



FOX POINT • BAYSIDE

SCHOOL DISTRICT

A Valuable Education. An Education With Values.

**FOX POINT-BAYSIDE
SCHOOL DISTRICT HANDBOOK
2011-2012**

General District Information
Stormonth Elementary School Handbook
Bayside Middle School Handbook

**FOX POINT-BAYSIDE SCHOOL DISTRICT
7300 North Lombardy Road
Fox Point, WI 53217**

**District Office 414-247-4167
Fax 414-351-7164**

**OFFICE HOURS
7:30 a.m. - 4:30 p.m.**

www.foxbay.k12.wi.us

Welcome and Overview of Handbook

Welcome to the 2011-12 school year and all of the learning opportunities and challenges that lie ahead. It is our goal to partner with you in providing a safe and engaging learning environment in which students can learn and grow as responsible members of the school community.

This handbook is intended to provide you with important information on the policies, procedures, and guidelines that help us to assure a safe and orderly learning environment. Please read through this handbook so that you are familiar with the topics covered and use it as a reference point throughout the year. We value the shared responsibility we have in creating a learning environment that is engaging, growth producing and safe for all.

The handbook is divided into four sections. The first section provides **General District Information** that outlines policies and procedures that pertains to both schools and impacts all of our students, K-8. The second section provides specific information, procedures and policies for **Stormonth Elementary School** students and their families. The third section provides information, procedures and policies specific to **Bayside Middle School**. The final section lists **School Board Policies and Procedures** that pertain to school and student issues.

For your convenience, a list of district and school **administrators and administrative staff** are listed at the front of the handbook along with their contact information. The **2011-12 school district calendar** is the second page of the handbook followed by the **Table of Contents** which can help you to more quickly find the information you are looking for.

Please take the time to read through the information provided in this handbook and to share pertinent aspects of it with your child. We hope you find this information helpful in assuring your child has a positive school experience. On behalf of the entire administrative team, we look forward to partnering with you in creating an educational environment of mutual respect, responsibility, and engagement. Thank you for your active partnership and goodwill in this endeavor.

Dr. Rachel Boechler
District Administrator

District Mission Statement

In partnership with families and the community, the mission of the Fox Point-Bayside schools is to:

- *Ensure that students develop a firm foundation of basic skills and knowledge*
- *Teach students to be effective information gatherers, problem solvers, decision makers, and communicators*
- *Promote, by example and instruction, such values and qualities as honesty, respect, responsibility, self-discipline, tolerance, civility, fairness, courage, and perseverance*
- *Offer opportunities to explore and appreciate culture and the arts*
- *Encourage personal growth through participation in sports, leadership development, and community activities*
- *Provide a safe, supportive, and creative environment for students and staff*
- *Nurture students' natural curiosity and excitement for learning*

TABLE OF CONTENTS

General Contact & Calendar Information

Overview of Handbook3
District Mission Statement3
Administrative Contact Information.....7
School Board Members8
2011-12 School Calendar9
Standing Board and Committee Meetings.....10

District Information

12
Bus Transportation Rules and Responsibilities13
Bus Transportation Guidelines15
Child Find and Special Education Referral Process.....17
District Alcohol and Other Drugs (AOD) Violation Procedures18
Emergency School Closing18
Health Office19
Immunization19
Health/Medical File20
Lunch/School Lunch Program20
Maintenance of Records.....20
Notification of Annual Asbestos.....21
Reporting Absences21
Return Check Policy21
School Board Meetings21
Special Education Services22
Student Fees23
Suspension or Expulsion of Pupils23
Supervision Before/After School Hours25
Tardiness25
Title 1 & US Department of Education Required Notifications26
Transfer of Records26
Vandalism27

Stormonth Elementary School

29
General Information30
School Hours30
Administrative and Support Staff.....30
Attendance.....31
Arrival.....31
Departures31

