

ALMOND-BANCROFT SCHOOL ELEMENTARY HANDBOOK



The Almond-Bancroft School District does not discriminate and prohibits harassment, on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional, or learning disability. Individuals who desire to have document translated for them or want to inquire about discrimination/harassment practices, policies or a file a complaint, should contact either the school principal or the district administrator.

Jeff Rykal: PreK-12 Principal
Sandra Ciula: Dean of Students
Dawn McDonald: Elementary School Counselor



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GENERAL INFORMATION

The elementary school program of the Almond-Bancroft School District offers a comprehensive curriculum with high expectations for all students. It is our belief that our school can better assist children in reaching their potential in life by addressing their physical, academic, emotional, and social needs. Elementary students study reading, language arts, science, social studies, mathematics, computer science, health, art, music, and physical education.

VISITORS - We welcome parents and community members to visit our school during regular school hours. Please call in advance, if possible, and make arrangements with the classroom teacher or principal. For security purposes, all outside doors will remain locked during the school day. Visitors must be let in via the Main Entrance (door #1) using the video phone system. There is also a handicap accessible entrance near the West parking lot (door #17) that is also equipped with a video phone system, but should only be used by visitors with accessibility needs. To insure the security of the school and your children, we ask that upon arrival visitors stop and sign in at the office.

VOLUNTEERS - Parents and community members are highly valued and are encouraged to volunteer within the schools. Please contact your child's classroom teacher or principal to find out how you may be of assistance within the school/classroom.

PARTNERS IN EDUCATION - Our school has a Parent-Teacher organization (PIE) that meets monthly. The purpose of this organization is to plan school/parent/student activities and to discuss ideas and suggestions regarding the school program. For more information, contact the principal.

CONFERENCES - Conferences are held in the fall to share our observations of your child's progress. We're happy to meet with you more often if you wish - simply call or send a note with your child.

GENERAL INFORMATION (CONT.)

VOICE YOUR IDEAS/CONCERNS - If you have a suggestion, want to share an experience, or have a concern, please let us know. As partners in the education of your child we value your input and feedback. Classroom concerns should first be discussed with the classroom teacher and, if not resolved, should be referred to the principal. If then not resolved, concerns should be referred to the District Administrator, and then referred to the School Board.

BICYCLES- Bicycles are to be placed in the bike rack as soon as the child arrives at school and left there until departure time. Students and parents will assume responsibility for the bicycles and their safe use and for any damage that may occur. Bicycles should be secured with a lock.

SAFETY - The well being of your son or daughter is dependent on knowledge and practice of safety rules. To help develop understanding of the importance of safety, please review these common sense rules with your child:

1. Look both ways before crossing streets.
2. Walk on sidewalks, and cross streets only at corners.
3. Obey all people responsible for safety, including the school Safety Cadets.
4. Go directly to and from school. Walk the safest route.
5. Observe the school's playground rules.
6. Dress for the weather. Proper winter attire is most important since children go outdoors for recess.

GENERAL INFORMATION (CONT.)

BREAKFAST PROGRAM - Breakfast will be served from 7:45 to 8:15 A.M. Free and reduced price breakfast is available to eligible students.

LUNCH AND MILK PROGRAM - A nutritious hot lunch or a bag lunch is available to students. Families may apply for free or reduced rate lunch by completing a free lunch form which is in the August District Newsletter or available anytime during the school year in the office. Eligibility for free or reduced rate hot lunch depends on family income. Students who choose to bring a cold lunch may purchase milk at school. Milk may also be purchased for milk break; prices are given in the District Newsletter.

LOST AND FOUND - Clothing and personal belongings should be labeled with the student's name. Lost and found items will be placed in a central location of the building.

PERSONAL VALUABLES - Almond-Bancroft Schools are not responsible for personal property brought to school by students. Students are discouraged from bringing extra money or other valuables to school.

MONEY - All money brought to school by students in grades EC-5 must be in a clearly labeled envelope.

PETS - No pets are to be brought to school without the permission of the principal or teacher. All pets brought to school will need proof of rabies vaccination.

GENERAL INFORMATION (CONT.)

TELEPHONE CALLS - As a general rule teachers are unable to respond to phone calls during the normal teaching hours. However, teachers are available for phone conferences before school, after school and during other preparation times. Suggested ways to contact the teacher include:

- Send a note requesting that the teacher call you at a convenient time.
- Call the school and leave a message for the teacher on his/her voice mail.
- Call the school and request the teacher's e-mail address.

In an emergency students may use the telephone in the office with teacher permission.

ATTENDANCE:

ATTENDANCE AGES - Any child residing in the Almond-Bancroft Area School District is required to attend school regularly from ages 6 to 18 unless the child falls under one of the exceptions in Wisconsin Statute or graduates from high school.

FOUR-YEAR-OLD KINDERGARTEN AGE - The age for admission to 4K is four (4). The child must be 4 on or before September 1. Immunization requirements shall be met and admission shall be subject to proof of age. There will be no early admission to 4K.

ATTENDANCE RECORDS - A record of attendance will be kept for each student. Parents are to call or e-mail the school by 9:00 a.m. if the child will not be attending school that day, giving us the reason for the absence. Please call Mrs. Ciula at (715)366-2941 x313. If we do not receive notification of the reason for the absence, the child will be considered truant from school.

ATTENDANCE (CONT..)

ALMOND-BANCROFT SCHOOL DISTRICT COMPULSORY SCHOOL ATTENDANCE

As per Wisconsin Statute section 118.15 (3)(C), a parent or guardian may excuse a child from school attendance for not more than 10 school days in a school year. Such absences include, but are not limited to: injury/illness, medical/dental appointments, family vacations, college visits, etc. The parent/guardian is to provide the school with a written (or verbal) excuse for each absence including the date of the absence, the number of days absent, and the reason for the absence before the absence is to take place. In order to accommodate unexpected absences parents are asked to provide the school with a written (or verbal) excuse no later than 8:45 a.m. on the day the absence occurs. A doctor's excuse will be required for 3 or more consecutive days missed due to illness. The child will be allowed to complete any missed coursework, including tests and quizzes, missed during such an absence.

State law provides that a child may be excused from school beyond 10 days in a school year if he/she is absent for a reason that the school board has determined to be legitimate and for which the parent/guardian has provided a written (or verbal) request for the absence. Absences which may be approved by the school include:

1. Illness/injury (The school may request medical verification of the illness/injury and/or the need for the absence)
2. Medical/dental appointments that cannot be scheduled outside the school day (provided a written excuse is obtained from the attending physician)
3. Death of a family member
4. A court appearance or other legal procedure which requires the student's presence
5. Suspension from school
6. Other times, where in the judgment of the principal, it is in the best interest of the child to be absent from school. Such absences will be judged on the merits of each individual case.



ATTENDANCE (CONT.)

A student is considered truant from school if he/she is absent from school for part or all of one or more school days during which the school has not been notified of the cause of such absence by the parent/guardian and/or the absence is in excess of the 10 days allowed by law and is not a school approved absence.

Parents/guardians shall be notified when a student has an unexcused absence. Notices shall be made by personal contact, telephone call, or mail of which a written record is kept. Notice by personal contact or telephone call shall be attempted prior to notice by mail.

A student is considered a habitual truant if he/she is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester. For truancy purposes, if a student is unexcused for a portion of the morning, it will be counted as a half-day, and if a student is unexcused for **more than** half of the school day, then it will be counted as a full day.

The parent/guardian of a student who is at risk of being a habitual truant shall be notified by certified or registered mail. Legal proceedings may be brought against a student for habitual truancy or against the parent/guardian for failure to cause the student to attend school regularly.

Parents are also asked to call the **Northern Express Bus Service** at 366-2737 any day your child will not be riding the bus. This will prevent the busses from making unnecessary stops.

