

Mayville 4K-6 Student/Parent Handbook

2024-25

Mayville Elementary School

4K-6 2025-26 Student/Parent Handbook

Becky Le Bouton, Principal
Andrew Goldbach, Dean of Students

Mayville Elementary School

445 North Henninger
Mayville, WI 53050

(920) 387-7970
FAX (920) 387-7974

www.mayvilleschools.com

School District of Mayville

MISSION OF THE SCHOOL

Empowering learners. Fostering innovation. Transforming the learning experience.

Dear Parents and Students,

Welcome to the 2025-26 school year at Mayville Elementary School (MES)! This is an exciting time in your child's education - whether you are at the very beginning of your family's school journey with a learner entering 4K or seeing the finish line with 6th grade learners preparing for their next step into the Jr/Sr High School. The elementary years are in many ways the most important years for each child, because so many attitudes and habits relating to school start now. At Mayville Elementary, we remain committed to making these years positive, productive and a great experience for both you and your child.

As parents, you also play a big part in making these years successful for your child. We invite you to join us on the MES teams, focusing on educating the whole child. Each parent brings unique experiences and knowledge to the team, and we urge you to consider how you can use your time and talents to contribute to Mayville Elementary School. We offer many volunteer opportunities, from helping in the classroom, playground and lunchroom, to chaperoning field trips, or with our frequent school-wide or grade-wide activities. Take the time to get to know your child(ren)'s teacher(s) and other school staff, and share your ideas with us.

We are committed to providing you and your child with a wide range of support services to enhance the educational experience and meet your child(ren)'s individual needs. Every child deserves the opportunity to achieve at their highest potential, and we will continue to work with you as a team to meet this goal. If you have questions or concerns about your child's education, please contact your child's teacher or the principal.

We look forward to traveling through the 2025-26 school year with you, and wish you all a successful educational experience.

Sincerely,

Rebecca Le Bouton

Rebecca Le Bouton
Principal

Andrew Goldbach

Andrew Goldbach
Dean of Students

MES Staff

Mayville Elementary Staff

Empowering learners. Fostering innovation. Transforming the learning experience.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents 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. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. 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 your Principal who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board and the School District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2025 the language in the most current policy or administrative guideline prevails. The current policies are available on the District's website.

SCHOOL DISTRICT ONLINE DIRECTORY - [Online District Directory](#)

DISTRICT ADMINISTRATION

ADMINISTRATION OFFICE

Scott Sabol, District Administrator 387-7963 x 1001

PARKVIEW EARLY LEARNING

Scott Sabol, Building Administrator 387-7963 x1001
Carrie Mathison, Early Childhood Director 387-7963 x2135

MAYVILLE ELEMENTARY SCHOOL

Rebecca Le Bouton, Principal 387-7970 x3006
Andrew Goldbach, Dean of Students 387-7970 x3017

Jr/Sr HIGH SCHOOL

Michael Blaha, Principal 387-7960 x4005
Matt Dwyer, Dean of Students 387-7960 x4008
Scott Hilber, Activities Director 387-7960 x4001

DISTRICT-WIDE SERVICES

Carrie Mathison, Director of Teaching & Learning 387-7963 x2135
Travis Bates, Director of Operations 387-7960 x5001
Christina Mejaki, Food Services Director 387-7960 x4161
Carrie Mathison, Director of Special Education 387-7963 x2135
Travis Bates, Transportation Supervisor 387-7960 x5001

SCHOOL BOARD

Randy Clark, President
Andy Shoemaker, Vice President
Barb Brown, Treasurer
Tatianna Shirasaki-Krahn, Clerk
Melissa Worthington, Member
James Congdon, Member
John Westphal, Member

Empowering learners. Fostering innovation. Transforming the learning experience.

TABLE OF CONTENTS

- 1 Letter to Families
- 2 Foreword
- 3 Staff Directory
- 3 District Directory
- 7 Equal Education Opportunity/Anti-Harassment
- 9 Nondiscrimination on the Basis of Sex
- 10 Sexual Harassment
- 13 Bullying
- 14 Student Hazing
- 14 Section 504/ADA Complaint
- 15 School Day
- 15 Student Rights and Responsibilities
- 16 Student Well-Being
- 16 Injury and Illness
- 17 Guidelines for Becoming Sick at School
- 18 Homebound Instruction

Section I - General Information

- 18 Enrolling in the School
- 19 Scheduling and Assignment
- 19 Early Dismissal from School
- 20 Transfer Out of the School District
- 20 Open Enrollment
- 20 Withdrawal from School
- 20 Immunizations
- 21 Student Accidents, Illness, Concussions, & Sudden Cardiac Arrest
- 21 Suicide Prevention
- 21 Emergency Medical Authorization
- 21 Emergency Nursing Services
- 22 Use of Prescribed Medications
- 23 Asthma Inhalers and Epinephrine Auto-Injectors
- 23 Use of Non-prescribed Drug Products
- 24 CBD Products
- 25 Essential Oils
- 25 Head Lice
- 25 Control of Casual-Contact Communicable Diseases
- 26 Control of Direct Contact Communicable Diseases
- 26 Students with Disabilities
- 27 Service Animals and Other Animals on District Property
- 27 Bilingual Students/English Learners

Empowering learners. Fostering innovation. Transforming the learning experience.

