



Hillcrest Primary School

Parent – Student

Handbook

2018-2019

Committed to Excellence

Hillcrest Primary School is a community school designed to serve the youngest students within the Shawano School District. Parents and all members of the community are invited to visit the school at any time. We believe that the home, school, and community are partners in education.

This handbook has been developed for the students of Hillcrest Primary School and their parents, with the thought in mind that if certain routines, regulations and suggestions were written down for students and parents to read, that the student's time in school might be more profitable and more meaningful.

People learned a long time ago that when groups of people get together, that more can be accomplished, that each individual will have a better opportunity, and that the group as a whole will be able to get along better, if there are certain expectations that everyone must abide by. Therefore, there are certain routines and regulations that have been developed by the administration, the teachers, and the students themselves, which are contained in this handbook. Each person should fully understand these routines and regulations to make the most of their school experience.

HOME-SCHOOL RELATIONS

Education takes place outside the school, as well as in school. A youngster spends most of his/her developing years in the home and community. Thus, the home and community must take an active part in the control of each youth's experiences that will result in desirable changes within individuals.

If, at times in school there is lack of interest or apathy, it is probably unfair to blame only the school. A student's attitude toward school and towards learning is conditioned by the atmosphere of the home, community, and attitude of his/her parents. The school, home, and community must unite in one common mission.

SHAWANO SCHOOL DISTRICT MISSION STATEMENT

Shawano School District students will experience education by Learning, Living, and Leading the Hawk Way:

- Students will be actively engaged and challenge themselves in the learning process
- Staff will reach and inspire all students by seeking and utilizing best practices
- The Shawano School Board and community will support the learning process and lead our district in providing the necessary resources for student success

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OFFICE STAFF

Mr Troy Edwards, Principal	ext. 8500
Mr. Brian Morstad, Dean of Students	ext. 8501
Mrs. Tracie Popp, Administrative Assistant	ext. 8506
Mrs. Amy Popelka, Food Service Coordinator, Administrative Assistant	ext. 8507
Attendance Hotline	ext. 6162
Mrs. Echo Nicolaus, Home School Coordinator	ext. 8505
Mrs. Heather Demerath, School Nurse	ext. 5522
Mrs. Jody Johnson, School Resource Officer	ext. 1107

School Hours: 8:25 a.m. – 3:25 p.m.

TEACHING STAFF

<u>Name</u>	<u>Grade</u>	<u>Room #</u>	<u>Voice Mail Ext.</u>
Mrs. Michelle Oss	4K - LEADS	108	5108
Mrs. Sally Slezewski	4K	111	5111
Mrs. Trisha Springborn	4K	112	5112
Mrs. Beth Baker-Mueller	Kindergarten	401	5401
Mrs. Cindy Ferch	Kindergarten	409	5409
Mrs. Sarah Heins	Kindergarten - LEADS	107	5107
Mrs. Deb Jacobson	Kindergarten	402	5402
Mrs. Gina Monfils	Kindergarten	404	5404
Mrs. Kris Tetting	Kindergarten	403	5403
Miss Marcia Thull	Kindergarten	411	5411
Mrs. Heather Wiese	Kindergarten	412	5412
Mrs. Lauren Almario	Grade 1	602	5602
Miss Megan Beauprey	Grade 1	610	5610
Mrs. Diana Belter	Grade 1	609	5609
Mrs. Elizabeth Henning	Grade 1 - LEADS	408	5408
Mrs. Ellen Hintz	Grade 1	612	5612
Mrs. Melissa Mahloch	Grade 1	608	5608
Mrs. Kristi Schertz	Grade 1	601	5601
Mrs. Brandi Sperberg	Grade 1	607	5607
Ms. Jane Williams	Grade 1	611	5611

Ms. Lynn Bowdin	Grade 2	312	5312
Mrs. Karen Flunker	Grade 2	311	5311
Miss Nicole Klose	Grade 2	304	5304
Mrs. Stephanie Laabs	Grade 2	308	5308
Mrs. Lori Schwecke	Grade 2	310	5310
Mr. Ryan Stuber	Grade 2	306	5306
Mrs. Diana Wichlacz	Grade 2	307	5307
Mrs. Jennifer Zoll	Grade 2 - LEADS	407	5407

Allied Arts Team

Mrs. Krisy Bogacz	Library Media Center	548	5548
Mrs. Penny Ladwig	Technology	551	8551
Mrs. Reba Pozorski	Art	203	5203
Mr. Craig Pynenberg	Music	211	5211
Ms. Cherie Schwartz	Phy. Ed.	538	5538
Mrs. Rosie Thiel	Substitute Teacher		
Mrs. Abigail Tomow	Phy. Ed.	302	5302

Reading and Math Academic Support Team

Mrs. Katrina Bubolz	Interventionist	301	5301
Mrs. Aggie Engel	ELL	616	5616
Mrs. Kris Going	Instructional Coach	603	5603
Mrs. Jane Krueger	Interventionist	605	5605
Mrs. Kathy Moeller	Instructional Coach	617	5617
Mrs. Rae Poulos	Interventionist	615	5615
Mr. Curt Preston	Interventionist	604	5604
Mrs. Heather Schmidt	Student Centered Coach	418	5418
Mrs. Michelle Wallrich	Interventionist	317	5317

Special Education Team

Mrs. Erin Davids	Speech	106	5106
Mrs. Samantha Ferrero	Special Education	309	5309
Mrs. Melanie Gretzinger	Special Education	110	5110
Mrs. Sue Hoffman	Speech	505	5505
Mrs. Lena Johnson	Special Education	503	5503
Mrs. Melissa Kostreva	PT	208	5208
Mrs. Alexa Leitner	Special Education	109	5109
Mrs. Sheryl Melotik	Speech	205	5205
Mrs. Tammi Poppe	Special Education	504	5504
Mrs. Gail Sweeney	OT	208	5208
Mrs. Gretchen VanderParren	PT	210	5210
Mrs. Terry Wiley	OT/PT Aide	210	5210

Pupil Services Team

Mrs. Amie Beyersdorf	School Counselor	417	5417
Mrs. Kasey Keup	School Counselor	406	5406
Mrs. Erin Prey	School Psychologist	414	5414
Mrs. Jenna Brooks	School Social Worker	415	5415
Mrs. Judy Kucksdorf	Program Support Teacher	416	5416

ALTERNATIVE EDUCATION

Please contact your school counselor if you believe your child may need alternative education options.

