

Welcome to the Webster Elementary School!

This handbook has been prepared to help you become acquainted and informed of the many aspects of our school. Please take a few minutes to become familiar with it. We have attempted to address basic procedures and guidelines as a reference tool for you.

We welcome your questions and concerns about how to make your child's education a successful and positive one. We desire to work as a team to make this happen. One way to do this is to communicate directly with your child's classroom teacher if you have any questions or concerns. Each of the teachers' names and e-mail addresses are listed in this handbook. The best time to call to be able to talk to a teacher without interrupting teaching time is usually from 7:45-8:15 or 3:25-3:45. He or she could then set up a time to talk in person or on the phone.

Please go to the person concerned first. If it is a concern that you feel hasn't been adequately handled, then contact the principal. Every effort will be made to work together to reach a positive outcome. We want to be on the same team when it comes to ensuring success and emotional well being of all of our students.

We also ask that parents drop students at the front door and walk their child no further than the front bulletin board. We have all students either at outside recess or eating breakfast in the cafeteria until the first bell rings at 8:20. Many times staff members are in meetings previous to this, and we're trying to train all students to get into the routine of being at breakfast or outside.

School Hours

Morning recess supervision and bus drop off begins at 8 a.m. Please try to drop your child off as close to 8 a.m. as possible. Recess and breakfast ends with a bell at 8:15. The second bell rings at 8:25 and anyone not in class by 8:40 will be marked as being tardy. It is important that the students are ready to learn by being here on time and have the time to get set for the day.

Buses will leave the Elementary School at 3:15 each day. **The end of the day is hectic. Please have arrangements made by 2 p.m. to ensure that students get on the right bus and go with the right person.**

Parents may take their children from school at 3:15 from the cafeteria. There will be a check in person at a table to make sure that students go with the right adult, so check in with the adult on duty before leaving. Please do not arrive any sooner than 3:10, as that will eliminate any congestion. There are two safety issues that we are trying to avoid at the end of the day. One has to do with cars jammed up in the parking lot and blocking fire lanes with students weaving in and out. The second has to do with making sure that each student goes to the right place with the right parent. Anything that you can do to make this happen would be appreciated and recommended.

IMPORTANT SAFETY MESSAGE

We have an increasing number of parents with custody issues. In order to assist with student safety and security, we have the front playground gate locked at all times. The back gate is only open during bus loading times; outside access will not be granted from these gates. The only doors that will be unlocked are the front doors after 8:30 a.m. If you are volunteering or assisting in your child's classroom, you must stop at the office and sign in and you will receive a visitor's badge. DO NOT just walk down the hall, even if you frequently visit. Not all staff will know you and the badge is a means of providing some safety and security. You will be asked to return to the office to get a badge or volunteer name tag.

It can be an unintended disruption to classes with frequent drop in's, so it is best to leave items at the office to be dropped off. The secretary can relay messages when necessary.

Snow pants, boots and winter gear

Students need boots to be able to be on the playground when it is snow covered. We have 2-3 spares in the office to be used as a back up and also have organizations that donate boots, snow pants, hats and mittens to help where needed. We do not have space or supervision during recess for students to stay inside if they forgot their boots and there is no available replacement. Please mark your child's items so they can keep track of them.

If the temperature is below zero, we stay inside for recess. If the wind chill is below that, we also stay inside. Otherwise, students without boots stand on the wall during recess. The janitors shovel paths to enable them to move around on the blacktop if the rest of the pavement is wet.

Attendance Policy

The following are examples of acceptable excused absences from school:

- Dentist/Orthodontist/Doctor/Counseling Appointments/Court Dates (with proper documentation)
- Family Emergencies (funerals, hospitalization)
- Religious Observances
- Pre approved family trips
- All other allowed absences as stated in the Wisconsin State Statute 118.15

Any absences that do not fit in the above categories will be considered unexcused absences. To approve an absence, contact must be made with the building secretary via notes, phone calls or emails within three days of the absence. For a pre-approved family trip, a pre-approved absence form must be filled out completely, signed and turned into the office prior to the absence.

