

Clinton Elementary School

Handbook



2018 - 2019

2018 – 2019 Lunch Schedule

	<i>Cafeteria</i>	<i>Playground</i>
Grade 1	11:05 - 11:30	11:30 - 11:50
5K	11:15 - 11:40	11:40 - 12:00
Grade 3	11:35 – 12:00	12:00 - 12:20
Grade 4	11:40 - 12:05	12:05 - 12:25
Grade 2	12:00 - 12:25	12:25 - 12:45

TABLE OF CONTENTS

	PAGES
STUDENT ATTENDANCE	12-14
<i>School Hours</i>	<i>12</i>
<i>Parent/Guardian Responsibility</i>	<i>12</i>
<i>Acceptable Excused Absences</i>	<i>12-13</i>
<i>School Responsibility</i>	<i>13</i>
<i>Taking Your Child(ren) During the School Day</i>	<i>13</i>
<i>Morning Student Drop Off</i>	<i>14</i>
<i>School Visits</i>	<i>14</i>
<i>Student Dismissal</i>	<i>14</i>
<i>Parental Pickup of Missed Schoolwork</i>	<i>14</i>
HEALTH AND SAFETY	15-21
<i>Emergency Plan and Procedures</i>	<i>15-18</i>
<i>Inclement Weather/School Closing Information</i>	<i>16</i>
<i>Physical Examinations</i>	<i>18</i>
<i>Immunization Requirements</i>	<i>18</i>
<i>Student Illness/Injuries</i>	<i>19</i>
<i>Return to School Following Illness</i>	<i>19</i>

TABLE OF CONTENTS (Continued)

HEALTH AND SAFETY (Continued) 15-21

Medication at School..... 19-20

Head Lice 20-21

STUDENT EXPECTATIONS 21-32

Clinton Elementary School Matrix of Expected Behaviors 21-22

Basic Behavioral Expectations 23

Recess Expectations 23-24

Behavior Interventions 24

Behaviors Defined 25

Office Referral Process 26-27

Anti-Bullying Procedures 27-30

Bus Rider Responsibilities 30

Safety First 31

Dress Code 31

Alternate Dismissal Plans 32

Participation in Physical Education 32

Participation in Recess 32

TABLE OF CONTENTS (Continued)

BREAKFAST, LUNCH AND MILK BREAK 32-34

Breakfast 32

Lunch Options 32

Milk Break 33

Food Service Account 33

Lunch Credit Extension Policy 33

Payment Options 33

Cafeteria Guidelines 34

CLASSROOM PRACTICES 34-41

School Visitors 34

Field Trips 35

Permission to Publish Student Work, Photos, or Video Release 35

Personal Electronic Devices 35

Internet Access, Use and Safety 35-38

Homework 39

Conferences 39

Reporting Student Progress 39

Student Assessment 40

TABLE OF CONTENTS (Continued)

CLASSROOM PRACTICES (Continued)	34-41
<i>Promotion, Placement, and Retention</i>	40
<i>Volunteers</i>	40
<i>Animals in the School and on School Property</i>	40
<i>Passage through the Halls</i>	41
<i>Classroom Parties/Treats</i>	41
A FOCUS ON FOUR & FIVE YEAR OLD KINDERGARTEN	41-43
<i>Grade Placement</i>	41-43
<i>Developmental Considerations</i>	43
CLINTON ELEMENTARY FEES	43
CONTACT INFORMATION	44
DISTRICT CALENDAR	45
EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT POLICIES	46

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 student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' 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 June 30, 2018, the language in the most current policy or administrative guidelines prevails. The current policies and guidelines are available on the District's website.



MISSION

The Clinton Community School District, proud to be in partnership with family and community, is committed to ensure that all students receive a solid education foundation in a safe environment that fosters and sustains lifelong learning and empowers students to be contributing members of our global society.

WELCOME TO CLINTON ELEMENTARY SCHOOL!

On behalf of the faculty and staff of Clinton Elementary School, welcome to the 2018-2019 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 in the Parent/Teacher Organization (PTO) or 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 than our personal best and that's the truth!

