



2025-2026 STUDENT/PARENT HANDBOOK

MISSION OF THE DISTRICT

Cultivating life-long learners to achieve their full potential.

Salem Board of Education

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Mrs. Sara Infusino.....Grade Level Administrator 3rd-5th Grade
Ms. Aly Schmidt.....Grade Level Administrator 6th-8th Grade

FOREWORD

This handbook was developed to answer many of the commonly asked questions that you may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board and the School District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the appropriate grade-level assistant principal. You can find our staff email listed in the Staff section on our website at <https://www.salem.k12.wi.us/>.

This Student/Parent Handbook is based in significant part on policies adopted by the Board and Administrative Guidelines developed by the Superintendent. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

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Arrival and Dismissal Times

Grades EC/4K/5K and Older Siblings Arrival (HWY 83 Side)

Students in grades EC/4K/5K and older siblings can enter the building, beginning at 7:50. EC/4K/5K students will be escorted to the primary gymnasium and older siblings will go to the north cafeteria. An adult will supervise them until they are dismissed to go to their classroom at 8:10 am. An adult will escort EC/4K/5K students to their classrooms at 8:10 am.

Students who arrive after 8:20 am will need to enter the building through the Main Office entrance on the HWY AH side of the building. Students are expected to be in their classrooms, ready to learn, by 8:20 am.

Grades 1-8 Arrival (HWY AH Side)

Students can enter through the far right Main Office door at entrance 1 beginning at 7:50 am and go directly to the north cafeteria. Supervision will be provided until students are dismissed to go to their classroom at 8:10 am.

Students who arrive after 8:10 am will enter through the main entrance and should head immediately to their classrooms. Students who arrive after 8:20 am will need to go directly to the Main Office to be checked in. Students are expected to be in their classrooms, ready to learn, by 8:20 am.

All Grade Levels Dismissal

Dismissal for all students will begin at 3:40 pm. Pick up will occur in the same location as drop off, based on grade level.

Arrival and Dismissal Procedures

Grades EC/4K/5K and Older Siblings

Students will be dropped off on the east side of the building (HWY 83).

Grades 1-8

Students will be dropped off on the west side of the building (HWY AH), unless they have a sibling in EC/4K/5K.

- Enter the parking lot **slowly** and form a single line of cars. Please pull all the way forward to keep the line moving. Once you enter the drop-off zone, have your child exit

the vehicle on the passenger side only. Please do not unload before reaching the drop-off zone.

- Do not park your vehicle and get out of the car in the drop-off line. Please say your goodbyes to your child and remind them to gather their belongings prior to arriving in the drop-off zone.
- Do not try to go around other vehicles once you have dropped off your child. Maintain one lane of traffic and slowly follow the cars out of the parking lot.
- **The entrance north of the drop-off lane is only to be used by parents that will be parking their car in a designated parking space and walking their child across to the sidewalk. Please do not use this entrance to bypass other cars in the drop-off line.**

Dismissal

Grades 4K-5K (and their siblings) can be picked up on the east side of the building (HWY 83) beginning at 3:40 pm.

Grades 1-8 can be picked up on the west side of the building (HWY AH) beginning at 3:40 pm.

- Children must remain on the sidewalk and wait for your vehicle to make a complete stop.
- **Parents, if you choose to park in the parking lot, you will need to exit the vehicle and walk over to pick them up on the sidewalk. For safety reasons, please do not wave your child(ren) over to you from your car and have them walk across the parking lot by themselves.**

Student Pedestrians

Students who walk or bike to/from school must have a signed permission form completed and on file in the school office. Forms may be picked up in the main office.

For the safety of students, a crossing guard will be present on the north side of the building (Hwy 83) from 7:50 am-8:10 am for morning arrival and from 3:40 pm - 3:55 pm for dismissal.

Attendance (Board Policy 5200)

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

Whenever a student will not be in school as scheduled, the office must be notified so that accurate attendance records can be kept. Good student attendance is absolutely crucial to your child's learning at school. Please try to schedule medical appointments and vacations during unscheduled school time.

On the Day of the Absence

When your child will not be attending school or will be late, please call your school's office **(262-843-2356 Ext 586)** at least an hour before school begins and leave a complete message including:

- 1) Student's full name
- 2) Teacher's name
- 3) Reason for absence or delayed arrival

For Pre-Arranged Excused Absences

- 1) Please submit a "Pre-arranged Absence" form from the office.
- 2) Follow all directions on the form.
- 3) Return the form to the office at least **48 hours before** the absence.
- 4) Make arrangements with the classroom teacher to make up missed instruction.

For All Absences

- If a phone call is not received, an attempt will be made to contact the family directly. Your child's safety and health are certainly our concern.
- In those cases where it is impossible to call in, a written excuse, signed by the parent/guardian indicating the reason for the absence, should be sent to the school on or before the date the student returns.
- All absences will be considered unexcused without a phone call and/or note. Please understand that Wisconsin State Statutes (118.16) require us to keep accurate attendance records and provide notification of excessive excused and unexcused absences.

Excused Absences

Under state statute 118.15(3)(c), parents are allowed to excuse their child from attendance for up to 10 days in a school year. The school may require a doctor's note for four or more consecutive days of absence due to an illness or for excessive absences, which are 10 or more cumulative days of absence, consecutive or nonconsecutive, within the school year. If appropriate medical documentation is not provided, the absence will be unexcused. Please note only the dates specifically listed on a doctor's note will be excused.

Days of instruction missed for the following reasons will be marked as "Excused" :

- The student is temporarily not in proper physical or mental health to attend school.

- The student is receiving religious instruction outside the school during the school day (see Board Policy 5223-Absences for Religious Instruction).
- Permission granted by the Parent and/or Guardian.
 - Professional and other necessary appointments (medical, dental, legal, etc.) that cannot be scheduled outside of the school day
 - To attend the funeral of a relative
 - Legal proceedings that require the student's presence
 - Vacations pre-approved by school administration
- Religious Holidays
- Suspension or expulsion
- Programming modifications made by the school district
- Quarantine ordered by a public health official
- An emergency that requires the student to be absent because of familial responsibilities or appropriate reasons
- Parent/Guardian deems weather is too dangerous to send student
- Student is sounding Taps for a special occasion.

Unexcused Absences

Days missed for all other reasons will be marked as "Unexcused."

Make-up work and tests

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations and due dates.

Early Dismissal and Appointments

Students may be excused during school hours for medical and dental appointments. If a valid early dismissal is necessary, please send a signed note to your child's teacher stating the date and time your child will be out of class. The student should present it to the teacher at the beginning of the day. Only emergency situations should be handled over the telephone. When possible, please try to notify the teacher a day or two in advance of the absence.

Parents or guardians must come into the main office to sign out their child(ren) when they leave early. These procedures are followed to provide for the safety and security of all of our students.

We strongly discourage an early dismissal at the end of the day, unless it is for an appointment and we receive a note in the morning. Taking your child out of school, even a few minutes early, is very disruptive.

Tardy Procedures

Students who arrive at school after 8:20 am will report to the main office to check in. The Attendance Officer will make the determination if the tardy is excused or unexcused and give the student a pass to bring to the classroom. The Attendance Officer will update the attendance system to reflect that the student was tardy.

Students who arrive to class late (upper grades) will also be marked as tardy by the classroom teacher if the student does not have a late pass from a teacher and/or administrator.

If a student is habitually tardy, the teacher and/or school administrator will communicate with the family to collaboratively solve the problem.

Additional information regarding attendance can be found in [Board Policy 5200](#).