Partial Absences:

- A tardy is defined as missing five minutes or more of class.
- When a parent signs a student out before the closing bell, it is considered an early departure.
- Each group of 3 tardies or early departures counts as an unexcused absence.

Truancy Procedure:

Wisconsin compulsory attendance law states that all students age 6-17 are considered truant if they are absent from school for all/part of a day without an acceptable excuse.

Truancy is defined as being absent without an acceptable excuse for all or part of five or more days in a semester.

- After three days of unexcused absences in a semester, a notification letter will be sent to the parent/guardian.
- Upon the fifth unexcused absence in a semester, a referral will be made to the Municipal/Tribal Court.
- Excessive excused absences are also deemed as being truant. After 10 days of excused absences, a letter will be sent to parents. Further absences would need a doctor's excuse. Truancy meetings and procedures will be in place after 15 days of excused or unexcused absences.

The principal, who serves as the truancy officer, may use discretion for extenuating circumstances. School attendance is very important. Work done in class cannot be replaced by a worksheet. Please be proactive regarding your child's attendance.

Miscellaneous Reminders

If you are eligible for free or reduced lunch, please fill out the appropriate forms and return them to the office as soon as possible. **Filling out these forms benefits you with reduced or free lunch cost, and it benefits the school district by giving us our SAGE, Title 1 and other grant dollars based upon the number of students receiving these benefits.** SAGE stands for Student Achievement Guaranteed in Education, and the funding enables us to have smaller class sizes in the early grades. Title 1 provides reading and math support to our entire school population.

All money for primary children should be sent to school in a sealed envelope, labeled with the child's name and grade. We urge students to refrain from carrying money around school. This often serves as a temptation to other students, and money stolen is usually impossible to recover. We do not take responsibility for money that is lost or stolen.

No toys are allowed at school, as well as hand held video games, music devices, or Pokeman cards. Cell phones are not to be used during the school day. We realize that some students have them, but they need to stay in their back packs. They are a distraction from learning and classroom activities. Students also run the risk of items being lost, stolen, or broken. If students use the games and music on their bus rides, they can arrange a safe place for those things to be kept. The school will not be responsible for those items that are broken, lost, or stolen.

Box Tops for Education, Campbell's Soup Labels and Target Charge Cards

We get money for a variety of things that benefit the students through collecting and turning in "Box Tops for Education" labels that are on boxes of cereal and many other food items, as well as from Campbell's Soup labels. Target also sponsors a "Cash for Kids" program. If you sign up for a Target charge card, they give 2% of the proceeds to the Elementary School. This money goes to an activity fund that enables us to provide school t-shirts, attendance awards, field trips, and to put on assemblies and projects that benefit our students.

The Breakfast and Lunch Program

Monies for lunch may be paid directly to the administration office or the elementary office. Please put money in an envelope showing Head of Household, student's name, and the amount. Students are not allowed to carry a negative balance and still eat hot lunch. If the balance falls below zero, the student will be given a peanut butter sandwich and milk.

The 2014-15 School Year Lunch Program costs for students is: Breakfast- \$.95; Lunch \$1.80 (PK-6); and \$2 (7-12). A visitor lunch is \$2.90, which can be purchased in the office. Your children may qualify for free meals or for reduced price meals. Free/Reduced Applications are mailed out in August if your income changes and you want to re-apply contact the Elementary Office for a form.

The Elementary School operates a breakfast program from 8:00-8:15 a.m. every morning. The program is offered to everyone and runs under the same guidelines as the lunch program.

School children from families whose income is within the federal family size income scale are eligible for free or reduced lunches. Parents will receive a free or reduced application at the beginning of each school year explaining the program. If parents are eligible, they should complete the form and return it promptly. Parents will be notified of the outcome of each application. Please stop by the office if you lose your application that was sent in the mail. The secretary will help you fill it out if you have questions.

Books

Books are very expensive. You can do your part of keeping the replacement cost down by making sure your child's textbooks and library books are handled with care. They should not be used to carry papers or anything else that would break the book's binding. Keep them dry and clean. Place books where younger children in the family cannot mark them. Any damaged textbooks will need to be paid for.