Bus Transportation	32
Care of School Property	33
Code of Conduct.....	33
Communication.....	34
Discipline	35
Emergency Dismissal	35
Emergency Procedures	36
Entrance Age	36
Forgotten Items.....	36
Health	36
Medication	37
Home and School Communications	37
Homework.....	38
Identification	38
Inclement Weather Policies	38
School Closing.....	39
Instructional Support Services.....	39
Lost and Found.....	39
School Lunch	39
Parent-Teacher Conferences	40
Parties.....	41
Pets	41
Physical Education	41
Placement Procedure	41
Report Cards	41
School Supplies.....	41
Special Activities	41
Telephone.....	42
Visits to School	42
<u>Bayside Middle School</u>	43
General Information.....	44
School Hours	44
School Administration and Support Staff.....	44
Academic Teams/Grade Level Team Structure	45
Advisor/Advisee Program	45
After School/Late Bus Transportation	46
Arrival and Dismissal	46
Band, Choir and Orchestra.....	47
Bus Transportation	47
Computers and Library Media Center	47

Discipline Philosophy and Expectations	47
Bayside Middle School's Code of Conduct	47
Bayside Middle School Dress Code	51
Forgotten Items Delivered to School	52
Foreign Language	52
Grading Policy	52
Hall Passes	53
Home/School Communications	53
Homework.....	54
Instructional Assistants Program.....	56
Instructional Grouping Practices.....	56
Instructional Support Personnel	57
Lockers	57
Lost and Found.....	58
Lunch (School Lunch Program).....	58
Making Up Missed Class Work.....	58
Medication	58
Organization of Instructional Program.....	58
Report Cards	59
Student Activities	59
Student Exemption from Class	59
Telephones	60
Visits to School (Parents/Visitors)	60
<u>School Board Policies</u>	61
Student Alcoholic, Tobacco Inhalant or Other Drug Use.....	63
Code of Student Conduct	63
Communication and Other Disruptive Devices.....	64
Computer, Internal Network, Electronic Mail and Internet Acceptable Use Policy.....	65
Equal Educational Opportunities	67
Field Trips and Excursions	67
Locker Searches.....	68
Nondiscrimination	68
Pupil/Sexual Harassment	68
Release Time for Religious Instruction.....	69
Compulsory Student Attendance.....	69
Student Dress Code	73
Student Records	74
Weapons on School Premises	74

FOX POINT-BAYSIDE SCHOOL DISTRICT ADMINISTRATION

ADMINISTRATORS

Rachel Boechler, Ph.D. District Administrator	414-247-4164 rboechler@foxbay.k12.wi.us
Amy Kohl Director of Business Services	414-247-4163 akohl@foxbay.k12.wi.us
Kathy Myles Director of Teaching, Learning, and Assessment	414-247-4162 kmyles@foxbay.k12.wi.us
Dan Westfahl Stormonth Elementary Principal	414-247-4100 dwestfahl@foxbay.k12.wi.us
Don Galster Bayside Middle School Principal	414-247-4200 dgalster@foxbay.k12.wi.us
Ellen Feider District Special Education Director* <i>Contract Consultant*</i>	414-963-3924 Ellen.Feider@wfbschools.com

ADMINISTRATIVE STAFF

Carla Mueller District Office Administrative Assistant	414-247-4167 cmueller@foxbay.k12.wi.us
Mary Beth Radloff Payroll/Benefits Assistant	414-247-4161 mbradloff@foxbay.k12.wi.us
Kathy Zellner Business Office Assistant/Accounts Payable	414-247-4168 kzellner@foxbay.k12.wi.us
Dianne Einerson Business Office Assistant/Accounts Receivable	414-247-4166 deinerson@foxbay.k12.wi.us
Rick DeKeyser District Technology Coordinator	414-247-4107 rdekeyser@foxbay.k12.wi.us
Suzi Metzenheim Stormonth Administrative Assistant	414-247-4102 smetzenheim@foxbay.k12.wi.us
Patty De Graff Bayside Administrative Assistant	414-247-4201 pdegraff@foxbay.k12.wi.us

