

# Bayfield/LaPointe Elementary School



## Handbook 2016-2017

300 North Fourth Street  
Bayfield, WI 54814

Principal: 715-779-3201 ext. 103  
Secretary: 715-779-3201 ext. 142  
Fax: 715-779-5268

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**You may contact Board Members at:**

School District of Bayfield Office  
 300 North 4<sup>th</sup> Street Bayfield, WI. 54814  
 715-779-3201 ext. 100

Dear Parents/Guardians and Students,

Welcome! Bayfield and LaPointe Elementary are your schools and I want them to be places for both students and families to be successful. I am proud to continue the strong tradition of excellence that has been established throughout the Bayfield School District. I am eager to create and maintain an environment that is welcoming, safe and encourages continual academic, social and personal growth.

I would like to invite you to be an active participant in your child's education. I know how important families are to every student's success and am eager for you to be involved in your school. Please keep in touch with your child's teacher(s), especially when questions arise. Most importantly, I urge you to take every opportunity to work with your child in everyday learning situations, to encourage reading, and to discuss with your child what he/she is learning at school. There is no substitute for a combined home-school effort in providing children educational excellence.

This handbook will help students and parents understand the expectations and provide basic information on how our schools operate. Please keep it as a ready reference. Although I have attempted to cover an extensive amount of information, I realize information on specific situations may not be included. Please feel free to contact me if you are unable to find answers to a question in this book.

Sandra J. Raspotnik, Principal  
Bayfield Elementary School  
LaPointe Elementary School

# WELCOME TO THE SCHOOL DISTRICT OF BAYFIELD

The staff and administration welcome you to Bayfield Elementary School and LaPointe Elementary School. Whether you are new to the District or are returning, you will find this year to be a memorable and exciting learning experience. This student/parent information is a reference to help you learn and feel comfortable with how elementary education works. Cooperation and knowledge are the keys to success and therefore, it is important for students and parents to read and understand the contents of this handbook. This information will tell you what is expected and what services and benefits can be expected from the school. It contains the answers to questions you may have during the school year.

## PHILOSOPHY

The staff of the School District of Bayfield's elementary schools believes that its major purpose is to provide experiences that will enable each student to develop intellectually, emotionally, and physically. In providing these experiences, the educational program should adapt to each student's abilities, needs, and interests. The Board of Education, local communities, administrators, teachers, families, and students work cooperatively to provide the best educational programs for our students.

### ***Parents can see to it that their children are prepared for learning by:***

1. Being sure that your children had a good night's rest and nutritious meals including breakfast.
2. Regularly schedule homework times and a quiet place to do it.
3. Being sure to keep communication open with your children's teachers.
4. Motivating our child with praise.
5. Limiting the amount of TV and computer games.
6. Talking with your children to know what is going on in school and how they feel about things.
7. Encouraging your children to read; read to your children; visiting the school, Red Cliff, Madeline Island, and Bayfield libraries.

Help your children to be ready for the school day by: checking if backpacks are ready to go; home work is done; children are dressed appropriately for the weather; forms are signed and returned; clothes are labeled; money needed for school is in a sealed envelope, with amount, purpose, and student's name and teacher's name on the front.

### ***Students can be ready to learn by...***

1. Attending school and classes regularly and participate in class activities.
2. Completing assignments on time.
3. Completing homework before play begins.

4. Asking questions; asking for help when you need it; talking to your teacher and parents/guardians.
5. Having your backpack ready to go the night before school.

***Staff responsibilities to learners...***

1. Work with children as individual learners to provide a positive experience.
2. Communicate with parent/guardians on the progress of the child.
3. Maintain a positive, safe and respectful learning environment.

## MISSION STATEMENT

The School District of Bayfield will support the educational and developmental growth of each and every student while utilizing available resources in a respectful and prudent manner.

## VISION STATEMENT

The School District of Bayfield is a data-driven learning organization committed to educating students in a safe environment that encourages and values the individual learner. District education is grounded in respect for diversity, reflection, exploration and action.

## BELIEF STATEMENTS

**Respect:** Every student deserves to be respected as a unique and complex individual. Every child is entitled to an education which is based upon individual needs and learning styles.

**Cooperation:** The potential of education is more fully realized when a partnership exists between parents, students, teachers, Board of Education, Administrators, as well as the communities of Red Cliff, Madeline Island and Bayfield.

**Responsibility:** Everyone needs to understand and appreciate their rights as a valued citizen. We have a responsibility to make our community, region, country, and our world a better place.

**Kindness:** Everyone needs to feel safe and supported in their environment. There is an obligation to promote learning, personal growth and development for everyone.

**Honesty:** Students and staff are encouraged and challenged to reach their full potential. Relationships will be based on integrity. Thoughtful reflection of our words and deeds are encouraged.

## EQUAL EDUCATIONAL OPPORTUNITIES

The School District of Bayfield is committed and dedicated to providing the best education possible for every child in the District for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the student body.

## DISTRICT NON-DISCRIMINATION POLICY

The School District of Bayfield is committed to equal educational opportunity for students. It is the policy of the District, pursuant to s.118.13, Wis. Stats., and PI 9, that no person, on the basis of gender, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, may be denied admission to the District or be denied participation in, be denied benefits of, or be discriminated against in curricular, extracurricular, pupil services, recreational, or other programs.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (gender), and Section 504 of the Rehabilitation Act of 1973 (handicap).

It shall be the responsibility of the District Administrator to examine existing policies and develop policies where needed to ensure that the School District of Bayfield does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an employee is designated annually to receive complaints filed under s. 118.13, Wis. Stats., PI9, Wis. Admin. Code, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the District's compliance with s. 118.13, Wis. Stats. is completed every five years under PI 9, Wis. Admin. Code and submit Form PI-1197 to the DPI annually.

The School District of Bayfield is committed and dedicated to providing the best education possible for each child in the District. It is expected that the student will have regular attendance and the student's conduct is compatible with the welfare of the student body. The District encourages informal resolution of complaints under this policy. If a person believes that the School District of Bayfield or a part of the school organization has failed to follow the law and rules s. 118.13, Wis. Stats. or in some way discriminates against pupils on the above basis they may bring or send a complaint to:

Dr. David Aslyn  
District Administrator  
300 North 4<sup>th</sup> Street  
Bayfield, WI 54814  
715-779-3201 ext. 101

Mrs. Beth Kasinski  
Equity/Nondiscrimination Coordinator  
300 North 4<sup>th</sup> Street  
Bayfield, WI. 54814  
715-779-3201 ext. 125

# PBIS AT BAYFIELD ELEMENTARY SCHOOL

## A General Overview

At Bayfield School, the main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors. Through PBIS we will work to create and maintain a positive, productive, and safe environment in which ALL school community members (administration, faculty/staff, parents and students) have clear expectations and understandings of their role in the educational process.

### Proactive Approach to School-Wide Discipline

This school-wide system of supporting positive behavior focuses on a team-based system approach and teaching appropriate behavior to all students in the students in the school. The goal of PBIS at Bayfield School is to accomplish the following:

1. **Behavioral Expectations are Defined.** Behavioral expectations are clearly defined in the positive, simple rules, in the Code of Conduct:
  - **Respect** - Treat people, places, and things the way you would like to be treated. "Give it, to get it."
  - **Responsibility** - Follow through and take control of your success.
  - **Honesty** - Be truthful.
  - **Kindness** - Treat everyone with politeness.
  - **Cooperation** - Work together in a peaceful way.
2. **Behavior Expectations are Taught.** The behavioral expectations are taught to all students at the beginning of the school year and throughout the year as needed. Teaching staff is provided with behavioral lesson plans designed to help "teach" students the expected behaviors. The general rule is presented, the rationale for the rule is discussed, positive examples ("right way") are described and rehearsed, and negative examples ("wrong way") are described and modeled. Students are given the opportunity to practice the "right way" until they demonstrate fluent performance.
3. **Appropriate Behaviors are Acknowledged.** Once appropriate behaviors have been taught, they need to be acknowledged on a regular basis. Through PBIS we have designed a formal system, called "High Five," for faculty/staff to consistently recognize and reward students who demonstrate expected behaviors.
4. **Behavioral Errors are Corrected Proactively and are Recorded.** Students, faculty/staff, and administrators will be able to predict what will occur when behavioral errors are identified. PBIS Student **Behavior forms** are used to document and record incidents managed by staff and office. The **Student Behavior Management Flowchart** is used to help faculty/staff distinguish major from minor behavioral incidents and when



to document these behaviors (classroom or office-managed behavior)

5. **Decisions About Behavior Management is Data Based.** One of the most important features of PBIS is the use of a data management system to track discipline incidents. The data will be used by the PBIS Team to help determine the type of incidents that are occurring, where, when, and who is involved. The data will eliminate the guesswork from the decision-making process about what is and what is not working in the school's behavior management system. Data reports can enable administration to devote resources and time to the precise students, place, and school day period that need them.

