

# **Clinton Elementary School**

## **Handbook**



**2024 - 2025**

**4K - 6th Grades**

## **TABLE OF CONTENTS**

	<b>PAGES</b>
<b>STUDENT ATTENDANCE .....</b>	<b>10-13</b>
<i>School Hours .....</i>	<i>10</i>
<i>Parent/Guardian Responsibility.....</i>	<i>10</i>
<i>Acceptable Excused Absences.....</i>	<i>10</i>
<i>Taking Your Child(ren) During the School Day.....</i>	<i>12</i>
<i>Morning Student Drop Off .....</i>	<i>12</i>
<i>School Visits.....</i>	<i>12</i>
<i>Student Dismissal .....</i>	<i>12</i>
<i>Alternate Dismissal Plans.....</i>	<i>13</i>
<b>HEALTH AND SAFETY .....</b>	<b>13-19</b>
<i>Emergency Plan and Procedures .....</i>	<i>13</i>
<i>Inclement Weather/School Closing Information .....</i>	<i>16</i>
<i>Physical Examinations .....</i>	<i>17</i>
<i>Immunization Requirements .....</i>	<i>17</i>
<i>Student Illness/Injuries .....</i>	<i>17</i>
<i>Return to School Following Illness .....</i>	<i>17</i>

## ***TABLE OF CONTENTS (Continued)***

<b><i>HEALTH AND SAFETY (Continued)</i></b> .....	<b><i>13-19</i></b>
<i>Medication at School</i> .....	<i>18</i>
<i>Head Lice</i> .....	<i>18</i>
<i>Communicable Diseases</i> .....	<i>19</i>
 <b><i>STUDENT EXPECTATIONS</i></b> .....	 <b><i>20-28</i></b>
<i>Clinton Elementary School Matrix of Expected Behaviors</i> .....	<i>20</i>
<i>Behavior Interventions</i> .....	<i>21</i>
<i>Behaviors Defined</i> .....	<i>21</i>
<i>Office Referral Process</i> .....	<i>22</i>
<i>Anti-Bullying Procedures</i> .....	<i>24</i>
<i>Bus Rider Responsibilities</i> .....	<i>26</i>
<i>Dress Code</i> .....	<i>27</i>
<i>Weapons</i> .....	<i>27</i>
<i>Participation in Physical Education</i> .....	<i>28</i>
<i>Participation in Recess</i> .....	<i>28</i>
<i>Student Valuables</i> .....	<i>28</i>

**TABLE OF CONTENTS (Continued)**

<b>BREAKFAST, LUNCH AND MILK BREAK .....</b>	<b>29-30</b>
<i>Breakfast/Lunch Options .....</i>	<i>29</i>
<i>Milk Break .....</i>	<i>29</i>
<i>Food Service Account .....</i>	<i>29</i>
<i>Lunch Credit Extension Policy .....</i>	<i>29</i>
<i>Payment Options .....</i>	<i>29</i>
<i>Cafeteria Guidelines .....</i>	<i>30</i>
<b>CLASSROOM PRACTICES .....</b>	<b>30-36</b>
<i>School Visitors .....</i>	<i>30</i>
<i>Field Trips .....</i>	<i>31</i>
<i>Permission to Publish Student Work, Photos, or Video Release .....</i>	<i>31</i>
<i>Personal Electronic Devices .....</i>	<i>31</i>
<i>Internet Access, Use and Safety .....</i>	<i>31</i>
<i>Homework .....</i>	<i>34</i>
<i>Conferences .....</i>	<i>35</i>
<i>Reporting Student Progress .....</i>	<i>35</i>
<i>Student Assessment .....</i>	<i>35</i>

**TABLE OF CONTENTS (Continued)**

<b>CLASSROOM PRACTICES (Continued)</b> .....	<b>30-36</b>
<i>Promotion, Placement, and Retention</i> .....	<b>36</b>
<i>Volunteers</i> .....	<b>36</b>
<i>Animals in the School and on School Property</i> .....	<b>36</b>
<i>Classroom Treats</i> .....	<b>36</b>
 <b>CLINTON ELEMENTARY FEES</b> .....	 <b>37</b>
<b>CONTACT INFORMATION</b> .....	<b>38</b>
<b>DISTRICT CALENDAR</b> .....	<b>39</b>
<b>EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT POLICIES</b> .....	<b>40</b>

## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policy and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each family is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after July 11, 2024, the language in the most current policy or administrative guidelines prevails. The current policies and guidelines are available on the District's website.



## **MISSION**

Clinton Community School District is committed to providing a safe and inclusive environment in which we connect, engage, empower, and prepare all learners to make a positive impact.

## **WELCOME TO CLINTON ELEMENTARY SCHOOL!**

On behalf of the faculty and staff of Clinton Elementary School, welcome to the 2024-2025 school year! Our staff is committed to providing educational opportunities that recognize and nurture the unique talents of every child.

In fulfilling our educational mission, we set out to forge and sustain a strong partnership between our students, their families and their local school. We value this partnership and believe its strength will serve to nourish the academic and social development of our children. Please take an extra moment to review the section of this handbook that addresses student behavioral expectations. Find out about Paw Pride and how it functions to support a positive daily school experience for your child. We remain steadfast in our commitment to improve and sustain a respectful and safe learning environment for your child(ren). We welcome your feedback on how we're doing.

We invite you to share your time and talents by becoming involved by becoming a classroom volunteer or chaperone. Parental involvement and input are vital to providing our students with a positive and enriching educational experience.

This handbook was developed to provide another communication link between the school and home. Please review it with your child(ren) and become familiar with its contents. It is our desire that the information contained within this handbook will facilitate an understanding of the policies and procedures of our school.

If you have any questions about the information contained within this handbook, please consult with your child's teacher or feel free to stop by the school office. We look forward to the opportunity to work closely with you as we plan for the success of our children.

Sincerely,  
Mr. Simmons  
Principal





## **Clinton Elementary School Paw Pride Purpose Statement**

Paw Pride will create a nurturing community of learners  
where all children will conduct themselves  
in a respectful, responsible and safe manner.

## **Clinton Elementary School Belief Statement**

I am respectful.  
I am responsible.  
I am safe.  
I am prepared.  
I will succeed.

Here at Clinton Elementary school we expect nothing less than our personal best and that's the truth!

## Student Attendance

### **School Hours:**

The doors to Clinton Elementary School open at 7:45 a.m. for students wishing to purchase breakfast. Supervision on the playground starts as early as 7:45. Walkers and bus riders are expected to walk orderly into the school building if they are eating breakfast or to the playground area. Supervision can be provided for parents that need their children to be dropped off earlier than 7:45. Please make arrangements with the office.

Breakfast is available in the cafeteria for purchase from 7:45 to 8:10 a.m., if desired. On days of inclement weather, all students will be able to enter the building as early as 7:45. Classrooms open at 8:10 a.m. Classes begin at 8:15 a.m. Children arriving at school between 8:15 a.m. and 9:15 a.m. will be marked tardy. Tardy students are to report to the office and obtain a tardy pass prior to arriving at their classroom. Students leaving before 1:45 p.m. will be marked present for half the day. Dismissal time is 3:25 p.m.