ASBESTOS

The Shawano School District has an asbestos abatement program in operation. Some asbestos materials do exist in our schools but it is all covered and therefore, poses no danger to children or employees. A regular inspection program is carried out to make sure there are no breaks in the covering. When any are found, they are immediately repaired.

ALCOHOL AND/OR DRUG ABUSE

No person shall use, distribute, sell or be under the influence of alcoholic beverages or controlled substances on school premises or while engaged in or attending school-sponsored activities. The abuse or possession of prescription or non-prescription drugs, "look-alike" substances, or any inhalants not prescribed by a medical professional (including e-cigarettes used for "vaping") while at school or any school activity is also strictly forbidden.

ATTENDANCE

It shall be the policy of the Board of Education to encourage and require regular and punctual attendance of all pupils in the schools of Shawano School District during the full period and hours in which school is in session.

A student who is absent from school will be readmitted to class upon proper notification by one of the parents or legal guardians as to the date, the number of days, and the reason for the student being absent. Proper notification shall be interpreted to mean either having called the school as soon as it is obvious that the student is going to be absent from school, or a note sent with the pupil on the date of his/her return to school.

PARENTS SHOULD CALL THE SCHOOL IMMEDIATELY WHEN THEIR CHILD IS ABSENT FROM SCHOOL. A MESSAGE MAY BE LEFT ON THE SCHOOL ANSWERING MACHINE AFTER HOURS.

In the event that the excuse for the absence has been called in to the school, the principal may still require that a written excuse be furnished.

The Superintendent of Schools shall authorize each principal to act as the truant officer for all pupils under their jurisdiction. The principal shall keep adequate and permanent records on the attendance of each child registered in school, shall make periodic checks of the attendance register to determine if there is excessive absenteeism by pupils under his supervision, shall maintain a continuous program of encouraging and requiring pupils to be in regular and punctual attendance, as well as to personally, or through some person whom he has delegated, rule on each case of absenteeism which occurs.

SHAWANO SCHOOL DISTRICT

BULLYING

443.10

The Shawano School District believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence and other similar disruptive behavior.

Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.

Bullying can include, but is not limited to these actions:

- Intimidation and/or harassment such as teasing, put-downs, cruel rumors, false accusations, hazing, name-calling or making threats.
- Social alienation, exclusion and isolation such as shunning or spreading rumors.
- Extortion
- Written notes, phone calls or electronic messages that are offensive, hurtful, slanderous, threatening, intimidating, insulting or degrading.
- Verbal aggression or verbal assaults which are offensive, hurtful, slanderous, threatening, intimidating, insulting or degrading.
- Any act, attempted act or threat of physical aggression such as assaults on a student or attacks on a student property.
- Cyberbullying through the misuse of technology
 - Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.
 - In situations in which cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of A school In addition, such conduct must be in violation of publicized school policy. Such conduct includes but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a district employee or school board member.

This policy applies to individuals on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at a designated school bus stop and at school-sponsored activities whether on or off campus.

Any student who believes that he/she has been the subject of bullying or any parent or guardian who believes that their student has been subjected to bullying should report the matter in accordance with established procedures. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.

Reporting Procedure

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal.
- B. Any employee that receives a report of, observes, or has knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or designee in a timely manner.
- C. The reporting party or complainant shall use the Bullying Incident Report form, which is available in each school building's office. Oral complaints shall be documented with a Bullying Incident Report form. Anonymous complaints will be investigated but the school district's ability to take action on such reports may be limited.
- D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- E. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future grades, work assignments, educational or employment environment.

It is the responsibility of administrators, staff members and all students to ensure that these prohibited activities do not occur. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy.

School District Action

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, pre-expulsion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of

applicable collective bargaining agreements, applicable statutory authority, including the state statutes, school district policies, and other regulations.

The district will provide activities to educate students on the harmful effects of bullying behavior, how to intervene or report if students see others bullying, how to get someone who is bullying them to stop, and the consequences for bullying. Some of the leadership to prevent bullying and to educate students about bullying will be planned and provided by student leadership in the district.

The principals will review the anti-bullying policy yearly with both students and staff. Records will be kept of all reports of bullying behavior, what investigation indicated, and what consequences if any were applied.

Biannually, a survey regarding bullying shall be done and the results shall be used to help develop future anti-bullying programming. The progress or lack of it, as demonstrated on the survey and other records, shall be reported to the school board.

SHAWANO SCHOOL DISTRICT

BULLYING INCIDENT REPORT

Exhibit 443.10

BULLYING INCIDENT REPORT

For use when reporting bullying incidents at school! It may be used by school and police officials when investigating this or other related incidents.

Report Made By: _____ Date: _____

Exact location/s of Incident: _____

Date of Incident: _____ Approximate time of Incident: _____

Check those that apply:

- | | | |
|------------------------------------|---|---|
| <input type="checkbox"/> kicking | <input type="checkbox"/> teasing | <input type="checkbox"/> exclusion from game/activity |
| <input type="checkbox"/> hitting | <input type="checkbox"/> embarrassment | <input type="checkbox"/> name calling |
| <input type="checkbox"/> pushing | <input type="checkbox"/> tripping | <input type="checkbox"/> rude gestures |
| <input type="checkbox"/> spitting | <input type="checkbox"/> hate notes | <input type="checkbox"/> spreading rumors |
| <input type="checkbox"/> insulting | <input type="checkbox"/> discrimination | <input type="checkbox"/> cyber-bullying |
| <input type="checkbox"/> hazing | <input type="checkbox"/> put downs | <input type="checkbox"/> intimidation |

other/s _____

Please describe in detail exactly what occurred, anyone who was involved, possible witnesses. Details are very important.