Habitual Truancy

Students attending Salem School District, including open enrollment students, must ensure that they meet attendance expectations, including arriving to school consistently and on time in order to avoid habitual truancy.

Wisconsin State Statute 118.15 states: “Any person having under their control, a child who is between the ages of 6 and 18 shall cause the child to attend school regularly during the hours that the public school in which the child should be enrolled is in session, until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. A child may not be excused for more than 10 days in a school year.”

Per **Wisconsin State Statute 118.51(5)(a)3**, Salem School District can revoke the open enrollment status of students for being “habitually truant from the nonresident district during any semester in the current or previous school year.”

Students who miss part or all of five or more days within a semester, without an acceptable excuse, will be considered habitually truant. When a student becomes habitually truant, the School Attendance Officer shall provide a notice to the student’s parent or guardian (and may simultaneously send a notification through electronic communication). The following procedure will be used:

1. Student reaches 5 unexcused absences:
 - a. Parents/Guardians will be contacted to review the state attendance policy and begin conversation/inquiry to see if there is anyway for school/staff to assist in promoting positive attendance
2. Student reaches 8 unexcused absences:
 - a. Office is notified of student name and attendance letter is sent out
 - b. School Attendance Officer makes parents/guardians aware their child has reached 8 days of unexcused absence. A parent/guardian meeting will be scheduled to develop an attendance intervention plan.
 - c. If there has been no successful contact home, a home visit may be in order

3. Student reaches 10 days of unexcused absences.
 - a. Office is notified of student name and attendance letter is sent out
 - b. Truant cases will be referred to the District Attorney as provided in the County Truancy Committee Plan after they:
 - i. Meet with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused
 - ii. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy
 - iii. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Bullying and Harassment (Board Policy 5517)

Bullying

Salem School District is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. We encourage 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. We will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Bullying is deliberate or intentional behavior using 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 bullying behavior need not be based on

any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

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

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student.

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

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

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

Salem School District utilizes the *Speak Up, Speak Out* program developed by the WI Department of Justice as a method for anonymous reporting regarding school safety issues. Tips can be reported online at <https://speakup.widj.gov/> or by phone at 1-800-MY-SUSO-1.

CyberBullying

Neither the school's network nor the broader Internet, whether accessed in or out of school, during or after school hours, may be used for the purpose of harassment. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful messages, digital pictures or images, or web site postings. Students who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. Incidents can be reported to the administration. Administration will investigate incidents that impact the learning environment.

Harassment

It is the policy of the Salem School District 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.

Salem School District 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.

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

Harassment may occur student-to-student, student-to-staff, or staff-to-student. Salem School District will investigate all allegations of harassment and in those cases where harassment is substantiated, the school officials will take immediate steps designed to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Examples of conduct that may constitute harassment include:

- Graffiti containing offensive language
- Name calling, jokes, or rumors
- Threatening or intimidating conduct directed at another because of the other's protected characteristics (e.g. sex, race, learning disability)
- Notes or cartoons
- Slurs, negative stereotypes, and hostile acts that are based upon another's protected class
- Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- Physical acts of aggression or assault upon another because of, or in a manner reasonably related to, the individuals' protected class

- Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected class

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:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- 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;
- unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- 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;
- 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.

- inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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.

Reporting procedures are as follows:

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.

- A. 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.
- B. 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 or Superintendent.
- C. 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.
- D. 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.
- E. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

The School District's Title IX Coordinators are:

Kate Flanagan, Director of Special Education

- 262.843.2356
- 8828 Antioch Road
- Salem, Wisconsin 53168
- kate.flanagan@salem.k12.wi.us

Ashlie Merath, Human Resources Specialist

- 262.843.2356
- 8828 Antioch Road
- Salem, Wisconsin 53168
- ashlie.merath@salem.k12.wi.us

For additional reporting procedures, please refer to [Board Policy 5517](#)

Bussing

Students are responsible for their behavior while they are on the school bus. Students who violate established school bus rules will be reported and disciplinary action will be taken in accordance with the student Code of Conduct.

Students with special education needs are expected to conform to these rules and are subject to the same disciplinary actions as other students unless specifically excluded by an individualized education program (IEP) plan.

Parents/guardians are expected to explain to their child the importance of proper behavior on the bus. Parents/guardians are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

The bus driver is in charge of the bus and students on the bus. The driver may assign temporary or permanent seating assignments. The driver will report rule violations to the proper authority.

For the safety of everyone, students will only be allowed to go home on their assigned bus.

Student Expectations for the School Bus:

Quality transportation services require cooperation and communication with all parties involved so our student expectations for the school bus are as follows:

- Students are to remain seated while riding the bus
- Food and drink consumption are not permitted on the bus
- Students will be respectful to the bus driver and refrain from any argumentative behavior
- Students will use appropriate language at all times and maintain a quiet voice level
- Students are expected to treat the bus environment with respect. Vandalism of any kind will not be tolerated
- Students are not allowed to throw any objects on or off the bus
- Students are permitted to listen to music or play games on an electronic device provided they use headphones. If the activity causes a disruption to the environment, the driver has the right to confiscate the electronic device.

The following actions are considered major student bus offenses:

- Throwing objects in or out of the bus
- Vandalism
- Bullying or harassment of any kind
- Hitting, kicking, fighting, biting, pushing or any other unwanted physical contact
- Possession of any form of a weapon, tobacco or nicotine product, alcohol or drugs
- Threats made against the bus, driver or other students
- Repeated disruptive behaviors and/or repeated refusal to follow the instructions of the driver.

Major Offense Violation Procedures

The driver will hold a conference with the student, identify the infraction and complete a school bus behavior report. The bus driver will give the report to school officials. School officials will notify parents of the violation and subsequent consequences.

Consequences for Major Student Offenses

- 1st Offense - loss of bus privilege for 1 week
- 2nd Offense - loss of bus privilege for 2 weeks
- 3rd Offense - loss of bus privilege for four weeks
- 4th Offense - loss of bus privilege for the semester

According to Section IV. G. of our contract with Dousman, "The Contractor reserves the right to refuse to transport any student or students who fail to comply with reasonable conduct regulation after sufficient warning. Student removal from buses for reasons such as disciplinary will be handled by a procedure as established by the Board. The Contractor shall be responsible for maintaining proper bus behavior." Similarly, Board policy 8600 states that: "Transportation privileges may be revoked if the student's conduct is in violation of the

Superintendent's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.”

Parents who have questions regarding the bus driver's written report should contact Dousman Bus Company at 262-965-2214.

Parents who have questions regarding the consequences may appeal to the grade level assistant principal.

Child Custody

It is the parent's responsibility to inform the school of a court decree, which restricts the placement or contact of either parent with the child. The parent who obtains primary physical placement of the child is to submit a copy of this court decree. Alternatively, a letter from an officer or the court stating the requirements of the court in this matter will suffice. If the court has not issued an order affecting the physical placement of a child or limiting contact of either parent in this state or another state, all information regarding the student shall be available to both parents.

Cell Phones and Other Electronic Devices (Board Policy 5136)

While students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours during after school activities (e.g., extra-curricular activities), and on school buses or other Board-provided vehicles. (updated to match Policy 5136, December 2024).

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Other electronic devices include, but are not limited to, cameras, MP3 players, iPods, handheld games, voice recorders, etc., which are not allowed on school grounds unless authorized in advance by a Principal.

The school is not responsible for any lost, damaged or stolen articles.

For additional information regarding the use of personal communication devices, please refer to [Board Policy 5136](#).