ATTENDANCE (CONT.)

PREARRANGED ABSENCE - An absence arranged in advance is considered an excused absence if the number of days absent does not exceed the ten days allowed by law. The principal is responsible for approving excused and prearranged absences.

PROCEDURE FOR PREARRANGED ABSENCE -

1. Parents should send a request to the principal in writing using the Prearranged Absence form, available in the office, stating the dates of the absence and the reason.
2. If the prearranged absence is approved, the student may be given assignments to be completed prior to or during the absence.

PERMISSION TO LEAVE SCHOOL DURING THE SCHOOL DAY - Students will be allowed to leave school during the school day provided the following conditions are met:

1. Written or verbal confirmation of the leave by parent or guardian.
2. The parent/guardian are required to report to the office to pick up their children in cases of excused absences.
3. Parents are encouraged to schedule their children's medical and dental appointments outside of the school day. **Students may not be released to any individual other than a parent or guardian without written or verbal permission directly from the parent/guardian.**



ACCIDENTS AND SICKNESS

Any injury or illness suffered by a student during school hours or at a school function must be reported to the teacher or supervisor on duty. When warranted, parents will be notified when a child is sick or injured. First aid will be performed if needed. If the parent cannot be reached instructions on the emergency (registration) card will be followed. If no emergency card is on file or is not up to date, and the parents cannot be contacted, the school will use its best judgment in case of a medical emergency. The card will be sent home with your child on the first day of school. **PLEASE TAKE TIME TO FILL THIS CARD OUT AND RETURN IT TO THE SCHOOL AS SOON AS YOU CAN. PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGES.**

ASSIGNMENT OF STUDENTS TO CLASSES

Assignment of students to classes in the Almond-Bancroft School District shall be the responsibility of the building principal, working in cooperation with the professional staff. The Almond-Bancroft School District has the authority to assign students to grade level, teacher, and class.



GUIDELINES FOR ASSIGNMENT OF STUDENTS TO CLASSES:

A. 4 Year-Old-Kindergarten Placement Criteria

1. Students will be assigned to 4K groups based on random heterogeneous selection and a balance by gender.
2. Students may be assigned to 4K groups upon parent/guardian written request provided that:
 - a. space permits
 - b. reasons are appropriate
 - c. the request is received on or before May 1st of the previous school year.

B. Grades K-5 Placement Criteria

1. Students will be assigned to classes based on random heterogeneous selection, balance by gender, and avoidance of conflict (teacher/student, student/student, parent/teacher).
2. Students may be assigned to other classrooms upon parent/guardian written request provided that:
 - a. space permits
 - b. reasons are appropriate
 - c. the request is received on or before May 1st of the previous school year.

Copies of the teacher request form are available in the main office.



CHILD ABUSE & NEGLECT

School personnel are required by law to report the facts and circumstances of any suspected child abuse and neglect to the Potage County Human Services Department.

COMMUNICABLE DISEASES

School personnel are required to report all communicable diseases such as measles, chicken pox, mumps, influenza, etc. to the school nurse or to the Portage County Health and Human Services Department.

WISCONSIN RULE H 49.01 (School Attendance)

All teachers, school authorities, and health officers having jurisdiction shall not permit the attendance in any private, parochial, or public school any pupil afflicted with a severe cough, a severe cold, itch, scabies, lice or other vermin, ringworm of the scalp, ringworm of the exposed portion of the body, impetigo, epidemic jaundice, infectious conjunctivitis (pink eye) or any contagious skin disease or who is filthy in body or clothing or who has any communicable disease so designated by the State Division of Health unless specifically exempted in the rules. The teachers in all schools shall, without delay, send home any pupil who is obviously sick even if the ailment is unknown, and said teacher shall inform the parents or guardian of said pupil and also the local health officer as speedily as possible and said health officer shall examine into the case and take such action as is reasonable and necessary for the benefit of the pupils and to prevent the spread of infections. Parents, guardians, or other persons having control of any child who is sick in any way or who is afflicted by any disease covered by this rule shall not permit said child to attend any public, private, or parochial school or to be present in any public place.

NOTE: Notify school if student has above illnesses, including chicken pox. Instructions for treating head lice and scabies are available from the school or the Portage County Human Services Department. If it is determined that a student has any of the above illnesses the student will be excluded from school until he/she has received proper treatment.

DISCIPLINE/CONDUCT

It is the policy of the elementary school that exemplary discipline is the responsibility of students, teachers, and parents. HOWEVER, it must be recognized the major portion of this responsibility lies with the student. He/She must be aware of school rules and other rules that relate to common sense. The teachers and other support personnel will handle discipline matters in an expedient and fair fashion.

The methods used to address student behavior are based on the concepts promoted through Positive Behavior Intervention Supports (PBIS). The following two pages contain the Almond Elementary behavior matrix, which describes student behavior expectations in the common areas of the school. Each teacher also has their own classroom matrix which also concentrates on **respect, responsibility, and solving problems**. PBIS focuses on teaching the students exactly what our expectations are and then rewarding the positive behavior. Students will develop improved social and behavioral traits in a safe environment, while avoiding problem behaviors, as described in the definitions following the matrix (pages 16 &17).



Elementary Behavior Matrix

	Be Respectful	Be Responsible	Solve Problems
In All Places	<ul style="list-style-type: none"> -Use appropriate voice level. -Hands, feet and objects to yourself. -Use good manners and kind words. 	<ul style="list-style-type: none"> -Clean up. -Follow directions the first time. 	<ul style="list-style-type: none"> -Use resolution to solve problems when you can. -Get help for big problems you cannot solve.
Hallways	<ul style="list-style-type: none"> -Voice level 1– Whisper. -Walk in line on the right. -Wave to friends instead of visiting. -Open and close locker quietly. -Hold playground balls. -Eyes only on artwork and school property. 	<ul style="list-style-type: none"> -Be quick about getting to where you are going. -Put all of your belongings away and keep hallways clear. -Report unsafe things to teachers. 	<ul style="list-style-type: none"> -Use resolution to solve problems when you can. -Get help for big problems you cannot solve.
Playground	<ul style="list-style-type: none"> -Voice level 3– Outside Voice -Be kind and let others play. -Take turns. -Play fair. -Respect other’s snow forts and other creations. 	<ul style="list-style-type: none"> -Use playground equipment appropriately. -When you hear the whistle, stop playing and hold playground equipment still. -Walk to line and stay in line. -Enter the building quietly. 	<ul style="list-style-type: none"> -Use resolution to solve problems when you can. -Get help for big problems you cannot solve.
On Safety Duty	<ul style="list-style-type: none"> -Always model respectful behavior on the playground and in the building. 	<ul style="list-style-type: none"> -Watch the students. -Save playing and talking to friends for off duty time. -Complete homework so you can take your assigned duty. -Report to Mrs. Upton if you are unable to do your duty. 	<ul style="list-style-type: none"> -Leave discipline to the adult supervisors. -Report when student problems become serious.



