

District Mission Statement

We are a community of learners who affirm that individuals, families, school and community members help each other fulfill our potential.

Learners will be challenged to achieve excellence to appreciate diversity, to be self-directed and to be involved, responsible members of an ever-changing society.

We are committed to implementing effective strategies and providing resources to accomplish our mission.

We do this to ensure and protect the uniqueness of the individual and the future of our global community.

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Wisconsin State Statute Citations are provided for reference purposes. They represent the citation at the time of original research and publication by this district and any future amendments thereto.

Greetings To Parents

Dear Parents,

This handbook has been developed to explain some of the services offered and procedures followed in the elementary schools. We ask you to read it carefully, and if you have any questions, please contact your building principal.

We hope you will visit the school and get to know your child's teachers, the principal and other school personnel.

The faculty, administration, and the Board of Education extend a warm welcome to all students and their parents.

Please save this handbook for future reference.

Administrative Personnel

Wendy Overturf	Superintendent
Tracy Deavers	Director of Instruction
Susan Probst	Director of Student Services
Carey Bradley	Business Manager
Deborah Maki	Principal at Turtle Creek
Kelly Pickel	Assistant Principal at Turtle Creek
Kathy Maher	Principal at Darien
Donna Sorensen	Principal at Wileman

Board of Education

Steve Carlson	President
Rick Heine	Vice President
Jim Hansen	Clerk
Lee Holden	Treasurer
Joey Torkelson	Member
Carol Murphy	Member
Jeff Scherer	Member

4 and 5 Year-Old Kindergarten Registration

A four and five year-old kindergarten registration is held each April for children who will be entering our kindergarten programs in the fall.

Students must be four years old on or before September 1st to be eligible for enrollment into 4-year-old kindergarten. There is no early admission option for 4-year-old kindergarten. Students must be five years old on or before September 1st to be eligible for enrollment into our 5-year-old kindergarten program. Early admission policy information for 5K can be requested from the building principal.

Supplies

Students are responsible for providing basic school supplies such as writing paper, pencils, scissors, glue, and crayons. A list of required supplies for each grade level can be obtained in the office.

Students are required to have a pair of gym shoes (regular tennis shoes with low soles, which can be the same shoes they wear everyday if they can be tied well or fit snugly on their foot) for physical education class and a smock or old shirt for art class.

Fees *(Accurate at time of printing, subject to change with school board approval)*

4-K	\$7.00
Grades K-5	\$12.00

Fees are assessed students for textbooks, publications and insurance. The purpose of the general fees is to offset part of the cost for these items. All fees should be paid on registration day or by the first week of each school year. If fees cannot be paid at the beginning of the year, arrangements should be made with the office staff on an individual basis for a manageable payment plan. If a plan is not developed, a student may have their report card withheld each quarter in the school office.

* Fees are charged and refunded on a quarterly percentage basis for students who do not attend a full school year.

You Can Help Your Child In School

1. If you have questions, complaints, or suggestions, visit the teacher or the principal.
2. Share information about your child and family with the school so we may better meet the needs of your child.
3. Cooperate with the school to establish desirable attitudes toward school and set an example for children.
4. Participate actively in home-school activities and Parent-Teacher Organization and attend school programs.
5. Show an interest in your child's work.
6. Check with your child regularly regarding notices from school.
7. Please avoid criticism of the school's programs or personnel in front of your children.
8. Respond promptly to requests for parent conferences.
9. Provide your child with a healthful, stable home environment.
10. Provide your children with a good breakfast before sending them to school.
11. Make sure they receive the proper rest.

Reports From The School To You

Report Cards

Report cards are sent home to parents of students in grades K through 5 at the end of each nine week grading period. The students in our 4-K program do not receive a report card at the end of the first quarter.

Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled for all students each fall. Additional parent-teacher conferences may be scheduled by either the parent or the teacher as need arises. These conferences are beneficial because it provides you and the teacher an opportunity to share information which will be of assistance in working with your children. If you have a question about your child's education program, we invite you to set up a conference with their teacher or the principal.

Other Communication

School personnel will communicate with you through newsletters, notes, or telephone calls as the need arises. Again, you are encouraged to contact your child's teacher or principal if you have any questions regarding school.

School Visits

You are invited and urged to visit the schools during Open House or at any other time upon making an appointment in the school office.

Check-In Policy: All parents, as well as guests are required to stop and sign-in at the office counter if entering the building during the school day. All exterior doors will be locked with the exception of the front doors so please plan to use the main entrance when entering the building. This procedure has reduced classroom interruptions and has increased the safety and security of the building for your children. We appreciate your continued support.

We do not encourage non-registered children to visit the school unless accompanied by an adult or unless prior arrangements have been made with the principal.

School Services and Programs

Special Student Services

The Director of Pupil Services is responsible for assisting in meeting the educational needs of students whose needs are not being met through the facilities and programs of the regular classroom. These students include those with cognitive, health, physical, learning, emotional, speech and language, or other disabilities. If you have questions about these programs, please contact your child's principal or call the Director of Pupil Services at 728-2642, ext. 4807.

Special Accommodation requests

Any requests for special accommodations at any school function should be made to the building principal at least one week prior to the visit or event when the services are needed. These accommodations may include, but are not limited to, wheel chair accessibility, hearing impaired interpreters and dietary restrictions.

School Breakfast/Lunch Program

Type A lunches and breakfasts are served in all schools. Information concerning the menus for these meals is printed in the monthly newsletter. Applications for free or reduced price meals are available at the principal's office.

The money for the breakfast and lunch programs at the elementary level are handled through a computerized debit system. Meal money is deposited in student accounts and used as needed. Parents are expected to keep a positive balance in all meal accounts at all times. Year-end balances of \$10.00 or less will not be refunded. If the student remains in the district, the unexpended balance will be forwarded to the next grade.

Instrumental Music Programs

Orchestra– Interested students in grades 4 and 5 have the opportunity to receive instruction on orchestra instruments.

Band – Band instruction is available to interested students in the fifth grade.

School Health Policies

Illness During School Hours

It is very important that the schools have a telephone number where parents can be reached in case an emergency situation arises involving your children. Serious problems don't occur often at school, but they do happen.

In some cases the parents can't be reached because they are working or are out of the house when a call is made. It is requested that you also list a relative, friend or neighbor and their telephone number in case we can't find you and your child must go home.

There are not enough beds or people to provide the comfort for your children when they are ill. By sending students who are ill home, it is hoped it will prevent other students from becoming ill.

Outdoor Play/Recess

The school health program includes outdoor play every day. This means that every child in school should participate at recess and at noon. We would like to see every child in school everyday, but an ill child should be kept at home.

Clothing For Seasonal Weather

Your child should come to school properly dressed for the elements; particularly hats, boots and mittens for cold, wet weather and snow in the wintertime. These items should be worn at all times during this season. These items should be properly labeled.

Outside play on cold weather days is still encouraged for all students. Decisions to restrict outdoor recess time will be based on circumstances such as how wet the conditions are, the amount of sunshine, and the length of time the students will be outdoors. The general guideline is that we will not have outdoor play/recess when the temperature (with wind chill calculations) is lower than 0 degrees.