Classroom Assignment

As a practice, we do not accept parent requests for specific teachers. We will accept comments and input, for consideration, from parents regarding their child's strengths and the teaching qualities that are felt to be the best match for their child. This type of input needs to be submitted to the building principal no later than April 30 of the preceding school year of that child's next grade level.

Communication and School Closings

Emergency Alert System

This is the district's emergency phone and email messaging system that will be used to inform parents of emergencies, school closings and other time sensitive information. The system's contact information is generated from Skyward. More than one number from a student's account will be dialed in an emergency (unless a parent deselects a contact) , routine calls will only be sent to the number indicated when families set up their family access account.

In case of severe weather or other emergency school closings, the decision may be made to close schools for the day, delay buses, or dismiss early. An announcement will be made by the radio and television stations listed, and this announcement will be broadcast to families through the Emergency Alert System.

In addition, families may check the following media outlets for information:

TMJ4

FOX6

WISN12

CBS58

WLIP Radio Station 1050

WTMJ Radio Station 620

School officials try to determine by 6:30am if conditions call for closing the school or altering the bus schedule that day. If severe weather conditions develop, or another emergency occurs

during the day, the decision will be made that day whether or not to cancel afternoon classes and/or to dismiss classes early. Please make plans for early dismissals as it is not possible for the school to contact each parent. If schools are closed due to emergency conditions, all other activities involving the use of the building or involving district staff and students are canceled for that day, also.

Curriculum

The school curriculum is designed to meet the needs of students in grades PK-8th grade and is based on the Department of Public Instruction State Standards. Provisions are made for individual student interests, learning styles, and rates of achievement. For more specific learning outcomes, please contact your child's teacher.

Dress Code (Board Policy 5511)

Salem School District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preferences. Each student and family has the right to make decisions regarding their appearance, except when their choices interfere with the educational program of the school.

If school officials deem a student is not appropriately dressed for the school environment, all attempts will be made to make clothing adjustments, make available apparel, or arrange for a parent to bring acceptable clothing before considering disciplinary action. If there is a disagreement between the school official and parent regarding the appropriateness of clothing, the Superintendent will make the final determination.

Additional Requirements

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, color, national origin, sex (including transgender status, change of sex, sexual orientation, or gender identity), creed or religion, genetic information, handicap or disability, citizenship status, ancestry or any other protected classification.
5. Clothing and accessories that endanger student or staff safety may not be worn.
6. Blankets are not allowed in school without prior approval.

Physical Education Dress Code

Locker rooms will be available to students if they choose to change prior to class. A gym uniform is not required. Appropriate dress includes the following:

Shoes: Standard basketball, tennis or jogging shoes. Turf shoes, shoes with cleats, or hiking type boots are not allowed on the gym floors. Shoes must have laces or Velcro straps and must be non-marking. Backless shoes or slip-ons will not be permitted.

Clothes: Students may dress in appropriate clothing for physical activity.

Jewelry/Watches: As jewelry and watches could be damaged or cause injury during physical activity, students should make responsible decisions on what they should wear during a physical activity.

Emergencies and Crisis Plans

Salem School District has an Emergency Operations and Crisis Management Plan in place to deal with emergency situations, such as medical, utility, weather, or intruder, should they occur. The Salem School staff will be trained in different scenarios in order to be the best prepared for any emergency situation. Parents/Visitors are asked to follow any signage related to drills or Secure Hold procedures.

Fire Alarms: When students hear the fire alarms and/or see the light strobes, they should follow their class outside to a predetermined location.

Shelter: In the event of inclement weather, students should take shelter in the predetermined location and follow teacher directions

Hold: Hallways should be cleared and classroom doors shut. Instruction continues as usual. This is usually used when there is a medical emergency in the building.

Secure Hold: Hallways should be cleared and classroom doors are closed and locked. Instruction continues as usual. Students on the playground and in the cafeteria are brought back to the classroom. This is used when there is a situation inside or outside of the building that has the potential to escalate. No entry will be allowed into the school building in a secure hold.

Lockdown: All students should immediately report to a classroom, doors will be locked and students should move out of view of the window and doors. This is used when there is danger in the building or there is an eminent situation outside of our building that may impact our safety. Evacuation may be necessary.

Field Trips (Board Policy 2340)

Field trips are activities that are designed to enhance student learning. Students are expected to give the teacher in charge and all chaperones full cooperation. All school rules apply. No student is allowed to go on a field trip without a signed permission slip. We cannot accept phone permission.

No student will be denied the opportunity to participate because of limited financial resources. Please contact the principal if fees place a strain on your family's budget.

Grading Policy

Students in 4K-3rd Grade will be assessed each quarter using the following system:

Insufficient Evidence = 0. Unable to measure the proficiency level due to lack of evidence and practice on the skill.

Not at Standard = 1. does not yet demonstrate proficiency in the knowledge and skills necessary at this grade level/course of learning. The student needs substantial academic support to be prepared for the next grade level.

Approaching =2. demonstrates partial proficiency in the knowledge and skills necessary at this grade level/course of learning. The student needs additional academic support to ensure success in the next grade level.

Meets =3. demonstrates proficiency in the knowledge and skills necessary at this grade level/course of learning. The student is prepared for the next grade level.

Exemplary =4. demonstrates advanced proficiency in the knowledge and skills necessary at this grade level/course of learning. The students are well prepared for the next grade level.

Students in grades 3-8 have percentage grades, which result in a letter grade on a report card that can be accessed through the Skyward Family Portal each quarter. Printed copies will be available for families upon request. . The following scale is used:

A= Evidence or 100% - 90%

B= Evidence or 89% - 80%

C= Evidence or 79% - 70%

D= Evidence or 69% - 60%

F= Insufficient Evidence or Under 60%

Teachers utilize a wide range of assessments to determine the proficiency level of each child's academic functioning and progress. Multiple methods of data collection are used daily in order to report progress on specific standards and skills within the classroom.

Periodically, each teacher prepares a "progress report" which reflects those skills and concepts the child demonstrates. This "progress report", along with notes on observations and concerns, becomes the basis for discussion at parent/student/teacher conferences.

At these conferences the parents' and child's input (insights and understandings) are also discussed and become valued information for future programming and evaluation reporting. Parents are encouraged to arrange a special conference at any time to discuss concerns for their child's progress and well-being. Your child's teacher may also feel a need to confer with you about academic and behavioral concerns and contact you to arrange a conference. Advance notice of parent/student/teacher conferences will be sent home prior to the conference. If there is a conflict, please call your child's teacher to arrange a convenient time.

Health Room

If a student becomes ill or has a physical injury while at school, he/she may be sent to the Health Room. Upon arrival, their symptoms are attended to by the school nurse.

If his/her temperature **is or** exceeds 100.0F, a parent will be contacted to send the student home. If it is determined that a child has a fever or is too sick to attend school, parents must pick up their child within an hour. This is for the safety and well being of the other students and staff. It is District policy to keep the child out of school for at least 24 hours after starting antibiotics or until they are 24 hours free of symptoms such as fever at or above 100 degrees (without the use of any fever reducing medication), diarrhea, vomiting, sore throat, rashes, red draining eyes, etc.

If a student has sustained an injury, s/he will be treated utilizing appropriate resources. We do not hesitate to call the Salem Fire Department Rescue Squad for an emergency.

Please know that our staff makes every effort to be very observant of the physical well-being of your child(ren), however, we do rely on them to communicate their problems to us to the best of their ability.

