

Trevor-Wilmot Consolidated Grade School District
Trevor-Wilmot School



2018-19

Parent-Student Handbook

September 2018

Dear Families,

Welcome to a new school year! We're happy to see our returning students and a special welcome to the many new students joining our community this year.

We want your child to be happy and successful at Trevor-Wilmot and we believe that you play a key role. That role is to continually show interest in and support for your child. The child who knows that his or her family is interested in and supports the school program will almost always have fewer problems in school and will enjoy greater success.


We believe in fair and consistent discipline that encourages students to be responsible for their own actions. At school, we try to create a safe environment where courtesy and kindness prevail and where there is respect for differences in other people, customs and cultures.

The information in this handbook is provided to acquaint you with Trevor-Wilmot School's most important procedures and policies as well as answer some of the most frequently asked questions. We hope it will be of use to you. Please be certain to read and sign the Policy Acknowledgement & Permissions page, detach it from this book, and return it to school by Friday, September 14, 2018.

Also, please share with your child's teacher any information regarding his or her special needs that will help us better serve your family. We believe that communication among parents, students and teachers is critical in assuring student success.

Lastly, if you have other questions, or we can be of further help to you, please feel free to visit, call your child's teacher, or call the school office at 862-2356 at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Ted Gavlin". The signature is written in a cursive style with a large initial "T" and a small mark above the "i".

Ted Gavlin
Principal

School Information

Mission

Together with families and communities, our mission is to create a student-centered comprehensive learning environment fostering personal and academic excellence.

Trevor-Wilmot Consolidated Grade School District Nondiscrimination Statement

The Trevor-Wilmot Consolidated Grade School District is an Equal Opportunity Educator/Employer and prohibits discrimination on the basis of gender, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability in any educational program, activity, or employment in the District.

The District Administrator (262) 862-2356 addresses questions regarding discrimination issues.

Trevor-Wilmot School Staff 2018-19

Administrative Staff

Ms. Michelle Garven	garvenmm@twc.k12.wi.us	District Administrator
Mrs. Tracy Donich	donichtl@twc.k12.wi.us	Director of Instruction
Mr. Ray Felton	feltsonr@twc.k12.wi.us	Facility Director
Mrs. Jenny Loveless	lovelessjd@twc.k12.wi.us	Special Education Director
Mr. Ted Gavlin	gavlintj@twc.k12.wi.us	Principal
Mrs. Christine Knox	knoxcd@twc.k12.wi.us	Accounts Payable
Mrs. Nicole Massie	massienr@twc.k12.wi.us	Director of Business Services

Office Staff

Mrs. Rhonda Jahns	jahnsrj@twc.k12.wi.us	Secretary
Mrs. Kim Themanson	themansonks@twc.k12.wi.us	Secretary
Mrs. Tara Johnson	johnsontl@twc.k12.wi.us	District Secretary
Mrs. Tiffany Johnson	johnsontp@twc.k12.wi.us	Secretary
Mrs. Mellissa Peterson	petersonmd@twc.k12.wi.us	Health Aide
Mrs. Rae Anne Niles	niles@twinlakes.k12.wi.us	Nurse

Teaching Staff

Mrs. Tina Ghislain	ghislaintm@twc.k12.wi.us	Grade 4K
Mrs. Anna Blaziewske	blaziewskeam@twc.k12.wi.us	Grade 5K
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Mrs. Kim Horton	hortonka@twc.k12.wi.us	Grade 5K
Ms. Jennifer Bruhn	bruhnjc@twc.k12.wi.us	Grade 1
Mrs. Michelle Cramer	cramermn@twc.k12.wi.us	Grade 1
Mrs. Cameron Sponenburg	sponenburgcl@twc.k12.wi.us	Grade 1
Mrs. Katie Bachochin	bachochinkl@twc.k12.wi.us	Grade 2
Mrs. Meghan Pinoneault	pinoneaultmp@twc.k12.wi.us	Grade 2
Mrs. Mary Fenske	fenskeml@twc.k12.wi.us	Grade 2
Mrs. Keely Braun	braunkp@twc.k12.wi.us	Grade 3
Mrs. Marci Novak	novakml@twc.k12.wi.us	Grade 3
Mrs. Sue Pigney	pigneysm@twc.k12.wi.us	Grade 3
Mrs. Melinda Madison	madisonmj@twc.k12.wi.us	Grade 4
Mrs. Marisa Steppke	steppkema@twc.k12.wi.us	Grade 4
Mrs. Cassandra Wesner	wesnercm@twc.k12.wi.us	Grade 4
Mrs. Mary Bouterse	boutersemc@twc.k12.wi.us	Grade 5
Miss Kim Elger	elgerka@twc.k12.wi.us	Grade 5
Mrs. Kelly Widmar	widmarkm@twc.k12.wi.us	Grade 5
Mr. Jon Kamlager	kamlagerjr@twc.k12.wi.us	Grade 6 Math
Mrs. Paula Doty	dotypl@twc.k12.wi.us	Grade 6 Language Arts
Mrs. Christina Nickles	nicklesci@twc.k12.wi.us	Grade 6 Science & Social Studies
Mr. David Hall	halldl@twc.k12.wi.us	Grade 7-8 Math
Ms. Julia Wiemer	wiemerjl@twc.k12.wi.us	Grade 7 Language Arts
Mrs. Ashley Adams	adamsaa@twc.k12.wi.us	Grades 7-8 Science
Mr. Jason Reinholz	reinholzjw@twc.k12.wi.us	Grades 7-8 Social Studies
Mrs. Tanna Towry	towryts @twc.k12.wi.us	Grade 8-7 Math
Mrs. Lisa VonDerVellen	vondervellenla@twc.k12.wi.us	Grade 8 Language Arts
Ms. Kim Heelein	heeleinka@twc.k12.wi.us	Learning Strategist
Mr. Matthew Humann	humannmc@twc.k12.wi.us	Learning Strategist
Ms. Emily Olson	olsoned@twc.k12.wi.us	Learning Strategist
Mr. Nicholas Sustache	sustachnj@twc.k12.wi.us	Learning Strategist
Mr. Andrew Thoss	thossaj@twc.k12.wi.us	Learning Strategist
Ms. Shannon Tuzzio	tuzzios@twc.k12.wi.us	Learning Strategist
Mr. Bryan Chung	chungbn@twc.k12.wi.us	General Music & Chorus

Ms. Mariam Antaramian	antatramianmm@twc.k12.wi.us	Spanish
Ms. Kelli Hutchinson	hutchinsonk@twc.k12.wi.us	Guidance Counselor
Mrs. Kitty Cisler	cislerka@twc.k12.wi.us	Primary Art
Mrs. Dana Druker	drukerdm@twc.k12.wi.us	Physical Education & Health
Mr. John Lancaster	lancasterjw@twc.k12.wi.us	Intermediate & Middle School Art
Mrs. Pam Lee	leepa@twc.k12.wi.us	Computers
Mrs. Abby Rouce	rouceam@twc.k12.wi.us	School Psychologist
Mrs. Samantha Seay	seaysl@twc.k12.wi.us	Librarian
Mrs. Kerrie Shurtleff	shurtleffkm@twc.k12.wi.us	Literacy Coach
Mrs. Pamela Sorensen	sorensenpa@twc.k12.wi.us	Talented & Gifted Coordinator
Mr. Michael Rosewitz	rosewitzmb@twc.k12.wi.us	Physical Education & Health
Mrs. Madeline Weirick	weirickmp@twc.k12.wi.us	Band & Chorus
Mrs. Cindy Wendricks	wendricksck@twc.k12.wi.us	Literacy Coach

Educational Assistants

Ms. April Davis	davisal@twc.k12.wi.us
Ms. Anjelica Diaz	diazal@twc.k12.wi.us
Mrs. Megan Gregory	gregorymn@twc.k12.wi.us
Mrs. Wanda Hutchings	hutchingswm@twc.k12.wi.us
Mrs. April Melendrez	melendrezam@twc.k12.wi.us
Mrs. Erin Stephens	stephensee@twc.k12.wi.us

Support Staff

Mrs. Crystal Shepherd	debellosd@twc.k12.wi.us	4K Aide
Mrs. Sheryl Jackson	jacksonsl@twc.k12.wi.us	Paraprofessional
Ms. Anita Aguillard	aguillardal@twc.k12.wi.us	Custodian
Mr. Eric Mulcahy	mulcahye@twc.k12.wi.us	Lunch Aide
Mrs. Jeannie Hanson	hansonj@twc.k12.wi.us	Lunch Aide
Mrs. Jessica Sarver	sarverjl@twc.k12.wi.us	Lunch Aide

General Information

Absences, Pre-arranged

All requests for extended absences such as for family vacations must be submitted to the principal in writing two weeks in advance of the absence. Pre-arranged Absence Forms are available in the school office. A student's schoolwork will have to be made up after returning if the absence is not pre-arranged at least two weeks in advance. A total of 10 absences for the year, including pre-arranged absences and illnesses, are allowed.

Activities on School Property

Except for specific physical education/school activities, skateboarding, roller-skating, roller-blading, snowmobiling, motorized vehicles, scooters and/or similar types of recreation are not allowed on school property at any time.

Allergies/Peanuts/Animal Dander/Other Allergens

Peanuts, tree nuts, peanut products, and/or tree nut products may result in severe and, at times, life-threatening reactions in some individuals. For these reasons, please do not send treats, snacks, or any meal made with peanuts, tree nuts, peanut products, and/or tree nut products. In an effort to prevent a severe allergic reaction in the cafeteria, we have instituted a permanent peanut and nut-free table at lunch for all grade levels. **The peanut and nut-free table is available to any child who has no peanuts, nuts, or anything made with nuts or peanuts or their products, as part of their lunch.**

Many students are allergic to animal dander. Animals should not be brought to the school unless cleared with the principal first.

Attendance

All students are expected to attend school for the full school day. Regular attendance is crucial to the proper emotional, social, and academic growth of students. Classroom attendance and participation, along with ongoing teacher/pupil/peer interactions, reinforce the process of scheduled learning. All students who are absent must have a written excuse that should include the reason for the absence. The school should be notified by 9:00 A.M. that a child will not be attending school for that day and/or subsequent days. If a parent wishes, the school will prepare work for the student to do while the child is at home. Absences without notification will be counted as truancy. Please see the section on pre-arranged absences.

At times, there are other reasons for taking a child out of school. The Principal has the authority granted by the Board under Statute 118.001 to approve or deny any request to permit a student to be absent and/or leave the building during the school hours when the principal has probable cause to believe such action may endanger the child, violate a court order, or is uncertain of the identity of the person requesting custody. We ask that you avoid undue tardiness and absences throughout the school year. Parents must use the same procedure to inform the school of the child's absence- to call the school before 9:00 A.M. and to send a note upon return to school.

In order to participate in afterschool events (for example: meeting, program, musical, play, competition, try-out, practice, game, etc.) students must be in attendance at least the second half of the school day, from 11:25 a.m. to dismissal. The principal may grant an exception depending on circumstances.

Board Policy Rule 430 Student Attendance Procedures states:

The following procedures are aligned with Wisconsin's Compulsory Attendance Law, s 118.15, pursuant to Wisconsin State Statute 118.162.

The entire process of education requires continuity of instruction and classroom participation. Frequent absences

from the classroom learning experience disrupt the continuity of the instructional process. A record of attendance is required by law and is carefully noted in a student's permanent record.

Board of Education

Trevor-Wilmot Consolidated School District provides an educational program for all children residing within the district boundaries. We offer a variety of diverse educational experiences designed to equip each child with the skills, knowledge, and attitude to become lifelong learners.

Board meetings include an educational meeting the first Tuesday of each month, and a business meeting the third Tuesday of each month. If a citizen wishes to have an issue placed on the agenda, a written request should be directed to school administration or the School Board President at least one week prior to the meeting. We welcome citizens from the Trevor community and encourage them to attend the meetings.

Dean Troyer	President
Lynn Jaeger	Vice-President
Eric Themanson	Treasurer
Bill Barhyte	Clerk
Mike Murdock	Member

Booster Club (formerly the PTO)

The TWC Booster Club is a group of parents, teachers, and staff who work together to enhance educational opportunities for students and to provide activities for the families of Trevor-Wilmot. Meetings are usually held every second Tuesday of the month at 7:00 PM at school.

Bus Transportation

Bus transportation to and from Trevor-Wilmot School is a privilege provided to all district students. All Trevor-Wilmot students are eligible to ride the school bus. Because of our location and proximity to Highway C, students are not allowed to walk to and from school. Each student has a designated pick-up and drop-off point assigned at the beginning of the school year. Ordinarily, this will be near the student's residence. However, occasionally, the student may need to be picked up and/or dropped off at a residence of a caregiver. Each student must have a single designated location. Students must use this location and ride their assigned buses at all times.

This year our school buses will be filled. **Therefore, requests for students to be dropped off at the home of a friend for homework or social purposes will be denied, and students will be placed on their home bus.** Also, for your child's safety, under no circumstances will school staff at any time place a student on an alternate bus based upon the verbal request of a student. Unless there is a parent note to the principal of an emergency nature, students will be placed on their regular bus, as usual.

Safe and orderly bus behavior is extremely important. Although all students are eligible to ride, their bus riding privileges may be temporarily or permanently suspended from the bus for rule violations or any and all behaviors that may endanger the safety and well-being of other riders. In such cases, parents must provide transportation for the duration of the suspension. Occasionally, serious behavior may warrant removal of a child from the bus before leaving the school grounds. In that event, parents will be called to pick up the child from school.