Textbooks or library books that are damaged, destroyed, or lost must be replaced at the expense of the parent.

Administering Medication at School

For the protection of your child and to ensure safe administration of medicine to your child, the following procedures must be taken:

1. You should notify the school when your child needs to receive medicine at school.
 - a. You must complete the “Permission to Administer Medicine at School” forms. These forms are available at the school or Burnett County Medical Providers.
 - b. Provide the school with the medication **IN A PRESCRIPTION BOTTLE** labeled with the following information:
 - Student Name
 - Name of medication
 - Dosage
 - Time to give
 - Physician’s name

NOTE: A prescription medication **MUST** have the Instruction Section for non-prescription medication completed and signed at the bottom of the form. Medication will only be given if received in the original bottle with the child’s name, dosage and frequency labeled on it.

Webster Elementary Discipline Plan

Behavior Expectations

- Be Prompt and Prepared
- Respect Authority
- Respect the Rights of Others
- Display a Concern for Learning
- Display Appropriate Social Skills
- Display Appropriate Character

Progressive consequences for when students fail to meet these expectations:

1. A **verbal warning** will be given to the student.
2. A **written warning** will be given, using a behavior ticket. Classroom teachers will communicate with parents regarding the tickets, number and nature of infractions.
3. The classroom teacher will notify the parent after the third ticket is earned, either by phone call or a notice sent in the mail if there is no working phone. This will involve the student and explain the reasons for the infractions.
4. If a 4th ticket is received in a semester, the student will receive a **noon hour detention**. This means that the child will miss recess. If a child is disrupting a class to the point of interfering with the learning environment, he/she will be removed from the class and sent to the office to calm down. If this happens more than 3 times in a semester, a detention will also be assigned. The school staff will also communicate with parents regarding any chronic issues that surface.
5. 3 detentions are allowed in a semester. After a student earns the 3rd detention in a semester, a phone call will be made to the parent informing him/her of this by the principal. An attempt will be made to meet with the parent, teacher, student and principal to come up with a prevention plan for further occurrences.
6. The 4th detention received in a semester will result in an **out of school suspension**. The parent will be contacted and a documentation of the suspension will be sent home. After the 2nd suspension, a meeting will be held with the student, parents, teacher and principal. After the 3rd suspension, the student and his/her parents will be required to meet with the principal and the District Administrator to review the student's disciplinary records. A discussion will also be held regarding what will happen if another suspension is earned.

Students receiving one in or out of school suspension at any time in the school year will need to have a chaperone over the age of 18 in order to attend a field trip. Any students that have gotten more than one suspension in the entire school year will also not be able to attend any field trips sponsored by the school.

Examples of offenses that would result in a written warning:

- Not being prepared for class, such as loitering in the hallway or restrooms
- Not following directions
- Inappropriate line behavior
- Disrupting the learning of self and others (noises, horseplay, excessive talking, not being prepared or prompt)
- Running in the hall, after being warned, or other intentional unsafe behavior
- Inappropriate horseplay
- Tackling and excessive roughness at recess, pushing and jostling
- Retaliatory behavior—not self defense

Students will be warned and given reasonable chances. Tickets will be issued when the student has continued these types of behaviors after talks and warnings regarding his/her behavior.

Actions that warrant a detention (skipping warnings and behavior tickets):

- Swearing that a staff person hears, from student to student
- Inappropriate gestures between students, witnessed by a staff member
- Kicking, Hitting or other forms of physical aggression
- Lying
- Intent to injure another student, like holding up fists in a threatening gesture or swinging at someone
- Property damage – depending upon the degree
- Repeated behavior ticket offenses – continuing in same behavior after frequent warnings
- Willful breaking of staff direction or school rules
- Bad sportsmanship that causes disruption of games at recess

Actions that warrant immediate removal from the classroom to the office:

- Physical or verbal violence—punching, threats, kicking, that isn't stopped immediately and is a bigger deal than just receiving a detention.
- Harassment or violation of bullying policy
- Use of profanity to a teacher
- Blatant disrespect or defiance “You can't make me” attitude

- Endangering the safety of self or others
- Possession of a weapon, tobacco, alcohol or drugs
- Stealing
- Disrupting to the point that a teacher is not able to conduct class in an orderly fashion

We realize that students can do something that doesn't appear on any of these lists. Discretion will be used in determining how severe an action is.