<p>Lunchroom</p>	<ul style="list-style-type: none"> -Voice level 2-Inside Voice. -Walk to and from tables. -Sit at table with feet on the ground. -Eat over table with manners. -If you finish, wait quietly. 	<ul style="list-style-type: none"> -Take only what you will eat from the table. -Clean up your messes. -Report big spills or messes you cannot clean up. -Get ready for recess quickly and quietly and go outside. 	<ul style="list-style-type: none"> -Use resolution to solve problems when you can. -Get help for big problems you cannot solve.
<p>Bathroom</p>	<ul style="list-style-type: none"> -Voice level 1– Whisper. -Give privacy to others by waiting your turn away from the stall doors. 	<ul style="list-style-type: none"> -Keep water in sink and towels in trash. -Use soap and water to wash. -Flush the toilet. -Be quick. -Report unsafe things. 	<ul style="list-style-type: none"> -Use resolution to solve problems when you can. -Get help for big problems you cannot solve.
<p>Bus</p>	<ul style="list-style-type: none"> -Voice level 2– Inside Voice. -Stay seated and face forward. 	<ul style="list-style-type: none"> -Report unsafe things to the bus driver when the bus is stopped. 	<ul style="list-style-type: none"> -Use resolution to solve problems when you can. -Get help for big problems you cannot solve.
<p>Auditorium</p>	<ul style="list-style-type: none"> -Voice level 0 – Zero Voices. -Sit still in your chair. -Pay attention to the speaker or performer. -Clap respectfully. 	<ul style="list-style-type: none"> - Report unsafe things. 	<ul style="list-style-type: none"> -Use resolution to solve problems when you can. -Get help for big problems you cannot solve.
<p>Library</p>	<ul style="list-style-type: none"> -Voice level 1-Whisper. -Use bookmarks. -Keep books clean and dry. -Always walk in the library. 	<ul style="list-style-type: none"> -Return books on time. -If you cause or see damage to books, report it to librarian immediately. 	<ul style="list-style-type: none"> -Use resolution to solve problems when you can. -Get help for big problems you cannot solve.



Almond Elementary Behavior Definitions:

Tardy	Student is late (as defined in the school handbook) at the start of the school day.
Physical Aggression	Student makes serious physical contact upon another by hitting, punching , kicking, scratching, hair pulling, or hitting with an object.
Harm to Self or Others	Student engages in behaviors which pose harm to self/others, or has expressed a desire to do so.
Profanity	Student delivers verbal messages or gestures that are profane or vulgar.
Property Damage	Student participates in an activity that results in destruction or disfigurement of school or personal property.
Non-Compliance/ Extreme Disrespect	Student engages in complete refusal to respond to adult requests, talks back and/or demonstrates socially rude behaviors.
Major Disruption	Student's behavior results in a significant interruption of a class or activity.
Major Stealing/Theft	Student has possession of, has passed on or removed someone else's property without permission.
Threats/Intimidation/ Bullying	Student delivers a message (verbalized, written, drawn, or gestured) toward another that conveys an act of intended injury or harm.
Name Calling (Repeated)	Student engages in name calling regularly toward others.



Definitions Continued...

Harassment/Teasing/ Taunting	Student engages in repeated teasing or use of statements intended to be offensive of one's race, religion or disability, or delivers offensive sexual references toward others.
Dress Code	Student wears clothing that is not within the dress guidelines defined in the student handbook.
Inappropriate Displays of Affection/Sexual Contact	Student engages in inappropriate (as defined by the school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.
Tobacco/Illegal Drugs/ Alcohol	Student is in possession of tobacco, illegal drugs/substances/drug paraphernalia or alcohol on school grounds.
Weapons/Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage or imitations of such substances/objects.
Technology Violation	Student engages in inappropriate (as defined by the school) use of cell phone, pager, music/video player, camera, gaming device, or computer.
Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of the school boundaries (as defined by the school).
Bomb Threat/ False Alarm	Student delivers a message of possible explosive materials being on or near campus, and/or pending explosion.
Other Behavior	Student engages in problem behavior not listed.



DISCIPLINE/CONDUCT (CONT.)

Individual teachers will provide your son/daughter with a classroom matrix of expected behaviors. Be sure to review this with your son/daughter.

Short Term Recovery (STR):

To the extent possible, preventative techniques and natural consequences will be used to minimize and address behavior that disrupts the learning process. When students do not respond favorably to these techniques, Short Term Recovery (STR) will be used to preserve the classroom learning environment. The following information outlines the details associated with STR as it will be used in our elementary schools.

1. **Alternative Seat Within the Classroom** – Teachers will have a designated location within their classroom to which a child could be moved to regain his/her center. This seat would allow physical distance between the child and other students but have no visual barrier. The child would not participate in class activities while seated here and be allowed to return to his/her regular seat after a period of not less than 5 minutes and not more than 20, as determined by the teacher and student. No school work will be completed during this time. It is not meant to be punishment, but rather an opportunity for the child to give thought to their choices and return as quickly as possible to his/her regular seat.

DISCIPLINE/CONDUCT (CONT.)

2. **Alternative Seat Within Another Classroom** – If an alternative seat within the classroom is unsuccessful, the teacher may direct a child to another classroom for STR. The other classroom can either be another class within the child’s grade or another classroom one grade higher (one grade lower for 5th graders). Classroom phones will be used to verify that the receiving teacher is available and notify him/her that the child is being sent and for how long. The time can range from 5-20 minutes as determined by the sending teacher. No school work will be completed during this time. There will be no dialogue with the child by the receiving teacher except to direct him/her to the STR location as described in #1.

3. **Student Sent To Principal’s Office** – If an alternative seat within another classroom is unsuccessful, the teacher may direct a child to the principal’s STR chair. This will be in the chair next to the principal’s office and will follow the same procedures as in #2. The secretary will receive the call to notify that the student is being sent. No school work will be completed during this time. The principal will talk with the child to facilitate recovery without being punitive.

4. **Parent Involvement** – If STR is still not successful for the child, the principal will implement additional strategies which may include making contact with a parent to further address the child’s needs.



DISCIPLINE/CONDUCT (CONT.)

Steps in the STR process may be skipped or repeated based on the individual student and/or behavior. Behaviors that represent a significant threat of harm to the child or others will be referred directly to the principal. A behavior communication form will be used to document and communicate behaviors that require more attention than prevention and redirection.

DAMAGE TO SCHOOL PROPERTY

Damage to property (school or private), theft, or other criminal actions will result in immediate referral to parents, and when necessary, to law enforcement officials. Students and parents are responsible for paying for damaged property.

DANGEROUS WEAPONS

No one shall possess a dangerous weapon on school premises, except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense. A child who violates this law is subject to provisions outlined in Chapter 48 of the State Statutes, unless jurisdiction is waived.

Weapons are defined in two categories:

(1) Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include, but are not limited to, firearms, BB guns, look-a-like weapons, knuckles, razors, switch blade/butterfly knives, chains, clubs, stars, etc.

DISCIPLINE/CONDUCT (CONT.)

(2) Articles designed for other purposes but, which in the manner such articles are used or intended to be used, are calculated to inflict bodily harm and/or to intimidate. Examples include, but are not limited to, belts, combs, pencils, files, compasses, aerosol sprays, scissors, etc.

A dangerous weapon taken from a student will be reported to the student's parents/guardians. Disciplinary measures taken will be the responsibility of the building principal who will follow the student discipline plan as found in the student handbook. The building principal may also report confiscation of weapons to the police.

Any student violating this policy will be subject to disciplinary action including possible suspension, community service and/or recommendation for expulsion. The following are three exceptions to this policy:

1. Weapons under the control of law enforcement and military personnel are permitted.
2. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the principal:
3. Weapons properly registered and handled during the community use of school facilities may be permitted.

REF: State Statute 984.61

SUSPENSION FROM SCHOOL

Students may be suspended from school for non-compliance with school rules or for conduct, which endangers the property, health or safety of others while at school or under the supervision of a school official.



DRESS CODE

Parents are responsible to make sure their child's clothing is appropriate for school. The following will apply:

Clothing that is not appropriate includes:

- sleeveless dresses, tops or shirts (shoulders must be covered)
- clothing made of mesh or other transparent fabrics
- half-shirts and halter tops (no visible mid-drift)
- dresses, shorts or skirts that are shorter than the mid thigh.
- clothing, shoes, accessories that scratch and/or mark floors and furniture
- clothing and accessories with pictures or slogans related to alcohol, tobacco, drug products/paraphernalia, racial slurs, sexual implications, or obscenities

*Students wearing dress shoes, cowboy boots and/or flip-flops will need to bring alternative footwear for Phy-ed

*Keep in mind that open-toed shoes such as flip-flops may be hazardous for playground activities

*Students must go outside for recess. Parents should ensure that their son/daughter is prepared with the appropriate clothing for the weather. This is WI and temperatures range widely throughout the day. Watch the weather and plan ahead.