The bus safety rules have been developed to ensure the safety of all children. Thus, students who do not comply with these rules will be referred, in writing, to the principal by the bus driver. School administration, in cooperation with the bus company, will take disciplinary action and parents will receive a copy of the referral noting the action. Generally, consequences are progressive. However, maximum consequences may immediately be given for behaviors determined by the principal to be of a serious nature. Consequences are noted in school board policy and may include detention, in or out-of school

suspension, temporary loss of bus privileges, a required parent conference with school and bus company officials, temporary loss of bus privileges, permanent loss of bus privileges, or a recommendation for expulsion from school.

Bus Safety Rules

1. The bus driver may assign seats.
2. Be courteous
3. No profanity or loud talking.
4. Do not eat or drink on the bus; keep the bus clean.
5. Violence is prohibited.
6. Remain seated.
7. No smoking.
8. Keep your hands, head and all objects inside the bus.
9. Do not destroy property.
10. For your own safety, do not distract the driver through misbehavior.

Classroom Parties

Each classroom generally sponsors a few parties throughout the school year that support classroom instruction. These will be set up through your child's teacher and room parents. For health reasons, the types of treats allowed may be limited.

Child Custody/Records

Unless the school has official court documents on file that prohibit parent contact, both custodial and non-custodial parents have the legal right to speak to a student, visit his/her classroom, and attend school events. Additionally, both parents have rights to student records, school notices and conferences. Separate conferences may be scheduled with the teacher, if desired. If court documents exist that prohibit parent contact with a child, it is imperative that it be filed in the office immediately at the start of the school year. If you are a joint or non-custodial parent and would like school newsletters, information or records, please contact the office so that we can be assured that you are on our mailing list.

Constitutionally Protected Prayer

Reprinted from a letter to schools from Rod Paige, The Secretary of Education, U.S. Department of Education, February 7, 2003. The guidance to which it speaks may be viewed at the school or viewed online at: http://www.ed.gov/policy/gen/guid/religionandschools/prayer_guidance.html.

As part of the implementation of the No Child Left Behind Act of 2001 (NCLB), I am issuing guidance today on constitutionally protected prayer in public elementary and secondary schools. The purpose of this guidance is to provide State educational agencies (SEAs), local educational agencies (LEAs) and the public with information on this important topic. The guidance also sets forth and explains the responsibilities of SEAs and LEAs with respect to this aspect of the NCLB Act. Most significantly, as a condition of receiving funds under the Elementary and Secondary Education Act (ESEA), an LEA must certify in writing to its SEA that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in this guidance.

The guidance clarifies the rights of students to pray in public schools. As stated in the guidance, "...the First Amendment forbids religious activity that is sponsored by the government but protects religious activity that is initiated by private individuals" such as students. Therefore, "[a]mong other things, students may read their Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, the lunch hour, or other non-instructional time to the same extent that they may engage in nonreligious activities." Public schools should not be hostile to the religious rights of their students and their families.

At the same time, school officials may not “compel students to participate in prayer or other religious activities.” Nor may teachers, school administrators and other school employees, when acting in their official capacities as representatives of the state, encourage or discourage prayer, or participate in such activities with students.

Conferences

Parent/student/teacher conferences will be held at the end of the first and second quarters. The purpose of these conferences is to discuss your child's academic and behavioral growth and other areas of concern. We welcome input from you and your child in helping to determine successful strategies. For this reason we encourage student attendance at each conference, since they are the topic of discussion and therefore should be a part of addressing any solutions. Do not hesitate to contact us should you desire a conference at another time.

Dress Code, Attire, and Grooming

Appropriate attire and grooming are required of all students. We believe it is fair to require a basic standard of attire and grooming that will not interfere with the teaching and learning process or create a danger to the safety and welfare of self or others. Students will be required to adhere to the District Dress and Grooming Guidelines approved by the School Board. Excessive jewelry is discouraged. Under some circumstances, chains may be classified as weapons and may be held by the principal until a parent is able to pick them up. Please check your child's attire and grooming before he/she leaves for school each day. During particularly cold weather, please send an extra sweater or long-sleeved shirt with your child to be kept at school. Boots, mittens, hats, scarves and snow pants are required for all children in grades 4K-5 for outside activities during snowy weather.

Student Dress and Grooming Guidelines (Board Policy Rule 443.1)

The building administration shall have sole discretion in determining what school dress and grooming practices are appropriate under this policy. Specific requirements of the student clothing and grooming guidelines include, but are not limited to, the following:

1. No sheer or see-through garments
2. No excessively tight or sexually suggestive clothing
3. Clothing or accessories (accessories include, but are not limited to, scarves, hats, socks, earrings, necklaces, bracelets, rings and tattoos) that include any of the following will not be allowed:
 - Alcohol, tobacco or drug-related messages or pictures
 - Gang-related theme, messages or pictures
 - Threat, hate group or discriminatory messages or pictures including symbols of and/or messages of hate
 - Sexually suggestive messages or pictures
 - Violent, weapon-related or profane messages or pictures
 - Weapons
4. Outerwear (jackets, coats, etc.) are to be kept in a designated location and may be worn in classrooms at the teacher's discretion.
5. All shorts, skorts, skirts, and the like, may not be shorter than the middle of the thigh
6. Shirts/tops must fall below the waistline and properly fit the student. Such garments must cover the midriff during normal classroom activities. Shirts/tops must modestly cover the front, back and sides of the body (no tank tops, halter tops, low or “strap” backs, low scoop fronts, oversized arm holes, spaghetti straps, etc.)
7. Pants, shorts, skirts, and the like, must properly fit the student and remain at the waist. Pants must be

held in place by a belt or remain at the waist if no belt is worn. Oversize, “falling down” garments will not be allowed at any time.

8. Pant legs and skirt hems should not be dragging on the floor. Excessively wide pant legs are not allowed.
9. Shoes must be worn at all times. Sandals are allowed except “flip flops.” Students in grades PK-5, must wear shoes with backs or heel straps; backless slings or clogs are not allowed. Heel/platform height may not exceed two inches. No wheeled shoes will be allowed.
10. No ink or marker drawings of any type on visible body parts
11. All 6th, 7th and 8th grade students are required to wear a uniform for all physical education classes. The uniform will be made available for purchase through the school at registration and throughout the school year.
12. Any apparel and/or accessories which are determined by the building administration to interfere with the educational process as determined by Board policy.

A copy of the Dress and Grooming Guidelines is to be signed by a parent/guardian and returned to the school. Possible consequences for failing to comply with the preceding guidelines may be as follow:

Minimum consequences

- In-school conference with student and/or parent
- Required to change inappropriate attire/accessories
- Contact of parent to bring suitable change of clothing to school
- Verbal contact with parent or personal conference
- Lunch detention

Maximum consequences

- Assignment to an alternative learning environment or after-school detention
- Loss of privileges
- In-school suspension
- Out-of-school suspension

Electronic Communication Devices

Students are prohibited from using any device capable of electronic paging, two-way communication, text messaging, instant messaging, video calling, and/or audio calling during the instructional day while on school premises owned, rented by or under the control of the District. Such devices may be used outside of the instructional day on school premises. For the purposes of this regulation, the term “instructional day” is defined as the moment a student enters the school building until the final dismissal bell or until detention ends. This includes, but is not limited to, study halls, lunch break, class changes and any other structured or non-structured activity that occurs during the normal hours that school is in session

All devices that can take a picture, record video, and/or audio are prohibited from use at all times in the school or during school activities unless authorized by the building principal or designee.

Electronic communication devices may be allowed if the Board or its designee determines that the device is used or possessed for a medical, school, educational, vocational, and/or other legitimate purpose.

Failure to follow these guidelines regulating possession and/or use of electronic communication devices will result in disciplinary action as determined by the building principal or designee. Such disciplinary action may include temporary confiscation of the device. The building principal or designee may involve law enforcement if the device is used for an illegal purpose or for a purpose that causes or could cause harm to others. Students are solely responsible for the care and custody of cell phones that they choose to possess and use as permitted herein. TWC shall not assume responsibility for any damage, loss, or theft of any student’s

cell phone. Furthermore, TWC shall not assume responsibility for any damage, loss, or theft of any cell phone that is confiscated according to this regulation.

Email

It is important for students to become proficient in using email in order to be successful adults. Our state education standards also include technology and electronic communication. In order to meet these standards and give our students hands on experience with email, we have obtained safe email accounts through Gaggles for our 5th-8th graders. Gaggles is a safe, web based Internet system for students where the teacher is always in control. They provide numerous tools that protect our students from the potential problems of email and social networking. The school controls the level of access the students have and with whom they can communicate, and can set it to be as restricted as necessary. All messages pass through a number of filters. Messages with offensive language, questionable domains, banned file types, or inappropriate images are automatically rerouted to the student's teacher for review.

Emergency, Fire and Tornado Drills

Crisis or Emergency Drills

Crisis or emergency drills will be held upon a signal from the office. Evacuation and/or safety procedures/locations will be practiced as appropriate, following the directions of the supervising teacher/adult.

Fire Drills

Students are required to take part in fire drills. Upon a given signal (usually the alarm), students are to remain silent, walk quietly, use the handrails on stairs, and exit the building quickly in an orderly fashion. Complete fire-drill procedures will be reviewed and practiced with your child at the start of school year. A map showing specific routes is clearly posted in each classroom.

Tornado Drills

Students are required to take part in tornado drills, which are usually held in the spring. Additionally, the school participates in the state-wide drill during "Tornado Awareness Week." To be as realistic as possible, some tornado drills will be conducted with all internal lighting shut off, except for hand-held flashlights. This better simulates an actual weather situation. The complete procedure will be reviewed with your child in early spring. A map showing specific routes and tornado shelter locations are clearly posted in each classroom.

Extracurricular Activities/Sports

Students are encouraged to participate in extracurricular activities. Extracurricular activities are a privilege. In order to participate, students will be required to meet specific school policy requirements such as eligibility and maintain proper conduct. A statement every other year from a physician confirming the student's good health is required before he/she may become involved in sports. A deposit or fee may be required for some activities.

Field Trips

Parents will be notified in writing of all field trips, and in each instance a permission slip will be sent home for your signature. While the permission slip is a legal formality, you may use it to keep your child from participating. We welcome suggestions of new learning opportunities for our students. Students who do not participate in fieldtrips or overnight trips will be expected to attend school as usual. A signed "Hold Harmless" agreement will be required for all out-of-state overnight travel.

Grading

Students will receive letter grades in 7th & 8th grade according to the following scale:

Trimester 1 (100% Green & 100% Yellow)	Trimester 2 (100% Green & 75% Yellow)	Trimester 3 (100% Green & 50% Yellow)
90-100% A	90-100% A	90-100% A
80-89% B	80-89% B	80-89% B
70-79% C	70-79% C	70-79% C
60-69% D	60-69% D	60-69% D
0-59% F	0-59% F	0-59% F

The progress towards the mastery of standards in 4K-8th grade will be reported using a standards-based system of Meets Expectations (M), Working Towards Expectations (W), and Needs Improvement (N). Also, student learning behaviors will be reported using: Safe, Responsible, Respectful, and Engaged.

Gum Chewing

Gum chewing is not allowed at school for the following reasons: 1) Gum is often found on the floor and underneath the desks and chairs, and 2) it can be a distraction in class. Middle school students will be given a 30 minute after school detention for disregarding this rule. In other grades, appropriate consequences will result.

Illness

Children who are ill should be kept at home to ensure their safe recovery as well as prevent the spread of contagious diseases. Children should be free of fever, diarrhea, and/or vomiting before returning to school. When a child is ill, it is the parents' responsibility to call the school office (862-2356) prior to 9:00 a.m. on each day of the absence. We need to know why your child is not here, and that he/she is safe at home. If no contact is made, we will attempt to call you. This may necessitate our having to interrupt you at work to verify the absence. If phone contact cannot be made, a note MUST be sent to the office with your child the next school day, explaining the absence. If your child becomes ill at school and a joint decision is made with you to send him/her home, you are responsible for transportation. If at any time you are having problems with "false illnesses" at home and want the school to help in keeping your child here once he/she arrives, please contact the principal or counselor so together we can discuss a plan of action.

Inclement Weather

During cold and/or rainy weather, please send your child appropriately dressed for outdoor activities. Labeling your child's clothing is suggested. If your child does not have snow pants and boots, he/she will be required to stay on the hardscape surfaces during recess rather than play in the snow. Outdoor activities will not be held on days of extreme weather conditions.

Ineligibility for Extracurricular Activities/Sports

Participation in extracurricular activities is a privilege. The following guidelines have been established to address situations where students are not accepting responsibility for serving after-school detentions assigned because of the student's violation of school rules, address situations where students are ineligible for athletic team participation due to failing/inadequate grades, behavior issues, and absence from school.

Absence from School

Students are expected to be in school every day. In order to participate in an extracurricular activity, students

must be in attendance at least the second half of the school day, from 11:25 a.m. to dismissal. The principal may grant an exception depending on circumstances.

Unserved Detentions

Any student who has unserved detentions may not attend any after-school extra-curricular or social activity (practices, games, dances, clubs, talent shows, performances, etc.). The principal may grant an exception depending on circumstances.

Athletic Ineligibility

Students in 5th through 8th grade who do not achieve a C average or have a failing grade in a subject are ineligible for participation in an athletic game. For eligibility purposes, the grading scale defined in the Grading section will be used. Ineligible students will be notified through a notice in their Wednesday folder. Ineligibility is for one week (Thursday through the following Wednesday).

Not all students learn complex standards found in their classes at the same time and standards-based grading is a helpful tool to take this factor in account. However, school sponsored athletic activities are considered privileged opportunities and a student who does not demonstrate the necessary effort is expected to correct the situation in order to maintain eligibility.