Please refer to the Fox Point-Bayside website or individual school handbooks for a list of teachers and support staff in each building. Also visit our website for additional information about our district and schools.

www.foxbay.k12.wi.us

OTHER IMPORTANT CONTACT INFORMATION

Susan Rigby, District School Nurse	414-550-3384 srigby@foxbay.k12.wi.us
Bayside Health Attendance Office	414-247-4225
Stormonth Health Attendance Office	414-247-4119
Riteway Bus Company	414-438-5400 (press 0)
Taher Food Service Hot Lunch Provider	414- 351-6595
Traci Sanderson 2011-12 PTO President	414-405-3556
Ellen Schneiderman Education Foundation President	414-351-2052

2011-2012 SCHOOL BOARD MEMBERS

Michael Weiss, President

305 E. Acacia Road
Fox Point, WI 53217
414- 352-8148
mweiss@foxbay.k12.wi.us

Alice Lawton, Clerk

9356 N. Lake Drive
Bayside, WI 53217
414-228-4763
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Timothy Melchert, Vice President

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414-540-9456
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Debbie Friberg, Treasurer

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Fox Point, WI 53217
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Eliz Greene, Member

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Fox Point, WI 53217
414-228-7071
egreene@foxbay.k12.wi.us

INSERT 2011-12 SCHOOL CALENDAR HERE

**Fox Point-Bayside School Board &
Tentative Committee Meetings
2011-2012**

School Board 7:00 p.m. Stormonth School Board Room (Third Monday unless noted)	Curriculum, Instruction & Policy 8:30 a.m. District Office (Second Wednesday of the Month unless noted)	Finance & Facilities 8:30 a.m. District Office (10 days prior to Board meeting)	Personnel 8:30 a.m. Stormonth School Board Room TBD
July 18	July (Scheduled if Needed)	July 8	July (Scheduled if Needed)
August 15	August 10	August 5	August (Scheduled if Needed)
<i>September 19</i> <i>Annual Meeting</i>	September 14	September 9	September 19 Scheduled if Needed
October 17	October 12	October 7	October 17 Scheduled if Needed
November 21	November 9	November 11	November 21 Scheduled if Needed
December 19	December 14	December 9	December 19 Scheduled if Needed
January 16	January 11	January 6	January 16 Scheduled if Needed
February 20	February 8	February 10	February 20 Scheduled if Needed
March 19	March 14	March 9	March 19 Scheduled if Needed
April 23 *	April 18 *	April 5 **	April 23 Scheduled if Needed
May 21	May 9	May 11	May 21 Scheduled if Needed
June 18	June 13	June 8	June 18 Scheduled if Needed

* - Date modified from regular meeting schedule to accommodate district schedule and/or state law.

** - Thursday

The Fox Point-Bayside School Board adheres to and enforces all Wisconsin Open Meetings laws.

Approved by the School Board: May 2, 2011.



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**GENERAL DISTRICT INFORMATION,
POLICIES & PROCEDURES**

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BUS TRANSPORTATION

ROLES AND RESPONSIBILITIES

I. STUDENTS

A. BOARDING THE BUS

1. Plan to be at bus stop 5 minutes early. The bus cannot wait for you to come out of your house so that it can stay on schedule for other riders.
2. If you are picked up at a stop other than your driveway, walk to your stop on the roadside facing traffic. For safety reasons, never wait in the road.
3. Board the bus only after it has come to a complete stop and the red lights are flashing.
4. Take the first seat on the passenger side when you board. You are free to move to a seat of your choice when the bus comes to a complete stop at the next pick-up point

B. WHILE ON THE BUS

1. Always use good ridership manners:
 - a. Remain in your seat while bus is in motion.
 - b. Keep your head and hands inside the bus.
 - c. Talk with friends using a normal voice so the driver is not distracted.
 - d. Help to keep the bus safe and clean at all times.
2. *In the event of an emergency*, remain on the bus, unless directed to do otherwise by the bus driver.
 - a. Do not try to leave the bus and walk home. There will be a replacement bus coming soon.
 - b. If your bus was involved in an accident and your parents arrive at the scene to pick you up, you may not leave unless a Police Officer, an official from the bus company, or an official from school authorizes your release.
 - c. If your bus breaks down and your parents arrive to pick you up, they must show picture identification in order for the driver to let you go.
3. Check for books, lunches, and other personal items before exiting.

