

School District of Wild Rose

2023 – 2024

Elementary Handbook For Students and Parents



The School District of Wild Rose,
in partnership with students, parents, and community,
will provide a challenging education to prepare our students to be
knowledgeable, resourceful, resilient, and productive members of our ever-
changing world.

Matthew Wilbert, Wild Rose Elementary Principal

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Welcome Back Letter 2023-2024

Dear Families,

The faculty and staff of Wild Rose Elementary would like to welcome you back for the start of the 2023-2024 school year. I hope you all take advantage of reading this handbook; it is designed to clear up misconceptions and enlighten you on why we make the decisions we make here at school. If you have any questions, please feel free to call me at 1-920-622-4204 Ext 1502. My e-mail address is wilbertm@wildroseschools.org.

During the 2023-2024 school year, I look forward to many new initiatives as well as keeping traditions strong. Many changes occurred at the end of last year, and those changes will impact the beginning of the year in many ways. I know our team is strong, and the kids are going to do just great. Our PBIS behavioral system is strong, and we are based on three major concepts. Those three should be “old hat” by now - Be Respectful, Be Responsible, and Be Safe are all part of our everyday routines.

As most of you already know, we are all part of something very special here in Wild Rose. We are blessed with a strong staff and a community that values education. The support I have here is second to none, and education is a priority to many. Now that we are all in one building, I think we will be even stronger.

I would like to take this time to ask that you help us continue this strong tradition by taking part in your child’s education. As a parent myself, I would ask that you be in constant communication with your child’s teacher, volunteer at school, and value these years of education. I know that if we all work together and put children’s needs first, we will succeed.

I am so excited to be a part of this community, and I am looking forward to another great year.

Sincerely,

Matthew Wilbert

Elementary Principal

Mission Statement

The School District of Wild Rose, in partnership with students, parents, and community, will provide a challenging education to prepare our students to be knowledgeable, resourceful, resilient, and productive members of our ever-changing world.

Philosophy of Education


Board Policy 1.03

The educational philosophy of the School District of Wild Rose recognizes the worth and dignity of each individual in our democratic society. The purpose of our school system is to provide equal opportunity for all students to acquire the knowledge, skills, attitudes, and habits, which will enable and encourage them to make responsible decisions. In so doing, it is expected that all students will be actively encouraged to meet and maintain optimal standards of achievement and conduct with respect to their potential. Moreover, it is also expected that all students will develop an understanding and acceptance of their responsibility for self-reliant and self-disciplined behavior.

Our curriculums will reflect this district's philosophy of education, as will all policies of student evaluation, discipline, promotion/retention, and graduation. Diversified opportunities for student growth will be provided within the realms of intellectual, social/emotional, physical, cultural, and pre-vocational experience at instructional levels commensurate with the student's aptitude and interest. Finally, ongoing communication between school, family, and community will be actively encouraged in recognition of the many talents, interests, and mutual concerns shared by these agencies.

In summary, the School District of Wild Rose recognizes that the education of our children is a cooperative effort worthy of a positive commitment from all. We seek to establish high educational standards worthy of the community we serve while guiding our youth toward the recognition and realization of their potential as contributing members of our society.

The Wildcat Way

	Classroom	Playground	Cafeteria	Hallways	Bathroom	Office	Special Activities	Bus
Be Respectful	Voice Volume 0, 1, 2 Appropriate school language speak and act politely Listening	Voice Volume 0, 1, 2, 3, up to 4 Appropriate school language speak and act politely Listening	Voice Volume 0, 1, 2 Appropriate school language speak and act politely Listening	Voice Volume 0, 1 Appropriate school language speak and act politely Listening	Voice Volume 0, 1 Appropriate school language speak and act politely Listening Respect privacy	Voice Volume 0, 1 Appropriate school language speak and act politely Listening	Voice Volume 0, 1, 2, 3, up to 4 Appropriate school language speak and act politely Listening	Voice Volume 0, 1, 2 appropriate school language Speak and act politely Listening
	Be Responsible	Line up when bell rings Pick up all possessions Appropriate seasonal dress Follow rules and directions Accept consequences	Leave no trace Eat own food Follow rules and directions Accept consequences	Go straight to destination Follow rules and directions Accept consequences	Keep bathroom clean Use for intended purpose only Be quick Follow rules and directions Accept consequences	Be prepared	Be on time Follow rules and directions Accept consequences	Be on time Follow rules and directions Accept consequences
Be Safe	Keep body, hands, feet, and objects to self	Keep body, hands, feet, and objects to self	Keep body, hands, feet, and objects to self Walk to destination	Keep body, hands, feet, and objects to self Walk, keep to the right	Keep body, hands, feet, and objects to self Wash hands	Keep body, hands, feet, and objects to self	Keep body, hands, feet, and objects to self	Keep body, hands, feet, and objects to self Keep bottom on seat and aisles clear Cross street when bar is out

Introduction

When large groups of people work together, they must have rules to make sure things run smoothly. Schools have rules to make sure that everyone has an opportunity to learn and to attempt to make everyone safe. People in large groups, like schools, also have responsibilities.

It is a responsibility of the staff and faculty to provide a safe and well-maintained facility. It is a responsibility of the staff and faculty to establish guidelines and rules that explain the limits and expectations.

The following information establishes the rules and guidelines that will be in effect in the elementary school. It will be the responsibility of parents and students to be aware of these rules and their consequences.

Students of Wild Rose Elementary School are expected to act respectfully towards other people, and to behave in a manner that will not in any way endanger the safety, health, or property of others. Students should conduct themselves as good citizens. They are expected to attend regularly and to be on time to school.

When attending evening activities, elementary children are expected to conduct themselves appropriately and to follow the existing rules. When an event is over, the students should be picked up promptly, or wait outside the building. Elementary children are to be supervised by an adult while attending evening activities. If a child cannot observe the rules, or causes a disturbance, he/she will not be allowed to attend evening activities.

Based on the above expectations, the following rules have been established:

Class Rules

1. Students are to attend classes on a regular basis.
Note to parents: Call the school if your child is ill and won't be in school. Send a written note when your child returns to school. A child absent five consecutive days or longer, at the discretion of the administration, may need a doctor's written release to return to school. A child absent ten days or more for sickness or injury in a 9-week period will require a medical follow-up.
2. Students are to be respectful and are to behave in a way which does not cause a disruption in the classroom. Students have a responsibility to act in a way that does not threaten, scare, or hurt others. Disrespect and disruptive behavior will not be allowed. Behavior that causes a disruption will result in parents being contacted and possible removal from the class or school.
3. Students will use appropriate language and will be respectful of themselves and others. Talking back, swearing, and other forms of disrespect will not be allowed.
4. Fighting will not be allowed. Students who fight will be suspended from class or school.
5. Students are to show respect for each other, the school building, and other people's property.
6. Use the playground equipment in the manner in which it was intended to be used. Play safely and in a manner that is not dangerous or going to hurt self or others. Students are to ask permission before crossing the road, leaving the playground, or entering the school building.

7. Anything that is on the ground stays on the ground. This includes rocks, stones, sticks, snow, ice, etc.
8. Hats/caps are allowed to be worn indoors only on special days.
9. Water bottles are allowed within reason- spill free bottles are appreciated.

Consequences (not necessarily in order)

Verbal reprimand

Phone call home

Loss of recess

Writing assignment

Parent/teacher/student conference

Letter home

Possible suspension

Different consequences and/or accommodations may be used for students who have behavior intervention plans, 504 plans, or special education IEPs.

Bus Rules

1. Respect students and others
2. Respect property
3. Follow bus procedures
 - a. Buses run on a schedule; be on time.
 - b. Stay on the driveway until the bus comes to a complete stop
 - c. Remain seated while bus is in motion
 - d. Windows are to be lowered only to the third notch
 - e. No eating or drinking on the route buses

Enforcement of Bus Rules

Verbal reprimand

Notification of parents

Notification of appropriate office

Written reprimand

Removal from bus from 1 to 5 days

Removal from bus will be considered if behavior does not change

Depending on the severity of the problem, other action may be taken

Use of Video Camera on the School Bus

Board Policy 7.11

The School District of Wild Rose approved the use of video cameras on our buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, allowing the driver to focus on the driving of the bus, to provide for safe transportation for all students. (A full copy of this policy is available in each office.)

Code of Classroom Conduct

Code Philosophy/Scope

The School District of Wild Rose is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration, and their classroom teachers.

Student behavior that is dangerous, disruptive or unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules. As per Wis. Statute 120.13(1) (a) and 1997 Wisconsin Act 325, the School District of Wild Rose has developed and adopted this code of classroom conduct.

This code of classroom conduct applies to all students in grades EC – 12.

Elementary School

1. Student Removal from Class

A teacher may remove a student from class for the following reasons:

- a. Dangerous, disruptive or unruly behavior, or behavior that interferes with the ability of the teacher to teach effectively.** This type of behavior includes the following but may not be limited to the following:
 - possession or use of a weapon or other item(s) that might cause bodily harm to persons in the classroom
 - suspicion of being under the influence and/or possession of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies
 - behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment including fighting, taunting, baiting, inciting and/or encouraging a fight or disruption
 - disruption and intimidation caused by the use of gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
 - pushing or striking a student or staff member
 - obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
 - interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means
 - dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder
 - restricting another person's freedom to properly utilize classroom facilities or equipment

- repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions
- throwing objects in the classroom
- repeated disruption or violation of classroom rules
- excessive or disruptive talking, noise making
- behavior that causes the teacher or other students fear of physical or psychological harm
- physical confrontations or verbal/physical threats

b. Other behavior as outlined below (not inclusive):

- willful damage to school property
- defiance of authority (willful refusal to follow directions or orders given by the teacher)
- purposefully and repeatedly reporting to class without bringing necessary materials to participate in class activities
- possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- use of profanity

Middle School / High School

2. Student Removal from Class

A teacher may remove a student from class for the following reasons:

- a. Dangerous, disruptive or unruly behavior, or behavior that interferes with the ability of the teacher to teach effectively.** This type of behavior includes the following but may not be limited to the following:
- possession or use of a weapon or other item(s) that might cause bodily harm to persons in the classroom
 - suspicion of being under the influence and/or possession of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies
 - behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
 - fighting
 - taunting, baiting, inciting and/or encouraging a fight or disruption
 - disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
 - pushing or striking a student or staff member
 - obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
 - interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means
 - dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder
 - restricting another person's freedom to properly utilize classroom facilities or equipment
 - repeated classroom interruptions, confronting staff argumentatively, making

- loud noises or refusing to follow directions
- throwing objects in the classroom
- repeated disruption or violation of classroom rules
- excessive or disruptive talking
- behavior that causes the teacher or other students fear of physical or psychological harm
- physical confrontations or verbal/physical threats.

b. Other behavior as outlined below (not inclusive):

- willful damage to school property
- defiance of authority (willful refusal to follow directions or orders given by the teacher)
- possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- use of profanity

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by the state and federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee within 24 hours of the student's removal from class.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

2. Placement Procedures

- a. The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
 - (1) The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines the readmission to the class is the best or only alternative.
 - (2) Another class in the school or another appropriate place in the school.
 - (3) Another instructional setting.
 - (4) An alternative education program approved by the Board (if available). State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.

b. When making placement decisions, the building principal or designee shall consider the following factors:

- the reason the student was removed from class (severity of the offense)
- the type of placement options available for students in that particular school and any limitations on such placements (costs, space availability, location)
- the estimated length of time of placement
- the student's individual needs and interests
- whether the student has been removed from a teacher's class before (repeat offender)
- the relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct is the placement applicable before and/or after the suspension.)