## ATTENDANCE

*Compulsory School Attendance, s. 118.15(3)(c), Wis. Stats, and School Attendance Enforcement, s. 118.16, Wis. Stats.*

Regular attendance is essential to a child's success in school. Time missed can not be made up. The interactive learning of that day is lost. Parents/guardians are responsible for requiring their children to attend school in compliance with the Red Cliff Tribal Law and Wisconsin State Law. Doctor, dental, and other appointments should be scheduled after school or during vacations. Attendance is taken by 8:25 a.m. Dismissal is at 3:25p.m. Students who arrive at school after 8:25 a.m. will be considered tardy. Students from ages 6 to 18 are required to attend school on a daily basis by Wisconsin and Red Cliff Tribal Law, and the District policy. The following attendance policy is in effect:

Parents/guardians are asked to notify the school by 9:00 a.m. on the morning of a child's absence or tardy from school by telephone at 779-3201 ext. 142 (LaPointe families please call 747-3605). If a telephone is not available, a note should be sent with the student on the day the child returns or prior to the absence when the absence is known. An absence will be considered unexcused if parents/guardians do not contact the office within two days. It is the student's responsibility to turn in make up work at the proper time and to know the teacher's guidelines concerning make up work. See Assignments Missed section listed under General Topics.

### Excused absences

WIS. State Statutes and the Board of Education have determined that the following reasons for an absence from school are considered to be excused:

1. Illness (5) days per semester. A doctor's note verifying illness is needed beyond 5 consecutive days. Failure to provide a medical note may result in truancy);
2. Medical appointment (Verification from clinic office is mandatory);
3. Social services appointment or counseling session;
4. Funerals;
5. Religious holidays or other legitimate observances;

6. Court appearances or other legal procedures which require the attendance of the student;
7. Attendance at special events of educational value, physical exams, extended trips as sanctioned by parents/guardians, and certain cultural activities with advanced approval from Principal or designee;

Students that are absent more than five (5) times in one semester will be asked to get doctor, social service, or court verification that documents the days of absence.

Parents may excuse their child's absence in writing before the absence. A child may not be excused for more than 10 days in a school year under this provision's. 118.15 (3)(a), Wis. Stats.

The board may excuse children who are temporarily not in proper physical or mental condition to attend school but can be expected to return to school upon termination or abatement of the illness or condition's. 118.15 (3) (a), Wis. Stats. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

### Truancy

A student will be considered truant if the student is not in the school building or assigned area or without the knowledge of a parent or guardian for part or all of a school day. When a student is truant, procedures will be followed according to (s.118.16 WIS. Stats) and the Red Cliff Truancy Code 33.3.3.

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester. S, 118.16 (1)(a) and (c), Wis. Stats.

## GENERAL TOPICS

### Address changes

Please notify the school immediately if there is a change in your address, phone number, or person to contact in case of emergency. This information is **very important** in case your child becomes ill or is injured.

### After-School Activities PBIS Guidelines

1. Show **Respect** during after-school activities by using quiet voices and by following Bayfield School PBIS guidelines.
2. Show **Responsibility** during after-school activities by being in assigned areas. We pay and follow posted procedures for after-school activities. We clean up after ourselves.

3. Show **Honesty** during after school activities by being truthful with others. We only go where we are allowed.
4. Show **Kindness** during after-school activities by being a good friend, and by being kind to others.
5. Show **Cooperation** during after-school activities by following directions from after-school staff.

### Arriving / Releasing students from school

Students who walk or provide their own transportation are asked not to arrive before 7:30 a.m. If your child must arrive prior to 7:30 a.m., please contact the Principal so that arrangements can be made for a designated waiting area. To avoid accidents, please do not use the parking area behind school for dropping off and picking up.

### Leaving during the Day

Although we encourage families to make appointments after school hours, we know that occasionally this is not possible. When students need to leave the building, they should bring a written note from a parent/guardian to their teacher at the *start of the school day*. When it is time for the child to leave the building, **parents are expected to meet the student in the main office and sign the child out**. If a student returns to school later in the day, parents are asked to walk the student to the office and sign out their child.

### Assignments Missed Due to Excused Absences

Students will be given one day per excused absence to make up missed school work at full credit and full grade.

### Assignments Missed Due to Unexcused Absences

The teacher has two options for students making up work: 1) student may be required to make up the work, including tests, for reduced or full grade; and 2) work missed by the student including tests, will be made up at a time and place determined by the teacher. Reduction of grade will be teacher discretion. Credit for the course cannot be denied solely because of the student's absences.

### Assignment Notebooks

K-5 students receive assignment notebooks to assist in the organization of multiple assignments, managing time, and in keeping accurate instructions. The notebook enhances home-school communication. Most students will be responsible to share and have parents sign assignment notebooks each school day.

### Bringing Personal Items to School

The only time students should bring personal items to school is when a teacher instructs them to do so. Any items that are brought to school (such as kick balls) need to fit into a bag with handles so they can be easily carried. CD players, MP3 Players, IPods, hand held gaming devices, etc., are only

allowed for educational purposes with permission of classroom teacher. **Toys, games or items that are distracting are not allowed in school.** These toys, games, or items will be held by staff until the end of the school day or until arrangements are made to get these items home.

Use of a cellular phone is subject to the provisions of the Bayfield School District Acceptable Use Policy:

1. Students who bring cellular telephones to school are responsible for keeping their telephones turned off and in their locker/cubby/backpack during the school day.
2. Student shall not turn on or use cellular telephones while being transported in authorized district vehicles to and from school-sponsored activities or field trips, unless they receive permission from the supervising teacher, bus driver or there is an emergency situation that jeopardizes the safety of students, staff chaperones or the bus driver.
3. Any parent/guardian who wants his/her child to use a cellular telephone at an unauthorized time may submit a request to the student's principal or his/her designee, explaining the reasons for the unauthorized use. The Principal's or designee's decision shall be final.

### Birthdays/Special Days

With the teacher's permission, students are allowed to celebrate birthdays and bring treats. Please aim for nutritional treats and try to avoid sugary snacks. PLEASE DO NOT HAND OUT BIRTHDAY INVITATIONS AT SCHOOL FOR PARTIES UNLESS THE WHOLE CLASS IS INVITED. Students not invited are hurt. Other special days are scheduled during the year; teachers will notify in advance when one is scheduled.

### Bullying & Prevention Campaign:

We have an anonymous bully reporting system. When bullying is reported, the teacher, school counselor or principal will follow-up on the report. This is a pro-active program to prevent bullying from happening again. Often times a student doesn't realize that his/her behavior was bullying. Repeated bullying is harassment and will result in disciplinary action.

### Bullying, Harassment and Hazing

The School District of Bayfield shall maintain and ensure a learning and working environment free of harassment and/or intimidation between students. Harassment and hazing are not acceptable behaviors and will not be tolerated. These behaviors are punishable by law under Wisconsin's pupil harassment statutes. (s.118.13, 118.20, 118.36, Wis. Stats.)

Harassment is repeated and unwelcome physical, verbal, or psychological behaviors directed toward another. Hazing is the practice of a student or a group of students subjecting other students to abusive language, tasks, tricks, punching, etc. Both substantially interfere with another student's school performance or creates an intimidating, hostile, or offensive school environment. It will not be tolerated as per Board Policy 412, Prohibition of Harassment, Intimidation, and Bullying (adopted 11-09-09).

If you believe that you are being or you have witnessed another person being subjected to harassment, hazing or intimidation, please report this behavior to a staff member. There will be an investigation if harassment, intimidation, and/or hazing have occurred, the following measures will be taken:

1. The student will be warned by the Teacher that the reported behavior is unacceptable and considered to be harassment, hazing, and/or intimidation. Appropriate discipline will be administered and parents/guardians will be notified.
2. If the behavior continues, the student will be reported to the Principal. Appropriate discipline will be administered, mandatory counseling will be assigned, and parents/guardians will be notified.

The School District of Bayfield defines harassment, intimidation and bullying as any gesture or written or verbal or physical act that is reasonably perceived as being motivated either by actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or mental, physical or sensory handicap that takes place on school property, at school-sponsored functions or in a school vehicle.

### Cafeteria PBIS Guidelines

1. Show **Respect** in the cafeteria by saying "please" and "thank you." We use appropriate language and talk at an appropriate volume. We return trays and other items without damaging them.
2. Show **Responsibility** in the cafeteria by using good table manners. We stay seated while eating and we clean up after ourselves.
3. Show **Honesty** in the cafeteria by eating only our own food. We do not take food or other objects that don't belong to us. We are honest with cafeteria staff.
4. Show **Kindness** in the cafeteria by complimenting the cafeteria staff. We also help others who need assistance.
5. Show **Cooperation** in the cafeteria by following the posted procedures. We wait our turn in line and allow personal space to others. We are attentive and follow directions when they are given.

### Cafeteria Guidelines

1. In order not to disturb other classes, noise should be kept to a minimum.
2. Students are not to take food out of the lunchroom.
3. Outdoor apparel, i.e. coats and hats, are not to be worn in the lunchroom.
4. Pop is not allowed in the lunchroom. If a student brings lunch to school parents are encouraged to send juice or purchase milk.