Continue report on the back!

I certify that all statement made above are true to the best of my knowledge. I understand that if I falsify this document, I can be held subject to consequences at school and by legal authorities (if applicable).

Signature

Date Submitted

BUS RIDER RESPONSIBILITY

The Shawano School District contracts bus service through Kobussen Bus Company. Questions related to bussing can be directed to their office at 715-280-3001. The school bus driver is recognized as a member of the school staff having the same jurisdiction over the children while in route to school as an instructor in a classroom. Thereafter, the driver shall maintain order among the children at all times when they are being transported to and from school. Bus riders shall conduct themselves on the school bus as they would in a classroom except that reasonable visiting and conversation are permissible. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil.

When it becomes necessary to refuse pupil transportation due to misconduct, the school administrator shall make the decision and shall notify the parents of such refusal with a full explanation for this action. Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied.

Students who come to school on the bus should return home on the bus unless they have a note from the parents.

Only regularly scheduled bus students are to ride the buses. If non-regular bus students are to ride the bus, we need a note from the **parents** for that request, which will be given to the bus driver upon boarding the bus. **DO NOT EXPECT THE CHILD TO MAKE THIS REQUEST.**

We need notes from parents in regard to any changes in the routine pattern established. Although many students are dependable, some are not. We have found that the best practice is that, **WITHOUT A NOTE OR A PHONE CALL, WE HAVE THE STUDENT FOLLOW THE PROCEDURE IN PRACTICE.**

PREVIOUS TO LOADING (AT HOME OR AT SCHOOL)

1. Arrive at bus stop before the bus.
2. Stay off the roads at all times while waiting for the bus. Riders conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
3. Be careful in approaching bus stops.
4. Riders are not to move toward a bus at school loading zones until it has come to a complete stop.

WHILE ON THE BUS

1. Riders will have a seat assigned to them and will then stay in that seat unless given permission to move by the driver. The rider assigned to a seat will be responsible for damage done to it.
2. Riders must not extend their hands, arms, heads, or bodies through the windows. All riders shall remain seated while the bus is in motion.
3. Riders will be permitted to converse in normal tone, but loud, profane or obscene language is prohibited. Unnecessary conversation with the driver will not be allowed.
4. Windows will not be opened or closed without the driver's permission.
5. Riders must cooperate in keeping the bus clean.
6. Riders must be courteous to the driver, fellow riders and passers-by.
7. Riders are not permitted to leave their seats while the bus is in motion.
8. The aisles of the buses must be kept clear of all articles.
9. Horseplay is not permitted around or on the school bus.
10. Riders are to remain absolutely quiet when approaching a railroad crossing stop, or other danger areas.
11. In case of road emergency, riders are to remain in the bus and follow the driver's instructions.

AFTER LEAVING THE BUS

1. Riders who cross the highway to reach their destination shall cross in front of the stopped bus after the driver has verified that the warning lamps are operating and has told them it is safe to cross. Riders are to cross not less than 10 feet in front of the bus.
2. Be alert to danger signals from the driver.
3. Help look after the safety and comfort of smaller children.

CHARACTER EDUCATION PROGRAM

Hillcrest Primary School's Character Education Program builds on central human values that virtually everyone treasures: courtesy, respect, perseverance, pride, self-control, self-discipline, caring, compassion, empathy, tolerance, ambitiousness, diligence, effort, optimism, citizenship, loyalty, patriotism, cooperativeness, honesty, courage, and integrity, all geared toward the primary school student.

The goal of this program is to make a significant difference in the behavior and attitudes of the children, and a significant difference in the overall tone of the whole school.

CLOSED CAMPUS

Students are not permitted to leave school property during the lunch or recess periods unless their parent accompanies them. This is a necessary precaution to ensure the safety of our students. Parents desiring an exception to this, due to unique circumstances, should request prior permission from the office.

COMMUNICABLE ILLNESS PROCEDURE

If a child has a communicable illness, he/she will be sent home. The child may return to school when they are no longer contagious.

COMPUTER LAB – BEFORE & AFTER SCHOOL

Hillcrest has a computer lab available before and after school. There will be some days throughout the school year that it will be closed. We will try to let you know in advance of these dates so that you may make other arrangements – please watch for notices for closing. Computer lab hours are 7:30-8:20 a.m. Monday through Friday and 3:25 – 3:55 p.m. Monday through Thursday. **(No Fridays)** Please be prompt when picking up your child - we do not have staff available to supervise after 4:00 p.m. Pick up after 4:00 p.m. could result in losing computer lab privileges.

DIRECTORY INFORMATION

The Shawano School District designates the following personally identifiable information contained in a student's education record as "directory information" and may disclose that information without prior written consent.

1. The student's name
2. The student's address
3. The student's telephone number
4. The student's date and place of birth
5. The student's major field of study
6. The student's participation in officially recognized activities and sports
7. The student's weight and height, if a member of an athletic team
8. The student's dates of attendance
9. The student's photograph
10. The student's degrees and awards
11. The name of the school most recently attended by the student

*** Individuals objecting to a release of this information are directed to District Policy #10.11 available in all district libraries and through the use of the district's webpage.

DOCTOR/DENTAL APPOINTMENTS

The scheduling of appointments during school time is discouraged. Needless to say, it often causes a disruption in the student's learning experience. We realize that there are occasions that such appointments cannot be avoided, but we request every effort be made to schedule appointments after school or during vacation time. If it is necessary to schedule an appointment during the school day, it should be done during the least disruptive time in the student's day, which would generally be during the noon hour.

