

## **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. 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 do not call to talk to a teacher from 8:20 -3:25. Calls interrupt teaching time. Messages can be left with the office.

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.

To protect the learning environment, the following items should either be left at home or kept in backpacks.

- **Fidget Spinners**
- **Cell phones, tablets, & other electronic devices.**
- **Pokeman cards**

If these items are lost, broken, or stolen it is the student's responsibility! Students can turn these items into their teachers to be kept safe until the end of the day.

## **School Hours**

**Morning recess supervision and bus drop off begins at 8 a.m.** There is no staff supervision prior to this. Please DO NOT drop your child off before 8 a.m. Recess and breakfast ends with a bell at 8:15. The second bell rings at 8:25 and the school day then begins with morning announcements. Please have your children here by 8:15 to have them ready to learn.

Buses will leave the Elementary School at 3:20 each day. **The end of the day is hectic. Please have arrangements made before school as much as possible.**

**There is only one phone line into school, so it is sometimes difficult to get through. If you have bus changes, please call before 1 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 3:10 **from the cafeteria**. Please do not arrive any sooner than 3:05, 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. **Please be aware that when students are signed out before 3:10, it counts against their attendance.**

### **February reward activity**

The annual February K-4 movie reward activity will now be for good behavior, instead of for an attendance award. To be eligible, students must have no more than 1 detention in the first semester, and have had no in-school or out-of-school suspensions.

### **Important safety message**

\*Please note the fire lane is marked as “No Parking.” We have added an extra parking lot to provide more parking spaces. Also, be sure to drive through the parking lot slowly when dropping off or picking up students. Please do not block the parking lot with your vehicle to maintain the flow of traffic.

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 front doors will be locked at 8:30 and reopened at 3:10. Everyone must stop at the office to sign in and get a visitor’s pass during regular school hours. Push the button on the far right wall at main entrance doors for entry.

In order to prevent classroom interruptions, anything that needs to be dropped off **must** be left at the office.

### **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 backup. We also have organizations that donate snow pants, boots, hats and mittens to provide gear if you cannot afford it. 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.

Students who do not have boots will have a shoveled path in front of the east playground doors to move around on. Those without snow pants but have boots must stay on the blacktop. \*\*\*Please mark your child's items so they can keep track of their gear. If the temperature is below zero, we stay inside for recess. If the wind chill is below -10, we also stay inside.

### **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 grades K-3. Title 1 provides support through the "Response to Intervention" program, which is small group and individual remediation in Reading and Math.

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.

### **Fundraisers**

Every other year we have a school wide fundraiser through "The World's Finest Chocolate." Also, 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. 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.

## BOARD POLICIES OF PUPIL ATTENDANCE

### 1. Attendance Required:

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. Truancy shall be defined as any absence of part or all of one or more days from school during which the District has not been notified of the legal cause of such absence by the parent/guardian of the absent pupil.

### 2. Legal Excuse Required:

The building Principal is empowered to approve legal excuse to any pupil for the following reasons:

- Dentist/Orthodontist/Doctor/Counselor Appointments/Court Dates
- Family Emergencies (funeral, hospitalization)
- Religious Observances
- Prearranged family trips (forms available in the office)
- All other 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 pre-approve an absence, contact must be made with the building secretary via notes, phone calls, or emails prior to the absence and complete the pre-approved absence form. **Pre-approved absences are still included in the total count of ten (10) maximum excused absences allowed per year. If the pre-approved form is not obtained, the days missed will be unexcused.** Homework/assignments must be completed previous to any pre-arranged absences.

Partial Absences:

- A tardy is defined as missing five minutes after the opening bell (8:25).
- When a parent signs a student out before the closing bell, it is considered an early departure (3:10).
- Each group of 3 tardies or early departures counts as an unexcused absence.
- A total of 5 unexcused absences in a semester results in a referral of truancy to the Village of Webster
- A total of 10 excused absences any time in the school year will result in a referral of truancy to the Village of Webster

**Excused absences via email, phone call, or written permission, must be received by the secretary within ONE (1) day of the student's return to school.**

### **3. 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. Habitual truancy is defined as being absent without an acceptable excuse for all or part of five or more days in a semester.