- 27 Student Records
- 30 Student Fees, Fines and Charges
- 30 Student Fund-Raising
- 32 Student Valuables
- 32 Review of Instructional Materials
- 32 Meal Service
- 33 Fire Drills, Tornado Drills, and Lockdown Drills
- 33 Emergency Closings and Delays
- 34 Preparedness for Toxic and Asbestos Hazards
- 34 Visitors
- 35 Use of the Library/Media Center
- 35 Use of School Equipment and Facilities
- 36 Lost and Found
- 36 Student Sales
- 36 Use of School Telephones
- 36 Use of Cell Phones or Personal Communication Devices
- 38 Weapons
- 39 Advertising Outside Activities
- 39 Video Surveillance
- 39 Safety and Security
- 40 Student Intellectual Property Rights

Section II - Academics

- 41 Nondiscrimination
- 41 Course Offerings
- 41 Academic and Career Planning
- 41 Field Trips
- 42 Grades
- 42 Promotion, Placement, Retention
- 42 Homework
- 42 Academic Dishonesty
- 43 Student Technology Acceptable Use and Safety
- 44 Virtual Instruction
- 44 Student Assessment
- 45 Sincerely Held Religious Beliefs

Section III - Student Activities

- 45 School-Sponsored Clubs and Activities
- 46 Athletics

Section IV - Student Conduct

- 46 Attendance
- 52 Student Attendance at School Events

Empowering learners. Fostering innovation. Transforming the learning experience.

- 53 Student Behavior
- 54 Care of Property
- 54 Prohibited Use or Possession of Intoxicants, Drugs, or Paraphernalia
- 55 Use of Tobacco/Nicotine Prohibited
- 56 Student Code of Classroom Conduct-/Removal From Class
- 60 Other Forms of Discipline
- 61 Suspension and Expulsion
- 65 Search and Seizure
- 66 Student Dress and Appearance
- 68 Student Rights of Expression
- 68 Student Suggestions and Complaints
- 69 Student Due Process Rights

Section V – Transportation

- 69 Bus Transportation to School
- 70 Bus Conduct
- 71 Cameras on School Buses
- 71 Penalties for Infractions

This Student/Parent Handbook is based in significant part on policies adopted by the Board and Administrative Guidelines developed by the District Administrator. 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.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (*Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity*) of the School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender 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") or other protected characteristics as well as place of residence within School District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Carrie Mathison at 920-387-7963 ext. 2135

It is also the policy (*Board Policy 5517 - Student Anti-Harassment*) of the School District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all School 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 School District can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the School District.

The 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.

Any person who believes that the Mayville Elementary School 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:

Michael Blaha
Mayville Jr/Sr High Principal
920-387-7960 ext. 4005
500 N. Clark St. Mayville, WI
mblaha@mayville.k12.wi.us

Becky Le Bouton
Mayville Elementary Principal
920-387-7970 ext. 3006
445 N. Henninger St., Mayville, WI
rlebouton@mayville.k12.wi.us

The complaint procedure is described in *Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity* and *Policy 5517 - Student Anti-Harassment*. and on Form 2260F2. The policy and form is available in the School office and the School District's website.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.)

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under *Board Policy 5517.01 - Bullying*, and not harassment under *Board Policy 5517 - Student Anti-Harassment*, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the School District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action 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.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including gender 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" which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes "hate speech" directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. notes or cartoons;
- E. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. 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;
- G. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

NONDISCRIMINATION ON THE BASIS OF SEX

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

Michael Blaha
Mayville Jr/Sr High Principal
920-387-7960 ext. 4005
500 N. Clark St. Mayville, WI
mblaha@mayville.k12.wi.us

Becky Le Bouton
Mayville Elementary Principal
920-387-7970 ext. 3006
445 N. Henninger St., Mayville, WI
rlebouton@mayville.k12.wi.us

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

Empowering learners. Fostering innovation. Transforming the learning experience.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in *Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities*. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the School District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The School District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities*, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities* that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities* for more information and detail regarding the School District's commitment to nondiscrimination on the basis of sex.

SEXUAL HARASSMENT

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with *Board Policy 5517 - Student Anti-Harassment*. Sexual harassment consists of 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 obtaining an education; or
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. 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 include, but is not limited to:

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

Sexual harassment examples include, but are not limited to:

- A. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. rating a person's sexuality or attractiveness;
- C. staring or leering at various parts of another person's body;
- D. spreading rumors about a person's sexuality;
- E. letters, notes, telephone calls or materials of a sexual nature; and
- F. displaying pictures, calendars, cartoons or other materials with sexual content;

- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact either of the District's Title IX Coordinators listed below::

Michael Blaha
Mayville Jr/Sr High Principal
920-387-7960 ext. 4005
500 N. Clark St. Mayville, WI
mblaha@mayville.k12.wi.us

Becky Le Bouton
Mayville Elementary Principal
920-387-7970 ext. 3006
445 N. Henninger St., Mayville, WI
rlebouton@mayville.k12.wi.us

Any person may report sexual discrimination, including sexual harassment, to the School District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non business hours.

A copy of *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities*, including the reporting, investigation, and resolution procedures, is available in the school office and on the School District's website page. *Board Policy 5517 - Student Anti-Harassment*, as well as the *Board Policy 2266*, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the School District.

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action. (*Board Policy 5517.01 - Bullying*)

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any SchoolDistrict-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. (*Policy 5516 - Student Hazing*)

SECTION 504/ADA COMPLAINT

Any person who believes that Mayville Elementary School or any staff person has discriminated against them in violation of the *Board Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability* may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Michael Blaha

Mayville Jr/Sr High Principal
920-387-7960 ext. 4005
500 N. Clark St. Mayville, WI
mblaha@mayville.k12.wi.us

Becky Le Bouton

Mayville Elementary Principal
920-387-7970 ext. 3006
445 N. Henninger St., Mayville, WI
rlebouton@mayville.k12.wi.us

The complaint procedure is described in AG 2260.01A and AG 2260.01B and is available in the School office and on the School District's website.

SCHOOL DAY

(The School Schedule is Subject to change. Parents will be informed of schedule changes when they occur)

Parkview Early Learning Center -

- Early Childhood 8:00 AM - 10:30 AM
- All Day 4K 7:50 AM - 3:00 PM
- 4K AM 7:50 AM - 11:00 AM

4K students are not to be dropped off unless supervision is present.

