

Webster Elementary School

Student/Parent/Guardian Handbook 2023-2024



The future begins here!

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Home Page/Parent Access Information – <https://www.webster.k12.wi.us/>

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SCHOOL HANDBOOKS

Administration may periodically update the student handbook to reflect changes in policy, rules, formatting and editing as necessary. The current handbooks are available on the District website and in the school office.

[Webster School District](#)

DISTRICT VISION:

Every child, every chance, every day - the future begins here!



DISTRICT MISSION

Webster School District is dedicated to empowering all individuals to reach their potential. We will be accountable and work together to:

- Establish a safe, healthy, and trusting environment.
- Provide a challenging, engaging, and progressive curriculum.
- Encourage lifelong learning and work ethic.
- Build school, family, and community partnerships.
- Celebrate diversity, talent, and strengths.
- Empower students to take an active role in their education.
- Promote effective citizenship in a global society.
- Model what is expected.

Welcome from the Principal:

We are so glad you are a part of our Tiger family and look forward to creating lasting and strong partnerships throughout the upcoming school year with both you and your child! This handbook has been prepared to help you become familiar with and informed of the many aspects of our school community. Please take a few minutes to become acquainted with the basic procedures and guidelines as a reference for our daily operations.

We are a 4K-4th grade school with about 265 students and 32 staff. My name is Ashley Nagel and I am the Principal here at Webster Elementary in my fifth year as an administrator. I bring a wide variety of experiences in education to our students and community and strive build strong partnerships with the Webster community, families, students and staff! I look forward to another great year of building relationships.

We have a great staff, with a good mix of seasoned veterans and young staff, full of energy. Our school has been recognized in prior years with the "Wisconsin School of Recognition" award. This is awarded by the State to Title 1 schools who score in the top 25% with the State testing. This is something our students and staff should be very proud of! We continue to strive to reach our highest potential every year with each group of students. We recently have moved reading scores to the highest achievement levels we have had in our building in the last decade and aim to continue to reach higher achievement levels with all students.

We welcome your questions about how to make your child's education a successful and positive one. We desire to work as a team to make this happen and welcome you to communicate directly with your child's classroom teacher or the principal should you have any questions or concerns. The best time to be able to discuss matters with your child's teacher without interruption is from 7:45-8:15 am or 3:20-3:45 pm. He or she can then set up a time to meet with you in person or on the phone. In addition, we also communicate daily with our families through the Seesaw app. Appropriate times to message a teacher if you prefer that method of communication, is 7:30-8:30am and 3:20-5:00pm. Teachers are not expected to answer late night questions and will respond back the following day. Messages can certainly be left at the office at any time.

If you have any questions or concerns about your child's learning, please call or set up a meeting. We want to make their educational experience as successful and as positive as possible! We look forward to partnering with you and are so glad you are part of the Tiger Family!

"LEARN with passion, LEAD with confidence, and LIVE with character...together." - Mrs. Nagel

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NON-DISCRIMINATION NOTIFICATION

The Webster School District prohibits all forms of unlawful discrimination against students and other persons in all aspects of the District's programs and operations. Accordingly, consistent with section 118.13 of the state statutes, no person shall unlawfully be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, sexual orientation, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, or physical, any mental, emotional or learning disability, or any other legally-protected status or classification.

WEBSTER ELEMENTARY SCHOOL REPORT CARDS, GRADING AND HOMEWORK

PHILOSOPHY

Each student is a unique individual. When considering the development of each student's learning path, grades, and assessments, attention will be given to all aspects of the student's development in order to promote the achievement of the student's full potential. Webster Elementary School utilizes a thoughtful, personalized approach for each student.

INSTRUCTIONAL SUPPORTS

All students have access to a variety of supports when appropriate. These include:

1. Multi-tiered student support (MTSS), referred to as Tiger Time, is a time when students receive support in targeted areas in order to help them grow in areas of need.
2. Differentiated instructional practices in each classroom. Teachers personalize learning for all students during instruction and re-teaching opportunities.
3. Students may also access additional support through other leveled supports with our highly qualified intervention staff through targeted and intensive plans.

Students that have additional needs may also qualify through an Individualized Education Plan (IEP) or other plans such as a 504 plan. These plans help to take advantage of more support through specialized instruction, accommodation, and modification to their learning and other areas. Contact your student's teacher, school administration, or our Special Education Director if you feel your child needs additional support.

REPORTED AREAS FOR GRADES

Grades are reported in a *Standards Based Grading* format. This means that under each subject area, such as Mathematics, students will receive a score indicating mastery of various state academic standards under that subject area. In Math, for example, there may be 8 standards during a reporting period and a student will receive a score indicating which are mastered, and which are not yet mastered. This format allows for greater personalized focus on specific standards a student needs growth in to attain mastery.

Behavior competencies are not reported as a part of a student's grades; rather, in a separate area on the report card. Student behavior is not an indicator of academic learning. All students can demonstrate mastery of subjects, regardless of a struggle in a specific area of behavior.