C. ARRIVAL AT SCHOOL AND DROP OFF AT HOME

1. Remain seated until the bus has come to a complete stop.
2. Leave the bus from the front to the back in an orderly manner upon arriving at school.
3. Move away from the bus as soon as you get off and stay out of the *danger zone* until the bus departs. Wait until the bus leaves before visiting with friends or engaging in other activities.
4. If you cross the road to get to your house upon getting off the bus, go out at least 10 feet in front of the bus so you can see the bus driver and he/she can see you. Wait for his/her signal that it's safe to cross the street and check to be sure no traffic is approaching before crossing the road.

D. WEAPONS POLICY

All students are subject to the District's weapon policy while riding the bus. (Board Policy 443.3)

Legal Reference: Fox Point-Bayside School Board Policy 444.3; Wis. Stat. Sections 939.22, 941.235, 948.60, 948.605, 948.6

II. TEACHERS/ASSISTANTS

To assure safety, teachers and assistants are responsible for:

- A. supervising pupils while buses are loading and unloading as assigned.
- B. teaching bus safety as part of the curriculum

III. PRINCIPALS

Building Principals hold the following responsibilities:

- A. maintaining positive school community relations with respect to the transportation program.
- B. enforcing the specified transportation rules and regulations.
- C. assisting in coordinating the transportation safety program which includes classroom instruction, school site precautions, bus routing guidelines, bus riding rules and annual bus emergency evacuation drills.
- D. maintaining student transportation discipline using progressive steps as determined by the seriousness of the incident.

Possible consequences include but are not limited to: Counseling and discussion of bus safety by the principal or another school official, a warning about further disciplinary steps, notification of parents, a parent meeting, a 1-5 day suspension from the bus, a school/bus company/parent conference. All incidents will be recorded in the student discipline file by the principal or designee.

Depending upon the severity of the misbehavior, the Fox Point-Bayside School District reserves the right to remove a student from the bus for an unlimited period of time, at any time.

IV. DIRECTOR OF BUSINESS SERVICES

The Director of Business Services or designee is responsible for:

- A. coordinating and monitoring the student transportation program.
- B. implementing safe and efficient routing and scheduling of bus riders and approving all routes.
- C. periodically reviewing and inspecting all school loading and unloading sites, procedures and rules.
- D. following up on transportation complaints made by schools and parents with the bus company.
- E. monitoring the drivers assigned to the District by the bus company, maintaining route sheets with the driver's name, and following up on any concerns with the bus company.
- F. maintaining other effective pupil transportation practices and policies to ensure safe, adequate, efficient and economical transportation service
- G. making periodic reports to the School Board on the current status of the student transportation system

V. DISTRICT ADMINISTRATOR

The District Administrator is ultimately responsible for the overall operation of the student transportation service and in concert with the Director of Business Services will take whatever action(s) are appropriate for the efficient operation of services.

VI. PARENTS

As partners with the Fox Point-Bayside School District and Riteway School Bus Company, parents are asked to review and discuss transportation and safety rules with their child(ren). Please call the school office if you have any concerns regarding your child(ren)'s transportation.

VII. BUS COMPANY

A. Drivers

Bus drivers are responsible for following all state and local vehicle operation rules as well as bus company and school district rules. Drivers are inserviced by the bus company and given a set of school district rules and expectations at the beginning of the school year. Ridership safety and maintaining positive pupil discipline are areas of emphasis in training sessions.