### Closed Campus

Students in K-5 have **closed campus**. Students are to remain in the school building unless permission has been granted by the Principal and supervised by staff. Students leaving during the school day are required to have a **written permission slip** from parents/guardians and obtain a permit to leave the building from the Principal's office

## COMMUNICATIONS

It is the intention of the District to keep the students and parents/guardians informed of things happening at school. Information coming home may be from individual classroom teachers or from the office. The school will also announce calendar events in the school newsletter.

Parents/guardians are welcome to call or visit school when they have questions or concerns. The school secretary's phone number is 779-3201 ext. 142. LaPointe's phone number is 747-3605.

Student announcements occur first thing in the morning during homeroom. Students should read/listen carefully to these announcements to learn of events and important dates.

- Contacting Your Student's Teacher Please keep in touch with your student's teacher. Teachers welcome communication with parents/guardians regarding their children. Each teacher has a telephone in the classroom for convenience and welcome phone calls **before** or **after** school. You can also leave a message on the teacher's voice mail or with the K-5 secretary.
- Parent Teacher Conference Formal conference times are scheduled in the fall. Parents/guardians will be notified prior to conferences and are encouraged to attend; student(s) report cards are available at that time. Parents/guardians are also invited to contact teachers on an individual basis by making an appointment at a mutually convenient time.
- Parent Teacher Conference Dates: November 10, 2016 4-7:30 p.m. at Bayfield School & November 15, 2016, 4-7:30 p.m. at Legendary Waters.
- Report Cards Parents/guardians and students will receive report cards after each nine (9) weeks. The first nine (9) weeks report of each semester indicates student progress. The second report at the end of each semester indicates a final grade to be placed on the student's permanent record. Please review the report card thoroughly and if you have a question, please contact your student's teacher.
- Thursday Folders For your convenience, school notices and classroom work will be sent home on Thursdays. The school will issue one Thursday Folder to each student. The folder needs to be returned to the classroom teacher on Friday.

### Dress and Personal Appearance

It is expected that parents/guardians and students use discretion regarding student attire. Clothing must not be disruptive to the educational process.

1. Attire with printing or pictures promoting nudity, sex, profanity, drugs/alcohol, violence, antisocial organizations and tobacco products are not allowed.
2. Caps, hats, visors, head bands, miscellaneous head wear are not allowed.\*
3. Underwear is unacceptable when worn as outer apparel.
4. Footwear, such as shoes, sandals, or boots are required.\*
5. Sunglasses are not allowed.\*
6. Jackets are not allowed to be worn in the classroom during the school day.\*

\*Exceptions for unusual circumstances (i.e. medical). Principal may consult with the pupil service team to grant exception to this rule.

### Seasonal Dress

Clothing can often affect the way a child feels and can affect school performance. In the interest of the health and safety of children, the District relies on the good judgment of parents/guardians to outfit children in a manner appropriate for school. Please adhere to the following guidelines:

1. Students should wear attire appropriate for school activities;
2. Students must have hats, mittens, boots, snow pants and a warm coat to go outside for recess and physical education during winter;
3. Shoes and boots should be standard footwear during winter months.
4. Insulated boots for indoor wear are strongly discouraged;
5. Please send dry shoes to school so your student can change into these upon arrival and after outdoor recess.

### Early Dismissal

In the event of an early dismissal due to snow storms or other emergency conditions which may result in an early school closing. Be sure to include emergency information on the enrollment cards. This information will be used if parents are not able to be contacted.

### School Closing

Emergency school delays, dismissals, or cancellations are usually the result of inclement weather. A school day could also be altered because of utility failures, mechanical failures or threats. School day alterations, due to weather conditions or emergencies, will be announced on the following radio and television stations:

<u>STATION</u>		
WATWZ93	1400 AM	Ashland
WNXR	107.3 FM	Ashland
WBSZ	93.3 FM	Ashland

WJH	96.7 FM	Ashland
KQDS	94.9 FM	Duluth
WWAX	92.1 FM	Duluth
KLDJ	101.7 FM	Duluth
KKCB	105.1 FM	Duluth
KBMX	107.7 FM	Duluth
WEBC	560 AM	Duluth
KUMD	103.3 FM	Duluth
KDAL	610 AM	Duluth
ROCK	95.7 FM	Duluth
WDSM	710 AM	Duluth
WGEE	970 AM	Duluth
KTCO	98.9 FM	Duluth
KDWZ	102.5 FM	Duluth
WDIO	CH. 10 TV	Duluth
KBJR	CH. 6 TV	Duluth
KDLH	CH. 3 TV	Duluth

If school is delayed, has early dismissal or is cancelled, that change pertains to the School District of Bayfield, LaPointe Elementary School, Bayfield Head Start and Red Cliff Head Start.

If school closes early due to inclement weather, school-wide extracurricular and intra curricular events and practices will be cancelled.

If school is delayed, school breakfast will be served if the delay is 2 hours or less. If the delay exceeds 2 hours, breakfast will not be served.

Due to the potential danger of young children not being able to enter a home or safe shelter earlier than the student's scheduled arrival time, the District does not initiate an early dismissal unless there is a serious danger or situation at school. Another reason school could be dismissed early is if the District Administrator, in consultation with Viking Motors, anticipates that the buses will be unable to get children home safely at the usual dismissal time.

### Emergency Defibrillator

An important part of the emergency response plan includes the use of defibrillation via semiautomatic external defibrillators, commonly known as automated external defibrillators (AEDs). AED's are located across from the office and outside the gym.

### Fire and Tornado Drills

Fire drills will be conducted on a regular basis to prepare students and staff for quick evacuation of the building. Instructions are posted in classrooms. Teachers go over these rules with students. Anyone turning in a false alarm will be referred to the civil authorities and prosecuted under Wisconsin law in addition to being suspended or expelled from school. Tornado drills will be conducted according to state and county guidelines.



## Field Trips

Field trips are planned to enrich the school curriculum. A general permission slip is on the enrollment form. You will be notified of all bus field trips in advance, but will not receive additional permission slips. If you choose not to have your child attend a field trip, you must notify the school office in advance and make arrangements for your child to be supervised that day.

### **Field Trip Procedures**

- Students are to ride to and from a field trip location in school district provided vehicles. The only exception to this policy could be a parent/guardian transporting their own child with a written request provided to the principal.
- Only parents serving as chaperones may ride on school provided vehicles in addition to staff members and the students involved with the trip.
- Parent chaperones may not bring other children on school sponsored trips. Chaperones are expected to assist with supervision of the students on the trip and caring for other children can interfere with that responsibility.
- Parent chaperones may drive their own vehicles on school trips if sufficient supervision is provided on school vehicle, however, they may only transport other parent chaperones or their own child involved in the group activity.
- Only students, staff and designated chaperones are part of the official field trip/co-curricular group. Others attending the same event on their own initiative are not part of the official group.

## Hallway PBIS Guidelines

1. Show **Respect** in the hallways by honoring others' space. We keep our hands and feet to ourselves. We keep the hallway graffiti-free and leave bulletin boards and posters alone.
2. Show **Responsibility** in the hallways by having a clipboard or pass and permission to go somewhere. We always stay within our assigned areas.
3. Show **Honesty** in the hallways by being truthful. We make sure we are where we say we are going to be.
4. Show **Kindness** in the hallways by keeping our hallways clean. We are helpful to guests, and if someone needs directions, we assist them.
5. Show **Cooperation** in the hallways by walking. We are on time for class and allow others to move through the hallway.

## HEALTH & WELLNESS

### A. Medication

Medication will be given at school only when the student's health requires it during school hours. Medication will be kept in the nurse's office, and administered by the nurse or designee. The nurse or designee shall keep an accurate record of the prescription, the storage, and administration instructions, and will periodically review the written instruction with the parents/guardians and/or physician.

Wisconsin State Law and school board policy dictate the procedures for dispensing medication. These are:

*For prescription medication -*

- a) A Physician & Parent/Guardian Authorization Form must be on file at the District (see appendix).
- b) Send the medication in its original container from the pharmacy.

*For non-prescription medication -*

- a) An Over the Counter Medication Administration in School Form must be on file at the District (see appendix).
- b) Send medication in the original container labeled with the child's name, dosage, time to be given, and name of doctor to be consulted if problems arise.

Copies of these forms are at the end of this handbook. Please sign and return these documents as soon as possible. If more forms are needed, contact the school office. For the safety of your student, **NO** medication will be given without following these procedures. Medications will be dispensed as per these procedures.

## B. Illness / Injury

Students who become ill at school are assessed by the school nurse or designee. If a student has a fever, is vomiting, has diarrhea, has an undiagnosed rash, or is too sick to be in school, a parent/guardian will be contacted to take the student home. Please provide the school with adequate information by way of emergency card to help in these situations.

When a student is injured while participating in a school activity he/she should notify the instructor/supervisor immediately. First aid and emergency care will be given. The Principal will be informed and it will be decided if the accident is serious enough to call parents. Should the accident be serious enough, parents/guardians will be notified as to the nature of the injury. Parents/guardians and Principal will determine if an ambulance should be called. If a parent/guardian cannot be contacted, attempts will be made to contact the student's emergency contacts. If the school cannot reach the emergency contacts, the student will be taken for medical treatment or an ambulance will be called, if deemed necessary.