EXPLANATION OF GRADING SCALE

Academic Performance Level for Elementary Grading	
NAME	SCORE
Exceeds grade level expectations	4
Meets grade level expectations	3
Approaching grade level expectations	2

Minimally meets grade level expectations	1
Not yet assessed	*
Special Education	S

SELECTION OF GRADING SCALE SCORE

Each score (1,2,3,4) is based on the student’s performance on grade level common formative assessments and common summative assessments. These are short in-class quizzes, assignments, and unit tests/projects that are given during and after each unit of instruction. All teachers score these assessments the same within the same grade level, according to grade level developed rubrics, proficiency scales and standards. Please see your student’s teacher if you have questions in regards to the rubrics and how your student’s level of mastery was computed for a particular assignment or standards. We also take teacher observation of student classwork into consideration. Opportunity to show mastery and growth is provided throughout the school year. The goal is growth.

REPORT CARD DISTRIBUTION

Report cards indicating student progress are distributed following the end of each quarter. These will be sent home in Orange folders on Thursday following the end of term or mailed home.

PARENT-TEACHER COMMUNICATION

Explanations of student progress in all areas of school will be communicated regularly between the teacher and families. Completed student work will be sent home weekly in the Orange folder, along with notes or other teacher communication. Teachers make use of online and phone communication tools as well.

Parent-teacher conferences are strongly encouraged as a means of discussing and reviewing students’ progress in learning and some areas of concern which are held a minimum of twice each academic year.

HOMEWORK

Research has shown that traditional homework does not increase student achievement at the elementary age; rather, a childhood filled with books, stories and other literacy activities makes the most difference and is strongly encouraged at home. Additionally, strong family relationships, supportive environments, time spent playing with your student(s), and celebrating and supporting their achievements in and out of the classroom are vital for success..

1. Teachers encourage families to read 20 minutes daily with their student(s). Teachers may provide various resources for reading. These items are not required or graded.
2. The only graded homework sent home are those items which a student and family have sufficient explanation on what to accomplish, how to accomplish it, and which provide adequate time to complete the homework.
3. Families may request and teachers may suggest additional skill work and practice for individual students. Families may decline this work, or accept it if they are able to help and feel it may be beneficial. This work will be provided, and feedback given, but will not be graded.
4. Homework MAY be assigned due to absences, late work, missing work, cheating, or plagiarism if not enough time is available to complete or continue the work in the classroom.

WEBSTER ELEMENTARY SCHOOL BEHAVIORAL APPROACH

WEBSTER ELEMENTARY SCHOOL – Our School Agreements

1. **Treat our school like family.**
2. **Be Safe.** Walk, keep hands to self, use materials correctly.
3. **Be Responsible & Honest.** Tell the truth, try your best, ask for help, be on time & ready to learn.
4. **Be Respectful.** Clean up, always walk, take care of our stuff, keep chairs on the floor, and be kind to others.
5. **Be Cooperative.** Listen to adults, problem solve with friends, and use one voice at a time.
6. **Be Kind.** Quiet voices, use manners, keep a positive attitude, take turns, and help others.

STUDENT BEHAVIOR APPROACH – Character Counts!

Our School utilizes a responsive classroom approach to classroom and school-wide management. It reinforces positive behaviors and sets expectations of what responsible behavior looks like in all areas of the school. Teaching students to be productive citizens is a focus each school year through character traits, community building, and responsibility for self. Self-discipline is one of the ultimate goals of education. We expect all students to strive to gain knowledge of their individual abilities. It is also expected of all students that they allow their fellow classmates every opportunity to maximize their potential and learn.

All students will be given many re-teaching opportunities until the desired behavior is learned while still engaging in a logical consequence for the behavior. Our expectations of students grow as a student's maturity evolves.

SOCIAL/EMOTIONAL SKILLS THAT ARE LEARNED

Respect
Responsibility
Honesty
Gratitude
Empathy
Perseverance
Cooperation
Courage
Creativity

*In all of the lessons we embed teaching self-discipline, listen actively, and social regulation/responsibility.

WORKING Rebuild & Refocus Sessions

During the student's lunch or breakfast period, in conjunction with the student's behavioral incident, students who need to reflect on their choices will review the incident with an adult in order to rebuild relationship with those involved and engage in responsibility surrounding their choices - as well as help the student focus on what the behavior should look like.

CHARACTER STRONG - CONNECTIONS

In an effort to be proactive about positive behavior, all students Pk-4 have regular once a week lessons from our Character Strong Curriculum which focuses on Social Emotional Academic Responsibility. Our lessons are co-taught by our school counselor.