### **Parent/Guardian Responsibility:**

If your child will not be in school, please inform the Clinton Elementary School office at 676-2211 by 8:45 a.m. When calling, please give the following information: a.) Student's name, b.) Student's teacher, c.) Reason for absence, d.) Caller's name and contact info

If your child is absent for a number of successive days, please call the school each day. In the event that the school is not notified by 8:45 a.m., a member of the school office staff will attempt to contact you at home or at your place of employment.

Even though you may have informed the school office about your child's absence by leaving a message on the attendance hotline, the Clinton Community School District (Policy 5200) may require that a written excuse accompany your child upon his/her return to school. Without a written explanation of your child's absence, the school may record the absence as unexcused.

### **Acceptable Excused Absences:**

The Clinton Community School District recognizes (5) five situations, which constitute an excused absence. They include:

- 1) Illness/Medical: If an absence is due to a contagious disease, a release must be obtained from a physician before a student may return to school. If a student has been absent (5) five or more days, the principal may request a health release from the family physician. Excessive absenteeism may also require medical verification for future absences to be considered excused.
- 2) Death in the Family
- 3) Family Emergencies/Medical/Dental Appointments: Whenever possible, medical or dental appointments should be pre-arranged to avoid disruption to the education of your child(ren).

## *Student Attendance (Continued)*

### **Acceptable Excused Absences (Continued):**

4) Vacation with Parents/Guardians: When a student is to accompany the parent or guardian on a vacation or family trip, the student's parents or guardians shall notify the principal and make arrangements through the school office for make-up work at least one week in advance of the anticipated absence.

5) Vacation without Parents/Guardians: If a student plans to be absent from school due to a vacation or trip and the parents/guardians will not be accompanying the student, the student's parents/guardians may request in writing that the school building principal approve the vacation or trip as an excused absence if there is legitimate educational value for the student. The request must be submitted in advance, explaining or outlining the educational value to be received by the student who plans to take a vacation or trip. In the event the parents/guardians disagree with the decision, the decision may be appealed CCSD (Policy 5200).

Parents may excuse their child from school attendance for any reason up to a maximum of (10) ten consecutive school days in a school year, provided they notify the school in writing prior to the absence. In order to be considered an excused absence, the reason for the absence must be consistent with one of the reasons identified in the Clinton Community School District Board policy and written parental approval must be provided to the school before the absence. All course work, missed during the absence by the student so excused, must be made up.

### **Truancy**

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

### **Notice of Truancy**

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Notice shall be made by personal contact or telephone call, if possible, and a written record of this notice shall be kept. In the event that an attempt is made to contact the parent by personal contact or telephone call and the parent is not reached, notice may be provided by 1st class mail. This notice must be given every time a student is truant until the student becomes a habitual truant.

### **Habitual Truancy**

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

- Parent/Guardian Responsibilities: It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents/Guardians are expected to provide an excuse for all absences that they are aware of.
- Student Responsibilities: Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

## Student Attendance (Continued)

### **Taking Your Child(ren) During the School Day:**

In the event that your child needs to be dismissed early for personal reasons, please send a note to your child's teacher. The signed note must include the date, time, reason for early dismissal and the name of the person picking up your child. Please report directly to the office to sign out your child. Students will not be permitted to wait outside to be picked up nor will they be allowed to walk to an appointment during the school day.

Although we try, we do not always know the parents of our students. As a result, please do not be offended if you are asked to provide identification when you sign out a child. The safety of your child is our first priority. Your cooperation will further our efforts at returning your child safely to you.

### **Morning Student Drop Off:**

Parents/guardians are asked to enter the Elementary School drive via East Street and continue to the east side of the parking lot to drop their students off along the curb. Please exit the parking lot onto Milwaukee after dropping off your student. Students will be able to enter the cafeteria for breakfast, or follow the path to the playground.

### **School Visits:**

Clinton Elementary School welcomes the contributions of parents, guests and volunteers throughout the school year. As a matter of safety, the entrances to Clinton Elementary School are locked. Visitors desiring to enter the school are to press a buzzer located on the left pillar of the main entrance. A member of the school staff will unlock the door for the visitor to gain access to the secured entryway where the staff member will verify the reason for visit at the office window before the visitor is allowed access to the building. In order to minimize instructional disruption and to ensure availability, visits during the school day are expected to be pre arranged with a classroom teacher or staff member. Following their visit, guests are required to sign out in the office.

### **Student Dismissal:**

While officially the school day ends at 3:25 p.m., student dismissal is staggered at CES in order to allow for a safer and less congested hallway environment.

- Our 4K and 5K students will exit the building through the west exterior doors inside the gate on the west side of the building. A staff member will lead the students to their bus or a waiting parent/guardian. Parents/guardians are asked to inform the staff member before taking their child from the dismissal line. Older siblings should be advised to meet with their younger siblings outside of the cafeteria doors.
- Students in Grades 1 and 2 will be escorted by staff to the cafeteria doors, where they may meet their parents/guardians or proceed to walk home. Bus riders will exit out the building's main entrance.

## Student Attendance (Continued)

- Grades 3, 4, 5, and 6 bus students will exit the main entrance to board their assigned bus. Students who do not ride a bus are led by teachers to the cafeteria doors where they will walk or find their ride. This dismissal will occur a few minutes after the official dismissal time to ease congestion for younger students being dismissed.

### Alternate Dismissal Plans:

A dated and signed note must be provided by a student for any of the following modifications in a child's dismissal plan:

- The student is typically a bus rider, but will not be riding the bus on any given day.
- The student plans to go home with a friend. (The office must be provided with a note, in the morning, from the parent indicating permission with the name of the person with whom the student will be going home.) The note must be dated and signed by the parent.
- **Children without written permission to modify their dismissal plan will be expected to follow their normal routine.**

## Health and Safety

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### Emergency Plan and Procedures

Clinton Community School District has a plan and procedures in place to deal with emergency situations that could occur in or around the school while your child is arriving at school, in class, or leaving school. Our first priority is to protect all students, staff, and visitors from harm and we pledge ourselves to that cause. We appreciate your cooperation and support. If you have any questions regarding school safety procedures, please contact the Buildings, Grounds, and Transportation at 608-676-5482.

### Parent Support

We also depend on you, as parents, to support our emergency response efforts. Your cooperation is vital to helping us protect the safety and welfare of all our students and school employees. Therefore, we ask parents and guardians to assist with the following:

- Keep the emergency/enrollment card up to date at all times.
- Talk to your children and emphasize the importance of them following instruction from their teachers, school officials, and emergency responders during any school emergency.
- Review the emergency procedure section of this newsletter with your child/children.
- During an emergency, please do not telephone the school. We understand and respect your concern for your child, yet it is essential that the telephone system be available for emergency communications. Additionally, if our school is in an emergency, no staff members will be available to answer the phone as they will be working hard to protect your children and themselves.
- Do not come to the school unless instructed to do so. The building will be secured and entry will not be allowed. We realize how difficult it will be for you to keep your distance from the school, but this will be crucial to keep the surrounding streets and parking lot clear for emergency vehicles. Parents' vehicles at or near the school could impede medical aid responders from arriving at or departing from the school with your children or other victims. Emergency responders might also be forced to divert their attention from the critical emergency response in order to address or protect parents. Parents' presence at the scene could actually endanger not only themselves, but students and staff members as well.