DRESS AND GROOMING

Please mark your child's clothing with their name or initials so that lost articles can be returned. The "lost and found" area has many valuable articles of clothing that are never claimed by the owner. If your child is missing something, please have him/her check the lost and found.

Parents should ensure that their children dress according to the weather. Hats, gloves, mittens, and boots should be worn, when necessary. Your child's health is more important than his/her desire to use his/her own judgment in the matter of dress.

It is the policy of our school district to encourage proper dress for students. We feel that school is a place for learning and would hope that children will dress accordingly. It is believed that pride in one's self and a person's self-image can be enhanced through good grooming. Students are not allowed to wear hats in the building. Also, for safety reasons, all children will keep their shoes tied at all times.

FIELD TRIPS

Increasing numbers of educators are discovering that children learn best from first hand experiences. It is a district policy to look with favor upon well-planned, educationally based field trips. A field trip may be a preview of a study that is to be made or a review of a unit already completed. In either case, each field trip is related to the learning process started before, and continued after the trip.

Since all school field trips are fruitful learning experiences, they are not to be considered merely “play” or “fun” days. It is expected that all students attend the field trip as it is considered a regular school attendance day.

GRADING SCALE

The Hillcrest Primary School Teachers will use these grade marks:

Academic Grade Marks for Grades K-5

4	Exceeding the grade level standard. Produces quality work consistently and independently. *Typically, few students perform at this level.
3	Meeting the grade level standard. Produces quality work independently. *This is the goal for the grade level and should be celebrated.
2	Progressing toward the grade level standard. Producing the required level work with teacher direction and assistance. *Indicates ongoing growth.
1	Does not yet meet the grade level standard. Not able to produce grade level work. *Intervention is needed from teachers and parents.
N/A	Not assessed at this time.

GYM CLOTHING

All children are required to wear tennis shoes in the gym. Soles of tennis shoes must not leave marks on the gym floor. Girls should wear shorts underneath, if they wear dresses.

HARASSMENT

The Shawano School District seeks to provide a learning environment free of any form of harassment or intimidation towards and between students. Therefore, the District will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

Harassment or intimidation can arise from a broad range of physical or verbal behavior which can include, but not be limited to, the following: physical or mental abuse, racial insults, ethnic slurs,

religious slurs, unwelcome sexual advances and touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interfere with the recipient's academic performance.

It is the responsibility of administrators, staff members and all students to ensure that these prohibited activities do not occur.

Any student who believes that he/she has been the subject of prohibited harassment shall report the matter in accordance with established procedures. If the alleged harasser is the person designated to receive complaints, the student shall report the matter to the next higher authority listed in the procedures or to another staff member who shall report the matter accordingly. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.

HEALTH SERVICE

The School Office obtains and records health information from parents, physicians and dentists to begin a permanent health record. Each year students in first grade have their hearing tested. Vision-screening is provided to students in second and fourth grades. All others will be tested upon referral from the teacher, family physician, or parents.

The immunization checkpoint law establishes minimum requirements for first time admission to elementary school. Students must have completed their immunizations before entering school, as must new out of state students. Parents must provide the school with the month, day, and year each shot was given. Those students who are already in attendance must bring their minimum immunization requirements up to date or have signed statements due to their religious beliefs. A free immunization clinic is provided for the public at the courthouse, room 104, every third Monday of the month from 9:00 A.M. to 11:00 A.M.

AGE/GRADE	NUMBER OF DOSES				
2 years through 4 years	4 DTP/DtaP/DT	3 POLIO	1 MMR ¹	3 HEP B	1 Var ⁵
Grades K ² - Grade 1	4 DTP/DtaP/DT ³	4 POLIO ⁴	2 MMR ¹	3 HEP B	2 Var ⁵
Grades 2 – 4 & 7 – 11	4 DTP/DtaP/DT ³	4 POLIO ⁴	2 MMR ¹	3 HEP B	1 Var ⁵
Grades 5, 6, and 12	4 DTP/DtaP/DT ³	4 POLIO ⁴	2 MMR ¹	3 HEP B	2 Var ⁵

- 1 MMR vaccine for all students: The first dose of MMR vaccine must have been received on or after the first birthday.
- 2 DTP/DtaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant.
- 3 DTP/DtaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required.
- 4 Polio vaccine for students entering grades kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required.
- 5 Var means Varicella (chickenpox) vaccine. Chickenpox disease history is also acceptable. A 2nd vermicelli vaccination is needed for students entering kindergarten.

HEALTHY SCHOOL SNACKS INFORMATION

Whether providing food for an entire classroom, or just your child, knowing how to make healthy choices is essential. Keep this all year long for ideas at home or school!