WES Behavior Expectations Matrix

	Be Respectful	Be Responsible	Be Safe	Work Together
Hallway	Hands to self Voice volume 0-1	Get to your destination	Walking feet Hands off walls	Stay in your space
Classroom	Follow teacher directions Clean up after yourself Voice Volume 1-3	Be prepared Show up on time Keep track of your things	Walk or move safely around others Keep control of objects	Be kind to others Share Problem solve conflicts
Cafeteria	Use appropriate language Say Please & thank you Voice Volume 2	Clean up after yourself Have your card with you	Walk Two hands on tray Do not throw things	Wait your turn Do not budge in line Stay seated Raise your hand
Playground	Follow game rules Listen to adults Use appropriate language Voice Volume 3-4	Be aware of your body and objects Line up at the whistle right away	Keep your body in control Line up with hands to self	Include others Share materials Be kind
Bathrooms	Stay in your own space Hands to self always Voice Volume 0-1	Keep it clean Wash your hands Two paper towels Get in and get out	Walk Do not climb stalls Feet on floor	Pick up after yourself Wait your turn
Transportation	Listen to the driver Pick up your stuff Voice Volume 1-2	Stay inside the bus Be on time Stay in YOUR seat Worry about you	Sit in your seat at all times Do not throw things Hands/feet to self	Be kind
Assembly	Eyes on the speaker Show respect with your listening and body Voice Volume 0-3	Be on time Sit where asked to	Walk (unless the activity says otherwise) Sit in your own space	Raise your hand Participate with the activity

Our expectations grow as a student's maturity develops.

Classroom/Common Area Managed Behaviors	Office Managed Behaviors
Cheating (first offense) Student to Student Conflict Not following directions Inappropriate behavior Rudeness toward teacher or peer Disrupting learning of self or others Horseplay that harms someone	Physical or verbal Violence Harassment or Violation of Bullying Policy Use of Profanity towards Adults Blatant disrespect or defiance Stealing Property Damage or Vandalism Endangering safety of others or self

Running in the hall Excessive roughness at recess/games Swearing Poor sportsmanship Willful breaking of staff direction/school agreements Property Damage (minor cases) Intent to harm someone by postering Lying Inappropriate gestures (first offense)	Possession of a weapon, tobacco, alcohol or drugs Disrupting to the point learning is not possible Threats of violence to school, others or self
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WEBSTER ELEMENTARY DISCIPLINE PLAN

At Webster Elementary, we expect students and staff to abide by our school agreements and display good character outlined in our “Tiger Code” illustrated above in the behavior matrix. The main priorities of our behavior expectations are as follows:

Practice Respect, Always be Safe, Work tougher to problem solve, and Show responsibility for self and items. We teach and expect students to display the core components of our character strong lessons, which include but are not limited to being prompt and prepared; respecting authority; respecting the rights of others; displaying a concern for learning; displaying appropriate social skills; and displaying appropriate character.

Progressive consequences if the expectations are not met:

1. Verbal warning and reteaching is given too the student.
2. A reminder will be given with a conversation and possible contact to parents.
3. A written warning will be given and placed in Skyward family access as a referral. Classroom teachers will communicate each time an infraction becomes documented in a student’s Skyward record.
4. If a 4th infraction in the same area occurs, the student will receive a rebuild & refocus working lunch with a staff member. This means that the student may miss a portion or all of either recess or lunch in order to review and reteach the expected behavior. Parent contact will be made.
5. If the behavior continues, the behavior will be referred to the principal via Skyward referral and contact home will be made from the office. If the behavior warrants it, determined by the principal or counselor, the student may be served with time out of class, in-school suspension, or out of school suspension.

If suspension is warranted and applied, documentation of the suspension will be placed in Skyward and sent home to other parents. Contact will be made to discuss the infraction with the parents and explain the outcomes or next steps. If a 2nd suspension occurs, a meeting will be scheduled with the principal, teacher, and parents to discuss the ongoing behavior.

Reasonable chances and warnings will be given to students based on age, situation, and topic of infraction. Referrals and offenses will only be written up and documented following many attempts to teach, re-teach, and correct behavior.

Important note: Students receiving one in or out of school suspension at any time in the school year will be required to have a parent chaperone over the age of 18 accompany them to off school grounds field trips. Any students who have received more than 3 suspensions in the entire school year will not be permitted to attend off school grounds events.

Webster Elementary Daily Operations Information

SCHOOL HOURS

Teachers are on duty from 7:45 a.m. to 3:45 p.m. each day

- The student school day is 8:15 a.m. to 3:10 p.m.
- Students should not arrive at school before 7:50 a.m.
- School doors do not officially open until 8:00 a.m. each day.

During school operational hours, the school building will be locked for safety and security. Please make sure you buzz in at the front office entry on the West side of the building.

ATTENDANCE

The Board of Education believes attendance is a key factor in student achievement and that students must be in regular school attendance in order to successfully achieve the goal of high school graduation. All children between the ages of 5 and 18 years of age, except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school year, term, or semester of the school year in which the child becomes 18 years of age. If a student is not in regular school attendance, his/her performance lags, he/she loses interest and tends to fall behind. The home and the school should take responsibility to assist young people to develop good habits of school attendance.