Students who are ineligible to play a sport and quit the team must wait one week before attending a game as a spectator.

Referrals

A student who receives a referral to Administration for disciplinary purposes may not attend an extracurricular activity during the week that the referral was made as determined by the principal.

The following steps will be taken in the event a student attends an extracurricular activity while ineligible:

1. The student will be told by an administrator or designee that they must leave immediately.
2. The student will be asked to leave the area of the event, and an administrator or other school employee will call the student's home and inform the parent that the student must be picked up immediately.
3. If the parent is unavailable, the emergency contact on the student's registration form will be called to pick the student up.
4. If a parent/emergency contact cannot be reached, the student will be placed in a room away from the event for the duration of the event.
5. Law enforcement will be called if rude, disrespectful, belligerent and/or abusive behavior is exhibited by the student.

UNDER NO CIRCUMSTANCES WILL A STUDENT BE ALLOWED TO WALK HOME!

Invitations & Gifts

In the interest of sensitivity to the feelings and needs of children, you are asked NOT to bring or send gifts, balloons or flowers to the school for your child. Party invitations may not be distributed at school unless every student in the class is included.

Latex Balloons

Due to possible and sometimes serious allergies to latex, latex balloons are not allowed on school premises at any time.

Lunch/Breakfast Program

Our school offers an excellent, nutritious daily breakfast (\$1.45) and hot lunch (\$2.80) for all students. Our program is computerized, with each family having its own account. Every student will receive his/her own ID card which may be used to purchase lunch and/or milk (30¢). The first three ID cards issued will be free. Afterwards, there will be a \$1.00 fee for replacement of lost or destroyed cards. Families are to deposit enough money into their account to cover the cost of meals for their children. This is a pre-paid account and NOT a charge account. The account is reduced each time a hot lunch or a carton of milk is consumed. Financial statements will be sent out from the District office each month.

Students are not allowed to consume soft drinks, soda, and/or energy drinks during lunch.

Some children may qualify for free or reduced meals. Qualification is based upon total income and the number of persons in the household. You are encouraged to fill out a form at the registration fair, and/or any time your financial status changes during the school year. Forms are always available in the office. All information is kept strictly confidential. Contact the school principal at any time if you have questions about eligibility requirements.

It is the responsibility of parents to provide their children with food. Per School Board policy, the number of unpaid meals per student cannot exceed five. Students **will not** be allowed to charge a meal to the family account if the unpaid balance exceeds the cost of five lunches. Parents will be notified in the event of such an occurrence. Students in this situation can purchase a meal by presenting the full amount of the meal in cash.

Students who qualify for reduced price meals and whose balance exceeds the cost of five lunches can purchase a meal by presenting the cost of a reduced-price meal in cash. This policy does not affect students whose families qualify for free meals.

Media Center

All students and staff currently use our school media center. A librarian and/or library media aide is available to assist students and staff. Students may check out books and magazines, which are due in one week. The students are responsible to return the library materials in good condition. If a student loses or damages a library item, he/she will be charged a fine to repair or replace it. Unpaid fines may result in a loss of library check out privileges.

Medications

All prescription and nonprescription medications to be administered during school hours require a "Request for Medication Administration During School Hours" form completed by the parent. For prescription medications, the prescribing physician must fill out and sign the physician's portion of the form. The form must be completed before school personnel can dispense the medication. Nonprescription medicines include cough drops, ointments, Tylenol, and digestive aids, such as Lactaid. Administration forms are available in the school office. All prescription medications must be brought to the school by a parent in the original container that is clearly marked with the student's name, physician, medication name, unit quantity, dose, route, and times to be given. Do not send a daily dose in a bag or transferred container. The staff will not administer these medications. This is for the safety of the students and liability of those administering the medications.

Parents may administer medications to their children during school hours if proper forms and containers are not available. A new administration form and medication container must accompany any changes in medication dosage or administration times. It is the parent/guardian's responsibility to bring refills of medication to the school before the student's medication runs out. It is important to plan ahead if your child is going on overnight field trips. Medications that are to be administered at times other than those listed on the medication administration form and bottle must have a new form from the doctor stating how that medicine is to be given other than during school hours. If you have any questions or concerns, please contact the school nurse.

Money Sent to School

If it is necessary to send a check or cash to school with your child, place it in a sealed envelope, clearly indicating on the front, your child's name, grade, and classroom. State what the money is for, and direct it to the main office. Students should not, at any time, carry large amounts of spending money.

Pediculosis/Head Lice

Periodic head checks may be conducted by the nurse/office staff to prevent the spread of head lice. Students who are found to have lice or nits will be required to remain at home until recommended treatment has been administered and all evidence (including nits) have been removed.

Personal Items

All student personal items: toys, radios, MP3 players, CD players/CD's, trading cards, games, valuable jewelry, money, etc. should be left at home. The school is not responsible for the loss or theft of such items. Additionally, these items are cause for distraction and disruption of the learning environment. Such items will be taken from students and held until picked up by a parent.

Personal Transportation

All parents driving their children to school must drop them off and pick them up in the circular drive area of the main parking lot. The circle drive by the front entrance is a Fire Zone as indicated by the red curbs. Cars are NOT to be parked in the Fire Zone. A car is considered parked if you leave the driver seat or idle for more than a couple of minutes. Tickets can and will be issued to owners who are repeatedly parked in the Fire Zone.

Photographing, Filming, Recording or Videotaping

State and federal laws safeguard children and their families against the release of student information used by schools. Films and videotapes of children in our school are subject to these provisions. Trevor-Wilmot School will observe measures intended to protect children from their involvement in recordings, films and/or videotapes to which they or their parents or guardians might reasonably object. Please indicate in Skyward if you DO NOT wish your child's picture to appear in our media.

Physical Education Clothes

All children are to have an extra pair of non-marking gym shoes to be left at school for indoor use only. Students in grades 4K-5 should wear appropriate clothing that is comfortable and allows ease of movement. If a dress is worn to school, the student may wear slacks or shorts under the skirt, or bring a change of clothes for gym class.

Students in grades 6, 7, and 8 will be required to wear physical education uniforms as noted in policy. Uniforms will consist of a gray Timberwolves tee-shirt and black shorts (or sweatpants). They will be available for purchase at school registration and throughout the school year. A change of underwear and socks is recommended. It is important that students remember to take their gym clothes home for laundering on a regular basis. *Aerosol deodorants, body sprays, hair sprays, perfumes, etc., are not allowed.*

Physical Education Lockers & Locks

Middle school students will use the locker rooms to change into their physical education uniform. Students are responsible to keep their assigned locker locked with a school issued lock. For safety and security

purposes, only school approved locks will be allowed. Lock combinations are not to be shared with friends or any other student. Students must inform the teacher if their lock doesn't work and/or if the combination is compromised. The school and/or district will not be held responsible for any missing items from a locker.

As with all school property, gym lockers are subject to search by school authorities and/or law enforcement. Students will be held responsible for any items found in their lockers.

Privileges and Rights

Rights are privileges guaranteed by law, school district policy, and/or school rules. All students have rights protected by the state and federal law. Rights at school have been determined by the courts to be different and usually more restrictive than rights in the home or rights in the community.

All students who display satisfactory behavior, achievement, and/or work ethic will have full privileges at Trevor-Wilmot School. Privileges include but are not limited to participation in extracurricular activities, clubs, athletics, bus transportation, social events, ceremonies, special programs, presentations, and incentive rewards.

Registration and Emergency/Health Forms

Registration and Emergency/Health Forms should contain the most current medical information on your child, and should be updated as needed throughout the school year. The office should immediately be notified by phone or in writing of any changes. Note that there is a section on the form for information on emergency contacts. These contact people must be local, and must have the ability to pick up your child if necessary. If you do not have a family member nearby, please ask a neighbor to be your emergency contact. There should be several emergency contacts listed in the event that one cannot be reached.

In the case of a serious accident that is not life threatening, the school office staff will make a reasonable attempt to contact parents prior to calling outside medical personnel. The school nurse/administration will determine if and when it is necessary to call the rescue squad. If a squad is called, parents (or their emergency contact if unable to be reached) will be notified. There is often a fee for such services that will be charged to the parents.

School Fee/Other Fees

Currently, the Trevor-Wilmot Consolidated school fee is \$15.00 per student, up to a maximum of \$30 per family. This amount is subject to change by action of the Board of Education. School fees help offset the costs of consumable materials (workbooks, journals, art materials, paper to print instructional materials, etc). Additionally, middle school students are required to purchase a gym uniform (t-shirt and shorts). Please make all checks payable to "Trevor-Wilmot Consolidated." All fees must be paid in order to complete the registration process.

Report Cards

Assessment is an important part of your child's education. Information obtained is helpful to teachers, parents and students. Specific assessments and grades are given in each subject area, but differ depending upon the grade level of your child. If you have questions on requirements for your child, contact your child's teacher. Report cards will be sent home in the Wednesday folders at the end of each trimester.

The progress towards the mastery of standards in 4K-8th grade will be reported using a standards-based system of Meets Expectations (M), Working Towards Expectations (W), and Needs Improvement (N). Students in 7th and 8th grade will also receive letter grades using the grading scale explained in the Grading section. Also, student learning behaviors will be reported using: Safe, Responsible, Respectful, and Engaged.

Student progress can be monitored through the use of the Mastery Connect web site at <http://bit.ly/1SkwC5c>.

Reporting of Suspected Child Abuse/Neglect

Child protection laws require, under penalty of a \$1,000 fine, that any adult working with children report immediately to the Department of Social Services any information that might be cause for SUSPICION of child abuse or neglect. Such referrals are made when an adult has reasonable concern for the safety and well-being of the child. We often read about or see on TV the devastating abuse that some children suffer. Often, a sad adult, in retrospect, must live with the pain of regret for an unreported suspicion. Any such reporting by an employee of Trevor-Wilmot School is done out of concern for the safety and well-being of our children at all times. We would hope that in understanding this, parents would not be offended by an inquiry from a social worker regarding such a concern. *A parent is never consulted prior to the reporting of suspected abuse.*

School Closings Due to Extreme Weather or Emergencies

If administration finds it necessary to close school due to severe weather conditions, you will be notified on the following radio stations: WTMJ (AM 620) and WLIP (FM 1050). An automated phone calling system will also be used to notify families of school closings. Be sure to keep the office updated with a current home phone number. A message will also be posted on the school's web site at www.trevorwilmotschool.net.

School Hours

The office is open from 7:00 a.m. to 4:30 p.m. Our student school day is from 7:35 a.m. to 2:55 p.m. for grades 5-8 and 8:10-3:25 for grades 4K-4. Students in grades 4K-4 are NOT to arrive at school prior to 8:00 a.m. without teacher pre-arrangement, as there is no supervision for them prior to that time.

After school sports games begin at 4:00 pm. Student players will remain at school in the gym until the coach arrives. Student spectators are to go home as usual and return at game time. All students must be picked up immediately following after-school events.

Searches

According to Wisconsin state statutes and Board of Education policy, school staff may search: desks, school lockers, book bags, gym bags, coats or jackets, or any other items brought onto school property or into the school building.

Security Cameras & Video Surveillance

Security cameras throughout the building are active and recording 24 hours a day. Security cameras in a school building and on school grounds provide not only a safeguard against illegal entry and vandalism, but also protect students and staff.

Special Education

Special services are available for students with exceptional education needs as established through a formal E-team process. As a parent, your permission is required by state law prior to testing and also prior to placement in a special education class. Parents of eligible students must be notified of all related testing and follow-up meetings.

We encourage parents to participate in this process. At Trevor-Wilmot School, we are very supportive of a process called "inclusion." Every attempt is made to place special education students with their peers in the regular classroom environment for as much of the school day as possible. Inclusion instruction is dictated

by the unique needs of the eligible student. Wide ranges of services are available. Some students may be in the regular classroom the entire day with occasional support from a special education instructor. Others may require one-on-one or small group instruction outside the regular classroom for a portion of the day. Our goal is to create an individual learning plan for each special education student that will address his/her unique strengths and needs. We believe that with the right program every student can achieve success. If you feel your child might need special education support services, you may, at any time, request a building-level staffing to discuss your concerns regarding your child's behavioral and/or academic progress.

Students Left After-School Hours

Parents providing transportation should pick up their children immediately after school unless students are staying for a supervised, pre-arranged after-school activity. If there is an emergency that prevents you from picking up your children within fifteen minutes of dismissal, we ask that you call the office so we may provide for their supervision. It is very important that you call when you must be late for a legitimate reason. When students are not picked up within a reasonable time-frame and the office has not been notified of an emergency, secondary contact people noted on your emergency card will be called and asked to pick up your child. In the event that no one can be reached within an hour after school, students may be turned over to Kenosha County Social Services or the Sheriff's Department for temporary supervision until you are able to pick them up.

Standardized Testing

Students are given the Measures of Academic Progress test three times per year, usually in the beginning, January and the end of the year. Reports are sent home at conferences in the fall and in the spring. The state will administer the Phonological Awareness Literacy Screening (PALS) assessment to measure reading readiness for students in 4K-2nd grade. Students in grades 3-8 will be tested in math, reading, language, science, and social studies by the State through a state issued assessment in the spring. Please feel free to contact your child's teacher or the principal if you have questions on test construction, interpretation and uses.

Student of the Month

At the first board meeting of each month, a student from each 4K-4 classroom is recognized as "Student of the Month." You may ask your child's teacher to explain the criteria used to determine this selection. Middle school students receive age-appropriate reward activities planned by the middle school team. Other awards and/or recognitions are given throughout the year.