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding the student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.

- c. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
- d. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below.

3. Parent/Guardian Notification Procedures

a. The building principal or designee shall notify the parent/guardian of a minor student, in writing, when a teacher has removed a student from a class for offenses stated in the code of classroom conduct. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination.

b. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.

c. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Attendance Policy for the School District of Wild Rose

In accordance with Wisconsin Statutes, Section 118.15, and Waushara County Code Article 5 - Truancy, all children between six and eighteen years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse. The School District of Wild Rose encourages and promotes regular attendance. The Board of Education considers school attendance and achievement as critical to the success of the child, family, and community.

School Attendance Officer:

The building principal or the principal's designee at each of the district's schools is designated to deal with matters relating to school attendance and truancy.

The School Attendance Officer of each school shall determine daily which pupils enrolled in the school are absent from school and whether that absence is excused.

Annually, on or before June 15, each building principal shall determine how many pupils enrolled in their school were absent in the previous year and whether the absences were excused. This information will be submitted to the district administrator who shall notify the state superintendent of the determination.

The School Attendance Officer in each school shall notify the parent or guardian of a child who has been truant (unexcused), of the child's truancy and direct the parent or guardian to return the child no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be made by personal service, mail, or telephone call of which a written record is kept.

The District Administrator in cooperation with each of the Attendance Officers will visit any place of employment in the school district to ascertain whether any minors are employed there contrary to law. The District Administrator will provide information regarding the attendance of any child between six and eighteen who is a resident of the school district or who claims or is claimed to be in attendance at a private school located in the school district.

School Responsibility:

The School District of Wild Rose guarantees access to all programs/classes which generate school credit. Students will be enrolled in programs/classes working towards a diploma.

When a student has been absent a total of five unexcused absences in a semester, an attendance notification letter will be sent to his/her parents or guardians. A statement quoting the state law governing school attendance will also be enclosed.

- A. An administrative review of the case will be held and will consider the following:
 - 1. Parent input; in-person or by telephone.
 - 2. School input; academic, social, emotional.
 - 3. Medical input.
- B. A personal parent conference will be requested by the building principal or the principal's designee to discuss the following options:
 - 1. Educational counseling.
 - 2. Evaluation of the student to determine possible learning problems.
 - 3. Evaluation of the student to determine possible social problems.
 - 4. Home visitations.

Legal Referral

A legal referral may be initiated if a poor attendance pattern has continued and if the building principal or the principal's designee has completed the following:

- A. Met with the child's parent or guardian to discuss the child's truancy or have attempted to meet with the child's parent or guardian and been refused.
- B. Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications under Section 118.15(1) (d).
- C. Evaluated the child to determine whether learning problems may be a cause of a child's truancy, and if so, have taken appropriate action or made appropriate referrals.
- D. Conducted an evaluation to determine whether social problems may have caused the student's truancy and, if so, taken steps to overcome the problem.

The evaluation regarding the possible existence of a social or learning problem shall be conducted by the principal assisted by the guidance counselor, school psychologist, and other appropriate personnel as determined by the principal. The Special Education Individualized Education Programming process may be used.

The school attendance officer (principal) shall refer continued truancy for legal action in accordance with the statutes.

Teacher Responsibility:

Attendance is an integral factor in classroom performance. Teachers are required to emphasize the importance and the necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the effect attendance has on progress.

Parents/Legal Guardians Responsibility:

When a student is absent, his/her parents or guardians shall contact the school during the day by the time established at each school. Failure to contact the school or send a written explanation upon returning could result in an unexcused absence.

Parents or guardians are expected to provide a written explanation of absences at the time the student returns to school, unless the absence has been received earlier (called in) or has prior approval of the building principal or designee.

Parents are expected to cooperate with school officials regarding a child's attendance and attendance procedures.

Student's Responsibility:

It is the student's responsibility to attend class every day. His/her out of class activities (appointments, meetings, etc.) should be planned around his/her schedule.

It is the student's responsibility to inquire and make up all missed work due to absence.

- A. Students with acceptable absences are entitled to make up work missed and are responsible for doing so. Students will have one day for each day absent after returning to school to make up all work.
- B. Students with unexcused absences will not be allowed to make up work missed. Therefore, the school is unable to give school achievement credit for schoolwork that is not completed.
- C. Make-up tests are to be arranged with the teacher as soon as possible after returning to school.

When the student returns, an admit slip will be issued indicating the reason for absence, excused or unexcused, etc.

The student will then present the admit slip to each teacher before being admitted to class after an absence. The teacher of his classes and study halls will initial the admit slip.

The slip will be collected and returned to the office by the teacher of the last class.

Excused and Pre-Arranged Absence

The Board considers regular school attendance essential for success in school. An excuse from a parent or guardian is required for any absence. For extended absence because of illness, a statement from physician or other appropriate medical personnel may be required.

A student whose absence is excused shall be required to make up schoolwork and receive full credit.

A student may be excused from school attendance for up to 10 days per year if written request is made by his or her parent or guardian prior to the absence.

Rule:

Principals are responsible for approving excused and prearranged absences.

Students in the School District of Wild Rose may be excused temporarily from school attendance for the following reasons:

- Temporary illness, hospitalization, or medical care
- Religious observances
- Required in-court appearances
- Severe illness or death in the family

- Post secondary school visitations
- Job interview
- Planned trip (including hunting, fishing, and tournament events, etc.)
- School directed absences (disciplinary action taken by the school, school sponsored activities including cooperative work programs, homebound instruction, others)
- Medical, eye, or dental appointments (proof may be required)
- Absence resulting from confidential problems or emergency situations, with the request submitted and approved in advance.

Parents have the right to petition the building principal to recognize absences not covered in the above list. The principal, in his/her discretion, may grant such petition if he/she determines that it establishes exceptional and worthwhile circumstances meriting classification as an excused absence. Absence because of family vacations, deer hunting, job interviews, and post secondary school visitation shall be prearranged with the principal.

Procedure for Pre-arranged Absence: The following procedure shall be utilized in the case of pre-arranged absences:

- A. Parents should send a request to the principal in writing stating the dates of the absence and the reason. Such request should be made as far in advance as possible prior to the absence (10 days).
- B. If the pre-arranged absence is approved, the student will be given assignments to be completed while absent.
- C. Principals shall notify parents in writing within five school days of the request, if the request is denied.

Reporting Absences

If a student will be absent from school, please call the school before 9:00 AM. You may always leave a message on voice mail if you call outside of school hours. If you call school, a note will not be necessary. After being absent for three days or longer, a note is necessary. Absenteeism is only for personal illness, medical and dental appointments, legal proceedings, or emergency reasons. Oversleeping is not a valid reason to be absent or tardy. Family vacations require advance approval and schoolwork must be made up. All other absences will be considered unexcused. If we do not receive communication from parent/guardian stating an approved excuse for an absence, we will classify it as unexcused.

For absences that are only for part of a school day, the following “Hour Rule” will apply. A student will be marked absent for half (1/2) a day if the student is gone one hour or more from the morning or afternoon session. For example: arrive after 9:21 AM, leave before 2:21 PM, out of the building for one hour or more, etc. Note – UNEXCUSED absences are cumulative.

If a child becomes ill during the school day, a call will be made to the parent or guardian. Please be sure that all work numbers and emergency numbers are on file in the office. Also, please be sure to notify us of any special instructions in the event of an emergency. Keeping these numbers current is very important.

Elementary students are not to leave the school or the grounds during the school day. A bus student is expected to ride his/her bus home. *All exceptions must have a signed note from a parent/guardian and permission from the elementary office. This includes staying for after-school activities such as Scouts or the After School Program.*

Regular attendance is not only required by the state of WI, it is also very important to success in school. Because of this, we ask that you schedule trips and vacations around the school calendar whenever possible.

Procedures for Truancy and Habitual Truancy

The School District of Wild Rose will follow Board Policy 3.02 – Truancy Plan and Procedures, the Waushara County Truancy Committee’s recommendation, and Waushara County Code - Article V – Truancy in all matters of truancy and habitual truancy. Also, the School District will work with the Waushara County Department of Human Services, law enforcement, and other community resources to help parents/legal guardians get their children to school.

Habitual Truant

State law creates a statutory definition of “habitual truant”, meaning a pupil who is absent from school without an acceptable excuse for either (a) part or all of 5 or more days out of 10 consecutive days on which school is held during a school semester, or (b) part or all of 10 or more days on which school is held during a school semester. The school shall notify the parent of a child who is a habitual truant by registered or certified mail when the child initially becomes a habitual truant. The policy is included in this handbook.

Tardiness

Students are considered tardy anytime they are not at school when the bell rings. A tardy is excused when an appointment occurs within the first hour of school. All other reasons will be considered unexcused, and families will be notified. Children who are tardy must report to the office before going to their classroom. Students who arrive after 9:21 AM will be considered absent for one half day. Every child is expected to attend school punctually. Tardiness interrupts your child’s instructional time as well as his/her classmates. Continued tardiness without sufficient excuse is in the same category as absenteeism and may be reported to the proper authorities.

Why is it important to be in school every day?

Sometimes it seems so hard to find time for all the other things in life that are also important – is it really that bad if children are pulled out of school occasionally for family vacations, spending time with out-of-town guests, staying home to help a parent with something? The compulsory education law for children requires them to attend school. Attending school regularly is also about developing good work habits and values. In addition, missing school means missing important learning opportunities that cannot be replicated.

At the elementary level, one of the most important things we can do to make sure our children develop a habit of attending school each day and a value for education is to make sure that they know that school is their job and that it is very important for them to be there every day.

School has changed; there was a time when students could make up the work that was missed when they were gone because much of the learning came from reading textbooks and doing worksheets. That is no longer true. Now our students learn through discussions with other students and through hands-on group activities that can't be replicated another day or at home.

So, the bottom line is that it is important for children to be in school every day. Yes, children learn in other places and in other ways, and yes, it's hard to be a parent/guardian today. We at school respect and value family time and family relationships, but the fact still remains that the learning that takes place in school is important, often cannot be made up, and plays a tremendous role in developing life-long habits of persistence, dedication and cooperation.

Emergency School Closing

School Closings/Delays

In the event school is called off due to snow, ice, or other reasons, the information will be sent to you via the Skylert system as well as given to area television and radio stations. You may change your Skylert information at any time by following the instructions on the District website.