Student success, both social and academic, is correlated to student attendance. Wisconsin state law affirms that students are expected to attend school each official school day unless, in the opinion of the principal, there is an excusable reason: ***Any absences that do not fit in the below categories will be considered unexcused absences.**

1. Illness of the student.
2. Family emergency (funeral, hospitalization)
3. Prearranged family trips (forms are in the office)
4. Medical, dental, or other necessary appointments if they cannot be arranged at other times.
5. Religious observances.
6. All other reason as stated in Wisconsin State Statute 118.15
7. Other reasons as deemed excusable by the principal.

Absence or Tardy. Our school requires families to communicate any absence with the office. This can be done in the form of an email, phone call, pick up patrol note, or a signed letter upon the student's return. **Excused absences via email, phone call, PickUp Patrol or written communication must be received by the school secretary within ONE day of the student's return to school.**

** A tardy is recorded if a student arrives AFTER 8:20 (bell rings at 8:15)

** A group of 3 tardies or early departures will account for an unexcused absence.

** An absence (half day) is recorded if arrival time is AFTER 10:00.

** An absence (half day) is also recorded if a student leaves by 1:30 in the afternoon.

** If no communication is made an unexcused absence will be recorded.

Wisconsin Act 239 allows a student to be excused by the parent/guardian for *not more than 10 days* in the school year. Pre-approved absences still are included in the total count of 10 excused or unexcused that are allowable by WI Act 239. Wisconsin State Statute 118.15 defines "habitually truant" as a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. The principal, who serves as the truancy officer, may use discretion for extenuating circumstances. Please call the office to discuss and communicate such barriers so that arrangements can be made if determined necessary. **Any student who is open enrolled and is habitually truant may lose their open enrollment status in the succeeding semester or school year.**

AFTER SCHOOL PLANS –We use an after school pick up system called PickUp Patrol. Pick Up Patrol reduces interruptions in our classrooms--while also providing parents with a convenient way to make changes to student's dismissal plans. Most importantly, it helps us ensure that students arrive safely to their correct after-school destinations. Parents will receive a registration email from PickUp Patrol with a link to set up their account. Changes should be made before 2:00 pm - if there is an emergency or last minute change, please call the office if after 2:00pm. Changes for bus routes cannot be made after 2:30pm.

CUB CLUB

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Cub Club is an option for parents before and after school. Parents will need to register with the office for this service. The hours of operation are 7:00 to 8:00 a.m. and again from 3:15 to 5:30 p.m. A Cub Club Family Handbook is available in the school office with the secretary.

BREAKFAST/LUNCH

Breakfast and/or lunch are available: all meals meet USDA and DPI requirements. Families must prepay, as our food service program is a debit account system, not a credit system. A deposit to your child's account can be made at the beginning of the year or in either the elementary, middle, or high school office at any time or online within your Skyward Family Access portal. When any account is in the negative low balance automated calls and emails will go out to families.

Prices per meal this year is:

Student Breakfast - Free to all students

Student Lunch \$2.55

Adult Lunch \$4.35

Extra Milk/Juice \$.30 with bag lunch or extra milk with a meal

Breakfast starts at 8:00 and runs until - 8:15. Breakfast meals include a variety of breakfast menu options.

- Free breakfast and lunch: All families are asked to apply for free and reduced meals – the program is offered to everyone and runs under the same guidelines with families whose income level is within the federal family size income scale. Each year the form should be completed and returned to the school for eligibility to be determined and/or updated. Food service information has been mailed to each district household. If you have questions or would like assistance in completing the lunch form please call, or stop by the elementary office. Forms are available on our website at: www.webster.k12.wi.us

SCHOOL CLOSING OR LATE STARTS

School closings, delayed starting time or early dismissal will be announced over the following TV stations:

KARE Minneapolis Channel 11 TV

KSTP Minneapolis Channel 5 TV

WCCO Minneapolis Channel 4 TV

FOX 9 Minneapolis Channel 9 TV

There will also be an automated phone call for staff & parents for faster notification and information. This call will go to a number you choose either home or cell. Notification will be posted on the school social media outlets following this call.

BUS AND PARENT LOADING-UNLOADING AREAS

1. **Buses**. Drop and pickup on the east side of the building. This area should be clear of all traffic during the times of drop-off or pick-up.
2. **Self-Transporting**. Dropping off students before school are asked to not drop them off prior to 7:50am. The

doors will not open until 8:00 am. Parents are responsible for supervision of their children if not inside at the Cub Club option.