2018-2019 CLINTON ELEMENTARY SCHOOL STAFF

OFFICE			DIR. OF PUPIL SERVICES -- Matthew Huetl	11	4025
Ben Simmons	20	4020	Admin Assistant – Dessa Laursen	11	4023
Vicky Cleland	18	4018	SPECIALISTS		
Elaine Uffenbeck	18	4060	Art – Chanda Droske	39	4039
			Counselor – Kelly Kaminski	26	4026
4K			ESL – Melinda Ascoy, Kari Schoonover	46	4046
Katie Anastasi	4	4004	Interventionist – Rebecca Bondar	45	4045
Heather Henthorn	2	4002	LMC – Cindy Irwin	22	4022
			Music – Donna Hahn	16	4016
KINDERGARTEN			OT – RoxAnne Monk; PT –	24	4024
Leanne Carlton	3	4003	Physical Ed – Andrew Koconis	33	4033
Holly Daum	1	4001	Psychologist -- Susan Friend	28	4028
Molly Oberheim	5	4005	Reading Specialist – Emily Truckey	47	4047
			Special Ed – Kim Bell	10	4010
GRADE 1			Special Ed – Laura Johnson	52	4052
Holly Clarke	14	4014	Special Ed/Early Childhood – Tanya Arndt	6	4006
Ellen Kelnhofer	15	4015	Speech - Julie Powers	12	4012
Rebecca MacCrimdle	13	4013	TAG - Linda Lund	45	4045
			SUPPORT STAFF		
GRADE 2			Kelly Bauer		
Kaitlin Collins	41	4041	Valerie Fjalstad		
Ross Niquet	40	4040	Kelly Gill-VanderKooi		
Calli St. John	43	4043	Barb Grenawalt		
			Melissa Johnson		
			Tori Kollasch		
GRADE 3			Cindy Korth		
Emily Fleming	51	4051	Karri Kruckenberg		
Katie Keehan	44	4044	Jessica McCutchin		
Tammy Murphy	49	4049	Tonia Millard		
Teresa Pickarts	48	4048	Pam Scribner		
			Leslie Sugden		
GRADE 4			BUILDING AREAS		
Shannon Guetschow	57	4057	Computer Lab – Nancy Schultz	38	4038
Molly Sejbl	50	4050	Gym		4058
Melanie Wellhausen	56	4056	Health Rm--Jenny Franseen, Jody Bush-White	19	4019
			Kitchen – Shelly Morris	30	4059
Custodian:			Multi-purpose Room	27	4061
Barb McGregor		4063	Staff Lounge		4027

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 are to arrive on the lower playground. Students arriving by bus are expected to walk orderly into the school building, if they are eating breakfast, or to the upper playground area. Supervision can be provided for parents that need their child to be dropped off earlier than 7:45. Please make arrangements with the office.

A 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 8:20 a.m. Children arriving at school between 8:20 a.m. and 9:15 a.m. will be marked tardy. Tardy students in 5K-4th grade 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 3:20 p.m.

The hours of 4K morning classes are 8:20 to 11:05 a.m. Afternoon 4K class hours are 12:35 to 3:20 p.m.

Parent/Guardian Responsibility:

If your child will not be in school, please inform the Clinton Elementary School office at 676-2211 by 9:00 a.m. When calling, please give the following information: a.) Student name, b.) Student's teacher, c.) reason for absence, d.) callers 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 9:00 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 disruptions 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 the 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.

School Responsibility:

“Habitual Truant” is defined as a student who is absent from school without an acceptable excuse for part or all of five or more days during a school semester.

- 1) When a student has been absent a total of (3) three unexcused absences or (10) ten excused absences, an attendance notification letter will be sent to the parents/guardians. A statement quoting the state law governing school attendance will also be enclosed.
- 2) When a student has been absent a total or part of (5) five unexcused absences or (15) fifteen excused absences, an attendance notification letter will be sent to the parents/guardians. An administrative review of the case and a call for a personal conference with the parents as required by law will be conducted within (5) five school days following the attendance notification. Further measures may follow.