- After three unexcused per semester or a total of five absences per year (excused and/or unexcused), a notification letter will be sent to the parent/guardian.
- After ten absences per year (excused and/or unexcused), a notification letter will be sent to the parent/guardian informing them that all future absences will be unexcused unless they meet the following legal requirements:
  1. The absence is documented by a written medical excuse provided by a licensed medical practitioner, dentist, or orthodontist. A medical excuse on file with the school may cover chronic and recurring illnesses.
  2. The absence is documented by a written excuse provided by a licensed counselor.
  3. A written legal excuse provided by an attorney or other legal practitioner who requires travel and appearance.
  4. The absence is related to a hospitalization, death, or funeral in the immediate family or for a close relative.
  5. The absence is related to a religious observance.
  6. \*Once the ten day maximum is reached, family trips will count as unexcused absences.
- Upon the fifth unexcused absence PER SEMESTER, a referral will be made to the Municipal Court.

The principal, who serves as the truancy officer, may use discretion for extenuating circumstances. Please call so arrangements can be made if you have extenuating circumstances.

\*\*Any student who is open enrolled and is habitually truant may lose their open enrollment status in the succeeding semester or school year.

### **4. Attendance Procedures:**

A student may be placed on "Doctor Excuse Only" if they miss an excessive amount of school, not including school related trips, medical appointments, and doctor verified chronic medical conditions.

**Students will not be allowed to attend co-curricular events on days they are absent or suspended in school or out-of-school unless prearranged with the Principal.**

## **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. You can also pay online through the [www.webster.k12.wi.us](http://www.webster.k12.wi.us) site, using a credit/debit card.

We operate 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. The lunch forms are available at our website: [www.webster.k12.wi.us](http://www.webster.k12.wi.us)

## **Homelessness**

There is a Federal Homeless Act, The McKinney-Vento Homeless Assistance Act. This is to ensure that each child of a homeless individual has equal access to the same free and appropriate public education as is provided to other children and youths.

The homeless contact for the Webster School District is Martha Anderson, Elementary Principal. Homelessness is defined by "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 the lack of adequate accommodations; or are living in emergency or transitional shelters;
- Children and youths who are living in cars, parks, public spaces and substandard housing;
- Unattended youths not living with their parents.

Services that the school district provides includes,

- Providing assistance with transportation so that the child's education is not disrupted based on the best interest of the child
- Providing free school breakfast and lunch
- Assisting with referring the family to local agencies to locate housing, economic assistance for food stamps and health care
- Assisting high school students with college applications and financial aid forms

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

## **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 after 3 tickets.
3. 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. A ticket may be issued, depending on the circumstances.
4. After a student earns the 3rd detention, a phone call will be made to the parent informing him/her of this by the principal. This will include discussing the behavior issues and setting up a conference with the child, teacher, principal and parent if necessary.
5. The 4<sup>th</sup> detention 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, a meeting will be held with the student, parents, teacher and principal. After the 4th 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 behavior ticket:**

- 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 and stealing
- 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 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
- 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. If the infraction warrants a suspension, 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, and/or the Mental Health hotline 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 him 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.

\*\*\*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**

\*\*We ask that no student wear flip flop sandals to school. They break easily and make it difficult to participate safely 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.

## **Skyward Family Access**

The Skyward system allows parents and authorized family members to view attendance records, schedules, food service information and balances, progress reports, assignments and emergency information. It is totally secure and easy to use.

Please contact the Elementary Secretary and your account will be activated. Your login information will be e-mailed to you so you can join us on-line. If you need your password reset or changed, e-mail [tsmith@webster.k12.wi.us](mailto:tsmith@webster.k12.wi.us) or call 715-866-8210.