## Health and Safety (Continued)

### **Tornado Watch Procedure:**

Students may be released while the school is under a Tornado Watch. Parents/guardians should please report directly to the office to sign out their child.

### **Tornado Warning Procedure:**

The safety of our students is always a primary concern. In the event of a Tornado Warning, our students will be guided by their teacher to a designated shelter area where they will remain until the warning has expired. Parents/guardians may not pick up their child during a Tornado Warning.

### **Drills**

In order for our emergency plan to be effective, we depend on the cooperation and assistance of many people, such as the police and fire departments, district administration, staff, students, families and community members. We feel we must educate all stakeholders, so we have implemented a plan which includes drills. Please do not be alarmed by this precautionary action. These drills, which will occur on a periodic basis throughout the year, will cover a variety of circumstances. In addition to practicing the drills, we will also be discussing with the students the appropriate actions to take during a number of emergencies. These drills and accompanying discussions are designed to prepare your child to act quickly and to minimize your child's fear should an emergency occur. Our drills are in accordance with Wisconsin Statute **118.07**.

### **EMERGENCY PLAN INFORMATION**

The purpose of an emergency plan is to have procedures in place to protect students, staff, and visitors to minimize exposure to a potential threat and/or to allow them other survivable options during a potentially lethal threat situation. Emergencies are fluid and are constantly changing during the event and responding proactively to it can be a daunting challenge by any individual. Although this plan will provide an outline of what students and staff should consider doing, it by no means guarantees that injuries or loss of life will not occur. Students and staff should utilize the guidelines presented in this plan as a recommendation to aid in their decision making.

#### **FIRE**

This is the only emergency that is alerted with an alarm. When the alarm is sounded, the students and staff leave the building to a spot away from the building and not blocking roads. If an alarm goes off, it is imperative to leave the building and not to hide.

#### **TORNADO**

The tornado plan will go into place during a tornado warning. Staff and Students will be given information and directions. Students and staff head to their tornado shelter location, sit on the floor cross legged, head in their lap, and hands covering their head.

## Health and Safety (Continued)

### **MODIFIED LOCKDOWN (NON-LIFE THREATENING)**

**Inside: Medical Emergency, Building Search, Utility Failure**

A modified lockdown can be utilized during a non-life threatening emergency such as medical emergency, canine search, and a threat outside of the school district grounds. A modified lockdown incorporates many of the same procedures as a lockdown, but the occupants may continue their day to day operations within a secured classroom.

### **SYSTEMATIC EVACUATION Bomb Threat, Chemical, Hazardous Materials, Downed Aircraft, Wildfires, Flooding, Earthquake**

Systemic evacuation is a process of moving students from school buildings to a secure location either by walking or bussing. This is a very controlled process that is executed with clear direction from administration.

### **SHELTER-IN-PLACE Outside: Bomb Threat, Civil Unrest, Suspicious Person, Chemical, Hazardous Materials, Earthquake**

Shelter-in-place can be utilized during an outside threat such as chemical/hazardous material exposure, civil unrest to name a few. Shelter-in-place is similar to a modified lockdown, but students, staff, and/or visitors take refuge for safety purposes with doors locked, windows secured, and window treatments closed. During this situation ventilation is turned off to reduce exposure.

### **LOCKDOWN/ EVACUATION (LIFE THREATENING)**

**Life Threatening: Weapon Use, Dangerous Person, Internal Civil Unrest**

A lockdown/evacuation is activated once there is an actual or perceived threat of harm to students, staff, and/or visitors. This plan requires the participation of all employees to implement the plan in order to mitigate the risk of injury or loss of life to those affected by the threat. Students and staff make decisions based on the proximity of the threat. When the threat is close, most often best practice is choosing to lock down, remaining absolutely silent, locating oneself on the door wall out of the sightline, and assuming a position to run or attack. If the threat is not in your immediate location, running is the best choice. Remember you can also choose another survival tactic.

## **SURVIVAL TACTICS**

Should you find yourself in a situation where you are near the active shooter, you should examine implementing one of the following survival tactics:

### **Evacuation/Running**

- o Running away in a zigzag from the suspect as quickly as possible using whatever obstacles you can to avoid being hit by any gunfire.

### **Crawling**

- o This option should be used to stay out of the line of fire if obstacles are available that might conceal you while you are crawling. If this option is used, crawl as quickly as possible to an area of safety, away from the suspect.

### **Hiding**

- o Remember that hiding from the suspect will only work if he doesn't see where you choose to hide. Hiding requires that the area you have chosen to hide completely conceals your body. Remember that hiding does not mean that the area you have chosen to hide in is bulletproof, so you must remain quiet while hiding.

Health and Safety (Continued)

**Playing Dead**

- o This option is not guaranteed to work and can be difficult to implement. It is difficult to look like you are not breathing during an actual crisis event.

Some survivors of these types of events have used this tactic successfully and some have not. Think carefully before choosing this tactic.

**The Power of Your Voice!**

- o Warn others of impending danger as you run, so that others may also start taking evasive and survival actions. Yell out what has happened and where the danger is.
- o If trapped by the suspect, attempt to speak by sympathizing and showing understanding. If they are talking they are not shooting. This is risky, so only try if you are face to face.

**Fighting**

- o If you are trapped with an active shooter and have none of the above listed options, you must choose to fight for your life. If possible, you and others in the room must decide to aggressively and in unison attack and tackle the suspect. If possible, you should attempt to control the active shooter’s hand as that is controlling the weapon they are using. Remember that in a lethal situation you are allowed to use lethal force if necessary to save your or other people’s lives.

**Parent-Child Reunification:**

In an emergency the district will communicate information regarding the incident and instructions for parent and child unification through Blackboard Connect Family Notification System. In the event that an emergency occurs on or near a school site, parents (or guardians) must report to the school reunification location and follow the procedure for releasing a student which will be detailed in the Blackboard Connect Family Notification.

**Inclement Weather - School Closing Information:**

In the event that inclement weather requires a delay in starting time, early dismissal, or the complete cancellation of classes, a Blackboard Connect message will be issued about the altered school day utilizing the email and phone contact information provided to the school. If there are any changes to your contact information, please inform the school office promptly. Announcements will likewise be broadcast on the following regional television and radio stations:

**Television Channels**

Channel 3      Channel 17  
Channel 13    Channel 27  
Channel 15    Channel 23

**Radio Stations**

WGFB (AM) 1380    WJVL (FM) 99.9  
WCLO (AM) 1230    WSLD (FM) 104.5  
WGEZ (AM) 1490    WLKG (FM) 96.1  
WMCW(AM)1600

**Please develop an early dismissal plan in advance and discuss it with your child.**



## Health and Safety (Continued)

### **Physical Examinations:**

It is strongly recommended that each pupil upon entering four-year-old and five-year-old kindergarten and fourth grade file with the school the result of a physical examination. The examining physician should include recommendations for restrictions related to physical activity or academic accommodations in the event that a special consideration is necessary.

