served in the classroom again this year, but lunch will be in the commons. Also, breakfast and lunch are free again this year so the prices below are not a factor at this time. If possible, please use this time to pay down any accrued balances you currently have.

Lunch accounts are set up under the student's name. Deposits made will be credited to the student's account. Please deposit at least \$20.00 in your child's account and try to maintain a positive balance. Skyward Family Access online deposits are now available.

Breakfast Prices: Students Grades 4K-6 \$ 1.85 \$0.30 for Reduced

Lunch Prices: Students Grades K-5 \$ 2.85 \$0.40 for Reduced
Adult/Second Meal \$ 4.65

Milk Prices: Students Grades 4K-6 \$ 0.35

HEALTH [Policy 453.2 Student Immunizations](#)

RECORDS

A health record required by state law is kept on each child. Any disease or immunizations that the child has had during the summer or school year should be indicated on the Student Information Form you are asked to update each fall or by sending a note to the school office.

ILLNESS

For the welfare of your child, as well as that of others, please keep your child home if he/she has a severe cold, runny nose, cough, sore throat, headache, upset stomach, is listless, drowsy, or has a fever. If your child attends school, and a communicable disease is suspected, you will be asked to take your child home immediately. Should this occur, we recommend that you contact your physician for follow-up.

MEDICATION PROCEDURES [Policy 453.4 Administering Medications to Students](#)

The District discourages dispensing medications at school unless it is absolutely necessary. If your child must take medication at school, the following procedures MUST be followed:

1. In order to dispense prescription medication:
 - a. We must have a written order from a physician and written permission from the parent/guardian. (*"Physician Order for Medication Administration" Form*)
 - b. The prescription medication must come in the original bottle, (pharmacies will give you two bottles if you need to keep one at home) listing your child's name, the physician's name, and the name of the medication and dosage information.
 - c. It is the responsibility of the parent/guardian to deliver the *"Physician Order for Medication Administration"* form and medication to the school.
2. Medication will be taken by the student at the designated time and supervised by authorized personnel. It is the responsibility of the student, not school personnel to get his/her medication at the designated time.
3. The school will notify you when we are out of medication.
4. All medication administered at school will be stored in a locked cabinet.
5. Parents must notify school if the medication is to be discontinued or the dosage or time is changed. If the medication is changed or is resumed, a new physician's order **must** be on file **before** it can be administered.
6. It is the responsibility of the parent/guardian to pick up discontinued/extra medications from school. The school will not give medication to students to take home.
7. New written permission from the physician and parent must be received annually.
8. In order to dispense non-prescription medications at school, we must have written parent/guardian permission. Medication must be in the original labeled bottle.

Screenings

Students can be screened for vision and hearing upon request.

BEHAVIOR & DISCIPLINE

[Policy 443 Student Conduct & Code of Student Conduct](#)

There are three basic rules governing behavior at our elementary schools:

1. *Be Safe*
2. *Be Respectful*
3. *Be Responsible*

WEAPON POLICY [Policy 443.6 Student Use of Weapons](#)

Weapons are prohibited on school property, school buses, or at any school-related event. *Weapons* include articles commonly used or designed to inflict bodily harm and/or to intimidate other persons as well as articles designed for other purposes which are used or intended to use in a manner that would inflict bodily harm and or to intimidate (i.e. toy weapons or replicas of weapons). Exceptions to this policy will require prior administrative approval. Students violating the policy on possession of weapons will be subject to serious disciplinary action, including possible suspension and/or expulsion. In the case of possession with intent to threaten or cause bodily harm to others or to cause property damage, law enforcement officials may be notified, parent/guardian will be notified, and student expulsion may be considered.

SCHOOL INSURANCE

School insurance is available to all students on an optional basis. Forms are sent home if parents request them. School insurance is at parental expense.

FIELD TRIPS

Occasionally a field trip or outing is offered to particular grades or classes. A “universal” permission question is on the online form that you fill out and update at the beginning of the school year. This will constitute your permission for your child(ren) to participate in future field trips or outings held throughout the year. Teachers will notify you in advance of any upcoming field trips. All trips will be chaperoned and parents will be selected by random drawing if they are needed for a particular outing.

PHOTOGRAPHING & VIDEOTAPING

At times, special programs are videotaped for airing on the Public Access Channel. We also photograph students and their accomplishments for presentation in the district newsletter. Occasionally the media will feature activities with videotape or photographs of individual students or groups of students.