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.

Student Attendance (Continued)

Morning Student Drop Off:

Parents/guardians are asked to drop their student off along the east curb of East Street, and students are to enter the school via the lower school playground. Clinton Elementary School fosters confidence-building and independence among our students. As a result, parent escorts to their child's classroom are discouraged after the first week of school.

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 and direct the visitor to register in the office and obtain a visitor badge. In order to minimize instructional disruption and to ensure availability, visits during the school day are expected to be prearranged with a classroom teacher or staff member. Following their visit, guests are required to sign out in the office. During the first week of school, parents are welcome to accompany their child to his/her classroom. Thereafter, students who need assistance getting to their classroom will be offered support by hallway monitors.

Student Dismissal:

While officially the school day ends at 3:20 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 southwest entrance (A12) near East Street at the end of the circle drive. 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 at the end of the circle drive.
- Students in Grades 1 and 2 will be escorted by staff to the main entrance, where they may meet their parents/guardians or proceed to the buses.
- Grades 3 and 4 bus students will exit the south doors (Exit D41) to board their assigned bus. Students who do not ride a bus are led to the main entrance, where parents/guardians may wait for them in the circle drive.

Parental Pick-Up of Missed Schoolwork:

In order to limit interruption during the instructional day, parents may arrange to have their child's teacher collect missed homework for parent pick-up in the school office.

Health and Safety

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 to 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 to 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.

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 e-mail 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)

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 student from school building 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 decision based on the proximity of the threat. When the threat is close, most often best practice is choosing locking 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 type 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.

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.

Health and Safety (Continued)

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 information on the student's *Enrollment/Emergency Form* will be used to summon the parents/guardians. The alternate contacts on the student's *Enrollment/Emergency Form* 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 information on the student's *Enrollment/Emergency Form* 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 an oral fever greater than 100 degrees need to be fever-free for 24 hours without the use of medication before returning to school.

Medication at School:

In order for school personnel to dispense medication to your child during the school day, the following conditions must be satisfied:

- 1) Prescription Medicines: The *Medication Administration* form must be completed and signed by the child's physician and a custodial parent/guardian.
- 2) Over-the-Counter Medications: The *Medication Administration* form must be completed by a custodial parent/guardian. However, a physician's signature is not required.

Health and Safety (Continued)

Medication at School (Cont.):

- 3) **All** medicine must be sent to school **in the original container**, labeled with the following information:
 - The name of the child receiving the medication.
 - The name of the medicine and the proper dosage.
 - The time of day during which the drug is to be administered.
 - Prescription medicines must also include the name and telephone number of the dispensing pharmacy and the name of the child's physician.
- 4) All medicines must be brought to the school by a custodial parent/guardian; not sent to school with the child. Cough drops can be dispensed in the school office with a note granting permission. At no time should a child be in the possession of cough drops.
- 1) A new *Medication Administration* form must be completed at the start of every school year as well as for any changes in the dosage or the discontinued use of a prescribed or over-the-counter medicine.

Head Lice Policy: (CCSD Policy 8451)

Head lice are a common problem among school-aged children. Lice are crawling insects that are primarily spread through head-to-head contact or through the sharing of personal items. Parents are strongly urged to check their child for the presence of head lice on a regular basis. Likewise, children must be strongly advised against sharing personal items with their classmates.

In the event a student is found to be with head lice, the following steps will be taken:

- The parent/guardian or the designated emergency contact person will be notified. The student will be sent home for treatment.
- The student shall be readmitted when the school receives documentation of treatment for head lice. This may include, but is not limited to, a note from the parent stating the treatment used, box top, label, receipt, etc. Students will be re-inspected by the School Nurse or principal's designee upon return to school.
 - If there are live lice detected and there is no proof of treatment, the parent/guardian will be notified and the student will be dismissed from school. The student may not return to school until proof of treatment is provided.
- A student should not miss more than one day of school following head lice detection. Truancy laws will apply to students missing excessive amounts of school due to head lice infestations.