Student Questioning by Law Enforcement

Law enforcement officials or other authorities on school property may question students with permission of a school administrator. The administrator and/or designee will be present during the interrogation unless statute or other compelling reasons exist which require a private interview, such as instances of neglect or abuse. Parents will be notified of interviews in advance except in the case of child abuse/neglect referrals. The interview may proceed prior to notification of the parent/guardian if the situation is determined to require prompt action, the situation is determined to be of a serious nature, and/or the attempt at contact has been unsuccessful. In cases where a student is asked to leave the building and accompany the non-school personnel, the school administrator shall inform the parent or legal guardian of the change in custody, unless such notification is prevented by statute. Any student interviewed by non-school personnel shall be informed that they do not have to answer questions if they do not desire to do so.

Student Records

All student records are confidential. Your child's records are open for your full review. You are

encouraged to occasionally review your child's records. We ask that prior to doing so, you contact the principal. Arrangements can then be made for all applicable persons to be in the building should you desire an interpretation of any of the information.

Textbooks

Textbooks are provided and loaned to all students. The annual registration fee subsidizes only a small portion of the cost of books. All textbooks must be covered and treated with care. Book covers are helpful in preventing excessive wear. **Please do not use adhesive covers.** All books will be inspected for condition upon assignment to students at the beginning of the year and again when turned in at the end of the year. **Fines up to and including full replacement costs will be assessed for the defacing, damage, or loss of textbooks.**

Treats/Snacks

To prevent the spread of pathogens, treats and snacks that are brought to school to be shared with other students must be pre-packaged and purchased from a store. Whole pieces of fruit and/or vegetables are acceptable. Home-made foods, home-baked foods, and/or cut fruits and vegetables cannot be shared with other students. Please call the school if you are not sure if a food type is acceptable.

Visitor Procedures/Building Security

Trevor-Wilmot School has an “open-door” policy. We encourage parents and guardians to visit as members of our school/home partnership. However, we do ask that you make arrangements prior to any formal visit, particularly a classroom visit or a conference with a teacher or staff member, so that we can maximize your time with us and avoid interrupting instruction.

For the safety of our staff and students, all school doors are locked during regular school hours. Visitors must enter the main school entrance.

All visitors should park in the west lot and enter through entrance A and proceed directly to the office, sign the visitor's book, and get a visitor's lanyard prior to going elsewhere in the building. To avoid interruption of instruction as much as possible, we ask that you wait inside the entrance of the school at dismissal time and refrain from going to classrooms at that time or during the school day, unless previously arranged. While you are visiting or volunteering in our school, you will be given a visitor or volunteer's badge to wear.

If you are picking up your child for any reason during the school day, please wait in the office and your child will be called to meet you there.

Occasionally, a student will ask to bring a young visiting friend or relative to school. Such requests for short visits must be in writing from a parent and may be granted by the principal in advance of the anticipated visit under certain circumstances. Approved visits will be short-term only. ***Full-day visits will not be granted.***

Due to possible allergies of students and/or staff, pets and animals should not be brought to the school unless cleared with the principal first.

Youth Gangs

The Trevor-Wilmot Consolidated School District recognizes that a school must create and maintain, at all times, a safe and orderly environment in which learning can take place. The presence of gangs, gang affiliations and gang-related activities within a school disrupts the learning environment by threatening the safety of students, staff, and parents in the school building and causing disruption to and interference with

the academic process.

Trevor-Wilmot Consolidated School District bars all gangs, gang affiliations, gang-related activities and symbols from school buildings, school property, and school-related activities at all times.

As noted in above policies and procedures, law enforcement officials may be called for any situation of a serious nature that threatens the health, safety and/or well-being of Trevor-Wilmot students and/or staff. Law enforcement may also be called in other situations as deemed necessary. In such instances, parents will be notified.

Discipline/Referral 10 Step Procedure

1. Documented efforts to use positive interventions/incentives.
2. Teacher/student conference/warning. Possible guidance referral.
3. Teacher phone call to parent to seek cooperative resolution to problem.
4. Teacher-supervised detention/time-out as needed. Detention documented and parent notified. Steps 2 & 3 may be omitted under certain circumstances with principal approval (such as an immediate need for a student to "cool down").
5. Brief removal from class (remainder of a period, or the next period) to alternative learning center. Reasons for time-outs to be noted.
6. Personal conference with parent to discuss previous efforts. Principal/administrator may be included in this conference at request of teacher or parent. Guidance counselor and/or home-school liaison may be involved.
7. If inappropriate behaviors persist after steps 1-6 have been completed, written disciplinary referral to principal stating actions previously taken. Principal to assign detention or in or out-of-school suspension. For chronic inappropriate behaviors, principal may recommend move to step 8.
8. Team meeting with student and parent (and possibly, principal, counselor and/or liaison) to discuss problem and previous efforts to resolve. Depending upon severity, informal or formal behavior plan/contract to be developed by team. If formal, contract to be written, and teacher, parent and student sign.
9. Implementation and monitoring/revision of plan or contract over time. Teacher/student/parent communication throughout process.
10. Building-level staffing. Parent notified by teacher of staffing. Testing for special needs or other interventions may be recommended by the building staffing team at this time. Recommendations to be implemented and monitored over time. Teacher/student/parent communication throughout process.

Immediate Referral to Principal Using Disciplinary Referral Form:

- Possession of drugs, drug paraphernalia, or alcohol
- Appearance of being under the influence of drugs or alcohol
- Imitation of use, or possession of, "look-alike" drugs or paraphernalia
- Possession of weapons, suspicion of weapons, threats to use weapons, or use of threatening words such as "kill", bomb, or "die"
- Fighting
- Serious threats to, injury of, or harassment of others, adults or students (includes hate messages/racial slurs)
- Blatant or serious disrespect or profanity directed toward adults
- Battery to adults – pushing, shoving, hitting, etc.
- Observed vandalism or property damage
- Actual or suspected sexual activity

The sheriff's department may be involved whenever legally warranted.

Code of Conduct

Disciplinary Definitions and Procedures

Trevor-Wilmot School has established an action plan to improve the learning climate in our school. Expectations and consequences for student behaviors have been clearly defined and are contained in this handbook for your information. Following are definitions that may be helpful to you in understanding terms used regarding expectations for student behavior/consequences.

Conference

A meeting with school staff.

Detention

Requiring a student to remain at school beyond the normal school day or at lunch.

Expulsion

The removal of a student from school and school grounds for a time to be determined by the Board of Education.

In-school Suspension

The temporary removal of a student from his/her regular classroom to another supervised learning area for one-half to five days.

Out-of-school Suspension

The removal of a student from school and school grounds for one to five days.

Pre-expulsion Conference

A conference held with a student and parents as a final effort to resolve disciplinary issues prior to bringing the student/parents to the board of education. Such conference will be documented with a letter to the parents from the person holding the conference. If an expulsion ultimately occurs, this letter will be used as part of the documentation.

Time-out

Removal from the classroom for a short period of time, not to exceed two class periods.

Misconduct Definitions

Battery

The causing of bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of the person so harmed. This includes acts by individuals, gangs, or threat groups.

Minimum Consequences

Conference
Detention
Parent Contact
In- school Suspension
Out-of-school Suspension
Pre-expulsion Conference
Referral to Law Enforcement

Maximum Consequence

Recommendation for Expulsion

Cheating/Forgery

Falsely using the name of another person, falsifying times, dates, grades, addresses, or other data on school forms, claiming or using the work or answers of a school resource, another student or any source other than as one's own.

Minimum Consequences
Conference
Verbal Warning
Detention
Parent Contact
In-school Suspension
Out-of-school Suspension
Pre-expulsion Conference
Referral to Law Enforcement

Maximum Consequence
Recommendation for Expulsion

Cyberbullying

Being intentionally cruel to others by sending or posting harmful material or engaging in other forms of cruelty using the Internet or other digital technologies. It includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful messages, text messages, digital pictures or images, or Web site postings (on social networking sites including blogs.)

Students who feel that they have been the victims of such misuse of technology, should not erase the offending material from the system. Instead, they should print a copy of the material and immediately report the incident to a teacher, counselor, or administrator. All reports of harassment in cyberspace will be investigated fully.

School rules and regulations may be applied to incidents occurring while not at school or while not under the supervision of a school authority if a student’s misconduct in the community disrupts the school learning environment or activities.

Minimum Consequences
Conference
Verbal Warning
Detention
Parent Contact
In-school Suspension
Out-of-school Suspension
Pre-expulsion Conference
Referral to Law Enforcement

Maximum Consequence
Recommendation for Expulsion

Disrespect to Teachers and/or Staff

Refusal to treat courteously, follow rules, recognize authority, cooperate, pay attention, behave and speak appropriately, and/or recognize the rights of others. Includes profanity and other blatant disrespect directed toward adults. Extreme cases may constitute disorderly conduct.

Minimum Consequences
Temporary Removal from Class
Detention
Parent Contact
Permanent Removal to Another Classroom
In-school Suspension
Out-of-school Suspension
Pre-expulsion Conference
Referral to Law Enforcement

Maximum Consequences
Recommendation for Expulsion

Drugs, Alcohol, Tobacco, Vaping and/or “Look-alike” Drugs

Having, using, giving, selling and/or being present on school premises under the influence of drugs,

alcohol, tobacco, inhalants, vaping, “look-alike” drugs, and/or paraphernalia, during, after school, or at any school-sponsored event. This includes “pretending” to take drugs or possessing ordinary objects altered to look like, or be used as, drug paraphernalia. In the event that students appear to be “under the influence” of a controlled substance, a rescue squad may be called.

Procedure: The student will be sent to the principal, guidance counselor, nurse, or other trained staff for an evaluation if it is suspected that he/she is in possession of, has a continuing problem with, or is under the influence of alcohol or drugs.

Minimum Consequences

Detention
Parent Contact
Referral to Drug/Alcohol Counseling Program
In-school Suspension
Out-of-school Suspension
Pre-expulsion Conference
Referral to Law Enforcement

Maximum Consequence

Recommendation for Expulsion

Extortion

To obtain, or threaten to obtain, money or personal belongings of another through threats or force.

Minimum Consequences

Detention
Parent Contact
In-school Suspension
Out-of-school Suspension
Pre-expulsion Conference
Referral to Law Enforcement

Maximum Consequences

Recommendation for Expulsion

False Alarms/Bomb Threats/Death Threats

Initiating a false fire alarm or a false warning of a fire or an impending bombing or catastrophe. Inclusive of all written or verbal threats that use the words “bomb”, “kill”, “shoot”, “die”, “gun” or similar words. Trevor-Wilmot School takes any and all such actions, threats or remarks extremely seriously. Use of such language will result in the following severe consequences:

Minimum Consequences

Parent Contact
Out-of-school Suspension
Pre-expulsion Conference
Referral to Law Enforcement

Maximum Consequence

Recommendation for Expulsion

Harassment/Bullying/Discriminatory Acts

(Applies to adults or students. See Board Policy)

Harassment: Promoting negative stereotyping that degrades or demeans any individual or group by negatively referring to the following:

- Socioeconomic Status; Marital or Parental Status; Physical, Mental, Emotional, or Learning Disability of Any Individual or Group; Race; Gender; Sexual Orientation; National Origin; Creed; Ancestry; Religion

This misconduct also includes disturbing an individual or group by name-calling, agitating, pestering, or threatening.

Minimum Consequences

Conference
Verbal Warning
Detention
Parent Contact

Maximum Consequences

Recommendation for Expulsion

In-school Suspension
Out-of-school Suspension
Pre-expulsion Conference
Referral to Law Enforcement

Inappropriate Language

Spoken or written words, gestures or conduct that are profane, obscene, lewd, vulgar, sexual, libelous, slanderous, or suggestive.

Minimum Consequences
Conference
Detention
Parent Contact
In-school Suspension
Out-of-school Suspension
Pre-expulsion Conference

Maximum Consequences
Recommendation for Expulsion
Referral to Law Enforcement

Inappropriate Use of Telecommunications Equipment, Networks and Services

Includes but is not limited to:

- sending or displaying of offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- loading software on district owned computers
- damaging computers, computer systems or computer networks
- violating copyright laws
- using others' passwords
- trespassing in others' files or work
- intentionally wasting limited resources
- using the network for commercial or for profitable purposes
- using the network for personal, religious, political or private business
- using the network to access pornographic or other inappropriate materials
- accessing inappropriate web sites
- portraying oneself as a representative of Trevor-Wilmot School or an individual school

(For Consequences, See Acceptable Use Policy)

Physical Attack of Staff Member

Intentionally pushing, grabbing, striking, or otherwise causing harm to, or attempting to cause harm to, any school employee or volunteer. Includes the throwing of objects at an adult.

This is an extremely serious offense and will be treated as such. Any pushing/striking of an employee or volunteer by a student will result in immediate contact of law enforcement. The employee will have the legal right to press battery charges against any student engaging in such conduct. Students aged twelve and over may receive referral to Kenosha County Juvenile Intake Services or an arrest citation. Parents are legally financially responsible for such citations. The current fine for assault/battery is approximately \$700.00.

Minimum Consequences
Parent Contact/Personal Conference
Maximum (5-day) Out-of-school Suspension
Initiation of Pre-expulsion Process
Referral to Law Enforcement

Maximum Consequences
Recommendation for Expulsion

Possession of Electronic Devices and/or Related Items

Using electronic communication devices on school premises during the instructional day (unless

medically necessary and/or included in an IEP). Students may not have or use a laser pointer. All devices that can take a picture, record video, and/or audio are prohibited from use at all times in the school or during school activities unless authorized by the building principal or designee.