4K supervision will begin at 7:40 AM; EC at 7:50 AM

Mayville Elementary School -

7:55 AM - 3:13 PM

Learners enter the building at 7:50

****Supervision of students on Elementary school grounds is provided between 7:30 AM and 3:20 PM**

Recess Gr. K-4

All students will have a 20 minute recess *and* lunch recess. Times will be determined by the grade level teachers.

Recess Gr. 5-6

All students will have a 20 minute lunch recess.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Mayville Elementary School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

Empowering learners. Fostering innovation. Transforming the learning experience.

No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). (*Board Policy 2416 - Student Privacy and Parental Access to Information*)

****Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from our Pupil Services Team:**

| | | |
|----------------------|-------------------------|-------|
| • Jackie Mittelstadt | 5K - 6 School Counselor | x3009 |
| • Andrew Goldbach | Dean of Students | x3017 |
| • Joseph Hanlon | School Psychologist | x3443 |
| • Becky Le Bouton | Principal | x3006 |

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify a staff person immediately.

All students must have an emergency medical information card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

Empowering learners. Fostering innovation. Transforming the learning experience.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340 - Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)

Guidelines for students who become sick at school or home

- Parent/guardians and/or emergency contacts will be contacted promptly to pick the child up within a one hour time frame.
- Students may not return to school until all health-related criteria are met (noted below). It is recommended parents/guardians call the child's primary care provider for further direction/recommendations

Fever

- Temperature 100.4 °F or greater
- Student must be 24 hours fever-free without fever reducing medicine before returning to school

Vomiting

- One or more episodes of vomiting
- Student must be 24 hrs symptom free *without* anti-nausea medicine before returning to school

Diarrhea

- Two or more watery stools/diarrhea in 12 hours
- Student must be 24 hrs symptom free *without* anti-diarrhea medicine before returning to school.

Rash

- A rash that is covering the whole body, is spreading, or open and cannot be covered should be evaluated by a doctor
- Student may return to school with a note stating the rash is not contagious or when the rash has resolved.

Coughs and Colds

- Continuous nasal drainage, a chronic or congested cough and/or difficulty breathing.
- Student must have overall symptom improvement, decreased coughing and drainage, before returning to school.

Pink Eye (conjunctivitis)

- Eyes that are red watery, swelling of the upper or lower eyelids, eye drainage, and/or has crusts should be evaluated by a doctor
- Students may return after they have no further symptoms *or* after 24 hours of antibiotic, if prescribed.

Strep Throat

- If your child is diagnosed with strep throat, they must remain home until 24 hours after antibiotics have begun.

Pertussis

- If your child is diagnosed with pertussis, they must remain home until five days of appropriate antibiotic is completed.

HOMEBOUND INSTRUCTION

The School District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents should contact the principal regarding procedures for such instruction. (*Board Policy 2412 - Homebound Instruction*)

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Wisconsin students generally enroll in the district in which they live. However, the School District will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students who are new to Mayville Elementary School are required to enroll with their parents or legal guardian unless the student is eighteen (18) years old. When enrolling, the parents will need to bring:

- A. a birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; and
- D. proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the school counseling department. The office staff will assist parents in obtaining the official records from the other school.

During the enrollment process, a parent (or adult student), may present information to the School District certifying that the parent (or adult student), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. In such cases, the School District shall

use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The School District shall place a copy of any certification provided by the parent in the enrollment files.

Students experiencing homelessness who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures (*Board Policy 5111.01 - Homeless Students*).

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures (*Board Policy 5111.03 - Children and Youth in Foster Care*).

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include their parents in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all School rules.

SCHEDULING AND ASSIGNMENT

Grades 4K - 5

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

Students are grouped in classrooms to create a balance of academic, social and behavioral strengths and needs. Students are not assigned to specific teachers based on "teaching style" or personality. Requests for specific teachers will not be accepted unless there is a unique situation. Any such requests must be made with a face to face meeting with the Middle School Principal to explain the necessity of the request. The Principal's decision will be final regarding student classroom placement.

Grades 6

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any concerns regarding a student's schedule should be directed to the building Principal. Students are expected to follow their schedules.

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without a written signed note by the parent or a person whose signature is on file in the school office or oral request by the parent coming to the school office to request the release. No student will be released to a

person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. (*Board Policy 5200 - Attendance and Policy 5230 - Release of Students to Authorized Persons*)

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the Parkview or Mayville Elementary School Office for specific details.

OPEN ENROLLMENT

The School District participates in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the School District, all as amended from time-to-time. (*Board Policy 5113- Open Enrollment and Policy 5113.01 - Part-Time Open Enrollment*)

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their parents and completion of any required forms.

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary vaccinations or waivers, the student may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the District Nurse - Alyssa Tighe - atighe@mayville.k12.wi.us . (*Board Policy 5320 - Immunization*)

[NOTE: If the District conducts a preschool or day-care program, all children must be immunized in accordance with the regulations for that age group provided by the Wisconsin Department of Health Services.]

STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (*Board Policy 5340 - Student Accidents/Illness/Concussion & Sudden Cardiac Arrest*)

SUICIDE PREVENTION

The School District values the mental health of every student and has counseling and prevention resources available for any student considering self-harm. Students may seek help from any staff member. In addition, students are urged to approach any staff member of their choice if they know of another student who is talking about death by suicide. (*Board Policy 5350 – Suicide Prevention, Intervention, and Postvention*)

EMERGENCY MEDICAL AUTHORIZATION

The Board requires every student to have an Emergency Medical Authorization Form completed and signed by their parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. (*Board Policy 5330 – Administration of Medication/Emergency Care*)

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

EMERGENCY NURSING SERVICES

To provide for the protection of the students, the School District shall make available emergency nursing services during the regular school day and during all school sponsored student activities. (*Board Policy 5310.01 - Emergency Nursing Services*)

USE OF PRESCRIBED MEDICATIONS

In circumstances where a student must take prescribed medication during the School day, the following guidelines of *Board Policy 5330 - Administration of Medication/Emergency Care* are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Authorization Form must be filed with the school nurse or office before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office and on the school health services page.
- C. All medications to be administered during school hours must be registered with the school/health office.
- D. Medication that is brought to the office will be properly secured.
- E. Medication may be conveyed to school directly by the parent.
- F. For each prescribed medication, the container shall have a pharmacist's label with the following information:
 1. student's name;
 2. practitioner's name;
 3. date;
 4. pharmacy name and telephone;
 5. name of medication;
 6. prescribed dosage and frequency;
 7. special handling and storage directions

- G. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- H. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (*Board Policy 5330 - Administration of Medication/Emergency Care*)

Students who suffer from severe allergic reactions may possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Principal.

Inhalers and epinephrine can be administered by school officials only in accordance with conditions confirmed by the Principal, consistent with the approved plan adopted by the School District and updated annually, as necessary.

USE OF NON-PRESCRIBED DRUG PRODUCTS

Possession, administration, and use of nonprescription drug products shall be in accordance to *Board Policy 5330 - Administration of Medication/Emergency Care*.

Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parental consent.

The Nonprescription Drug Product Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

- A. student's name;
- B. date;
- C. name of medication;
- D. dosage and frequency;
- E. special handling and storage directions;
- F. authorization for trained and authorized school staff to administer the medication; and
- G. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable.

Further, only those nonprescription drugs that are provided by the parent or guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents may authorize the school to administer a nonprescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed Medications will also apply to nonprescribed medications. The student may be authorized on the request form by their parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

CBD PRODUCTS

In accordance with *Board Policy 5330 - Administration of Medication/Emergency Care*, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities:

No CBD products will be permitted for use at school.

Empowering learners. Fostering innovation. Transforming the learning experience.

ESSENTIAL OILS

In accordance with *Board Policy 5330 - Administration of Medication/Emergency Care*, students and parents are reminded of the following regulation regarding the use of essential oils on School District property or at school activities:

All students are prohibited from using essential oils at school.

HEAD LICE

If a child in the School District is found to have lice, the child's parent will be contacted to have the child treated and to pick the student up immediately. After treatment with an FDA-approved pediculicide/ovicide, **treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal** and upon returning to school, the child will be examined by the school health staff or principal. The School District practices a policy of "no live lice" as a criteria for return to school. (*Board Policy 8451 - Pediculosis*)

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In order to protect the health and safety of the students, School District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

In accordance with *Board Policy 8450 - Control of Casual-Contact Communicable Diseases*, a teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with the notification requirements of the Wisconsin Department of Health and Family Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of direct contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (*Board Policy 8453 - Direct Contact Communicable Diseases*)

Direct contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (*Board Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability*). This protection applies not just to the student, but to all individuals who have access to the School District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact

- Carrie Mathison - at 920-387-7963 ext. 2135. (*Board Policy 2460 - Programs for Students with Disabilities*)

The School District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and *Board Policy 8390 - Animals on District Property*.

Other animals permitted in schools and elsewhere on School District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

- A. An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.
- B. Therapy dogs which meet the certification and documentation requirements in *Board Policy 8390 - Animals on District Property* may be allowed limited access to the schools to perform their educational purpose as determined by the principal.

BILINGUAL STUDENTS/ENGLISH LEARNERS

The District recognizes that there may be students enrolled whose primary language is not English. The School District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the School District's required curriculum. (*Board Policy 2260.02 - Services for Bilingual Students/ English Learners*)

Services are also available to students with Limited English Proficiency (*Board Policy 2260.02 - Services for Bilingual Students/ English Learners*). To inquire about programs and services for bilingual students and/or English Learners, a parent should contact Carrie Mathison at 920-387-7963 ext. 2135.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the School District and meeting the educational interests of students. The rights and responsibilities of students, parents and the School District with respect to student records are governed by State and Federal law (*Board Policy 8330 - Student Records*). Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records - directory data and confidential records.

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and

Federal law. Directory data is specified in *Board Policy 8330 - Student Records* and includes a student's name, photograph, participation in officially recognized activities and sports, weight and height of members of the athletic team, date of graduation, and degrees and awards received. Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a School District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the School District , directory data may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the School District's website. The directory data used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the Mayville Elementary Principal or consult the *Board's Policy 8330 - Student Records* and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;

- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Mayville Elementary School Principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpcos

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES, FINES, AND CHARGES

Fees will be charged for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property (*Board Policy 6152 - Student Fees, Fines, and Charges*). The school and staff do not make a profit.

General Fee:

| | |
|-----------------|---------|
| Early Childhood | \$20.00 |
| PreK-4K | \$30.00 |
| Grades K- 6 | \$50.00 |
| Grades 7 - 12 | \$60.00 |

Co-Curricular:

| | |
|-------------------------|---------|
| Each 5-8 activity/sport | \$25.00 |
|-------------------------|---------|

Hot Lunch Fee:

| |
|--|
| Jr/Sr High (7-12) Breakfast - Free; Lunch - \$3.25 |
| Elementary (K-6) Breakfast - Free; Lunch - \$3.10 |
| Early Learning Center Breakfast - Free; Lunch - \$3.10 |

**** Fees may be waived in situations where there is financial hardship. (*Board Policy 6152.01- Waiver of School Fees or Fines*)**

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines for Library materials can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies (*Board Policy 5460 - Graduation Requirements*).

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (*Board Policy 5830 - Student Fund-Raising*).