3. Dismissal. The doors open at 3:15 in the afternoon following the bell for dismissal. Parents picking up students at the end of the school day, need to meet their child on the WEST side by the front door. Parents will not be allowed to enter the school and wait for their child until the final bell has rang. This allows our staff to put closure to the day's activities and eliminates all the congestion in student hallways. It also helps ensure your child's safety. Staff members will release students who are listed in PickUp Patrol for parent pickup, walking, or biking at that time when they see an adult that matches the student's pick up list. This is to ensure safety of our young children and being released to the correct adults.
4. Loading/Drop Off Zones. With buses and traffic, we will not be allowing students to walk/run through the parking lot unattended. Keep in mind, this is for your child's safety. Please use the cross walk to drop your child off. When in the loading zone, please drop and drive. Do not park or get out in the loading zone - this is to help the flow of traffic and create a safe situation for all students and their families. Continue to move through the parking lot using the arrows for flow of traffic to ensure all drivers are able to continue on with their day. When parking in the lot, park in a parking spot and not in unmarked areas. Thank you for your cooperation and partnership in helping create a safe loading zone for our kids.

RECESS

PK-4 students have a morning and noon recess. They will be outside during these periods so please dress students according to weather conditions. Students will remain indoors during recess periods on inclement weather days or if playgrounds are extremely wet. Inclement weather is defined as rain, heavy or wet snow, strong wind, a temperature which gets below 0 degrees F, or if the wind chill factor gets below -10 degrees F. Students are required to go outside for recess.

BUS TRANSPORTATION PROCEDURES

Routes are developed by our Transportation Director, Ruben Ruiz. At open house night, parents are able to speak to him to set up drop points and ride arrangements. You can also call the elementary office for assistance with pick up or drop off arrangements. Parents must indicate one (1) alternative drop off site for their child. The first drop site is your official home address. The other site may be day care; grandparents etc., but only one other site will be a drop site and the site must already be on a route. Those will be the only two destinations that the child will be dropped off at in the P.M. The safety of our students is our first concern.

All children should have an opportunity to safe passage to and from school. Safety is of top priority when working on transportation. The school bus is school property, the drivers are school employees, and the time spent on the bus is considered 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 in Grade 1 or lower. If there is not an adult present, your child will not be allowed to get off of bus and will be brought back to school at the end of the route.

Good behavior is an expectation of all students on the school bus or other school transportation, including for field trips or other school related events/activities.

BUS DISCIPLINE PLAN

PK-4 Minor Offenses: Littering, spitting, improper boarding/departing procedures, failure to remain seated, hanging out of window, unnecessary noise, inappropriate language, not following driver directions

PK-4 Major Offenses: Pushing/tripping/hitting, fighting, throwing objects, in/out of bus repeatedly, possession of lighter/matches on bus, disrespectful behavior to driver or other riders, destruction of property, profane language, endangering safety of others

Pk-4 Minor Offense Progress for Discipline:

*All discipline matters will be handled by the collaboration of the building principal and transportation director.

1. Warning Letter
2. One Week Lunch Rebuild/Refocus Session
3. Two Week Lunch Rebuild/Refocus Session
4. Five Day Bus suspension
5. Ten Day Bus Suspension
6. Meeting with Transportation/Administration Committee

Pk-4 Major Offense Progression for Discipline:

*All discipline matter will be handled by the collaboration of the building principal and transportation director.

1. Five Day Bus Suspension & One Week Lunch R & R
2. Ten Day Bus Suspension & Two Week Lunch R & R
3. Meeting with Transportation/Administration Committee

These infractions are not all inclusive and are subject to interpretation by the building principal and/or transportation director. District policies regarding fighting, use of tobacco, 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.

SKYWARD FAMILY ACCESS

Skyward Family Access is the school district's student information management system. Through an online portal or mobile app, families can access all student courses, grades and attendance records throughout the school year. By providing individual contact information, all family members can opt to receive emails, text messages, and voicemail communications from the school and district. These communications include updated events and activities, as well as school closures.

CELL PHONES OR OTHER ELECTRONIC DEVICES

Personal cell phones, ipads, tablets, laser lights or other electronic devices must be turned off and out of sight for the entire school day. Failure to comply with this will result in the device being taken away for the remainder of the day. The student may pick it up in the office. If this happens more than once, it will be held in the office until a parent comes in to get it. The use of these items will not be permitted anytime during the school day so it is best to keep them at home. *Smartwatches are not to be used during the school day for anything other than telling time, or medical reminders.

COMPUTER NETWORK/INTERNET

We believe that the tremendous value of technology and the information technology networks as an educational resource for outweighs the potential risks. We will leverage existing and emerging technologies as a means to learn and thrive in our current environment in order to prepare our students to be Next Level Ready for a competitive, global, and electronic world. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used, are imperative in each students' education.

The Webster School District has a Computer Network/Internet Responsible Use and Safety Policy. This policy includes all technology, email accounts, Ipad, Chromebooks use and has information about being a responsible user. It can be found online at www.webster.k12.wi.us.