Minimum Consequences

Holding of Items for Parent Pick-up
Parent Contact
Detention
In-school Suspension
Out-of-school Suspension
Pre-expulsion Conference
Referral to Law Enforcement

Maximum Consequence

Recommendation for Expulsion

Repeated/Chronic Disruption or Violation of School Rules (See Code of Classroom Conduct)

Repeated behavior on school premises before, during, or after school, or at school-sponsored activity, which is disruptive to the classroom or school environment.

Minimum Consequences

Conference
Detention
Parent Contact
Temporary Removal from Class
Permanent Removal from Class
Placement in Alternative Learning Classroom
In-school Suspension
Out-of-school Suspension
Pre-expulsion Conference
Referral to Law Enforcement

Maximum Consequence

Recommendation for Expulsion

Safety Violations

Conduct or behavior which endangers the physical health or safety of any student or school employee on school premises before, during, or after school or at any school-sponsored activity.

Minimum Consequences

Conference
Verbal Warning
Detention
Parent Contact
Removal from Course
Police Referral
In-school Suspension
Out-of-school Suspension
Pre-expulsion Conference

Maximum Consequence

Recommendation for expulsion

Sexual Assault

Any act prohibited by Wisconsin State Statutes, including "sexual contact" or "sexual intercourse" without the consent of the person with whom sexual contact or intercourse occurs. Minors cannot legally give consent. These terms have specific, lengthy definitions found in Wisconsin State Statutes. By law, school district employees are required to report all incidents of suspected sexual assault to the Kenosha County Department of Human Services (KCHS).

Minimum Consequences

Parent Contact
Report to District Personnel
Referral to Law Enforcement
In-school Suspension

Maximum Consequence

Recommendation for Expulsion

Out-of-school Suspension
Pre-expulsion Conference

Tardiness (Repeated and/or Unexcused)

Being late to school, class, or any other part of the student's scheduled school day.

Minimum Consequences

Conference
Verbal Warning
Detention
Summer School
In-school Suspension
Parent Conference

Maximum Consequences

Referral to Truant Officer
Referral to County and/or State Agency
Consideration for Retention and/or Mandatory

Theft

Intentionally taking or hiding the property of another person without that person's permission.

Minimum Consequences

Conference
Verbal Warning
Detention
Parent Contact
Payment for any damage to property
Police Referral
In- school Suspension
Out-of-school Suspension
Pre-expulsion Conference

Maximum Consequence

Recommendation for Expulsion

Threats or Intimidating Acts

Threatening the well-being, health, or safety of an individual by verbal remarks or gestures.
Also, extorting or attempting to extort money or anything of value from a person on school premises before, during, or after school or at any school sponsored activity.

Minimum Consequences

Conference
Detention
Parent Contact
In-school Suspension

Maximum Consequences

Out-of-school Suspension
Referral to Law Enforcement
Pre-expulsion Conference
Recommendation for Expulsion

Truancy

Absence from school during any part of the student's scheduled school day without permission.

Minimum Consequences

Conference
Detention
Parent Contact
Referral to Truant Officer
Referral to County and/or State Agency

Maximum Consequences

Repeat of Coursework
Mandatory Summer School
Retention in Grade

Vandalism/Graffiti/Defacing of School Property or the Property of Others

Deliberately damaging or defacing property belonging to the school or others.

Minimum Consequences

Conference
Payment for All Damages/Custodial Hours

Maximum Consequences

Recommendation for Expulsion

Detention
In-school Suspension
Out-of-school Suspension
Pre-expulsion Conference
Referral to Law Enforcement

Verbal Attack on Staff Member, School Employee or Volunteer

Threatening the emotional or physical well-being, health, or safety of any adult working in the school, with words or gestures, vulgarity, sexual or otherwise rude/inappropriate/disrespectful remarks.

Minimum Consequences

Conference
Detention
Parent Contact
In-school Suspension
Out-of-school Suspension
Pre-expulsion Conference

Maximum Consequence

Referral to Law Enforcement
Recommendation for expulsion.

Weapons

Possession or use of items that may cause bodily harm to others on school premises before, during, or after school or at any school-sponsored activity. These include all items used in a manner to scare, intimidate and/or hurt another, “toy” or “look-alike” weapons, as well as any items that in themselves or in an altered state may cause harm to others.

Such items may include, but are not limited to:

- Chains
- Wires, scissors, pointy objects
- Objects used as missiles
- Guns of any type, including BB or pellet guns, loaded or unloaded.
- Knuckles
- Knives/switchblades
- Razors
- Clubs, Sticks
- Martial Arts Weapons Such As: Stars, Nunchakus

Definition: Any item designed for other purposes but used by the student to scare, intimidate, threaten, and/or hurt another, such as: neck chains, belts, pencils, rulers, files, pins, paper clips, rulers, combs, compasses, scissors, pointers, aerosol sprays, etc.

Minimum Consequences

Conference
Detention
Parent Contact
In-school Suspension
Out-of-school Suspension
Pre-expulsion Conference
Referral to Law Enforcement

Maximum Consequences

Recommendation for Expulsion

District Policies of Importance

The Trevor-Wilmot Consolidated School District Board of Education has developed a variety of policies in numerous areas to aid in governing the school. These policies can be found on the district website at www.trevor-wilmot.net/school_board.html. Please understand that these policies are current as of August

2015. The school board has developed a schedule to review their policies throughout the year. The following selected policies have been included in the Parent/Student Handbook so you have a convenient reference for questions and concerns commonly addressed during the school day.

Complaints Concerning School Personnel

Persons with complaints regarding school personnel shall consult the principal or other administrator who is the immediate supervisor of the person against whom the complaint is made. Except in cases where the complaint involves information that necessitates a confidential investigation, the administrator will verify that the complainant has addressed the issue with the person against whom the complaint is made.

The administrator shall involve the complainant and the other person in discussion in an effort to resolve the problem.

With the exception of complaints which may involve physical or emotional risk or harm, complaints involving staff covered by the collective bargaining process shall be processed in accordance with Board Policy Rule 527:

Pupil and Parent complaints about staff performance and conduct shall be processed in accordance with the following:

Definition: Any concern raised by a pupil or parent of the District regarding employee performance or conduct. A complainant may be a pupil, parent, District resident or any group of same.

Step 1 The complainant may request a meeting with the employee within 20 workdays of the occurrence and make a concerted and earnest effort to resolve the matter informally.

Step 2 If not resolved in step 1, the complainant shall submit the complaint in writing directly to the District Administrator/Principal within twenty (20) workdays after the complainant knew or should have known of the occurrence giving rise to the complaint or within five (5) workdays after the informal meeting in step 1. The Administrator/Principal shall give his/her written answer within five (5) workdays of the date the complaint was presented to him/her in writing.

Step 3 When not settled in Step 2, the complainant may within ten (10) workdays submit the matter in writing to the Board. The Board or Board designated committee shall within twenty (20) workdays or at their next regularly scheduled meeting, schedule a hearing. Within ten (10) workdays of the hearing, the Board shall issue its written decision.

Search and Seizure

Although student lockers and desks are considered the exclusive property of Trevor-Wilmot School, the district expects all students to assume full responsibility for the security of their lockers including, but not limited to its physical contents. Periodic general inspections of lockers and desks may be conducted by the Administration for any reason at any time without prior student consent or approval and without the issuance of a search warrant. Searches are authorized in the district for the purpose of maintaining order and discipline in the schools and to protect the safety and welfare of students and school personnel.

Locker and desk searches are to be conducted by an administrator, who shall do so in the company of two (2) adult faculty members or a police officer (as dictated by the existing circumstances) and, whenever possible and appropriate, in the presence of the student. School officials may seize any items that are dangerous or are illegal during the search. Reasonable searches among the personal belongings of the student contained within the locker may be conducted where there are reasonable grounds to believe that

the search will provide evidence that the student has violated or is violating the law or school rules. Any items that are seized during the search will be safeguarded until determination has been made by the appropriate authorities for disposition of the items.

The principal or designee, accompanied by two (2) faculty members or a police officer of the same sex of the student, may conduct a search of a student's purse, duffel bag, backpack, or similar articles if the search is based on reasonable suspicion, based on personal observation or reliable information from a third party, that the student has dangerous or illegal items or substances in his or her possession. When conducting such a search, school authorities shall remain sensitive so as not to invade the privacy of students any more than necessary to achieve the desired purpose of the search.

Strip searches are illegal and will not be condoned by the school district at any time. If the nature of the problem warrants this type of search, appropriate law enforcement officials will be contacted immediately.

This policy will be contained in its entirety, in the Parent/ Student and Staff Handbooks.

Weapons on School Premises

The Trevor-Wilmot Consolidated School District strives to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. No person shall possess, use, or store a dangerous weapon on school property, on school buses, or at any school related event. Furthermore, no student will use a dangerous weapon to threaten the life of another student, an employee, or any other person while on school property or while engaged in a school activity on or off school property. "Dangerous weapons" include:

- A firearm, whether loaded or unloaded, operational or non-operational;
- A weapon facsimile that could reasonably be mistaken for an actual firearm or other weapon. A weapon facsimile includes any object, device, instrument, material or substance that substantially mimics a weapon;
- Any pellet or "bee bee" gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches; or
- Any object, device, instrument, material or substance, whether animate or inanimate, that is used or intended or designed to be used to inflict death or serious bodily injury regardless of the student's intent.

The Administrator may allow weapons in the building for purposes of demonstration or educational presentations, provided the person is a trained law enforcement officer. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the Administrator except during the actual demonstration or presentation. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty

Any student violating this policy shall be subject to penalties outlined in state law and suspended and/or expelled from school. Parent/guardians and law enforcement officials will be notified in all cases. Weapons will be confiscated by the District.

Students violating the policy on weapons including the use of weapons to threaten the life of others will be subject to disciplinary action including immediate suspension and a referral to the Board for expulsion. Except as otherwise specifically provided by law or the Board, a student found in possession of a dangerous weapon will be expelled from the regular school program for a minimum of one year or longer as determined by the Board. The Board may modify the expulsion requirement on a case-by-case basis.

Parent(s)/guardian(s) will be notified in all cases where this policy is violated. Law enforcement, criminal justice, and/or other juvenile system officials will also be notified. Weapons will be confiscated by the District and turned over to the proper law enforcement officers.

Law enforcement officers will be summoned to the school in a situation involving a weapon which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned.

The District will comply with federal and state laws and reporting requirements including assurance of compliance with state regulations regarding student expulsion for firearms possession.

Homework

Homework is an essential part of each child's education, the goal of which is to build self-esteem; develop strategies for working without direct teacher or parent supervision; exhibit reliability and dependability in achieving specific goals; and provide teachers with an opportunity to assess and reward independent progress. A few of the underlying reasons for homework are as follows:

- To practice, review, and reinforce skills and concepts taught/learned in the classroom environment.
- To prepare students for upcoming lessons and subject area.
- To instill in students the idea of assuming responsibility for their own work.
- To expand the teaching-learning process on an individual basis.
- To teach students important strategies of working independently.
- To provide an additional dimension of assessment when evaluating student academic progress.
- To teach students organizational and time-management skills.
- To provide parents with a more realistic vision of what their children are learning.

Teachers are encouraged to assign homework to their students under the following conditions:

- It is based on material about to be covered in the classroom to provide background information.
- It is based on materials that have been covered in class presentations and discussions.
- It has clear educational value.
- All students receive timely feedback on the quality of their work.

Generally, the amount and frequency of homework given is based upon the grade level and particular subject area of study at that time. A “rule of thumb” is approximately 10 minutes of work per grade level (10 minutes for grade one, 20 minutes for grade two, etc. Most teachers allow time during the day to complete some assignments. Therefore, the amount of homework brought home and the amount of time spent on it will vary. If your child appears to never have homework, or if he/she spends what you feel to be an unreasonable amount of time on homework, please contact his/her teacher.

Basic expectations for homework are as follows:

- All assignments will be completed and turned in on time.
- Students will complete assignments independently to the best of their abilities.
- Parents and siblings are encouraged to provide general direction and support, but students are expected to do the actual work.
- All assignments will be completed neatly and in accordance with individual teacher's requirements.
- Students are responsible for completing all work missed when not in the classroom due to an excused absence.
- Work may be modified for students with individualized educational plans.
- Parent concerns regarding homework should be directed first to the teacher. If not

resolved, the principal may be contacted.

Promotion Policy

The District is committed to maintaining high standards and expectations for student achievement. Consistent with that commitment is the development of promotion procedures that will support these standards and expectations. The success of children in school is the duty of teachers, parents and students. All must work together to assure that students who attend the District's schools are well educated and prepared to meet their next challenge.

Students in grades K – 8 may benefit from acceleration or retention. A student may be considered for retention due to continuous low grades (D's/F's or alternate criteria), emotional or social immaturity, truancy, and/or excessive absenteeism. A student may be considered for acceleration who demonstrates high achievement. The District will utilize the Iowa Acceleration Scale to guide the decision for whole grade acceleration.

For students in kindergarten through second grade, failure to make adequate progress towards grade level standards may result in a recommendation for retention.

For students in grades 3 through 8, the following procedures address their promotion:

1. To be advanced to the next grade, a student must meet the criteria stated below:
 - Achievement – The student must earn a passing report card grade for the year in Reading and/or Language Arts and two other core academic subjects (math, social studies, and science).
 - Wisconsin Knowledge and Concepts Examination-Criterion Referenced Test (WKCE-CRT) – The student must score basic or above in all content areas tested at that grade level.
2. If a student does not meet the achievement and WKCE-CRT criteria or is excused or excluded from taking the WKCE-CRT, the school (principal, teacher and other relevant staff) will review other criteria as evidence of academic growth including but not limited to the following:
 - Standardized testing
 - District assessments
 - Consortium testing
 - Classroom assessments
 - Portfolio assessments
3. If a student does not meet the academic criteria, the school will convene a meeting prior to the end of the first semester, which may include principal, parents, teacher and other relevant staff, who will collect and review evidence of academic growth over time and other relevant data. Criteria may include prior retention, intellectual ability, social-emotional readiness, participation in summer school and other intervention programs, and any health-related issues.