### **Immunization Requirements:**

State Law (140.05 Wis. Stats) requires that all children entering a Wisconsin elementary school for the first time be immunized against Hepatitis B, Chickenpox, Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps and Rubella. These requirements can only be waived if a properly-signed health or religious exemption, with a physician's signature, is filed with the school. The Clinton Community School District Nurse will notify in writing the parent/guardian of any student who has not met the state immunization or waiver requirements. Further proceedings may follow which may include exclusion from school.

### **Student Illness/Injuries:**

The Clinton Community School District believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff and/or school nurse will determine whether the student should remain in school or go home. If the student needs to go home, the student's *Enrollment/Emergency Information* will be used to summon the parents/guardians. The alternate contacts on the student's *Enrollment/Emergency Information* will be called in the event that the parents/guardians are inaccessible. No student will be released from school without proper parental permission. In keeping with our desire to honor the wishes of our parents/guardians, it is of paramount importance that the student's *Enrollment/Emergency Information* be current or updated if necessary.

If your child displays symptoms of having a contagious disease (sore throat, fever, cough, upset stomach, redness of the eye(s)) please refrain from sending your child to school.

### **Return to School Following Illness:**

Students who have had a fever of 100.4 degrees or greater need to be fever-free for 24 hours without the use of medication before returning to school.

## Health and Safety (Continued)

### Use of Prescribed Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Administration Form must be filed with the office before the student will be allowed to begin taking any medication during school hours. The form is available in the school office.
- All medications to be administered during school hours must be registered with the school nurse's office.
- Medication that is brought to the office will be properly secured.
- Medication may be conveyed to school directly by the parent.
- For each prescribed medication, the container shall have a pharmacist's label with the following information:
  - student's name, practitioner's name, date, pharmacy name and telephone, name of medication, prescribed dosage and frequency, and special handling and storage directions.
- Medication MAY NOT be sent to the school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### Use of Non-Prescribed Medications

Designated personnel shall administer non-prescription medications, including cough drops, to students only with parental approval as indicated by written consent on the [Medication Consent Form](#).

All criteria listed above concerning prescription medication shall be adhered to regarding non-prescription medication, with the exception of the written authorization from the physician.

The school system and its personnel will cooperate in administering medicines to students, but does not assume responsibility when the student does not comply with the scheduled medications. Further, neither the Clinton Community School District, nor its personnel, shall accept any liability if the student neglects a prescribed program.

### Head Lice Policy: (CCSD Policy 8451)

Head lice are present in the community at all times and can be particularly prevalent among pre-school and elementary school-age children. Lice are a nuisance, but do not spread disease. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Contracting head lice is not an indicator of cleanliness or socioeconomic status.

### *Health and Safety (Continued)*

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and the child. It is the responsibility of the parent(s) to check their child's head on a regular basis for signs of head lice and treat adequately and appropriately as necessary. Control depends on prompt case finding and effective treatment.

If a child in the District is found to have head lice or untreated nits, school staff will notify the parent and recommend to pick up the student immediately and administer an FDA-approved lice treatment (pediculicide/ovicide). If a student with live lice or untreated nits is not able to be picked up immediately, they may remain in the classroom for the remainder of the school day.

Students may return to the classroom after the appropriate use of an FDA-approved pediculicide/ovicide treatment. After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal.

### **Control of Casual-Contact Communicable Diseases**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reasons(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with the notification requirements of the Department of Health and Family Services in addition to notifying the student's parents.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

### **Direct Contact Communicable Diseases**

In non-casual contact communicable diseases, the school has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

Per Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Testing is subject to laws protecting confidentiality.

## Student Expectations

### Clinton Elementary School Behavioral Expectations:

Clinton Elementary School seeks to promote an equal and secure learning environment by communicating student expectations, modeling appropriate behaviors and holding students accountable for their actions. Our student expectations are based on a research-based systems approach entitled PBIS (Positive Behavioral Interventions & Supports). Our behavioral expectations are set forth in the Clinton Elementary School Behavioral Matrix.

**Clinton Elementary School Matrix of Expected Behaviors**

Expectations	All Settings	Hallway	Special Events/ Field Trips (assemblies,etc.)	Playground	Cafeteria	Bus	Bathroom	Before/After School
<b>Be Respectful</b>	<ul style="list-style-type: none"><li>● Raise your hand.</li><li>● Use appropriate voice level.</li><li>● Be a good listener.</li><li>● Follow directions from adults.</li></ul>	<ul style="list-style-type: none"><li>● Be quiet.</li><li>● Use line basics.</li></ul>	<ul style="list-style-type: none"><li>● Listening ears.</li><li>● Keep voices off.</li><li>● Keep eyes on speaker.</li></ul>	<ul style="list-style-type: none"><li>● Follow directions from supervisors.</li><li>● Play fair.</li><li>● Include everyone.</li><li>● Use kind words.</li><li>● Keep hands, feet, and body to yourself.</li></ul>	<ul style="list-style-type: none"><li>● Use quiet voices.</li><li>● Use table manners.</li><li>● Follow directions from adults.</li></ul>	<ul style="list-style-type: none"><li>● Use quiet voices and kind words.</li><li>● Follow adult directions.</li></ul>	<ul style="list-style-type: none"><li>● Voices off.</li><li>● Give others privacy.</li><li>● Flush.</li></ul>	<ul style="list-style-type: none"><li>● Follow directions from adults.</li><li>● Keep hands and feet to self.</li></ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"><li>● All materials are ready for class.</li><li>● Stay on task and focused.</li><li>● Clean up after yourself.</li><li>● Pick up litter.</li><li>● Report all bullying.</li></ul>	<ul style="list-style-type: none"><li>● Stay on right side.</li><li>● Keep hallway clean.</li></ul>	<ul style="list-style-type: none"><li>● Follow adult directions.</li><li>● Stay in assigned seat or area.</li></ul>	<ul style="list-style-type: none"><li>● Dress for the weather.</li><li>● Bring in what you take out.</li><li>● Line up quickly.</li></ul>	<ul style="list-style-type: none"><li>● Clean up after yourself.</li><li>● Eat your own food.</li><li>● Raise hand when finished eating.</li></ul>	<ul style="list-style-type: none"><li>● Keep aisle clear.</li></ul>	<ul style="list-style-type: none"><li>● Keep bathroom clean.</li><li>● Be quick (Five twos).</li><li>● Report problems to an adult.</li></ul>	<ul style="list-style-type: none"><li>● Be on time.</li></ul>

### Student Expectations (Continued)

<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• Walk at all times.</li> <li>• Keep four chair legs on the floor.</li> <li>• Use materials and supplies appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Use line basics.</li> <li>• Walk steps one at a time.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in the designated area.</li> <li>• Use equipment correctly.</li> <li>• Use line basics.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated at assigned table.</li> <li>• Carry tray with two hands.</li> <li>• Keep hands and feet to self.</li> <li>• Walk.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself..</li> <li>• Stay in your seat.</li> <li>• Face forward</li> <li>• Stay seated until the bus has stopped.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• Walk.</li> <li>• Wash hands with soap and water.</li> <li>• Keep water in the sink.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk.</li> <li>• Use crosswalks and sidewalks.</li> <li>• Stay in supervised areas.</li> </ul>
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### **Behavior Interventions:**

Clinton Elementary School has established a set of procedures for monitoring and maintaining a positive and respectful learning environment. Matters pertaining to student behavior are addressed with the application of a series of measured responses that begin with re-teaching of the desired behavior. The interventions continue until improvement is noted or until the behavior becomes chronic (3 or more minor incidents within 10 consecutive school days). An overview of staff interventions involving minor behaviors is outlined below.