Too Sick for School?

One of the problems most often confronting parents of school-age children occurs when a child complains of not feeling well on a school day. Please keep in mind that our district nurse circulates between the schools, and is not in our office every morning when school starts.

A decision must be made as to whether the child stays home or goes to school. How do you make the right decision?

Following are guidelines to assist you in making the decision as to when your child should stay home from school.

Fever

A fever is usually a symptom of an illness. A child with a temperature over 100 degrees Fahrenheit should not go to school. This child should be kept home until fever-free for 24 hours.

Rash

A rash can be a symptom of a contagious viral or bacterial illness. A rash may cover the entire body or appear in just one area. **DO NOT SEND YOUR CHILD TO SCHOOL WITH A RASH UNLESS YOUR DOCTOR HAS SAID THE RASH IS NOT CONTAGIOUS.** Please bring a note from the doctor stating that the child may be in school, or notify school personnel if your child has developed an illness that is contagious (chickenpox, impetigo, scabies).

Diarrhea, vomiting, stomachache

A child with diarrhea needs to be kept home. A child who has been vomiting needs to be kept home until he or she is able to keep their last meal down. A doctor should be consulted if your child has a stomachache that is persistent and severe enough to limit activity.

Cold, cough, sore throat

A child with a severe cough or cold symptoms should stay home. If your child complains of a sore throat but does not have any other symptoms, he or she may go to school. If white spots can be seen in the back of the throat or if a fever is present, keep the child home and contact the doctor.

Pink eye (conjunctivitis)

Pink eye is uncomfortable and very contagious. Symptoms include a discharge from the eyes, burning or itchy eyes, and watery eyes. Treatment usually requires prescription eye drops. The eye drops must be used for 24 hours before your child may return to school.

Pain

Toothache – Contact your dentist

Earache – Contact your doctor

Headache -- May go to school if this is your child's only complaint

A child who is well enough to attend school should also be well enough to participate in recess. If your child cannot go outside for recess, a doctor's excuse must be at school.

Any teacher, secretary, principal, or nurse can send a student home if they believe the student is ill or has a communicable disease, such as lice, impetigo, or chickenpox.

Administering Medication At School and School Sponsored Activities

1. All medication must be brought to school by a parent/guardian.
2. All over-the-counter medication must be in the original container. Do not put any medication in a baggie.
3. All prescription medication must be in the original prescription bottle with a label applied by the pharmacist. The student's name, medication, dose, time to be administered, and a doctor's name must appear on the label.
4. A **Parent and Physician Permission for Prescription Medication** form, signed by the parent and physician, must be in place before any prescription medication will be administered. It is the parent's responsibility to have the form signed by the physician.
5. A **Parent/Guardian Permission for Non-Prescription Medication** form, signed by the parent must be in place before any over-the-counter medication will be administered.
6. Medications will be kept in a locked cabinet in the health office. Medications requiring refrigeration will be kept in a refrigerator in or near the health office.
7. Only the school nurse, or school staff who have volunteered and are trained by the school nurse, may give injections. Injectable medications require the **Parent and Physician Permission for Prescription Medication** form to be completed.

8. The health office does not supply peroxide, first aid ointment, alcohol, contact solution, lip balm, or pain medication. If this is something that your child may need, you must take it to the health room along with the appropriate signed permission form.
9. Any changes in medications, including dose or time to be administered, must be written on a new medication permission form with the appropriate signatures.

Student Immunization Records

All students must have the state required immunization before entering school. For further information on immunization or any of the school district health care polices, please contact the school nurse at 728-2642, ext. 4416.

Supplemental Insurance

All students in the Delavan-Darien Schools are covered by insurance. This does not mean that the bills are covered completely. **It is a supplemental insurance** and any other insurance that the family may have will be considered as primary coverage.

If a claim is not reported within 90 days, it will not be accepted by our supplemental insurance company.

Please, Parents, help us by impressing on your children the importance of reporting accidents to the teachers in charge of their activities.

School Head Lice Procedures

If a staff member suspects a student may have lice, he/she may request that the student be checked for the presence of lice by the nurse or health aide. If live lice are found, the student's parents will be contacted and the student will be sent home for treatment. Upon returning to school, the student's head will be checked for the presence of live lice. If no live lice are found, the student will be allowed back in school. However, if live lice are found, the student will be sent home and the absence will be unexcused. This student will be checked in one week for any new infestation.

Access to Patient Health Care Records (Section 146.83, Wisconsin Statutes)

Wisconsin law requires a health care provider to provide each patient with a statement of access rights to patient health care records. The statement must be provided either upon admission to an in-patient health care facility or upon the first provision of services by the health care provider. The law provides that if the patient or other person submits a statement consenting to the disclosure of information from patient health care records, the patient or person may:

- after providing reasonable notice, inspect the health care records of a health care provider relating to that patient at any time during regular business hours.
- after payment of reasonable costs, receive a copy of the patient's health care records.
- after payment of reasonable costs, receive a copy of health care provider's X-ray reports or have the X-rays referred to another health care provider of the patient's choice.

The statement consenting to the disclosure of information from patient health care records must be written and include all of the following: the name of patient whose record is being disclosed; the type of information to be disclosed; the types of health care providers making the disclosure; the purpose of the disclosure; the party to whom disclosure may be made; the signature of the patient or person authorized by the patient, and if signed by a person authorized by the patient; and if signed by a person authorized by the patient, the relationship of that person to the patient or the authority of the person.

School Bus Safety Rules

The School District of Delavan-Darien provides safe, efficient transportation for students attending public and private schools. In order to protect the safety and welfare of the children while on the bus, parents are asked to review the following bus rules with their children on a periodic basis. Students riding the buses, whether on a daily basis to and from school, or for field trips and sporting events, are expected to know and follow these rules. Basically parents are responsible for the behavior of their child on school buses. If a child's behavior is not acceptable, the privilege of riding the bus may be withdrawn and it will become the responsibility of the parent to transport the child..

The first documented infraction of the following bus rules usually results in a warning. The second through fourth infractions result in three to five days of suspended bus riding privileges. The fifth infraction will result in an immediate and indefinite suspension of bus riding privileges pending a meeting with the school district's business manager, the Director of Pupil Services and the appropriate Building Administrator. The school district may choose to skip steps in the previous set of established consequences based on the severity of the infraction.

The school district is unable to release medical or confidential information to the bus company without specific written authorization from the parent. Therefore, if your child is under continuing doctor's care for a medical condition or other special need that you feel the bus company should be aware of, you will need to contact them. The telephone number at the Dousman Transport is 728-2166. You should ask to speak to the bus terminal manager, regarding these special issues or circumstances.