Health and Safety (Continued)

Head Lice Policy: (CCSD Policy 8451) (Cont.)

Parents/guardians are requested to report to the school cases of head lice infestation that they discover at home. The school nurse, principal or principal's designee will determine what interventions are appropriate in the school setting. The School reserves the right to inspect other known household contacts and close personal contacts attending school in an effort to stem outbreaks in other classes.

For tips on how to treat head lice, please visit the CCSD web site at www.clinton.k12.wi.us and click on "Nursing Services" under the District tab. It will lead you to a helpful parent guide for the treatment of head lice and will also provide answers to a variety of student health-related questions. Printed head lice information is also available upon request from the school nurse or school office.

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). The approach stresses a comprehensive, focused and proactive method for teaching and acknowledging desired student behavior through praise and by issuing a Paw Pride coupon. Students can use the coupons to become eligible for weekly drawings within their classroom and for school-wide drawings at the end of each academic quarter. 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
Be Respectful	<ul style="list-style-type: none"> ● Raise your hand. ● Use appropriate voice level. ● Be a good listener. ● Follow directions from adults. 	<ul style="list-style-type: none"> ● Be quiet. ● Use line basics. 	<ul style="list-style-type: none"> ● Listening ears. ● Keep voices off. ● Keep eyes on speaker. 	<ul style="list-style-type: none"> ● Follow directions from supervisors. ● Play fair. ● Include everyone. ● Use kind words. ● Keep hands, feet, and body to yourself. 	<ul style="list-style-type: none"> ● Use quiet voices. ● Use table manners. ● Follow directions from adults. 	<ul style="list-style-type: none"> ● Use quiet voices and kind words. ● Follow adult directions. 	<ul style="list-style-type: none"> ● Voices off. ● Give others privacy. ● Flush. 	<ul style="list-style-type: none"> ● Follow directions from adults. ● Keep hands and feet to self.
Be Responsible	<ul style="list-style-type: none"> ● All materials are ready for class. ● Stay on task and focused. ● Clean up after yourself. ● Pick up litter. ● Report all bullying. 	<ul style="list-style-type: none"> ● Stay on right side. ● Keep hallway clean. 	<ul style="list-style-type: none"> ● Follow adult directions. ● Stay in assigned seat or area. 	<ul style="list-style-type: none"> ● Dress for the weather. ● Bring in what you take out. ● Line up quickly. 	<ul style="list-style-type: none"> ● Clean up after yourself. ● Eat your own food. ● Raise hand when finished eating or ready to go. 	<ul style="list-style-type: none"> ● Keep aisle clear. 	<ul style="list-style-type: none"> ● Keep bathroom clean. ● Be quick (Five twos). ● Report problems to an adult. 	<ul style="list-style-type: none"> ● Be on time.
Be Safe	<ul style="list-style-type: none"> ● Keep hands and feet to self. ● Walk at all times. ● Keep four chair legs on the floor. ● Use materials and supplies appropriately. 	<ul style="list-style-type: none"> ● Use line basics. ● Walk steps one at a time. 	<ul style="list-style-type: none"> ● Keep hands and feet to self. 	<ul style="list-style-type: none"> ● Stay in designated area. ● Use equipment correctly. ● Use line basics. 	<ul style="list-style-type: none"> ● Stay seated at assigned table. ● Carry tray with two hands. ● Keep hands and feet to self. ● Walk. 	<ul style="list-style-type: none"> ● Keep hands and feet to yourself. ● Walk. ● Sit and stay in your seat. ● Face forward ● Stay seated until bus has stopped. 	<ul style="list-style-type: none"> ● Keep hands and feet to self. ● Walk. ● Wash hands with soap and water. ● Keep water in the sink. 	<ul style="list-style-type: none"> ● Walk. ● Use crosswalks and sidewalks. ● Stay in supervised areas.