#### **First Offense - Minor Behavior**

- Re-teach appropriate behavior
- Model
- Monitor student behavior

#### **Second Offense - Minor Behavior**

- Reteach appropriate behavior
- Assign think sheet
- Parents contacted

#### **Third Offense - Minor Behavior**

- Reteach appropriate behavior
- Student referred to the office

**Behaviors Defined:** Accepting responsibility for one's behavior, being capable of making good choices and becoming independent learners are desirable goals for all of us. Working in tandem with our parents, the staff at Clinton Elementary School aims to guide children toward behaviors and skills that will support them in becoming responsible and respectful learners. The following chart outlines the behaviors targeted for improvement and who will be responsible for making the intervention.

## Student Expectations (Continued)

### Minor Behaviors

(Re-taught by staff)

- Talking out/disruption
- Arguing with peers
- Low-intensity noncompliance
  - Minor stealing
- Inappropriate language
  - Gossip/tattling
  - Cheating
- Cell phone use
- Throwing food
- Dress-code violation
- Toys or electronics at school
- Inappropriate or unsafe behavior
  - Gum chewing
- Other minor behaviors not meeting school or district expectations

### Major Behaviors

(Office Managed)

- Major disruptions
- Arguing with staff
- Disrespect or insubordination
- Stealing of valuables
- Abusive language/ profanity
- Bullying/Harassment
  - Threats
- Technology violations
  - Vandalism
  - Lying
  - Weapons
- Fighting/assault
- Spitting on or at another person
- Public Displays of Affection (PDA)
- Chronic minor behavior (3 or more times in 10 school days)
- Other major behaviors not meeting school or district expectation

### Office Referral Process:

In the event that a student displays a major behavior as outlined on the previous page, an *Office Discipline Referral Form* will be completed by a CES staff member and sent to the office. A conference will be held between the student and the principal (or designee) and facts pertaining to the incident will be reviewed with a focus on re-teaching more appropriate behaviors. The outcome of the conference will be documented and sent home.

**The consequences resulting from the issuance of an *Office Discipline Referral Form* may include any or all of the following:**

- 1) Conferencing between the student(s) involved in the behavioral issue and with the intervening adult(s) (teacher, principal and/or paraprofessional)
- 2) Re-teaching the desired behavior and checking for comprehension
- 3) The loss of recess privilege(s), otherwise referred to as a detention. Detentions are typically served in the office and result in the loss of one or more recess period(s). Detentions can likewise be assigned for one or (rarely) up to five days.
- 4) A conference with parents/guardians

## *Student Expectations (Continued)*

### **Suspension:** (CCSD Policy 5610)

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats. The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or Board member of the District in which the student is enrolled.

### **Suspension (Continued):**

The District Administrator, the principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

## Student Expectations (Continued)

### Clinton Elementary School Anti-Bullying Procedures:

#### *Respect is Required*

Everyone at Clinton Elementary School is committed to making our school a safe and caring place for all. We will treat each other with respect and we will refuse to tolerate bullying in any form at our school.

Our school defines *bullying* as follows:

Bullying is unfair and one sided. It happens when someone REPEATEDLY hurts, frightens, threatens, or leaves someone out on purpose.\*

#### Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person's things.
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs
- Touching or showing private body parts
- Spreading rumors about someone
- Leaving someone out on purpose
- When someone repeatedly harms someone through the use of technology such as cell phones, email, Instant Messaging, and chat rooms.

**\*Depending on severity, behaviors must be repeated to qualify as bullying.**

#### **Staff at our school will do the following things to prevent bullying and help children feel safe at our school:**

- Closely supervise students in all areas of the school and school grounds.
- Watch for signs of bullying and stop it when it happens.
- Teach bully prevention curriculum K – 6.
- Take parents' concerns about bullying seriously.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.
- Provide the option to the person being bullied to confront the person doing the bullying if he/she wishes to do so.
- Provide information to students and parents about bullying.



### Student Expectations (Continued)

**Students at our school will do the following things to prevent bullying:**

- Treat each other respectfully at all times.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play.
- Report each bullying incident to an adult.
- Understand that bullying behaviors carry negative consequences and that retaliation will not be tolerated.

### Consequences of Harassment or Bullying Behaviors:

**Clinton Elementary School staff members have the authority to place any individual at any step of consequence as determined by the severity of the behavior.**

- First Step:**
1. Disciplinary Referral
  2. Conference with student to include:
    - ▶ Behavior coaching and
    - ▶ Verbal warning - Set a clear, strong message that bullying behavior is unacceptable. Warn the bully that his or her future behavior will be closely monitored, and that additional, more severe consequences will be assigned if the bullying behavior does not stop immediately.
  2. Parent notification (of both the person *doing* the bullying and *being* bullied)

- Second Step:**
1. Disciplinary Referral with principal involvement
  2. Selection of an appropriate consequence
  3. Conference with student to include behavior coaching
  4. Parent notification (of both the person *doing* the bullying and *being* bullied)

- Third Step:**
1. Student Intervention Team Meeting with parents
  2. Disciplinary Referral with principal involvement police
  3. Conference with student to include behavior coaching
  4. Parent notification of the person *being* bullied

## Student Expectations (Continued)

- Fourth Step:**
1. Reconvene Student Intervention Team Meeting with parents
  2. Disciplinary Referral with principal involvement-menu of consequences
  3. Conference with student to include behavior coaching
  4. Parent notification of the person *being* bullied

**Additional steps will follow the same protocol as the fourth step with consequences increasing in severity.**

### Examples of Consequences

- mediation with counselor
- time spent in office for recess
- student writes a letter to other student
- in-school suspension
- out-of-school suspension
- lunch served in the office
- police or community agency referral
- MAXIMUM CONSEQUENCE:  
recommendation for expulsion
- loss of privileges
- behavior contract

**Trying to get back at someone as a result of a report will result in an appropriate consequence. All assigned consequences will be kept confidential. Only the student involved, his/her parents/guardians, and appropriate staff members will be made aware of the outcomes.**

### Bus Rider Responsibilities

Go Riteway is our district's transportation provider. They can be contacted at 608-676 2211 ext. 5000.

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The following rules and regulations have been adopted by the Board of Education:

- 1) Be on time for the bus; help keep the bus on schedule.
- 2) Be careful in approaching the bus stops; walk on the left, toward on-coming traffic.
- 3) Go to assigned seat in bus without disturbing or crowding other students.
- 4) Do not stand or extend your head, arms, or hands out of windows, or move about, or leave or enter the bus while it is in motion.
- 5) While you are in the bus, you are in the driver's charge; you **must** obey the school bus driver at all times. Rules are made for the safety of the students riding the CCSB buses.
- 6) Help keep the bus clean, sanitary and orderly.
- 7) Remember that loud talking or unnecessary confusion diverts the driver's attention and may result in a serious accident. No swearing, fighting, use of tobacco products, illegal drugs or damage to school property is permitted.
- 8) Be courteous to fellow students and the bus driver while being transported in the school bus.
- 9) When leaving the school bus, stay in your seat until the bus stops. If you cross the road, do so only in front of the bus and only after making sure the highway is clear, and **only after** checking with the school bus driver for his/her signal to cross the highway.