## C. Immunizations

Students admitted to the School District of Bayfield are required to have the immunizations required by state law. Except as otherwise provided, immunizations shall be required for measles, rubella, mumps, diphtheria, pertussis (whooping cough), tetanus, and polio. A varicella vaccine is required for preK-12 students if they have not already had chicken pox. These requirements can be waived only if a properly signed medical or conscientious exemption is filed with the school. A tdap booster is required after age 11.

## D. Insurance

The District does not provide district-wide insurance coverage for students.

### E. Emergency Cards

It may be necessary for the school to contact you, the parent or legal guardian, throughout the year. It is very important to have an updated **Emergency Card** with a working phone number and an additional emergency contact person in case you are unavailable. Promptly submit changes to the school secretary.

### Honor Roll

The honor roll will be published in local and area newspapers at the end of each quarter. Students with grade point averages from 3.00 to 3.50 will be awarded recognition with honors. Students with grade point averages from 3.50 to 4.00 will be awarded recognition with high honors.

### Internet Access Policy and Procedures

Students are granted access to the Internet automatically. If a parent does not want their child to access the Internet they can opt out from Internet access on the form located at the end of this handbook entitled: Student Opt-out Form for Network resources. This form is also for requesting that a picture of your child not be displayed on the District Web Site. The Acceptable Use Agreement use of the Internet and District Technology Resources is located at the end of this handbook in the page titled: School District of Bayfield Student Acceptable Use Agreement For Network resources. Internet access in a privilege and abuse will result in disciplinary action.

### Lockers/Cubbies

Lockers/cubbies are provided by the school for students' convenience. The locker/cubbies are used solely for storage of outerwear and school related materials. The locker/cubby is NOT student property and is assigned with the understanding that school officials have the right to open and inspect the locker or cubby at any time. Students are responsible for paying to repair any damage done to their locker. Locker/cubby inspection will be held on a regular basis. Students are expected to keep lockers/cubbies clean.

### Cubby Area PBIS Guidelines

1. Show **Respect** in the cubby area by leaving others' property alone. We keep our hands, feet, and objects to ourselves. We allow personal space for others.
2. Show **Responsibility** in the cubby area by keeping the cubbies graffiti-free. We do not write or draw on any surfaces.
3. Show **Honesty** in the cubby area by handling our own property. We do not take others' property.
4. Show **Kindness** in the cubby area by using them carefully. We do not pound on kick, or hang on our cubbies.
5. Show **Cooperation** in the cubby area by keeping the area clean. We throw away our own trash, and place it in a garbage can. We also take unused clothing, backpacks, boots, shoes, and other items home in a timely fashion so our cubby remains neat and clean.

Parent Visits for Lunch

Parents are invited to join their child for lunch at school. Please check in at the office on the day you plan to join your child for lunch. The cost of an adult lunch is \$4.15. Parents may purchase lunch in advance or pay in the lunch line.

Meals - Breakfast & Lunch

The School District of Bayfield is participating in a new National School Lunch and School Breakfast Program called the Community Eligibility Provision (CEP) for the 2016-17 School Year. Bayfield School District enrolled students are now eligible to receive one daily breakfast and lunch at no charge.

School Meals and Milk Prices	per day	per week
Breakfast K-5	Free	Free
Lunch regular price	Free	Free
Adult Guest Breakfast	\$1.75	
Extra milk/milk break	\$0.25	\$1.25
Adult Lunch price	\$4.15	\$20.75

If you need assistance, please call Randi Johnson at 779-3201 ext. 111. There is a cost associated with students choosing to have an extra milk at \$.25 or an extra lunch at \$2.15. The School District of Bayfield Food Service Collection Policy states that parents/guardians must keep a positive or 0.00 balance on all accounts.

Lunch Schedules

All students have a 30 minute break to eat lunch. Students are encouraged to eat lunch at a slow pace and to spend at least 10-15 minutes eating their lunch if students have recess directly after they eat lunch.

Parental Permission

Students are recognized publicly for the wonderful things they do. In reporting these events, your permission is needed to be able to release the following information: Student's name, parent's/guardian's name, date of attendance at Bayfield or LaPointe Elementary school, previous school, activities or organizations and photo of students. *No other information will be released without your written permission.* Release would only be to non-commercial organizations and only information pertinent to the recognition. Any parent not wanting such information released must make such a request in writing to the principal by the first Friday in September. This permission is valid for the current school year only.

In accordance to s. 118.125(2) (j)1 Wis. Stats. directory data may be disclosed to any person if the school has notified the parent/guardian that directory information has been requested.

Parents/guardians have 14 days to inform the school that all or any part of the directory data may not be released without prior consent of the parent/guardian. If the school does not receive comments from parents/guardians concerning directory data, the school will assume passive consent has been granted.

### Parents/Guardians Visiting School

Parents/legal guardians are encouraged to visit their children in the classrooms. Advanced arrangements should be made with the teacher. When you come to school, please sign in and secure a visitor's tag from the office.

### Parent School Association (PSA) - LaPointe Elementary School

As members of the PSA, interested parents/guardians, and community members participate with the school staff, students, and families to build a healthy learning environment, which includes building on creative curricula, cultural offerings, open communication and positive attitudes within LaPointe Elementary School.

There are many ways to participate in the PSA; any effort is helpful and appreciated. Coming to meetings and encouraging others to attend are important ways to be involved. Getting involved in the PSA can help your children's education, choices and growth.

## Physical Education

Each child who is physically able is required to take physical education training. In case a student is ill or is physically disabled, a doctor's statement to that effect is required to excuse the child from physical activities. This student is still required to participate in the non-physical segment of the course. Physical education rules will be presented at the first class. Adaptive physical education classes may be provided for students that have handicapping conditions. Please ensure that your child has tennis shoes for physical education classes.

## Problems, Concerns, Questions

If you have a question you need clarification on, or problems that concern you, the best way to start finding out what to do is to talk to the staff person closest to the situation. If the issue deals with grades, transportation, another student, coach, teacher, bus driver, or any other situation, it's best to talk with the person(s) directly involved.

If there is still an unresolved issue or question, the next step would be to talk with the supervisor that is responsible for that type of situation. The Principal and Dean of Students deal with student attendance, transportation, discipline, and activities; the Director of Special Education administers special education programming. If at anytime you are not satisfied with the resolution of a problem, or need information, you may contact the school K-5 principal at 779-3201 ext. 103.

If there still isn't an appropriate resolution to the situation dealing with policy issues, the District Administrator can be consulted. The School Board is the final authority in dealing with appeals for policy issues. A formal appeal process is available from the District Office. It's a good idea to use and keep copies of your concerns to document and clarify issues.

## Prohibited Items or Articles

A weapon maybe any object which when used or intended to be used to inflict serious bodily harm or property damage as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (included, but not limited to firearms defined in 18 U.S.C. 921 a 3 ), guns of any type, including air and gas-powered guns (whether loaded or unloaded) or any facsimile of a gun, knives, razors, metallic knuckles, martial arts weapons, and ammunition.

The school administrator will refer a student who violates this policy to the parents or guardians and to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

### Recess & Physical Education (Outside)

Students are expected to participate in recess. Fresh air and exercise are key elements in facilitating the educational process. During inclement weather or if the temperature / wind-chill falls below 0° Fahrenheit, the students will have recess and physical education indoors. If your child is too sick to go outdoors during recess they are probably too sick to be at school. Please provide a doctor's note in the event that your child cannot participate in outdoor recess. Please provide appropriate clothing and outerwear for the season (See Seasonal Dress for more details.)

### Request for Religious Accommodation

No student shall be denied admission to any school in the District, be denied participation in, be denied benefits of, or be discriminated against on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examination and other academic requirements. Requests for accommodations must be submitted in writing by a student's parent or guardian and approved by the building principal. The School District of Bayfield supports the practice of smudging in the school district. Smudging involving burning materials is not authorized inside school buildings due to health and safety matters. Smudging involving burning is authorized in a designated building adjacent to the Technology Education facility. Once the request is approved, the parent/guardian or their authorized representative will be granted access to the designated building. Religious accommodation forms are available in the office and in the forms section of this handbook.

### School Schedule

#### Bayfield

**7:45a.m-8:15a.m. Breakfast**

**8:25 a.m. School Begins**

**3:35 p.m. School ends**

#### LaPointe

**7:30a.m-7:50a.m Breakfast**

**8:25 a.m. School Begins**

**3:35 p.m. School Ends**

### Sporting Event Conduct

1. Students should not arrive more than 1/2 hour prior to the event—doors will open at that time.
2. Students should be in the gym and in their seats while the game is in progress. Spectators should not be in the hallways.
3. Students are not to sit on the stage unless there is an extremely large crowd or unless you are in the pep band. Stage curtains will be closed during games.
4. **Do not** cross the floor in front of the stage while the teams are warming up or while the game is being played.
5. Spectators are asked to stay off the gym floor.
6. Sportsmanship is essential at games. Red Cliff and Bayfield students have displayed a quality of fine sportsmanship over the years. Let's continue to be a leader in the Indianhead Conference.
  - a) please refrain from booing the officials.