It is very important for you to make arrangements for your child getting to and from school on inclement weather days. Because it is not possible to allow every child to phone and make arrangements on days when school closes early, it is imperative that you have a plan established in advance. Discussing the plan with your child will help to alleviate fear and anxiety. All parents are asked to sign a form indicating where your child will go in case of an emergency closing. We will follow the directions on that form unless otherwise directed. That form is part of our registration materials. Please update when/if anything changes.

Elementary Fee Schedule

The elementary fee schedule is as follows: 4K/Early Childhood – 5th Grade is a \$10.00 fee. Payments will be collected in the elementary office. Please pay in September, if possible, and by the end of the first nine weeks at the very latest.

Athletic Event Ticket Prices

Ticket prices for athletic events for the 2023-2024 school year are as follows: \$1.00 for students and \$3.00 for adults. Activity passes for elementary students may be purchased in the MS/HS office for \$6.00. These passes admit one elementary student to all home athletic events, excluding tournaments. Adult activity passes are \$12.00.

Title I

The School District of Wild Rose applies annually for federal funds to maintain a school-wide Title I Program designed to provide supplemental help in reading, language arts, math, and the study skills/content area in the elementary grades based on the annual needs assessment.

All teachers provide specialized learning activities and plan individualized instruction to meet the needs of Title I students. The activities supplement the regular classroom instructions.

Your child may be selected because test results, teacher recommendations, and/or classroom performance indicated that additional instruction in one or more of the above-mentioned areas would benefit your child.

If your child has not been selected for the program and you feel he/she could benefit from extra help, please contact your child's classroom teacher, a Title I teacher, or the Elementary Principal.

Special Education

The School District of Wild Rose offers special education services for students with disabilities. Referral for consideration to receive special education services may be made to the principal or school psychologist in the School District of Wild Rose by teachers, administrators, parents, counselors, physicians, nurses, social workers, or made after all available data are reviewed by an IEP Team and after documentation of the IEP Team's consideration of the specific eligibility criteria under PI 11.25.

Administering Medication

Board Policy 3.18

As per Wisconsin Act 334, the authority to administer drugs and civil liability exemption was created in section 118.29 of the statutes: (a) Notwithstanding chs. 441, 447, 448, and 450, a school bus operator validly licensed under ss.343.12 and 343.17(3) (c) to operate the school bus he or she is operating, any school employee or volunteer, county children with disabilities education board employee or volunteer or cooperative educational service agency employee or volunteer authorized in writing by the administrator of the school district, the board or the agency, respectively or by a school principal, and any private school employee or volunteer authorized in writing by a private school administrator or private school principal may administer prescription or nonprescription drugs to students according to the following conditions:

A. Conditions for Administering Prescription Drugs

Except as otherwise specifically provided by law a school bus driver, employee, or volunteer that has successfully completed the Wisconsin Department of Public Instruction approved training and has been authorized in writing by the district administrator or school principal may administer a prescription drug to a student under the following conditions:

1. In compliance with the written instructions of the student's health care practitioner and with the written consent of the student's parent or guardian.
2. The prescription drug is supplied by the student's parent or guardian in the original pharmacy labeled package and the package specifies the name of the student, the name of the prescriber, the name of the prescription drug, the dose, the effective date, and the directions in a legible format.

B. Conditions for Administering Nonprescription Drug Products

A school bus driver, employee, or volunteer that has successfully completed the Wisconsin Department of Public Instruction approved training and has been authorized in writing by the district administrator or school principal may administer a nonprescription drug product to a student under the following conditions:

1. In compliance with the written instructions and written consent of the student's parent or guardian.

2. The nonprescription drug product is supplied by the student's parent or guardian in the original manufacturer's package, the package lists the ingredients and the recommended therapeutic dose in a legible format.
3. School personnel may administer a non-prescription drug product to a student in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student's health care practitioner.

C. Emergency Glucagon Administration

In addition to glucagon administered in accordance with written instructions and outlined above, a school bus driver, employee, or volunteer may administer glucagon to any student who the school bus driver, employee, or volunteer, knows is diabetic and who appears to be experiencing a severe low blood sugar event with altered consciousness if, as soon as practicable, the administering individual reports the event by calling 911 or, in an area in which 911 is not available, the telephone number for an emergency medical service provider.

D. Epinephrine Pen for Emergency Use

The Epinephrine Pen (EpiPen) for Emergency Use Procedures will be implemented by the Wild Rose School District staff to respond to an anaphylactic allergic reaction. The staff will receive training under the direction of the school nurse to assure that the Epinephrine Pen is appropriately administered by trained staff. Stock Epinephrine Pens will be available for anyone exhibiting life-threatening allergic symptoms who may or may not be aware of their allergy. The school nurse and Medical advisor will review the procedures/standing orders on a yearly basis.

Every allergic reaction has the potential for developing into a life-threatening event known as anaphylaxis and should always be considered a medical emergency. Onset of symptoms can be within minutes following an exposure. Common allergens / triggers include: food, insect stings, medication, exercise, latex and asthma triggers. If untreated, it can lead to collapse and death. Therefore, it is imperative that the symptoms be recognized whether or not the exposure is known and the procedures / standing orders followed. The stock EpiPen will be used to provide a bronchodilator to a person experiencing life-threatening anaphylaxis symptoms.

The approved procedure/standing order is to be used by the School District of Wild Rose trained staff to administer the EpiPen to persons who do not have individual orders provided by parents and private physicians. Before administering medications, staff shall attempt to obtain a history from the patient or bystanders and check for Med-Alert bracelets, etc., to ascertain if patient has any underlying condition that could mimic allergies or anaphylaxis.

E. Training Requirements

No school bus driver, employee, or volunteer may administer a nonprescription drug product or prescription drug, use an epinephrine auto-injector (EpiPen) under emergency conditions outlined in section 118.29(2) (a) 2m of the statutes, or administer glucagon under the emergency conditions outlined above, unless he/she has received training approved by the Wisconsin Department of Public Instruction, in administering nonprescription drug products and prescription drugs. This training requirement does not apply to health professionals.

F. Review of Medical Instructions

The school nurse shall review the medical instructions periodically throughout each school year.

G. Record Keeping/Storage

1. Building principals in consultation with the school nurse shall establish procedures to provide for the safe and secure storage of prescription drugs and nonprescription drug products.
2. Written instructions and consent of parents or guardians and health care practitioners shall be kept on file in a safe and secure location.
3. Records shall be kept whenever a medication is administered documenting each dose, time, and date. Documentation will be kept in the event any errors occur during the administration of medication.
4. It shall be the responsibility of the designated school personnel and the administrator to insure that all required information is provided prior to the medication being administered to the student.

H. Parent/Guardian Responsibilities

1. It shall be the parent/guardian's responsibility to see that all required information is provided prior to the medication being taken during school hours.
2. It shall be the parent/guardian's responsibility to provide a student's prescription drug in the original pharmacy labeled package and provide a student's nonprescription drug in the original manufacturer's package.

I. Liability Exemptions

1. A properly trained school bus driver, employee, or volunteer is immune from civil liability for his/her acts or omissions in administering a prescription or nonprescription drug product to a student under state law unless the act constitutes a high degree of negligence.
2. Any district administrator or school principal who authorizes a bus driver, employee, or volunteer to administer a prescription drug or nonprescription drug product to a student under the state law is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the district administrator or building principal authorizes a person who has not received the required training to administer a prescription drug or nonprescription drug to a student.

J. Long Term Medication Administration

For students on long-term medication the following conditions shall apply:

1. Parents/guardians assume full responsibility for the medication supply.
2. Designated school personnel may notify parents/guardians if medication supply is running low.
3. Unused medication will be returned to the parents/guardians or destroyed.
4. Any changes in prescription must be noted immediately by written medical provider's orders.

5. Written consent of the student's parent or guardian.

K. Other Considerations

1. Designated personnel shall notify parents/guardians if a student refuses to take medication.
2. Observation of possible deleterious side effects shall prompt immediate referral to the pupil's medical provider or parent/guardian for evaluation.
3. Students taking medication without consent, approval, or knowledge of the school district are doing so on their own and are in violation of board policy and may be subject to disciplinary action.
4. Any student suspected of using any medication improperly shall be referred to the proper person(s) or agencies and may be subject to disciplinary action up to and including possible expulsion from school.
5. Asthmatic pupils may possess and use a metered dose inhaler or dry powder inhaler if needed before exercise or to alleviate asthmatic symptoms. The pupil must have a medical provider's order and parent/guardian approval on file at school.
6. Responsible students (Grades 9-12), as determined by the parent, school nurse, and/or administrator, may possess and self-administer certain non-prescription medications without practitioner approval.

A written statement identifying the medication and granting permission for self-administration must be signed by the parent/guardian, school nurse, and/or administrator. This statement must be carried by the student and a copy maintained in the school's medication file. Factors to be considered will be:

Type of medication
Reason for medication
Age of student
Responsibility of student

Revised: 04/09/1987
Revised: 07/26/2001
Revised: 02/11/2011
Revised: 04/12/2012

Medications

Dear Parent/Guardian:

Information Regarding Medication Administration at School

1. Prescription medication will be administered at school only with written, signed directions from the licensed medical provider and written permission from the parent/guardian. Parents assume full responsibility for the delivery of the medication to school and for the Medication Request Form, which needs to be filled out and signed by the licensed medical provider. This form is attached for you to use. The Wild Rose School District reserves the right to require parents to deliver medications to school.
2. Inhalers for asthma may be kept by the student and administered by the student with written, signed directions from the licensed medical provider and written permission from the parent/guardian.
3. Any medication will only be administered from its original bottle. Ask the Pharmacist for an extra, labeled bottle for school if your child will get prescription medication at school. **DO NOT SEND MEDICATIONS IN PLASTIC BAGS, SMALL CONTAINERS, ETC.**
4. Non-prescription medications will be administered only per Board policy 3.18. (see preceding pages)
5. Talk with your licensed medical provider. Many medications can be given on a schedule before and after school. This will avoid the need for medications needing to be given during school hours.

Please contact me if you have any questions.

Sincerely,

Sara Resop, RN
School Nurse

Wild Rose School District
PO Box 119
Wild Rose, WI 54984

Return to School Nurse
Phone: 920/622-4204
Fax: 920/622-4601

MEDICATION REQUEST FORM

Student _____ Date of Birth _____
_____ Grade _____

Parent _____ Address _____

Telephone (_____) _____

For Completion By Licensed Medical Provider

Medication:

Dose & Route:

Hour(s) To Be Given:

Diagnosis/Reason for Medication:

Allergies:

Side Effects:

Comments:

Asthma Medication or Inhalers

() I have instructed _____ in the proper way to use the inhaled asthma medications.

It is my professional opinion that he/she should be allowed to carry and use this inhaled medication _____ by him/herself.

() It is my professional opinion that _____ should not carry and use
his/her inhaler asthma medication by him/herself.