### *Student Expectations (Continued)*

- 10) School bus passengers are to leave the school bus only at their regular designated stop. If a child needs to change his/her bus stop, a dated, signed note indicating the alternate stop must be presented by the child before a bus pass will be issued from the school office. Similarly, if a child needs to change his/her bus route, a dated, signed note indicating the bus number and alternate stop must be presented in advance, in order for a bus pass to be issued.
- 11) School bus passengers should board their buses in the loading zone of the elementary school.
- 12) Students not following the above mentioned rules will result in parent notification (by telephone or with a *Bus Conduct Report*) and/or removal from the bus. Wisconsin Statutes 118.15; 118.153; 118.16; 118.62; 118.16.

### **Student Dress Code (Policy 5511):**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

### **Weapons (Policy 5772)**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities and authorized by the district including, but not limited to, property leased, owned, or contracted for by the district, a school-sponsored event, or in a district vehicle, to the extent permitted by law without the permission of the District Administrator.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student’s parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

## *Student Expectations (Continued)*

Policy exceptions include:

- Weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- Theatrical props used in appropriate settings.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person. This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

### **Participation in Physical Education:**

Children are expected to participate in physical education class. Students will be excused provided a written excuse is obtained from a custodial parent/guardian or a physician.

As a safety measure, students who participate in physical education class are required to wear gym shoes. Parents are encouraged to provide their students with an extra pair of gym shoes in order that one pair can be available within the student's classroom.

### **Participation in Recess:**

Outdoor recess will be canceled due to rain or when the temperature or wind chill reaches zero degrees (F). Children who cannot participate in all phases of the school program (including recess) should be provided more time to recuperate at home.

Students will be permitted to unzip or unbutton their jackets during outdoor recess if the temperature is at least 55 degrees (F). Otherwise, coats will be required to remain on. If a child does not have a jacket and the temperature remains significantly below 55 degrees (F), (s)he will be required to stay indoors during his/her recess periods. Please be mindful of our changeable Wisconsin weather and prepare your child with the appropriate outerwear.

### **Student Valuables**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss of damage to personal valuables.

## Breakfast, Lunch and Milk Break

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### **Breakfast:**

Breakfast will be available for purchase in the cafeteria prior to school for \$2.00 (includes a half-pint of milk). A half-pint of milk a la carte is \$0.45.

### **Lunch Options:**

A hot lunch, or a PB&J option, lunch is available to students at Clinton Elementary School. The cost is \$2.40 for a daily lunch. Menus can be viewed online on the district website <http://clinton.k12.wi.us/> under “Quick Links”. Children may optionally bring a cold lunch from home. Cold lunch students may purchase a half-pint milk (chocolate, or 2% or fat-free white) for \$0.45. (A half-pint of milk is included in the purchase price of a daily lunch.) Students may also provide their own beverages; however, soda is prohibited in the cafeteria.

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### **Milk Break:**

Students have the opportunity to purchase a half-pint of chocolate or white milk for a daily milk break. The cost is \$0.45.

**Food Service Account:** Every student is assigned a food service account in which payments for breakfast, lunch and/or milk break are deposited. Funds are withdrawn each day breakfast, lunch and/or milk is purchased. Parents/guardians can verify the account balance by contacting the school office or viewing it online through Skyward Family Access on the CCSD website. A family access code will be needed to view the account. Parents/guardians can obtain a code by emailing the student’s name to [ccsdtech@clintonwis.com](mailto:ccsdtech@clintonwis.com) and requesting a code.

### **Lunch Credit Extension Policy:**

In the event that your student’s food service account has a negative balance, (s)he runs out of lunch credits or forgets to bring payment, the following plan will be implemented:

- 1) Notes, emails and phone calls to parents/guardians will be made.
- 2) If availability or distance prohibits a parent or guardian from bringing a lunch or payment to school, lunch credit extension will be offered to the student. (A maximum of 3 credit extensions will be granted.)
- 3) After three credit extensions have been offered and payment for hot lunch has not been received, the student will be given the PB&J option lunch.
- 4) Rest assured that attempts will be made at every step to contact the parent of a student who is out of lunch credits. If your family is experiencing a change in financial circumstances, please do not hesitate to contact the school office to learn about your eligibility for the free or reduced meals.

### **Payment Options:**

Families have the option of paying school fees or maintaining food service accounts with cash, check or by utilizing an electronic payment service called eFunds for Schools. EFunds for Schools is provided to Clinton Community School District families as a service through a third party source. It offers families the option of having school fees and lunch payments electronically withdrawn from your checking account or charged to your credit card. The service provider charges a nominal fee for their service. **There is a \$1.00 transaction convenience fee for each electronic checking payment made.** The system carries a Non-Sufficient Funds (NSF) charge if it is determined there are not enough funds in the account for payment.

### *Breakfast, Lunch and Milk Break (Continued)*

**For payments made by credit or debit card, there is a transaction convenience fee of \$2.45 for every \$100 paid.** For your protection, a maximum transaction amount has been set at \$250. By providing a home and/or work email address, an email notification informing the account holder of the student's name, purpose of the payment, and the amount of the item will be sent each time a payment is to be processed. The ***eFunds For School*** site is secure and uses industry standard data encryption. **No payments will be allowed without the account holder's knowledge and authorization.** If you find this option is appealing, please visit [www.clinton.k12.wi.us](http://www.clinton.k12.wi.us) to enroll your family.

**Payment by Check or Cash:** If you plan to send payments to school with your student, please enclose the check or cash in a sealed envelope labeled with your student's name and the name of his or her teacher.

### **Cafeteria Guidelines:**

- 1) Students will be escorted to the cafeteria by their classroom teacher. Students who do not come to the cafeteria with their class must get in line with another class.
- 2) Upon entering the cafeteria, students are to form a single file line in the hallway near the kitchen entrance, while respecting the space of others in line. Students with cold lunches are to immediately seat themselves at their designated tables.
- 3) Students should use inside voices at all times.
- 4) Table manners are expected. Playing with, throwing or sharing food is prohibited.
- 5) All food must be eaten in the cafeteria.
- 6) Students are to remain seated in seats reserved for their class.
- 7) The lunch supervisors will dismiss students when they have finished their lunch and have cleaned the portion of the table where they were seated.
- 8) Students will walk in the cafeteria and in the hallway as they exit.

### *Classroom Practices*

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#### **School Visitors:**

Parents and citizens of the Clinton community are encouraged to visit our school. Visitors are asked to schedule a visit with their student's teacher or through the school office. Visitors must enter the building through the main entrance. Upon entry visitors will need to present a state issued ID that will be run through the Raptor Security System to obtain a visitor's pass. Upon completion of the visit, visitors are required to sign out in the school office and leave through the main exit. Visitors' access to classrooms, lunch and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions.