1. **Be on time for the bus.** Students must board the bus at designated stops, or at the school they are attending.
2. **The bus driver is in charge.** School bus passengers shall comply with any lawful order given by the driver in carrying out the driver's responsibility of transporting passengers safely. The school bus driver has a legal responsibility to maintain order on the bus.
3. **Respect others on the bus.** Passengers shall exhibit good conduct and be polite while on the school bus. They will respect the rights, property, and safety of other passengers. This means no pushing, shoving, running, hitting, kicking, fighting, or being loud. The same rules of conduct that apply in a classroom apply on the school bus.
4. **Profane or abusive language or gestures will not be tolerated.**
5. **Passengers must remain in their seat at all times until their destination is reached.** Passengers shall face forward with feet on the floor. Passengers are not allowed to sit on the floor or stand on the seat. Moving from seat to seat is not allowed without driver permission. The bus driver may assign seats.
6. **The aisle on the bus must remain clear at all times.** Personal items of the passengers must be kept in a bag of some sort. Musical instruments, book bags, and other equipment must be held on the passenger's lap or be capable of being stored under the seat in order to be allowed on the bus. Boombox radios are not allowed on the bus. Glass containers and other sharp objects are not allowed on the bus.
7. **Tobacco, alcohol, or other harmful substances are not allowed on the bus.**
8. **Do not eat food, candy, or drink beverages on the bus.**
9. **Do not throw anything on the bus, or out the window.**
10. **Destruction to the bus is prohibited.** Passengers causing destruction shall be liable for the cost of all labor and materials to return the destroyed area to a like-new condition, may be charged with vandalism, and may result in automatic suspension of busing privileges.
11. **Students will enter and exit the bus through the front service door only.** The rear emergency door of the bus is to be used only in emergencies. Any passengers who uses the emergency door

for a purpose other than an emergency, will automatically forfeit the right to ride a school bus at any time in the future.

12. **The bus driver must give permission before bus windows may be opened.**

Field trips and extra-curricular trips:

13. **All bus rules still apply.** Chaperones and coaches are to sit among the students and assist the driver in maintaining order and discipline.
14. **Students who ride the bus to games or events must return to Delavan on the bus.** They must ride the same bus they signed up for or purchased a ticket for.
15. **Cleated or spiked shoes are not to be worn on the bus.**
16. **Eating and drinking beverages** are allowed on extra-curricular trips and field trips only. No glass containers are allowed.

Please remember, the school bus driver has the responsibility to transport passengers safely. These bus rules are designed to allow all children to be transported in a safe and orderly manner.

Parent Responsibilities for Elementary Students

The School District accepts responsibility of students from the time students get on the school buses to the time they get off at the end of their school day. For students who walk to school, we accept responsibility once the child is on our school grounds and until the child leaves our school grounds at the end of the day. Supervision and responsibility of students from leaving home and walking to the bus stop or to school is the parent's responsibility. Once students get off the bus or leave the school grounds, getting home safely is also the parent's responsibility. Parents need to plan for these transition times and assure that their child is safe.

Our four and five year-old kindergarten students require special supervision going to and from the scheduled bus stop locations. Each 4 and 5 year-old kindergarten student needs to have an older sibling or a responsible adult walk them to the bus stop each morning and meet them at the bus stop each afternoon to assure that they get to school and home again safely. If it is determined that a four or five year-old kindergarten student does not have a responsible person to meet them at the bus stop, they may be returned to the school. A parent will be contacted and required to pick them up from school immediately and the situation will be handled following the bus infraction procedure previously outlined where the privilege of riding the bus may be withdrawn.

Our four and five year-old kindergarten students also require special supervision going to and from school if they are within walking distance of school. Each 4 and 5 year old kindergarten student needs to have an older sibling or a responsible adult pick them up from school or walk them to school each morning and meet them at the building each afternoon to assure that they get to school and home again safely. Four and five year-old kindergarten students who do not have a responsible person to meet them at the end of the day will be retained at the school where a parent will be contacted and required to pick them up from school immediately. The situation will be handled with an initial warning with follow-up concerns being handled in conjunction with the Walworth County Department of Human Services.

All young children need practice in learning how to cross streets and walk to school or a bus stop. Please spend some time with your child prior to the first day of school reviewing bus safety rules and the following procedures.

1. Pupils who have to cross the road to be picked up should look carefully in all directions from which traffic may come before crossing.
2. Pupils who have to walk some distance to meet a bus should walk on the side of the road facing the traffic. While waiting for the bus, they should not stand or play on the roadway.
3. While being transported to and from school, pupils must know they are under the authority of the school bus driver. Refusal to obey rules will be reported to school officials and may lead to suspension of bus privileges.

4. Pupils must be on time for the bus both in the morning and afternoon.
5. Pupils must not make an attempt to get on or off the bus while it is in motion. If necessary, the pupils must occupy seats assigned by school officials or the bus driver.
6. Pupils must not leave the bus on the way to or from school without the written request of pupil's parent.
7. Pupils should be courteous at all times to the driver, to fellow pupils, and to all persons along the route.
8. Someone must meet the bus for drop off of 4 and 5 year-old kindergarten students as previously described.

~~Written notes from parents are necessary if a child is to change his/her regular way of leaving school or destination. We cannot accept verbal directions from primary age pupils.~~

Alternative Transportation Issues

There may be occasions where School District Employees may transport individual students or small groups of students in their privately owned vehicles. This may occur if a student: misses a shuttle bus, is ill and a parent can't transport them home, is attending a special activity within the district, etc. If this does not meet with your approval, please contact your school principal within the first two weeks of school. Thank You

Student Attendance

For Student Achievement to be attained, it is critical for students to attend school on a regular basis. The School District of Delavan-Darien would like you to be aware of our attendance policy and the implications on your students' achievement should they NOT attend school on a regular basis.

- The School District of Delavan-Darien allows students to have 10 Parent Excused Days. These days are counted as excused when a parent/guardian contacts the school to inform that their child will not be in attendance that day.
- Under Wisconsin State Statute, students may not be absent without an acceptable excuse for part or all of one or more school days during which the school has not been notified of the legal cause of each absence by the parent/guardian of the absent student. Students absent without an acceptable excuse for part of or all of 5 or more days on which school is held during a semester will be considered a habitual truant.
- When a parent/guardian removes a child for an extensive period of time, for example, 49 school days, the student should be re-enrolled in another school and this should be treated as a withdrawal. If a parent removes a child for 14 days to go on a family vacation, this is a vacation and parents need to be advised that this falls within their parent excused absences and they may incur truancy if they have exceeded the limit for parent excused absences.
- The School District of Delavan-Darien will file truancy on a student who has exceeded the ten parent excused days and their child has been identified as a habitual truant under Wisconsin state law. Please be aware that the parent/guardian will be responsible to the court if truancy papers are filed.

WISCONSIN STATE LAW ON SCHOOL ATTENDANCE

In accordance with Wisconsin compulsory attendance laws, all children between the ages of six and eighteen shall attend school regularly during the full period and hours in which the school is in session until the end of the school term, grading period, or semester of the school year in which the child become 18 years of age, or until the child has graduated from high school. §118.16(1)(a)

In compliance with the law, the School District of Delavan-Darien School Board will excuse from compulsory attendance any child who qualifies in one of the areas below:

Absence Excused by Parent (PEX): Ten days of parent excused absences (partial or full days) are allowed for the year per state statute. After 10 days, absences will be considered unexcused.