Order valid until:

The licensed medical provider whose signature follows hereby authorizes school personnel to administer medication as prescribed and also agrees to accept communication regarding the administration procedures. It is understood that non-licensed, designated personnel may give the medication.

Licensed Medical Provider's Printed Name:

Licensed Medical Provider's Signature: _____

Date: _____

Address: _____ Telephone: _____ Fax: _____

I hereby give permission to school personnel to administer medication to my child according to the above directions and to contact the physician if needed. I agree to hold the School District and school personnel harmless in any and all claims arising from the administration of this medication at school.

Signature of Parent/Guardian: _____ **Date**

Annual FERPA, Child Find (IDEA and 504) Notices

Student Records Notice (state and federal law) – The Federal Family Educational Rights and Privacy Act (FERPA) requires school districts to provide annual notice of student and parents rights regarding student records; the existence of the Student Records Policy (3.15) and where copies can be obtained; and, of the opportunity to file a complaint with the Family Policy and Regulations Office of the Department of Education.

Parents/guardians/adult students have the legal right to request a review and/or copy of the contents of the permanent school records of their children. They may also request the amendment of the student's records if it is believed that the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Such a review and/or request for an amendment must be made by scheduling an appointment with the principal. If copies are requested, there will be a charge based on actual cost. If the District decides not to amend the record, the District will notify the parent, guardian or adult student of the decision and the right to a hearing regarding their request. Additional information regarding the hearing procedure will be provided in the event of a hearing request.

Directory Data Notification

If a School Board has designated directory data in accordance with 118.125 of the Wisconsin State Statutes, the School District of Wild Rose must notify parents, legal guardians or guardians ad litem of the categories of information which the Board has designated as directory data, which may be released without the prior consent of the parent, legal guardian or guardian ad litem.

The School District of Wild Rose defines directory data as a student's name, address, participation in officially recognized activities and athletics, weight and height of members of athletic teams, degrees and awards, and school of most recent attendance.

Upon request, the School District of Wild Rose may release a student's name, address and telephone number to requesting agencies (such as State technical colleges, State colleges and universities, alumni reunion committees, and the United States Military Services).

Upon request, student's name, address, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance may also be released to publications sponsored by the School District of Wild Rose, area newspapers, and appropriate private and public sponsored magazines.

Parents or guardians of minor children and adult students have the right to consent to the disclosure of personally identifiable information contained in their student records, except as allowed by state and federal law.

In accordance with the law, the School District of Wild Rose forwards upon request student records to another school without consent for purposes related to the student's enrollment or transfer.

Student records shall be made available to the School District of Wild Rose employees who are required by the state to hold a teacher's license, Board designated police liaison officers, and to other school district officials only if they have a legitimate educational or safety interest in the records. Employees and district officials have a legitimate educational or safety interest in the record if the individual needs to review an education record in order to provide educational service or to fulfill some aspect of his or her professional responsibilities.

Administrators have the discretion to refuse the release of the individual student phone numbers and addresses for the safety of the student.

If parents or guardians do not wish to have any or all of the categories of information released, they must notify the school in writing within 14 days of this notice being provided.

Directory data shall be considered public information and may be released to appropriate persons and media in accordance with Board of Education policy unless the parent(s) or adult students refuse the release in writing by notifying their respective school principal

Parents/guardians may file a complaint with the Family Policy and Regulations Office of the Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20201 if they feel their rights have been violated.

Child Find and Student Services

The School District of Wild Rose must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the School District of Wild Rose and who have not graduated from high school. Upon request, the School District of Wild Rose will screen any resident child who has not graduated from high school to determine whether a special education referral is appropriate. A request may be made by contacting Mr. Matthew Wilbert, Elementary Principal at 920-622-4204, or by writing to him at P.O. Box 119, Wild Rose, WI 54984.

Children, ages three to twenty-one, suspected of having a disability should be referred to the Elementary Principal, who in turn will see that all necessary evaluations are conducted. Evaluations will be completed by the IEP (Individual Education Program) team members after parental permission has been secured. The IEP team will determine if the child has a disability and is in need of special education services. An appropriate placement will be made by the IEP team including parent(s)/guardian(s) and appropriate required school personnel. All procedures followed in the identification and provision of service to children with a disability will be conducted in accordance with state and federal laws and regulations.

Programs have been designed to improve and expand educational opportunities for students including homebound instruction, gifted and talented enhanced opportunities, and children at risk, following compulsory school attendance guidelines as stated in Wis.Stat. 118.15. Parent(s)/guardian(s) may request, in writing, program or curriculum modifications to a child's current academic program, a school work training or work study program, enrollment in an alternative public school or program or in any nonsectarian private school or program located in the School District of Wild Rose which complies with certain federal requirements, and enrollment in any public educational program located outside the District pursuant to a contractual agreement between the school districts in accordance with state and federal laws and regulations. Requests shall be directed to the school principal. A written decision of a request will be provided within 90 days, except a decision will be rendered within 30 days if a child has been evaluated and determined to be a child with a disability. A child's parent or guardian may request the school board to review any decision made.

Prohibition of the Use of Tobacco Products on School Premises

The School District of Wild Rose, pursuant to Section 120.12(20) Wisconsin Statutes, prohibits the use of tobacco products at all times on school premises. School premises includes all property owned by, rented by, or under the control of the School District of Wild Rose.

Alcohol, Tobacco, and Other Drug Abuse

The possession, manufacture, sale, use, or delivery of controlled substances, i.e.: illegal drugs or lookalikes, prescription drugs, materials and substances used as or for inhalants, or the paraphernalia associated with controlled and/or illegal substances by students in school, on school property, or at school-sponsored activities is expressly forbidden. This prohibition does not apply to the authorized use of prescription drugs by a student with permission of his/her parent/guardian and physician.

Violation of this policy will result in disciplinary action, which shall include:

- a. Referral to law enforcement officials for violations of local, state, or federal laws.
- b. The student will be suspended and may be referred to the Board of Education for expulsion.

Complete information is included in District Policy 3.33

Electronic Paging and Communication Devices Policy

Board Policy 3.47

This policy is intended to apply to students when they are at school, participating in any school-sponsored activity, and at all other times when the student is subject to the authority and supervision of District officials. At such times and under the conditions established in this policy, students may possess a personal communication device (PCD) such as a cellular telephone or other personal electronic device with communications functions or with recording, photographic, or video imaging capabilities. Students may use such devices only with school permission that has been granted pursuant to this policy.

Building principals are authorized to establish school rules and acceptable use guidelines for students limited and non-disruptive use of electronic devices for educational, safety, medical, vocational, or other legitimate reasons.

The rules shall permit students at all grade levels to use a personal communications device as needed (e.g., to contact a responsible adult) in any emergency situation that involves an immediate threat to the health, safety, or property of any person. However, when carrying out school emergency response plans an administrator or other staff member may direct students to turn off their personal communication devices so that emergency communication networks are not overwhelmed and so that emergency response efforts are not jeopardized.

Possession and use of a personal communication device by a student under this policy is a privilege. A student who chooses to exercise this privilege does so subject to the following conditions:

- The District is not responsible for the safety or security of personal communication device that students possess or use at school or at a school related activity. Students who possess or

use such device(s) do so at their own risk with regard to possible theft, damage, misappropriation of data/equipment or other loss.

- If the District determines that a student has possessed or used such a device in violation of the law, this policy, or a school rule or directive, the student is subject to appropriate school-imposed consequences, such as the possible loss of privileges, suspension, and/or expulsion. The District may also refer certain matters to law enforcement.
- If a District official has reason to suspect or determines that a student has possessed or used a personal communication device in violation of the law, this policy, or a school rule or directive, a District official may temporarily confiscate the device and/or turn the device over to law enforcement.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school office phones to contact parents/guardians during the school day.

Students in the various schools have different needs, levels of understanding, and maturity levels. Accordingly, rules regarding student possession and use of personal communications devices and other personal electronic devices may differentiate among students by grade level or on another reasonable basis.

- Grade EC-5 are not permitted to use their personal communication device during the school day from 8:00 AM – 3:21 PM.
- Grades 6-8 before/after school and at lunch, personal communication devices are required to remain in their locker and secured all other times of the day.
- Grades 9-12 before/after school, lunch, and may also access their device during passing times. It is highly recommended that students keep their devices in their locker and secured during class time.

At the discretion of the administrator/classroom teacher/sponsor/advisor/coach:

- Students may use personal communication devices while riding to and from school on a school bus, or other board provided vehicles.
- Students may use personal communication devices while riding the school bus, or other board provided vehicles during school sponsored activities.
- Distracting behavior that creates an unsafe environment will not be tolerated.

Students who violate this policy shall have their personal communication devices confiscated and shall be subject to disciplinary action. Parents/guardians shall be notified, and the consequence structure is outlined in the handbook.

Students shall not use personal communication devices:

- To engage in bullying or harassment.

- To communicate test answers, photograph tests, or engage in any other conduct that constitutes or facilitates academic dishonesty.
- To take, disseminate, transfer, or share any images, recordings, or other content that is obscene, lewd, illegal, sexually explicit, or otherwise inappropriate for the school setting.
- In areas where other people have a reasonable expectation of privacy, including all locker rooms, bathrooms, or other changing areas (except in an emergency).
 - *The use of cellular telephones to take photographs or to receive or transport video images is prohibited at all times in locker rooms, restrooms and other similar private areas.*
- To create, communicate, share, or post recordings or images of any other student or staff member without permission from that student or staff member (except in an emergency).

An exemption to this policy may be allowed for the use or possession of such a device if the Board of Education designee (Building Principal or District Administrator) determines that the device is to be used for or is possessed for a medical, school, educational, vocational, or other legitimate use and permission is granted by the designee in writing.

The Board of Education shall provide each pupil with a copy of this policy annually and shall submit a copy of the regulation to the State School Superintendent, Wisconsin Department of Public Instruction, when the policy is first adopted and upon any future amendments or revisions.

1ST OFFENSE: The staff member will confiscate the device and turn it in to the main office. The student will meet with an administrator, contact with the parent/guardian will be made, and the phone will be returned to the student at the end of the day.

SUBSEQUENT OFFENSES: The staff member will confiscate the device and turn it in to the main office. The device will be released to the student's parent/guardian in a student, parent, and administrator meeting to discuss appropriate phone use and further action for habitual offenses.

Initial Adoption 05/10/1990

Final Adoption 06/14/1990

Revised 04/08/2004

Legal Review 03/08/2018

Revised 08/24/2023

Animals in the Schools

Board Policy 3.54

*Animals may be brought in the classroom for educational purposes in the Wild Rose School District. They must be appropriately housed, humanely cared for and properly handled. Persons bringing animals into the school must receive prior permission from the principal. Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom. Only the teacher or students designated by the teacher are to handle the animals. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.

Animals are not to be transported on school buses without the approval of the school administration.

All experiments using live animals must have prior approval by the school administration.
*Animals (all living species such as birds, frogs, etc.)