B. Bus Company Administration

The bus company is required to adhere to all specifics within the contract entered into with the Nicolet Area Transportation Consortium including but not limited to:

- 1) practicing an extensive bus driver applicant screening/hiring process which includes, but is not limited to, drug, alcohol, arrest and driving record investigations;
- 2) providing continued in-service training to its employees;
- 3) conducting mandatory random drug and alcohol testing of all employees;
- 4) working closely with the school district and/or parents to resolve any concerns in a prompt and appropriate manner.

BUS TRANSPORTATION GUIDELINES

COMMONLY ASKED QUESTIONS ABOUT YELLOW BUS TRANSPORTATION

Question - Is every student eligible to ride the yellow bus?

Stormonth Elementary School - All Students (K4-4th grade) are eligible to receive student transportation.

Bayside Middle School - Not all students (Grade 5-8) are eligible for yellow bus transportation. There is a walk zone of up to 7/10 mile around Bayside Middle School. Students residing within the perimeter of the walk zone are not eligible for yellow bus transportation. The walk zone is bounded by: Fairy Chasm Road - **north**; Brown Deer Road - **south**; Regent Road - **west**; and Lake Drive - **east**. Students residing directly on Fairy Chasm Road, Brown Deer Road, Regent Road or Lake Drive do receive bus transportation.

Open enrollment students are **NOT** eligible for yellow bus service.

Question - What do I need to do to get my child (ren) scheduled for the bus?

Students are automatically scheduled for yellow bus service upon enrolling unless:

- a) the parent/guardian notifies the principal in writing that his/her child will not be using the yellow bus service or
- b) the student (grades 5-8) resides within the Bayside Middle School walk perimeter.

Question - Is there a charge for the yellow school bus service?

No. It is provided as part of the school district services and, as such, is included in the district budget.

Question - How do I find out specific information concerning my child (ren)'s route?

You will receive specific pick up time and route number information that is mailed to your home or provided at registration approximately 1-2 weeks before the first day of school.

Question - Can I change the bus route?

All routes are examined continuously for factors such as timing, length, safety and number of riders. Changes will not be made unless a hazardous situation can be demonstrated to exist. Drivers are not permitted to make route changes.

Question - How long are the bus routes?

The average route runs approximately 45 minutes. Every effort is made to keep the route within a 45 minute window for district routes and 60 minutes for students that are a part of the Chapter 220 program. The route time is measured from the first pick up in the a.m. to arrival at school and/or the time the bus leaves school in the p.m. to the last drop-off.

Question - At the end of the day, do the buses run according to scheduled times?

During the first few days of school buses usually run up to 20 minutes late. This is due to extra time used for making sure students are boarding the correct bus. The extra time is **not** considered part of the route time. By the second week of school, the buses will leave the school 7-10 minutes after dismissal time, and drop-off times will be more consistent.

Question - Where is my child picked up/dropped off?

Your child will be picked up and dropped off at your driveway or directly across the street from your house.

Exception: cul-de-sac service

A cul-de-sac must be a minimum of 90 feet in width for a bus to turn around in and more than 7/10 mile in length. All cul-de-sacs in the school district have been measured. The **ONLY** cul-de-sacs that meet these requirements are: Boyd Way, Beach Drive, Ravine Bay Road, and the north end of Barnett Lane. **NO OTHER** cul-de-sacs or similar roads are serviced door-to-door. Students will be picked up and dropped off at the entrance to the cul-de-sac.

Stormonth School:

K4-4th students exit the bus directly on the sidewalk adjacent to the west side of the building facing Lombardy Road. At dismissal, school buses are parked for boarding in the west parking lot. Personnel are on duty to supervise children during the a.m. and the p.m. events.

Bayside School:

Buses drop-off students in the morning and pick-up students at the end of the day between the two main entrances on the east side of the building. Parking in bus loading area during the school day is prohibited.