The following general rules will apply to all fundraisers. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds:

- a. For fundraisers by student clubs and organizations that involve the sale of student's food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold must comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on School District property shall not compete directly with the sale of reimbursable meals.
- b. A student will not be allowed to participate in a fund-raising activity for a group in which the student is not a member without the approval of the student's teacher or counselor.
- c. No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- d. House-to-house canvassing by any student is not allowed for any fundraising activity.
- e. If the fundraising activity will involve students under age twelve (12) such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.
- f. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent students from overextending themselves to the point of potential harm.
- g. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- h. Fundraising by students on behalf of school-related organization Whose funds are not managed by the District may be permitted on school grounds by the District Administrator.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS

Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter (*Board Policy 2414 - Human Growth and Development*). Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee (*Board Policy 8500 - Food Services*). Students may also bring their own lunch to school to be eaten in the school's cafeteria or classroom depending upon social distancing guidelines. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students (*Board Policy 8531 - Free and Reduced-Price Meals*). Applications for the school's Free and Reduced-Priced Meal program are available at www.mayvilleschools.com or in the school office.

The following nondiscrimination statement applies to all programs administered by the School District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact responsible State or local agency that administers the program or contact USDA through the

Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410
- (2) fax: (202) 690-7442
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

FIRE DRILLS, TORNADO DRILLS, LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan (*Board Policy 8420 - School Safety*) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires. The tornado alarm consists of a verbal announcement over the public address system., and the fire alarm consists of an automated alarm.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year. The alarm system for a school lock down is a public address announcement.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

RADIO Stations:

Empowering learners. Fostering innovation. Transforming the learning experience.

| | | |
|-----------|---------------|--------------------|
| WMDC | (Mayville) | 98.7 FM |
| WBKV/WBWI | (West Bend) | 1470 AM / 92.5 FM |
| WBEV/WXRO | (Beaver Dam) | 1430 AM / 95.3 FM |
| KFIZ/WFON | (Fond du Lac) | 1450 AM / 107.0 FM |
| WMRH | (Waupun) | 1170 AM |
| WTMJ | (Milwaukee) | 620 AM |

TV Stations:

| | | |
|---------|-------------|------------|
| WTMJ TV | (Milwaukee) | Channel 4 |
| FOX 6 | (Milwaukee) | Channel 6 |
| WISN 12 | (Milwaukee) | Channel 12 |

Parents and students are responsible for knowing about emergency closings and delays. (*Board Policy 8220 - School Day/School Closure*)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request. (*Board Policy 8431 - Preparedness for Toxic Hazards and Policy 8431.01 - Asbestos Management*)

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass.

- State your name and purpose at the front desk.
- You will be asked to show your driver's license, which will be used to complete a quick background check using our "Raptor" system
- A visitor badge will be printed.
- You will be escorted to your designated location.
- Before you leave, check out in the main office.
- Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time.

- Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions.
- Students may not bring visitors to school without first obtaining written permission from the Principal.

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. (*Board Policy 7440 - Facility Security and Policy 9150 - School Visitors*)

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a School District building, prohibit the entry of any person to a school of this School District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

USE OF THE LIBRARY

The library is available to students throughout the school day. Each classroom will have an opportunity each week to visit the library, checkout books, and read. Books on the shelves may be checked out in accordance with school procedures and timelines.

Requests for reconsideration of school library materials shall be processed in accordance with *Board Policy 2522 – Libraries*.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

LOST AND FOUND

The lost and found area is outside the Mayville Elementary School Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the building principal.. Violation of this rule may lead to disciplinary action.

USE OF SCHOOL TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave School.

USE OF CELL PHONES, OR PERSONAL COMMUNICATION DEVICES

The use of Personal Communication Devices such as, but not limited to cell phones is covered under *District's Policy 5136 – Personal Communication Devices*.

*****The use of personal PCDs is considered a privilege that may be revoked at any time by the Building Administrator or Designee.*****

A student may possess a personal communication device (PCDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions **provided that during school hours, cell phones will remain in lockers, with the exception of grades 4-6 morning breakfast from 7:30 am - 7:50 am**. Cell phones may be used at school events, and on a school vehicle, providing its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants.

The use of PCDs in the classroom is at the discretion of the teacher and expectations for WCD use will be clearly communicated to students.

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. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District

Empowering learners. Fostering innovation. Transforming the learning experience.

Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

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 *Board Policy 5517.01 – Bullying*. 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 (including sexual orientation/gender identity), 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 and/or during extra-curricular activities 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 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 main office until it is retrieved by the parent 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 *Board Policy 5771 - Search and Seizure*. If multiple offenses occur, a student may lose their 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.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. [Board Policy 5136 - Personal Communication Devices]

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCDPCD.

WEAPONS Prohibited For Students

The School Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

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

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

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by a building administrator as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be

approved);

- C. theatrical props used in appropriate settings; and
- D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

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

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting. The school has a bulletin board located in the entrance vestibule which may be used for posting notices after receiving permission from the Principal. (*Board Policy 9700 - Relations with Non-School Affiliated Groups*)

VIDEO AND AUDIO SURVEILLANCE

The Board has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the school, including school buses. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action (*Board Policy 7440.01 - Video Surveillance and Electronic Monitoring*).

SAFETY AND SECURITY

The safety of our students requires the following precautions that are conducted in accordance with *Board Policy 7440 - Facility Security and the School Safety Plan*:

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.

- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All School District employees are to wear photo-identification badges while on School District property..

STUDENT INTELLECTUAL PROPERTY RIGHTS

Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No School District staff may take steps to claim intellectual property rights relative to any work product created by student(s), except as expressly approved by the District Administrator and agreed to by participating students prior to the commencement of any projects. The School District does not determine the protectable nature of any particular work. (*Board Policy 5870 - Student Production of Goods and Services*)

SECTION II - ACADEMICS

NONDISCRIMINATION

All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of student programs, activities, and employment ("Protected Classes").