Fruits	Veggies	Grains	Protein
<p>Apples (Use an apple corer if you wish)</p> <p>Bananas (Wrap in a tortilla with PB)</p> <p>Little Cuties</p> <p>Oranges</p> <p>Pears</p> <p>Berries</p> <p>Melons</p> <p>Kiwis (Cut in half and use a spoon to eat)</p> <p>Pineapple Unsweetened</p> <p>Applesauce</p> <p>Dried Fruit, Raisins</p> <p>Fruit Leathers (NOT FRUIT ROLL-UPS)</p>	<p>Broccoli</p> <p>Carrots</p> <p>Celery Sticks (Great with PB and raisins)</p> <p>Cucumbers</p> <p>Peppers</p> <p>Snap Peas</p> <p>String Beans</p> <p>Grape or Cherry</p> <p>Tomatoes</p> <p>Low Summer Squash Slices</p> <p>Zucchini Slices</p> <p><i>***These can be served with low-fat veggie dips, dressings, hummus, peanut butter, salsa, or bean dips, ***</i></p>	<p>Cheerios</p> <p>Frosted Mini-Wheats</p> <p>Quaker Oatmeal Squares Kix</p> <p>Chex cereal</p> <p>Triscuits</p> <p>Wheat Thins</p> <p>Whole Wheat English Muffins</p> <p>Whole wheat mini-bagels</p> <p>Whole wheat pitas</p> <p>Tortillas with veggies and hummus</p> <p>Whole Wheat Matzos with toppings</p> <p>Other crackers with 2g of fiber, less than 3 g of fat per serving</p> <p>Fiber One, Nature Valley or Kashi granola bars</p> <p>Whole grain pretzels</p> <p>Low-Fat Popcorn or Air popped popcorn.</p> <p>Avoid anything that has "partially hydrogenated" in the ingredient list.</p> <p><i>***You can serve these with peanut butter, hummus, low-fat cheese, or low-fat yogurt.</i></p>	<p>Light string cheese (Sargento)</p> <p>Light Mozzarella string cheese, Frigo Light Cheese Heads, Fit and Active Light)</p> <p>Laughing Cow's Light Original Mini Babybel.</p> <p>4 oz yogurt</p> <p>1 T hummus, peanut butter</p> <p>3 C almonds or other nuts</p> <p>1/2 C tuna or black beans</p>

SNACK COMBINATIONS

Consider a combination from 2 or more food groups. Water is a great drink for snack time. Feel free to pack a water bottle with your child for snacks. For packaged items, steer clear of items listing a sugar (-ose, corn syrup, etc.) in the first three ingredients.

- Baked chips with salsa
- Light yogurt with 1/4 c blueberries
- 2 saltine crackers or 5 celery sticks with 1T peanut butter
- Half of a sandwich
- 1/4 c trail mix (mix whole-grain cereals, nuts, pumpkin or sunflower seeds, dried fruit)
- Small handful of nuts with a 1/2 piece of fruit
- Bananas (cut in half) and a bag of rice cakes
- Baby carrots and whole-grain crackers
- Yogurt with 1/4 c frozen fruit (the fruit will thaw by snack time)
- To save money, purchase small, reusable containers for pretzels or cereal. This will encourage your child to take home what they do not finish and teaches them to not waste food.



Inclement Weather/School Closings

As a result of inclement weather, school may:

- a. Open school on time
- b. Delay start of buses and school
- c. Close school
- d. When the temperature at WTCH radio station is below minus 20 degrees, buses will leave one hour late
- e. When the temperature is below minus 30 degrees, school will be closed.

Note: Parents if school is open and you decide that weather conditions make it unsafe for your child/children to come to school, call the school office at 715-524-2134 to report that they will not be in attendance and they will be excused.

In extremely inclement weather, listen to radio station WTCH-960 AM, WOWN-99.3 FM, or WIXX-101.1 FM for school delay or closing news. Fox-TV (Channel 11) will announce decision of school operations between 6:45 a.m. and 8:00 a.m.

When school is dismissed early because of bad weather, the announcement will indicate that school will dismiss one hour early, two hours early, or whatever the situation may be. For your convenience, here are the regular times that the various schools dismiss:

	Regular Start and Dismissal Times:	
Hillcrest Primary/Leads Charter School	8:25 a.m.	3:25 p.m.
Olga Brener Intermediate School	8:25 a.m.	3:25 p.m.
Shawano Community Middle	8:10 a.m.	3:30 p.m.
Shawano Community High School	8:10 a.m.	3:30 p.m.

To determine when your child will leave, subtract the early dismissal from the regular time. Please do not call WTCH regarding school closing. Frequent announcements will be made, so there should be no need to call the station. Hillcrest will utilize a Smore email or the school messenger paging system to notify staff and families of weather related closings or updates.

LIBRARY BOOK REGULATIONS

In our library there are thousands of books and magazines available to our students. Students have the opportunity to check out books during their regularly scheduled class time and are welcome to come to the library for materials as needed. Books are due back to the library in two weeks and will draw a fine of 1 cent a day, if overdue. To check the titles of the books and videos at the Hillcrest Library, go to the district web site at www.shawanoschools.com and click Hillcrest School. Click on Resources, then Media Center.

LOST & FOUND

Please mark your child's clothing with your child's name or initials so lost articles can be returned. The "lost & found" contains many valuable articles of clothing, which cannot be returned to the owner. Please check this area regularly because we will be packing it up each month and sending it to a place in need of these articles if they are unclaimed.

LUNCH

Students purchase his/her school lunch, breakfast, cold lunch milk and/or recess milk using a student ID card. Each student will receive their ID card on the first day of school. At mealtime, the card will be scanned and the computer will debit the student's account for that meal and/or milk. Students who are eligible for free or reduced lunches will use the same system. Each card will look alike so students on free or reduced lunch cannot be distinguished from paid account cards.

Parents can make deposits into their child's account by using a special envelope the district will be providing. The envelope will be turned into the school office. The school will notify you when your child's account balance drops below a certain amount. This program is designed to be a debit account and not a credit account. In other words, it will be the parents' responsibility to make sure their children have sufficient funds in their accounts in order to eat.

This is a very efficient system that eliminates the weekly lunch money collection and allows parents to make a larger deposit, if they wish. Deposit envelopes and applications for free/reduced lunches will be available in the school office.

LUNCH ROOM BEHAVIOR

Students should take what they want and eat what they take. Students are encouraged, but not required, to eat everything on their tray. Appropriate table manners are essential. Students may converse in a low tone.

MEDICATIONS

If your child has ***prescribed medication by a doctor***, designated school personnel may administer it. In order for the school personnel to give your child medication, the following must occur:

- ◆The office needs signed orders from the doctor.
- ◆Medication **MUST** be in its original container or bottle. (Ask your pharmacist to provide you with two bottles, one for home and one for school)
- ◆If the doctor changes the order in any way, e.g., dosage, frequency, etc. we then need an appropriate bottle or container, along with new doctor's orders in writing.
- ◆If your child has an inhaler for asthma, we again need doctor's orders.
- ◆If your child has allergies, such as bee stings, we need doctor's orders allowing school personnel to administer the medication.
- ◆At no time is a student allowed to carry any medication on them.