Students identified under IDEA, Section 504, or Limited English Speaking (LES) may be exempted from certain portions of the WKCE-CRT as defined in their IEP, IAP, or determined by LES criteria. The school will then use the alternate assessments identified in their IEP, IAP, or the state's alternative assessments for LES students to determine whether or not the individual student has shown proficiency in meeting the state standards.

If a student who is enrolled in a Special Education program does not meet the promotion criteria, an IEP Team recommendation shall prevail in promoting the student to the next grade level. The IEP Team shall at a minimum, consist of the student's parent, the student's regular education teacher, the student's special education teacher, and an administrative representative.

Pursuant to Wisconsin statute, parents shall have the right to withhold the student from taking the WKCE-

CRT for purposes of determining grade advancement. This option shall pertain even if the student has already taken the test and performed poorly. Students not taking the WKCE-CRT will need to pass the established district assessments in order to qualify for grade level advancement.

The administrative team shall develop and provide intervention and remedial programming during the school year and possibly during the summer or via other extended opportunities to assist students in meeting the criteria for advancement. Successful completion of summer remedial programs may be a contingency for grade advancement.

A child may be retained only one time for failure to meet the criteria for advancement on the WKCE-CRT.

Parental Appeal Process:

An appeal may be made to the Board who will verify that the procedures/processes outlined in this policy were followed.

The District Administrator shall be responsible for the general supervision and management of the advancement of students under this policy. The District Administrator, designee or the building principal shall determine whether a student has satisfied the criteria in this policy. If a student has satisfied the criteria in this policy and the requirements of any other district policy applicable to the advancement of students, the student may be promoted to the next grade.

Guidelines for Spectators

Trevor-Wilmot School has a responsibility to provide a safe and positive atmosphere in which students may perform and spectators may watch athletic competitions and other co-curricular events. All those who take part in school co-curricular events, whether as a participant or a spectator, are expected to conduct themselves in a manner that contributes positively to the educational principles that govern the school. Co-curricular activities, including interscholastic athletics, are extensions of the school's educational programs and, thus, exist for their educational value. While winning may be important, the prime objective is to appreciate and support the educational and athletic development of our students.

The Board of Education seeks to provide an environment free from intimidation and harassment of district students, visiting students from other districts, coaches, advisors, officials and supervisors. Neither student nor staff shall be subjected to aggressive, intimidating or abusive behavior by other students, other staff, or other school patrons, including parents.

Therefore, the Board has established the following guidelines for spectator participation in school events:

1. Spectators are those people who are on school grounds during athletic or other school events.
2. All participants and spectators shall behave in a manner which respects others, regardless of race, gender, ethnicity, place of origin, nationality or physical/mental disability.
3. State statute and the school district prohibits the use of alcohol/tobacco on school property, or at any school sponsored activity (on or off school property). Spectators, including students, who are found to be under the influence of alcohol/drugs will be removed, and law enforcement will be contacted. Students who are found to be under the influence of alcohol/drugs or who use tobacco on school property will be subject to the school discipline code.
4. Spectator language shall be such that it will reflect favorably on the school and the students. Under no circumstances is profanity to be used at a school event.
5. Spectators will demonstrate common courtesy and respect for all decisions of coaches and contest officials.
6. Disruptive spectators will be removed from the event.
7. Vandalism or disorderly conduct by spectators will not be tolerated. Persons exhibiting such behavior will be removed from the event and law enforcement and, in the case of students, the

appropriate school administrator will be contacted. Inappropriate behavior will be dealt with according to the school's discipline code.

8. The school will notify the visiting school of any visiting spectators that were removed from the event.
9. K – 8 student spectators shall be under the supervision of a parent or adult designee throughout the event. If students come to an event without proper supervision, parents will be called and asked to pick up the student immediately.

Asbestos Hazard Notification

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Trevor-Wilmot Consolidated School District has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by Trevor-Wilmot School were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared, and the state approved, a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, Trevor-Wilmot School has completed their 3-Year Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year Trevor-Wilmot School conducted the following with respect to its asbestos containing building materials:

- Continued our Operations and Maintenance Program
- Appointed Pete Scheckel the "Designated Person" for managing the asbestos maintenance program

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after a management plan went into effect. MacNeil Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the district's Designated Person before commencing work to be given this information.

Trevor-Wilmot School has a list of the location(s) and type(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to Pat Elrod, Facilities Director.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Trevor-Wilmot School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Trevor-Wilmot Consolidated School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Trevor-Wilmot Consolidated School District to include this

type of information from your child's educational records in certain school publications. Examples include:

- A program bulletin, showing your child's participation in a school concert;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Social media;
- School website;
- Sports activity lists.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks or inscribe awards.

If you do not want the District to disclose directory information from your child's educational records without prior written consent, you must notify the District in writing by September 14, 2018. Trevor-Wilmot Consolidated School District has designated the following information as directory information:

- Student's Name
- Address
- Telephone Listing
- Electronic Mail Address
- Photograph
- Date and Place of Birth
- Dates of Attendance
- Grade Level
- Participation in Officially Recognized Activities and Sports
- Degrees, Honors, and Awards Received
- The Most Recent School Attended

* Notice based on Section 9528 of the ESEA (20 U.S.C. 7908, as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the educational bill, and 10 U.S.C. 503.

Terms and Conditions for Acceptable Use of LAN/Internet

Please read the following carefully before signing. This is a legally binding document.

Local Areas Network (LAN) and Internet access is now available to students and Staff in the Trevor-Wilmot Consolidated Grade School, herein called the "District". We are very pleased to bring this access to the District and believe the LAN/Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to students and staff is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and staff have access to:

- 1) Electronic mail communication with people all over the world
- 2) Information, news, and correspondence with scientists at research institutions
- 3) Access to many University Library Catalogs, the Library of Congress, CARL, and ERIC

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The District has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The

District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a District user violates any of these provisions, his or her account will be terminated and future access may be denied. The signature(s) at the end of this document is/are legally binding and indicate(s) the party (parties) who signed has/have read the terms and conditions carefully and understand(s) their significance.

Acceptable LAN/Internet Terms and Conditions

Use

The Internet has many different uses; one of its primary and founding uses is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the District.

Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited.

Privileges

The use of the LAN/Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of the District may request the system administrator to deny, revoke, or suspend specific user accounts. *Revocation or suspension of LAN/Internet privileges is not an acceptable excuse for missing class assignments.*

Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not reveal your personal address or phone numbers to students or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network should be assumed to be private property.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the LAN/Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account or password. Do not communicate any credit card number, bank account number, social security number, or any other financial information. Attempts to log in to the LAN/Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with

other computer systems may be denied access to the LAN/Internet.

Passwords

You will be given passwords that the District has selected for accessing the LAN and/or Internet. You are responsible for maintaining all passwords in confidence and are prohibited from disclosing or making available any passwords to any third parties. You will be held responsible and will be liable for any harm resulting from your disclosing or improper use of a District password.

Vandalism

Vandalism will result in a cancellation of computer privileges or a harsher punishment. The System Administrator, School Administrator, and/or District Administrator will determine punishment. Vandalism is defined as any malicious attempt to harm, modify and/or destroy hardware and/or software and/or data of the District or any other user. This includes, but is not limited to advertising, promotional materials, or other forms of solicitation sent to others.

Use of Trevor-Wilmot Consolidated Grade School District Name

You may not under any circumstances, without the District's prior written consent, use the name "Trevor-Wilmot Consolidated Grade School District" or "Trevor-Wilmot School" in any form. This includes the use of the name, and/or any symbol, logo, or graphics used by or associated with the District. Unauthorized use of the name, any symbol, logo, or graphic used by or associated with the District, or any confusingly similar thereto, is a violation of District policies and subject to sanctions.

Impersonation

Communication under a false name or designation you are not authorized to use is prohibited.

Harassment

Targeting another person or organization for the purpose of causing distress, embarrassment, injury, unwanted attention, or other substantial discomfort is strictly prohibited. Personal attacks or any other actions performed with the intention to threaten, intimidate, or embarrass any individual, group, or organization, or attacks based on a person's race, national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation, or another such characteristic or affiliation are prohibited.

Copyrighted Materials

Copyrighted materials must not be placed on any system or network connected to the District without the author's permission. Once permission is obtained, only the person(s) specifically authorized may upload copyrighted material to the system or network. Authorized users may download copyrighted materials for their own use, but it is not to be redistributed without the author's permission.

Chain Letters and Pyramid Schemes

Transmission of chain letters and solicitation for participation in pyramid schemes of any kind is strictly prohibited.

Offensive Communications

Transmission of sexually explicit graphic files, use of vulgar, abusive, or hateful language of any kind, is strictly prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.

Updating Your User Information

The LAN/Internet may occasionally require new registration and account information from you to continue the service. You must notify the system administrator of any changes in your account information (address, etc). Currently, there are no user fees for this service.

Privacy

All communication and information accessible via the District computing facilities is the property of the District. Let it be known that the system administrator has access to any and all data residing on any and

all equipment owned by the District and may at any time view and/or delete that data.

To respect the privacy of others, users will not browse, access, copy or change private and/or public files for which they have no authorization. In addition, users shall not intentionally seek information on, modify files or other data or passwords regarding or belonging to other users, staff, or students of the District.

File Downloading

When possible, limit downloading (especially large downloads of 1 Meg or more) until after normal school hours. Copy all downloaded files to your local hard drive or to floppy disks. It is the users responsibility when downloading programs to check for copyright or licensing agreements.

If the program is beneficial to your use, it is your responsibility to pay any author's or registration fee. Support for any downloaded program should be required from the originator of the application.

Acceptance of Terms and Conditions

All terms and conditions as stated in this document are applicable to the District in addition to the Internet. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Wisconsin and the United States of America.

Enforcement

Violations of computer and network policy as outlined in this document may be dealt with in two ways. System and/or District administrators will handle minor violations. Suspected violations of Federal, state, or, local laws will be reported to the appropriate local police departments and/or FBI.

Trevor-Wilmot Consolidated Grade School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the District is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

AGREEMENT TO BE SIGNED - FOUND ON LAST PAGE

Appendix School Board Policies

POLICY 411 EQUAL EDUCATIONAL OPPORTUNITY

No student may be denied admission to, be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, or other program or activity because of the student's gender, race, national origin, ancestry, creed, religion, color, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Sections 504 of the Rehabilitation Act of 1975 and the Americans with Disabilities Act of 1992. This does not preclude decisions relative to classes or activities based on a student's IEP, 504 Plan, individual performance or safety needs.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs. Requests for accommodations shall be made in writing and approved by the principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and make up opportunities for coursework missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

The District encourages informal resolution of complaints under this policy. A formal complaint procedure shall also be available to address complaints that cannot be solved informally.

Annually, the District shall provide public notice of this policy, the name and address of the designated employee to receive complaints and the complaint procedures. Student nondiscrimination statements shall also be included on staff and student handbooks and other District published materials that describe school activities and opportunities. The complaint procedure shall be included in student and staff handbooks.

RULE 411
STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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

INFORMAL PROCEDURE

The District promotes the voluntary resolution of problems through direct discussion with the parties involved. If a complaint cannot be solved informally, the complainant may initiate a formal complaint as outlined below. The complaint must be presented in writing which is to include a statement of facts comprising the alleged non-compliance. An informal resolution of a complaint does not prohibit the filing of a formal complaint at any time.

The timelines governing the resolution of a formal complaint do not go into effect until the written complaint is received.

Step 1: Except as outlined in (a) and (b) below, a written statement of the complaint shall be signed and submitted by the complainant to the Principal. The statement shall specify the nature of the alleged discrimination, the facts (including specific details and corresponding dates), the relief sought and the name, address and phone number of the complainant.

The Principal shall thoroughly investigate the complaint, notify the employees who have been accused of discriminating and permit them to respond to the allegation, and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the written complaint. The Principal shall, by certified mail, give a written answer to the complaint within 15 working days after receipt of the written complaint unless the parties agree to extend the timeline.

- A. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of a student with a disability shall be processed in accordance with established appeal procedures outlined in the *Westosha Special Education Handbook*
- B. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction

Step 2: If a complainant is not satisfied with the answer of the Principal, a written appeal to the District Administrator may be submitted indicating the nature of the disagreement with the response. The appeal must be filed within 10 calendar days after receipt of the Principal's answer. The District Administrator shall arrange a meeting with the complainant and all affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The District Administrator shall, by certified mail, give a written answer to the complainant's appeal within 10 working days.

Step 3: If the complainant is not satisfied with the answer of the District Administrator, the complaint may be filed with the Board by submitting a written appeal to the District Administrator within 10 calendar days after receipt of the District Administrator's answer. The Board shall, within 20 calendar days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide by certified mail, a written answer to the complaint within 10 working days following the completion of the hearing. The determination of the Board shall be based upon an investigation of the facts allegedly constituting a violation as presented in the complaint. If it is determined that a violation has occurred, the Board shall take appropriate steps to ensure compliance with state and federal laws and Board policy.

Step 4: If a complainant wishes to appeal a negative determination of the Board, there is the right to appeal the decision to the State Superintendent of Public Instruction within 30 days of the written notification of the Board's decision. The appeal must specify the grounds upon which the action was brought, the facts and the relief sought, and must be signed. Also, discrimination complaints involving federal law violations (sex, race, color, national origin, handicap or disability) may be made directly, or on appeal to the U.S. Office for Civil Rights.

