

PARKVIEW ELEMENTARY HANDBOOK



2022-2023 Daily Schedule

5 Year Old Kindergarten through Fourth Grade

8:45 - School Day Begins (Students may arrive at 8:35 for recess)

3:45 - Dismissal

4 Year Old Kindergarten

8:45 - 12:00 AM Classes Monday through Thursday

12:30 - 3:45 PM Classes Monday through Thursday

Office Hours

7:45 – 4:15 Daily

Principal: Jason Cole

Secretary: Kelly McFarlin

Office Phone

(920) 892-4076

FAX

(920) 892-5077

Automated Attendant on duty after hours.

Absences may be reported at any time by calling: (920) 892-5005.

Table of Contents

BUILDING SCHEDULE.....	1
OUR SCHOOL.....	5
PLYMOUTH SCHOOL DISTRICT'S MISSION STATEMENT.....	5
ATTENDING SCHOOL.....	5
SKYWARD FAMILY ACCESS.....	5
VISITOR/VOLUNTEERS.....	5
ARRIVAL.....	6
DISMISSAL.....	6
ATTENDANCE.....	7
TARDINESS.....	7
ABSENCES.....	7
TRUANCY.....	8
LUNCH.....	8
MORNING BREAKFAST SNACK/ SNACK MILK.....	9
INCLEMENT WEATHER/SNOW DAYS.....	10
STUDENT CLOTHING.....	10
TO AND FROM SCHOOL.....	11
BUS BEHAVIOR.....	11
REGULATIONS FOR THE BUS RIDERS.....	11
JOHNSON BUS SERVICES.....	11
REQUEST FOR CHANGE TO PICK-UP AND/OR DROP OFF.....	11
PICKING UP YOUR CHILD AFTER SCHOOL.....	12
BICYCLE SAFETY.....	12
ACADEMICS.....	12
CURRICULUM.....	12
HOMEWORK.....	13
ACHIEVEMENT TESTING.....	13
LIBRARY/COMPUTER TECHNOLOGY.....	14
NON-CUSTODIAL PARENT.....	14
FIELD TRIPS.....	14
CONFERENCES/REPORT CARDS.....	15
SUPPLIES.....	15
PERSONAL RESPONSIBILITY PLAN.....	15

STUDENT CODE OF CONDUCT.....	16
DANGEROUS ITEMS AT SCHOOL	16
PERSONAL ITEMS.....	17
RESTROOMS AND LOCKER ROOMS.....	17
HARASSMENT AND SEXUAL HARASSMENT.....	17
CONSEQUENCES.....	19
SUSPENSION.....	19
HEALTH.....	19
IMMUNIZATIONS.....	19
ACCIDENT INSURANCE.....	19
MEDICATION POLICY.....	19
ILLNESS AT SCHOOL.....	20
HEAD LICE.....	21
LATEX.....	21
ACCIDENT REPORTS.....	22
INTERNET ACCESS.....	22
MISCELLANEOUS.....	23
PARENT-TEACHER ORGANIZATION.....	23
TORNADO WARNINGS.....	23
PERFORMANCE RELEASE.....	23
PETS IN THE CLASSROOM.....	23
NCLB PARENTS’ RIGHT-TO-KNOW.....	24
BOARD POLICIES.....	24
BULLYING (5517.01).....	24
HARASSMENT (5517).....	25
WEAPONS (5772).....	25
PERSONAL COMMUNICATION DEVICES (PCD) (5136).....	26
PARENTS RIGHT TO INSPECT INSTRUCTIONAL MATERIALS (2416).....	27
PARENT’S RIGHT TO REQUEST PROGRAM MODIFICATIONS (2240).....	28
NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (2260).....	28
HIGHLY QUALIFIED TEACHERS (3120).....	29
COMPULSORY STUDENT ATTENDANCE (5200).....	30

ALCOHOL AND DRUGS (5530).....	33
CONTROL OF BLOODBORNE PATHOGENS (8453.01).....	33
LOCKERS (5771).....	34
STUDENT RECORDS (8330).....	34

Our School

Parkview Elementary School is a 4K-4 school with specialists available in the areas of Art, Music, Physical Education, Library Media Technology, School Counseling, Reading, Special Education, English as a Second Language, and Gifted/Talented programming called Pegasus.

Our four-year-old kindergarten program operates four days a week on a half-day basis.

Plymouth School District's Mission Statement

To encourage everyone to see and be his/her personal best through successful learning experiences... BECOME YOUR BEST.

Attending School

Skyward Family Access

The Plymouth School District uses an online service to communicate with families. Skyward Family Access allows families to gain information regarding schedules, grades, Friday Folder information and lunch account activity. It is also the place where families will update information and complete registration.