It has been the expectation at Clinton Elementary School to not allow friends, brothers, sisters, or guests to attend classes with our students because this tends to interrupt the classroom and educational process.

## *Classroom Practices (Continued)*

### **Field Trips:**

Field Trips provide wonderful opportunities to extend the curriculum beyond the limits of the classroom. Only children who are members of the class will be allowed on a class trip. Field trips involving transportation require parental consent. Students are required to provide a signed permission slip in order to accompany their class.

### **Permission to Publish Student Work, Photos or Video Release:**

Pursuant to the Family Education Right and Privacy Act and state statutes, and in order to guarantee that the rights of individual students are not compromised, parents/guardians are required to grant or decline such permission pertaining to publishing student work, photo or video recording upon registration of the student.

Parents or others wishing to photograph or videotape routine classroom activities or public performances involving school students should obtain permission from the school principal prior to the photographing or videotaping.

### **Personal Electronic Devices:** (CCSD Policy 5136.01)

Personal electronic devices may not be used in the classroom unless directed by the teacher. Any student found violating this policy shall be subject to disciplinary action. Disciplinary action includes, but is not limited to, confiscation of the personal electronic device, parent notification and return of the device within 24 hours.

### **Student Access to Internet:**

While the CCSD has safeguards in place, it does not guarantee that it will be able to prevent access to inappropriate information. Since access entails responsibility, students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Violations of acceptable use of the District's technology resources may result in a loss of privileges, disciplinary action and/or legal action.

Parent/guardians are required to accept or decline the Student Network and Internet Acceptable Use and Safety policy upon registration of the student.

### **Student Network and Internet Acceptable Use and Safety** (CCSD Policy 7540.03)

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege; not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement.

### *Classroom Practices (Continued)*

The Clinton Community School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network, Internet access, and any information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in cyberbullying is prohibited. “‘Cyber-bullying’ involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.” For further information on cyber bullying, visit <http://www.cyberbullying.ca>.

Cyber-bullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on web log;
2. sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. posting misleading, unauthorized, or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

The Clinton Community School District expects technology to be used in a responsible manner. All technology used on school district property must comply with policy. Technology is to be used for educational and research purposes that are consistent with the District's educational goals. All technology is to be used in a responsible, efficient, ethical, and legal manner. Internet access also requires responsibility on the part of the users. Users who do not follow policy or guidelines may lose their privilege and/or be subject to disciplinary action, including legal action.

CIPA and NCIPA:

In accordance with requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA), all equipment connecting to the Internet from any connection located within the District's buildings will be blocked or filtered. The District will make best efforts to prevent users from accessing or transmitting visual depictions of material deemed obscene, child pornography, and any material deemed harmful to minors as those terms are defined in CIPA. It will also make best efforts to prevent users from accessing or transmitting offensive, disruptive, or harmful data or any “inappropriate matter” as that term is used in the NCIPA.



## Classroom Practices (Continued)

### **Student Network and Internet Acceptable Use and Safety (Continued)** (CCSD Policy 7540)

This includes, but is not limited to, messages, files, or data that contain the following:

- Pornographic or erotic images
- Sexual implications
- Racial slurs
- Derogatory gender-specific comments
- Information or instructions designed to cause harm to other person(s)/organization(s), comments that offensively address a person's age, sexual orientation, beliefs, political beliefs, gender, religious beliefs, national origin or disability Any comment which in any way defames, slanders, or libels another person(s)
- Any comment intended to frighten, intimidate, threaten, abuse, annoy or harass another person(s) organization(s)
- Those data or activities that invade the privacy of another person(s).

In addition, the District will also make best efforts to prevent unauthorized access to its system and files, including so-called "hacking" and the unauthorized disclosure, use or dissemination of personal identification information of minors. To assist with this effort, the District will use software and staff to routinely monitor users' activities. The District acknowledges that no blocking or filtering mechanism is capable of stopping all inappropriate content all of the time. Therefore, students are not to use the District's Internet access without supervision by a staff member. It is the responsibility of the staff to make best efforts to guide and to monitor students in the effective and appropriate use of the District's computer system. This includes, but is not limited to:

- Teaching students how to find educationally appropriate electronic materials.
- Teaching students how to judge the educational suitability of electronic materials.
- Teaching students information literacy skills, including understanding of safety, copyright, and data privacy.
- Teaching students proper safety and security procedures when using electronic mail, chat rooms, and other forms of direct electronic communication.

#### Purpose:

The District provides approved users with access to Clinton School District technology. Use of Clinton School District technology is limited to, promoting educational achievement, resource and information sharing, assisting in educational instruction, relevant communication, and technology preparedness.

#### Privacy:

Files and other stored information are not private and may be accessed by District personnel as necessary.

#### Acceptable Uses:

The use of technology in the District must be in support of the mission and educational goals of the District and the individual school. The use of technology is a privilege, not a right. Appropriate etiquette is expected and required of all users. Users are permitted to utilize the District's technology resources for the purpose of research, lesson preparation, communication, and/or other information gathering and sharing as it relates to education. Users are permitted to access computer software only through the menus that have been specifically set up for that purpose.

## *Classroom Practices (Continued)*

### **Student Network and Internet Acceptable Use and Safety (Continued)** (CCSD Policy 7540)

Users are not permitted to:

- Access the Clinton Community School District's technology resources for personal financial gain, entertainment, or recreation
- Set up or relocate computers and other peripherals. All hardware set up is to be performed by authorized technicians under the direction of the Technology Coordinator.
- Load software on networked computers. All software is to be loaded by technicians under the direction of the Technology Coordinator.
- Expect that files and other stored information will be private. Access servers other than to save and retrieve personal files from designated locations.
- Access to any unauthorized areas of the operating system.
- Delete, add, or alter any data other than their own.
- Deliberately destroy or diminish the value or effectiveness of any technology or information system. This includes but is not limited to vandalism, creating or uploading viruses, and the careless use of food.
- Copy District software for use on their home computers or to pass on to others.
- Use unauthorized personal software on District technologies.
- Violate copyright laws or use the District equipment for others illegal activities.
- Trespass in others files or use the intellectual property of others.
- Divulge security passwords and/or use the passwords of others.
- Send or display offensive or obscene messages or pictures; and use obscene or offensive language to harass, insult, or attack others.
- Cyber-bullying of any form is prohibited. This includes, but is not limited to, hate mail, harassing messages, chain letters, jokes or comments that may be discriminatory or offensive to others.

Sanctions:

Violations may result in loss of access and privileges and/or disciplinary action in line with the student. This may include suspension, and recommendation for expulsion. Violations may be referred to appropriate law enforcement agencies

### **Homework:**

Homework has an important role in the education of our students. It provides our students with opportunities to practice, apply and extend the learning that has taken place during the instructional day. Every teacher will define the expectations for homework within his/her classroom and will communicate those expectations to you and to your child. If your child experiences a pattern of difficulty while performing homework assignments, please inform your child's teacher. The information that you share about your child as a learner is important as we work together to promote your child's academic progress.