Student Expectations (Continued)

Basic Behavioral Expectations: In addition to the behaviors defined by location in the matrix contained on the prior page, Clinton Elementary School students will be instructed in the expectation for universally applying body basics and line basics throughout the school day.

- Body Basics**
1. Sit up tall in your space.
 2. Look at the speaker.
 3. Keep lips closed.
 4. Use listening ears.
 5. Keep hands and feet quiet.

- Line Basics**
1. Face forward and walk single file.
 2. Keep voices off.
 3. Keep hands by your side.
 4. Use quiet walking feet.
 5. Stay to the right.

Playground Expectations:

Be Respectful:

- Follow directions from supervisors
- Play fair
- Include everyone
- Use kind words
- Keep hands, feet, & body to yourself

Be Responsible:

- Dress for the weather
- Bring in what you take out
- Line up quickly

Be Safe:

- Stay in designated area
- Use equipment correctly
- Use line basics

- Only use school equipment on the playground. Keep toys at home.
- Once the bell rings:
 - All play stops
 - Line up quickly & quietly

Student Expectations (Continued)

Winter Playground Expectations:

- 1) Only students with boots and snowpants are allowed to play in the snow.
- 2) Throwing snow is NOT allowed.
- 3) Stay OFF the ice.
- 4) Respect snow creations (forts, snowmen, etc.)
- 5) Snow hill sliding is only allowed while sitting down, feet first.

Indoor Recess Expectations:

- 1) Indoor voices
- 2) Walking feet only
- 3) Stay in your classroom and ask permission to leave to use the bathroom.
- 4) Keep bathroom visits short.
- 5) Pick up what you take out.

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

- Re-teach appropriate behavior
- Assign think sheet
- Parents contacted

Third Offense - Minor Behavior

- Re-teach appropriate behavior
- Assign think sheet
- Student referred to the office

Student Expectations (Continued)

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.

Minor Behaviors	Major Behaviors
<p style="text-align: center;">Re-taught by staff</p> <ul style="list-style-type: none"> ● Talking out/disruption ● Arguing with peers ● Low-intensity noncompliance <ul style="list-style-type: none"> ● Minor stealing ● Inappropriate language <ul style="list-style-type: none"> ● Gossip/tattling ● Cheating ● Cell phone use ● Throwing food ● Dress-code violation ● Toys or electronics at school ● Inappropriate or unsafe behavior <ul style="list-style-type: none"> ● Gum chewing ● Other minor behaviors not meeting school or district expectations 	<p style="text-align: center;">Dealt with by office</p> <ul style="list-style-type: none"> ● Major disruptions ● Arguing with staff ● Disrespect or insubordination <ul style="list-style-type: none"> ● Stealing of valuables ● Abusive language/ profanity <ul style="list-style-type: none"> ● Bullying/Harassment <ul style="list-style-type: none"> ● Threats ● Technology violations <ul style="list-style-type: none"> ● Vandalism ● Lying ● Weapons ● Fighting/assault ● Spitting on or at another person ● Chronic minor behavior (3 or more times in 10 school days) ● Other major behaviors not meeting school or district expectation

Student Expectations (Continued)

Office Referrral 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.

Upon receiving the form, parents are asked to indicate their receipt of the form by signing the sheet and returning it to school the next day. By keeping our parents informed, we hope to foster ongoing communication between the home and school environments.

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

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.

Student Expectations (Continued)

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.

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.*
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Student Expectations (Continued)

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 phone, 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 – 4.
- Respond quickly and sensitively to bullying reports using the *Steps to Respect* Four-A Response model and coaching methods.
- 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.

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.

Student Expectations (Continued)

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. 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
 3. Conference with student to include behavior coaching
 4. Parent notification of the person *being* bullied

- 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.

Student Expectations (Continued)

Consequences of Harassment or Bullying Behaviors (Continued):

Examples of Consequences

- mediation with counselor
- time spent in office
- 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

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:

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 CCSD 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.
- 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 Expectations (Continued)

Safety First!