MAINTENANCE OF COMPLAINT RECORDS

Records shall be kept of all formal and informal student discrimination complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should:

1. The name of the complainant and his/her title or status
2. The date the complaint was filed
3. The specific allegation made and any corrective action requested by the complaint
4. The name(s) of the respondents
5. The levels of processing followed, and the resolution, date and decision-making authority at each level
6. A summary of facts and evidence presented by each party involved

A statement of the final resolution and the nature and date(s) of any corrective or remedial action.

SUMMARY 411.1
PROHIBITING HARASSMENT AND VIOLENCE

District Policy Against Sexual Harassment
and Harassment Based upon Race, National Origin, and Disability

1. Everyone in the District has a right to feel respected and safe. Consequently we want all parties to know about our policy to prevent sexual harassment, and harassment because of gender, race, national origin, ancestry, creed, religion, color, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Sections 504 of the Rehabilitation Act of 1975 and the Americans with Disabilities Act of 1992.
2. A harasser may be a student or an adult. Harassment may include the following:
 - a. name calling
 - b. pulling on clothing
 - c. graffiti
 - d. notes or cartoons
 - e. unwelcome touching of a person or clothing
 - f. offensive or graphic posters or book cover; or
 - g. violent acts
3. If any words or actions create a fearful or uncomfortable situation, a teacher, counselor, the Principal, or the Human Rights Officer should be notified.
4. A written report may be filed with a teacher, counselor, the Principal or the Human Rights Officer.
5. The individual's right to privacy will be respected as much as possible.
6. We take seriously all reports of sexual harassment, and harassment based upon race, national origin, and disability. The District will take all appropriate action to investigate such claims and to eliminate the harassment. Appropriate disciplinary measures will be taken against any persons found to have engaged in such conduct.
7. The District will also take action if anyone tries to intimidate or harm an individual who has made such a report.
8. This is a summary of this District's policy against sexual harassment, and harassment because of race, national origin, and disability. A complete copy of the policy is available at the office upon request.

POLICY 430
STUDENT ATTENDANCE

In accordance with state law, all children who reside within the boundaries of the District and are between six (6) and eighteen (18) years of age must attend school regularly unless:

1. excused for physical or psychological reasons upon the written recommendation of persons designated under state law;
2. excused for reasons outlined in the District's student attendance procedures;
3. excused because of a Board-approved program or curriculum modification;
4. attending an approved private or parochial school or home-based private educational program;
5. attending another district by means of Open Enrollment.

Legal responsibility for school attendance remains with the parent/guardian.

The Principal has the authority granted by the Board under Statute 118.001 to approve or deny any request to permit a student to be absent and/or leave the building during the school hours when the principal has probable cause to believe such action may endanger the child, violate a court order, or is uncertain of the identity of the person requesting custody.

The District shall establish procedures pertaining to attendance, absence, tardiness, and the basis for excused absences. The procedures will be published in the Student Handbook.

All students in grades kindergarten through eight are considered full-time students and are expected to attend school for the full school day. Students in four year-old kindergarten will attend school according to the prescribed hours for the specific program. Students in the four year-old kindergarten program will attend school as scheduled for the 525 hours.

Students with Individual Education Plans (IEPs) may carry reduced schedules prescribed by the Individualized Educational Program.

Students who are absent may be required to have a written excuse that includes the reason for the absence. The school should be notified by 9:00 A.M. that a child will not be attending school for that day and/or subsequent days. Students are expected to makeup all schoolwork missed due to an absence.

The pre-arranged absence form is to be used for all absences that are planned for the future.

Parents are encouraged to submit the form two weeks in advance of the absence or as early as possible to facilitate completion of schoolwork that will be missed due to the absence.

POLICY 443.1
SCHOOL DRESS AND GROOMING

The District is committed to providing a safe and positive learning climate in the classroom, on campus, and at all school sponsored events including field trips and class trips. The dress code is representative of that commitment and applies to all students.

Students will dress in a clean and neat manner that does not distract or interfere with the operation of the school. Student attire should not be destructive to school property, should comply with requirements for health and safety, and should not be immodest or revealing. The Board prohibits attire bearing an expression or insignia which is obscene or 443.1)

The responsibility for a student's appearance in school rests with the student and parents. Parents/guardians are expected to have their students dress appropriately for all occasions.

Student Dress and Grooming Guidelines shall be adhered to by all students and enforced by the school administration and staff. The school administration and staff shall provide leadership, guidance, and encouragement for maintaining appropriate and acceptable appearance on the part of the students. The administration shall have the authority to require a student to change attire and may take disciplinary action as necessary to enforce this policy. The administration shall have sole authority to determine appropriateness for the school environmental condition(s).

POLICY 443.2
TRANSPORTATION – BUS CONDUCT

Transportation to and from school is provided for students as authorized by Wisconsin Statutes and the Annual School District Meeting.

Rules for student behavior and bus conduct shall be as outlined in the Student Handbook and will be expanded by the District Administrator on an "as needed" basis.

Failure to follow these rules may result in revocation of bus privileges as deemed appropriate by the administration. The parent or guardian will be responsible for transportation if bus privileges are revoked.

POLICY 446
LOCKER AND STUDENT SEARCHES

The Board retains ownership and possessory control of all pupil lockers and desks. Although student lockers and desks are considered the exclusive property of the District, the District expects all students to assume full responsibility for the security of their lockers including, but not limited to its physical contents. Inspections of lockers and desks may be conducted by the Administration for any reason at any time without prior student consent or approval and without the issuance of a search warrant. Searches are authorized in the District for the purpose of maintaining order and discipline in the schools and to protect the safety and welfare of students and school personnel.

Locker and desk searches are to be conducted by an administrator, who shall do so in the company of two (2) adult faculty members or a police officer (as dictated by the existing circumstances) and, whenever possible and appropriate, in the presence of the student. School officials may seize any items that are dangerous or are illegal during the search. Reasonable searches among the personal belongings of the student contained within the locker may be conducted where there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or school rules. Any

items that are seized during the search will be safeguarded until determination has been made by the appropriate authorities for disposition of the items.

The Principal or designee, accompanied by two (2) faculty members or a police officer of the same gender of the student, may conduct a search of a student's purse, duffel bag, backpack, or similar articles if the search is based on reasonable suspicion, based on personal observation or reliable information from a third party, that the student has dangerous or illegal items or substances in his or her possession. When conducting such a search, school authorities shall remain sensitive so as not to invade the privacy of students any more than necessary to achieve the desired purpose of the search.

Strip searches will not be conducted by District personnel. If the nature of the problem warrants this type of search, appropriate law enforcement officials will be contacted immediately.

This policy will be published in its entirety, in the Parent/ Student and Staff Handbooks.

Legal Ref:	Wisconsin Statutes 118.32, 118.325
First Reading:	August 4, 2009
First Reading:	August 4, 2009
Second Reading:	August 18, 2009
Approved:	August 18, 2009
For the Board of Education:	Tom Steiner, President; Lynn Jaeger, Vice President; Cole Marshall, Clerk; Bill Barhyte, Treasurer; Sue Giovanni, Member

POLICY 447
STUDENT CONDUCT AND DISCIPLINE

The Board realizes that children must be guided by rules and regulations to govern their conduct and behavior including the establishment of a "Code of Conduct", and that these rules will be firmly and consistently enforced throughout the school, on the school bus and during activities of the District. The "Code of Conduct" will be published in its entirety in the Parent/Student and Staff handbooks.

Within this policy framework, it is the duty of the Board, the administrative staff, and the staff to prohibit and to prevent those types of student conduct that interfere with the continuing educational process. Behavior that becomes dangerous, disruptive distracting or destructive will not be tolerated.

The District Administrator is directed to develop such Administrative Rules and Regulations as necessary to support this policy.

An administrator may suspend a student, assuring appropriate communication to the parents regarding the event and the action taken.

Students violating this policy may be referred for prosecution under applicable laws.

The Board shall review and make the final decision on all recommendations for the expulsion of a student, providing the student all considerations and due process as required by State statutes.

RULE 447A
STUDENT CONDUCT AND DISCIPLINE

The District will maintain a safe learning environment and responsible student discipline.

Students are personally responsible for their behavior. This means that they will show courtesy and respect to teachers, staff members, students and all others with whom they associate in the school. Discourtesy, disrespect, profanity, racial slurs, offensive language, and any other disruptive behavior that affects the operation of the classroom or school will not be tolerated. Such behavior will be dealt with in a manner appropriate to the seriousness of the misbehavior and as specified in other District policies and in the “Code of Conduct.”

Students who engage in conduct which endangers the property, health, or safety of others or disrupts the educational process and the classroom face disciplinary action, including possible removal from a classroom, suspension, and even expulsion. This applies to all activities on or off school property and while under or not under the supervision of a school authority. Refusal or neglect in obeying District rules may also result in disciplinary action including possible suspension or expulsion.

The District adopted “Code of Conduct” is designed to ensure that a safe and productive learning environment exists in each classroom. The “Code” stipulates acceptable standards for student behavior in the classroom along with consequences for inappropriate behavior. Copies of the “Code of Conduct” and school adopted disciplinary procedures will be distributed to all students and parent/guardians.

RULE 447B
DISCIPLINARY PROCEDURES FOR STUDENTS WHO THREATEN
OR ASSAULT OTHER STUDENTS OR EMPLOYEES

Fighting, Assaulting or Threatening Others

Students involved in fighting, assaulting or threatening other students may face disciplinary action, suspension and/or possible expulsion, and/or referral for prosecution depending upon the seriousness of the incident.

1. Student fights in any area of the school building or grounds will be reported immediately to the principal. The student may be required to submit, in writing, the causes of the problem and possible solutions.
2. If the problem is of a serious nature, if the problem is repeated, or if it involves a verbal, written or electronically communicated death threat, the student will be suspended and a recommendation for expulsion will be considered. The parent/ guardian will be notified and a conference with the parent/guardian, student, and principal/designee will be scheduled.
3. In the case of bodily injury or property damage as a result of fighting, notification of law enforcement officials may be initiated.
4. In the case of property damage, monetary reimbursement will be expected.
5. In the case of a death threat, law enforcement officials will be notified.

Sexual Assault on Another Student/Employee

Students who sexually assault another student or employee will be subject to disciplinary action including immediate suspension, expulsion recommendation consideration, and notification to Children and Family Services and law enforcement officials.

Verbal or Physical Threats Toward a District Employee Including Death Threats

Students who verbally or physically threaten District employees, including verbal, written or electronically communicated death threats, will be subject to immediate suspension and may be recommended for expulsion. The parent/guardian will be notified, and law enforcement officials may be notified.

Physical Assault on a District Employee

Students who physically assault a District employee will be subject to immediate suspension from school. If such an assault was provoked by prior physical assault on the student by the employee, refer to Policy 447.1. Law enforcement officials will be notified and referral for expulsion consideration will be made. The student's parent/guardian will be notified and a conference with the parent/guardian, student and principal will be held. Restraining a student physically and in a reasonable manner for enforcement of District policies by an employee will not be construed as assault. Criminal and/or civil action may also be taken by the school employee.

Bomb Threats

Students who telephone or in any other way communicate a bomb threat will be subject to immediate suspension, notification to law enforcement, and referral for expulsion consideration. The parent/guardian will be notified and a conference with the parent/guardian, student and Principal will be held.

POLICY 447.1 CORPORAL PUNISHMENT

At no time will corporal punishment, the intentional infliction of physical pain as a means of discipline, be used in the District. Any District employee who resorts to corporal punishment shall be subject to disciplinary action up to and including immediate termination.

Reasonable and necessary force may, however, be used under the following conditions:

1. to quell a disturbance or prevent an act that threatens physical injury to any person;
2. to obtain possession of a weapon or other dangerous object within a student's control;
3. for the purpose of self-defense or the defense of others;
4. for the protection of property in accordance with state statutes;
5. to remove a disruptive student from school premises, a motor vehicle or a school sponsored activity;
6. to prevent a student from inflicting harm on him/herself; or,
7. to protect the safety of others.

Incidental, minor or reasonable physical contact designed to maintain order and control may also be used. Corporal punishment does not include actions consistent with an individualized education program or reasonable physical activities associated with athletic training. In determining whether or not a person was acting under the terms of this policy, deference shall be given to reasonable good faith judgment made by an official, employee, or agent of the Board.

Any use of force by an official, employee, or agent of the Board shall be reported to the Administration immediately and is subject to Board review.

This policy shall be displayed in its entirety in the Parent-Student Handbook and in the Staff Handbook.

Legal Ref.:	Wisconsin Statutes 118.31 120.13(1) 939.48
Cross Ref.:	Board Policy 447 [Student Discipline]
First Reading:	August 4, 2009
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Approved:	August 18, 2009
For the Board of Education:	Tom Steiner, President; Lynn Jaeger, Vice President; Cole Marshall, Clerk; Bill Barhyte, Treasurer; Sue Giovanni, Member

POLICY 512
PROHIBITING HARASSMENT AND VIOLENCE

It is the policy of the District to maintain an environment that is free from harassment and bullying because of age, race, creed, religion, gender, pregnancy, sexual orientation, national origin, marital or parental status, ancestry, or physical, mental, emotional or learning disability, or any other reason.

Harassment and bullying are prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the District. Educational environments include, but are not limited to, every activity under school supervision.

It shall be a violation of District policy for any student, teacher, administrator or other school personnel to harass or bully a student through conduct of a sexual nature, or regarding race, color, national origin or disability. It shall also be a violation of District policy for any teacher, administrator or other personnel of this District to tolerate harassment or bullying because of any reason as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District.