To locate Family Access log on to the Plymouth School District website plymouth.k12.wi.us and click on the Family Access link located under Students and Families.

https://www.google.com/url?q=http://www.plymouth.k12.wi.us/&sa=D&source=editors&ust=1626729415277000&usg=AOvVaw18XAkNpHP2sjQ2sP4_3Bt1

A username and password is required to use Family Access. To receive login and password information, contact your school office.

Visitors/Volunteers

Parents and volunteers are always welcome at Parkview Elementary. A Volunteer Request form is required before classroom/field trip volunteering. These forms are available in the Parkview Office or from your student(s)' classroom teacher. Upon arriving please stop in the office to sign in and receive a visitor's tag. When

visiting during the school day, please park in the parking lot and enter through the main doors after being buzzed in.

All doors will be locked between the hours of 9:10 a.m. - 3:15 p.m. Visitors will be buzzed in at the main entrance.

Your help and support is vital.

Arrival at School

School begins each day at 8:45 a.m. with dismissal time at 3:45 p.m. We ask that you do not arrive at school prior to 8:35 a.m. This ensures that your child's teacher can devote full attention to preparing for the busy day ahead. General supervision is provided outside beginning at 8:35 a.m. We care about your child's safety. Before and after school care through Extra Mile is a convenient option. Please contact Community Education at 892-5068 for pre-arrangements.

Bus drop off is at the back of the school on Chaplin Court.

4-Year-Old-Kindergarten AM have class from 8:45-12:00 and 4-Year-Old Kindergarten PM has class from 12:30-3:45. Those students are met at the buses each morning.

If your child comes to school after the start of the day, please have them stop in the office to "Sign In".

Dismissal from School

When picking up your child at the end of the day, and dropping off in the morning, please do not park in front of the school, around the circle, or on the east side of the building in the staff parking lot. Parking is available in the gravel lot, along the fence next to the baseball field, and along the fence against the playground.

Bus loading at the end of the day is at the back of the school on Chaplin Court.

Please send a note to school if your child(ren) will be having a change in their procedure for going home (Example: parent pick up, note for a different bus, or going home with a friend). Without a written note, standard dismissal procedures will be followed.

If you choose to enter the building at dismissal time, please wait in the front hall near the office. Following these guidelines helps to ensure the safety of all children.

Attendance

Regular attendance is expected of all students of Parkview Elementary. Students who are absent from school, whether for excused or unexcused reasons, will be expected to make up, to every extent possible, all missed work. Any student who comes to school after the start of the school day or leaves before the close of the school day must sign IN and/or OUT in the school office.

Tardiness

Students are expected to be in school by 8:45 a.m. Those students arriving after 8:55 a.m. will be considered tardy. If your child comes to school after the start of the day, please stop in the office to “sign in” as they may have been reported as absent and to confirm lunch arrangements. If you know your child will be tardy and is requesting hot lunch, please call in to order before 9:00 a.m.

Absences

All absences should be reported to the school office by 9:00 a.m. by **calling the automated attendance number at 920-892-5005**. If your child does not arrive at school and you have not reported him/her absent, we will make every attempt to contact you - at home or work. We want to be sure he/she is safe. Excused absences are limited to the following:

1. Illness
2. Family emergencies
3. Critical appointments- A request to have a student excused from classes during the school day should be sent the day of the early dismissal. When possible, medical and dental appointments should be made during non-school hours.
4. Religious holidays (policy 5215)
5. Family trips- Families should make a sincere effort to plan family vacations to correspond with the scheduled vacation days of the school year. If you cannot match family vacations with school vacation, you must notify the principal by completing a **Notification of Absence** form available in the office. Please make arrangements with the teacher before the trip to have missed school work completed.

Pre-Arranged Absences

To approve an absence in advance, the following steps must be followed:

1. In advance of an absence, a parent permission slip should be brought to the office.
2. The student will then be given a prearranged absence form to be signed by all of his/her teachers indicating their recommendations and arrangements for make-up work.
3. The student must then return the completed form to the office at least one (1) day prior to the absence. This information will then be used in determining final approval.

All pre-arranged absence requests will be decided by an administrator upon the following criteria:

1. The nature or reason for the request.
2. Prior attendance record.
3. Passing grades in all classes.
4. Whether the student will be accompanied by his/her parents

Absences of this nature that do not meet the conditions described above will be counted as unexcused absences and may be considered truancy.

Truancy

The research on children's attendance in school indicates that when students are absent from school excessively, they develop "splinter skills". This means that they only learn part of whole concepts. Splinter skills may not affect children early in their education, but as they develop and need to rely on those basic concepts, they will tend to struggle with more abstract and critical thinking skills. State Law indicates that student absences greater than 5 days in a semester or 10 days in any given school year for any reason is considered excessive. It is the policy and practice of the district to notify parents quarterly when children are absent more than 5 days. At this point the school may also request that any further absences require a doctor's excuse. If the absences continue, the school is obligated to proceed with filing of truancy. Truancy is any unauthorized absence from school.