We encourage this, however, we are also sensitive to the fact that for reasons unique to an individual family, the family may not want pictures of a student to appear in the media.

Be aware, however, that if a student is involved in “high profile” extracurricular activities it will not be possible to keep him/her from being photographed or videotaped. Also, because schools/school grounds are relatively public places, we cannot guarantee that your child’s face will never appear as part of an incidental crowd picture.

If you do NOT wish for your child's picture to be displayed in the media, please indicate that by NOT signing the statement on the student registration form at the beginning of each school year.

LIBRARY MEDIA CENTERS

GOAL The mission of the Whitehall School District Library Media program is to ensure that students are effective users of ideas and information.

MEDIA CENTER MANAGEMENT POLICY Students are expected to exhibit care and responsibility for materials, equipment, and facilities. Students are expected to follow LMC policies and procedures.

CIRCULATION POLICY Materials may be checked out for two weeks. A student with overdue material will lose checkout privileges until the material is returned or replacement cost is paid. Materials not returned at the end of the school year will still be overdue at the beginning of the next school year.

LOST OR DAMAGED MATERIALS The replacement price is charged for all lost or destroyed materials. Students will lose checkout privileges until the account is cleared. Please report lost or damaged materials immediately.

VISITORS

We request that all visitors report to the office upon arrival. Visitors will be given a badge to wear for safety purposes. We encourage parents who pick their children up at the end of the day on a consistent basis to check in with the office as well.

VOLUNTEERS

There are numerous opportunities for parents and others to be involved in the educational program at our elementary schools and we welcome you. Through our Booster Club, classroom, or office we will be informing you of our needs and solicit your involvement. Volunteer dates for the school year will run October 15th - May 1st. This allows our staff and students ample time to adjust to each other and to become comfortable with their surroundings. New this year, we are planning to use volunteers not more than two days a week with specific duties assigned by the teachers and based on overall school needs. Further days / time may be requested by the building principal as needed. We request volunteers to sign in at the office when arriving at school.

SCHOOL DIRECTORY Phone 715-538-4364

<u>Employee</u>	<u>Position</u>	<u>Contact</u>
Bryce Anderson	Technology	Email Mr. Anderson
Nikki Ausderau	Grade 3	Email Mrs. Ausderau
Ellen Bartow	Food Service Supervisor	Email Mrs. Bartow
Mike Beighley	Superintendent	Email Mr. Beighley
David Blaha	Custodial Supervisor	Email Mr. Blaha
Lisa Bloom	Grade K	Email Mrs. Bloom
Konor Bork	Grade 3	Email Mrs. Bork

Darby Boehnen	School Psychologist	Email Ms. Boehnen
Bethany Bown	Elementary School Counselor	Email Mrs. Bown
Trichia Brekke	Special Education Teacher	Email Mrs. Brekke
Julie Brommerich	Paraprofessional	EmailMrs.Brommerich
Becky Brouillet	Special Ed Director / Director of Pupil Services	Email Mrs. Brouillet
Megan Densmore	District Administrative Asst.	Email Mrs.Densmore
Tabitha Dittmann	Paraprofessional	Email Mrs. Dittmann
Lori Emlaw	Paraprofessional	Email Mrs. Emlaw
Pat Emlaw	Grade 6	Email Mr. Emlaw
Christina Estenson	Tech/Keyboarding Paraprofessional	Email Mrs. Estenson
Jenny Estenson	Paraprofessional	Email Mrs. Estenson
Amanda Franks	Elementary PE	Email Ms. Franks
Kelly Giedd	Grade 2	Email Mrs. Giedd
Stephanie Hollis	4K Teacher	Email Miss Steph
Chasity Huisman	4K Teacher	Email. Ms. Chasity
Alexi Hunter	Grade K	Email Ms. Hunter
Toni Jahr	Grade 4	Email Mrs. Jahr
Abby Johnson	Elementary Office Assistant	Email Mrs. Johnson
Julie Johnson	Paraprofessional	Email Mrs. Johnson
Jessica Joles	Grade 1	Email Mrs. Joles
Terri Jurowski	ELL	Email Mrs. Jurowski
Lee Kohnert	Custodial/Maintenance	Email Mr. Kohnert
Jamie Klomstein	Paraprofessional	Email Mrs. Klomstein
Brenda Laursen	Intervention Support	Email Ms. Laursen
Donna Lindberg	Grade 5	Email Ms. Lindberg
Damon Lisowski	Elementary Principal	Email Mr. Lisowski
Sondra Lyngen	Elementary Art	Email Ms. Lyngen
Amanda Matchey	Grade 6	Email Mrs. Matchey
Kara Matejka	Grade 2	Email Ms. Matejka
Diedra Meyer	Elementary Music	Email Mrs. Meyer
Aschley Moats	Grade 2	Email Ms. Moats
Vickie O'Dell	Special Ed Director / Director of Pupil Services	Email Ms. O'Dell
Megan Oppelt	LMC Director	Email Ms. Oppelt
Darin Pape	Pape Bus Services	715-985-3688
Betsy Peterson	4K Teacher	Email Ms. Betsy
Tatiana Peterson	Grade 1	Email Mrs. Petersen
Becky Poulos	Contracted Nursing	Email Nurse
Troy Pride	Paraprofessional	Email Mr. Pride
Mary Schaefer	Grade 4	Email Mrs. Schaefer
Donna Shepherd	Title 1	Email Ms. Shepherd
Cathy Shuttleworth	Grade 1	Email Ms. Shuttleworth
Kayla Rudy	Dean of Students	Email Ms. Rudy
Ericka Suiter	Paraprofessional	Email Mrs. Suiter
Stephanie Sumner	Special Education Teacher	Email Ms. Sumner
Melanie Sygulla	LMC Paraprofessional	Email Ms. Sygulla
Sophia Sygulla	Grade 4	Email Mrs. Sygulla
Amy Thorn	Early Childhood Elementary Teacher	Email Ms. Thorn
April Turk	Grade 3	Email Ms. Turk
Charlotte Windjue	Grade 5	Email Ms. Windjue
Anne Yamriska	Grade K	Email Ms. Yamriska
Jamie Youngbauer	Grade 6	Email.Mr. Youngbauer
Suzanna Zambrano	District Translator	Email Mrs. Zambrano