### **Emergency Contacts**

Emergency contacts can be updated in Skyward Family Access on the Skylert tab. Please login and update information as often as needed. Please contact the school if you need assistance updating your information.

It is extremely important that we have up-to-date emergency contact information on your son/daughter.

### **Staff E-Mail Addresses**

To e-mail any staff member, use the first initial of their first name, their full last name, and then the tag @webster.k12.wi.us

### **Response to Intervention Overview (RtI)**

RtI is a federally mandated program designed to address the needs of all students in a data driven, systematic way. It is a regular education initiative designed to serve both struggling and high achieving students in the classroom setting. There are 3 tiers, or levels, of intervention. At Webster Elementary, we are focusing on students who score 25% or below based on universal screeners called AIMSweb and MAP testing. We use AIMSweb to track progress weekly as we work with students in small groups at their ability levels. We conduct meetings every 6-8 weeks to review the progress of these students and to make decisions about which tier they should be in based on their progress.

You will be informed of your student's progress and scoring on District level and State testing as it becomes available, usually at Parent/Teacher conferences. If your child is placed in any of the RtI Tiers, a contact will be made informing you of this by your child's teacher. If you have any questions about your child's progress at any time, please make a contact with either your child's teacher, Kari Roppe, Title 1/Reading Specialist, or Martha Anderson, Elementary Principal.

**Tier 1—Classroom Intervention.** Students receive small group classroom instruction using research-based intervention materials and are given weekly probes to monitor his/her progress. After 6-8 weeks, students in the Tier process are reviewed by the RtI committee to review their records and progress. The committee then decides whether the student needs to move to Tier 2. The Tier 1 classroom interventions would also continue.

**Tier 2—Small Group Interventions with a Math or Reading Interventionist.** Students will receive intensified instruction in a small group (no more than 5 students 3 days a week for 20-30 minutes. After 6-8 weeks, their progress will again be reviewed by the RtI committee. If they do not make progress, they may be moved to Tier 3. If there is progress, they may stay at Tier 2 or go back to Tier 1.

**Tier 3—Individual Intervention with Interventionist.** Students placed in Tier 3 receive one to one help 5 days a week for 30 minutes each session. After 6-8 weeks, progress is reviewed to determine if he/she needs to maintain or to decrease support. If necessary, a referral would then be made for an evaluation for Special Education.

## **Transportation 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

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.

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 that students are hesitant to report bullying is that they think adults won't do anything about it. We can't if we don't know about it.

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.

Upon receiving a bullying report, the principal or counselor will investigate the incident and meet with the students involved. A determination will be made regarding whether it is conflict, meanness or bullying and an attempt will be made to mediate the situation and stop it. Once the determination is made, the following is a District-wide policy of steps to be taken.

### **CONSEQUENCES:**

**First Offense:** Upon receiving a bullying report, the principal or counselor will investigate and meet with the students involved. A determination will be made regarding the report and the incident will be documented. Parents will be contacted, and school staff will be notified of the parties involved to ensure awareness. There may or may not be consequences.

**Second Offense:** If there is another incident that is deemed as bullying by the counselor or principal, there will be a mandatory parent meeting. School staff will be notified of the parties involved to ensure awareness and school discipline may be administered.

**Third Offense:** Parents will be notified, and law enforcement may be contacted. School staff will be notified of the parties involved ensuring awareness and school discipline may in-school or out-of-school suspensions.

**Fourth Offense:** The student will be considered for an expulsion hearing



## District Lice Policy

### Policy:

Due to current recommendations by the CDC (Center for Disease Control), American Academy of Pediatrics, and other medical sources, Webster schools will no longer have a “no nit” policy in regard to head lice. If a student has live lice, he/she will be removed from class and sent home for treatment. If we cannot reach a parent, the student will not be returned to class, but will work in an alternative setting.