Illness/Communicable Disease

Students who are suspected of having a communicable disease that could be detrimental to the health of themselves or others in the school environment will be sent home for diagnosis and treatment. Students who are diagnosed as having a documented communicable disease that renders them unable to be in school or poses a significant risk of transmission to others in school will be excused from school attendance until their presence no longer poses a threat to the health of themselves or others. It is District policy to keep the child out of school for at least 24 hours after starting antibiotics or until they are 24 hours free of symptoms such as fever at or above 100 degrees (without the use of any fever reducing medication), diarrhea, vomiting, sore throat, rashes, red draining eyes, etc. Please see the document of "When should you keep your child home from school" in the addendum section for guidance. A doctor's note may be required before the student can return to school.

"Communicable disease" means an illness caused by an infectious agent or its toxins that

occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host. ~CDC

Immunizations (Board Policy 5320)

Wisconsin Law requires all students in Kindergarten through Grade 12 and children enrolled in schools to be immunized. Each student must have a record of complete immunizations on file or must submit a signed waiver claiming health, religious, or personal conviction reasons for not being immunized. We must receive this information within 30 days of admission. For further information regarding immunizations, please contact your primary care provider or the Kenosha County Health Department 262-605-6700

In accordance with Wisconsin Immunization law, students who do not have a complete record of immunizations on file may be excluded from school on the 30th school day.

Physical Examination Requirements (including Sports Physicals)

A physical examination will be required of all students entering 4k, kindergarten and fifth grade. Parents will be responsible for getting the examination completed. The school will furnish the examination form.

Students entering the Salem School District for the first time must receive a physical examination or produce evidence of a physical examination having been completed within the last twelve (12) months.

All students participating in interscholastic sports must receive a physical examination at the time of his/her initial participation and every other year after that.

All examinations will be paid for by the parents.

Medications(Board Policy 5330)

In order for a student to be allowed to take **ANY** medication (including over-the-counter) during school hours, the "Request to Administer Medication" form must be completed every school year for each medication and be kept on file in the school office. This written request form must include a signature of the parent or guardian for all medication(s). For prescription medications, the printed name and signature of the physician is also required.

All medications must be provided to the school in their original containers and be properly labeled. At no time will any student keep any medications in his/her possession, locker or desk, or self-administer medications without proper authorization as documented on the "Request to Administer Medication" form. Students cannot transport any controlled substances as these must be delivered to school by a parent, guardian, or designated responsible adult. Students are prohibited from distributing or sharing any type of medication.

Arrangements must be made at the end of each school year to have medications picked up as necessary, or sent home with students when appropriate, as no medication will be stored over the summer months.

Lunch Program

Lunch Prices

Grade Level	Breakfast and Lunch Prices**	Cost
All	Student Breakfast	\$1.85
All	Student Lunch	\$3.50
All	Reduced Breakfast	\$0.30
All	Reduced Lunch	\$0.40
All	Milk (carton)	\$0.55
**Salem participates in the USDA Child Nutrition Program and offers free and reduced-price meals based on income eligibility guidelines set by the USDA. Communications will be sent to all Salem families encouraging them to complete free and reduced-price meal applications to determine if they are eligible.		

Free/Reduced Meals

Students of families whose economic status may qualify them to receive free or reduced priced school lunches are encouraged to complete an Application for Free or Reduced Lunch for the confidential meal program. Applications are available online and/or in the school's business office. A new form must be filled out every school year. Additional questions regarding the Free/Reduced applications can be directed at: Ryan Sandberg 262-843-2356.

McKinney-Vento Homeless Assistance Program

It is the policy of the Salem School District to ensure homeless children and youth are provided with the following: equal access to our educational programs, an opportunity to meet the same challenging academic standards of the State of Wisconsin and Salem School and safeguards that protect them from discrimination or segregation on the basis of their homelessness.

Questions about rights and responsibilities in regard to homeless children can be addressed to your building principal or the Salem School Homeless Liaison Officer, at 262-843-2356.

Pupil Non-Discrimination Policy (Board Policy 2260)

Salem School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including

transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

Any person who believes that Salem School District or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a School District Compliance Officer listed below:

Kate Flanagan, Director of Special Education

- 262.843.2356
- 8828 Antioch Road
- Salem, Wisconsin 53168
- kate.flanagan@salem.k12.wi.us

School and Student Property

Lost and missing items are kept in a designated area at school. More valuable items such as keys, coin purses, etc. are kept in the school office and must be identified before being claimed. Students are discouraged from bringing valuables to school. The school cannot be responsible for lost, damaged or stolen items.

Students are provided with required textbooks each year. If a textbook is lost or damaged at the end of the school year, a replacement fee will be charged. Book covers are required for all hard covered books. Library books are available for your child to take home. A replacement fee will be charged for lost or damaged books.

The school provides lockers for grades 4-8 to be used solely and exclusively for the storage of outer garments, footwear, and other school-related items. No student shall use the locker for any other purpose. Students are to use only the locker assigned. Open food and/or beverages are not permitted in the locker. Students in grades 6-8 should check that their locker is tightly closed and locked. Salem School District is not responsible for lost or stolen property.

The locker assigned to a student is the property of the Salem School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The Superintendent, a building Principal, a police-school liaison officer, or law enforcement or other agency official at the request of or in conjunction with school authorities may conduct the search.

Any unauthorized item(s) found in the locker or student desk may be removed. Items removed from the locker or desk may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The parent/guardian of a minor student shall be notified of items removed from a locker or desk and turned over to law enforcement officials.

Students are expected to keep the lockers and desks neat and clean during their use. Vandalism to a desk or locker will be reported to the administration. Students/parents may be required to make restitution for damage to school property.

Use of police department canine units may be used in order to maintain a drug free school environment. The use of dogs that have been specially trained to detect the odor of controlled substances will be used to search the building and grounds at the discretion of the administration.

School Fee Schedule

Grade Level	Type of Fee	Cost
4K Half Day	Registration	\$30.00
4K Full Day & 5K	Registration	\$55.00
1-2	Registration	\$60.00
3-5	Registration	\$60.00
6-8	Registration	\$75.00
All	Sport Fee (per sport)*	\$45.00
All	Club Fee (per club)*	\$30.00
*There will be a \$175 cap on sport and club fees per family per school year and these fees will be waived for families that qualify for free/reduced lunch.		

Skyward

Family Access

Family Access is the web portal used to enhance communication between you and Salem School. Family Access allows you to view your child's attendance, grades, schedule, food service balance, and more. Once logged in, you have the ability to see and edit contact information that we have on record for you and your child. Additionally, Family Access is used to register your child for each new school year.

Family Access Login ID and Password

When you enroll your child into Salem School, you will be provided with a contact email address. You will likely receive an email with a link to set up your Family Access account. If you don't receive an email or don't have the link, you can still set up an account by clicking on the "Forgot Login/Password" link on the Family Access login screen.

Sports and Activities

Salem School District will be offering opportunities for students in grades K-8 to participate in afterschool sports or activities. Participation in these activities is a privilege for students and not an undeniable right. Students must maintain both academic and behavioral expectations in order to be eligible. Students must be in school by 10:00am to participate on the day of the practice, club, meeting or event. Students with pre-excused medical appointments will be allowed to participate when their scheduled appointment is in conflict with the 10:00 am time. Students serving an out-of-school suspension will not be allowed to attend any school-sponsored activities during the period of the suspension.

Physical Examination

All students participating in interscholastic sports must receive a physical examination prior to the day of tryouts. The physical examination is valid for a period of two school years. Upon the conclusion of the second school year, the student must receive another physical prior to the time of his/her initial participation in interscholastic sport for the coming school year. For example, a sixth grader receiving a sports physical would not need to schedule another one until his/her eighth grade year. The required physical examination for all Salem fifth grade students is a valid physical examination for athletics. In that case, the child would not need another physical examination until the beginning of the seventh grade. The physical examination form is kept on file and will allow students to participate in all subsequent sports activities.