COURSE OFFERINGS

Students in grades 5K - 5 will receive instruction in the academic core courses of Mathematics, Reading, Language Arts, Science and Social Studies. They will also participate in a Specials Classes rotation including Physical Education, Art, and Music.

ACADEMIC AND CAREER PLANNING

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (*Board Policy 2411 – School Counseling and Academic and Career Planning*)

PROGRAM OR CURRICULUM MODIFICATIONS

The Board recognizes that the regular school program may not be appropriate for all students. Student and parent requests for a program or curriculum modification may be submitted, in writing, in accordance with *Board Policy 2451 – Program or Curriculum Modifications*. School counselors are available with further information regarding program or curriculum modifications.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. (*Board Policy 2340 - District-Sponsored Trips*)

Empowering learners. Fostering innovation. Transforming the learning experience.

Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

GRADES

The Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, the student should ask the teacher.

PROMOTION, PLACEMENT, AND RETENTION

Board Policy 5410 - Promotion, Placement, and Retention and related guidelines provide the framework for promotion, placement, and retention decisions.

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation. (*Board Policy 2330 - Homework*)

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

ACADEMIC HONESTY

Honesty and integrity are expected at all times. Students are prohibited from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

Empowering learners. Fostering innovation. Transforming the learning experience.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. Also, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Students who engage in cheating or academic dishonesty will be subject to disciplinary consequences. (*Board Policy 5505 – Academic Honesty*)

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the School District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the School's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school, students are required to confirm their agreement to abide by the terms and conditions of the Student Network and Internet Acceptable Use and Safety Agreement each year.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the School District technology resources to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;

Empowering learners. Fostering innovation. Transforming the learning experience.

3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (*Board Policy 7540.03 - Student Technology Acceptable Use and Safety*)

Students shall not access social media for personal use from the School District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

VIRTUAL INSTRUCTION

Students engaged in classes conducted in a virtual/online environment are considered, for conduct purposes, to be in attendance at school. Policies, rules, and expectations for student conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities.

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting. (*Board Policy 5500.01 - Conduct in Virtual Classroom*)

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. (*Board Policy 2623 - Student Assessment*)

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

The Tests We Take...

- AIMSweb Plus - 5K - 3
- i-Ready - Grades 5K - 8
- Reading Benchmark Assessments - Grades K-5
- WI FORWARD - Grades - 3-6

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SINCERELY HELD RELIGIOUS BELIEFS

Our curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. It is expected that students will receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

If after careful personal review of the program's lessons and/or materials, a student, or parent of a minor student, indicates to the school that either the content or activities conflict with the student's or parent's religious beliefs or value system, the school will honor a written request for the parent's child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such adult student or parent requested absence. (*Board Policy 2270 – Religion in the Curriculum* and *Board Policy 2240 – Controversial Issues in the Classroom*)

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

- Forensics
- Musical/Plays
- Safety Patrol
- Student Council
- Jr High Show Choir - Next Edition
- Yearbook

Empowering learners. Fostering innovation. Transforming the learning experience.

ATHLETICS

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact Scott Hilber, the Athletic Director, at 920 - 387 - 7960 ext. 4001.

Basketball
Cross Country
Volleyball
Wrestling
Track and Field

SECTION IV - STUDENT CONDUCT

ATTENDANCE

Reporting an Absence

1. Have a parent/guardian notify the attendance office by 8:15 AM by calling:
 - a. Parkview Early Learning Center - 4K: 920-387-7973 ext. 2001
 - b. Mayville Elementary School - Gr. 5K - 6: 920-387-7970 ext. 3004
2. Leave a message or instruct the administrative assistant as to the reason why the absence should be excused.

This procedure must be followed for each day of excused absence in order for the absence to be recorded as such. If validity of an absence is questioned, parents will be contacted by phone to establish the student's whereabouts on the date(s) in question.

The School District requires all students to attend school regularly in accordance with the laws of Wisconsin and *Board Policy 5200 - Attendance*. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

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 is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child

Empowering learners. Fostering innovation. Transforming the learning experience.

becomes eighteen (18) years of age unless they fall under an exception outlined in the *Board Policy 5200 - Attendance*. 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.

Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet, or other electronic information and telecommunications technologies. Discuss these alternatives with your school counselor since the approval of the building principal may be required prior to enrollment in a distance learning program.

Excuse For Absence

A parent of a student who is absent shall provide **either** a written or oral notification stating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

Release of Students to Authorized Persons

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

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

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

Excused Absences

A student shall be excused from school for the following reasons:

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 3 days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed

Empowering learners. Fostering innovation. Transforming the learning experience.

physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the Mayville Elementary Principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See *Board Policy 5223 - Absences for Religious Instruction* for further details.

Permission of Parent or Guardian

The student may be excused by their parent or guardian before the absence for any or no reason. A student may not be excused for more than five (5) days per semester under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- A. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- B. to attend the funeral of a relative
- C. legal proceedings that require the student's presence
- D. vacations

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- a. Quarantine
Quarantine of the student's home by a public health officer.
- b. Illness of an Immediate Family Member
The illness of an immediate family member.
- c. Emergency
An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.
- d. Work at Home Due to Absence of Parents
To work at home due to the absence of the student's parents. Absences under this section shall not exceed 3 days nor be granted to any student younger than 12 years of age.
- e. Severe Weather Conditions
In the parent's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.
- f. Sounding Taps
A student in grades 6-12 may be excused for the purpose of sounding "Taps" during military honors funeral for a deceased veteran.
- g. Other

Truancy

A student will be considered truant if he or she is absent part or all of one 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 or guardian of the absent student. A student

will also be considered truant if the student has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute. (118.15, Wis. Stats.)