- b) do not whistle or make other noises while the opposing player is in control of the ball (even as a response).
7. Stay in your seat until the game ends -- for home and away games.
8. Please do not kick the bleachers.

### Student Placement

The primary responsibility for the placement of students in classrooms is that of the Principal. Information regarding the child's social, emotional, and academic development can be extremely useful in placing the child and should be directed to the Principal. Information from professional school staff and parents/guardians will assist in the most appropriate placement. Factors considered by the Principal in educational placement include multiple-ability groupings, gender equity, learning styles, programming for children with special needs, allowing for social-emotional needs, and balancing class size. **Parent/guardian input regarding the placement of their child will be given consideration and must be received by the Principal in writing by May 1st.**

### Student Records

Student records are available through the Principal's office. These records include scholastic achievement, test records, attendance, and other necessary information. Students, parents/guardians, and school personnel may request to see records for appropriate reasons. In addition, a judge has the power to see records of students who may fall under the court's jurisdiction of the law. According to the Privacy Act of 1974 no other person may see these records without the **express written permission** of the parent/guardian, or until the student becomes 18. Requests for transfer of records must be in writing from a form obtained from the Principal.

### Textbooks & Library Books

Please remind students that library books and textbooks are valuable and are school property. Books are to be checked out of library and returned each week to allow for circulation. Payments will be required for damaged or lost library books. Classroom textbooks are issued to students for different subject areas. Students are responsible for properly caring for them and returning them.

Because classroom textbooks are expensive, students are expected to cover textbooks. Charges for damaged or lost books must be paid before a new book is issued and before the end of the year.

### Visitors

Visitors are asked to check in and out of the appropriate office upon entering and exiting the building in order to receive a *VISITORS PASS*. For security reasons, and in case of an emergency, it is important for the Principal to know who is in school and the purpose of the visit.

The District does not encourage student visitors. No pass will be issued to a student whose school is in session. Permission from the Principal must be acquired at least one day in advance of a proposed visit. Teachers have the right to refuse to allow visiting students in their classrooms.



### Visitor / Volunteer Parking

If there is not a spot in the front school lot, parking is available on 3rd Street or at the parking lot by the ball field. Do not park behind the school. Remember NOT to park in Bus Zones during school hours.

## BUS TRANSPORTATION

It is important to read and discuss the Bus Transportation guidelines that follow. Please review the time and place for pick up and drop off. Students should be at the bus stop five (5) minutes before the scheduled pickup times. Until the schedules are finalized there may be slight variations. Your patience is requested. Students are expected to behave in a reasonable manner while on the bus or at bus stops. Students who choose not to behave may lose the privilege of riding the bus. Parents/guardians will be notified in advance of such exclusion. Regulations will be strictly enforced.

Students that ride the bus are expected to ride the bus in the morning and afternoon. If other arrangements are to be made, the child's teacher must have a written request signed by the parent. **Without a note, the staff will assume your child goes directly home after school.** Only regular bus children may ride the bus. Permission cannot be granted to friends who are not regular riders to take the bus. Changing bus assignments is not encouraged and allowed only in the case of emergency. Requests for changing bus assignments should be in writing a day in advance.

Emergency communications with the District's busses en-route are possible by two-way radio from the school offices. **Bus Garage: 715-779-3222, Bus Garage Cell: 715-813-0457**

### While riding the bus:

- Remain in your seat.
- Keep hands, head, feet and personal belongings to yourself and in the bus at all times.
- Bus riders are not permitted to stand or walk about a moving bus.
- Treat bus equipment with respect. Damaged property must be paid for by the student and/or parents of the student who caused the damage.
- Keep the bus safe and clean.
- Please do not talk or laugh loud enough to distract the driver.
- Keep book bags and belongings in the seat- not the aisle.
- Bus drivers assign seats to some or all riders.
- Any actions that jeopardize the health, safety or comfort of other riders or the driver will not be tolerated.
- Video cameras may be used in buses to help monitor student activity.

- Large, oversized items which do not fit on a lap or under the seat are not allowed.
- No sprays or scented items (i.e. hairspray, perfume, fingernail polish, etc.) are allowed.

While leaving the bus:

- Do not push or shove.
- If you must cross the road, wait for the driver to signal that it is safe to cross; walk quickly, do not run across the road in front of the buss.
- Move away from the bus quickly

Bus PBIS Guidelines

1. Show **Respect** on the bus by listening to the driver and following directions. We report unsafe activity to the bus driver.
2. Show **Responsibility** on the bus by resolving conflicts in mature appropriate ways. We clean up after ourselves and leave the bus in good condition. We keep the bus graffiti-free and don't write or draw on any surfaces.
3. Show **Honesty** on the bus by telling the truth. We go directly to our assigned bus and find our seat immediately.
4. Show **Kindness** on the bus by keeping our hands, feet, and objects to ourselves. We allow personal space for others to move through the aisle.
5. Show **Cooperation** on the bus by being on time. We stay in our seat at all times. We follow the bus rules and directions from the bus driver.

Guidelines

Bus drivers are responsible for providing verbal warning to students that are not complying with the Guidelines. Students that do not comply with the rules and/or receive repeated warnings will be issued a Bus Conduct Report by the bus driver. Depending on the severity of the incident and/or students behavior, the starting step of disciplinary action may be accelerated.

- 1<sup>st</sup> Bus Conduct Report -  
Student assigned seat by the bus driver for two weeks.  
Student meets with the Principal and behavior is discussed.  
Notice sent home.
- 2<sup>nd</sup> Bus Conduct Report -  
Parents/guardians contacted and bus privileges suspended for one to five (1-5) days
- 3<sup>rd</sup> Bus Conduct Report -  
Parents/guardians contacted and bus privileges suspended for five to ten (5-10) days.  
Parent meeting to determine corrective actions.
- 4<sup>th</sup> Bus Conduct Report -  
Parents/guardians contacted and bus privileges suspended indefinitely.  
Parent/guardian meeting scheduled to determine corrective actions.

- **PUNCHING OR FIGHTING ON THE BUS MAY RESULT IN A one to five (1-5) DAY OUT OF SCHOOL SUSPENSION.**

# STUDENT BEHAVIOR EXPECTATIONS

Behavioral expectations for students are essential to accomplish the goal of quality education for students. Two areas of concern are behaviors that: (1) disrupt the learning environment so others cannot learn, or (2) acts that endanger the safety or well being of students in the classroom and to or from school.

It is the responsibility of school personnel to develop and maintain a learning environment which reflects good decision making, respectful attitudes, and high levels of achievement. It requires the parents/guardians, teachers, and students to work together to achieve these goals. **Please review these behavioral expectations with your children**; support and praise your child when they demonstrate these attributes.

If a student or group of students' behavior or misconduct disrupts the teaching process, students are denied their right to learn. Therefore, no student has the right to interfere with another student's learning, interfere with a teacher's teaching, or interfere with a safe and healthy environment.

The majority of children follow reasonable rules and direction from school staff. However, the disruptive conduct of some pupils makes it necessary to establish standards of behavior and disciplinary procedures, which are used consistently. School personnel have the responsibility to use preventive, and when necessary, corrective disciplinary action in order to ensure proper pupil conduct. Parents are asked to be aware of children's activities, performance, and behavior in school. Parents are asked to cooperate and work with the school to prevent, or correct problems.

"Strive for Five" is the guide for behavior at the Bayfield School:

**Respect** - Treat people, places, and things the way you would like to be treated.

"Give it, to get it."

**Responsibility** - Following through and taking control of your success.

**Honesty** - Being truthful.

**Kindness** - Treat everyone politely.

**Cooperation** - Working together in a peaceful way.

School rules are based on these principles.

## General Rules of Conduct

- A. Follow directions of staff the first time given;
- B. Keep hands, feet, hurtful words, and hurtful objects to yourself;
- C. Walk;
- D. Be in the assigned area and be prepared with assigned/required materials;
- E. If you are unsure of what to do, ask questions.

### **Unacceptable Behaviors**

- A. The violation of any local, state, or federal laws;
- B. Willful conduct that endangers school district employees, students, or property of the school;
- C. Willful conduct which materially and substantially disrupts the right of others to an education;
- D. The possession or use of articles that are a nuisance, illegal, or that cause harm to persons or property in school or at school-sponsored activities;
- E. Willful violation of any rule of conduct specified in this discipline policy.

### **PBIS Office Managed Behaviors**

PBIS office managed behaviors are disciplinary matters that cannot and will not be tolerated. These violations may result in the immediate removal of the student.