A physician must complete and sign the Physical Examination/Sport Physical waiver in addition to the 5th grade required Physical examination forms. Both can be obtained from the Main Office.

Emergency Cards

Each student involved in any extracurricular activity will be required to fill out an emergency card for every activity in which he/she participates. This may require the student to fill out several cards each year. These cards must be returned to the coach or coordinator, complete with a parent/guardian signature, before the student is allowed to try out, attend practice, or participate. The coach or coordinator will keep the emergency card readily available at all times in order to access any pertinent medical information in case of an illness, accident, or injury. The per activity updating of the emergency cards provides the most recent medical information about the student in order that we might provide the best possible treatment should there be a problem.

Accidents

Any accident requiring medical attention must be reported to the coach or coordinator immediately. The circumstances of the accident must be recorded. Any treatment for the injury must be recorded as well. If the injury is of a more serious nature, arrangements must be made to seek medical treatment as soon as possible. The coach/coordinator will notify the parent/guardian or emergency contact of the injury and any treatments administered. Any injury obviously requiring immediate medical services will be handled by dialing 911.

Athletic Contract

Students involved in an interscholastic activity where they will represent the Salem School District at other schools must sign an athletic contract. Eligibility will be determined through a weekly checklist relative to behavior and academics. The following eligibility requirements include:

1. The student cannot receive three checks on an eligibility list given to the principal, academic teachers, and the special areas of physical education, music art health, Spanish, tech ed, careers and guidance. This list is circulated prior to a contest. Checks may be given for incomplete work, a D or F on tests, an F on quizzes, poor behavior, school detentions, bus detentions, or any action the teacher or administrator deems unacceptable for a specific behavior.
2. A student ineligible for a certain number of contests may be dismissed from the team. For softball, volleyball, and track, the student can be dismissed after missing two contests and for basketball, three. This additional game is due to basketball's longer season.
3. The student must inform the coach prior to missing practice. Otherwise, it is unexcused. Two unexcused absences will result in missing a contest. An excused school absence excuses the student from practice.

Athletic Activity Rules

1. Teams or cheerleaders waiting to participate, or having already participated will sit immediately behind the participating group, under the supervision of the coach.
2. Students may leave the gym only at half time and between games.
3. Students will remain seated while the game is in progress.
4. Gum chewing is not allowed in the music rooms or the gymnasiums.
5. Arrangements for rides should be made prior to the game or activity. Rides generally are needed at 6:00pm. Coaches will notify participants should that pick-up time change for a given activity.
6. Chaperones have complete responsibility of all spectators and may ask a spectator to leave the activity.
7. Students will at all times observe all rules and regulations, policies, and procedures in place as determined by the Salem School District.

Student Directory Information

Student directory information includes student's name, address, and telephone number, as well as date of birth, participation in officially recognized sports and activities, and dates of attendance.

Except otherwise provided below, directory information may be disclosed to any person after the school has:

1. Notified the parent, legal guardian, or guardian *ad litem* of the categories of information which is designated as directory information with respect to each student;
2. Informed such persons that they have fourteen (14) days to inform the school that all or any part of the directory information may not be released without their prior consent; and
3. Allowed fourteen (14) days for the parents, legal guardian, or guardian *ad litem* of any student to inform the school, in writing, that all or any part of the directory information may not be released. At the end of this two (2) week period, each student's records will be appropriately marked by the records' custodian(s) to indicate which items in the district will be designated as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent, guardian, or guardian *ad litem*.

Student Discipline (Board Policy 5600)

Salem School District is committed to establishing a safe and educationally conducive learning environment for all individuals involved in the learning process.

The District shall not tolerate behavior that is dangerous, disruptive, or unruly. Any students in PK-8th grade, who engages in such behavior as outlined by Administrative Rule 5600 shall be subject to removal from the classroom. In addition, the student shall be subject to disciplinary action as designated in established board policies and school rules.

In order to provide students with a positive learning environment, Salem Grade School has implemented Positive Behavior Interventions and Supports (PBIS). This plan focuses on teaching, modeling, and reteaching of appropriate school-wide and classroom behaviors. Our goal is to build a personalized relationship with each student through encouragement, proactive approaches, and positive praise. Our plan additionally includes proactive coaching for teachers and restorative responses when addressing behaviors.

Salem School District's School Wide Expectations are as follows:

Be Safe, Be Respectful, Be Responsible

Code of Conduct

Code of School/Classroom Conduct and Discipline Chart	
<u>Response Level 1</u>	<ul style="list-style-type: none">• Support Staff Interventions• Contact with parent/guardian• Classroom Intervention and/or Discipline• Break from the classroom
<u>Response Level 2</u>	<ul style="list-style-type: none">• Support Staff Interventions and Administrative Intervention/Discipline• No more than 2 days of In-School Suspension or Out of School Suspension• Contact with parent/guardian• Assigned Detentions or Short Term Removal by administration
<u>Response Level 3</u>	<ul style="list-style-type: none">• Administrative Discipline up to 5 days In-School or Out of School Suspension
<u>Response Level 4</u>	<ul style="list-style-type: none">• Administrative Discipline up to 5 days Out of School Suspension• Possible long-term removal from school and re-engagement strategies including a reinstatement meeting* with parents/guardians
<u>Response Level 5</u>	<ul style="list-style-type: none">• Suspension and recommendation for expulsion

Level 1 Responses

Level 1 responses will be utilized for common behaviors that generally occur in the classroom and can be managed and corrected by a staff member. The building administrator(s) or designee(s) may manage Level 1 behaviors for purposes of consistency across educational environments, however, the conduct does not rise to the level of a disciplinary referral (Level 2 Misconduct) unless it is repeated.

In cases in which building administrators or designees become involved, a progressive discipline model will be followed. Progressive Discipline is the process of using increasingly severe steps when a student fails to correct a problem after being given a reasonable opportunity to do so.

Each staff member establishes the rules for the classroom and for school-related activities. The staff member may use any of the disciplinary options listed below to maintain classroom discipline.

Intervention Options/Responses:

- ☐ Verbal correction
- ☐ Teacher-student conference

- ☐ Reteaching expectations
- ☐ Parental contact by phone and written or oral notification to parent or guardian
- ☐ Student-counselor conference
- ☐ Detention with the classroom teacher (lunch)
- ☐ Loss of recess privileges
- ☐ Loss of Chromebook privileges
- ☐ Break from the classroom
- ☐ Classroom or student restorative circles
- ☐ Confiscation of electronic device
- ☐ Reflection
- ☐ Other appropriate restorative practice determined by the supervising staff member

Level 2 Responses

Level 2 responses will be utilized by support staff or administration or designee using a progressive discipline model. Progressive discipline is the process of using increasingly severe steps when a student fails to correct a problem after being given a reasonable opportunity to do so.

Intervention Options/Responses:

- ☐ Parental contact by phone and written or oral notification to parent or guardian
- ☐ Required administrator or designee/student/parental conference
- ☐ Placement in in-school suspension/Reset Room
- ☐ Detention during lunch, before or after school assigned by an administrator or designee
- ☐ Loss of recess privileges
- ☐ Loss of Chromebook privileges
- ☐ Exclusion from extracurricular activities, such as sports/clubs, field trips, and commencement exercises/award ceremonies
- ☐ Removal/Suspension of school transportation privileges
- ☐ "Behavior" or "conduct" contracts
- ☐ Suspension for up to two school days per occurrence
- ☐ Any other appropriate disciplinary actions determined by the administration or designee
- ☐ Restitution (after school grades 5-8)

Levels 3-5 Responses

Levels 3-5 responses will be utilized by an administrator or designee using a progressive discipline model. Progressive discipline is the process of using increasingly severe steps when a student fails to correct a problem after being given a reasonable opportunity to do so.