Accommodating a Student's Religious Beliefs

Board Policy 4.08

The Wild Rose Board of Education recognizes that reasonable accommodations with regard to examinations, preplanned classroom activities, and other academic requirements may have to be made from time to time because of a student's sincerely held religious beliefs.

Parents/guardians may make requests regarding the above to the building principal. All requests must be made in writing and signed by the student's parent or guardian. The building principal shall be responsible for reviewing and acting upon requests for student exemption from classroom and/or curriculum activities. Should an exemption be granted, alternate class work will be assigned. If a request is denied, the parent or guardian may appeal the building principal's decision in accordance with the School District of Wild Rose Discrimination Complaint Procedures.

Although students may be exempt from specific classroom activities or portions of established curriculum as provided herein, students are strongly encouraged to participate fully in all classroom and curriculum activities. The curriculum in the Wild Rose School District is designed to provide students with a balanced and well-rounded education. Therefore, it is important for students to participate in all aspects of the curriculum.

Students, parents, and teachers shall be informed annually of this policy and applicable procedures.

Relations with Law Enforcement Agencies

Board Policy 1.42

The School District of Wild Rose shall cooperate with authorized law enforcement agencies in every way possible within the limits of the rights of individuals as expressed in the laws of the State of Wisconsin and the state and federal constitutions. The District shall provide a common and uniform practice for school district personnel in their relationship with law enforcement agents.

If the District summons the law enforcement officials, or law enforcement officials become involved in an incident that has occurred on school grounds or at a school-sponsored activity away from school, it may be necessary for them to interview the student during school hours. In such circumstances, it is expected that the officer will advise the principal or his/her designee of how they intend to proceed with obtaining access to the student and conducting the necessary interview, interrogation and/or arrest of the student. Upon this advice, the building principal or designee will cooperate, however possible, and preserve the school environment as much as possible. It will be the law enforcement officer's responsibility to conduct his/her business in accordance with the law and the authority they have under Wisconsin State Statutes in cases being investigated by the law enforcement agent. The type of investigation is expected to be determined by the investigating officer.

Both the District and law enforcement agencies recognize that it is desirable that law enforcement interviews of students take place away from the school setting, and every attempt will be made to do so. When a law enforcement officer takes a child attending school into his/her custody, the officer is responsible for the welfare of the child while in the officer's custody. When law enforcement officials request access to a student during the regular school day on school grounds or at school-sponsored activities for non-school-related incidents, it is expected that the law enforcement agency shall contact the principal or his/her designee and advise him/her of the need to speak with the student and complete a Law Enforcement Request For Student Interview Form prior to conducting the interview.

In all instances, after any contact, in accordance with state law, it is the officer's responsibility to notify the parent/guardian of the contact with the student. The law enforcement officer will be expected to communicate to the building principal or designee, circumstances permitting, the time and nature of such notification and advise the building principal as to whether student contact with the parent/guardian is advisable and/or recommended at this time.

Confidential law enforcement information relating to children may be exchanged with school personnel at the officer's discretion, under Wisconsin Statutes s.48.396.

Administrative Guidelines:

The following guidelines are to be used by Administrators when law enforcement officials interview students in school during regular school hours. These guidelines do not apply to interviews conducted by the police liaison officer and other District professional staff.

1. Whenever practical, the time and place of interviews will be scheduled by the appropriate building administrator after the completion of a Law Enforcement Request for Student Interview Form. Administrators, in consultation with the law enforcement officer, will consider the need for the student interview during regular school hours and work toward minimizing interviews that disrupt the instructional day.
2. Every effort should be made by the administrators and the law enforcement officers to minimize school disruption by:
 - a. Interviewing in private, low student traffic areas.
 - b. Notifying the student individually by school personnel when an interview is to be conducted.
 - c. Interviewing during non-instructional time (e.g. study hall, lunch) whenever possible.
3. An administrator, or designee, shall be present during the interview of an elementary student. After consultation with law enforcement officers as to the reason, the student, building administrator or law enforcement officer may determine that an administrator or appropriate school designee be present during the interview of a student in grades 6-12.
4. In cases where the student is asked to leave the building and accompany the officer to the law enforcement station, the law enforcement department is responsible for contacting the student's parent/guardian. If there are any complaints regarding the removal of a student from the school, or notification, they should be directed to the district attorney or the appropriate police agency. In addition, the building principal or designee shall make a reasonable attempt to contact the student's parent/guardian.

This policy shall be included in the student handbook.

Initial Adoption: 02/24/2000

Final Adoption: 03/09/2000

Revised: 07/24/2017

SCHOOL DISTRICT OF WILD ROSE

LAW ENFORCEMENT REQUEST FOR STUDENT INTERVIEW

I, _____, a duly appointed law enforcement officer in the performance of my duties hereby request the opportunity to interview the following student:

Name Age Date of Birth

This interview is necessary because the student:

- _____ 1. Is suspected of some violation of the law or other offense.
- _____ 2. Is a possible witness who may have information that would be helpful in the official investigation of this crime or offense.
- _____ 3. Is a victim of a crime or other offense.

It is necessary to interview the student here at school because:

- _____ 1. A delay may result in flight of the suspect.
- _____ 2. A delay may result in the destruction of evidence.
- _____ 3. A delay may result in the opportunity to cover up the crime.
- _____ 4. A delay may result in an unacceptable threat to the community.
- _____ 5. Other attempts to interview the student have been made and have been unsuccessful.
- _____ 6. This is an abuse investigation.
- _____ 7. This involves a violation of law that occurred on school property.

In my opinion, would it be appropriate for school personnel to be present during the interview?

_____ Yes _____ No

According to Board policy it is required that a school official be present when an elementary student is interviewed.

Law Enforcement Officer's Signature

Date

Approved by: _____

School Administrator or Designee's Signature

1. No one shall possess a dangerous weapon in school buildings or on school premises, except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense. A child who violates this law is subject to provisions outlined in Chapter 48 of the Wisconsin Statutes, unless jurisdiction is waived
2. Weapon are defined in two categories:

Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include, but are not limited to, firearms, BB guns, look-a-like weapons, knuckles, razors, razor blades, switch blade/butterfly knives, chains, clubs, stars, etc.
3. Law enforcement officers will be contacted as soon as possible, if there is time in a given weapon's situation and if there is not an immediate threat to safety. If there is not time or the situation warrants immediate action, school staff will attempt to confiscate the weapon.
4. When a student "is determined to have brought" a weapon to school a referral will be made to the Waushara County Sheriff's Department, and the appropriate county social services department. The student's parents/guardians will be contacted.
5. Any student violating this policy will be subject to disciplinary action, including suspension and/or expulsion. Any student who possesses a firearm at school or under the supervision of a school authority shall be expelled from school for one year, except as otherwise specifically provided by the Board. Exceptions to the one-year expulsion shall be made by the Board on a case by case basis and shall be at the sole discretion of the Board.
6. The following weapons are included within the definition of a firearm:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or fire arm silencer
 - any explosive, incendiary, or poison gas
 - (a) bomb
 - (b) grenade
 - (c) rocket having a propellant charge of more than four ounces
 - (d) missile having an explosive or incendiary charge or more than one-quarter ounce
 - (e) mine or
 - (f) similar device
 - any weapon which, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

7. Prohibited firearms include those which may otherwise be legally possessed by Carrying Concealed Weapon (CCW) licensees. This prohibition does not apply where Wisconsin law prohibits a school district from restricting an individual's right to possess a firearm or other weapon in a location covered by this policy (e.g., law enforcement officers possessing a firearm or other weapon on school grounds in the line of duty, while on-duty or off-duty, and retired and qualified out-of-state law enforcement).
8. Students with exceptional education needs who possess a firearm at school or under the supervision of a school authority shall be removed from school and placed in an alternative educational setting for not more than 45 days. In such cases the following must occur:
 - the setting must be determined by individuals specified in PI 11 and the student's parents/guardians must be notified of such alternative setting.
 - during due process proceedings involving the student placed in an interim alternative educational setting, the student shall remain in the interim alternative educational setting during the pendency of such proceeding, unless the parents and school board agree otherwise.
 - Nothing in the IDEA supersedes the provisions outlined in the Gun-Free School Act of 1994 if a student's behavior is unrelated to such student's disability.
9. The following are three exceptions to this policy:
 - a. Weapons under the control of the law enforcement and military personnel are permitted.
 - b. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the principal; and
 - c. Weapons properly registered and handled during the community use of school facilities may be permitted.

REF: State Statute 984.60, State Statute 948.61, and State Statute 120.13(c), Wisconsin Act 75, Wisconsin Administrative Code PI 11, Chapter 44, Section 021(a) 3 of Title 18 United States Code

This policy will be published annually in the District student and staff handbooks

Initial Adoption: 05/12/1994
Final Adoption: 06/09/1994
Revised: 12/14/1995
Revised: 07/24/2017

NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY

Board Policy 1.27

Federal and Wisconsin Statutes prohibit discrimination against qualified handicapped/disabled persons, including both students and staff members, by school districts receiving federal financial assistance. This includes all programs or activities of the school district receiving federal funds regardless of whether the specific program or activity involved is a direct recipient of federal funds.

The School District of Wild Rose does not discriminate against individuals, including all students, staff and as identified below, on the basis of age, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap, or any other protected class status under state and federal law in its education programs or activities.

For the purposes of this policy, a qualified individual with disabilities shall be one who satisfies the definition set forth in Section 504 of the Rehabilitation Act of 1973 and its implementing regulations; i.e. (1) has or (2) has had a physical or mental impairment which substantially limits a major life activity, or (3) is regarded as having such an impairment. Eligibility decisions regarding a particular student will be made on an individual basis. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act.

To ensure compliance with Federal and Wisconsin Statutes, the School District of Wild Rose will:

- Prohibit discrimination against qualified handicapped/disabled persons in any aspect of School District employment solely on the basis of disability.
- Make facilities, programs and activities accessible, usable and open to qualified handicapped/disabled persons.
- Ensure that students who are handicapped/disabled are identified, evaluated, and provided with appropriate educational services.
- Provide free appropriate education at elementary and secondary levels, including nonacademic and extracurricular services and activities to qualified handicapped/disabled persons.
- Prohibit exclusions of any qualified handicapped/disabled person solely on the basis of handicap/disability from participation in any preschool education or day care program or activity or any adult education or vocational program or activity.
- Provide each qualified handicapped/disabled person with the same health, welfare, and other social services as are provided other persons.