### Rationale:

1. Nits cannot move; therefore they cannot be transferred in head-to-head contact.
2. Head lice is a public nuisance only and do not carry disease.
3. Current evidence does not support the efficacy and cost-effectiveness of classroom or school-wide screening for decreasing the incidence of head lice among school children.
4. It reduces the amount of time a student misses school.
5. Current evidence supports that prevention and education is the best way to control head lice in schools.

### Procedure:

1. If a teacher/staff suspects a lice infestation, the student will be sent to the nurse’s office for inspection.
2. If a student is found to have **LIVE** lice, the parent and classroom teacher will be notified. If only nits found, the child may be kept in school, however the parent and classroom teacher will still be notified.
3. A note with instructions will be sent home with the child. If more than one infestation in a classroom, a letter will be sent home to all students in that class.
4. A child with an infestation can return to school if they have proof of treatment such as a shampoo box top, cap and a note from the parent.
5. The child will be re-checked by the nurse in approximately seven to ten days to make sure the treatment has been effective.

## Illness

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

- Has a temperature of 100 degrees or more. 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). Students must be on 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 if a fever is present with the 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.

### **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.

### **Responsible Use Policy**

We are pleased to be able to offer our students and staff access to computer technology, including access to the Internet, certain online services, and our local information technology network. We are dedicated to the access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. 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 student's education.

The school's information technology resources, including email, Internet access, and emerging Web2.0 tools such as blogs, wikis, and podcasts, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your teacher or principal to help decide if its use is appropriate.

We will provide age-appropriate instruction to all students on cyber safety including but not limited to appropriate online behavior, such as interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response

Adherence to the following policy is necessary for continued access to the school's technological resources:

**Users must respect and protect the privacy of others by:**

1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

**Users must respect and protect the integrity, availability, and security of all electronic resources by:**

1. Observing all district Internet filters and network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions.

**Users must respect and protect the intellectual property of others by.**

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

**Users must respect and practice the principles of community by:**

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

**Users may, if in accord with the policy above:**

1. Design and post web pages and other material from school resources.

2. Communicate electronically via tools such as email, chat, text, or videoconferencing (students require a teacher's permission).
3. Install or download software, if also in conformity with laws and licenses.
4. Use the resources for any educational purpose.

**BringYourOwnDevice users may access our wireless network (Tiger-Wireless, Webster-Guest) on his/her personal technology device by**

1. Not accessing the user's outside network. Access to the user's personal cellular network is a violation of this policy.
2. Engaging in educational activities. Technology access must be of an educational nature and is at the discretion of the supervising staff member.
3. Refraining from questionable activities. Technology devices brought to school may be subject to search and seizure by school officials under certain circumstances.
4. Monitoring the device diligently. The district is not responsible for damaged, lost, or stolen devices used in the classroom nor is staff members accountable for the maintenance of said devices. The district is also not responsible for additional chargers incurred by the student due to the use of such devices.
5. Adhering to the district's responsible use policy.

**Users who utilize Webster School District equipment off district grounds will**

1. Adhere to this agreement at all times.
2. Not tamper with security messages installed by the district for content filtering of the Internet.
3. Engage in educational activities. The district may investigate reports of unacceptable use of district owned equipment off the district premises.

**Consequences for Violation**

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

- First Offense – conference with parents, teacher, and building principal
- Second Offense – one day ISS
- Third and Subsequent Offenses – three days of ISS

All penalties are subject to review by the building principals. Persons wishing to appeal decisions related to computer network use privileges may do as follows:

**Step 1:** After a ruling by the building principal that results in a disciplinary action, the user (or parent/guardian) 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 action.

**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.

### **Supervision and Monitoring.**

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this 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 also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

## **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, color, 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, color, and national origin), and Section 504 of the Rehabilitation Act of 1973 (disability), and the Americans with Disabilities Act of 1990.

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:

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