Parents, please reinforce the following safety concerns with your child:

- No one is ever permitted to walk in between the school bus line up except at the designated crosswalk.
- Parents who transport their children to and from school are urged to park in the paved lot on the corner of East Street and Carey Street.
- Picking up or dropping off students in the rear parking lot is prohibited.
- Parents and students are expected to use crosswalks.

Student Dress Code:

The Clinton Community School District always strives to maintain an appropriate learning environment. In no situation will the Clinton Community School District allow dress or grooming that would, in the opinion of the administration, be disruptive or interfere with the learning process, be unsafe or harmful, be not in keeping with good health standards, the cause of excess maintenance problems or be considered vulgar or indecent. Our expectations for personal dress are listed below:

- Hats and headwear are not to be worn in our building at any time unless prior permission was given by the principal. This includes all indoor events. Upon entering the school, headwear must be removed. Hoods must not be worn over one's head while in school. Sunglasses do not belong in an educational setting. Bandannas and head clothes are considered headwear. If anything is used to bind or hold hair it is generally acceptable. Items worn to cover the head are not allowed.
- No student shall be permitted to wear clothing that is normally identified with gang or gang-related activities (e.g. gang related colors), or which displays pictures or writing referring to or advertising alcoholic beverages, taverns, alcoholic beverage distributors, tobacco products, weapons or illegal drugs; which contain sexual references, profanity or obscenity, or which consists of or displays states of undress or nudity. Clothing containing reference to any racial or otherwise offensive statement will not be permitted.
- Spaghetti strap skirts, tank tops with a strap narrower than 1 inch, halter tops, strapless dresses and clothing which exposes the midriff are not permitted. A rule of thumb: If your shirt cannot be tucked in, it is not appropriate for our learning community. Cleavage is not to be visible.
- Pants, shorts and skirts must be worn in a fashion in which undergarments are not visible whether the student is standing, sitting or bending. Pants, shorts and skirts must be worn at the waist level and secured with a belt if necessary. Shorts and skirts must be of a length that reaches at least to the mid-thigh area.
- Chains and belts worn at the waist must not hang down any further than the typical depth of pants pockets. Dog collars may not be worn.
- Sleep wear and slippers are not permitted.
- Footwear must be worn at all times.
- Outdoor coats and jackets are not to be worn in school.

Teachers or administrative staff may take initial action to enforce this code. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will make the decision. This code shall be consistently, uniformly and fairly applied to all students. This policy is in force on school property during the entire school day, in school vehicles at all times, and at all school-sponsored activities at all times. Students who fail to adhere to the provisions of the Student Dress Code Policy may be subject to disciplinary action by the school building principal. Legal Ref: WI Stat.120.13

Student Expectations (Continued)

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.**

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 student 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 cancelled 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 coats during outdoor recess if the temperature is at least 60 degrees (F). Otherwise, coats will be required to remain on. If a child arrives at school without a coat and the temperature remains significantly below 60 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.

Breakfast, Lunch and Milk Break

Breakfast:

Breakfast will be available for purchase in the cafeteria prior to school for \$1.50 (includes a half-pint of milk). A half-pint of milk a la carte is \$0.25.

Lunch Options:

A hot lunch or a Grab 'n Go sack lunch are available to students at Clinton Elementary School. The cost is \$2.30 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 \$0.25. (A half-pint of milk is included in the purchase price of a daily lunch.) Students may also provide their own beverage; however, soda is prohibited.

Breakfast, Lunch and Milk Break (Continued)

Milk Break:

Students have the opportunity to purchase a half-pint of chocolate or white milk for a daily milk break. The cost is \$0.25.

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 a breakfast, lunch and/or a 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 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, a 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 a peanut butter and jelly sandwich and a half-pint of milk.
- 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 e-Funds for Schools. E-Funds 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. **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 *e-Funds 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 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.

Breakfast, Lunch and Milk Break (Continued)

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 around the outer walls of the gym, while respecting the space of others in line. Students with cold lunches are to immediately seat themselves at their designated table.
- 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

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 must sign in and obtain a name tag in the school office. Upon completion of the visit, visitors are required to sign out in the school office and leave through the main exit.