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the School District's Truancy Plan are carried out.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- A. Counseling the student;
- B. Requiring the student to make-up lost time;
- C. Requiring the student to make-up course work and/or examinations, as permitted under this Guideline;
- D. Conferring with the student's parents;
- E. Referring the student to an appropriate agency for assistance.

Administrative action to address unexcused absences shall be in accord with due process as defined in *Board Policy 5611 - Due Process Rights*, the Student Code of Conduct, and other applicable Board Policies.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

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.

As an agent for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by

- a. written (including email)

b. personal (phone or face-to-face)

request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Parkview Primary Principal.

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

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

Habitual Truancy

A student is 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. Our School Semesters are defined as:

- 1st Semester - September 2, 2025 - January 16, 2026
- 2nd Semester - January 20, 2026 - June 5, 2026

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

Students Leaving School During the School Day

- A. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by principal.

Make-Up Course Work and Examinations

A student whose absence from school 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 their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examination. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Tardiness

- A. Students who are not in their homeroom or in class when the late bell rings are considered tardy.
- B. Students who attend any part of the class shall be recorded as present.
- C. All students who are tardy to school must report to the principal's office to sign in.
- D. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.
- E. Teachers are requested to refer cases of chronic tardiness to the principal.
- F. Frequent tardiness to class may result in a conference with the student, parents, teacher, and the principal or designee.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, as long as such attendance does not interfere with the student's school work and home activities.. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event. (*Board Policy 5855 - Student Attendance at School Events*)

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise

Empowering learners. Fostering innovation. Transforming the learning experience.

unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity.

STUDENT BEHAVIOR

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

THE CARDINAL WAY

| OUR WAY... | BE RESPONSIBLE | BE RESPECTFUL | BE SAFE |
|-------------|---|--|--|
| HALLWAY | <ul style="list-style-type: none"> Keep your area clean Keep hallway clean | <ul style="list-style-type: none"> Voice: 0 – when walking through halls Voice: 1 – at the hooks/lockers | <ul style="list-style-type: none"> Walking Feet Hands/Feet to Self |
| BATHROOM | <ul style="list-style-type: none"> Keep the bathroom clean Take Care of “Business” Flush | <ul style="list-style-type: none"> Respect privacy of others Body control Be quick Voice: 1 | <ul style="list-style-type: none"> Wash hands with soap and water |
| PLAYGROUND | <ul style="list-style-type: none"> Dress for the weather Bring in what you take out Play ends at the whistle | <ul style="list-style-type: none"> Play fair Include others Use problem solving skills | <ul style="list-style-type: none"> Report unsafe behaviors Body control Stay in designated area |
| LUNCHROOM | <ul style="list-style-type: none"> Clean up table and floor area around you Wait your turn | <ul style="list-style-type: none"> Follow supervisor's directions Be polite-say please and thank you Voice: 1 | <ul style="list-style-type: none"> Wash hands Body Control Enjoy your own meal |
| BUS | <ul style="list-style-type: none"> Remember your belongings | <ul style="list-style-type: none"> Follow driver's directions Voice: 1 | <ul style="list-style-type: none"> Obey safety rules Sit quickly and stay in seat |
| FIELD TRIPS | <ul style="list-style-type: none"> Dress for the event Remember your belongings | <ul style="list-style-type: none"> Listen to chaperones Attentive listening | <ul style="list-style-type: none"> Body Control |

VOICE LEVELS

- 0: Voice OFF
- 1: Whisper Voice
- 2: Table Talk
- 3: Strong Speaker

BODY BASICS:

1. Sit up tall in your space
2. Look at the Speaker
3. Lips Closed
4. Listening Ears

LINE BASICS:

1. Face forward in a single line
2. Voice = 0
3. Hands by your side
4. Quiet walking fee

BODY CONTROL:

1. Hands to Self
2. Feet to Self
3. Personal Space
4. Walk

BE RESPONSIBLE. BE RESPECTFUL. BE SAFE.

Expected Behaviors

Each student shall be expected to:

- abide by Federal, State, and local laws as well as the rules of the school;

Empowering learners. Fostering innovation. Transforming the learning experience.

- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;
- H. act at all times in a manner that reflects pride in self, family and in the school.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The school may confiscate such items and return them to the student's parents.

The Board authorizes the imposition of fines for the loss, damage, or destruction of School District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to School District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct and may be referred to law enforcement. (*Board Policy 5513 - Care of District Property*)

PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

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

Empowering learners. Fostering innovation. Transforming the learning experience.

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injection, etc.), except those permitted by the school in accordance with *Board Policy 5330 – Administration of Medications/Emergency Care*;
- C. all chemicals which release toxic vapors;
- D. all alcoholic beverages;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. "look-alikes";
- G. essential oils and oil like products that may be mistaken for a drug;
- H. anabolic steroids;
- I. any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (*Board Policy 5530 - Student Use or Possession of Intoxicants, Drugs, or Paraphernalia*)

USE OF TOBACCO/NICOTINE IS PROHIBITED

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

It shall be a violation of School District policy for any student of the School District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. Specifically, in policy the term "tobacco product" means any product

Empowering learners. Fostering innovation. Transforming the learning experience.

containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; pouches, snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. (*Board Policy 5512 - Use of Tobacco and Nicotine by Students*)

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with VThe Board authorizes the imposition of fines for the loss, damage, or destruction of School District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to School District buildings or facilities. *Board Policy 5330 - Administration of Medication/Emergency Care*.

STUDENT CODE OF CLASSROOM CONDUCT

Parkview Early Learning and Mayville Elementary School are committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School and their classroom teachers.