Absence Excused by School (ABE): Each of these absences requires the verification of a parent/guardian or written documentation from a medical or other appropriate professional.

- Medical, dental, chiropractic, optometric, or other valid professional appointments (requires written verification from medical professional)
- Illness verified through written documentation of a medical professional
- Death in the immediate family or funeral for close relatives
- Religious holidays or religious instruction
- Court appearance or other legal procedure which requires the attendance of the student (requires written verification from the court system)
- Quarantine as imposed by a public health officer
- Attendance at special events of educational value as approved by the school administration
- Special circumstances that show good cause, which are approved by the school administration
- School ordered suspension
- Removal from school by an officer of the court

Habitual Truancy State Statute Definition and Procedures: “Habitual Truant” §118.16(1)(a) means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester. When a student is identified as a habitual truant, the school shall notify the parent/guardian by registered or certified mail. Prior to issuance of a citation the following will occur:

- a. A statement of the parent’s/ guardian’s responsibility under §118.15(1)(a) to cause a child to attend school regularly.
- b. A statement that the parent/guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children-at-risk.
- c. A request that the parent/guardian meet with appropriate school personnel to discuss the child’s truancy.
- d. A statement of the penalties under §118.15(5) that may be imposed on the parent/guardian if he/she fails to cause the child to attend school regularly.
- e. A citation may occur only after the above have been attempted.

LOCAL TRUANCY ORDINANCE

The City of Delavan has adopted Municipal Truancy Ordinances in accordance with Wisconsin State Statute 118.163

Truancy for the School District of Delavan-Darien includes any unexcused absences, unexcused tardies, or class cuts as defined by attendance policies.

Concerns with “Truancy” will be handled in a step by step fashion:

- Step 1- -Written notification to parents and request for a conference
-Letter includes possible consequences under WI State Law
-School consequences
- Step 2- -Written notification to parents and request for a conference
-Letter includes possible consequences under WI State Law
-Personal meeting with student involved—effort made to resolve the truancy concern and review of the potential consequences of continued truant behavior

Step 3- -Ask for police intervention and the issuance of a citation

*****Exception to this three step procedure...**

Extreme or unique circumstances may be handled with a citation immediately, such as when a law enforcement officer finds a student(s) in the community during school hours and the student(s) is (are) "Truant" from school. (A non-truant student will be accompanied by a parent or will have a dismissal pass from the school in his/her possession. An officer may contact the attendance office if there is any question about the student's attendance status.) Parents/guardians and other adults may be given a citation for contributing to truancy by a Law Enforcement Officer.

TRUANCIES

If a student does not attend a class during the day, it is considered a truancy and an unexcused absence. First infraction will result in a warning being given. Students who continue to be truant will be subject to disciplinary measures.

School work missed due to absences is expected to be made up.

After School and Evening Performances or Activities

If students are absent during the school day due to illness or other parent excused reasons, they are not allowed to participate in district sponsored after school or evening activities.

Attendance Procedures for Elementary Schools

Students are expected to arrive on time, to attend every class, and to make up missed schoolwork due to absences. They need to be at school by 8:15 daily when the school bell rings to enter the building. All students must be in classrooms by 8:25 when instruction begins or they will be marked with an unexcused tardy.

Elementary School Hours

4K: 8:25 a.m.–3:15 p.m. Monday/Thursday or
Tuesday/Friday and 1 Wednesday per month

5K-5: 8:25 a.m.–3:15 p.m. Daily

Early Release Day Hours:

8:25 a.m.–12:25 p.m.

Tardy Excused: Arrives before 9:30 a.m. with an appropriate excuse.

Tardy Unexcused: Arrives before 9:30 a.m. without an appropriate excuse.

- Pupils who do not ride the bus should not arrive at the elementary school prior to 7:50 a.m. when playground supervision is scheduled to begin. There will be crossing guards on duty at 7:45 a.m. on school days.
- Elementary students who arrive after 9:30 a.m. will be considered Absent for a half day.
- Parents should report absences before 8:30 a.m. by calling the school or by sending a written note to the school attendance office.
- All written verifications from professionals and parents should be turned in to the school attendance office.
- All unexcused absences will be counted towards habitual truancy.

Closings

If it is necessary to close the schools due to inclement weather, an announcement will be made on our voice mail system and on the following stations:

Radio			
Milwaukee	WISN 1130 AM	WOKY 920 AM	WTMJ 620 AM
	WRIT 957 FM	WLTQ 97.3 FM	WKKV 100.7
	WMIL 106.1 FM	WKTI 94.5 FM	
Lake Geneva	WLKG 96.1 FM		
TV			

If school is closed during the school day, your children will be arriving home at a time different from their usual schedule. Please instruct your children on what to do in these emergency situations if there is no one at home.

General Rules of Conduct

The behavior and conduct of students attending schools of the district shall reflect those standards of good citizenship, high morality, self discipline and responsibility of one's own actions which are expected of our democratic society. While the opportunity to earn an education is a right of all people it is also a privilege with responsibility. The right must be earned by meeting eligibility requirements for given grade levels, and by attaining a standard of achievement which is commensurate with personal abilities and capacity. It is the belief of the Board of Education that should a student fail to perform those duties required of him/her upon attendance at school he/she may be denied the privilege of attending. (School Board Policy)

Students need to:

1. cooperate with and respect all school personnel including teachers, support staff members, bus drivers, and administrators.
2. show good citizenship by respecting the rights and property of others. This includes cooperating with others to and from school, on the school premises, and on school buses.
3. put forth their best effort in the classroom by attending school regularly, working to their ability level, and completing work on time.
4. wear clothing which is clean, in good taste, conforms with accepted standard of the community, and does not attract undue attention. (s 994.21/ s 994.23)

The following are not permitted in school or at school sponsored events:

- a. clothing displaying messages or pictures that are derogatory, related to drugs, alcohol, tobacco, profanity, weapons/advocating violence or sexual connotation
- b. bare midriffs, spaghetti straps or see-through mesh garments without t-shirts or other proper undergarments
- c. clothing, jewelry, or other personal items which are associated with any criminal gang or could pose a student safety hazard to self or others.
- d. swimwear, sleepwear, or visible undergarments (Belts must be worn if the fit of pants allows undergarments to show or could cause a potential safety issue. All clothing must be worn in an appropriate manner.)
- e. hats, caps, scarves or any other form of headwear
- f. shorts and skirts shorter than fingertip length
- g. sunglasses
- h. chains on pants and clothing or accessories with large metal studs.
- i. any shoes with wheels
- j. gum

While on school property, at school sponsored events, or on school buses **students may not:**

1. use, distribute, sell, or have in their possession any tobacco products. [s 48.983(2)]