Intervention Options/Responses:

- ☐ Parental contact by phone and written or oral notification to parent or guardian
- ☐ Required administrator or designee/student/parental conference

- ☐ In-school suspension
- ☐ Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
- ☐ Removal of school transportation privileges
- ☐ "Behavior" or "conduct" contracts
- ☐ Reinstatement meeting* following suspension
- ☐ Suspension for up to five school days per occurrence
- ☐ Recommendation for Alternative Educational Placement/Expulsion
- ☐ Any other appropriate disciplinary actions determined by the administration

*Conference and Reinstatement Following Suspension: Following a suspension, the student and parent/guardian will participate in a readmission conference with the administrator at a scheduled time. If it is difficult to meet with the school at that time, the parent or guardian should contact the school office to discuss the matter by telephone, virtual meeting, or reschedule a conference with the administrator. The student will meet with the principal at the readmission time noted. The student's achievements as well as difficulties and possible interventions will be discussed at the readmission conference.

Rights of Students with Disabilities

Students with disabilities (special education eligible, 504/ADA qualified or students in the special education referral process) are subject to disciplinary procedures. Discipline of these students is governed by the procedural due process requirements in order to guarantee access to a free and appropriate public education.

Examples of Conduct

Examples of Conduct that Violate Expectations or Code of Conduct		Definitions of Violation	Response Level	Response Level
			Minimum minor	Maximum serious/repeated
Attendance/ Punctuality	Tardiness	Failure to be in place of instruction at the assigned time without a valid excuse	1	1*
	Truancy	Failure to report to school or class without prior permission, knowledge, or excuse by school/parent	1	1
Learning Environment	Inappropriate Dress	Dressing or grooming in a manner that disrupts the teaching and learning of others	1	1*
	Chronic Lack of Supplies	Repeatedly reporting to class lacking necessary materials such as books, physical education attire, industrial education class supplies, etc.	1	1
	Inappropriate Personal Property	Possession and/or use of personal property prohibited by school rules and/or otherwise disruptive to the teaching and learning of others such as food, beverages, laser pointers, fidget toys, electronics, lighters and cellphones and other communication devices	1	3
	Leaving the classroom or school building without permission	Leaving the classroom or school building without permission from staff members in charge	1	2

Learning Environment	Insubordination	Failing to comply with proper and authorized directions or instructions of a staff member	1	2
	Academic Dishonesty, Individual	Any type of cheating that occurs in relation to a formal academic exercise, limited to the individual	1	2
	Academic Dishonesty, Group	Any type of cheating that occurs in relation to a formal academic exercise that involves two or more people, including distribution and/or intent to distribute	1	3
	Network Violation	Any violation of the Network Use Agreement	1	5
	Disruption	Behavior that disrupts the educational process of others by involvement in misconduct that recurs on a regular basis over a period of time	2	5
	Other Similar Offenses	Engaging in other similar conduct that disrupts the educational process or interferes with teaching and learning	1	5

*Indicates possible use of progressive discipline.

Examples of Conduct that Violate Expectations or Code of Conduct		Definitions of Violation	Response Level	Response Level
			Minimum minor	Maximum serious/repeated
Physical Safety/Mental Well Being	Verbal abuse/profanity	Use of language (electronic, written, or spoken) or conduct/gestures which are obscene, lewd, profane, vulgar, or sexually suggestive	1	5
	Verbal abuse/	Disturbing other(s) by use of electronic, written or spoken word;		

Physical Safety/Mental Well Being	harassment	pestering, tormenting, or threatening that is deliberate, repetitive, and/or malicious, which may include language that targets a person's protected class status Elementary Level:	2	5
		Middle School Level:	3	5
	Personal Threat	Direct or indirect (through another party), electronic, spoken, or written statement of intent to do bodily harm directed towards others or put others in fear of immediate bodily injury	2	5
	Bullying	Deliberate or intentional behavior using words or actions intended to cause fear, intimidation, or harm. May be a repeated behavior and involves an imbalance of power.	2	5
	Recording/ Images of another person	Making, transmitting or distributing any recording that has not been approved by or authorized by the school of the voice or image of any other student, staff member or other person in any non-emergency situation, and without the consent of the person(s) so recorded.	2	5
	Inappropriate Physical Contact	Contact made with another person or people that is inappropriate or unwarranted, but does not rise to the level of physical assault, sexual harassment or assault, or fighting.	1	3
	Physical Assault/Battery	Aggressive behavior exhibited in an attempt to do, or which does, immediate bodily harm towards staff or students.	4	5
	Fighting	Exchange of physical blows.	3	5
	Sexual Harassment	Unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, gestures or other verbal conduct or communication of a sexual nature	3	5

Physical Safety/Mental Well Being	Inappropriate Sexual Behavior	Deliberate and inappropriate touching or grabbing of another person's breasts, buttocks, or genitalia that does not rise to the level of Sexual Assault Elementary Level:	2	5
		Middle School Level:	3	5
	Sexual Assault	Intentional bodily contact for sexual gratification or degradation of the victim	4	5
	False Fire Alarms	Reporting a fire to school or fire officials, or setting of a fire alarm without a reasonable belief that a fire exists Elementary Level:	2	4
		Middle School Level:	3	4
	Possession/ ownership use of weapon including a gun	Possessing, having under one's control, using or threatening with a knife, razor, karate stick, metal knuckle, box cutter, laser pointers used to do bodily harm, pepper spray, a gun (pistol, BB, pellet, rifle, starter, replica, or toy gun) or any other object that by the way it is used or intended to be used is capable of inflicting bodily harm Elementary Level:	3	5
		Middle School Level:	5	5
	Bomb Threats	Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property	4	5
	Other similar offenses	Engaging in other similar acts that endanger the physical safety or mental well-being of others	1	5

Examples of Conduct that Violate Expectations or Code of Conduct		Definitions of Violation	Response Level	Response Level
			Minimum minor	Maximum serious/repeated
Property	Vandalism	Maliciously and intentionally causing damage to school property or the property of others. Includes situations in which minor damage can be repaired or replaced at no cost to the district	1	5
	Possession of stolen property	Having in one's possession property obtained without permission of the owner	1	4
	Theft	Taking property belonging to the school or to any individual or group without prior permission with specific intent to permanently deprive	1	5
	Burglary	Unauthorized entry into a school district building for the purpose of committing a crime when the building is closed to the students and public	3	5
	Arson	Intentionally starting any fire or combustion on school property	4	5
Controlled Substances	Possession/ Ownership and use of alcohol	Possessing, having under one's control, or under the influence of any alcoholic beverages	4	5
	Possession/ Ownership and use of controlled substance	Possessing, having under one's control, or using any controlled substances that were not prescribed to that person	4	5

	Use or possession of nicotine, including tobacco or electronic vaping devices	Using or possessing any tobacco product (including electronic vaping devices/paraphernalia) by student	2	5
	Possession with intent to distribute illegal drugs/alcohol/prescribed medications	Selling, giving away, or otherwise transferring to another person any controlled substance or alcohol, including any transfer of a prescription drug or any substance alleged to be a drug regardless of its actual content	4	5
	Other substances/materials	Possessing, using, or having under one's control any substances, materials, or related paraphernalia that are dangerous to health or safety, or that disrupt the educational process	3	4

Each staff member establishes the rules for the classroom and for school-related activities. The staff member may use any of the disciplinary options listed below to maintain classroom discipline.