- Abusive/inappropriate behavior/profanity
- Physical aggression
- Defiance/Disrespectful/Insubordination/Non-compliant
- Lying/cheating
- Harassment/Bullying
- Property damage/Vandalism
- Forgery/Theft
- Use/Possession of Drugs/Alcohol/Tobacco/combustibles
- Bomb threat/false alarm/False Fire alarm
- Use/Possession of weapon (Prohibited article)
- Arson
- Inappropriate display of affection
- Repeated minor behaviors
- Inappropriate location / Out of bounds area
- Gang affiliation display

### **PBIS Minor/Major Behavior Information:**

**Minor: Teacher Managed**

**Major: Office Managed**

#### Physical Contact/Physical Aggression:

Minor:

- Student engages in non-serious but inappropriate physical contact
- Includes but is not limited to: Poking, horseplay, hands on non-violent, can include use of objects

Major:

- Student engages in serious inappropriate physical contact where injury may occur

- Includes but is not limited to: Repeated non-serious Hitting, punching, kicking, scratching, pulling

Disruption:

Minor:

- Student engages in low-intensity inappropriate disruption that interferes with their learning or learning of others

Major:

- Any act that disrupts the right of others to learn and interferes with the learning process.

Defiance/Disrespect/Non-compliance:

Minor:

- Student engages in brief or low-intensity failure to respond to adult requests. Student uses inappropriate language or tone of voice towards staff or peers

Major:

- Willful failure to respond to or carry out a reasonable directive by school personnel

Property Misuse:

Minor:

- Using property without permission or inappropriately

Major:

- Student participates in an activity that results in the destruction or disfigurement of property
- Damage is determined to have value and needs replacing
- Repeated minors

Dress code violation:

Minor:

- Student wears clothing that is near, but not within, the dress code guidelines defined by the school district

Major:

- Repeated minors
- Students wear clothing that is unacceptable as outlined in the student handbook

Technology Violation:

Minor:

- Use of electronic device during school hours
- Improper use of school technology

Major:

- Repeated use of electronic device
- Failure to follow staff directive after second offense

Tardy:

Minor:

- Not in the classroom when the bell rings (document in Infinite Campus and address student)

Major:

- Student is over 5 minutes late
- More than three tardies in one week in the same class

Inappropriate/Abusive Language:

Minor:

- Unintentional misuse of inappropriate language

Major:

- Deliberating swearing
- Deliberate spoken threat, person feels threatened
- Directed profanity (student to student vs. student to teacher)

Use/Possession of Tobacco:

Minor: Refer to Major

Major:

- Student is in possession of or is using tobacco

Use/Possession of Drugs and Alcohol:

Minor: Refer to Major

Major:

- Student exhibits unusual suspicious behavior (Report suspicious behavior to an administrator immediately. This is determined and handled by the school principal)

Bomb Threat/False Alarms/False Fire Alarm:

Minor: Refer to Major

Major:

- Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion
- Student deliberately pulls the fire alarm.

Forgery/Theft:

Minor: Refer to Major

Major:

- Student is in possession of, having passed on, or is responsible for removing someone else's property or has signed a person's name without that person's permission

Use/Possession of Weapons:

Minor: Refer to Major

Major:

- (A weapon is anything that can be used to threaten or inflict injury on another person)  
Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm

Inappropriate Display of Affection:

Minor:

- Display of intimate affection (embrace, hug, kiss)

Major:

- Repeated display of intimate affection (embrace, hug, kiss)

Inappropriate Location/Out of Bounds:

Minor: Refer to Major

Major:

- Constitutes an area of the school building that is not connected with that particular student schedule.
- Student leaves or misses class without permission.

Harassment/Bullying (Board Policy): Please refer to page 11

Truancy:

Minor: Refer to Major

Major:

- An unexcused absence for part or all of the school day

Gang Affiliation:

Minor: Refer to Major

Major:

- Student uses gesture, dress, accessories such as chains or bandanas, and/or speech to display affiliation with a gang

Fighting:

Minor: Refer to Major

Major:

- Student is involved with initiating and/or participating in an act of physical violence with intent to harm

Lying/Cheating:

Minor: Refer to Major

Major:

- Student delivers a message that is untrue and/or deliberately violates rules.

## **FORMAT FOR BEHAVIOR INTERVENTION**

The Bayfield School District has the responsibility to educate every student and to provide a safe and orderly learning environment for all students and staff. The Bayfield School District has high standards for all students and staff, and recognizes that a diverse district needs to use differentiated strategies. Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students cause disruption or are removed from their classrooms due to misbehavior. This policy and the accompanying procedures are intended to improve behavior, school climate and academic achievement for all students. Effective discipline can only occur in the context of a learning community that values caring relationships. Relationships of care and mutual respect are necessary for students to accept instruction, modeling and feedback from their teachers. These relationships provide the motivation for students to care about the impact of their behavior on others.

The goal of school discipline is to teach students to behave in ways that contribute to academic achievement and school success and supports a school environment that builds positive relationships where students and staff are responsible and respectful. The Bayfield School District expects all students to be active learners and responsible members of their learning community. A restorative approach shall be followed to promote positive relationships, responsibility and respect:

1. Recognition that misbehavior damages relationships between the person or persons who misbehaved, the person harmed by the behavior, and the community as a whole;
2. Having an opportunity to repair harm done and restore relationships;
3. Building personal responsibility by helping individuals develop internal control and motivation;
4. Maintaining boundaries/limits that preserve mutual respect and the safety and integrity of individuals and the community.

The following is a list of offenses, consequences and the procedures by which discipline will be enforced by school administration. Appropriate preliminary disciplinary procedures



such as warnings to students and calls to parents/guardians will be used by staff members for minor infractions prior to notification to the Principal. Minor infractions include but are not limited to such things as tardiness, minor disruptive behaviors, or being out of assigned area. Staff members will notify the individual students of the infraction and if necessary, will notify the parent/guardian.

## OFFENSES AND CONSEQUENCES

**\*The administrator has the discretion to alter handbook guidelines based on the findings of the investigation.**

### Abusive Language/Inappropriate language/Profanity

Deliberate swearing. Directed profanity (student to student or student to staff). This offense will be referred to administration.

- a) First offense      *Removal from classroom by school personnel for intervention. Parent/guardian notified.*
- b) Second offense    *Removal from classroom. Guidance Counselor and parent/guardian notified. Additional consequences may be implemented.*
- c) Third offense      *Suspension (in-school or out of school) may be implemented for multiple days. Guidance Counselor and parent/guardian notified, meeting with parents to determine/discuss behavior plan.*

### Defiance/Disrespect/Insubordination/Non-compliant

Willful failure to respond to or carry out a reasonable directive by school personnel. An investigation by the school administrator will be made and disciplinary consequences will be determined based on the severity and repetition of the insubordination.

### Disruption

Any action that disrupts the right of others to learn and interferes with the learning process is cause for disciplinary action. The level of consequence will vary with the severity of the disruption. Minor offenses will be addressed by the classroom teacher. Major offenses may require removal from the class.

### Lying/Cheating:

Student repeatedly delivers message that is untrue and/or deliberately violates rules. An investigation by the school administrator will be made and disciplinary consequences will be determined based on the severity and repetition of the event.

### Out of Bounds

Out of Bounds constitutes an area of the school building that is not connected with the particular student schedule. Student leaves or misses class without permission.

- a) First and continuing offenses. Conference with principal, parent/guardian and school counselor notified. *Documented on the attendance report. Law enforcement may be notified for students leaving school grounds.*

### Tardiness

We believe it is important to be prompt and on time for class. We are "striving" to reduce tardiness and have put into practice daily rewards and incentives that promote promptness. Teachers will be providing positive interventions to address tardiness.

### Technology Violation

Students are expected not to use electronic devices including cell phones, MP3 players, IPOD's or any other electronic device in the building. Student's use of electronic devices is not allowed unless it is during a teacher approved lesson.

### Fighting

Student is involved with initiating and/or participating in an act of physical violence with the intent to harm.

- a) First offense - *Removal from class, counselor and parent/guardian contacted, suspension (in-school, out of school) may be implemented based on investigation results. Law enforcement may be contacted.*
- b) Second and continuing offenses - *Removal from class. Counselor and parent/guardians contacted. Suspension (In-School, Out of School) implemented based on investigation results. Law enforcement may be contacted. Parent/guardian meeting with administration to establish/discuss a behavior plan.*

### Forgery/Theft

Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission. Theft must be reported to the office immediately. A report may be made to the law enforcement. Disciplinary consequences will be assigned.

- a) First offense      *Removal from the class and sent to the office. Parent/guardian contacted.*
- b) Second offense    *Removal from class, counselor and parent/guardian contacted.*
- c) Third offense      *Removal from class, suspension (in-school) may be implemented, parent/guardian notified, Parent meeting to establish/discuss a behavior plan*

Bomb threat/False Alarm/False Fire Alarm

Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. Student deliberately pulls the fire alarm.

Based on the investigation, the student may be given up to five (5) days OSS, reported to law enforcement, and referred to the school board for expulsion.

Physical Aggression Staff/Student

Student engages in serious inappropriate physical contact where injury may occur includes but not limited to hitting, punching, kicking, scratching, pulling. There will be an investigation by the administrator. Law enforcement may be contacted.