If a child is sent to the office, either the Principal or Counselor will have a discussion with the student and weigh out whether it is necessary to make a phone call home, a detention, a cool off break, or an opportunity to fix the situation. After discussing an incident that warrants immediate removal to the principal with the student, other students involved, and any staff involved, a decision will be made as to what action will be taken. The principal will take into consideration whether or not a student has had infractions previously and the severity of the incident in making a decision on what the disciplinary action will be. Parents will be contacted. If there is no phone or answering machine, a notice will be sent home with the student and one will be mailed. Detentions and suspension notices will always be mailed.

A threat is anything written, spoken or illustrated that indicates an intent to cause harm to students, staff or property. Although a child might be just venting a negative feeling, in today's society we cannot dismiss such statements or allow anyone to think this is an appropriate means of solving problems or dealing with anger. Parents will be notified in the event of a verbal or written threat that warrants attention and further disciplinary action. The Police and Social Services will be contacted depending on the nature of the threat.

Many times a student will hit or use physical means to defend him or herself. We work hard at teaching students ways to stick up themselves using their words and other problem solving strategies, along with informing a staff member of the situation. Frequently a child will hit after a little deal that can be resolved in a better way, or will be seeking revenge because they are angered about something that was said.

Students are held accountable for hitting back, though it is taken into consideration after hearing what was previously said or done. Please work with your child on ways to stick up for himself or herself without using violence. This is helping to model good problem solving skills. Quite often children will go home and only tell their side of the story, leaving out what they did to contribute to a situation. This may be to avoid taking responsibility for their actions. The more we can work together between home and school and support each other, the more apt a student is to learn more responsible choices.

Also, many times a child will say that they told an adult when they really didn't, thinking that the adult should have seen it or known it. We can't help unless we know, plus we do the best to sort out between the big deals and little deals. Our staff works on helping them to know when to tell and how, as well as sorting out the big and little deals.

There are 3 possible levels of disciplinary action:

1—Detention, to be served at recess.

2—The student would work for the remainder of the school day in an alternative place in the school, such as the conference room or library.

3—Depending on the severity of the action, a student could serve 1-5 days of out of school suspension.

*****We understand that there are differing opinions on behavior issues and decisions. We ask that parents support the policies adopted in our handbook. We believe that only in working together can we optimize the opportunity to have a safe school and to have a healthy learning environment.**

Smoking, Drugs, and Alcohol

Wisconsin law states that all minors can be fined for possession of tobacco products. Tobacco products are currently banned within a radius of 500 feet from all schools. It is unlawful for minors to even possess tobacco on school grounds. If students are caught with cigarettes, drugs, or alcohol, the building principal and a law enforcement official will meet with that student and will discuss the appropriate consequences.

Possession of Weapons on School Premises

No one shall possess, use, or store a weapon or look-alike weapon in school building, on school grounds, in school vehicles, or at school-sponsored activities, except as otherwise specifically provided. A dangerous weapon or look-alike is defined by state statute to include, but not be limited to, guns, electric weapons, knives, metallic knuckles, martial arts equipment, or any other object which is capable of inflicting bodily harm, property damage, or which endangers the health and safety of students and staff. Ammunition and explosives are included within the weapons category.

Violation of this policy will be immediately reported to law enforcement or juvenile delinquency authorities as outlined in Chapter 48 of the Wisconsin Statutes. School personnel will confiscate the dangerous weapon and it will be reported to the student's parent/guardian. Any student violating this policy shall be subject to penalties outlined in the state law and referred for suspension or expulsion in accordance with state and federal law.

Student Dress Code

**Please mark your student's jackets, sweatshirts, and snow pants with a permanent marker on the tag. We have an over abundance of lost and found and many good items are not returned to their proper owner. To avoid this, please mark items and check the lost and found as often as possible.