Appeal of Suspension

In cases where a student receives a suspension, the suspended pupil or the pupil's parent or guardian may, within 5 school days following the commencement of suspension, have a conference with the school district administrator or his or her designee who shall be someone other than a principal, administrator or teacher in the suspended pupil's school. If the school district administrator or his or her designee finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. The administrator, or the administrator's designee, shall make a finding within ten (10) calendar days of the conference.

Due Process

- All referrals to an administrator will be made by a written report.
- The Administrator shall confer with the student and teacher/supervisor to gather information related to the reported incident and to give the student the opportunity to respond to reported behavior, before taking disciplinary action.
- Written or oral notification of action will be sent to the parent/guardian.
- A notification will be sent to the teacher or staff member indicating the action taken.
- All Discipline Referrals will be retained by the administrator in the student disciplinary file.

Manifestation Determination for Students with a Disability

A manifestation determination is the process used to determine whether the behavior that resulted in the proposed disciplinary change of placement is a manifestation or result of the student's disability. Manifestation determinations are only required when the proposed disciplinary action is to change the student's current placement.

A disciplinary change of placement occurs when the student's removal is for more than 10 consecutive school days (10 school days in a row) or when a series of removals constitutes a pattern.

If the behavior is a manifestation of the student's disability, then except under limited circumstances, the LEA cannot unilaterally proceed with changing the student's placement. The parent and the LEA, however, could agree to a change of placement.

Behavior is determined to be a manifestation of a student's disability if:

- the conduct in question was caused by or had a direct and substantial relationship to the student's disability; **or** the conduct in question was a direct result of the LEA's failure to implement the student's individualized education program (IEP).

The behavior is a manifestation of the student's disability if either one of the above conditions apply. This is determined on a case-by-case basis, and the analysis is dependent upon the particular circumstances involved. (For example, if as part of the disability, a student has difficulty with impulse control, the team may consider whether the incident involved an impulsive action or whether the actions demonstrated planning and forethought.)

Pupil Non-Discrimination Policy (Board Policy 2260)

Salem School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

Procedures for Resolving Discipline Concerns

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, or students can meet with a teacher/staff member at appropriate times to discuss existing problems. If the parents, guardians, or students are dissatisfied with the decision or explanation, they can meet with the building administrator to review the area of concern. If further assistance is needed, then parents, guardians, or students can meet with the District's Discipline Supervisor:

Mrs. Patty Fitzgerald
Director of Teaching and Learning

Salem School District
8828 Antioch Rd
Salem, WI 53168
262-843-2356 x145
patty.fitzgerald@salem.k12.wi.us

If further assistance is needed, then parents, guardians, or students may meet with the Superintendent:

Dr. Vicki King
Salem School District
8828 Antioch Rd
Salem, WI 53168
262-843-2356 x404
vicki.king@salem.k12.wi.us

Definitions related to Salem Code of Conduct and Discipline Plan

Weapons

A device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. (e.g. pistols, rifles, shotguns, regardless of whether exploding powder or air is used to propel its ammunition; bow and arrows; BB guns; pellet guns; brass knuckles; knives; and cutting instruments (cutting instrument refers to objects that have as their primary intended purpose being an object utilized to cut something (e.g. box cutter, carpet cutter, razor blades, straight razor, is an illustrative but not exhaustive list).

Surrender for Safety

A pupil who possesses a knife or other cutting instrument, weapon or object that may be used as a weapon, or other inappropriate item/material, and surrenders it to a school staff member, before being discovered in possession of said object may or may not be subject to discipline. An investigation will occur into the circumstances involving the possession and surrender of the knife or other cutting instrument, weapon or object that may be used as a weapon, or other inappropriate item/material, and a decision will be made whether to discipline the student, or not, after a consultation between the building administration and the Superintendent.

Serious Offenses/Serious Misbehavior

Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, district transportation, the school, or any school-related activity and may include persistent misbehavior of Level 2 or higher misconduct. A finding that a student has engaged in any offense listed as an offense under Level 3 or Level 4 constitutes a finding that the student has engaged in serious misbehavior.

Controlled Substance

Bodily Harm

Student Services and Special Education

Salem School District offers a wide network of support for students with a disability. In addition, a team of professionals are available to assist students who may need Reading or Math intervention, social/emotional support, or help securing resources in our community.

If you or your family is in need of assistance or you feel your child may require additional service due to a disability, please contact the Director of Special Education at 262-843-2356 x422.

Use of Technology by Students

Chromebook/iPad (device) insurance is included in the annual student registration fee. Any accidental damage will be covered by the insurance but certain exclusions apply and the cost of replacement/repairs not covered by insurance will be the responsibility of the student/family:

Exclusions

- **Dishonest, Fraudulent, or Criminal Acts:** Insurance will not cover damage or loss that occurs in conjunction with dishonest, fraudulent, or a criminal act.
- ***Intentional or Negligent Damage:** Insurance will not cover repairs which are the result of intentional or negligent actions. This includes, but is not limited to the removal of keys, removal of outer rubber, removal of screws and/or opening the device. Please see below for more information related to intentional or negligent damage.
- **No Protective Cover:** Students who remove the protective cover provided will be responsible for the full amount of the repair/replacement.
- **Cosmetic:** Damage that does not affect the functionality of the device may not be covered by insurance. This includes, but is not limited to scratches, dents, and broken plastic ports or port covers.
- **"Jailbreaking"** or otherwise voiding the manufacturer's warranty by altering the software.
- **Loss:** Families will be responsible for any device which is lost by the student.

***In general, damage is determined to intentional or negligent if any of the following held true:**

- The damage is witnessed by the teacher and/or multiple students
- If the student is referred to the office for disciplinary investigation of the damage and found to be intentional
- If the damage is apparent or obvious such as the computer case being pried apart, multiple keys pried off, marker "graffiti" on the case, keys, and/or screen, etc.
- If the damage is determined to be intentional by our warranty repair program vendor, ITSavvy.

Chromebooks are school devices and used for educational purposes only. Any time *any* device is logged in using a @saalem.k12.wi.us account, the school can monitor all usage and is subject to Salem Code of Conduct. Use of a VPN or proxy on school devices is strictly prohibited.

Chromebooks may be taken home by middle school students with the intent of them using the device to access school resources or complete school work. Board Policy 7540.03 - Student Network and Internet Acceptable use and Safety applies to school owned Chromebooks that are used at home. It is best practice to have these devices used and charged in a common space in the home rather than in a space such as a bedroom.

Internet Safety: The student Chromebooks will be filtered in compliance with the Children's Online Protection Act ([CIPA](#)) both at home and school. Because of the requirements of the Children's Online Privacy Protection Act ([COPPA](#)) and permission needed for children under 13 years to share information on websites, social media sites will be blocked on all school Chromebooks.

Video & Photography Permission

To enhance our students' experience and further communication within our community, there is the potential for your child(ren) to be digitally recorded or photographed by either district personnel or the news media during classroom activities or events. If you do not grant permission for your child(ren) to be included in public broadcast of video or video yearbooks and for publishing photographs in newspapers, school newsletters, or district publications, send a signed letter with your request to the school office. See also Board Policy 8600.

Visitors to Salem School (Board Policy 9150)

Salem uses the Raptor System securing entrance into the building. The first time you choose to gain access beyond the school office, you will be asked to present your driver's license. The license will be entered into the Raptor system and you will receive an adhesive badge which must be worn at all times while you are in the building. This badge indicates your destination. Additional visits will only require you to give your name to obtain a new badge for the day.