Grievances Relating to Alleged Discrimination on the Basis of Handicap/Disability:

1. If possible, resolution of complaints should be handled on an informal level. This complaint should be addressed to the building principal where the student attends school. A complaint should be filed in writing or verbally, containing the name and address of the person filing it, and briefly describing the alleged violation. A complaint should be filed within 10 business days after the complainant becomes aware of the alleged violation. The building principal will meet with the complainant to address the complaint within 10 business days.
2. If there is no resolution of the matter, a formal complaint shall be filed with the District Section 504 Coordinator, who is the Elementary Principal, within 10 days of the informal meeting with the building principal. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the Section 504 Coordinator or his/her designee. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

Complaints should be addressed to:

Elementary Principal
P.O. Bo 119
825 Mt. Morris St.
Wild Rose, WI 54984
920-622-4204

3. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Section 504 Coordinator and a copy forwarded to the complainant no later than 20 business days after its filing.
4. The Section 504 Coordinator shall maintain the files and records of the School District relating to the Complaints filed.
5. If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five business days of his/her receipt of the Section 504 Coordinator's response. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within 20 business days of the receipt of such an appeal. A copy of the Board's written disposition of the appeal shall be sent by the Board Secretary to each concerned party within 10 business days of this meeting by certified mail.
6. If at any point, the grievance has not been satisfactorily resolved, further appeal may be made in writing to the U.S. Department of Education, Office for Civil Rights, Region V, 111 North Canal Street, Chicago, IL 60606.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the responsible federal department or agency. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the recipient complies with Section 504 and its implementing regulations.

Legal References: Wisconsin State Statutes 115, 118.13, 111.31, and 111.34
Title IX; Education Amendment of 1972

Title VI, Civil Rights Act of 1964, 1991
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act of 1990 and Amendments 2008
Individuals with Disabilities Education Act 2004 (2006, 2008 regulations)

Initial Adoption: 05/28/1987
Final Adoption: 06/11/1987
Revised: 11/15/1993
Revised: 12/13/1993
Revised: 07/26/2001

Revised:	05/10/2010		
Revised:	08/18/2015		
Revised:	12/14/2015		
Revised:	07/24/2017	Legal Review	07/28/2023

EQUAL EDUCATIONAL OPPORTUNITIES – PUPIL NONDISCRIMINATION Board Policy 3.36

The right of a pupil to participate fully in classroom instruction, co-curricular activities, pupil services, recreational or other activities shall not be abridged or impaired because of sex, age, race, color, religion, national origin, handicap or disability, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap, military service, or any other protected category by law.

The School District is committed and dedicated to the task of providing the best education possible for every pupil in the District for as long as the pupil can benefit from attendance and the pupil's conduct is compatible with the welfare of the entire pupil body.

Nondiscrimination policies shall be printed in the pupil handbook, course selection book, enrollment materials, and published annually in the newspaper, to make pupils and parents/guardians aware of their rights.

Concerns regarding alleged violations of this policy shall be referred to the following:

Title VI:	Middle School/High School Principal
Section 504:	Elementary Principal
Title IX:	Students: Middle School/High School Principal
	Employees: District Administrator

Discrimination complaints shall be filed in accordance with established complaint procedures.

Initial Adoption	05/28/1987
Final Adoption	06/11/1987
Revised	07/09/1992
Revised	07/09/2001
Revised	05/10/2010
Revised	03/08/2018
Legal Review	03/08/2018
Revised	08/07/2023

STUDENT NONDISCRIMINATION BOARD POLICY 3.37

COMPLAINT AND GRIEVANCE PROCEDURE

The School District of Wild Rose does not discriminate against individuals, including all students, staff, and as identified below, on the basis of age, sex, race, color, religion, national origin, handicap or disability, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap, military service, or any other protected category by law in its education programs or activities.

Student Nondiscrimination Complaint Procedures

The School District encourages informal resolution of complaints under this policy. If any person believes that the School District, or any part of the school organization, has failed to follow the law and rules of 118.13, Wis. Stats., or in some way discriminated against pupils on the basis listed above, he/she may bring or send a complaint to the 504 Coordinator at 825 Mt. Morris St., P.O. Box 119 Wild Rose, WI 54984 or call 920-622-4204.

The following procedures shall be followed in addressing the complaint(s):

- Step 1. A person who believes he/she has a valid basis for a grievance under Section 504 or the IDEA shall prepare and file a written statement of the complaint, including evidence/documentation supporting the need for additional services and/or the inadequacy of the services provided for the child, with the 504 District Coordinator of the School District. The complaint will be acknowledged within forty-five (45) days, in writing.
- Step 2. The 504 District Coordinator will investigate the complaint and provide a written reply to the complainant on behalf of the Board of Education within ninety (90) days of receipt of the complaint unless the parties agree to an extension of time.
- Step 3. If a complainant wishes to appeal a negative determination by the Board, the complainant may appeal directly to the State Superintendent within thirty (30) days of the decision on behalf of the Board of Education. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 S. Webster Street, P.O. Box 7841, Madison, Wisconsin 53707-7841. Appeals relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a child with a disability under State or Federal law shall be resolved through procedures authorized by Chapter 115, Subchapter V., Wis. Stats.

Discrimination complaints may also be filed with the federal government at: Office Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661.

Initial Adoption:	05/28/1987
Final Adoption:	06/11/1987
Revised:	07/09/1992
Revised:	07/09/2001
Revised:	05/10/2010
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Discrimination complaints may also be filed with the federal government at: Office Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661.

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

Initial Adoption:	05/28/1987	Revised:	05/10/2010
Final Adoption:	06/11/1987	Revised:	03/08/2018
Revised:	07/09/1992	Legal Review	03/08/2018
Revised:	07/09/2001		

Sexual Harassment

Board Policy 1.37

The School District of Wild Rose School Board feels it is imperative to maintain a school environment that encourages optimum human growth and development.

The School District of Wild Rose does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it up to and including discipline of offenders.

The School District of Wild Rose recognizes the private, sensitive nature of sexual harassment incidents and the emotional and social complexities surrounding such issues. Every effort will be made to consider the sensitivities of the parties involved and protect the victim from repercussions.

Any employee or student who feels that she/he has been subjected to sexual harassment is encouraged to contact her/his immediate supervisor or the Gender Equity Coordinator. The Middle School/High School Principal is hereby appointed the Gender Equity Coordinator.

Regulations:

A. Definitions:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault. Sexual harassment can take the form of any unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, and subtle or expressed pressure for sexual activity.

Besides the anxiety caused by sexual demands on the recipient, there is the implicit message from the alleged offender that noncompliance will lead to reprisals. Such reprisals may include, but are not limited to, harassment escalation, poor work assignments, unsatisfactory job or academic evaluations, sabotage of the victim's work, difference in academic treatment, sarcasm, threatened demotion or nonpromotional, denial of benefits or raises, and ultimately loss of a job or passing grade.

B. Student Harassment By Students:

Any student who feels she/he has been subjected to sexual harassment by another student may contact a teacher, counselor, principal or the Gender Equity Coordinator.

The Gender Equity Coordinator will investigate and mediate the complaint and will meet separately with each individual involved in the complaint. A group session between the parties involved in the complaint may be held in an effort to resolve the complaint on an informal basis, unless the complainant objects.

Informal mediation shall continue for a period of no more than 30 days or until resolution is achieved if that is less. At the informal stage, the hope is to sensitize the alleged offender to the effects of such behavior and to eliminate the improper behavior. When the Gender Equity Coordinator can resolve the complaint informally, no disciplinary action will be taken.

Following the period of 30 days, should mediation efforts fail or in the event that the alleged offender does not follow through with the resolution agreed upon, and the complaint remains unresolved, the complainant may contact the District Administrator for further resolution. The District Administrator shall process the matter under the District complaint procedure.

A confidential record of the proceedings in the informal procedure will be maintained. The privacy of the complainant and the person accused of sexual harassment will be kept strictly confidential to the greatest extent allowed by law.

C. Student Harassment By Employee Or Private Citizens:

Any student who feels she/he has been subjected to sexual harassment by a School District of Wild Rose employee or private citizen may contact her/his principal or the Gender Equity Coordinator. Such allegations will be handled under the appropriate complaint procedures or reported to the appropriate authorities.

D. Employee Harassment Complaints:

Employees who wish to file a complaint regarding a violation of this policy should follow the District's complaint procedure outlined in this policy. Employees who are accused of sexual harassment shall be informed that they have a right to representation if and when their supervisors believe that the nature and circumstances of the accusations could lead to disciplinary action.

E. Complaint Procedure:

The School District of Wild Rose has established the following complaint procedure:

- Step 1: All complaints shall be presented in writing to the Gender Equity Coordinator. The complaint should include the specific nature of the harassment and corresponding dates and also include the name, address and phone number of the complainant. (Form is available from the Gender Equity Coordinator.)
- Step 2: The Gender Equity Coordinator shall thoroughly investigate the complaint, notify the person who has been accused of discriminating conduct, permit a response to the allegation, and arrange a meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the written complaint, if deemed appropriate. The Gender Equity Coordinator shall give a written answer to the complaint within fifteen (15) working days after receipt of the written complaint.

Step 3: If the complainant is not satisfied with the answer of the Gender Equity Coordinator, he or she may submit a written appeal to the District Administrator indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the Gender Equity Coordinator's answer. The District Administrator shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The District Administrator shall give a written answer to the complainant's appeal within ten (10) working days after receipt of the appeal.

Step 4: If the complainant is not satisfied with the answer, a complaint may be filed with the School Board within ten (10) working days after receipt of the Step 3 answer. The School Board shall, within thirty (30) working days, conduct a meeting at which the complainant shall be given an opportunity to present the complaint. The School Board shall review the matter as deemed appropriate and shall give a written answer to the complaint within thirty (30) working days following completion of the meeting.

F. Reporting Requirements:

All principals and employees who receive sexual harassment complaints shall report such complaints to the Gender Equity Coordinator for purposes of monitoring compliance with applicable regulations and statutes.

G. Non-Retaliation:

This policy also prohibits retaliation against employees who bring sexual harassment charges or assist in investigating charges. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint.

H. Corrective Action:

In determining the action to take in response to a finding of sexual harassment, the School District of Wild Rose will take into account the following factors:¹

1. The nature and seriousness of harassment.
2. Whether the harassment was repeated or isolated.
3. The attitude of the harasser, that is, the harasser is contrite or belligerent.
4. The harasser's overall work record.
5. The just cause standards in the two collective bargaining agreements.

Progressive discipline will be considered and utilized relative to the merit of the complaint and assessed proportionately to the seriousness of the events.

¹ WASB Legal Services Membership Legal Notes , September, 1993

(1) Progressive discipline for employees may include the following:

- a. Informal deposition/mediation
- b. Counseling
- c. Verbal warning
- d. Written warning
- e. Suspension with pay
- f. Suspension without pay
- g. Consideration of termination of employment

(2) Progressive discipline for students may include the following:

- a. Informal deposition/mediation
- b. Counseling
- c. Verbal warning
- d. Written warning – copy of warning/letter to parents
- e. Detention
- f. In-school suspension
- g. Out of school suspension
- h. Consideration of expulsion

I. Education:

- 1. Each employee in the school district will receive a copy of this policy and administrative rules on sexual harassment.
- 2. Each employee will be given information explaining the importance of the policy and the District's strong disapproval of sexual harassment.
- 3. Posters will be placed in each workplace advising employees to "tell someone" if they feel they are being harassed.
- 4. An Inservice for supervisors will be presented in which an understanding of sexual harassment is developed, and the importance of vigilance is underscored.
- 5. Notice of this policy will be incorporated in staff and student handbooks.