2. bring real or pretend knives, guns, explosive devices, laser pointers or other items considered potentially dangerous to others. (School Board Policy)
3. steal from the school or damage school property. If school property is willfully damaged by a student, his/her parents will be expected to pay for replacement or repairs. [theft (s 943.20), vandalism (s 943.01)]
4. fight with others. [assault and battery (s 940.19), disorderly conduct (s 941.01), harassment (s 813.125)]
5. use vulgar, profane, or disrespectful language, gang related gestures or behaviors at school toward Board of Education employees or to fellow students. [slander/libel (s 176.31), (disorderly conduct (s 941.01)]
6. be under the influence or be in possession of alcoholic beverages (s 176.31), or other controlled substances (s 161.41).
7. use or be in possession of electronic paging or two way communication devices. The building principal is authorized to permit a student to use and/or carry a "beeper" or cell phones for medical, school educational, vocational or other purposes as he/she deems necessary. (School Board Policy)
8. bring the following items to school or on the school bus: electronic devices such as personal stereos, Ipods, MP3 players, radios, CD players, electronic games or cellular phones. The school reserves the right to confiscate the items. Parents will need to make arrangements to pick the item(s) up from the school office. The school is not responsible for missing, stolen, or damaged items.
9. participate in discriminatory or harassing behavior against other pupils or staff because of sex, race, religion, national origin, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Restricted behaviors include, but are not limited to, intimidation, bullying, name-calling, and physical attacks. (s 118.13)
10. play with, share or distribute collectable cards (ie: sports or Pokemon)

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. (Policy 443:72)

Under Wisconsin State Statutes hazing is defined as follows: 948.51 Hazing. (1) In this section "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity. (2) No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student. (3) Whoever violates sub. (2) is guilty of: (a) A Class A misdemeanor if the act results in or is likely to result in bodily harm to another. (b) A Class E felony if the act results in great bodily harm or death to another.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the building principal who will then inform the superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy or fail to report hazing incidents may be subject to disciplinary action and may be held

personally liable for civil or criminal penalties. Disciplinary action for students may include, but not be limited to, suspension and/or expulsion. Disciplinary action for staff members may include, but not be limited to, termination of employment.

Retaliation against anyone reporting or thought to have reported hazing behavior is prohibited. Encouraging others to retaliate is also prohibited. Both actions are subject to disciplinary actions.

This policy will be included in student handbooks and will be reviewed with students at the beginning of each school year. The athletic director will ensure that all coaches discuss this policy with athletes on a yearly basis. The contents of this policy shall also be the subject of discussion at employee staff meetings or in-service programs. All new employees will receive a copy of this policy.

The Board of Education wants its teachers to be teachers, not policemen or baby sitters. Students who become problems in cooperation and who are antagonistic to the development of habits of self-control may expect to be dealt with unpleasantly. Repeated conduct of this kind will result in parents being called to school to learn about the problems the school has with their child. Students who repeatedly violate school rules or commit acts antagonistic to the welfare of the school program will be subject to disciplinary action which may include suspension, notification of law enforcement agencies, or expulsion. (School Board Policy)

It is understood that these rules are not all inclusive. The administration shall take such action as is necessary and not forbidden by law to insure the discipline and orderly conduct of the school. Continued offenses, suspendible in nature, may result in expulsion. [s 120.13(1)(c)]

of Conduct

A. Code of Student Conduct

The School District of Delavan-Darien recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer term removal from the class ("long term removal"). Long term removal may, but need not always, be for disciplinary purposes.

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code".) In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not

limited to detention, suspension or expulsion, for the conduct for which the student was removed.

B. Grounds For Disciplinary Removal From Class

A student may be removed from class for conduct or behavior which (a) violates the School District of Delavan-Darke policies regarding suspensions or expulsion;(b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; (e)which is incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher's decision to remove the student, and return the student to class after consultation with the teacher.

a. Behavior That Violates the School District of Delavan-Darien Policies on Suspension and Expulsion

The District Policies regarding suspension and expulsion are set forth in Section VI, pages 23 and 24. It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the District's central administration. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

b. Behavior That Violates the Behavioral Rules and Expectations In the Student Handbook

The Student Handbook contains behavioral expectations for the individual schools in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussions should include an explanation of this Code, and the District's policy regarding removal.

c. Behavior Which Is Disruptive, Dangerous Or Unruly

Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension and expulsion, or in the Student Handbook, for the purposes of this Code the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

- (1) Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
- (2) Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.
- (3) Behavior that may constitute sexual or other harassment.
- (4) Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.
- (5) Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.

- (6) Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
- (7) Destroying the property of the school or another student.
- (8) Loud, obnoxious or outrageous behavior.

d. Behavior Which Interferes With The Ability Of The Teacher To Teach Effectively

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:

- (1) Open defiance of the teacher, manifest in words, gestures or other overt behavior.
- (2) Open disrespect of the teacher, manifest in words, gestures, or other overt behavior.
- (3) Other behavior likely or intended to sabotage or undermine the instruction.

e. Behavior Which Is Inconsistent With Class Decorum and The Ability Of Others to Learn

In addition, there may be grounds for removal for behavior which, though not necessarily violative of the provisions of (1) through (4) [above], is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

C. Non-disciplinary Reasons For Removal Of A Student From Class

In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature, and include, for purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances, between the student and the teacher.

a. Any student may be temporarily removed from class under this Code by a teacher of that class. For the purpose of this Code, "student" means any student enrolled in the Delavan-Darien School District, exchange student, or student visitor to the District's schools.

b. Any student may be removed on a long term basis from a class based upon the request of a teacher as upheld and implemented in the discretion of the building administrator.

c. For the purposes of this code , a "class" is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District sponsored co-curricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after school clubs, and sporting activities.

d. A "teacher" is any certified instructor, counselor, nurse or administrator, or any person assigned to teach, monitor, assist in or oversee a class in the employ of the district. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

e. A "building administrator" means a principal of a school, or other individual duly designated by the building administrator or District Administrator.

D. Procedures Followed In Temporarily Removing A Student From Class

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action: (a) Instruct the student to go to the main office for the period of removal. In such case, the teacher should either call the main office to explain the removal or send a note with the student. (b) Obtain coverage for the class and escort the student to the main office; (c) Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

(1) When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student's arrival, the student should be taken to the removal area, and the administrator or designee should speak to the student as soon as practicable thereafter. For the purposes of short term removal, it is not necessary to obtain witnesses or to otherwise verify the student's or teacher's accounts of the situation.

(2) Within twenty-four (24) hours or one school day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building administrator or designee.

(3) As soon as practicable, but in any event within twenty-four (24) hours or one school day, of the removal, the building administrator or designee shall attempt to inform the student's parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

(4) Each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the "short term removal area").

(5) Students who are removed by their teachers must immediately and directly go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short term removal area. At the discretion of the building administrator or designee, the student may instead be sent to another educational setting, provided the student is supervised in such alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short term removal area. In general, students should be required to do work of an academic nature while in the short term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g. writing an apology or account of the situation). Whenever possible, students' time in the removal area should not be recreational or free time.

(6) Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short term removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short term removal, or, where necessary, appropriate and practicable, shall take steps to have the student sent home.