Lunch

Students are expected to eat lunch daily. A 'hot lunch' is available through the district's hot lunch program. Lunch Pricing for the 22-2023 school year is as follows; Breakfast will be \$1.85. For families that qualify for free or reduced meals, breakfast is free. Lunch prices will be \$2.85, and reduced is \$0.40. The

family foodservice account is not a line of credit and must have a positive balance in order to make extra purchases such as milk only. No student will ever be denied a meal, however meal charges will continue to be deducted each occurrence. A computerized debit program is a family, not individual account used to purchase extra items such as milk. Deposits to a family account can be made at any school. Parents/custodians need to maintain a prepaid balance in their family's account in order for their child/ren to purchase milk if bringing lunch from home.

Lunch payments are now available online at <https://plymouthjoint.revtrak.net/> Applications for federally funded free or reduced lunch are available in both the school and the district office, and are kept confidential. Menus are posted on the Plymouth School District Website: <http://www.plymouth.k12.wi.us>

Children may bring a cold lunch to school. Milk may be purchased to drink through the debit system pre-paid account at \$.50 per carton. When packing a cold lunch for your child, remember to pack a healthy lunch. Always include a fruit or vegetable. Pre-packaged lunches are expensive and not healthy. They are often high in fat and sodium. Do not include soda or candy. For more information, please see our [Wellness Policy 8510](#).

The price for an adult hot lunch is \$4.15, which comes out of the family debit account. Please notify the school the day before (or prior to 9:00 a.m. of that morning at the latest) if you are planning to have lunch so that we may include you in our lunch count.

Morning Breakfast Snack/Snack Milk

Parkview provides a morning breakfast snack program as part of the district's Nutrition and Wellness Plan. This Breakfast Snack will be offered to every child at Parkview in the classroom during their scheduled school day. Breakfast Snack cost is \$1.85 for paid students and free for families that qualify for free or reduced priced meals. Milk alone will be a charge of \$0.50, and students must have a positive balance in their family account to purchase milk. To aid in efficiency and accuracy of charging items, all students have a Skyward ID number. Students should learn this number and input it each time they take morning breakfast snack. Their picture will pop up on screen and Adults will confirm the student identity before recording the meal or milk charge.

Any questions please contact food service at 892-2661, ext. 1083.

Inclement Weather/Snow Days

When it becomes necessary to close or delay the start of school due to inclement weather, this information will be made available to parents through broadcasts on local radio stations and the Plymouth School District website (www.plymouth.k12.wi.us). Keep in mind that teachers and schools cannot contact every parent when we have emergency dismissal. Children will be dismissed to the location listed on the emergency school closing form completed by parents at the start of each school year.

When weather appears to suggest possible closing, either prior to the beginning of school or during the day, parents should listen to one of the following television stations:

WTMJ	Television Channel 4
FOX 6	Green Bay TV Channel 6
WISN	Milwaukee TV Channel 12

These stations, as early as possible, will give specific information regarding the status of school operations.

Student Clothing and Appropriate Dress

It is felt that a school is a place worthy of respect and therefore worthy of effort on the part of students with supervision by their parents/guardians to be dressed and groomed in a manner consistent with good judgment, good taste, and cleanliness. Students are not permitted to wear clothing that is distracting, causes classroom disruptions, or is inappropriate for the school setting. Clothing that displays sexual innuendos, profanity, or advertises alcohol, tobacco, or other drugs will not be permitted. Apparel or accessories advocating violence are not acceptable. Shoes must be worn at all times and be appropriate for outdoor play. Students are not to wear hats or hoods inside the school building.

Students are expected to go outdoors in the winter, unless the wind chill is below zero. Children are required to wear boots and snow pants to be allowed to play off of the blacktop. It is recommended that students wear hats, mittens, boots, etc. when they are sent to school starting with the first snowfall. In other words, the school will ensure your child wears proper clothing if it is available.

Warm weather dress may include shorts of appropriate length after warm weather starts. Bare midriff shirts or tops are not considered acceptable. Parents may be called in the event their child is inappropriately dressed, or an 'accident' occurs.

Physical Education requires children to wear athletic shoes for gym class.

To and From School

Bus Behavior

The bus ride is an extension of the school day. Bus riding is a privilege. In the event misbehavior occurs, a series of greater consequences will be imposed. Bus drivers issue Unsatisfactory Bus Conduct Reports to parents and principals of inappropriate student behavior. This assures that needed communication is maintained in such instances. Forfeiture of riding privileges could result from repeated violations.