NON-DISCRIMINATION [Policy 411 Non Discrimination](#)

Non-discrimination - It is the policy of the school district that no person 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, race religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation or physical, mental emotional or learning disability as required by section 118313 of the statutes. This policy also prohibits discrimination as defined by the Title IX of the Education Amendments of the 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and Americans with Disabilities Act of 1990 (disability). The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

Student Harassment

[Policy 443.7 Threats to or by Students](#)

[Policy 443.71 Anti-Bullying](#)

The Whitehall School District does not tolerate student harassment in any form and will take all necessary and appropriate actions to eliminate it, up to and including recommendation for expulsion. Student harassment means behavior towards students based, in whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating hostile or offensive school environment. It is the policy of the school district to maintain and insure a learning environment free of any form of student harassment or intimidation toward and between students. Harassment may include, but is not limited to unwelcome conduct (verbal or physical), actions, words, jokes, or comments based on an individual's protected status. In addition to this, sexual harassment may include, but is not limited to unsolicited verbal sexual comments and gestures, subtle pressure for sexual activity, repeated offensive sexual flirtations, advanced of propositions, sexist remarks about a person's body or sexual activities, patting, pinching, or unnecessary touching, sexually or racially oriented jokes, stories, and materials (calendars, posters, magazines, etc.), demanding sexual favors accompanied by implied or overt threats. Teachers, support staff, and administration will be encouraged to spend more time in the hallways in an attempt to eliminate student harassment. Any students that feel they are the victims of harassment can file a formal complaint with the principal.

Student Discrimination/Complaint Procedure Policy [Policy 411 Rule: Discrimination Complaint Procedure- Policy 411 Exhibit: Discrimination Complaint Form](#)

Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed in accordance with the following complaint procedures:

1. The District encourages informal resolution of complaints when possible. However, parents, students or residents of the district complaining of discrimination on the basis of age, sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap status in school programs or activities may file a formal discrimination complaint with the district administrator. The complaint must be in writing and sent to Mike Beighley at the following address: 19121 Hobson Street,

Whitehall, WI 54773-0037. Telephone number - 715-538-4374.

- a. Discrimination complaints and appeals relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with a disability shall be process in accordance with established appeal procedures outlined in the district's special education handbook.
 - b. Discrimination complaints relating to programs specifically governed by federal law or regulations (e.g., EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.
2. The district administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The district administrator will review with the building principal or other appropriate persons, the facts comprising the alleged nondiscrimination. The district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant. Written acknowledgment of the complaint will be made within 45 days of receipt of the written complaint and a determination of the complaint will be made in writing within 90 days of receipt of the written complaint unless the parties agree to an extension of time.
 3. The complainant shall be notified of the right to appeal a negative determination by the district administrator to the school board within five business days of the district administrator's response. This request must be in writing.
 4. The complainant shall be notified of the right to appeal a negative determination by the District Administrator to the State Superintendent of Public Instruction within 30 days of the decision. Appeals should be sent to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, Box 7841, Madison, WI 53707-7841.

Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office of Civil rights as authorized by federal law.

INTERNET SAFETY/USE POLICY

[Policy 363.2 Internet Safety and Acceptable Use](#)

FILTERING/BLOCKING

All of the schools in the Whitehall School District have the capability of using the Internet and other online services. The Internet consists of computers from all over the world linked together and provides an incredibly rich set of resources. Access to the Internet can be of enormous benefit to students, because it allows them to do the following:

1. Develop skill and competence in the use of electronic technology
2. Obtain global resources
3. Become discriminating users of information

However, along with this global access to information comes the potential availability of materials that may be offensive or inappropriate in an educational setting. Therefore, the Whitehall School District uses a filtering/blocking system to identify and block Internet content that is inconsistent with the educational and professional development goals of the district. The district will make every effort to block use of the Internet to create, view, send, receive, store, display, or print text or graphics which may reasonably be construed to be obscene, disruptive or harmful to the educational or working environment. Examples of such data include, but are not limited to child/adult pornography or erotic images, nudity, inappropriate adult content, violence, drug use, unacceptable language, discrimination, crime, information or instructions designed to cause physical harm to another person, and data that invades the privacy of another person.

There may be requests that certain sites be removed from being filtered or blocked out. Anyone wishing that a site be removed from being blocked will be required to use the district's materials selection policy.

The district acknowledges that no blocking or filtering mechanism is capable of blocking all inappropriate content all of the time. If a user finds that he/she is connected to a site that contains any of the above material, he/she is expected to disconnect from that site immediately and inform his/her supervisor of the incident. Similarly, a user is expected to inform his/her supervisor if another user is accessing or has accessed material that is prohibited.

ACCEPTABLE USE

The following statements serve to define and delineate the responsibilities of students who access or transmit information through the Internet:

1. Student access to computers and the internet is a privilege, not a right. Student use of computers and the internet will be monitored at all times. A minimum of on-site supervision (staff members physically in the room) will be maintained at all times with direct supervision (eye contact with student screens) recommended as often as possible. The Whitehall School District reserves the right to take disciplinary action against students who engage in unauthorized or illegal activities through computer use. Disciplinary action may include, but is not limited to, revocation of computer and/or Internet privileges, suspension or expulsion from school and/or referral for prosecution under applicable criminal laws.
2. A parent or guardian can request annually that his/her child have or not have individual access to the Internet.
3. School Internet accounts, including student email accounts, may be used for educational and research purposes only, consistent with the instructional objectives of the district.
4. It is understood that the district may review student files, communications, and accounts at any time to maintain system integrity and ensure that users are behaving responsibly.
5. Use of the Internet or other services cannot be made without permission of the staff member in charge or the supervising teacher.
6. Violations of student use of computers includes, but are not limited to the following:
 - Copy, modify, destroy, access or disclose restricted access codes regarding computer data or programs to unauthorized persons
 - Transmit frightening, intimidating, threatening, abusive or harassing messages to persons on e-mail or other computerized communication system with the threat to inflict injury or physical harm to any person or property
 - Copy copyrighted material obtained online except as authorized under existing copyright laws
 - Plagiarize non-copyrighted materials
 - Intercept and disclose electronic communications, including e-mail, while it is in transit
 - Access stored electronic communications, such as e-mail, pagers or voice mail, while it is in electronic storage
 - Invade the privacy of others by accessing and/or vandalizing any electronic data.
 - Attempt to compromise the systems security including, but not limited to, copying files and software without consent
 - Use the network to access, store, retransmit, and/or forward obscene or pornographic material
 - Gain unauthorized access to district computer networks or any other computer equipment
 - Enter another person's account number and access another person's files
 - Provide personal information about themselves or others on the Internet including passwords, full names, addresses, phone numbers, social security numbers, credit card information, etc.
 - Use district computers for commercial purposes, to offer, provide or purchase products or services

- Infiltrate a computer or computing system and/or damage the hardware or software components of a computer or computing system (e.g. hacking, viruses, etc.)
- Use the district computer networks to engage in any illegal act such as arranging for a drug sale, engaging in criminal gang activity, threatening the safety of a person, transmitting material in violation of state or federal law, etc.
- Access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process