*Questions regarding dress code should be directed to the office or the Dean of Students.

INCLEMENT WEATHER - During days of inclement weather (rain or severe cold) students will stay inside for recess.

Bullying, Harassment, and Intimidation Policy

(definitions and types adapted from Stop Bullying, a program under the US Department of Health and Human Services, as well as "Bullying Prevention and Intervention" by Cindy Miller and Cynthia Lowen, 2012)

Introduction

The Almond-Bancroft School District shall strive to provide a safe, secure and respectful learning environment for all students in school buildings, on school buses, and at school sponsored activities. Bullying, harassment, and intimidation have a harmful social, physical, psychological, and academic impact on the instigators, the victims, and the bystanders. The district will continuously and vigorously address bullying, harassment, and intimidation so that there is no disruption to the learning environment and learning process.

Prohibition

Bullying, harassment, and intimidation behaviors are prohibited in all academic and non-academic settings. This includes, but is not limited to, classrooms and hallways, buses, cafeteria, playground, gymnasium, school property and educational environments, including any property or vehicle owned, leased, or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Bullying Definition

Bullying is intentional and unwanted behavior that involves an imbalance of power*. The behavior is repeated, or has the potential to be repeated, over time. Bullying behaviors are aggressive and create an intimidating, hostile, or offensive learning environment.

*Imbalance of power: Using physical strength, access to embarrassing information, popularity (using bullying as a means to keep popularity/power OR using bullying as a means to climb the social ladder and/or lower someone else's popularity), etc. to control or harm others.

Types of Bullying

Verbal: ongoing name calling, teasing, gossip, threatening or intimidating language, making false accusations, put-downs, using profane or derogatory language towards someone

Physical: ongoing assault, hitting, tripping, shoving, slamming lockers closed, hitting objects out of someone's hands, hazing, spitting, slapping, taking or breaking someone's things, making mean or rude hand gestures, hair pulling, defacing or destroying property (such as making marks on clothing, books, backpacks, etc.), stealing, initiating fights or forcing someone to fight another person

Emotional: ongoing humiliating, taunting, and making fun of someone repeatedly in the presence of others (including online), dirty looks, insulting or threatening gestures, embarrassing, criticizing, or making negative comments

Relational: ongoing gossip and rumor spreading, lying about the victim, isolating, ignoring, excluding, disclosing private or sensitive information, telling others not to be friends with someone

Cyber: ongoing use of email, instant messages, text messages, digital pictures or images, cell phones, social media (including Facebook, Instagram, Snapchat, Twitter, etc.) to threaten, harass, or intimidate; posting mean or hurtful comments or pictures

Direct: Teasing, name calling, kicking, hitting, spitting, shoving, damaging property, threatening

Indirect: Spreading rumors or gossip, social exclusion/isolation, disclosing private or sensitive information, telling others not to be friends with someone

Bullying and harassment are protected not only by district policy, but also by state and federal laws as follows:

Bullying is protected by Wisconsin Act 309, Statutes 118.02 and 118.46

Harassment is protected by federal civil rights laws: Civil Rights Act, Education Amendments, Rehabilitation Act, Americans with Disabilities Act, and Individuals with Disabilities Education Act

Bullying Definition (cont.)

Rude vs. Mean vs. Bullying: Students can make poor choices in how to treat each other; the behavior is considered bullying when it becomes ongoing and is directed toward the same individual. Bullying behavior is addressed in a different manner than isolated incidents of disrespect.

Rude = Unintentionally saying or doing something that hurts someone else.

Examples: jumping ahead in line, bragging, asking inappropriate questions

Mean = Purposefully saying or doing something to hurt someone once (or maybe twice).

Examples: criticizing clothing, appearance, intelligence; saying something in anger toward someone; argument between friends

Bullying = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

*It is not bullying when two kids with no perceived power imbalance fight, have an argument, or disagree.

Harassment Definition

Harassment is unwelcome conduct based on a protected class (race, national origin, color, sex-based (including sexual orientation), age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. Harassment also includes sexual harassment, which refers to behaviors that are not welcome, that are personally offensive, that debilitate morale, and that interfere with the academic performance of its victims or their peers. Sexual harassment may also include, but is not limited to, actions such as sexually-oriented verbal "kidding" or abuse, pressure for sexual activity, sexual contact and unwelcomed touching, display of sexually suggestive objects or pictures, demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment or academic status, any job or academic-related action that is based upon an individual's acceptance of, resistance to, or refusal of sexual overtures.

Intimidation Definition

Intimidation is behaving in such a way as to make another feel timid or fearful. This includes overt or implied threats and/or physical gestures.

Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, parents, and concerned individuals who observe or become aware of acts of bullying, harassment, or intimidation, to report these acts confidentially to a School Counselor for initial review. All staff members who take such reports, either verbally or in writing, are obligated to take the report seriously and to document a clear account of the incident. If the bullying, harassment, or intimidation is occurring during athletic events, please also report your concerns to the Coach and Athletic Director.

Reports of bullying, harassment, or intimidation should be made as soon after the incident as possible to ensure that a thorough investigation can be conducted. Early reporting allows the School Counselor to potentially find supporting evidence and witnesses.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action, as outlined in the Anti-Bullying Code of Conduct.

The district shall keep the complaint confidential to the extent permitted by law for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed. If the report is determined to be valid and serious, parents/guardians will be notified of the report and any sanctions imposed on their child.

Bullying and harassment are protected not only by district policy, but also by state and federal laws as follows:

Bullying is protected by Wisconsin Act 309, Statutes 118.02 and 118.46

Harassment is protected by federal civil rights laws: Civil Rights Act, Education Amendments, Rehabilitation Act, Americans with Disabilities Act, and Individuals with Disabilities Education Act

Procedure for Reporting/Retaliation (cont.)

An investigation to determine the facts will take place promptly following verbal or written report to verify the validity and the seriousness of the situation. The following procedure will be used:

1. Complaints should be presented verbally or in writing to a School Counselor. The complaint should include a specific statement of the alleged behavior, including details such as time, date, location, and circumstance of each alleged incident and should be signed and dated by the complainant. (See Almond-Bancroft Bullying, Harassment, and Intimidation Report Form.)
2. The School Counselor will fully and promptly investigate all complaints. If deemed to be bullying, harassment, or intimidation by the Counselor, the Dean of Students and/or Principal will be notified. The Counselor and Dean of Students and/or Principal will notify the person(s) accused of the bullying, harassment, or intimidation, arrange meetings to discuss the complaint with all concerned parties, and submit a report of the results of the investigation to all parties as soon as possible after receiving the complaint. Any disciplinary action that is warranted will be decided by the Dean of Students or Principal and will be made in accordance with the Student Handbook.
3. If the results of the investigation are not satisfactory to the complainant, he/she may submit a written appeal to the District Administrator. The appeal should include a statement of the complaint, the results of the investigation done by Administration, and the nature of and reasons for the dissatisfaction with the results. Such appeals must be filed within ten (10) working days of receiving the investigation results. The District Administrator will arrange a meeting with the complainant and any other necessary parties to discuss the appeal. The District Administrator will give a written response to the appeal within ten (10) working days of receipt.
4. In the case of a harassment complaint, if the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the School Board within ten (10) school/business days of his/her receipt of the District Administrator's response in Step 3. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives following the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) school/business days of this meeting.
5. Individuals may submit complaints/appeals to other agencies as provided by state and federal laws.
6. A substantiated charge of bullying, harassment, or intimidation against a student in the District will subject that student to disciplinary action, including out of school suspension or expulsion proceedings, in accordance with the Student Rights and Responsibilities.