## Classroom Practices (Continued)

### **Conferences:**

Communication among parents, students and teachers is vital to ensure a successful educational experience for our students. In keeping with our shared objective, parents and teachers are afforded an opportunity to meet and dialogue during Parent/Teacher Conferences that are hosted in the fall and winter trimesters. While Clinton Elementary School sponsors two formal opportunities for home/school communication, parents are encouraged to contact their child's teacher with any questions that may arise during the course of the academic year.

### **Reporting Student Progress:**

Report cards are available online on Skyward Family Access at the end of every trimester. Parents may receive a paper copy by submitting a signed request to the school office or posting the request on Skyward Family Access. Student progress is documented each trimester relative to the curricular area being taught and a child's specific skill level. Student growth is expressed using a developmental scale or a proficiency rating based on the assessed level of performance. An overview of the academic performance key for 5K-6<sup>th</sup> grade is shown below.

<u>Mastery Level</u>	<u>Description K-12</u>
<u>3</u>	<u>Proficient</u> <u>Student demonstrates substantial evidence of mastery of the learning target.</u>
<u>2</u>	<u>Approaching</u> <u>Student demonstrates moderate evidence of mastery of the learning target.</u>
<u>1</u>	<u>Needs Improvement</u> <u>Student demonstrates minimal evidence of mastery of the learning target.</u>
<u>"I," incomplete, would indicate that the learning target has been covered, but the student had not yet demonstrated the learning target to provide evidence of content proficiency and skill application.</u>	
<u>"*", asterisk, would indicate that the learning target has not been covered during the grading period.</u>	

### **Student Assessment:**

To measure student progress, students will be tested in accordance with State standards and District policy. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

## Classroom Practices (Continued)

**Promotion, Placement, and Retention:** (CCSD Policy 5410) Promotion to the next grade is based on the following criteria:

- Current level of achievement
- Potential for success at the next grade level
- Emotional, physical, and/or social maturity

Before retention can occur the following procedure will be in place:

- Students falling seriously behind their peers or who may not be promoted will receive the special assistance needed to achieve the academic outcomes of the district's core curriculum;
- Require the recommendation of the relevant staff members for promotion, placement, or retention;
- Require that parents are informed in advance of the possibility of retention (prior to the third trimester) of a student at a grade level;
- Assure that efforts are made to remediate the student's difficulties before she/he is retained.

The principal has the final responsibility for determining the promotion, placement, or retention of each student.

### **Volunteers:**

The Clinton Community School District prides itself on pairing our educational efforts with the support of our families and the community in general. We welcome your interest in our school. An *Application for Volunteering*, a *Statement of Confidentiality*, and *Background Check* forms are required if you would like to be considered for voluntary tasks such as serving as a chaperone or in another support capacity. Both forms are readily available in the Clinton Elementary School office or on the CCSD website under the "Families" tab.

### **Animals in the School and on School Property:**

Animals are not to be brought onto the elementary school grounds for any reason except with prior approval from the classroom teacher and building principal. However, animals may be brought into the classroom by an adult for educational purposes, provided that they are appropriately housed, humanely cared for and properly handled. Consideration must be given to student allergies. Only the adult bringing the animal to school, the teacher or students designated by the teacher are to handle the animal. Animals are not to be transported on the district school buses. In order to preserve the safety of our students, pets are prohibited from being brought onto the school grounds without prior permission.

### **Class Treats:**

Students who want to share a birthday treat/snack are welcome to do so provided that there is enough for everyone in the class. Please check with your teacher in advance to obtain an accurate student count, inquire if there are any food allergies to be aware of, and arrange the best time to share your treat. **Store bought pre-packaged treats/snacks only.**

**Clinton Community School District**  
Clinton Elementary 2024-2025 Fees and Prices

<b><u>Student Consumables Fee:</u></b>	Grades 4K-6:	Waived
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<b><u>Breakfast Price:</u></b>	Grades 4K-6:	\$2.00
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<b><u>Lunch Prices:</u></b>	Grades 4K-6:	\$2.40
	Adults:	\$4.65

<b><u>Milk:</u></b>	\$ .45 per 1/2 pint for all milk
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*Note – all fees can be paid online through E-Funds for Schools. Visit [www.clinton.k12.wi.us](http://www.clinton.k12.wi.us) for more details.*

*This student/parent handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the district administrator. The policies and guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed and posted online. If you have questions or would like more information about a specific issue, contact your school principal.*

### **Clinton Community School District**

Main Office Phone	608-676-5482
Main Office Fax	608-676-4444
Jim Brewer, District Administrator	608-676-5482
Jenny Loveless, Director of Pupil Services	608-676-5482 Ext. 1601
Katherine Zwirgzdas, Business Manager	608-676-5482
Brandon Loomer, Building & Grounds	608-676-5482 Ext. 1201
Go Riteway Transportation	60/-676-5482 Ext. 5000

### **Clinton Elementary School**

Main Office Phone	608-676-2211
Main Office Fax	608-676-5176
Ben Simmons, Principal	608-676-2211 ext. 3000
Erin Wallace, Behavior Specialist	608-676-2211 ext. 3001
Mary Farrell, School Counselor(4k-4)	608-676-2211 ext. 3200
Baylee Davis, School Counselor(5-6)	608-676-2211 ext. 1606
School Social Worker	608-676-2211 ext. 1605
Jodi Brunson, School Psychologist	608-676-2211 ext. 1602

### **Clinton Community School District Board of Education**

Email the entire school board at [schoolboardmembers@clintonwis.com](mailto:schoolboardmembers@clintonwis.com)

President	Bob Maly
Vice-President	Kassie Shull
Treasurer	Ronald Schut
Clerk	Amy Brewer
Member	Mike Birkholz
Member	Alisha Maly
Member	Luke Madson

### 2024– 2025 School District Calendar

New Teachers Report	August 20, 21, 22
Professional Development	August 26-30
First Day Advisory conferences CES	August 29 11:00am - 7:00pm
First Day of School for All Students	September 3
Parent-Teacher Conferences - No School for Students	October 23 11:00am - 7:00pm
Professional Development - No School for Students	October 24-25
First Trimester ends (4K - 6th)	November 22
Fall Break – No School	November 25-29
Winter Break – No School	December 23 – January 3
School Resumes	January 6
Professional Development – No School for Students	January 20
First Semester Ends (CJSH)	January 24
Professional Development - No School for Students	February 17
Second Trimester Ends (K - 4th)	March 7
Spring Break - No School	March 24 - March 28
School Resumes	March 31
No School	April 18
Professional Development - No School for Students	April 21
Memorial Day Holiday - No School	May 26
Commencement - 1:00 p.m.	June 1
Last Day of School for Students	June 6

## **EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT**

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability or other protected characteristics as well as place of residence within the District boundaries, or social or economic background. Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents with questions should contact pupil services at (608) 676-5482 extension 1601. Any person who believes that Clinton Elementary School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Director of Student Services  
112 Milwaukee Road; P.O. Box 566  
Clinton, WI 53525  
(608) 676-5482 x1601

The complaint procedure is described in Board Policy 2260 and on Form 2260F8. The policy and form is available in the school office.

The complaint will be investigated and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 15 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Clinton Elementary School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students. Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- Graffiti containing offensive language;
- Name calling, jokes or rumors;
- Threatening or intimidating conduct directed at another because of the other's protected characteristic;
- Notes or cartoons;
- Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.