RUP Highlights:

- Use only assigned accounts within the teacher's scope of instruction.
- View and use only networks/systems that the teacher has authorized.
- Refrain from distributing private information about themselves or others.
- Users must respect and protect the integrity, availability, and security of all electronic resources.
- Users must respect and protect the intellectual property of others.
- Users must respect and practice the principles of community and digital citizenship.
- All agreements in the responsible use policy for users will extend to the use of school issued devices off school grounds as well.

Consequences for Violation:

- First Offense - conference with parents, students, and principal
- Second Offense - detention or rebuild/refocus session dependent on situation
- Third/Subsequent Offenses - suspension or other student contract determined by principal

Supervision and Monitoring. The use of District owned technology resources is not private. School and network administrators and employees are authorized to monitor the use of information technology resources to help ensure that uses are secure and in conformity with the Responsible Use Policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

STUDENT DRESS CODE

Schools are responsible for ensuring that student attire, hairstyle, and/or accessories do not interfere with the health or safety of any student and do not cause a substantial disruption to the school environment. We encourage students to be dressed in clothing that will help them be comfortable in the school setting. This includes being dressed for varying temperatures and outdoor activities. Flip flop sandals should not be worn at school for safety purposes. Please send your child with close toed shoes so that they can participate safely in daily activities.

Any form of dress that is determined to be inappropriate or interfere with the education process is prohibited. Short-shorts, halter tops, muscle shirts, cropped tops, shirts with spaghetti straps, or any see-through garment is not allowed at school. Hats, caps, bandanas or any other head coverings are not permitted in school. Other prohibited attire are shirts with pins or logos that have printed obscenities, pornographic material, advertisements for inappropriate items or questionable language.

If a violation of the dress code occurs, the student will need to call a parent to bring a change of clothes. If the parent is unavailable to do so, the student will be given something to wear.

HEAD LICE

1. If a student is noted to be experiencing excess scratching or complaints of scalp itching, he/she will be sent to the office staff for assessment.
2. When a case of live head lice is identified, the student will not be segregated from others, but all efforts should be made to prevent the affected student from sharing clothing or making close physical contact with other individuals. The parent to the affected student will be contacted by phone by the elementary office. The parent may choose to pick up the child and treat during the school day, or the student may remain at school and complete treatment at home after school. The school will provide information for treatment.
3. The office staff may screen other children who have had close head to head contact with a student with an active infestation, such as family members, but classroom wide or school wide screening will not be done.

4. Students identified with live lice may return to school after completing treatment and changing into clean clothes. The affected students' head will be rechecked in 7-10 days to be sure the treatment has been effective.
5. Children found to have nits will not be excluded from school, but may be rescreened at a later time to monitor for signs of re-infestation.
6. To protect student privacy as well as the families' right to confidentiality, classroom letters will not be sent home unless a pattern of live infestation develops in a classroom or grade.

ILLNESS

If a student should become ill at school, all attempts will be made to reach a parent, legal guardian, or a designated emergency contact.. All families are required to provide the office with current changes involving emergency contact information throughout the school year.

We ask that you keep your child home for the following reasons:

- Has a temperature of 100.4 degrees or higher. Temperatures should be normal for 24 hours before returning to school.
- Has been diagnosed with a contagious disease (strep throat, impetigo, pink eye, scabies, ringworm, hand foot mouth). Students must be on a prescribed medication for 24 hours before returning to school.
- Has been vomiting during the night or before school.
- Has persistent diarrhea during the night or before school.
- Has red swollen eyes that itch and are draining or have a crusty appearance upon awakening.
- Has a productive cough that cannot be controlled with medication.
- Has a rash that is open, draining, or a if a fever is present with rash.
- Has been diagnosed with a communicable disease other than listed above.

Please call the school nurse to discuss when your child should return to school.

IMMUNIZATIONS

The Board of Education requires that all students be properly immunized pursuant to the provisions of the State Health Department regulations. All students shall be required to provide records establishing that they meet the State Health Department's immunization requirements or request a waiver of those requirements not later than the 30th school day from the beginning of the school year or initial enrollment in the District, for students transferring into the District.

MEDICATIONS

For the protection of your child and to ensure the 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 medication at school. Provide a signed and fully completed copy of the Permission to Administer Medicine at School form to the office. These forms are available at the school or Burnett County Medical Providers.
2. Provide the school with the medication in a PRESCRIPTION BOTTLE labeled with the following information:
 - a. Student Name
 - b. Name of Medication
 - c. Dosage
 - d. Time to Give
 - e. Physicians 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 administered if received in

original container with the child's name on, dosage, and frequency label on it.

LOCKERS/CUBBIES

Lockers are provided for convenience and are not the property of the student. Students are individually responsible for their own assigned locker and can be held liable for unnecessary damage. The District is not liable for any lost or stolen items stored in lockers. Anything displayed inside of the locker must be appropriate and easily removable. Lockers are to be completely cleaned out prior to the last day of school. Any items left inside a locker after that time will be discarded or donated to charity. If at any time, the administration has reasonable suspicion that an item is being kept in a locker in violation of school rules, the administration will reserve the right to search it.