For non-prescription medication or over-the-counter medication such as Tylenol, aspirin, or cough medicine, our policy states the medication must be in the original container. (No plastic bags with pills enclosed.) We need parents' written permission to give the medication. This must include the name of the drug, the dosage and how often it may be given. If you have any questions, please do not hesitate to give the school nurse a call at the school office.

When your child is ill, here are three important things you and your family can do to help stay healthy and keep others safe:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after your cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose, or mouth. Germs spread that way.

Milk Program

Parents will have the option to participate in the Wisconsin Morning Milk Program (WMP for short). Students who qualify for free/reduced lunch can have milk at no cost; those students who pay full price for lunch will be charged 30 cents per carton.

NON-DISCRIMINATION POLICY

NON-DISCRIMINATORY STATEMENT

In compliance with federal and state law and Department of Public Instruction Rule PI 9, the policy of the Shawano School District shall read as follows:

It is the policy of the Shawano School District 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, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by Ch. 118.13, Wisconsin State Statutes.

All administrative procedures regarding employment, pupil services admissions, discipline, instruction, counseling, transportation, testing, facilities, athletics and other extra-curricular activities shall be free of any discrimination as previously mentioned in this section.

The Shawano School District does not discriminate in the acceptance of, or the awarding of gifts, bequeaths and scholarships.

In the Shawano Hot Lunch Program, all children are treated the same regardless of ability to pay. In the operation of the programs, no child will be discriminated against based on the above criteria.

Every effort will be made to insure that all curriculum and instructional materials are nondiscriminatory.

The District has an established procedure to resolve all complaints alleging any discrimination prohibited by law. Upon receiving a written complaint, the District Administrator shall immediately undertake an investigation of the suspected infraction. For information regarding the complaint procedures contact any building principal or Superintendent's office.

DISCRIMINATION COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

Any student, parent, resident, non-resident, or employee of the district complaining of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the district administrator.

The district administrator, upon receiving such written complaint shall immediately undertake an investigation of the suspected infraction. The building principal, or other appropriate persons, will gather the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievance.

If the grievant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the board. The board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The board shall make its decision in writing within 15 days of the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.

If the grievant is dissatisfied with the board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational needs shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

Copies of these complaint procedures shall be included in staff and student handbooks.

LEGAL REF: Section 118.13 Wisconsin Statutes
PI9, Wisconsin Administrative Code
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973

CROSS REF: Equal Educational Opportunities
Special Education handbooks

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held to open a line of communication and build relationships allowing us to work as a team in the best interest of the child. Conferences are held twice a year.

PLAYGROUND EXPECTATIONS

During recess and the noon hour, the playgrounds are under supervision. Weather permitting, all students will dress and go outside for some fresh air and exercise. This time will be limited on extremely cold days. We cannot permit activities on the school grounds or adjacent areas that would endanger others. Parents, under the state law, are responsible for the acts of their children.

1. Rough play such as tackling, pushing, tripping, jumping on students or knocking others down will not be allowed.
2. Throwing or kicking balls against the building will not be allowed.
3. Once students go outside at noon recess, they must stay outside until the bell rings.
4. Hardballs are not allowed on the playground.

5. Students must ask a teacher/supervisor for permission before leaving the fenced in area to retrieve playground equipment.
6. The throwing of snowballs, stones, etc. is not allowed.
7. Skateboards, rollerblades, and scooters are banned from all school property.

PRIVATE MUSIC AND DANCING LESSONS

Pupils enrolled in the Shawano School District will not be excused from school for private music lessons, either vocal or instrumental, or for private dancing lessons. No regular school time may be granted for non-school functions.

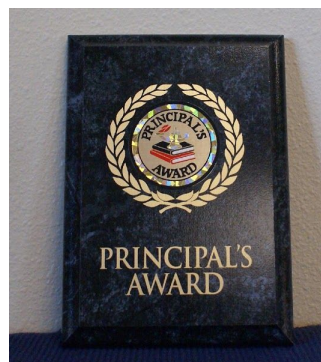
PROJECT PRAISE

Throughout the school year students have the opportunity to earn Project PRAISE certificates by reading, having perfect or excellent attendance, being involved in Showcase of Colors and Education Fair Music program and clubs and activities in school.

After the student has accumulated 10 Project PRAISE certificates, the student will be awarded a medallion, after earning 20 Project PRAISE certificates the student will be awarded a plaque and finally after earning 30 Project PRAISE certificates the student will be awarded a trophy.



**10 PRAISE
Certificates**



**20 PRAISE
Certificates**



**30 PRAISE
Certificates**

P.T.O.

The Hillcrest Parent Teacher Organization is a strong, vibrant organization and a great asset to our school. Members include parents, grandparents, students, school staff, and businesses all working together to benefit children. By joining, you will be part of a volunteer organization created to help the children of Hillcrest Primary School.

The P.T.O. sponsors many events such as lyceums, class field trips and much more. The P.T.O. also assists with school activities and needs. The P.T.O. provides information and resources on learning, parenting and health through workshops, videos and brochures that are available to everyone.

The P.T.O. conducts major fundraising projects each year to finance its events and projects. All families are asked to support these fundraising efforts. Volunteers are also needed throughout the

year and the P.T.O. welcomes those with special talents, ideas and concerns. By working together as parents, students, school staff and the community, our children will learn more in school and succeed throughout life. You are encouraged to join the P.T.O. and take an active role in it. For more information about joining, please call the school office.