The School District of Wild Rose shall not discriminate in standards or rules of behavior or disciplinary measures on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap.

Any person, student or employee, who believes he/she has been sexually harassed, may file a complaint in accordance with the above procedures established for dealing with discrimination.

Parents and Students Rights Regarding District Programs, Activities, and Student Surveys
Board Policy 1.47

Parents/guardians may inspect, upon request, any instructional material used as part of the educational curriculum for students. In addition, parents/guardians may deny their child's participation in certain District educational programs or activities in accordance with state and federal laws and regulations. Specifically, parents/guardians may:

- (1) Request that their child not participate in 4th, 8th or 10th grade state assessments.
- (2) Request that their child not participate in instruction in human growth and development or instruction in certain health-related subjects (physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body.)
- (3) Request that their child not participate in any survey administered or distributed to students in the schools that reveals information concerning any of the following:
 - a. political affiliations or beliefs of the student or the student's parent;
 - b. mental and psychological problems of the student or the student's family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating or demeaning behavior;
 - e. critical appraisals of other individuals with whom students have close family relationships;
 - f. legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
 - g. religious practices, affiliations or beliefs of the student or student's parent; or
 - h. income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Parents/guardians may inspect, upon request, any survey containing items related to any of the above information and any survey created by a third party, any instructional materials used in connection with any such survey, or any instructional material used as part of the educational curriculum for the student. **If a survey containing any of the above information is funded in whole or in part by any program administered by the U.S. Department of Education, written consent shall be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey.**

- (4) Request that their child not participate in any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information, or otherwise providing that information to others for that purpose. "Personal information" includes individually identifiable information such as a student's or parents' first and last name, address, telephone number or Social Security identification number. Upon request, parents/guardians may inspect any instrument used in the collection of personal information from students for marketing or selling purposes before the instrument is administered or distributed to students.

This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions such as the following:

- a. College or other postsecondary education recruitment or military recruitment.
- b. Book clubs, magazines and programs providing access to low-cost literary products.
- c. Curriculum and instructional materials used by elementary and secondary schools.
- d. Tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- e. The sale by students of products or services to raise funds for school-related or education-related activities.
- f. Student recognition programs.

- (5) Request that their child not participate in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student, or of other students. “Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection in the body, but does not include a hearing, vision or scoliosis screening.

Parents/guardians shall be informed at the beginning of the school year of the specific or approximate dates during the school year when activities outlined in items (3), (4) and (5) are scheduled to take place (if known) and shall be given the opportunity to request that their child not participate in such activities. If the need to conduct a survey arises during the school year, parents/guardians shall receive a minimum two weeks advanced notice.

Parents/guardians shall make any of the above requests, in writing, to the building principal or designee. Survey inspection requests should be made prior to the date in which the survey is scheduled to be administered to students. All requests will be judged individually based upon state and federal guidelines. The principal or designee shall respond to such requests in a timely manner. These rights shall also be extended to students who are 18 years of age or emancipated minors within the school district.

The District shall inform parents/guardians of this policy at the beginning of each school year.

The School District shall not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap, or any other protected class status under state or federal law.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Reference: Board Policy 1.33 Copyright Policy
Board Policy 3.15 Student Records Policy
Board Policy 3.35 Equal Educational Opportunities – Pupils
Board Policy 4.03 Selection of Instructional Materials
Board Policy 4.04 Curriculum – General
Board Policy 4.07 Selection of Human Sexuality Materials

Initial Adoption: 07/24/2003
Final Adoption: 08/14/2003
Revised: 07/24/2017

Physical Exams and Immunization Requirements

The Wild Rose School policy requires all children entering school for the first time to have a physical examination prior to the start of school. Forms may be obtained from the County Nurse's office, from your physician, or in the elementary office. In addition, a Wisconsin law requires children to be immunized against certain childhood diseases. All records need to be on file in the school office. Non-compliance could result in legal action being taken. The Wisconsin law states that:

Any student admitted to any elementary, middle, junior, or senior high school or into any day care center or nursery school shall be immunized according to their age/grade level by the beginning of the school year. Students must present written evidence of completed basic and booster immunizations, including the month, day, and year (preferable on form DOH4020L). Wisconsin School Law 252.04(1) requires all students entering schools to have basic immunizations or be refused entry unless the child is exempt for religious, medical, or personal reasons. A physician must sign the medical waiver; a parent, guardian, or adult student must sign religious and personal conviction waivers. It is the parent's responsibility to insure that their child meets this requirement and to provide written evidence of such compliance to the school principal by the 30th day of school. This immunization information is kept in the child's health folder at school.

Hepatitis B shots are available through your local health department for students under the age of 18. Please contact them at 920/787-4661.

It is to your advantage to take care of this as soon as possible because all students must either be in compliance or have on file the waiver signed by parent/guardian by the 30th day of school.

If a substantial outbreak of a vaccine-preventable disease occurs, the Department of Health and Family Service may direct schools to exclude unimmunized students, including those who have waivers on file. Students may remain excluded until the outbreak subsides. All forms and waivers are available in the elementary offices.

Vision and Hearing Screening

Vision and Hearing screening is done for students grades K-5. These are simply screening measures and are not meant to substitute for an exam by a doctor. Effective beginning 2002-2003 school year, State Statute 118.135 states that schools are to request that each pupil entering kindergarten have had his/her eyes examined by an optometrist licensed under ch. 449, or evaluated by a physician licensed under ch. 448. Evidence of this examination is to be provided to the school by December 31 of the kindergarten year. Forms are mailed out to the families of students entering kindergarten and are also available in the elementary office.

Head Lice / Ringworm / Bed Bugs

Head lice are small, oval-shaped parasites that live on human heads. They move quickly, shy away from light, and live on the scalp. Nits (lice eggs) are usually identified prior to finding live lice. Nits are attached firmly to the hair shaft. Parents are encouraged to make checking for head lice a part of weekly routine hygiene. If head lice are found on your child, you will be contacted to come and pick up your son or daughter. Ringworm is a contagious itching skin disease occurring in small circular patches caused by parasitic fungus. Children with live lice are not allowed to remain in school. Please note that it is the parent's responsibility to check their child for live lice and ringworm before they return to school. Upon your child's return to school, he/she will also be re-checked for live lice or ringworm. To decrease the spread of head lice, ringworm, or bed bugs, speak with your child about the importance of not sharing hats, combs, etc.

Telephone Use

Elementary students will be very limited in their phone calls home. In case of forgotten items, a phone call will be made only in extreme cases. We hope that each child will develop a sense of responsibility and not be dependent on someone else to bring forgotten items to school. Emergency calls will be made by the school staff. **Children will not be called from class to receive a phone call from a parent/guardian unless it is extremely necessary.** Messages will be taken and we will attempt to convey the message to the student. We request that parents call by 2:00 PM if there are any bus changes. You may Wild Rose Elementary at 920/622-4204.

Children of Divorced Parents

Board Policy 3.24

Consistent with the intent of the District to promote the best interests of such student enrolled in its schools in partnership with both parents of each student, it shall be the policy of the district to maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by Court Order.

Enrolling Parent to Provide Certified Copy of Court Order

Board Policy 3.25

In the event an enrolling parent advises the District Administration that the most recent Court Order in effect curtails or restricts the rights and privileges of the visitational parent with respect to such parent's right to be kept informed of the child's school progress and activities, or participate therein, the enrolling parent shall be requested to provide to the District Administrator or designee a certified copy of the most recent Court Order reciting such curtailment or restriction.

Enrolling Parent to Provide Information-Visitational Parent

Board Policy 3.26

Prior to the commencement of each school year, each enrolling parent shall be requested to provide information to the District Administrator on a form to be prescribed and provided by the District Administrator or designee. The District maintains specific policies on additional rights and responsibilities of both the residential (custodial) parent and the visitational parent. These policies are available in the District Office, Elementary Office, and High School Office.

Student Insurance Service

All students are covered by a Student Assurance Services Plan. This may help to pay for medical expenses incurred as a result of an injury to a student on school property, during school hours or at a school-sponsored event. Any injuries to students that require medical attention must be reported to the school office the day it occurs, in order that a claim form can be processed. Claims must first be submitted to your own insurance; the Student Assurance Plan is secondary.

In Case of an Emergency

In case of a serious accident, either in school or on the playground, the parent/guardian will be notified at once. If neither parent can be contacted or if the person you have named on the emergency form cannot be reached, your child will be taken by ambulance or by car to the Wild Rose Hospital Emergency Room. **Please be sure to have current, updated emergency, work, cell, and home telephone numbers on file.**

Reporting Pupil Progress

We schedule our parent teacher conferences in the elementary schools for about the 6th week of school during the first and third quarter. This allows parents time to work with the teacher and the student should there be any concerns. Progress reports are sent home around the 5th or 6th week of each quarter, and report cards are sent home at the end of each quarter. Call in parent teacher conferences are held during the 2nd and 4th quarters. Parents/guardians may contact the teacher at any time there is a question. Parents may also keep track of their children's progress by signing up for Parent Access.

Assignments and Homework

The work you do in school demonstrates the knowledge and learning that is taking place. A determination is made about your readiness for the next level based on the assignments that you complete and turn in. Your daily work tells us if you need help, if you are learning, or if there is a problem.

If during the school year you always forget to do your assignments, you forget to turn in your homework, or your work is sloppy and not satisfactory, your teacher may choose to stop giving you chances. It is your responsibility to get your work done, to turn it in on time and to have it done neatly.

Homework is work that needs to be finished at home. Sometimes during the school day, your class work will not get done. Sometimes corrections need to be made at home and returned to school. When you are absent, make-up work sometimes is homework. Reading the 15-20 minutes each

night is assigned homework. Other homework is not new work. Pay attention in class, do your assignments in class, and then finish up if you need to at home.

Thoroughly and neatly completing your assignments and turning them in on time is important to your education.

Breakfast, Hot Lunch, Milk

Breakfast – Breakfast is offered for purchase at both Wild Rose Schools. Students wishing to purchase only a carton of milk may do so at a charge of 30 cents per carton. Purchase of a breakfast is the family's choice.

Lunch – A hot lunch is offered for purchase at both Wild Rose Schools. Students who bring a sack lunch to school may purchase milk at 30 cents per carton. Any student may purchase an additional carton of milk for 30 cents.

Payment – Payment for meals from the District's food service department can be made in any of the three offices. Students whose families qualify for free/reduced price meals will receive their breakfast and lunch at the free/reduced price. A la carte milk will be charged at 30 cents. We ask that you keep a **positive balance** in your family account. Per Board policy, if a parent does not provide for a child's lunch, the school will provide a peanut butter sandwich, a piece of fruit, and a carton of milk for a maximum of two days, with a charge of \$1.25 for each meal.

Students are not allowed to have soda with their meals at school.