For purposes of this policy, the term “school personnel” includes board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District

The District will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment as defined by this policy; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

A summary of this policy shall appear in the teacher and student handbook and the policy in its entirety shall be made available upon request of parents, students, and other interested parties.

RULE 512
PROHIBITING HARASSMENT AND VIOLENCE

DEFINITIONS

A. Sexual Harassment

Sexual harassment of a student or any individual consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. a school employee or student or any individual causes a student or any individual to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the school district causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. the unwelcome sexual conduct is so severe, persistent or pervasive that it affects a student’s or any individual’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational or employment environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances

- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of same sex or the opposite sex
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
- coercing, forcing or attempt to coerce or force sexual intercourse or a sexual act on another
- graffiti of a sexual nature
- sexual gestures
- sexual or dirty jokes
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about or rating other students as to sexual activity or performance
- unwelcome, sexually motivated or inappropriate patting, punching or physical contact. The prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student
- innuendoes sexual in nature
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational or employment status or implied or overt promises of preferential treatment

B. Harassment Because of Race or Color

For purposes of this policy, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's or any individual's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities; or
4. the harassing conduct otherwise adversely affects an individual's employment.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- threatening or intimidating conduct directed at another because of the other's race or color
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to race or color
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

C. Harassment Based upon National Origin or Ethnicity

For purposes of this policy, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when:

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects
2. a student's or any individual's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
3. the harassing conduct has the purpose or effect of substantially or unreasonably
4. interfering with an individual's academic performance; or
5. the harassing conduct otherwise adversely affects an individual's learning opportunities; or

6. the harassing conduct otherwise adversely affects an individual's employment

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- threatening or intimidating conduct directed at another because of the other's race or color
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color, written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to race or color
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

D. Harassment Because of Disability

For purposes of this policy, harassment because of the disability of a student or any individual consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's or any individual's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abuse educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably
3. interfering with an individual's work or academic performance; or the harassing conduct otherwise adversely affects an individual's learning opportunities; or
4. the harassing conduct otherwise adversely affects an individual's employment.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability
- threatening or intimidating conduct directed at another because of the other's physical or mental disability
- jokes, rumors or name calling based upon an individual's physical or mental disability
- slurs, negative stereotype and hostile acts which are based upon another's physical or mental disability
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

E. Bullying

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power.

- Physical (e.g. assault, hitting, punching, kicking, theft, threatening behavior)
- Verbal (e.g. Threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. Spreading rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as “cyber bullying”)

REPORTING PROCEDURES

Any student or individual who believes he or she has been the victim of harassment or bullying by a student, teacher, administrator or other school personnel of the District, or by any person who is participating in, observing or otherwise engaged in any activity under District supervision, is encouraged to immediately report the alleged acts

to an appropriate District official designated by this policy. Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of harassment or bullying by a student, teacher, administrator or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in any activity under District supervision, is required to immediately report the alleged acts to an appropriate School District official designated by this policy.

Any other person with knowledge or belief that a student or an individual has or may have been the victim of harassment or bullying, is encouraged to immediately report the alleged acts to an appropriate District official designated by this policy.

The District encourages the reporting party or complainant to use the report forms available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this policy shall prevent any person from reporting harassment or bullying directly to the principal or District Administrator.

1. The principal or designee is the person responsible for receiving oral or written reports of harassment or bullying. The designee shall inform the principal immediately.

Upon receipt of a report, the principal or designee must notify the District Administrator immediately, without screening or investigating the report. The principal or designee may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the District Administrator. If the report was given verbally, the principal or designee shall personally reduce it to written form within 48 hours and forward it to the District Administrator.

Failure to forward any harassment or bullying report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the principal, the complaint shall be made or filed directly with the District Administrator by the reporting party or the complainant.

2. The Board has designated the District Administrator as the School District Human Rights officer with responsibility to identify, prevent, and remedy harassment and bullying. These duties may be delegated as appropriate. The District Human Rights officer shall:

- receive reports or complaints of harassment or bullying
- oversee the investigative process;
- be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this policy;
- arrange for necessary training required for compliance with this policy;
- ensure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including, harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation; and
- may delegate these duties when appropriate.

The District shall post this policy against harassment and bullying in a conspicuous place, accessible to students, faculty, administrators, employees, parents and members of the public. This notice shall include the name, mailing address and telephone number of the Human Rights officer, (the name, mailing address and telephone number of the state agency responsible for investigating allegations of discrimination in educational opportunities), and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

3. A summary of this policy shall appear in the student handbook and the policy in its entirety shall be made available upon request of parents, students, and other interested parties.

4. The District Administrator will develop a method of discussing this policy with students and employees. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the School Board in consultation with the District Administrator determines is necessary or appropriate.

5. This policy shall be reviewed by the District Administrator periodically for compliance with state and federal law.

6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and he witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

INVESTIGATION

Upon receipt of a report or complaint alleging harassment or bullying, the District Administrator shall immediately undertake or authorize an investigation. That investigation may be conducted by the Principal or designee and reported back to the District Administrator.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents that may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this policy, the District shall consider:

- the nature of the behavior
- how often the conduct occurred
- whether there were past incidents or past continuing patterns of behavior
- the relationship between the parties involved
- the race, national origin, sex and age of the victim
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment
- the number of alleged harassers
- the age of the alleged harasser
- where the harassment occurred
- whether there have been other incidents in the school involving the same or other students
- whether the conduct adversely affected the student's education or educational environment
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

The investigation shall be completed no later than fourteen days from receipt of the report. The District Administrator shall make a report upon completion of the investigation. If the complaint involves the District Administrator, the report may be filed directly with the Board President. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The School District Human Right's officer's (District Administrator) obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

SCHOOL DISTRICT ACTION

1. Upon receipt of a report that a violation has occurred, the Principal or designee will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include but are not limited to counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. District action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this policy has occurred, the Principal shall consider:

- what response is most likely to end any ongoing harassment
- whether a particular response is likely to deter similar future conduct by the harasser or others
- the amount and kind of harm suffered by the victim of the harassment
- the identity of the party who engaged in the harassing conduct
- whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment

2. The results of the Principal's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.

3. If the results of the Principal's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful harassment in violation of this policy, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education related actions. If the results of the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established Board procedures for appealing other adverse personnel and/or education related actions.

4. Copies of all complaints and the investigations conducted pursuant to them shall be maintained for a minimum of three years at the main administrative offices of the District.

REPRISAL

Submission of a good faith complaint or report of harassment or bullying will not affect the complainant or reporter's future employment, grades, learning or working environment or work assignments.

The District will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports an incident of alleged harassment or bullying; or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such harassment or bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

POLICY 722.2
CONCUSSION MANAGEMENT

It is imperative that concussions are handled appropriately. All suspected concussions and/or head injuries must be referred to an appropriate health care provider. Head injuries occurring during school hours are to be referred to the school nurse or health aide immediately. The goal of this student concussion policy is to ensure that students receive appropriate care for their head injuries.

RULE 722.2A
CONCUSSION MANAGEMENT

Students who experience one or more of the signs and symptoms listed below after a bump, blow or jolt to the head or body should be referred to a health care professional experienced in evaluating for concussion.

The following are signs (observed by others) of a concussion:

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events prior to the hit, bump, or fall
- Can't recall events after the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes

The following are symptoms (reported by the student) of a concussion:

Thinking/Remembering

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, or foggy

Physical

- Headache or "pressure" in head

- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not “feel right”

Emotional

- Irritable
- Sad
- More emotional than usual
- Nervous

Sleep

- Drowsy
- Sleeps less than usual
- Sleeps more than usual
- Has trouble falling asleep

Parents will be informed that if their son or daughter sustains a concussion/head injury and they will be given a Concussion Facts Sheet (see attachment 1: Wisconsin Fact Sheet for Parents). When requested, special accommodations for the student will be made when diagnosed by a medical professional.

Teachers, academic staff and administrators will be required to attend yearly training on concussion facts, recognition, assessment procedures, academic load adjustment and return to school procedures.

Once a head injury is suspected during normal school hours the appropriate school staff will fill out the Incident Report Form (see attachment 2: Incident Report Form).

All students suspected of a concussion need to be seen by the school nurse or health aide before they return to class. The school nurse or health aide will evaluate the severity of the head injury and determine if a concussion is suspected. If a concussion is suspected, the student should not return to the classroom and should be sent home. The school nurse or health aide may recommend that the student be referred to the appropriate health care provider. In the case of a concussion requiring immediate medical attention, 911 should be called.

The student with a head injury should be monitored regularly for changes in signs and symptoms. Should symptoms worsen, the student needs to get prompt medical care. A parent will be contacted and advised per the school nurse recommendation’s to get medical or emergency room treatment.

In order for a student to return to any school activity, written clearance from a health care provider trained in the management of concussions will be needed. A “Return to Play” clearance form will be required for all sports.

- Attachment 1: Wisconsin Fact Sheet for Parents
- Attachment 2: Incident Report Form
- Attachment 3 Wisconsin Fact Sheet for Athletes
- Attachment 4: Coaches’ Fact Sheet

RULE 722.2B
CONCUSSION MANAGEMENT FOR STUDENT ATHLETES

The following are some signs (observed by others) and symptoms reported by a student athlete suffering from a concussion:

- Loss of consciousness
- Appears dazed or stunned

- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can't recall events prior to or after the injury

Symptoms

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

When a concussion occurs, the athlete will not return to play or practice the same day of the concussion unless cleared by a physician licensed to practice in all its branches in Wisconsin. The athlete should be referred to the appropriate health care Provider (as defined in Act 172) within 72 hours after sustaining a concussion.

Many concussions occur during practice or at events when the school nurse or health aide is not available. In these cases, the coach should initiate the concussion assessment by documenting the athlete's signs and symptoms on the signs and symptoms checklist. In the case where the appropriate health care provider is present, a complete concussion assessment will be carried out. When a concussion occurs, the athlete will not return to play or practice the same day of the concussion.

This progression reflects the minimum steps required for return to play. Return to play may take many days and in some cases weeks to occur.

- a. No activity.
 - i. Do not progress to step two until asymptomatic for 24 hours.
 - ii. After asymptomatic for 24 hours retake Impact test.
- b. Light aerobic exercise.
- c. Sports-specific exercise
- d. Non-contact training drills
- e. Full-contact practice
- f. Return to play

Note: If the athlete experiences post-concussion symptoms during any phase, the athlete should drop back to the previous asymptomatic level and resume the progression after 24 hours.

At the beginning of sport season, the parent and athlete will attend a Coach's Meeting which will include a concussion awareness and recognition information session. In this session the parent and athlete will be informed of the signs and symptoms of a concussion, the District's concussion policy and rules, the procedures that will be followed for the care of a concussed athlete, the return to school suggestions and the return to play protocol. In addition, they will be given a concussion facts sheet. (See Attachment 3: Wisconsin Fact Sheet for Athletes)

Coaches will be given a coach's concussion facts sheet. (See Attachment 4: Coaches' Fact Sheet.)

Attachment 3 Wisconsin Fact Sheet for Athletes
Attachment 4: Coaches' Fact Sheet

Policy Acknowledgement & Permissions

2018-19

Please sign where indicated, detach, and return this page to your teacher by Friday, September 14, 2018.

STUDENT ACKNOWLEDGMENT OF LAN/INTERNET ACCEPTABLE USE POLICY

I understand and will abide by the terms and conditions for LAN/Internet usage outlined in this handbook. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and school disciplinary action will be taken. Disciplinary action may include monetary compensation to the District for damaged equipment as well as labor hours required to repair software damage.

Student 1 Name: (Please print) _____ Grade: _____ Homeroom _____

Signature _____ Date _____

Student 2 Name: (Please print) _____ Grade: _____ Homeroom _____

Signature _____ Date _____

Student 3 Name: (Please print) _____ Grade: _____ Homeroom _____

Signature _____ Date _____

PARENT ACKNOWLEDGMENT OF LAN/INTERNET AND IMPORTANT SCHOOL BOARD POLICIES

LAN/Internet Agreement: As the parent or guardian of this student, I have read the Terms of conditions for LAN/Internet access. I understand that this access is designed for educational purposes and the District will take reasonable precautions to control access to controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial material and I will not hold the District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Code of Conduct/Discipline: I have reviewed the enclosed Student Ten-Step Discipline Plan, Dress Code and other important handbook information with my child(ren), and understand Trevor-Wilmot School's behavioral expectations, consequences for misbehaviors, and due process provisions for suspensions and expulsions.

Dress and Grooming Guidelines: I have reviewed and understand the dress and grooming guidelines with my child(ren) and agree to support and follow the guidelines regarding student dress and grooming for my child's attendance at school and school sponsored activities. Further, I understand that if my child(ren) do/does not comply with the guidelines, that the school administration will take disciplinary action to ensure compliance with the guidelines.

Homework: I have reviewed the enclosed Student Homework Policy with my child(ren), and understand the role of the student and home in effective homework completion.

Promotion, Retention, and Advancement: I have reviewed and understand the Promotion, Retention and Advancement Policy.

Board Policies: I have reviewed and understand the enclosed Board of Education policies.

School Bus Regulations: I have reviewed school bus rules and policies with my children and understand that bus privileges may be suspended temporarily or permanently for misconduct.

I hereby acknowledge the pre-stated Trevor-Wilmot School policies, guidelines, and the LAN/Internet Agreement. I give permission to issue an LAN/Internet account for my child. I certify that the information given on this form is correct.

 Parent Signature _____ Date _____