PUPIL SERVICES

Hillcrest School operates within the inclusive education model regarding students with disabilities. This means that all students with a disability are included with their peers, with support for both the student and the teacher from educational specialists. Classroom teachers are responsible for all students in their classrooms, whether or not they have disabilities.

The primary emphasis of educational specialists will be in reading, language, and math, but they will be available for consultation in all other curricular areas. The specialists will help teachers understand specific needs of individuals, different learning styles, and modifications in curricular materials in order to provide successful experiences for the students. As always, our primary focus needs to be a successful learning experience for the students.

Within Hillcrest School, we also have the building based consultation team which meets weekly to discuss students and plan strategies to meet the needs of those students. Teachers are requested to supply information regarding progress on a regular basis. If you wish to refer a student to the consultation team, see the school administrator, secretary, counselor, social worker, or psychologist for the necessary procedure and form.

REPORT CARDS

Hillcrest Primary School uses a standards based assessment system. Students are assessed according to standards set by the state and the school district. Parents will know how their child is doing in many specific areas.

RESPONSIVE CLASSROOM

Hillcrest Primary School teachers have been trained in and will utilize the Responsive Classroom® philosophy. The *Responsive Classroom* approach is a widely used, research-backed approach to elementary education that increases academic achievement, decreases problem behaviors, improves social skills, and leads to more high-quality instruction. For more information, visit <http://www.responsiveclassroom.org>

SCHOOL ARRIVAL

School begins promptly at 8:10 A.M. We ask that students come to school between 8:00 and 8:10 A.M. Our computer lab is open from 7:00 A.M. – 8:00 A.M. each morning for students who arrive at school early. We also offer a breakfast program for students between 7:30 A.M and 8:10 A.M.

SCHOOL DISMISSAL

The school day ends at 3:10 p.m. Our computer lab is open from 3:10 p.m. – **3:55 p.m.** Monday through Thursday. **(No Fridays)** Please be prompt when picking up your child - we do not have staff available to supervise after 4:00 p.m. Pick up after 4:00 p.m. could result in losing computer lab privileges.

<p style="text-align: center;">SCHOOL HOURS</p> <p style="text-align: center;">8:25 A.M. - 3:25 P.M.</p>
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SCHOOL NEWSLETTER

Hillcrest Primary School has a monthly newsletter that is available on the Hillcrest School website, sent out as a Smore email, or is available in paper copy upon request in the school office. The newsletter serves as a source of new information, a review of previously communicated information, as well as, a reminder of upcoming events. Every attempt is made to keep the content of the newsletter brief and to the point. However, all information in the newsletter is important to you, and ultimately to the education of your children. Therefore, please make every effort to read the newsletter completely. If at any time you have questions or concerns regarding something you read, please feel free to contact the school office for further information.

SCHOOL SAFETY

The Shawano School District and Hillcrest Primary School will do everything possible to ensure the safety of your child while at school. The school district has a School Safety Committee comprised of faculty and community members. This committee has developed a district wide school safety plan that is implemented in every school in the district.

One of the measures we take is to lock all of the outside doors during the school day and parents/visitors may only enter through the front door. We ask all visitors to sign in and out at the main office. All school doors will be locked so that only staff people with keys are able to open these doors during school hours.

SEMESTERS

Hillcrest Primary School uses a Semester grading system. Students will receive a report card two times each year.

1st Semester
2nd Semester

September 4th - January 18th
January 22nd - June 5th

SHAWANO DOLLARS FOR SCHOLARS MOST OUTSTANDING STUDENT AWARD

Dollars for Scholars is a nationally recognized, community-based program, which honors and supports local students and expands their access to higher education. One of their functions is to provide academic support to students. One of the ways this is accomplished is by honoring the “Most Outstanding Student” during each grading period.

Students in grades K-5 are eligible for this award. To qualify, a student must have demonstrated a significant effort to improve academically, behaviorally, or in a combination of these areas. Students are selected by their classroom teachers.

The purpose of this award is to recognize not only achievement but also the will and determination of students to strive to become the “best they can be.” This award will be the equivalent of the Project Praise Award towards earning a school letter.

STUDENT BEHAVIOR

Hillcrest Primary School has a school wide behavior plan. We follow the Positive Behavior Interventions and Supports (PBIS) model. The purpose of our plan is to provide better communication with parents in the hope that this good communication will enable the parents and the school to work together as a team to positively influence students’ behavior. The plan focuses on our three school wide expectations:

- Be Respectful, ● Be Responsible, ● Be Safe.

We are trying to teach students to be responsible for their own actions and to be respectful of others. We ask all parents to discuss a behavior contract with their child and discuss the importance of positive behaviors. A communication form is used to notify parents when students are involved in negative behavior.

We are hopeful that our plan will help your child learn of the positive rewards that positive behaviors generate.

SHAWANO SCHOOL DISTRICT Policy 411.1

Student Harassment

The Shawano School District seeks to provide a learning environment free of any form of harassment or intimidation towards and between students. Therefore, the District will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

Harassment or intimidation can arise from a broad range of physical or verbal behavior which can include, but not be limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances and touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the

recipient or which cause the recipient discomfort, humiliation or which interferes with the recipient's academic performance.

It is the responsibility of administrators, staff members and all students to ensure that these prohibited activities do not occur.

Any student who believes that he/she has been the subject of prohibited harassment shall report the matter in accordance with established procedures. If the alleged harasser is the person designated to receive complaints, the student shall report the matter to the next higher authority listed in the procedures or to another staff member who shall report the matter accordingly. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.

LEGAL REF.: Section 118.13 Wisconsin Statutes P19, Wisconsin Administrative Code
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990

CROSS REF.: Policy 411, Equal Educational Opportunities
Procedure 411, Student Discrimination Complaint Procedures
Exhibit 411, Discrimination Complaint Form
Policy 724, Anti-Violence

APPROVED: May 19, 1997

REVISED: January 7, 2002

(SEE APPENDIX A FOR FORM, pg. 23)

STUDENT OF THE MONTH

Each month one child from each classroom is selected to be the "Student of the Month". Students merit this award by displaying friendliness, cooperation, leadership, a positive attitude and helpfulness towards others.