Sanctions and Supports

If it is determined that students participated in bullying, harassment, or intimidation behavior in violation of this policy, the Principal or Dean of Students may take disciplinary action including community service, out of school suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Employees found to have participated in bullying, harassment, or intimidation behavior or having become aware that bullying, harassment, or intimidation was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by the policy. They may be subject to disciplinary action as established by administration.

Disclosure

The policy will be annually distributed in the school's student/parent handbook to all students enrolled in the district, their parents/guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Bullying and harassment are protected not only by district policy, but also by state and federal laws as follows:

Bullying is protected by Wisconsin Act 309, Statutes 118.02 and 118.46

Harassment is protected by federal civil rights laws: Civil Rights Act, Education Amendments, Rehabilitation Act, Americans with Disabilities Act, and Individuals with Disabilities Education Act

EMERGENCY SCHOOL CLOSING

The Almond-Bancroft Schools will again follow school emergency closing procedures as established in the past. In the event of adverse or hazardous weather conditions, a determination will be made if school should be in session that day. Once the decision has been made to close school, announcements will be phoned into these radio stations: WDUX, 800 AM and 92.7 FM, Waupaca; WSPO, 1010 AM, and WSPT, 97.9 FM, Stevens Point; WMGU, 105 FM, Stevens Point; WYTE, 96.7 FM, Whiting; WFHR, 1320 AM, WWRW, 103.3 FM, Wisconsin Rapids; WDLB, 106 FM, Marshfield; and WIZD, 99 FM, Plover. Announcements will also be made on television channels 7 & 9.

Parents and employees of the district are encouraged to listen to the radio for these special announcements. You are asked not to call the School or transportation supervisor. It will be necessary to maintain these lines open to make emergency calls.

In the event that a storm or other emergency develops during the school day, the children may be sent home early. Once that decision is made, it takes approximately one hour to assemble the buses and drivers.

An early closing creates some problems for younger children. Frequently both parents work or the children are not expected home. Consequently, they may be without supervision for a period of time.

The district also utilizes **BLACKBOARD**, which allows us to send out a mass message to your home and mobile phone. This will be done for any school closings, emergency situations, or reminders of upcoming activities/events. Please call the school to get your phone numbers included on this list.

Does your child have an alternate destination in case of early dismissal? Should an emergency arise at school making it necessary for us to dismiss students earlier than usual, does your child know where he/she is to go, if you are not at home? Please arrange with a relative or nearest neighbor to care for your child should such an event become necessary. **If your child will need to take a different bus than usual, we would appreciate written directions from you on file NOW!**

EMERGENCY DRILLS Fire, tornado and intruder drills are conducted periodically during the school year as required by law.

HOMEWORK

Homework shall be adapted for individual students based on their capabilities. The following guidelines are to be considered prior to assigning homework:

1. Homework assigned for completion over a weekend is not to exceed the amount that would be assigned on a weeknight. A student is expected to study over a weekend for a test scheduled to be administered on a Monday.
2. Homework is not to be assigned to be completed during scheduled holiday breaks (Labor Day, Thanksgiving, Christmas, Easter, and Memorial Day) unless it is assigned well in advance and can be completed by the student prior to the holiday break.
3. Homework assigned is to be structured in such a way as to minimize the need or temptation to merely copy information.
4. Homework is not to be assigned as punishment.
5. All homework assigned is to be monitored by the classroom teacher. Students are to receive meaningful feedback on homework as promptly as possible.
6. Homework is to serve a valid educational purpose that is clear to the teacher and student.
7. Homework is to be realistic in consideration of the student's total academic load and the amount of time the student has to complete the assignment.

IMMUNIZATIONS

State law requires all public and private school students to present written evidence of immunization against certain diseases (measles, rubella, polio, diphtheria, tetanus, mumps and whooping cough) within thirty school days after admission to school. This requirement can be waived only if a properly signed health, religious, or personal conviction exemption is filed with the school. The schedule on the following page are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.



IMMUNIZATIONS (CONT.)

2017-18 Immunization Requirements

PRE K (2– 4 YRS)	4 DTP/DTaP/DT ² , 3 Polio, 3Hep B, 1 MMR ⁵ , 1Var ⁶
GRADE K-3	4 DTP/DTaP/DT/Td ¹ , 4 Polio ⁴ , 3 Hep B, 2 MMR ⁵ , 2 Var ⁶
GRADE 4-5	4 DTP/DTaP/DT/Td ² , 4 Polio ⁴ , 3 Hep B, 2 MMR ⁵ , 1 Var ⁶

1. MMR vaccine for all students: The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
2. DTP/DTaP/DT vaccine for children entering Kindergarten. Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. DTP/DtaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable). A dose of Tdap vaccine is not required but acceptable to meet this requirement.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable)
- .5. Var means Varicella (chickenpox) vaccine. Chickenpox disease history is also acceptable.
6. Students 13 years of age or older without a prior history of chickenpox disease or a prior history of varicella vaccine before 13 years of age require 2 doses of varicella vaccine.
7. Tdap means tetanus, diphtheria and acellular pertussis vaccine, recommended for adolescents. If your child received a dose of tetanus, or diphtheria containing vaccine such as Td within the past 5 years, Tdap is not required.



INSURANCE

The school carries a policy for all students. This is a limited policy, and parents/guardians are encouraged to subscribe to their own policy. All accidents happening at school sponsored activities must be reported immediately to the teacher, coach, or sponsor in charge. The supervisor in charge of the student at the time of the accident must file a complete report of the accident in the office. It is the responsibility of the parent/guardian to file a claim with the student insurance company. Forms are available in the main office.

INAPPROPRIATE ITEMS

Inappropriate items are anything a student brings to school that would cause a disruption of the educational process or endanger the student or others. These items include, but are not limited to: boom boxes, laser pointers, knives and other dangerous weapons, smoking/chewing tobacco; any alcohol or other illegal drugs/drug paraphernalia, ; firecrackers or other explosives.

If at any time inappropriate items are found to be at school, they will be confiscated and may or may not be returned.



CELL PHONE POLICY

The Almond-Bancroft School District realizes that cell phone use is commonplace in today's society. However, as today's cell phones have a great capacity to end and receive information in audio, video, and text they present opportunities that are detrimental in nature. The use of cell phones has the potential to increase opportunities for cheating and harassment. Invasion of privacy is also an issue because of the ability of the phones to send pictures and video. Finally, the use of cell phones by students in the event of an emergency has the potential to interfere with the official flow of information. Because of the possible detrimental consequences of student cell phone use, the school district is limiting student cell phone use according to the following guidelines:

- Cell phones may only be used before and after school. Cell phones must be in the student's locker /cubby prior to the start of class and remain in the there until the end of the school day. If a cell phone is seen by a staff member they may confiscate it immediately.
- Cell phones are prohibited in bathrooms and locker rooms at all times.
- Cell phones may never be used in manner that will cause disruption to the educational environment or invade the privacy of another individual.
- The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.
- During school hours, the use of cell phones are not permitted on field trips or other activities without permission from the school authorized supervisor/coach.
- For after school hours or overnight trips that include field trips, sporting events, or other activities, the use of cell phones will be at the discretion of the advisor/coach.

In the event of a district emergency, under the supervision of an authorized school official during the school day or outside the school day, cell phone use by students will be approved by the instructor/supervisor.