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. Parents with commitments to younger children are advised to excuse their elementary-aged child on the day of the field trip and attend the function independent of his/her class. 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 the school computer network just as they are in a classroom or 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.

Classroom Practices (Continued)

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.

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 cyber-bullying is prohibited. "Cyber-bullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, 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 e-mail 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.

Classroom Practices (Continued)

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

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.

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.

Classroom Practices (Continued)

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

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.

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.

Classroom Practices (Continued)

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.

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 spring 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 an assessed level of performance. An overview of the academic performance key for 5K-4th grade is shown below.

<u>Mastery Level</u>	<u>Description K-12</u>
<u>3</u>	<u>Proficient</u> <u>Student has independently demonstrated content knowledge and application with mastery.</u>
<u>2</u>	<u>Approaching</u> <u>Student has demonstrated content knowledge independently and application with support.</u>
<u>1</u>	<u>Needs Improvement</u> <u>Student has demonstrated limited content knowledge and application with support.</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>	

Classroom Practices (Continued)

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.

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* and a *Statement of Confidentiality* form are required if you would like to be considered for voluntary tasks such as serving as a room parent, 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 "Parent" 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.

Classroom Practices (Continued)

Passage Through the Halls:

The hallways of Clinton Elementary School are busy with student activity, making passage tight particularly during transition periods. As a result, when planning a teacher visit, please plan ahead. Strollers and wagons congest the hallway, creating an unnecessary safety hazard for our students and are therefore prohibited during the school day.

Classroom Parties and Class Treats: Each classroom at Clinton Elementary School plans a fall, a winter and a Valentine's celebration. The teachers work in tandem with their room parents to coordinate each event. Students who want to share a treat 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.

A Focus on Four-Year- and Five-Year-Old Kindergarten

Grade Placement: (CCSD Policy 5112) The norm for entrance into 4K or 5K is when the child attains that age on or before September 1st. Parents/Guardians must make formal application for early or late admission. Early or late entry forms will be available at the elementary school and will be filed at the school. There is no early entry option for the District's Four-Year-Old program. In the initial step, a meeting will be scheduled with the parents, the building principal, 4K and 5K teachers, and other support personnel, as needed. This team will meet and review the application form and interview the parents. The purpose of the parent interview is to:

- A. determine parental reasons for changing entry date;
- B. determine parental expectations for the child;
- C. allow the parent to ask questions regarding the kindergarten program;
- D. explain the procedures and requirements for early or late entry, to gather any other pertinent information about the child, and to arrange for further evaluation.

The decision to continue past this point shall be a joint agreement by the building principal, the appropriate teachers, other needed school personnel and parents. The choices are:

- A. continue with the early or late entry process;
- B. terminate the process;
- C. recommend alternatives.

A Focus on Four-Year-Old and Five-Year-Old Kindergarten (Continued)

If a consensus is not reached, the process will continue with an assessment. The assessment process shall be handled in a similar fashion as a "case study team". The following people should be involved:

- A. building principal or designee
- B. kindergarten teacher
- C. parents
- D. others invited by the principal

Grade Placement (Continued):

Areas that may be reviewed include:

- A. developmental readiness;
- B. cognitive ability (school psychologist);
- C. achievement information;
- D. fine and gross motor;
- E. perceptual abilities;
- F. health and physical development;
- G. vision screening;
- H. social interactions;
- I. observation in preschool setting;
- J. parent interview;
- K. any other areas that may help to determine readiness.

Information from other sources will be considered as a part of the assessment. A case study team meeting will then be held to review the outcomes and to make a recommendation for or against early or delayed entry. The case study team will recommend a placement. Parents and school personnel will meet again to go over results of the collected evidence and discuss the appropriateness of the child's placement to 4K or 5K. All the information will be made available to the parents. The principal will make the final decision of student placement. Early and delayed entrance students will be monitored by the classroom teachers, other professional staff and parents. The case study team may be reconvened to discuss concerns if necessary.