LOST AND FOUND

Items found in the school are placed in the Lost and Found box next to the Library. Check these areas for your children's missing things. To help with missing items, please write your child's name on all articles including backpacks or bags.

ORANGE FOLDERS

Orange Folders are sent home to parents with students every Thursday on a weekly basis. There is a wealth of school information being sent home in the folders weekly, please look for the folder on Thursday and go through the information. Many classroom teachers send home important classroom information, updates, and permission slips in this manner - please check them and return the folders to school on Friday.

TOYS

The school will not be responsible for any toys or items a child brings from home. If it is broken, lost or given to someone else it is your child's responsibility. We strongly encourage you NOT to let your child bring valuables/toys from home. Toys are not allowed in the classroom or on the playground.

FUNDRAISERS

Webster Elementary hosts two different fundraisers that help us to give back to some of our activities or fund things for those that may need assistance at times. Our fundraisers serve as a way for us to run our Fun days for students to celebrate their learning growth each quarter, field trips, and other school-wide items like our Tiger Pride t-shirt that each child receives. Every other year, we host "The World's Finest Chocolates" in the spring and "Butter Braids" every year in the fall. We utilize Box Tops for Education as well that runs through an app and our school can earn based on people submitting their receipts for groceries and other items by 1 click each time. We thank all those that participate and support our school and its additional sources for assistance to students!

PETS

No animals are allowed in the school building unless prior permission is given by administration.

RESPECT FOR SCHOOL PROPERTY

All students have a shared responsibility in helping to keep our school building neat and clean. There should be no writing on walls or defacing any school property. Vandalism must always be reported to the office and communication will be made with families. Students will be charged for any damage done intentionally to school property.

SAFETY DRILLS

Periodic safety drills such as fire, tornado, and safety/intruder drills are held. Parents can assist in these matters by discussing the importance of how their children are expected to follow directions and the lead of their teachers.

SEARCH AND SEIZURE

School authorities have the responsibility of safeguarding the safety and well-being of the students in their care. School authorities may search school property, such as lockers used by students, and the person or property. Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule, or which endangers the safety or health of any person will be seized. Seized items will be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner will be turned over to law enforcement.

SEXUAL HARASSMENT POLICY

Sexual harassment is defined as but not limited to: teasing, name-calling, spreading rumors, unwelcome touch, the pulling of clothing or undergarments, sexual jokes, comments, or questioning about another's body or sexuality. Any pupil whose conduct, whether intentional or unintentional, results in harassment of another pupil, will be subject to proper discipline including possible suspension or expulsion proceedings per Section 120.12(1), Wis. Stat.

STUDENT HARASSMENT/BULLYING POLICY

The bullying and harassment of students will not be tolerated at the Webster School District. The Board of Education considers these actions detrimental to the health and safety of students and their education. Students have the right to attend school without the fear of physical threat or harm, or verbal abuse. Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals. Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others. (Wisconsin Statutes 940, 941, 942, 947)

STUDENT BULLYING AND/OR HARASSMENT IS IDENTIFIED BUT NOT LIMITED TO:

- Verbal, written or graphic abuse and/or name-calling of a demeaning, derogatory or threatening nature, referencing mental capacity, physical attributes, appearance, grooming, hygiene, clothing, race, religion, sex, family, or national origin
- Defacing of school property with written or graphic materials
- Theft, damage or destruction of another's physical property
- Physical assault or treats toward another pupil
- Creating an atmosphere which tends to establish a hostile environment for another pupil
- Any other conduct which results in bullying and/or harassment as defined above

There is a difference between conflict, meanness, and bullying. Bullying is a repeated behavior that is not isolated to a specific occurrence or thing. It involves a power imbalance and is based on an attempt to harm others intentionally over a repeated number of attempts despite intervention. Sometimes students are hesitant to report bullying because of fear of retaliation. Reporting the behavior to the counselor or building principal is crucial in order for them to help look into the issue, determine next steps, and put support in place to mediate the situation, conflict, mean act, or verified bully incident. Oftentimes, at elementary age, students have a difficult time sorting out "big deals" versus "little deals" and struggle to see perspective. Teachers are on duty to

supervise at all times throughout the elementary school day in order to help students employ social strategies to resolve conflicts, disagreements, or mean acts when they occur. This helps students to solve problems, learn to see perspective, and grow into citizens who can problem solve and overcome an upset.

WES “Little Deals”

Someone looks at you and whispers, not sharing an item, name calling that can be ignored, a game loss, a disagreement on rules or roles in play, someone not wanting to play with you, physical contact during game play that is active.

Ways to handle little deals that are taught:

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 am finding an adult to help.”
5. Tell an adult, the day of and ideally in the location it occurs (on the playground or classroom, etc.) — if it happens on the bus, tell the driver; if it happens on the playground, tell the supervising staff
6. If it keeps happening, tell your teacher, report to the principal, or fill out a yellow form for the counselor.