E. Procedures for Long Term Removal

Long term removal is an extremely serious step, which should not be undertaken hastily or for less

than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal or designee. For the same reasons, long term removal should not ordinarily be considered on the basis of a single incident. Unlike short term removal, the ultimate decision regarding long term removal rests with the building administrator.

a. Where a teacher believes that the best interests of the student and/or the class require long term removal, the teacher should so notify the building administrator in writing. Such statement should set forth as clearly and completely as possible:

b. Upon receipt of such statement, the building administrator may, in his/her discretion, consult with the teacher and/or other District staff. In most cases, it is appropriate to inform and consult with the parents of the student, and the student, involved in the request for long term removal.

c. Following consideration of the teacher's statement and any other information, the building administrator shall, in his/her discretion, take one of the following steps.

- (1) place the student in an alternative education program as defined by law
- (2) place the student in another class in the school, or in another appropriate place in the school
- (3) place the student in another instructional setting; or
- (4) return the student to, or retain the student in, the class from which her or she was removed or proposed to be removed.

d. In any event, a student in long term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

e. Long term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) school days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

f. It is expected that administrators and teachers will meet prior to the implementation of this Code to arrive at a consensus regarding how its provisions should be interpreted and applied. However, this Code, and the procedures regarding removal, are intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Therefore, different teachers may have somewhat different views and practices regarding removal of students from their classes, either long or short term.

g. Similarly, there are many, clear differences between the needs and practices of schools serving different grade levels. Just as there are different behavioral expectations for elementary and high school students, the standards for removal may well differ from one school, grade or class to the next.

h. Teachers and administrators of each school are encouraged to discuss their individual views, philosophies and practices regarding removal of students.

F. Disabilities Education Improvement Act (IDEIA)

Some different rules and considerations apply for students identified as requiring special education services under IDEIA of 2004 or Section 504 of the Rehabilitation Act of 1973. In particular, placement and identification for such students is a decision of the student's Individual Education Plan (IEP) Team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the

administration. In addition, many students covered by the IDEIA may have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to nondisabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP Teams address these issues and this Code, at least annually, setting forth the consensus of the IEP Team regarding behavioral expectations and consequences.

a. Notwithstanding these issues, under the IDEIA, school personnel may remove a child with a disability for up to 10 days regardless of whether or not the conduct was a manifestation of the child's disability. School District have the authority to remove a student with a disability for 10 school days if the student violates a code of student conduct.

b. For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside the IEP Team process. This ten (10) day limit applies to out of school suspensions as well as days of removal.

c. The IDEIA also permits school personnel to remove a student with a disability to an interim alternative educational setting (IAES) for not more than 45 days, without regard to whether or not the behavior is determined to be a manifestation of the child's disability, if the student, while at school, on school premises, or at a school function: (1) carries or possesses a weapon; (2) knowingly possesses or uses illegal drugs, or sell or solicits the sale of controlled substance; or (3) has inflicted "serious bodily injury" upon another person.

Promotion Policy - Grade 4

Grade 4: To qualify for promotion from 4th to 5th grade after September 1, 2002 a student shall pass the school's required number of elementary subjects and earn at least 4 promotion points by passing sub-tests of the State required Wisconsin Knowledge and Concepts Examination (WKCE) as indicated below:

4th Grade WKCE

1 promotion point may be earned in each sub-test (math, science, reading, language arts, social studies) in which the student scores "basic" or higher. (Maximum 5 points)

If a student does not earn the required 4 promotion points by passing sub-tests of the WKCE, points may be earned from the following sources:

3rd Grade WKCE

2 promotion points may be earned if the student scores at the proficient or advanced level.

1 promotion point may be earned if the student scores at a basic level. (Maximum 2 points)

Class Grades

.5 promotion point may be earned per class (math, science, reading, language arts, social studies) where the student has an average grade of "C" or greater during each semester of grade 4.

(Maximum 5 points)

Attendance

.5 promotion point may be earned for each semester in grades 3-4 where the student has 95% or better attendance rate.

(Maximum 2 points)

Summer School

.5 promotion point may be earned for every academic course passed in summer school after 4th grade.

(Maximum 2 points)

Promotion Review Team

A Promotion Review Team shall be convened by the principal to examine the school records of any student who does not achieve the required 4 promotion points. This team may award promotion points for extenuating circumstances and/or for special considerations not reflected in the Promotions Points criteria detailed above.

Lockers/Coat Racks And Search By School Personnel

School lockers and coat racks are the property of the school board and are under their possessory control. They are provided for the convenience of students only. Periodic general inspection of lockers and coat racks may be conducted for any reason without notice or consent of the student, by designated officials and school district employees. (1997 Wisconsin Act 329) Among the reasons are suspicion of material of a disruptive or dangerous nature, stolen property, or other items which pose a danger to the health and/or safety of others. Students should not put anything in their lockers or carry anything in their possession that they would not want the teachers or principal to know about for any reason. Discovery of improper materials may result in confiscation of those items and referral for disciplinary action.

Lockers and coat racks are to be kept clean and neat at all times. Students are responsible for their personal property, not the school. Therefore, it is not recommended that students keep money or valuables in their hall lockers or coat racks. It is the students responsibility to clean out the locker/coat rack at the end of the school year.

Swing/ Shared Attendance Areas

In 2009, the school district of Delavan-Darien identified and adopted swing/shared attendance areas between the three elementary schools. Families moving into these swing/shared attendance areas will be assigned to an elementary school based on class size availability to prevent overcrowding in specific buildings. Final notification of school assignments may not be made until after registration is completed in August.

Change of Address and/or Withdrawal

If you change your address or telephone number during the school year, the change should be reported to the school office immediately. If you are moving out of the district, the school should be notified in advance so that the proper transfer records can be prepared and your child's supplies can be collected.

Internet and Computer Network

COMPUTER NETWORK USE - STUDENTS

The Delavan-Darien School District offers students access to school computer networks and the Internet. The Internet gives students access to educational resources around the world. Many classes incorporate the Internet as a primary research resource.

Students and parents/guardians are advised that a student's use of a school computer network – including which computers they use, which Internet sites they visit, what E-mail they send and receive and what material they save on the network – shall be monitored and sometimes accessed. Students should not expect privacy in any work they do, any communication they make or any material they save.

Students are responsible for good behavior while using school computer networks just as they are in a classroom or school hallway. In general, school rules for behavior and communications apply to computer use as well.

The use of school computer networks is a privilege, not a right. Failure to abide by the rules governing student computer use may result in a forfeiture of that privilege. The rules listed below provide specific examples of inappropriate and prohibited conduct, but these examples are not intended to be comprehensive.

1. All use of a school computer network must support learning appropriate for school.
2. No student may use a school computer network unless a supervising adult is in the same room.

3. No student without an active user account may use a school computer network and no student may log onto the system using someone else's account, even with his/her permission.
4. A student should primarily use E-mail as part of curricular-based classroom activities under the supervision of a staff member or volunteer.
5. No student may agree to meet with someone he/she has "met" online without parent/guardian approval.
6. No student may share personal information about himself/herself or others on the Internet, including personal passwords, full names, addresses, phone numbers, social security numbers or credit card information.
7. Students will not participate in Cyberbullying, intimidation, threats or any other action that can be perceived as threatening to others. Students on the receiving end of treatment like this should report it immediately.
8. No student may access or attempt to access any material stored in another user's designated network storage space. No student may access or attempt to access material that is not available using his/her system name and password. No student may access or attempt to access unauthorized areas of the system. No student may access or attempt to access any other user's password.
9. No student may use a school computer network in such a way as to disrupt or threaten to disrupt the ability of others to use the system. Disruption may but need not include damage to equipment or stored data.
10. No student may use a school computer network to send threatening, hateful, harassing, insulting, defamatory or offensive communication.
11. No student may use a school computer network to obtain or transmit any material that advocates illegal acts or is defamatory, inaccurate, obscene, child pornography, harmful to minors or otherwise inappropriate.
12. No student may waste limited network resources, including bandwidth and storage space.
13. No student may download software programs from the Internet or from personal USB devices.
14. No student may use a school computer network for illegal or commercial purpose.