STUDENT PHONE USE POLICY

All classrooms at Hillcrest Primary School are equipped with telephones. However, student use of phones will be strictly for emergency purposes. Emergency circumstances could include calling home for forgotten lunch money or cold lunch, illnesses or accidents, rides home, or other reasons that are cleared with the classroom teacher. Phones should not be used for making after school plans with classmates. For student safety all after school plans should be made prior to arriving at school. Students having cell phones may only use them before and after school hours. The school is not responsible for lost, damaged or stolen cell phones.

STUDENT SERVICES STUDENT CONTACT

Students in the Shawano School District have opportunities during the school year to become involved in individual and/or group counseling. The school Student Services personnel include the school counselor, school social worker, school nurse, or school psychologist. The individual and group sessions may focus on but are not limited to: academic progress, personal growth, behavioral concerns, and/or developmental issues. Such meetings with the student(s) may be a one-time session or multiple sessions, depending on the particular need/issue. Students who meet with Student Service personnel could miss class time. Students may refer themselves or be referred by school staff or parents. Student Services personnel are not mandated to seek parental permission to see the student. For counseling groups, a parental notification will be sent to you. If you do not wish your child to meet with Student Services personnel, please notify your student's building principal at the beginning of each school year.

SUBSTANCE ABUSE PROGRAM

A part of the special services provided to students in the Shawano School District are those of the Substance Abuse Program. Consequently, it is possible that during the school year, your child may express an interest in becoming involved in one of the three support groups offered. These groups are for any student who wishes more information on how the use of mood-altering substances, e.g., alcohol, tobacco, and other drugs, affects them and other people. The groups are available to every student in the district, and participation is voluntary. In addition to the groups, all schools provide an information and awareness program, as well as instruction dealing with substance abuse curriculum.

The groups meet once a week and will allow your child to meet with up to nine other interested students. The groups are led by trained facilitators, who are skilled in promoting the development of a safe atmosphere within which students can examine healthy ways of avoiding and/or coping with substance abuse problems. In order to create a safe atmosphere, the basic ground rule in the group

is one of strict confidentiality. If you would like further information on the Substance Abuse Program, please feel free to contact the school office.

TECHNOLOGY POLICY

Technology plays a large role in our students' lives. Personal devices (cell phones, tablets, laptops, iPods, etc.) can enhance and enrich learning opportunities both at home and at school. The Shawano School District is committed to allowing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible for our students.

General Info

Access to the Shawano School District wireless network, whether with school-provided or personal devices, is filtered in compliance with the Children's Internet Protection Act (CIPA). However, access from personal devices is limited to Internet use only. Students will not have access to any documents that reside on the school network from their personal devices.

Access to the Shawano School District network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the

Shawano School District's network also allows IT staff to conduct investigations regarding inappropriate Internet use at any time, by administrator request.

Technology Agreement

The district is obligated to protect its investment in technology resources. In order to accomplish this goal, everyone using district computers shall follow established procedures to protect computer systems from viruses, unintentional and intentional harm. Any use that does not fall in to this definition may result in loss of district technology use privileges, school disciplinary action, legal action and/or compensation for damages to school property. The technology agreement defines the condition under which the student may participate. Students and parents must sign this form before students will be issued rights to use the district's computer network.

Guidelines for use

- Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- The primary purpose of the use of personal devices at school is educational. Personal use is secondary and as a result will not be allowed in a class setting. Students may use their personal devices for personal reasons in the commons during their assigned lunch period, before school, and after school.
- The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.
- Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Students shall not take or distribute pictures/videos or audio of students or staff without the permission of a teacher. (distribution can be as small as emailing/texting to one other person or as large as posting image or video online)

Consequences for Misuse/Disruption (These are possible options and not an exhaustive listing)

- Device may be confiscated by the teacher and not returned to the student until the end of the school day.
- Device may be confiscated and kept by an administrator until a parent comes to pick up the device. If a parent is unable to pick up the phone on the day that it was taken, the student may pick the phone up from the office at the end of the following day. Failure to relinquish the phone and/or disrespectful interactions will result in additional disciplinary actions.
- Device may be blocked from accessing district network.
- Use of device to promote dangerous or inappropriate activities could/will result in expulsion.

School Liability Statement

Students bring their devices to use to the Shawano School District at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.

The district is in no way responsible for:

- Personal devices that are broken, lost, or stolen while at school or during school-sponsored activities

- o Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- o Compatibility with student device and the district's wireless network.

TEXTBOOK REGULATIONS

The district furnishes textbooks and workbooks. Parents are responsible for the depreciated cost of library books, workbooks, and textbooks lost or damaged beyond ordinary repair.

TOBACCO/NICOTINE PRODUCTS

Possession or use of any product containing nicotine is not allowed at any time in school buildings, on school grounds, at school functions off school property, or in any vehicle parked on school property. This includes but is not limited to cigarettes, cigars, chewing tobacco, snuff, e-cigarettes (all types), and all "look-alike" products.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary. If students should happen to damage something by accident, they should report it to a teacher or the school office immediately.

QUESTIONS/CONCERNS

We offer this handbook as a basic guide to the overall school program. Many minor regulations and rules are not included. We also realize that changes, modifications, and deletions and additions need to be made as new situations arise. We ask for your cooperation and support. If you have any questions or concerns, please call the school office at 524-2134.

In addition to the information in this handbook, the Board of Education of the Shawano School District has developed district policies for the efficient operation of the district. Copies of the Board of Education policies can be found in all school media centers and offices. In addition to the schools, a copy of the Shawano School District Policy Book is in the Shawano City-County Library. You may also find them on our District's web site www.shawanoschools.com