**We ask that no student wear flip flop sandals to school. They break easily and make it difficult to participate in physical education and outside recess.

Any form of dress that is determined to interfere with the educational process is prohibited. Short-shorts, halter-tops, muscle shirts, cropped tops; shirts with spaghetti straps, or any see-through garment will not be allowed. Hats, caps, bandanas or any other head coverings are prohibited. Other prohibited attire are shirts or pins with inappropriate logos and advertisements, printed obscenities, questionable language, pornographic material or designs, and language or images advocating violence, pain, death, or suicide.

If there is a violation of the dress code, the student will need to call a parent to bring a change of clothing. If the parent is unavailable, the student will be given something to wear. Students need to come with appropriate seasonal clothing. Please wear warm clothes, scarves, mittens and boots, etc. when necessary.

Bus Discipline Policy

The following policy is written to ensure that all children have an opportunity to have safe passage to and from school. Safety is the top concern when dealing with transportation. The school bus is school property, the drivers are school employees, and the time spent on the bus is an extension of the school day.

It is a requirement of the Webster School District that an adult must make face to face contact with a bus driver if the child is Grade 1 or younger. If there is not an adult present, your child will not be allowed off the bus and will be brought back to school at the end of the route. Good behavior is an expectation of all students whether in the classroom or on the school bus.

K-4 Minor Offense Progression:

1. Warning Letter
2. One Week Lunch Detention
3. Two Week Lunch Detention
4. Five Day Bus Suspension
5. Ten Day Bus Suspension
6. Meeting with Transportation Committee

K-4 Major Offense Progression:

1. Five Day Bus Suspension
Plus One-Week Lunch Detention
2. Ten Day Bus Suspension
Plus Two Week Lunch Detention
3. Meeting With Transp. Comm.

Minor Infractions:

Littering, spitting
Food/Gum/Beverages on the Bus
Improper Boarding/Departing Procedure
Failure to Remain Seated
Hanging out of Window
Unnecessary Noise
Inappropriate Language

Major Infractions:

Pushing/Tripping/ Hitting
Fighting
Throwing Objects In/Out of Bus
Using Lighter/Matches on Bus
Belligerent/Disrespectful to Driver
Destruction of Property
Profane Language Directed at Driver
Endangering the Safety of Others

*These infractions are not all-inclusive and are subject to interpretation by the Transportation Director.

*District policies regarding fighting, smoking, weapons, sexual harassment, etc. apply to all school property under school jurisdiction, including the school bus and will be enforced according to school policy in addition to the specific bus discipline policy.

School Policy on Bullying

Bullying consists of those behaviors, which harm a student physically, emotionally, or psychologically through repeated negative, purposeful actions. Examples of bullying include:

- **Racism or sexism
- **Insulting others
- **Telling secrets
- **Spreading rumors
- **Taking or breaking others' belongings
- **Telling lies
- **Purposely embarrassing others
- **Calling others derogatory names (swearing at them, using offensive words)
- **Threat of physical contact—if contact is made, that would go directly to the discipline plan

Sometimes students are hesitant to report bullying because of a fear of retaliation. There are a couple of important points to take into consideration. First, school staff can't address the behaviors if they don't know about them. Second, bullies use that fear to be able to continue being mean without being stopped. If a person retaliates because someone tells an adult, it is important to continue to report this to make the bullying stop.

Another reason students are hesitant to report bullying is that they think adults won't do anything about it. Maybe they've told someone before and they felt the intervention was ineffective. That's why we are implementing a bullying policy, which provides a reporting procedure, and consequences that will be followed when bullying behavior takes place. Students may report bullying behavior by using a "Bullying Incident Report." The School Counselor will do a follow up.

Students may have a difficult time sorting out whether an incident was a big deal or a little deal. It may be a big deal to them, but it is a situation they could ignore. Finally, they may have done something to initiate the encounter, but fail to tell about that. That is why it is important to have an adult sort through the situation and talk to all of the parties involved.