Regulations for the Bus Riders

1. All riders shall remain seated when the bus is in motion.
2. Keep head, hands, and arms inside the bus.
3. All riders shall remain in the seat assigned to them.
4. Scuffling, fighting, and obscene language are forbidden.
5. Bus riders will not litter the bus with food or other debris.
6. The rider will pay for damage to the bus, other than regular usage.
7. Bus riders need to be at the loading place at the scheduled time in mornings and/or afternoons.
8. Students must provide their own transportation when the bus is missed at home or school.
9. Four-year-old kindergarten students will only be dropped off if an adult is present.

Johnson Bus Services, Incorporated

The Plymouth Joint School District contracts buses and drivers through Johnson School Bus Services, Incorporated. Their phone number is 893-5941. Comments concerning the operation of bussing services should be addressed to either Johnson School Bus Services, Inc., or the school office.

Request for change to pick-up and/or drop-off sites

Forms to request a change in school bus pick-up and/or drop-off points require a **five day notice** prior to the initiation of school district approval. Requests are to remain within the student's same attendance area and approval will also be dependent upon available room on the bus. Bus forms are available in the school office.

Picking Your Child Up After School

Please clarify with your child in the morning how he/she will be getting home from school that afternoon. Any change from the normal, send a note with your child that morning to give to his/her teacher. At times, it may be necessary to call the school because of a change in your plans. We certainly understand; however, calls made at the end of the day create a disruption to the classroom for your child and teacher. Our office can not guarantee getting last minute messages to a classroom.

Bicycle Safety

Students who ride bicycles to school must observe the following rules to ensure the safety of all the students:

1. Students must obey the rules set by the city for bicycle safety.
1. Students riding their bicycles will be required to follow the direction of the crossing guard when crossing the street. Bicyclists are to walk their bikes across the street at crossings.
2. Bicycles are not to be ridden on school property, nor are they allowed to interfere with walkers.
3. Bicycles brought to school must be kept in the bicycle rack provided by the school. The area police department recommends using locks to secure the bicycle.
4. The school is not responsible for the theft or damage of bicycles on school grounds.
5. We recommend that students in kindergarten and first grade do not ride bicycles to and from school alone.
6. These same rules apply to scooters, skateboards, and roller blades.

Remember... Be a smart bicyclist... Wear A Helmet!

Academics

Curriculum

(Elem School) teachers are committed to focusing on the child through the recognition of and respect for different learning styles. Our instructional program is organized to emphasize process instead of product. That means that we put more emphasis on how a student understands the problem than on just getting the correct answer.

Our school supports a variety of different teaching styles and classrooms may vary in the routines, materials and methods. However, we also support the need for consistency in the overall education of all students. The Plymouth School District

has a scope and sequence for each of the grades to ensure that students will cover the proper curriculum. Grade level curriculum guides can be accessed through the Plymouth School District website. Through parent conferences, report cards, and other communications with your child's teacher, you should have a good picture of your child's progress.

Included in the fourth grade curriculum is a unit about Human Growth and Development. The school counselors will send a preview of this curriculum to parents via skyward prior to the teaching of the unit. If parents request for their child/children to be excluded from this unit they should do so with a written request to the school principal.

Homework

In general, homework is an extension of the school day and can influence a child's success at school. As a parent, reading with your child daily is the most important homework you should do. The amount, frequency, and nature of the assignments should be based on the teacher's professional judgment and should reflect the student's grade level, subject, and needs. Homework can be work not finished during the school day as well as supplemental work. In elementary schools the amount of time will vary from 20 minutes to an hour daily. A good parameter is about 10 minutes per grade. Parents are encouraged to find suitable areas for study at home and monitor student progress.

Achievement Testing

The school district will participate in the required Wisconsin State Assessment System (Policy 2623) at 3rd and 4th grade levels during Late March through May. Please try to avoid planning vacations or appointments during this time period. Additional achievement tests may be given locally as determined by the administration. Achievement testing measures what a student is actually doing in a specific area, such as reading, math, social studies, and science. This type of testing identifies areas of strength as well as areas that may need more work. The reason for these tests is to obtain information that will help in developing a positive educational program for your child.

Remember, tests are not a perfect picture of your child. Don't judge your child on this one test alone. Some children just have difficulty taking tests. This test is only one indicator of who your child is.

Children who are well rested and have had a nutritious breakfast usually do better on the test. Children who are in school on a regular basis also do better. Confidence is also important. Let your child know that you are supportive of their efforts.

According to the requirements of the No Child Left Behind Law, information about the school improvement goals, district report card, and staff qualifications are available upon request to the principal of the building or by visiting the Wisconsin DPI website.

Library/Computer Technology

Parkview School offers many books, computers, and other learning tools and devices. Students are responsible for any materials or fines that are issued. Lost or severely damaged books will need to be paid for at current replacement costs. Parents may be held liable for any willful damage occurring to computers and/or related technology.

Non-Custodial Parent

We recognize the importance of parental involvement. Some families have more than one household.