- a) First offense - *Removal from class, counselor and parent/guardian contacted, suspension (in-school, out of school) may be implemented based on investigation results. Law enforcement may be contacted.*
- b) Second and continuing offenses - *Removal from class. Counselor and parent/guardians contacted. Suspension (In-School, Out of School) implemented based on investigation results. Law enforcement may be contacted. Parent/guardian meeting with administration to establish/discuss a behavior plan.*
- c) Physical attacks and intimidation may result in suspension including contacting law enforcement. A parent/guardian meeting with administration will be required to develop / discuss a behavior plan.

Property Damage/Vandalism

Student participates in an activity that results in the destruction or disfigurement of property. This will include computer software. A charge of any damages will be made and the student will be responsible for restitution. A report may be made to law enforcement. Disciplinary consequences will be assigned and may include the loss of computer and Internet privileges.

Use/Possession of Combustibles

Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage such as matches, lighters, firecrackers, gasoline, lighter fluid etc...

Any offense - Interventions include up to five day (5) OSS, law enforcement may be notified, counselor and parents/guardians notified and there may be a required meeting with the school administrator. May result in an expulsion hearing.

Use/Possession of Weapons

A weapon, any object which when used or intended to be used to inflict serious bodily harm or property damage as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (defined in 18 U.S.C. 921 a 3 ), guns of any type, including air and gas-powered guns (whether loaded or unloaded) or any facsimile of a gun, knives, razors, metallic knuckles, martial arts weapons, and ammunition.

Based on the results of the investigation, the school administrator will refer a student who violates this policy to the parents or guardians and possible contact with law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

## Bayfield Elementary, Middle, and High School Behavior Matrix

	Restroom	Cafeteria	Locker Area	Hallway	Bus	After School Activities	Classroom 6-12	Classroom K-5	Playground
Respect	Keep graffiti free	Say please and thank you  Use appropriate language and tone of voice  Return trays and other items in the condition you received them	Leave property of others alone	Honor others' space  Keep graffiti free  Leave bulletin boards and posters alone	Listen to the driver  Report unsafe activity to the driver	Use quiet voices and appropriate language  Demonstrate good sportsmanship	Use appropriate language and tone of voice  Raise your hand  Care for textbooks and technology equipment	Stay on task  Work quietly  Take turns  Be accepting of others	Keep your hands and feet to yourself  Take care of equipment  Use appropriate language
Responsibility	Keep restroom clean  Wash your hands	Use good table manners  Stay in seat while eating  Clean up after yourself	Keep graffiti free	Have a pass and permission  Stay within assigned areas	Resolve conflicts with maturity  Clean up after yourself	Pay attention to posted after-school activity procedures  Be in assigned area  Clean up after yourself	Be on time  Be prepared for class	Follow classroom routines  Use time wisely  Be prepared  Strive to do your best  Be safe	Follow playground safety rules  Dress responsibly for the weather  Line up immediately when whistle is blown
Honesty	Honesty is truthfulness  Be honest	Taking things that do not belong to you is dishonest  Eat your food only  Be honest	Stealing is dishonest  Be honest	Honesty is being where you say you're going to be  Be honest	Lying is being untruthful  Ride your assigned bus  Be honest	Honesty truthfulness  Be honest	Honesty truthfulness  Be honest	Be truthful  Do your own work	Follow the rules of the games  Be honest
Kindness	Throw away trash	Compliment the cafeteria staff	Be kind to your locker	Keep our hallways clean  Be helpful to guests	Keep hands to yourself  Let others through aisle	Be kind to visiting teams and their fans  Encourage others to participate	Listen and respond politely to adult directions	Be polite  Be accepting of others	Listen and respond politely to adult directions  We do not bully
Cooperation	Use the closest bathroom  Use restroom during break time  Use in a timely manner	Follow the posted procedures of the cafeteria  Wait your turn in line  Be attentive to directions  Maintain personal space	Keep area clean	Please walk  Be on time for class  Allow movement in the hallway	Be on time  Stay in your seat  Follow bus rules	Follow event workers' directions  Enter school through Commons Area Door 1  Students must stay in the school once they enter. If they leave, they cannot come back in.	Be on time  Work quietly  Wait your turn to speak	Follow directions the first time  Raise your hand  Listen with your eyes, ears, and heart	Include others  Take turns  Work together to solve problems

**SCHOOL DISTRICT OF BAYFIELD**

**Student/Parent Permission Form For World Wide Web (WWW)  
Publishing of Student Work**

Name of Student \_\_\_\_\_

Name of Supervising Teacher \_\_\_\_\_

School \_\_\_\_\_

Student Permission:

**I, the student, give my permission to allow photograph(s) of me, any of my class projects, literary pieces or art works to be published on the School District of Bayfield web site. I retain the right to have same moved from publication upon my written request.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Permission:

**Our son/daughter has given permission for his/her photograph(s), any class projects, literary pieces, or art works to be published on the School District of Bayfield web site. We understand that his/her teacher will examine each project and will publish it if the content is appropriate. We also understand that no last names, addresses or telephone numbers will appear with such work. If a photograph, which includes our son/daughter, is published, no information may appear in its proximity, which would allow anyone to identify and locate him/her. As parents/guardians, we retain the right to have our son/daughter's image(s) and works removed from publication upon written request.**

Parent, Custodial Parent or Guardian:

Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: June 9, 2008

## SCHOOL DISTRICT OF BAYFIELD

### Student Acceptable Use Agreement for Network Resources

The use of the School District of Bayfield network resources is a privilege; users are responsible for their behavior while online. It is expected that the School District of Bayfield students will conduct their Network activities under the following guidelines:

1. All use of District resources to access the Internet must be in support of and consistent with the educational objectives of the School District of Bayfield.
2. Transmitting any material in violation of any U.S., state regulation or school board policy is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.
3. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable in Internet communication.
4. Students have a responsibility to respect the privacy and property of other users. Staff will not intentionally seek information about, obtain copies of, or modify, files, data, or passwords of other users.
5. Students should not reveal any personal information, such as addresses, phone numbers, or photographs.
6. Using District network resources for commercial purposes is prohibited.
7. Students should not expect that files stored on District resources would be private. District and network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.
8. Intentionally accessing obscene materials unrelated to the charge of pursuing the educational objectives of the District is prohibited.
9. Non-District owned hardware or software might not be introduced into the system without approval from the District Technology Coordinator or building administrators. A written request must be submitted to state the purpose for use of the hardware or software and the duration.
10. Students will not share their passwords with other students or allow their account to be used by another person.

**Penalty for Violation of Acceptable Use Responsibilities** Failure to follow appropriate practices may result in disciplinary actions including loss of the individual's access to the Internet or their personal account being locked. Serious abuses may result in suspension or expulsion. When applicable, law enforcement agencies may be involved.

All students will be granted access to the District Network and the Internet. If a parent does not want their child to use the Internet or District network resources they shall notify the District in writing of their desire.

APPROVED: June 9, 2008

**SCHOOL DISTRICT OF BAYFIELD**

**Student Opt-Out Form For Network Resources**

If you do not want your son or daughter to access the Internet or have their picture displayed on the School District of Bayfield Website please fill out the form and return it to the School District of Bayfield District Office, 300 North Fourth Street, Bayfield, Wisconsin 54814.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ email: \_\_\_\_\_

Please check the statement that applies:

\_\_\_ As the parent or legal guardian of the student named above, I do not grant permission for my son or daughter to access the Internet from School District of Bayfield network resources.

\_\_\_ As the parent or legal guardian of the student named above, I do not grant permission for my son or daughter's photo without identifying name or caption to appear on the School District website.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

CROSS REFERENCE: 385 Internet Safety and Acceptable Use  
385 Exhibit 2 Student Acceptable Use for Network Resources  
385 Exhibit 4 Requests to Use Personal Electronic Devices  
390 Web Page Publishing

APPROVED: June 9, 2008



**SCHOOL DISTRICT OF BAYFIELD**

**Request to Use Personal Electronic Device**

I am requesting to use my personal electronic device in the School District of Bayfield. The authority granted educators and schools under Wisconsin State Statutes provides school authorities with the right to inspect students' lockers, student owned or operated vehicles parked on school grounds, and/or articles carried on their person during the day or at related school-sponsored activities.

Please fill in the below information:

Description of device (Brand, model): \_\_\_\_\_

Purpose for use: \_\_\_\_\_

\_\_\_\_\_

Period of Use: \_\_\_\_\_

I agree to the following guidelines:

- Permission to use the device must be obtained in advance from the District Technology Coordinator or a building administrator.
- The District is not responsible for lost/stolen/damaged devices.
- All guidelines for appropriate use must be adhered to.
- Any actions to activities that are disruptive in any way will result in immediate termination of right to use the electronic device in the School District of Bayfield.