LOCKERS

Students in grades 3-5 will be assigned to a locker at the beginning of the school year. They are to use the locker assigned to them unless they receive permission from the principal to change to a different location. The lockers remain the property of the school and we reserve the right to open and inspect lockers at any time. It is against the law to store any illicit (illegal) drugs or hazardous materials in school lockers.

MEDICATIONS AT SCHOOL

Wisconsin state law requires written permission and medication in the ***original container*** before school staff can administer medication during school hours. This applies to either prescription or non-prescription (Over-the-counter) drugs. A Medication request form will be included in the forms packet and is available from your physician's office or school office. **This must be on file in the school office prior to the dispensing of any medication.**

PRESCRIPTION MEDICATIONS:

1. Medication Request Forms must be signed by the physician and parent.
2. Ask the pharmacist to prepare two labeled containers so that you can keep one at home and one at school.
3. Clearly include dosage and time medication is to be given on the form.
4. **Clearly include when the medication is to be discontinued.**

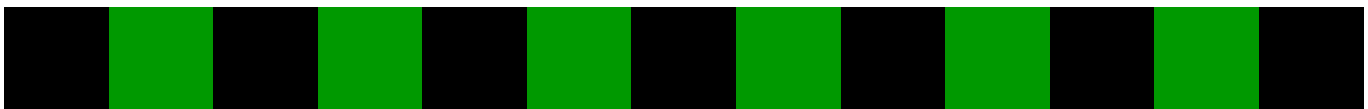
OVER-THE-COUNTER MEDICATIONS MUST:

1. Be in original containers.
2. Have specific instruction on administration.
3. Have written parent approval before school staff can administer the medication.

If the child is in serious need of medication and the parent or physician cannot be reached, the person in authority at the school shall decide what to do. The child's safety and welfare shall be given primary consideration; the unknown wishes of parents and legal guardians are secondary. Questions regarding this policy should be directed to the principal or district administrator.

Parents/guardians must bring all prescription medications to the main office. The prescription medications form (available in the office), completed by your child's physician, and must be delivered to the office with the medication.

If students bring over-the counter medication to school, it must be kept in the main office. The main office must also have on file a non-prescription medication form completed and signed by the parent/guardian. This form is also available in the main office.



RULES FOR SCHOOL BUS SAFETY

Riding the School Buses—Riding a school bus is a service provided to you. You should not abuse the service if you want it to continue. We expect you to follow all school rules as well as obeying the following rules to help us ensure safe transportation on the bus:

1. See that you commit no act to take the driver's attention away from his/her driving.
2. You should remain in the seat assigned to you by the bus driver from the time you board the bus until you reach your destination.
3. You will face forward in the bus and your feet will not be in the aisle.
4. You will not move around while the bus is in motion.
5. No horseplay is allowed on the bus.
6. There should be no name calling or indecent language used on the bus.
7. Getting on and off the bus should be done in an unhurried fashion.
8. You should take pride in your bus and keep it clean.
9. The use of a controlled substance, alcoholic beverages, smoking or chewing tobacco is forbidden anytime.

The bus driver is responsible for students' discipline on the bus. This notice is to serve as a warning to the few students who don't respect the rights of others. The drivers have mis-conduct slips on their buses, and they will report any violations directly to the school office.

Consequences will be determined by the severity of the incident and assigned by the Principal or Dean of Students.

Video and audio surveillance may be in place on the school buses. Only the bus company and administrative staff may review if an incident requires it.

**Any student guilty of using any controlled substance, drinking alcoholic beverages, smoking, or chewing tobacco will be suspended and/or may be referred for an expulsion.

****Any type of weapon or look-a-like weapon is ABSOLUTELY not allowed on our school buses at any time.

SPECIAL ACTIVITIES

Physical Education – All students are required to have a pair of soft-soled shoes (such as tennis shoes) for physical education classes. It is recommended that students do not wear jewelry that would be hazardous during physical education activities.

Library Media Center – The Library Media Center is an important part of our school’s instructional program. Besides library books and reference materials, audio-visual equipment/technology is also available to teachers and students. We need the assistance of parents to help teach their children to be responsible for the materials checked out and also to see that the materials are returned on time.

Field Trips – Field trips are an important part of learning for children. They help children apply what they’ve been taught in the classroom and learn more about the community in which they live. Each student will need to have written permission to participate in field trips. Parents are notified when field trips are scheduled. Field trips are designed to extend classroom learning. We expect the same behavior out of school as we do in school. The classroom discipline rules and consequences will be extended to field trips.



SAFETY CADET PROGRAM

Fourth and Fifth grade students who request to be a safety cadet must have parent permission. All who meet this requirement will be included in the safety cadet program.

Fourth and Fifth grade students' eligibility for participation in the Safety Cadet Program will be contingent on maintaining a grade of "C-" or better in all subject areas and maintaining appropriate behavior both on and off duty.

If a student does not have grades of "C-" or better in all subject areas at the end of the first quarter, he/she will be suspended from duty for the first four and a half weeks of the second quarter. If his/her grades improve to "C-'s" or better by the end of the four and a half week check point, he/she may again serve as a Safety Cadet until the end of the next quarter.

A student who receives two or more behavior communication in any one month period will be suspended from duty for the following month. A student who is assigned an after-school detention or in-school suspension will be suspended from duty as determined by the safety cadet coordinator and Principal.

In addition, the following contingencies will be enforced regarding opportunities Safety Cadets have to earn rewards:

1. Safety Cadet of the Month - student is eligible for this honor if he/she serves in good standing during the entire month during which the award is given.
2. Wisconsin Dells Trip in Spring - student is eligible to attend if his/her participation in the Safety Cadet Program is not suspended more than one time during the school year. The Wisconsin Dells Trip is
3. End of Year Party - student is eligible to attend if his/her participation in the Safety Cadet Program is not suspended more than two times during the school year.

SAFETY CADET PROGRAM (CONT.)

The cadet's primary job is to remind children of safety rules learned in the classroom and then applied to the playground and hallways. The cadets usually serve a period of 15 minutes before and 15 minutes after school hours and during the recesses on the playground. Specific and general duties are carefully explained to cadets at a meeting at the beginning of the school term and again several times during the school year. All students are expected to comply with the directions given by the cadets to help ensure everyone's safety.

Cadets are assigned where needed by the Safety Cadet Coordinator.

Teachers, school administrators, and teacher aides will handle discipline regarding safety violations. Disregard of safety rules will be reported to the cadet supervisor or principal, who will resolve the matter, and contact the parents, if necessary.



SAFETY CADET PROGRAM (CONT.)

Safety cadets alternate service indoors and outdoors. They sometimes serve as hall monitors. Our cadet members serve during their fourth and fifth grade years. Cadet officers assist the supervisor in checking on the services rendered by the cadets. They also help train new cadets and assist in distributing badges and belts. If an officer finds a cadet absent, he or she may take the post for the day.

A SAFETY CADET MEMBER MAY NOT DIRECT AUTOMOBILE TRAFFIC.

Laws of Wisconsin, Section 40.63: “Nothing herein contained shall be construed to authorize or permit the use of any safety cadet member for the purpose of directing vehicular traffic nor shall any safety cadet member be stationed in the portion of the highway intended for the use of vehicular traffic.”

A SAFETY CADET MEMBER, SUPERVISOR, OR SCHOOL SHALL NOT BE HELD LIABLE.

Laws of Wisconsin, Section 40.63 “No liability shall attach either to the school district or any individual, director, superintendent, teacher, or maintenance, for operation of school safety cadet programs, maintained, and operated under authority of this section.”



STUDENT RECORDS

The purpose of student records is to serve the best interest of the students by assisting school personnel in developing appropriate educational experiences for each student. Confidentiality of such records is maintained as required by the Wisconsin Statutes and the Federal Family Educational Rights and Privacy Act of 1974.