Students suspected of inappropriate or prohibited computer use shall be investigated. Students found to have violated the rules above or other school rules governing behavior or communication may lose computer privileges, even if this leaves them unable to complete required assignments. They might also be subject to other discipline including suspension and/or expulsion and/or criminal prosecution. Decisions about punishment, and whether to involve the police, shall be made by the building and district administrators.

Although there is a national consensus among educators that the benefits of Internet access outweigh the risks, parents/guardians need to know that because anyone can publish on the Internet, many Internet sites contain material that is illegal, defamatory, inaccurate, offensive, obscene, child pornography, harmful to minors or otherwise inappropriate. Although it is impossible to eliminate the risk that students might be exposed to such material, the district attempts to reduce a student's risk of exposure to such material by enforcing rules #2 and #11 above, electronically monitoring student computer network use so that students can be held accountable for Internet sites they have visited and filtering Internet traffic coming into its networks to restrict access to inappropriate sites.

Despite these risk-reducing policies, determined students might still be able to access inappropriate sites and the Delavan-Darien School District does not guarantee that such access will be impossible on a school computer network. Ultimately, students are responsible for where they choose to go on the Internet. Parents/guardians who are concerned about risk to their child because of Internet access should contact their child's principal or the District Technology Coordinator. Wisconsin Statutes 943.70, 947.0125

Video Surveillance

The maintenance of the health, welfare and safety of students and staff while on district property, and the protection of district property are important functions of the Board of Education. The School District of Delavan-Darien has determined that in order to enhance the ability to protect the health, welfare and safety of the district's students and staff, surveillance technology will be utilized by district administration.

Therefore, video cameras may be used to supplement proactive staff supervision, in accordance with the following guidelines:

- Video monitoring systems may be used on school property or at school sponsored activities.
- Video monitoring shall not be used to monitor areas where the public has a reasonable expectation of privacy. Common areas of the school in which there is no reasonable expectation of privacy include but not limited to hallways, classrooms, athletic areas, parking lot, cafeteria and library.
- Signs shall be posted advising that video monitoring is in place, but that the equipment may or may not be monitored at any time. "WARNING: THIS FACILITY EMPLOYS VIDEO SURVEILLANCE EQUIPMENT FOR SECURITY PURPOSES. THIS EQUIPMENT MAY OR MAY NOT BE MONITORED AT ANYTIME."
- Video monitoring locations will be authorized by the district administrator or designee.
- Video monitoring may be used to detect or deter criminal offenses that occur in view of cameras.
- Video recordings should be viewed on a need to know basis only and in such a manner as to avoid public viewing. Monitors should be in controlled access areas.
- Video equipment may only be monitored or viewed by administration and employees specifically designated by administration.
- Only individuals authorized by the district administrator or school principal shall have access to the video information collected.
- Recordings shall not be disclosed except in accordance with Department of Public Instruction publications on Student Records & Confidentiality and Sharing Information Across Systems.
- Video surveillance equipment will not be monitored at all times.
- Students, employees, or others found to have violated board policies, school rules or the law are subject to discipline in accordance with established policies or procedures.
- A video recording of actions by individuals may be used by the administrators as evidence in any disciplinary action brought against any individual arising out of the conduct in or about district property.
- The school district reserves the right to provide copies of video recordings to law enforcement agencies locally. All releases must be approved by the district administrator or designee.
- Parents/guardians and students will be allowed to view video recordings that have become part of the student's behavioral record in accordance with the district's student records policy. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy.
- All recordings shall be disposed of in a secure manner.
- This information will be published in the student handbook.
- This information will be given to all new employees and a yearly reminder sent to all employees.

The Board shall review the effectiveness of the video monitoring on a periodic basis. Wisconsin Statutes, Section 118.125, Section 120.13 (1).

Use of the School Telephones

Each telephone line is allowed so many calls per month. After we reach that number, there is a charge per call. Student use of the telephone is restricted to emergency use or to very special occasions. Students are not allowed to call home to get permission to go to a friend's home after school. Matters of that nature are not considered an emergency.

Teachers and students will not be called from class to answer the telephone except in case of an emergency. Telephone messages should be left on voice mail or will be delivered to the classroom as soon as possible.

Telephone System

The telephone system in the Delavan-Darien School District was upgraded during the summer of 1994. The system, which links all of our facilities, expands our capacity for both incoming and outgoing calls. It also provides voice mail and automated switching capabilities to better serve the needs of parents and children in our district.

The School district has one telephone number; it is **728-2642**. After dialing that number, callers will get an automated menu of choices to help further direct their call. For instance, to reach Darien, press 8; Turtle Creek, press 3; Wileman, press 5, etc. Once the building is reached, another series of menu choices will be given. The caller may choose to leave information regarding an ill child on the attendance line or contact a teacher for an appointment. This type of information may be left on voice mail tied directly to a specific person or location in the district assuring that your message will be received in the most timely manner possible. If you become frustrated, confused, or simply wish to talk to a secretary person-to-person, you may dial 0 (zero) at any time.

~~One can be comfortable with the phone system and the extension numbers by frequently using the immediate telephone service by the automatic dialers.~~

A more detailed explanation of the telephone system can be requested from any elementary school office. We will continue to utilize this technology to improve communications with our parents. Our goal is that you will become comfortable using it and will access the information from our buildings on a regular basis. Please don't hesitate to notify us with your concerns, questions, or comments. Your feedback will be helpful as we work to continue to best meet your needs.

Field Trips

As a part of class work, students are sometimes provided the opportunity to visit places they are studying. Permission slips will be sent home with students, giving full details of the field trip. Families may be asked to pay admission fees for students attending field trips.

School Owned "PG" Rated Movies

School owned "PG" movies may be shown to your children during the course of the school year, district staff have edited and dubbed the videos taking out questionable footage prior to showing to the students in the classroom.

If it was not possible for the video to be edited, teachers will send home a note informing parents of the title and date a "PG" rated movie is being shown. If you do not want your child to view the video you will be asked to contact your teacher or school office, so that an alternative activity can be planned for your child. These movies may be shown as an enrichment component to the curriculum or occasionally as a special incentive activity.