- Non-custodial parents may participate in all activities, including conferences. Parent/teacher conferences or meetings initiated by the school or district will generally be scheduled only once.
- Non-custodial parents are entitled to have access to school records unless access to those records has been restricted by court order and a copy given to the school.
- Non-custodial parents may release their child from school unless the custodial parent has presented the school with a court order or other legally binding document that prohibits such a release.
- Non-custodial parents should inform the school office if they would like to receive school mailings of report cards, newsletters and events.

Field Trips

Our students have the opportunity to participate in a variety of field trips during the school year. Parents will be advised of each field trip's destination and the method of transportation in advance. Should an injury occur away from school, every attempt will be made to contact that child's parent(s). If school authorities are unable to obtain permission for medical treatment, permission will be granted via the field trip release.

Field trips are taken to highlight and support the learning that takes place in the classroom. On field trips, teachers want to emphasize the educational aspects of the field trip. Therefore, we recommend that parents do not send money for the purpose of “shopping”. The district, teachers, and/or chaperones are not responsible for money and/or possessions brought on the trip. Parents may be asked to contribute to the cost of field trips during the year.

Parents volunteering to chaperone class field trips will be responsible for several students during the trip. Due to this responsibility, other siblings or children are prohibited from attending with any chaperoning adult.

Students are expected to ride the bus to and from a field trip. Exceptions for a student to ride with their parent will only be made with a written request approved by the principal prior to the trip.

Conferences/Report Cards

Frequent communication greatly helps your son or daughter’s education. Report cards are distributed three times a year and parent-teacher conferences are scheduled twice during the year. Parents or teachers may request additional conferences if they feel the need.

Supplies

In order for our students to perform as well as possible, certain supplies are essential. In June, school supply lists will be issued with report cards. All new students will receive lists at the time of registration. Lists are also available on the Plymouth School District Website under Parkview or in the school office. In addition, each teacher will remind students of required supplies when school begins or when an item needs replacement. Supplies should not be a hardship to a family. If you need assistance please call the school office.

Personal Responsibility Plan

One of the major components of a brain compatible learning environment and of a quality school is the absence of threat. We select programs that capitalize upon students’ ideas, strengths and skills to help them learn ways to solve problems in their lives. We desire to teach self-discipline and want school to be a successful experience for all children. Our goal is to help students make responsible, caring choices. Children need to be aware of our expectations for their performance and their behavior. Our expectations must be appropriate, consistent, and fair. The most effective plan avoids problems in the first place. School environments that are

open, loving, and allow children to have many activities leave little room for misbehavior.

It is important for children to develop inner control, self-discipline, and personal responsibility. In order to help them achieve these goals, a school committee has established the following guidelines and consequences.

Please read and discuss the following expectations with your child(ren). The Parkview Staff greatly appreciates the time and effort you will be taking.

Student Code of Conduct

At Parkview Elementary School, we believe that:

- All students have a right to learn and develop in an orderly environment
- All students have a right to feel safe in school, to work and play without fear of being bothered or hurt
- All students have a right to be safe at school and to be protected with rules that encourage a safe environment
- All students have a need to know how to make good choices and opportunities to practice making them in a caring environment
- All students have a need to learn how to get along with other children and adults

We also believe that respect is very important to each child's growth. We believe that each student:

- Will be respected as an individual
- Will be expected to respect the rights of other students to learn and to be safe
- Will treat other students with respect and politeness
- Will respect other peoples' belongings
- Will grow in respect for him/herself

At Parkview Elementary, we believe that each student is responsible to:

- Try to do their best
- Listen and follow directions
- Allow others to do their job peacefully
- Assist others who need help

Dangerous Items at School

Items that could be dangerous, or are brought to school with the intent to cause harm to others, are strictly prohibited at school. Students who threaten or project violent behaviors onto others will be given appropriate consequences. Parkview

Elementary will continue to place emphasis on creating a school culture that provides opportunities for students to feel connected and learn appropriate conflict resolution strategies.

Personal Items

Children should not bring items such as cars, dolls, trinkets, electronics, trading cards (unless otherwise specified), etc., to school without the classroom teacher's permission. **The school is not responsible for any broken, destroyed, or stolen items.** If these items are brought to school, they may be taken away and returned later.

Restrooms and Locker Rooms

Please note that, in compliance with federal Title IX regulations, your child(ren) may encounter students in restrooms or locker rooms that do not correspond with their gender at birth.

We recognize that this may be confusing for some students. If you or your child(ren) have questions, please contact your school principal

Harassment and Sexual Harassment

It is the policy of Parkview Elementary to maintain a learning and working environment that is free from any type of harassment. Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications. The School Board shall comply with the Wisconsin statutes that require school boards to provide an instructional program designed to give students knowledge of effective means by which they may recognize, avoid, prevent, and halt physically or psychologically intrusive or abusive situations that may be harmful to them.