Big deals

- **Threats like "I'm going to hurt you," "Meet me after school," or anything that would show that the person intends to hurt you
- **Repeated name calling, after you've asked him/her to stop, moved away, told an adult
- **Intentional physical contact
- **Racist or sexual comments, after you've told him/her to stop, etc.
- **Repeated exclusion, teasing, intimidating, physical or verbal aggression

Little deals

- **Someone looks at you and whispers
- **Someone calls you a name that you can ignore
- **Someone accidentally makes physical contact with you

Steps for handling little deals:

1. Ignore the action
2. Move away—go sit or play somewhere else
3. Ask the person to stop “Please stop calling me that. I don’t like it.”
4. If the person doesn’t stop, ask him/her again saying “If you do that again, I will tell an adult.”
5. Tell an adult, ideally the day of the action, and in the place it happened. For instance, tell the bus driver if it happened on the bus; the playground supervisor if on the playground...
6. If it keeps happening, tell your teacher or fill out an incident report form.

Steps for handling big deals:

1. Tell him or her to stop and get away from that person
2. Tell an adult, reporting what happened
3. If it keeps happening, tell your teacher, the counselor or the principal

If it is a big deal and involves physical violence or breaks school rules in any way, it will be dealt with through the school discipline plan. If it is more indirect and isn’t something that adults can hear or see to enforce, and it keeps happening, that would be the time to fill out an incident report for mediation and possible consequences through the bully plan.

WEBSTER SCHOOL DISTRICT COMPUTER NETWORK ACCEPTABLE USE POLICY

Introduction

Internet access is available to students and all staff in the Webster School District. We believe the Internet offers vast, diverse, and unique resources to both the students and staff.

The Internet is an electronic network connecting thousands of computers all over the world and millions of individual subscribers. While the Internet is a decentralized network, the one characteristic shared by all network sites is the use of common communication protocol to transmit data. It provides students and staff with access to electronic mail communication; information and news from resources such as NASA, the Smithsonian Institute, and the Library of Congress; public domain software and shareware of all types; discussion groups on a wide range of topics ranging from Japanese culture to the environment to music to politics; information from most universities and from thousands of commercial, governmental, and other sources.

On a global network, it is impossible to control all materials, and a persistent user may discover controversial information. The District believes that the benefits of Internet access to educators and students, in the form of information resources and opportunities for collaboration, far exceed any disadvantages.

The continued availability of the Internet in the School District relies upon the proper conduct of end users. Guidelines are provided here so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using the Internet.

Rationale

The reasons for using the Internet as an instructional resource are:

- access global resources
- utilize electronic mail for communication
- enter into partnerships to enhance learning options
- broaden problem solving and decision making abilities
- broaden research capabilities by using appropriate materials
- develop higher level thinking skills
- gain employability skills for the next 21st century

User Expectations

All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to prosecution. Unacceptable users of the system will result in the suspension or revocation of Internet use and/or appropriate disciplinary actions. The user will be held responsible for his or her actions using the Internet. When using the District's access to the Internet, users are expected to abide by the policies established by the District which include generally accepted rules of network etiquette. These include, but are not limited to, the following:

Acceptable use: Responsible users of the Internet:

- may use the Internet to research assigned classroom projects
- may use the Internet to send E-mail to other users when assigned by a staff member if you are a student
- may use the Internet to do research for school projects and papers
- will respect and uphold copyright laws and all other applicable private files
- will respect the rights and privacy of others by not accessing private files
- will follow all regulations discussed in this policy
- will follow the directions of the adult in charge of the computer lab

Unacceptable use: Responsible users of the Internet:

- shall Not store any material in their personal home folders that is not school related
- shall Not access the Internet activities not related to school instruction
- shall Not use Internet for any illegal purpose
- shall Not use impolite or abusive language
- shall Not violate the rules of common sense or Internet etiquette
- shall Not change any computer files that do not belong to the user
- shall Not use the system for commercial purposes
- shall Not use an account other than their own or misrepresent their identity
- shall Not create and/or distribute a computer virus over the network
- shall Not use the system to illegally transfer software (i.e., pirating)
- shall Not reveal personal addresses or telephone numbers of staff or students
- shall Not use the network in such a way that would disrupt the use of the network by others