WES “Big Deals”

Threats like “I’m going to hurt you” with intent to physically hurt or be mean to someone, repeated name calling after they’ve been asked to stop, intentional physical contact that is hurtful and not part of play, harassing comments about individual beliefs or qualities, repeated exclusion, teasing, intimidating, physical or verbal aggression.

Ways to handle big deals that are taught:

1. Tell him or her to stop and get away from that person
2. Tell an adult, reporting what happened from all sides
3. Report to the counselor or principal if it continues
4. Mediation with the students involved may be necessary, calls home can be decided upon, and friendship contracts can be implemented if deemed necessary by the counselor and principal.

If the act is a big deal and involves any violence or violation of school rules in any way, it will be dealt with through the school discipline plan. If it is more targeted and repeated — it should be reported to the principal and counselor for consideration on a possible bullying plan. Upon receiving a bullying report, the principal or counselor will investigate the incident and meet with the students involved. A determination will be made whether it is deemed a conflict, meanness, or bullying/harassment and mediation will begin. District-wide policy will be followed once the determination is made.

CONSEQUENCES for BULLYING/HARASSMENT:

Step 1: Investigation of the incident and meeting with students involved, counselor, and principal. Parents will be contacted and school staff will be notified of the parties involved to ensure awareness. Other consequences may be placed depending on the situation.

Step 2: If bullying continues after the mediation and parent contact, a mandatory parent meeting will be scheduled. School staff will be notified and school disciplinary action may be taken.

Step 3: Parents will be notified and law enforcement may be contacted to enter mediation attempts. School staff will be notified to ensure awareness and assistance and school discipline resulting in in-school suspension or out of school suspension may likely occur.

Step 4: The student who is the instigator will be considered for an expulsion hearing. District policy for expulsion will be followed.

STUDENTS LEAVING DURING SCHOOL HOURS

Students are not allowed to leave the district grounds without communication from their parents or guardians. For emergency situations contact the school office.

STUDENT RECORDS

The Board of Education recognizes the need for and importance of confidentiality of student records. Therefore, the District shall maintain the confidentiality of student records at collection, storage, disclosure and destruction.

Student records shall be available for inspection or release only with prior approval of the student's parent/guardian or the adult student, except in situations where applicable laws require or permit the release of records without such prior approval.

USE OF ALCOHOLIC BEVERAGES/DRUGS/TOBACCO

Wisconsin law states that all minors can be fined for the possession of tobacco products. The State of Wisconsin, and the Webster School Board of Education has determined that the PK-4 and 5-12 schools, along with the properties these buildings are located on will be alcohol, tobacco, and drug free. Violations of this policy will result in disciplinary action. Copies of this policy may be viewed in the elementary office. If students are in violation of the tobacco, drug, or alcohol policy, the building principal and law enforcement official will meet with the 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 a school building, on school grounds, in school vehicles, or at school-sponsored activities, except as otherwise authorized. 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. If any violation with weapons occurs, District policy for disciplinary action will be followed and will include law enforcement involvement.

VISITORS

We welcome visitors into our building for educational enhancement and enrichment. All visitors must receive permission from the principal in order to obtain a visitors badge. Visitors going beyond the office area are required to wear a visitor's badge. Visitors are to return the badge and sign-out on the log when leaving the school building/premises.

VOLUNTEERS

We continually ask for the help of volunteers. All volunteers must have a background check to be able to volunteer, including for field trip chaperones. With your continued help and support we are able to provide more services and activities to our students. Please contact your child's teacher or the elementary office at 327-4221 if you are interested in learning more.

CHILDREN & YOUTH EXPERIENCING HOMELESSNESS

Under the Federal Homeless Act, the McKinney-Vento Homeless Assistance Act, we ensure that each child of an individual experiencing homelessness has equal access to the same services, including free and appropriate public education as is provided to other children and youths. The homelessness liaison for the Webster School District is Ashley Nagel, Elementary Principal. She can be reached at 715-866-8210 x104 or at anagel@webster.k12.wi.us.

Homelessness is defined as individuals who lack a fixed, regular, and adequate nighttime residence, which includes:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels or campgrounds due to lack of adequate housing; or are living in an emergency or transitional shelter
- Children and youths who are living in cars, parks, public spaces and substandard housing
- Unattended youths not living with their parents

If you become homeless and need assistance, or become aware of a student or family that may qualify for assistance, please contact the Elementary office at 715-866-8210.

I, _____, acknowledge having received the Webster Elementary School Student/Parent handbook for the 2023-2024 school year and have read it with understanding. My child and I have discussed the importance of following procedures and school agreements in order to help make our educational experience the most enjoyable and successful it can be.

Student Signature

Date

Parent Signature

Date

We look forward to a great school year and thank you for your partnership in education!

Mrs. Nagel and WES Staff