Forms of harassment may include, but are not limited to, bullying, hazing, intimidation or threatening words inflicted through physical, verbal, written or electronically transmitted means. Such conduct based on race, religion, color, national origin, ethnicity, disability, gender, sex or sexual orientation is strictly prohibited. Students and others are prohibited from retaliating against those who report incidents of harassment or who assist in an investigation. Students and others who retaliate shall be subject to discipline. Employees who participate in, allow, or knowingly fail to enforce this policy will be subject to disciplinary action. Furthermore, as may be required by law, law enforcement officials shall be notified of any harassment activities.

Students engaging in any harassment-type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions up to and including suspension or expulsion. Students, (Or parent of any student being harassed) who feel they have been harassed in any way should notify his/her classroom teacher, guidance counselor or principal immediately. Reporting of any type of harassment may be made confidentially. A written record will be kept of all harassment reports including pertinent details. This record will be kept by the school. The person investigating any harassment report shall conduct the investigation and interview the victim (s) within 10 school days to determine the seriousness of the report. Parents/guardians will be notified of any incident prior to the conclusion of the investigation. A formal complaint of any type of harassment behavior can be made following the Plymouth School Board Policy 511.1 detailed at the Plymouth School District Website:

<http://www.plymouth.k12.wi.us>

Any inquiries, questions or complaints regarding these policies should be directed to

Andrew Novak, Associate Principal at the Plymouth High School (Title IX Coordinator)
Plymouth School District
125 S. Highland Ave.
Plymouth, WI 53073
893-6911

or

Anne Gamoke (Title II/section 504)
Plymouth School District
125 S. Highland Ave.
Plymouth, WI 53073
892-5124

Legal Ref.:

Wisconsin Statutes 118.01(2)(d), 118.13, 120.13(1), 948.51(2)
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Americans With Disabilities Act
US Constitution, Equal Protection Clause of the 14th Amendment

Consequences

When a student refuses to obey the expectations, the supervising adult will notify the classroom teacher. Consequences will be administered accordingly. In severe situations or repeated situations, the principal will be notified and parents will be contacted.

Suspension

Suspension occurs when serious or repeated behavior disrupts the educational process and/or endangers the property, health or safety of others. Suspensions can extend from Parkview's discipline policy and /or the District code of conduct. A suspension becomes a permanent part of a student's behavioral record.

Health

Immunizations

State law requires all public and private school students to present written evidence of immunization against certain diseases (measles, rubella, polio, chicken pox, diphtheria, tetanus, and whooping cough) within 30 school days of admission. The law also requires hepatitis B vaccine for all students entering school. These requirements can be waived only if a properly signed health, religious or personal conviction exemption is filed with the school. These immunization dates are to be provided by the parent or legal guardian. Waiver forms are available in the school office.

Student Accident Insurance

The Plymouth School District **does not provide** any type of health, dental, or life insurance coverage for injuries incurred by your child while at school. We encourage you to review your personal insurance program. If you feel that your insurance may not be adequate, or if you do not have insurance, you may wish to consider the insurance protection made available through Student Assurances Services, Inc. A brochure explaining coverage and costs may be obtained from your school's office.

Medication Policy

Medications should be administered to students by their parents/guardians at home whenever possible. In the event this is not possible, proper written consent must be given to designated school personnel to administer medication. **Each medication requires a separate authorization form.** This authorization form can be found on the district website. (www.plymouth.k12.wi.us)

For Non-prescription Medications:

Parent/Guardian written authorization is required

For Prescription Medications:

Parent /Guardian written authorization and Practitioner written authorization is required

No medication will be administered by school personnel or its agents until the consent forms are completed and on file with the school. Medication authorization and administration forms will be kept and stored confidentially as required under Wis. Stat. 118.29(4).

All medication must be in the original container labeled with the student's name, correct dosage, time and quantity to be given. All prescription medication must be in the original container labeled from the pharmacy. All medication will be kept in a securely locked cabinet or storage area accessible only to those who have been given the authority to administer medications to students.

Parents are responsible for bringing medication to school and picking up unused medication within 10 days after the medication is discontinued. Students are not allowed to transport their medication to and from school.

School personnel who administer medications to students will have been provided orientation and training. By law, school personnel may not cut tablets. If your child needs to receive half a tablet, have this done at home or by the pharmacy filling the prescription.

Current school policy does not allow non-FDA approved drugs (herbal medication or dietary supplements) to be administered at school.

Illness At School

In the event your son or daughter becomes ill at school, our office will call you at home or work to make arrangements for transportation home. Parents or "emergency" persons are asked to remove sick children from school as soon as possible for the comfort and security of the sick child, as well as other children.

Students are expected to go outside for recess daily. A doctor's excuse is required if you request that your child stay in for recess for more than one day.

Head Lice

The Plymouth Jt. School District follows the recommendations from the American Academy of Pediatrics, Clinical Report on Head Lice dated April 27, 2015 (<http://www.plymouth.k12.wi.us/schools/DIS/health.html>).