TECHNOLOGY EXPECTATIONS

Be Responsible

- Use the internet and school network for classroom-related activities only
- Use email, chat rooms, social networks as part of class curriculum only
- Use personal electronic devices in compliance with individual building/staff policies
- Use internet and computers only under adult supervision

Be Respectful

- Respect and protect your privacy and the privacy of others
 - Use only your assigned accounts
 - Keep personal information such as: full name, address, phone number etc., off of public websites
 - Keep passwords secret
 - Represent yourself truthfully
- Respect and protect the integrity, availability, and security of all electronic resources
 - Observe all network security practices
 - Conserve, protect and share these resources with other students and internet users
 - Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator
- Respect and protect the copyrighted/intellectual property of others
 - Cite all sources appropriately
 - Follow all copyright laws
- Respect and practice the principles of community
 - Communicate only in ways that are kind, responsible, respectful, safe and lawful
 - Obtain permission before taking/using photos, videos or images of other people
 - Observe all network security practices
 - Use only school appropriate language, images and videos

Be Safe

- Report threatening or offensive materials to a teacher or administrator
- Protect personal identity and the identity of others online
- Follow school district guidelines for web publishing
- Use all equipment and systems carefully, following instructions
- Keep passwords secret

Parental Permission/Opt-Out Provision [Policy 3632. Internet Parental Permission/Opt-out Provision](#)

The District will provide students access to technology resources, including the internet, unless the parent/guardian notifies the building principal in writing that the District should prevent access to technology resources for his/her student(s). The District will also include appropriate photos and student based information on its professionally maintained social media accounts. Parents or legal guardians have the right to view contents of their child's user account or network activity, if possible, accessible and within the confines of applicable law, to revoke their child's technology permissions, or to request that the District not use photos and/or student based information specific to their child, upon written request.

WEB PAGES

The creation of school and district web pages provides a means of communication for the purposes of sharing information with the Whitehall School District and literally the world. Material appropriate for placement on district-supported sites includes information about the district, authorized department activities or services, curriculum, schools, teachers, classes, student projects and authorized student extra-curricular organizations.

1. The district web page will be developed and controlled under the supervision of staff designated by the district administrator and/or building principals. No one else is authorized to add, change or alter district web pages.
2. All information on web pages will adhere to the school district's nondiscrimination disclaimer that will be posted on the site's home page.
3. The District will make every effort to ensure that District web pages do not contain information that is inappropriate, obscene, racist, sexist or contains obscenities or inflammatory/abusive language. Best efforts will be made to ensure that all district web pages shall meet district Internet and acceptable use policies.
4. District web pages will adhere to the following stipulations with regard to student information:
 - Documents will include only the first name of the student
 - Documents will not include a student's home phone number or the address or the names of other family members or friends
 - Pictures of students and/or classes of students with special needs may appear on school and/or teacher's websites but may not be identified as special needs students
 - Published email addresses shall be restricted to those of school district employees
 - Decisions on publishing student pictures (digitized or video) and audio clips are based on the supervising teacher's judgment and signed permission of the student and parent or guardian
 - No student work shall be published without permission of the student and parent or guardian
 - Documents will adhere to copyright laws
 - Plagiarism of non-copyrighted materials is not allowed
5. District web pages will be maintained and updated on a regular basis.
6. Staff members are encouraged to utilize district web pages to provide information to the public about school events, curriculum, programs, staff vacancies, budget, policies and staff/student accomplishments. However, district web pages are not to be used for personal purposes and may not contain links to personal web pages that promote a political cause or for-profit enterprise, are not specifically related to education, are objectionable or contain obscene material.
7. All web pages, intellectual property, and other works stored on the district's server(s) by staff and students shall become the property of the District.
8. The District will make every effort to ensure that information stored by students or staff on the District server is secure, however students and staff should realize that information could be accessed by individuals that may not be authorized by the district to access that information.

Reference: Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(b)]

STUDENT USE OF ELECTRONIC PAGING OR TWO-WAY COMMUNICATION DEVICES

[Policy 443.5 Student Use of Electronic Communication Devices](#)

Elementary students are discouraged from bringing electronic devices to school such as cell phones, iPods, DVD/CD players, and other MP3 devices. **The District will not be responsible for lost or stolen items.** Students are required to bring cell phones to the office, where they will be kept until the end of the day. Unless authorized by the elementary principal or superintendent, students will not be allowed to use these items during the school day.