- shall Not deliberately access materials that are inconsistent with the school's code of conduct or show others how to do the same
- shall Not play multi-use network intensive games
- shall Not download excessively large files
- shall Not send or receive E-mail messages unless specifically assigned by a staff member if you are a student
- shall Not deliberately connect to a lewd or lascivious web site unless specifically assigned by a staff member if you are a student or the technology coordinator if you are a staff member

Users of the network should:

- be aware that E-mail is not guaranteed to be private. People who operate the system have access to mail if there is probable cause to see it.
- Messages relating to or in support of illegal activities will be reported.
- be aware of the fact that you can be tracked by Internet sites wishing to do so
- be aware that loading or copying any software or other programs to or from organizational equipment isn't allowed unless written permission is explicitly granted by the network administrator
- be aware of the fact that you are communicating with strangers

Penalties for improper use:

Inappropriate use of computer networks results in the loss of access, disciplinary action, and/or referral to legal authorities. Users lose access privileges to the Internet and/or internal network as follows:

First offense – nine school weeks
 Second offense – eighteen school weeks
 Third and subsequent offenses – one year or at the discretion of the Administrative team

All penalties are subject to review by the District Technology Committee. The School Board reviews penalties regarding employees. Persons wishing to appeal decisions related to computer network use privileges may do as follows:

Step 1: After a ruling by the District Technology Committee that results in a suspension of privileges, the user (or parent/guardian in the case of a student user) may appeal the decision in writing to the District Administrator, provided the appeal is received within five working/school days from the first day of the ineligibility.

Step 2: The District Administrator, within five working days of receipt of such written appeal, will set a date for a hearing with the School Board. All decisions made by the School Board are final.

Cases Not Covered By Specific Regulations

It is understood that these are not all inclusive. The Board of Education and the Administration shall take such action as is necessary to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense that interferes with the orderly conduct of the school regardless of the existence or non-existence of a rule covering the offense.

Webster School District
Parent/Family Involvement Policy

The Webster School District understands that involving families and gaining their support as full partners in the education of their children, makes those children more successful in school. School success helps children become successful adults.

This policy is written to ensure that parents of the children being served in the School-wide Title I program have had will continue to have an adequate opportunity to participate in the design and implementation of the Webster School District's Title I project.

In conjunction with this policy, the School District of Webster will:

- A. Consult with parents/families in the development of the district plan. The minimum for this consultation and review will be at the Annual Review of the Title I program meeting held in May.
- B. Consult with parent/families in reviewing student progress toward meeting the State's high performance standard in several ways. The district holds a minimum of two parent teacher conferences each year. The school district annually publishes and distributes the School District Report Card.
- C. Consult with parents/families in the development of a school improvement plan if the adequate yearly progress is not met. This has currently not been necessary.
- D. Support schools in planning for and implementing parent/family involvement. The district has established and maintains a parent/community volunteer bank. This data is updated when new information is obtained.
- E. Coordinate with the parent/family involvement efforts of other programs such as Even Start, Head Start and Parents as Teachers.
- F. Conduct an annual review of the effectiveness of the parent/family involvement policy in increasing the participation of parents/families and identifying any barriers to their participation.
- G. Use the results of the annual review to revise and improve parent/family involvement policies.
- H. Include parents/families of participating private school students if a private school becomes available in our district.
- I. Notify parents of each child in a Title I school annually that they have the right to request information about the qualifications of their children's teachers and of any paraprofessionals who instruct them. Parents must be notified if a child is assigned to, or taught for at least four consecutive weeks, by a teacher who is not "highly qualified" as defined in the law. This notification is published in our school newspaper The Bridge, which is a school and community newspaper distributed to each box holder in the Webster School District.

Public Notification of Nondiscrimination Policy

It is the policy of the School District of Webster that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the School District of Webster.

Any questions concerning this policy should be directed to:

Webster Administration Office
Webster School District
Webster, WI 54893
(715) 866-4391