Head lice can be a nuisance but they have not been shown to spread disease. Parents/guardians are requested to report to the school, cases of head lice infestation that they discover at home. The school nurse or principal will determine what interventions are appropriate in the school setting.

If a student is found to have head lice at school, the parent/guardian will be notified. The student shall be allowed to return to the classroom for the remainder of the day if practical to do so. The child's parent/guardian may choose to take the student home before the end of the school day. A student should not miss more than one day of school following head lice detection. In most cases the child can return to school the next day following appropriate treatment.

The District reserves the right to inspect other known household contacts and close personal contacts attending school in an effort to minimize other cases.

The school nurse would be happy to assist families in the provision of current head lice information.

Head lice shall be treated as a medical issue deserving the same level of confidentiality as any other medical concern.

Because this pest is often spread at school, our schools, on an infrequent basis, may schedule "head checks". In the event we find something that resembles lice or nits, we will contact that child's parent or guardian. If deemed necessary, the infected child will be sent home.

Latex

In recent years there has been an increase in the number of people with allergies to latex products. Reactions can range from skin conditions to a severe respiratory crisis. People are not born with latex allergies. Sensitivity occurs with repeated exposures.

Therefore, products containing latex such as balloons are not permitted on school property. Many other common materials contain latex. Please check labels before sending these items to school.

Accident Reports

Should a serious injury occur at school, school officials would attempt to diagnose the severity of the injury. All attempts will be made to locate the affected child's guardian or parent. **Updated emergency numbers are a necessity!**

If a parent is unreachable and hospitalization is required, school officials and emergency medical technicians will take needed action.

Internet Access

Electronic communications and information access are necessary educational tools for faculty and students. It is the policy of Plymouth School District to provide access to such electronic forms of media for faculty, staff, and students.

The Internet is a global network that will provide your child with access to a wide range of information and ability to communicate with people from around the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21st Century.

The levels of access to the Internet provided to your child will vary according to the educational purpose and your child's age. At elementary schools, students will only be accessing the Internet under the direct supervision of a staff member. Staff will be using bookmarks to access sites that will supplement their curriculum. This approach at the elementary level limits access to inappropriate material.

A vast majority of material on the Internet is positive, however, like all media, a portion is not. The District's Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Parkview School provides as much supervision as humanly possible and filters to limit access to inappropriate sites. It is not possible to have complete control of the Internet and it is not possible to completely block out all objectionable topics. As parents and teachers, we must teach students to be responsible consumers of information. Students in classes will be encouraged to explore local and worldwide information sources in a responsible manner.

Students are given usernames and passwords to access their storage place on our server. Students are not to share their username and password with anyone. The use of someone else's username/password is essentially identity theft and that everyone involved (both the perpetrator and the person implicated by username) will be punished equally. The student who shares his/her password demonstrates poor

responsibility just the same as the student that uses someone else's username/password.

Parents are asked to sign a waiver annually giving permission to allow your child to use computers to access the Internet. A copy of the Manual of Acceptable Use is available on the district's website.

Miscellaneous

Parents and Teachers for Kids (PTK)

The Parkview Parent-Teacher Association known as the PTK meets often throughout the year. Parents are strongly encouraged to become active members and attend meetings. Scheduled meeting dates are posted on the Parkview calendar and the District calendar. Your support can and does make a difference. Please contact your child's teacher for more information.

Tornado Warnings

In the event of a tornado warning, students will proceed to the designated tornado shelter. Students will stay in the designated area until the warning is canceled. Buses will not pick up students during such an emergency.

Performance Release

Plymouth Public Schools reserve the right to record, tape, and/or publish the appearance, property, or possessions of its students by means of live performance, video tape, sound recording, web sites, photographs or printed material made by Plymouth Public Schools or their agent of assign, authorizes the editing, reproduction, copyright, sales, exhibition, broadcast, and/or distribution of said materials without limitation.

Any individual wishing to waive the above authorization needs to submit in writing, to the building principal, a written letter requesting exemption from the above policy. This policy does not take precedence over any state or federal laws relating to student privacy. (Policy 2416)

Pets in the Classroom

We respectfully request that no animals or pets be brought to school. While disappointing to some, it is better than dealing with allergic reactions, bites,

salmonella, etc. Exceptions can be made with permission from the principal to supplement the curriculum.

NCLB Parents' Right-to-know

The No child Left Behind Act (NCLB) of 2001, Public Law Number 107-110, has strong provisions that support parents' right-to-know. Two main provisions of NCLB are to notify parents of their right:

- to request information regarding the professional qualifications of the students' classroom teachers and any paraprofessionals providing support to the child and
- timely notice when a student has been assigned, or has been taught for 4 or more consecutive weeks, by a teacher who is not highly qualified.