Student Nutrition and Wellness Guidelines

The School District of Delavan-Darien adopted School Wellness Guidelines in June of 2006. That policy states among other things that the school community should help to create an environment for students, which supports healthy, lifelong eating habits. It goes on to state that nutrition influences a child's development, health status, well being and potential for learning. We would like to encourage students and parents to provide healthy snacks for classroom celebrations and other events. The

wellness committee will make available copies of suggested snacks, rewards and party ideas that meet these criteria. Non-food items can also be used for incentives and special occasions. We hope that students and parents will consider these important guidelines when selecting snacks for the short and long-term well being of the children in our school district.

Parties

Special days are celebrated with classroom parties. Money is collected from students at the beginning of each school year to pay the cost of these parties. Tax money is not used.

Parents may wish to send a treat to the class for their child's birthday. PLEASE make these arrangements with the teacher far enough in advance of the day in question.

Private Parties

We make a special effort to be fair and supportive of all the children in our schools and encourage a team atmosphere in the classrooms. Because of this, we ask that invitations to private birthday parties not be distributed at school unless the entire class of boys/girls or both are invited.

Leaving the School Grounds

After arriving at the school, your child is not to leave the school grounds except at regular dismissal time, unless you send a written request.

Bicycles

Students who ride their bikes to school must park them in the bike racks provided. Bikes are not allowed to be ridden on the playground during the day. If your child rides a bicycle, please discuss bicycle safety rules. To provide for the safety of all students, children should walk their bicycles once on school grounds. Bike locks are also recommended for security purposes.

Student Assistance Program (S.A.P.)

The S.A.P. provides help to students coming from homes affected by significant family change, or the abuse of alcohol or chemicals. Referrals are made by students, parents and teachers

Attendance Boundaries/Day Care Arrangements

As a general rule, students will be assigned to attend the school in the area in which they live, not the school where the baby sitter lives.

Bus transportation will be considered if the baby sitter lives in the child's assigned attendance area.

Testing Program

Annually, 3rd-5th grade elementary students are given a Wisconsin Knowledge and Concepts Exam (WKCE). The students are assessed in both reading and math at the 3rd through 5th grade level. The 4th grade assessment includes other curricular areas as well. These test scores are compared with other students throughout Wisconsin and the nation to assure that all of our students are becoming proficient in these subject areas.

As a district, we use many other assessment measures as well to identify the academic strengths, deficiencies and progress of our students. Principals are available to interpret test results or to review students' school records upon request.

Celebrating Student Accomplishments

During the school year the School District of Delavan-Darien videotapes students during athletic events, various performances and ceremonies. We also may photograph students or their work in educational circumstances and situations. These tapes, reproducible images, and/or photographs may be shown over television and website. They may also be, used in class composites, yearbooks, newsletters,

or other public displays to show student involvement in various programs or have copies made for family libraries. Parents who object to the use of their child's images, name or work being published must notify the building principal in writing annually prior to September 15th.

Access To Public Records

The School District of Delavan-Darien has designated the Superintendent of Schools and Building Principals as the legal custodians of the public records and property of the School District of Delavan-Darien.

The public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the School District of Delavan-Darien at the following places and times:

School Administration Center	7:30am-3:00pm-MF
Delavan-Darien High School	7:30am-3:00pm-MF
Franklin Middle School	7:30am-3:00pm-MF
Darien Elementary School	7:30am-3:00pm-MF
Turtle Creek Elementary School	7:30am-3:00pm-MF
Wilman Elementary School	7:30am-3:00pm-MF

The School District of Delavan-Darien is authorized by law to impose a fee on the requester, which does not exceed the actual, necessary and direct cost of reproduction and transcription of the records, unless a fee is otherwise specifically established by law. A list of such fees is available at the School Administration Center.

The District encourages informal resolution of complaints under this policy. If any person believes that the Delavan-Darien School District or any part of the school organization has failed to follow the law and rules of S118.125 Wisconsin Statutes Governing pupil records, he/she may bring or send a complaint to our School Administration Center or the Family Policy and Regulations Office of the Department of Education.

Student Directory Data

Wisconsin Pupil Records Statute 118.125 (b) defines "directory data" as information which includes, among other things, a pupil's name, address, date of birth, telephone listing and dates of attendance. Such information may be released to others upon request unless permission to do so is denied. If you would like to object to the potential distribution or release of your child's "directory data," please notify the building principal in writing annually within 15 days of registration each year.

Survey Requests

Occasionally our students are asked to participate in surveys, which are developed to gather information regarding specified research topics. The survey responses are requested by professional organizations or individuals and must be approved by school administration before they can be administered to students. The intent of the collected data and level of security of the results are explained prior to approval and distribution. The surveys would be available for inspection by parents during the distribution and data collection time frame. If you would like your child to be excluded from participation in these surveys, please contact your building principal in writing annually within 15 days of registration each year.

Statements of Non-Discrimination

The School District of Delavan-Darien does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education program or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

It is also the policy of the School District of Delavan-Darien, pursuant to Wis. State. S 115.28(31) and

S 227.11(2)(a), to provide reasonable accommodations for a pupil's sincerely held religious beliefs, with regard to all examinations and other academic requirements. Therefore, if a parent or child is aware that there is a potential conflict with the school district calendar and their religious Holy days or other sincerely held religious beliefs, they must contact the building principal in advance. Such pre-approved absences will be handled in a way to ensure necessary confidentiality while providing alternative ways to meet the academic requirements missed without prejudicial effect on the student's grades.

The district encourages informal resolution of complaints under these policies. If any person believes that the Delavan-Darien School District or any part of the school organization has failed to follow the law and rules of s 118.13, s 115.28(31) or S 227.11(2)(a) Wisconsin Statutes, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint which refers to discrimination on the basis of sex or sincerely held religious beliefs to:

~~Vicki Louch, Title IX Coordinator~~
~~Administration Center~~
~~324 Beloit Road • Delavan, WI 53115~~
~~(262) 728-2642~~

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap should be directed to:

~~Director of Student Services, Section 504 Coordinator~~
~~School Administration Center~~
~~324 Beloit Road • Delavan, WI 53115~~
~~(262) 728-2642~~

Darren School District 2009-2010 School Calendar

School in session	September 1 – September 3
Labor Day Recess	September 4 - September 7
In session	September 8 – October 28
	(October 29-30 WEA Convention)
In Session	November 2 – November 6
END OF 1ST QUARTER	NOVEMBER 6 (45 Student Days)
In session	November 9 – November 24
Thanksgiving Recess	November 25–November 27
In Session	November 30 – December 22
Winter Break	December 23 – January 1
In Session	January 4 – January 21
END OF 1ST SEMESTER	JANUARY 21 (43 Student Days)
Teacher Work Day	January 22
In Session	January 25 – February 25
	(February 26 – SWEIO)
In Session	March 1 – March 19
Spring Recess	March 22 - March 26
In Session	March 29 – April 1
Good Friday	April 2
In Session	April 5 - April 7

<i>END OF 3RD QUARTER</i>	<i>APRIL 7</i> (46 Student Days)
In session	April 8 – May 28
Memorial Day Recess	May 31
In Session	June 1 – June 11
<i>END OF 2ND SEMESTER</i>	<i>JUNE 11</i> (46 Student Days)
Early Release Days for Curriculum	Inservice Work:
	October 9, 2009
	February 15, 2010
	April 30, 2010