District Policy – We are required to annually state our district policy regarding the release of student records. The school has a written policy covering access and disclosure of these records. A copy of this policy may be obtained in the District Administrator’s office.

Directory Data - Means those pupil records which include the pupil’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the pupil. These records are considered public information and may be released to appropriate persons and media unless specifically refused, in writing, by parents or adult students.

Confidentiality of Student Records – The PreK-12 Principal shall have primary responsibility for maintaining the confidentiality of all student records kept at school. All requests for inspection or for transfer should be directed to the principal’s office.

Transfer of Students Records – Student records relating to a specific student shall be transferred to another school district upon receipt of written notice from an adult student or the parent/guardian of a minor student that the student intends to enroll in a school in another school district, from the other school district that the student has enrolled, or from a court that legal custody of the student has been transferred to the Department of Health and Social Services for placement in a juvenile correctional facility.



PROMOTION/RETENTION

In some situations, consideration will be given to the possibility of retaining a child in the same grade.

The school has a written policy covering Promotion and Retention. A copy of this policy is available at your request.

REPORTING STUDENT ACHIEVEMENT

The purpose of the reporting system is to keep parents and students informed regarding their student's progress in school. Scheduled parent/teacher conferences, report cards, progress reports, and standardized testing in grades 3-5th are the basic forms of reporting to parents. Conferences will be scheduled at the end of the first quarter. Report cards will be distributed to parents at the conference and used as a discussion guide. Progress reports may be mailed out at mid-quarter. Parents are urged to call or visit with the teachers if there are any concerns with a child's progress. Please call the school at 366-2941 to make an appointment. Also available to parents is the **Skyward Family Access** website where parents can view the most recent grades and comments entered into the teachers electronic grade book. To access this site, you must fill out the form in your forms packet and return it to the school, or contact the district technology coordinator (whose contact information can be found on the form).



TESTING

The Almond-Bancroft School District uses nationally standardized and state mandated tests to help identify students' strengths and weaknesses in basic skill areas. This information is used in planning programs and developing curriculum designed to meet the students' needs.

MEETING INDIVIDUAL NEEDS

In keeping with the philosophy of serving every child's needs, the Almond-Bancroft School District provides many special services.

Title I is a supplemental educational program designed to help children achieve more highly in school. Within this program, teachers and aides provide additional instructional help in reading, math, language, and study skills. This federally funded help is in addition to what the school provides through its regular programs.

Children may also be identified for Gifted and Talented services through teacher or parent referral.

Our school counselor assists in behavior modification, counseling, and guidance.

The school psychologist/special education director is primarily involved with evaluating students and coordinating EEN and Section 504 programs. She is also available for counseling and developing behavior modification programs. Consultation with regular and special education teachers and pre-referral intervention strategies are also provided by the school psychologist.



Exceptional Education Needs (EEN) teachers provide more individualized learning for students who have been identified as having a disability through the Individualized Educational Program (IEP) process. Determination of a handicapping condition and a need for exceptional education needs services is based on the criteria set forth in state and federal law. These areas are:

a. Our Early Childhood Exceptional Education Needs (EC:EEN) teacher and assistant serve children ages 3-5 with documented special education needs. Children qualify for this program if they show delays of one year or more in two of the following areas: language, cognitive, social, self-help, and/or motor skills.

b. The Speech Therapist is involved with students who show handicapping communication disorders. Handicapping communication disorders are a delay or deviance in articulation, receptive and/or oral skills, which negatively influence a student's ability to perform in social and/or academic situations. The speech therapist may see students individually or in small groups in the speech room, assist students in the classroom, assist students with appropriate classroom materials, and/or be involved in consultation with teachers and parents for suggestions to aid students' communicative abilities.



c. Our Learning Disabilities teacher assists students by providing special classes for identified students, assisting within the regular classes, and consultation with classroom teachers. Identified students have average or above average intelligence and a significant delay in two or more academic areas.

d. Students with Cognitive Disabilities – Borderline (CDB) have significant lags in cognitive, adaptive, and achievement skills.

e. Students with Cognitive Disabilities – Severe (CDS) have severe lags in cognitive, adaptive, and achievement skills.

f. Students who are classified as Emotionally Disturbed have emotional, social, and behavioral functioning that significantly interferes with the ability to acquire or use academic skills, social skills, and develop appropriate interpersonal relationships.

g. The Occupational Therapist works with EEN students who show significant fine motor and/or sensory deficits, which interfere with learning.

h. The Physical Therapist works with EEN students who show significant delays in gross motor skills, which interfere with learning.

For more information about these services, contact the elementary principal or school psychologist.



Almond-Bancroft School District Student Acceptable Use Policy for Technology Services

The Almond-Bancroft School District offers networked services, including Internet access, for student use. This network system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities. It has not been established as a public access or public forum. The District has the right to enforce all rules set forth in the school code and the laws of the State of Wisconsin. Further, students may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the principal or his or her designee and the parents or guardian of the student.

Guidelines for Technology Use

1. Personal Safety

- a. Students will not post contact information (e.g. address, phone number) about themselves or any other person.
- b. Students will not agree to meet in person with someone they have met online without approval of their parents. Any contact of this nature or the receipt of any message the student feels is inappropriate or makes the student feel uncomfortable should be reported to school authorities immediately.

2. Illegal Activities

- a. Students will not attempt to gain unauthorized access to this or any other computer system or go beyond the student's authorized access by using another person's account or accessing another person's files.
- b. Students will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. Students will not use the Almond-Bancroft network system to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- d. Students will not intentionally tamper with the hardware or software available for their use.

3. System Security

- a. If an individual account is provided, the student is responsible for that account and should take all reasonable precautions to prevent others from being able to use that account. Under no condition should a student give a student's login and/or password to another person.
- b. Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not look for security problems; this may be construed as an illegal attempt to gain access.
- c. Students will avoid the inadvertent spread of computer viruses by following the district virus protection procedures when downloading files.



4. CIPA and NCIPA

In accordance with requirements of the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA), all equipment connecting to the Internet from any connection located within all district facilities will be blocked or filtered. The district will make best efforts to prevent users from accessing or transmitting visual depictions of material deemed obscene, child pornography, and any material deemed harmful to minors as those terms are defined in CIPA. It will also make best efforts to prevent users from accessing or transmitting offensive, disruptive, or harmful data or any “inappropriate matter” as that term is used in the NCIPA. This includes, but is not limited to, messages, files, or data that contain the following:

- a. Pornographic or erotic images
- b. Sexual implications
- c. Racial slurs
- d. Derogatory gender specific comments
- f. Information or instructions designed to cause harm to another person, comments that offensively address a person’s age, sexual orientation, beliefs, political beliefs, national origin, or disability
- g. Any comment which in any way defames, slanders, or libels another person
- h. Any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person
- i. Data or activities that invade the privacy of another person

In addition, the district will also make best efforts to prevent unauthorized access to its system and files including “hacking,” and unauthorized disclosure, use, or dissemination of personal identification information of minors. The district acknowledges that no blocking or filtering mechanism is capable of stopping all inappropriate content all of the time. The best filtering system is good staff supervision of student computer use.

It is the responsibility of the District and staff to educate students on appropriate use of the internet including how to use social media, chat rooms, as well as what constitutes cyberbullying and how to avoid it. During the 8th grade year, students will have direct instruction on these particular topics in their computers course. These topics will also be reviewed and stressed by the staff anytime there is an expectation of computer/internet use.

5. Respecting Resource Limits

- a. Students will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. Games or other programs of a personal nature may not be installed or run.
- b. Students will not download large files without the approval of a lab supervisor or teacher.
- c. Students will not be assigned a personal e-mail account unless it is in conjunction with a specific class project. In that event, the e-mail account will expire when the project is concluded.
- d. Students will subscribe only to high-quality discussion group mail lists that are approved by a teacher or IMC Specialist and that meets specific curricular objectives that are consistent with the curriculum.