Every Plymouth School District classroom teacher as well as all substitute teachers are officially licensed by the Wisconsin Department of Public Instruction and therefore highly qualified. (Policy 3120)

For further information regarding a specific teacher's qualifications, please contact the school principal or refer to the Wisconsin Department of Education, Teacher Licensing Website:

<https://www2.dpi.wi.gov/lic-tll/home.do>

Assessment results and overall district and school performance data is available at the school district's website:

<http://www.plymouth.k12.wi.us>

Board Policies

Bullying – Board Policy 5517.01

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from

school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. For additional information, see Board Policy 5517.01

Harassment – Board Policy 5517

The Plymouth School District does not tolerate harassment of any kind between and among students or staff members. It is the policy of the District (5517) 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, 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 District boundaries, or social or economic background.

Students who believe they are victims and/or parents/guardians, who believe there is sexual harassment, should immediately report their concerns to the principal, assistant principal, guidance counselor, teacher, or police liaison officer. Formal complaints will be taken seriously and will be subject to a thorough review and prompt investigation.

Weapons – Board Policy 5772

The 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.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented as 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 is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

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 while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal, 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, 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.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

Personal Communication Devices (PCD)- Board Policy 5136

PCDs are permitted on school grounds with parental permission. The use of this equipment is prohibited during school hours (8:45-3:45) unless approved by school personnel. Use of these items during prohibited hours will result in the item being confiscated by the teacher or principal for time to be determined by the principal or

designee. The school is not responsible for any broken, lost/stolen or destroyed items. At the classroom teacher's discretion, a student, with parental permission, may be allowed to bring their own electronic devices to school.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, or a parent picks it up if so directed by the principal, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

For additional information, see Board Policy 5136.

Parents Right To Inspect Instructional Materials - Board Policy 2416

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the

Internet). The term does not include academic tests or assessments. For additional information, see Board Policy 2416.

Controversial Issues In The Classroom - Board Policy 2240

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specific reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences. For additional information, see Board Policy 2240.

Nondiscrimination And Access To Equal Educational Opportunity - Board Policy 2260

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, including transgender status, change of sex or gender identity, military status, or physical, mental, emotional, or learning disability in any of its student program and activities in the areas of:

- A. Curriculum Content
- B. Staff Training
- C. Student Access
- D. District Support
- E. Student Evaluation

Dan Mella (920-892-2661, Ext. 1002) and Anne Gamoke (892-2661, Ext. 1024) shall act as the compliance officers whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. They shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children, ages 3-21, with disabilities who reside in the District but do not receive public education. In addition, the District Administrator shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs. (Title IX, 34C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106)

Highly Qualified Teachers – Board Policy 2261.02

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, The District Administrator shall make sure that all parents of students are notified that they may request, and the District will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents shall be provided:
 - 1. information on the level of achievement of their child(ren) on the required State academic assessments;
 - 2. timely notice if the parent's child has been assigned to, or has been taught for four (4) or more consecutive weeks by, a teacher who is not "highly qualified".

The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.

Compulsory Student Attendance - Board Policy 5200

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation.

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

Parental Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification, stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent

The student has been excused by their parent before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year 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:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend a funeral
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency - Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

I. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological

systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student **may** be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, 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 familial responsibilities or other appropriate reasons.

Truancy (Unexcused Absence)

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

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

Notice of Truancy

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

Notice of Habitual Truancy

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

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

Alcohol And Drugs – Board Policy 5530

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and school procedures, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Control Of Blood Borne Pathogens – Board Policy 8453.01

The District is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the federally-mandated procedures is a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. This

information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents to grant permission for the examination of their child's body, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if a situation does develop you will understand the reason for your request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Sara Stout or Anne Nelson, District Nurses, at 920-892-4353, Ext. 2105

Plymouth Joint School District Board Policy For Lockers – Board Policy 5771 (Search and Seizure)

A student locker is provided by the school district for the convenience of the student. The Plymouth School District retains ownership and possessory control of all pupil lockers and desks. Pupil lockers and desks are subject to search as determined necessary or appropriate without notice or consent of the pupil assigned the locker or desk, and without obtaining a search warrant. Pupil lockers or desks may be searched by school administrators, teachers, custodial and maintenance employees, and any other authorized school employee. Annually, a copy of this policy will be distributed to all pupils enrolled within the School District, and will be incorporated within all student handbooks. Additional details regarding Search and Seizure authority are available by requesting a complete copy of policy 5771.

Student Records- Board Policy 8330

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

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Both parents shall have equal access to student records unless stipulated otherwise by a court order or law.

For additional information, please see Board Policy 8330.

Transfer Of Records

The Plymouth School District will transfer student records to another school district when proper request for such is made by the parent/guardian or adult student, or on written notice from another school district in which a student intends to enroll. For additional information, please see Board Policy 8330.