BREAKFAST and LUNCH PRICES for 2023-2024 SCHOOL YEAR				
		Daily	Weekly	Monthly
BREAKFAST	EC – 12	\$1.40	\$7.00	\$28.00
	ADULT	\$2.65	\$13.25	\$53.00
LUNCH	EC – 2	\$2.80	\$14.00	\$56.00
	3 – 5	\$3.05	\$15.25	\$61.00
	6 – 12	\$3.30	\$16.50	\$66.00
	ADULT	\$4.65	\$23.25	\$93.00

SCHOOL DISTRICT OF WILD ROSE BOARD POLICY 3.05

DRESS CODE

The primary responsibility for a student's personal appearance and dress rests with the student and his/her parent/guardian. Dress and personal appearances are forms of self-expression. The school expects that students will dress and groom themselves in ways that are appropriate for school activities. The following items are deemed inappropriate to wear to school:

1. Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breast, and nipples are fully covered with non-transparent (opaque) fabric. There will be no bare midriffs.

2. Items of clothing with suggestive messages or advertising alcohol, tobacco or drugs.
3. Apparel which exposes the midriff, cleavage, and full shoulders.
4. Exposed underwear and exposed clothing which resembles underwear.
5. Outer jackets, caps, bandanas, or other headwear are not permitted to be worn unless authorized by the office.

Please reference the Student Handbook for Consequence Structure related to a violation of the policy.

Students found to be in violation of this policy will be sent home to change. Classes missed as a result of being sent home will be unexcused.

Adopted 08/09/1982

Revised 05/23/2006

Revised 03/08/2018

Revised 08/12/2021

Legal Review 03/08/2018

Legal Review 08/07/2023

Consequence Structure

"Enforcement of Dress code policy- Building administration is required to ensure that all staff are aware of and understand the guidelines of this policy. Staff will use reasonable efforts to avoid dress coding students in front of other students. "

1ST OFFENSE: Students will be asked to correct the violation by changing clothes, turning a shirt inside out, and covering up exposed areas.

2ND OFFENSE: Students will be asked to correct the violation by changing clothes, turning a shirt inside out, and covering up exposed areas. Contact with the parent/guardian will be made by an administrator.

SUBSEQUENT OFFENSES: Students will be asked to correct the violation by changing clothes, turning a shirt inside out, and covering up exposed areas. An administrator will contact the parent/guardian, and a resolution conference will be held with the student, parent/guardian, and administrator.

If the student does not have an appropriate article of clothing at school, the student may be offered an appropriate article of clothing if the school has clothing available.

If the student fails to follow the direction of the staff member/administration, the student will be considered insubordinate and be subject to additional consequences.

Make Up Expectation

Ultimately, we would like to avoid any make up in the Wild Rose Elementary. Our feeling is that we should let children be children, and not rush growing up! We would like to avoid products that bring excessive attention to a child's face. (Examples would include bright lipstick, bright eyeshadow, excessively long eye lash implements, bright eye liner, etc...) Principal will have the right to make the final decision. (Note-Learning being disrupted will be the main point taken into consideration for removal of make-up) The storing of makeup supplies here at school will not be allowed. We understand there are some circumstances that would allow for the wearing of facial products. Example: cover up for acne/face discoloration etc..., special dress up days, and other medical circumstances with a doctor's note **will be allowed**. (Please feel free to contact principal/school nurse for other special circumstances) Additionally, products developed for protection of the lips **will be allowed**. (we would ask to keep the color of those products to a minimum)

Fire/Tornado/Safety Alert

When the alarm is sounded, students are to leave all materials and proceed quietly from the room in a single file. The teacher will direct students to the nearest fire exit/designated emergency shelter and give further instructions. In the event of a safety alert, students are to follow pre-arranged procedures as outlined by school staff. In an emergency situation, you must sign out your child with office personnel and inform the teacher before removing your child.

Lost and Found Items

We have many unlabeled items in the "lost and found" each year. When you send your child to school, please write his/her name on any personal items or books. Parents are welcome to come in at any time to check the "lost and found" for any lost article. Items not picked up by the end of the school year will be disposed of or given to appropriate organizations.

Field Trips

Occasionally educational activities are planned that take students away from the school area. In the event of this, parents will be notified of the plans in advance. A field trip consent form will be given to parents for each trip. If the permission slip is not returned, your child will attend school for the day. Trips within the community or to Wild Rose MS/HS will not require written permission, but parents will be notified in advance. These trips could include a visit to the post office, fire department, grocery store, hospital, park, etc.

Birthdays

We are happy to recognize student birthdays at both of our elementary schools. We make a morning announcement and include birthdays and the half birthdays of those students who have summer birthdays. Spending the lunch hour with your student is a perfect way to celebrate special days. However, we discourage having deliveries of balloons, flowers, etc. made to school as it can cause other students to feel left out. Any deliveries of this type will be kept in the office until the end of the school day when students may pick them up to take home.

Parties are very exciting and although a child might want to hand out party invitations at school, **we ask that, unless the student is inviting every student in the class, you distribute the invitations**

at some other time. We do this to prevent distractions from learning and to prevent hurt feelings in those students who are not invited.

Elementary IMC

The elementary IMC serves as a resource center for all of our students and staff. Children use it to find books to read, to listen to stories, to view videos/DVDs, to work on independent projects, to use the computers, and to complete assignments. Students may check materials out for two weeks. The IMC charges no fines for late returns. Students/families must pay for lost or badly damaged materials.

Articles Prohibited in School

Problems arise each year because students bring articles to school which are hazards to the safety of others or interfere in some way with school procedure. This includes items such as toy guns, toy knives, water pistols, and other items such as these. Please supervise your child's departure from home to assure that these articles do not come to school. The school is not responsible for items lost, such as football cards, cell phones, etc., as these should not be in school. Parents need to be aware that students who bring articles/items prohibited at school are subject to possible suspension and/or expulsion.

Withdrawals

In the event that it is necessary to withdraw your child during the school year, please notify the office prior to actual withdrawal so that we may prepare transfer information for the new school.

Photography/Videotaping

We often have visitors from the media (e.g. Argus photographer/reporter), parents, and staff from other schools, who come into our buildings to observe and learn about our school; however, we are also sensitive to the fact that some families may choose to not have their child photographed. If this is a concern for you, please indicate on the Photo Consent form or contact the elementary principal. If we do not hear from you that means you give us permission to allow your child to be photographed or videotaped.

Bullying Prevention

Board Policy 3.61

The School District of Wild Rose is committed to providing a safe, secure, and respectful learning environment for all of our students and staff while at school, on school buses, and at school-sponsored activities. Bullying behavior can have a harmful social, physical, psychological, and academic impact on the bullies, the victims, and the bystanders. We believe that a comprehensive bullying prevention program that includes ongoing education, a procedure to report bullying or harassment, and enforcement of school district policies, are key to maintaining a safe school environment.

Definition:

Bullying is defined as any hostile or aggressive behavior directed at another individual(s) that is intentional and involves an imbalance of power between the bully and the bullied. This behavior typically is repeated over time.

Bullying can take many forms including, but not limited to physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer, electronic devices, or telecommunications (cyber bullying) to send embarrassing, slanderous, threatening, or intimidating messages.

Bullying is a form of victimization and is not necessarily a result of or a part of an ongoing conflict. Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations and hazing.

Prohibitions:

Behavior that is considered to be bullying as defined in this policy shall be prohibited provided this behavior takes place at school, during any school sponsored event, on school buses or other school vehicles used on occasion to transport students, or through the use of school equipment in the case of cyberbullying. Bullying will not be tolerated from student to student, from student to adult, from adult to student, or between adults.

Complaint Procedures:

It is the responsibility of students and staff to report acts of bullying.

Students are encouraged to make a report to the adult supervising the activity if they believe they are being bullied or observe another individual being bullied. Students may also report such behaviors to a teacher, guidance counselor, or administrator.

Any adult authorized to maintain student discipline is expected to intervene and stop such inappropriate behavior if they receive a report or observe this behavior taking place. Staff members are encouraged to refer such matters to the administration if they do not believe they are able to resolve bullying behavior.

All reports shall be taken seriously. Reports received verbally or in writing shall be recorded and documented. All reports received, once documented, must be promptly provided to the building principal. An investigation to determine the facts shall take place as soon as possible in order to determine the validity and seriousness of the report. Investigations shall be conducted by the building principal, and the building principal shall promptly notify the parent(s)/guardian(s) of each student involved in a reported bullying incident.

Filing a report in good faith will not affect the status of the individual. The school staff or administrator will provide support to students or coworkers to protect against any possible retaliation for making such a report. The school district shall keep the complaint confidential to the extent possible to protect both parties until such a time as the misconduct is confirmed and sanctions are imposed.

Sanctions and Support:

Programs designed to prevent bullying behavior and redirect students from continuing to bully shall be considered and implemented. These programs may take many forms and can include classroom activities and instruction.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee and referral to law enforcement officials for possible legal action as necessary.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act.

The District prohibits retaliation against any individual who complains of bullying/intimidation. The District prohibits retaliation against anyone involved in the investigation of a bullying/intimidation complaint. Anyone who practices such retaliation will be subject to discipline, up to and including suspension, expulsion, or discharge.

Employees found to have participated in bullying behavior, or failing to intervene or report such behavior when they become aware of bullying behavior will be considered to be in violation of this policy. Employees may be subject to disciplinary action if they are found to be in violation of this policy.

Notice of this policy shall be made annually by inclusion in student and employee handbooks.

The School District of Wild Rose shall not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, emotional, or learning disability or handicap, or any other legally protected status.

Initial Adoption	06/28/2007
Final Adoption	07/12/2007
Revised	08/12/2010
Revised	04/12/2012
Revised	03/08/2018
Legal Review	03/08/2018

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SCHOOL DISTRICT OF WILD ROSE 2023-2024

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OPEN HOUSE: August , 2023-MS/HS August , 2023-Elementary 6:00 p.m. - 7:30 p.m.

Aug. 28	Teachers First Day
Sept. 5	Students First Day
Oct. 5	Parent-Teacher Conferences 2:30pm - 8:00pm
Oct. 27	No School
Nov. 8	Early Release/Staff Development 2-4 pm
Nov. 22-24	No School
Dec. 25-29 & Jan. 1	No School
Jan. 24	Staff Development 4-6 pm
Feb. 15	Parent Teacher Conferences 2:30pm-8:00pm
Feb. 16 & 19	No School
March 6	Early Release/Staff Development 2-4 pm
March 8	No School
March 29 & April 1	No School
April 24	Staff Development 4-6 pm
May	High School Graduation
May	8 th Grade Graduation
May 27	No School
June 4	Students Last Day
June 5	Teachers Last Day

KEY:

I	Teacher In-service
F/L	First/Last Day
V	No School
Q	End of Quarter
C	Conferences - 1:53 p.m. Dismissal
J	End of the Semester
ER	Early Dismissal 1:53 p.m.
SD	Staff Development Days
	<u>Nov. 8, March 6 2-4pm</u>
	<u>Jan. 24, April 24 4-6pm</u>