To maintain student safety and student confidentiality, please make arrangements with the teacher and/or principal if you plan to visit your child's classroom.

Wellness and Snack Policy (Board Policy 8510)

Salem School District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. The District will evaluate and integrate health based educational programs and practices which promote wellness to our students, staff and community so that the schools contribute to the basic health status of children.

Students are given a snack break each day.

Salem School District uses the following guidelines for classroom snacks:

Preferred Snack Choices

Foods with long lasting energy such as fruits, vegetables, meat, dairy (yogurt, milk and cheese) whole grains and water. Examples include (but are not limited to): applesauce pouches, fruit cups, raisins, peppers, string cheese, deli meat, meat sticks, baked crackers, cheese, snack crackers, juice boxes with 100% real fruit juice, pretzels, carrot and celery sticks.

When choosing a snack for your child, please consider an appropriate portion size so that it may be eaten in a reasonable amount of time and will take very little time to clean up.

Snack Items to Avoid

Due to the negative impact on children's health, we ask you to avoid bringing in energy drinks, coffee, soda, and other caffeinated beverages, as well as snacks with high sugar and/or salt content.

We want to remind parents and students that sharing lunch items and snacks is prohibited due to allergies.

Birthday Party or Holiday Celebrations

Please be mindful of sending any food items that may contain nuts. Consider sending non-food items to school (pencils, stickers, trading cards, etc), donate a book to their classroom library, share your talent or hobby, or talk to your child's teacher about ideas you might have to make your child feel special. If you choose to send food items, they must be pre-packaged in the original packaging.

If you wish to distribute party invitations *at school*, all students in the classroom must receive an invitation.

Students will have access to nut free tables if needed in our lunchrooms.

2025-2026 Student/Parent Handbook Acknowledgement

As part of the registration process, you electronically acknowledged and agreed to the policies and guidelines outlined in our **Student-Parent Handbook**. This acknowledgment confirms your understanding and acceptance of the expectations, procedures, and responsibilities for both students and families throughout the school year.

If you would like to review the handbook again, it is available on our website by clicking Parents —> Student/Parent Handbook.

Appendix A Guidance on Post-Promotion Reading Services Board Approved Policy 5411

Promotion of Third Grade Students with Personal Reading Plans

For any student who has not completed their personal reading plan by the end of the student's third grade year, the District will engage in a process to determine whether to promote that student to the fourth grade. The District will not promote a student from third to fourth grade who has not completed their personal reading plan by the end of third grade unless the District, in consultation with the student's parent(s), believes retention is not in the best interest of the student.

In reaching the decision to promote or retain the student, the District will carefully consider all relevant factors, including but not limited to:

Whether a team of interested individuals, including the parent(s) of the student and school representatives who have knowledge of the reading instruction, supports, and interventions provided to the student, believe promotion is in the best interest of the student;

- A. All relevant and available data demonstrating the student's response or progress to reading instruction and intervention, and data demonstrating the student's progress towards meeting personal reading plan goals;
- B. Why the student has not completed their personal reading plan;
- C. Whether or which alternatives to retention can help support the student to achieve reading proficiency;
- D. Any other factor(s) relevant in deciding whether to retain or promote a student;
- E. Those factor(s) or conditions considered elsewhere in District policy or administrative guidelines pertaining to student promotion and retention;
- F. Whether the student is eligible for an exception contained under this policy;
- G. The potential long-term adverse risks of retention.

Based on the comprehensive evaluation of factors above, the District will make one of the following determinations:

Promotion: Promotion to fourth grade with applicable supports and services is more appropriate than retention to third grade.

- A. Promotion: The student's non-completion of their personal reading plan was not primarily due to the student's lack of reading proficiency.
- B. Promotion: The District recommends retention with applicable supports and services but the student's parent(s) do not agree with the District's recommendation.
- C. Retention: The District determined that, in consultation with the student's parent(s), retention with applicable supports and services is more appropriate than promotion to fourth grade.

Promoting Students with Incomplete Personal Reading Plans

If the District promotes a third-grade student who has not completed their personal reading plan by the end of third grade, the District shall conduct all of the following post-promotion requirements:

- A. In the following and subsequent school year(s) provide intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency until the student scores at grade level in reading on a summative assessment;
- B. Notify the student's parent(s), in writing, that the student did not complete their personal reading plan, including a description of the instructional services and supports that will be provided to the student to remediate the identified areas of deficiency; and
- C. Provide the student with an intensive summer reading program each summer until the student scores at grade-level in reading on a summative assessment.

Exceptions to Post-Promotion Requirements

The following are good cause exceptions. Any student who meets one or more of the following good cause exceptions may be exempt from the promotion policy, the intensive summer reading program, and/or the intensive reading intervention requirements:

- A. The student is identified as a Limited-English Proficient student as per the definition included in this policy;
- B. The student has an individualized education plan (IEP) that indicates that neither taking the universal reading screener nor the State summative assessment in reading is appropriate for the student;
- C. The student scores as proficient in reading on the alternative Statewide standardized summative assessment;
- D. The student has an IEP or Section 504 plan under the Rehabilitation Act of 1973 that indicates that the student has received intensive intervention in reading for more than two (2) years if the student continues to demonstrate a deficiency in reading and was previously retained in 5K, grades one, two, or three;
The student has received intensive reading interventions for two (2) or more school years, continues to demonstrate a deficiency in reading, and was previously retained in 5K, grades one, two, or three for a total of two (2) years.

Mid-Year Enrollment/Transfers

Any student who enrolls as a third-grade student late in the school term without any accompanying record of a personal reading plan shall be promoted to fourth grade under the criteria that the student did not have a personal reading plan in effect at the end of third grade.

If a student transfers into a school enrolled as a fourth-grade student and the provided records indicate the student may have met requirements to be retained in third grade (e.g., incomplete personal reading plan), the District shall provide all supports and services that the student would have otherwise received as a post-promotion requirement including intensive instructional services, progress monitoring and supports to remediate the identified areas of deficiency, parent notification, and an intensive summer reading program each summer until the pupil scores at grade-level in reading on a summative assessment.

Appendix B Title IX Notice of Nondiscrimination Policy
Board Approved Policy 2266
Rescinded Policy 2264

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, 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 Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

Title IX Coordinator(s)

The Board designates and authorizes the following individual to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Kate, Flanagan, Director of Special Education
8828 Antioch Road
P.O. Box 160
Salem, WI 53168
262-843-2356

Appendix C Student Attendance & Truancy

Board Approved Policy 5200

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

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

Unexcused Absences

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Definitions

A. Truancy

A student will be considered truant if the student is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant.

B. Habitual Truant

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

C. Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

Tardiness/Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

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

No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents;
plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned;
- B. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District;
- C. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school;
- D. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- E. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under 118.16(1)(a), Wis. Stats., with public and private social services agencies;
- F. methods to involve the truant child's parent in dealing with and solving the child's truancy problem.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly;
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk;
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy;
The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5)

school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law;
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113 - Open Enrollment Program (Inter-District), which the parent or student may follow if they believe the student was erroneously marked truant.

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused;
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law;
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level;
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Appendix D Notice of Inadequate/Incomplete Immunization Records
Board Approved Policy 5320

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

All students shall be required to provide records establishing that they meet the DHS immunization requirements or request a waiver of those requirements not later than the 30th school day from the beginning of the school year or initial enrollment in the District, for students transferring into the District.

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

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

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