A Focus on Four-Year-Old and Five-Year-Old Kindergarten (Continued)

The following students are eligible to receive a waiver:

- A. Any student who has moved to the District from another state or country where completion of a five (5) year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in his/her prior state or country.
- B. Any student who has moved to the District from another state or country that does not require the completion of five (5) year old kindergarten prior to enrollment in first grade.

Developmental Considerations:

- (1) **Gross Motor** - large muscle (jumping, hopping, catching, balance)
- (2) **Fine Motor** - small muscle (eye-hand coordination, manual dexterity)
- (3) **Socialization** - the ability to establish relationships with other children and adults
- (4) **Self-help** - dressing, eating, toileting and grooming skills
- (5) **Speech/Language** - the ability to produce sounds and to understand and express language
- (6) **Cognition** - the understanding of language and early readiness skills

Parents with concerns about their child's developmental progress in any of the areas listed above may contact Matthew Huettl, CCSD Director of Pupil Services, at (608) 676-2211 ext. 4025. He may also be reached at mahuettl@clintonwis.com.

Clinton Community School District

Clinton Elementary

2018-2019 Fees and Prices

<u>Student Book Rental Fee: (by grade)</u>	4K & Half Day 5K:	\$ 8.00
	Grades 5K-4:	\$22.00
<u>Breakfast Price:</u>		\$ 1.50
<u>Lunch Prices:</u>	Grades 5K-4:	\$ 2.30
	Adults:	\$ 3.25
<u>Milk:</u>	\$.25 per 1/2 pint for all milk	

Note – all fees can be paid online through E-Funds for Schools. Visit 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
Matthew Huettl, Director of Pupil Services	608-676-2211 Ext. 4025
Daniel McCrea, Business Manager	608-676-5482
Bob Butler, Building, Grounds, Transportation	608-676-2223 Ext. 2141

Clinton Elementary School

Main Office Phone	608-676-2211
Main Office Fax	608-676-5717
Ben Simmons, Principal	608-676-2211
Kelly Kaminski, School Counselor	608-676-2211 Ext. 4026

Clinton Community School District Board of Education

Email the entire school board at schoolboardmembers@clintonwis.com

President	Ken Luety	608-751-0110
Vice-President	Gary Gilbank	608-751-0294
Clerk	Melissa Manthei	608-335-0326
Treasurer	Tom Howard	608-363-0061
Member	Sheri Mullooly	608-289-0640
Member	Elizabeth Price	608-314-4432
Member	Mike Birkholz	608-289-4571

2018 – 2019 School District Calendar

New Teachers Report Professional Development	August 21, 22, 23 August 27-30
First Day Advisory conferences CES/CMS; CHS 9th gr & new students First Day of School for All Students	September 4 September 5
Professional Development - No School for Students Parent-Teacher Conferences – No School for Students	October 1 October 22 11:00 a.m. - 7:00 p.m.
First Quarter Ends (CMS/CHS) Fall Break – No School School Resumes First Trimester ends (K - 4th)	November 2 November 21-23 November 26 November 30
Winter Break – No School	December 24 – January 1
School Resumes First Semester Ends (CMS/CHS) Professional Development – No School for Students Professional Development - No School for Students	January 2 January 18 January 21 February 18
Second Trimester Ends (K - 4th) Parent-Teacher Conferences - No School for Students Third Quarter Ends (CMS/CHS) Spring Break - No School	March 6 March 11 11:00 a.m. - 7:00 p.m. March 22 March 25 - 29
No School Professional Development - No School for Students Memorial Day Holiday - No School	April 19 May 24 May 27
Commencement - 1:00 p.m. Last Day of School for Students Professional Development Summer School Begins	June 2 June 6 June 7 June 10

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 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) 676-2211 extension 4025. 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 Pupil Services
301 East St., Clinton, WI 53525
608-676-2211 ext. 4025

Mr. Jim Brewer, District Administrator
112 Milwaukee Rd, Clinton, WI 53525
608-676-5482 ext. 2405
jibrewer@clintonwis.com

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.