STUDENT GUIDELINES FOR EDUCATIONAL USES OF TECHNOLOGY (Continued)

6. Plagiarism and Copyright Infringement

- a. Students will not plagiarize words that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own.
- b. Students will respect the rights of copyright owners. Copyright infringement occurs when users inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether or not they can use a work, they should request permission from the copyright owner or direct any questions regarding copyright law to a teacher or IMC Specialist.
- c. Students will not attempt to alter or copy any software found on the system.
- d. Students who create or assist in the creation of district websites, assign copyright of their sites to the Almond-Bancroft School District.

7. Inappropriate Access to Material

- a. Students will not use the Almond-Bancroft network system to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval. In addition, students will not use the system to access information on how to make or use explosives or other devices of destruction.
- b. The school district uses filtering software to attempt to limit access to profane, obscene, or other inappropriate Internet sites. No filtering software is foolproof, however, and it is the responsibility of the students to notify school district personnel of sites that are profane, obscene, or violent in nature. If students mistakenly access inappropriate information, students should immediately tell a teacher or other district employee. This will protect students against a claim of intentional violation of this policy.
- c. Students will not attempt to bypass district Internet filters.
- d. The student's parents should instruct the student if there is additional material they think would be inappropriate for the student to access. The district fully expects that students will follow their parents' instructions in this matter.

8. Changing Resources and Technologies

- a. With the world of technology changing on a daily basis, the District will continue to adopt new technologies and resources into the curriculum.
- b. Devices such as multifunction cell phones, MP3 Players, as well as applications such as email, social networking, social book marking, podcasts, blogs, wikies, role playing environments, video games, etc, will only be used in direct correlation to the established district curriculum. Use of these items outside the guidelines of the curriculum will result in disciplinary measures.

9. Student Rights

- a. Free Speech. The student's right to free speech, as set forth in the school disciplinary code, applies also to the student's communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's right to free speech for valid educational reasons. If student work is published on the Internet as part of the District web site, it will be consistent with the goals of the curriculum and will follow all District guidelines for Web page development.



STUDENT GUIDELINES FOR EDUCATIONAL USES OF TECHNOLOGY (Continued)

b. Search and Seizure. Students should expect no privacy of the contents of their personal files on the district system. Routine maintenance and monitoring of the system may lead to discovery that students have violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that students have violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. If students are under age 18, the student’s parents have the right at any time to see the contents of their network files.

c. Due Process. The district will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through the Almond-Bancroft network system. In the event of a claim that students have violated this policy, the school disciplinary code, or the law, the student will be given notice of suspected violations and have an opportunity to present an explanation according to school code and/or state, federal, or international law.

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage students may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system. Network activity is monitored and logged. Violations of this policy are easily discovered. Depending on the nature and degree of a violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs, discipline under other appropriate school district policies.



REVISED 2018-2019 ALMOND-BANCROFT PUBLIC SCHOOLS CALENDAR

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
July Student Days/Total: 0/0						
July Teacher Days/Total: 0/0						

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
August Student Days/Total: 0/0						
August Teacher Days/Total: 7/7						

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
September Student Days/Total: 19/19						
September Teacher Days/Total: 19/26						

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
October Student Days/Total: 22/41						
October Teacher Days/Total: 22/48						

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
November Student Days/Total: 19/60						
November Teacher Days/Total: 20/68						

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
December Student Days/Total: 15/75						
December Teacher Days/Total: 15/83						

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
January Student Days/Total: 21/96						
January Teacher Days/Total: 22/105						

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
February Student Days/Total: 19/115						
February Teacher Days/Total: 19/124						

MARCH						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
March St. Days/Total: 19/134						
March Teacher Days/Total: 20/144						

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
April Student Days/Total: 20/154						
April Teacher Days/Total: 20/164						

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
May Student Days/Total: 22/176						
May Teacher Days/Total: 22/186						

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6*	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
June Student Days/Total: 4/180						
June Teacher Days/Total: 4/190						

2018-2019 Special Events

Student Registration/Picture Day	August 14
New Staff Orientation	August 15
Staff In-service - No Students	August 20-23, 28 & 30
Staff Preparation Day/OPEN HOUSE	August 29
Labor Day - NO SCHOOL	September 3
First Day for Students	September 4
NO SCHOOL	October 26
Parent/Teacher Conferences 4:00 - 7:30 PM	November 13 & 15
Thanksgiving Vacation	November 21-25
Winter Break Vacation	December 24 - January 1

End of 1st Semester	January 18
Teacher In-service - No Students	January 21
NO SCHOOL	February 22
Teacher In-service - No Students	March 18
Spring Break - NO SCHOOL	April 19-22
Last Day for Seniors	May 23
High School Graduation 7:00 PM	May 24
Memorial Day - NO SCHOOL	May 27
End of 2nd Semester/Last Day	June 6 * 12:00 Dismissal

Student Registration/Picture Day 12:00 - 6:00 PM
Teacher In-service Day - No Students
Open House 4:00-7:30 PM
Student & Staff Non-attendance Day
Student Attendance Day
Last Day of Quarter/Semester
Parent-Teacher Conference 4:00-7:30 PM
Emergency Closing Make-Up Day (If Needed)

Regular School Day Hours:	
4K - 5th Grade:	8:15 AM - 3:15 PM
6th - 12th Grade:	8:00 AM - 3:15 PM

Planned Hours of Student Instruction	
4 year old Knng = 475 hours. This exceeds the 0 DPI required hours of instruction by 475 hours	
Knng - 5th Grade = 1,125 hours. This exceeds the 1,050 DPI required hours of instruction by 78 hours	
6th - 12th Grade = 1,215 hours. This exceeds the 1,137 DPI required hours of instruction by 75 hours	

Quarter 1 - 43 Student Days
Quarter 2 - 45 Student Days
Semester 1 - 88 Student Days
Quarter 3 - 46 Student Days
Quarter 4 - 46 Student Days
Semester 2 - 92 Student Days

Approved May 14, 2018

Elementary Handbook Agreement

An electronic copy of the elementary handbook can be found at:

www.abschools.k12.wi.us

Go to Family Resources > Forms

DIRECTIONS: PARENTS SHOULD READ THE HANDBOOK AND SIGN AND DATE THIS FORM. RETURN IT TO THE MAIN OFFICE.

AGREEMENT FORM

I HAVE READ AND UNDERSTOOD THIS STUDENT HANDBOOK. I UNDERSTAND THAT ITS RULES AND POLICIES APPLY TO ME (AND SON AND/OR DAUGHTER) DURING THE 2018-2019 SCHOOL YEAR.

I HAVE READ THE STUDENT GUIDELINES FOR EDUCATIONAL USES OF TECHNOLOGY. I HEREBY GIVE PERMISSION FOR MY CHILD TO USE THE NETWORKED COMPUTER SYSTEM WHICH INCLUDES FILTERED INTERNET ACCESS, AND SHOULD MY CHILD COMMIT ANY VIOLATION, ACCESS PRIVILEGES MAY BE REVOKED, SCHOOL DISCIPLINARY ACTION MAY BE TAKEN, AND/OR APPROPRIATE LEGAL ACTION MAY BE PURSUED.

Print Student's Name Here

Parent or Guardian Signature

Date

COMMENTS/CONCERNS

If you have a suggestion, want to share an experience, or have a concern, please let us know. As partners in the education of your child we value your input and feedback. Classroom concerns should first be discussed with the classroom teacher and, if not resolved, should be referred to the school Principal. Then if not resolved, concerns should be referred to the District Administrator, and if still not resolved, should be referred to members of the School Board.

The Almond-Bancroft School District does not discriminate, and prohibits harassment, on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.