Student or Staff Member Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature: \_\_\_\_\_

If a student request: Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

-----

Approved by: \_\_\_\_\_  
(Name and Position)

Date: \_\_\_\_\_

CROSS REFERENCE:	385	Internet Safety and Acceptable Use
	385 Exhibit 1	Staff Acceptable Use for Network Resources
	385 Exhibit 2	Student Acceptable Use for Network Resources
	445.1	Locker Searches
	445.2	Search of Students and Student Possessions

APPROVED: June 9, 2008

**SCHOOL DISTRICT OF BAYFIELD PRESCRIPTION MEDICATION  
PHYSICIAN AND PARENT (GUARDIAN) AUTHORIZATION FORM**  
STUDENT NAME \_\_\_\_\_ DOB \_\_\_\_\_

**To be completed by physician / licensed practitioner/traditional practitioner:**

Medication Name	Dose	Time to be given	Form/Route	Side Effects	Adverse Reactions
1)					
2)					

**Medication given at school must be in the correct pharmacy container labeled with the student's name, pharmacy name and #, physician name, and medication name, dosage, and frequency to be given.**

**Reason for medication** (optional) Medication #1: \_\_\_\_\_  
Medication #2: \_\_\_\_\_  
Special instructions: \_\_\_\_\_

**Start date** if not beginning of the school year: \_\_\_\_\_  
**Stop date** if not the end of the school year: \_\_\_\_\_  
List minimal frequency between doses (especially if PRN): \_\_\_\_\_  
If PRN, list symptoms/conditions for which medication is to be given: \_\_\_\_\_

**Physician's/Practitioner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Printed Name \_\_\_\_\_ Physician's Phone # : \_\_\_\_\_  
Fax # \_\_\_\_\_ Address \_\_\_\_\_

**To be completed by parent / guardian:**

I request and give permission for **(Student's Name)** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
to receive the above medication(s)/treatment at school according to standard school district  
policy and for the physician/staff and school district staff to share information needed to assist  
my child with medication needs. I agree to hold the School District of Bayfield, its employees  
and agents who are acting within the scope of their duties harmless in any and all claims arising  
from the administration of this medication at school. I agree to notify the school in writing at the  
termination of this request or when any change is necessary.

**Parent/Guardian Signature** \_\_\_\_\_  
Date \_\_\_\_\_

School Nurse Phone # 779-3201 Ext. 143 Fax # 779-5268

APPROVED: September 11, 2008

**School District of Bayfield – School Sponsored Extended Trips  
Over the Counter Medication Administration in School**

**Dear Parents/Guardians:**

The School District of Bayfield has a policy which effects how non-prescription (over-the counter) medications are dispensed. The chaperones may give non-prescription medications with parental permission. The following guidelines will be followed:

1. The chaperone will review the child’s complaint and symptoms to determine if other measures can be used before medication is given.
2. The chaperone must be notified of any allergies, especially to medications, the child has.
3. A record of the medication given will be kept.
4. Restraint will be used in the use of non-prescription medicines.
5. Bottle instructions for dosages will be used unless otherwise specified by parents.

If you **DO NOT** want any medications administered, please sign here: \_\_\_\_\_

The following are over-the-counter medications which are available from the school nurse:

- Tylenol (acetaminophen) children’s & adult Bee sting wipes**
- Tums (antacid) Antibiotic ointment**
- Cough drops (pectin & menthol) Hydrocortisone cream**
- Anbesol (for canker sores) Saline eye wash**
- Hydrogen peroxide (external use) First aid cream**

These medications will be used only with written consent for students under 18 years of age. Students 18 years old may give their own consent. Medications will be used per package instructions unless otherwise specified by parent/guardian.

I have read the above and request my child be given the above medications as deemed necessary following the above guidelines.

**Parent/Guardian**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

**PLEASE LIST KNOWN ALLERGIES TO MEDICINE:** \_\_\_\_\_

**No changes have been made regarding prescription medications:**

Prescription Medications:

1. Prescription medications sent to school must be in the original container (This is the LAW).
2. A signed parent consent form for prescribed medication must accompany each prescribed medication sent with the student.
3. Prescription medications require physician’s order as well as parental consent. (This can be faxed to the school nurse at 779-5268)
4. A record of medications given at school will be kept in the nurse’s office.

This consent is for the designated time period of the school sponsored extended trip going to:  
\_\_\_\_\_ Dates: \_\_\_\_\_

Approved: May 14, 2007

**SCHOOL DISTRICT OF BAYFIELD**

**Request for Religious Accommodation Form**

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing by parents/guardian and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, release time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Please complete this form to request a religious accommodation for your child. Your request will be reviewed for approval by the building principal.

**Name of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Grade:** \_\_\_\_\_

**Name of Parent/Guardian making request:**

\_\_\_\_\_

**Please describe the religious accommodation you are requesting for your child:**

\_\_\_\_\_

**How often is the requested accommodation needed?**

\_\_\_\_\_

**Specific days/times the requested accommodation is needed:**

\_\_\_\_\_

**Who will supervise your child during the requested accommodation time and location(s) you authorize for the religious activity to take place? (Please note: School District employees cannot supervise students for religious/spiritual activities during their duty hours.)**

\_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Principal Approval:** \_\_\_\_ Yes \_\_\_\_ No **Notes:** \_\_\_\_\_

\_\_\_\_\_  
**Principal Signature**

\_\_\_\_\_  
**Date**

**SCHOOL DISTRICT OF BAYFIELD  
SCHOOL CALENDAR  
2016-2017**

Aug. 29 1/2 Day Staff In-service Day (Work in Rooms)  
Aug. 30 & 31 Staff In-service Days  
Sept. 1 First day of School for Grades 6-12/Open House for Grades K-5  
Sept. 5 No School – Labor Day  
Oct. 7 Early Release @ 12:45 PM – Staff Professional Prep  
Oct. 10 No School – All Day Staff In-service  
Nov. 4 Early Release @ 12:45 PM – Staff Professional Prep  
End of 1<sup>st</sup> Quarter (45 days)  
Nov. 10 Parent/Teacher/Student Conference K-12 at Bayfield 4:00 PM – 7:30 PM  
Nov. 15 Parent/Teacher/Student Conferences K-12 at Legendary Waters Resort  
4:00 PM - 7:30 PM  
Nov. 21–Nov. 25 No School – Fall Break  
Dec. 22–Dec. 30 No School – Winter Break  
Jan. 2 No School – All Day Staff In-service  
Jan. 27 Early Release @ 12:45 PM – Staff Professional Prep  
End of 2<sup>nd</sup> Quarter (47 days) and Semester 1  
Feb. 17 Early Release @ 12:45 PM – Staff In-service  
March 17 Early Release @ 12:45 PM – Staff Professional Prep  
March 27–March 31 No School - Spring Break  
April 7 Early Release @ 12:45 PM – Staff Professional Prep  
End of 3<sup>rd</sup> Quarter (45 days)  
April 14 No School  
May 29 No School – Memorial Day  
June 3 Graduation – Class of 2017  
June 7 Early Release @ 12:45 PM – Staff Professional Prep  
End of 4<sup>th</sup> Quarter (41 days) and Semester 2

APPROVED: 02-08-16

## **Student Handbook Recognition and Pledge Sheet**

We (student and parent/guardian) have read and understand the policies, rules and regulations in this handbook. We also understand that the policies, rules and regulations are not all inclusive. We agree to adhere to these policies, rules and regulations as set forth by the School District of Bayfield Board of Education.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

Please sign and date this form and return this page to one of your child's teachers by the end of the first week of school.

**The School District of Bayfield's Family-School Compact for the  
2016-2017 School Year: Elementary School**

A Family-School Compact is an agreement that parents/guardians, teachers, and students develop collectively. It explains how we will work together to ensure all students get the individual support they need to reach and exceed grade level standards.

**The School District/Teacher Responsibilities:**

- Provide instruction by highly qualified teachers.
- Provide instruction that meets the needs of all learners.
- Provide an uninterrupted 90-minute block for both reading and math each day.
- Regularly send information and reports home in each student's kid book and/or the U.S. mail.
- Hold parent-teacher conferences; Compacts will be discussed as they relate to the individual child's achievement at that time.
- Provide parent(s)/guardian(s) opportunities to contact staff via phone, email, and/or meetings.
- Provide parent(s)/guardian(s) many opportunities throughout the year to volunteer within their child's class and to observe classroom activities.
- As needed, provide supports from our Title I department to offer students small group and/or one on one instruction.
- Notify parent(s)/guardian(s) if it determined that their child should receive additional Title I services that would occur outside of the classroom.
- Hold an annual meeting to inform parent(s)/guardian(s) of our school's participation in the Title I, Part A program, and to explain these programs, as well as the rights of the parents/guardians to be involved in The School District of Bayfield's School Wide Title I Program.

**Parent/Guardian Responsibilities:**

- Promote regular attendance.
- Check your child's Kid Book nightly for homework and notes from teachers.
- Encourage your child to read every night.
- Participate in regular school functions such as Family Nights.
- Keep the lines of communication open between yourself, the school, and the classroom teacher.

**Student Responsibilities:**

- Do homework every day and ask for help when it is needed.
- Read every day outside of school time.
- Give parent(s)/guardian(s) all information received from school every day.

**Signature of School Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_