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students. (*Board Policy 5500 - Student Code of Classroom Conduct*)

Grounds For Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer

period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the School from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
 - 1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
 - 2. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
 - 3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
 - 4. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
 - 5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
 - 6. pushing, striking, or other inappropriate physical contact with a student or staff member;

- 7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
- 8. Using dress or appearance in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
- 9. restricting another person's freedom to properly utilize classroom facilities or equipment;
- 10. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
- 11. throwing objects in the classroom;
- 12. repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
- 13. behavior that causes the teacher or other students fear of physical or psychological harm;
- 14. willful damage to or theft of school property or the property of others; or
- 15. repeated use of profanity.

D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:

- 1. repeated reporting to class without bringing necessary materials to participate in class activities; or
- 2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.

E shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or

- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure for Student Removal From Class

When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written or electronic explanation of the reasons for the removal of the student.

The principal or designee will generally give the student an opportunity to briefly explain the situation. The principal or designee shall then determine the appropriate educational placement for the student.

Student Placement

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures

The principal shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and 115.758, Wis. Stats. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Definitions

“Student” means any student enrolled in the District, an exchange student, or a student visitor to the District’s schools.

“Teacher” means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that the teacher hold that license or permit.

“Class” or “classroom” means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Some possible consequences:

- Loss of Recess
- Lunch in the Office
- “think time” and discuss with the Principal/teacher
- and others
- In-school suspension
- Out of school suspension

Detentions

Empowering learners. Fostering innovation. Transforming the learning experience.

A student may be detained after school or asked to come to school early by a teacher, after giving the student and their parents one day's notice. The student or their parents are responsible for transportation.

In-School Discipline

A student missing any portion of their assigned time in In-School Restriction may be given an additional 3 hour period. Failure to timely serve In-School Restriction may lead to a suspension from school for a period not to exceed 1 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to In-School Restriction

- a. Students are required to have class assignments with them.
- b. Students are not to communicate with each other unless given special permission to do so.
- c. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- d. Students shall not be allowed to put their heads down or sleep.
- e. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- f. No food or beverages shall be consumed.

SUSPENSION AND EXPULSION

Board Policy 5610 - Suspension and Expulsion authorizes the use of suspension and/or expulsion as follows:

A. Suspension

1. Duration and Grounds for Suspension

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education

services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

2. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain their conduct.

The principal, within their discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

4. Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent or guardian to request that the parent pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. Opportunity to Complete School Work

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

6. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with an Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the administrator finds that:

- A. The student was suspended unfairly or unjustly;
- B. The suspension was inappropriate, given the nature of the alleged offense; or
- C. The student suffered undue consequences or penalties as a result of the suspension.

The administrator shall make a finding within fifteen (15) days of the conference.

7. Co-Curricular or Extra-Curricular Participation

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

B. Expulsion

1. Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion.

- A. Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and their parent(s) or guardian(s) if the

student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

4. Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The School District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

All computers located in classrooms, labs and offices of the School District are the School District's property and are to be used by students, where appropriate, for educational purposes.

The School District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the School District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the School District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/hea staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (*Board Policy 5771 - Search and Seizure*)

STUDENT DRESS AND APPEARANCE

The school recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

The school has established appropriate dress and appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or appearance practices that:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;

Empowering learners. Fostering innovation. Transforming the learning experience.

- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and grooming in his/her building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. (*Board Policy 5511 - Dress and Grooming*)

STUDENT'S RIGHTS OF EXPRESSION

Mayville Elementary School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 1. is obscene to minors, libelous, indecent, or vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends to be insulting or harassing,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Parkview Primary Principal twenty-four (24) hours prior to display.

STUDENT SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government.

STUDENT DUE PROCESS RIGHTS

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

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

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with an Administrator. This conference will serve as the opportunity for the student to respond to the charges against the student. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged. (*Board Policy 5610 – Suspension and Expulsion*)

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and their parents must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parents may appeal the expulsion consistent with 120.13, Wis. Stats. (*Board Policy 5610 – Suspension and Expulsion*)

SECTION V – TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the Director of Transportation at 920-387-7969.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

Empowering learners. Fostering innovation. Transforming the learning experience.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves. (*Board Policy 8600 - Transportation*)

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- a. be on time at the designated loading zone
- b. stay off the road at all times while walking to and waiting for the bus;
- c. line up single file off the roadway to enter;
- d. wait until the bus is completely stopped before moving forward to enter;
- e. refrain from crossing a highway until the bus driver signals it is safe;
- f. go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- a. remain seated while the bus is in motion;
- b. keep head, hands, arms, and legs inside the bus at all times;

- c. not litter in the bus or throw anything from the bus;
- d. keep books, packages, coats, and all other objects out of the aisle;
- e. be courteous to the driver and to other bus riders;
- f. not eat, play games or play cards, etc.;
- g. not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

- a. remain seated until the bus has stopped;
- b. cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- c. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

CAMERAS ON SCHOOL BUSES

The Board has authorized the installation of cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and their actions were recorded on the bus camera, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (*Board Policy 8600 - Transportation*)

PENALTIES FOR INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook.

Empowering learners. Fostering innovation. Transforming the learning experience.

- Notice of Nondiscrimination and Internal Complaint Procedure (Including Title VI, Title VII, and Title IX) Form 2260 F2
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Annual Student Records Notice Form 8330 F9
- Parent Notification Letter (Blood-Borne Pathogens) Form 8453.01 F5
- Student Handbook Certification Form 5500 F1
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Nonprescription Drug Products or Treatment (Secondary Version) Form 5330 F1a
- Authorization for Nonprescription Drug Products or Treatment (Elementary Version) Form 5330 F1b
- Request to Inspect Survey Form 2416 F2
- Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13

In addition a copy of State and Federal statutes must be available to the public in each school's main office.

Empowering learners. Fostering innovation. Transforming the learning experience.

Tab 2