Question - Is there pick up/drop-off on both sides of the street?

NO. The only dual-sided service is on main arterials and boulevards. In the Fox Point-Bayside School District, dual sided pick up/drop-off is restricted to all students who live on Brown Deer Road, Lake Drive, Port Washington Road, and Santa Monica Boulevard. In addition, the following roads have dual-sided service for Stormonth students (Early Childhood-4th) only - Bradley Road, Calumet Road, Dean Road, and Green Tree Road.

The school bus will pick up/drop-off students on only one side of all other streets in the villages. The school bus will use flashing red lights and an extended **STOP** sign on the left side of the bus, per Wisconsin Statute, until the student has safely boarded/exited. Safety gates which require students to move a safe distance away from the bus when making a crossing in front of the bus are standard equipment.

PARENTS OF K4 STUDENTS:

An adult must be in view of the bus driver to release the student at the drop-off point at mid-day and afternoon. If no adult is present, the driver will complete the route and try one more time. If no adult is present a second time, the student will be returned to school. The parent/guardian or emergency contact person will be called to pick up the student at Stormonth School.

Question - Because of work schedules, I would like my child picked up at home in the a.m. and dropped off at the babysitter's home in the p.m. Is this possible?

Yes - but only if the sitter is located in the Fox Point-Bayside School District. THERE ARE NO TRANSPORTATION SERVICES PROVIDED OUTSIDE OF THE SCHOOL DISTRICT BOUNDARIES. Please take that into consideration when making child care arrangements. If you are engaging a private sitter, that person must be in view of the bus driver to receive a K4 student at mid-day or after school. Refer to section concerning parents of K4 students.

Please note: Any request for alteration of service received after July 20th will not be guaranteed for the opening day of school. Requests for route alteration will take 7-10 days to implement during the first few weeks of school. Parents should notify the school office immediately of any request for alteration of service as soon as plans are firm. **Both school and district offices are open during the summer.**

Question - I only work a couple of days a week. I would like my child taken to the sitter's home some days and other days I would like her/him dropped at home. Is this possible?

You may have one designated pick up point and one designated drop-off point for routing purposes.

While the points do not have to be the same, they must be within the school district boundaries. The pick-up and drop-off points used most frequently (3 or more times per week) will be identified as your “designated” point(s). On the days you do NOT want your child to go to her/his designated drop-off point; you must send a note indicating where he/she is to go. Be sure to give the **1) date, 2) name of person receiving your child and 3) complete address and phone number. This must be an address located within district boundary lines.**

Question - Can my child(ren) ride a different bus to go to a friend’s house after school?

Yes - Providing he/she brings a signed and dated note from the parent identifying the friend your child is going to ride with. The permission note is good for one day only. The student must give the note to his/her classroom teacher. The office will verify information and return it to the teacher’s mailbox. Each student will receive their approved note back. It should be handed to the bus driver when they board their bus at the end of the day. **A student will not be permitted to ride a different route if he/she forgets to bring a parental note or wishes to make a spur of the moment request. PHONE REQUESTS ARE NOT ACCEPTED.**

Question - All yellow buses look the same. How do I know which one is my child’s?

All Stormonth (STOR) and Bayside (BAY) buses will have a route card posted to the left of the entrance door of the bus. In addition, RITEWAY SCHOOL BUS COMPANY will be painted in large, black letters along the side of the bus. Parents and students will need to check the route card to ensure that they are boarding the correct bus.

Question - Who is responsible for supervising students on the bus?

The bus driver has primary responsibility for supervising students while on the bus. As partners, the School District and parents share the responsibility to review district guidelines and expectations for safe and appropriate ridership with every student.

Question - Whom do I call if I have a problem?

Late bus (20 minutes or more) Call the bus company directly. They will radio the driver to check in-route location while you wait. 414-438-5400 press 0
Behavior Call the school principal.

Question - Can a student lose his/her bus privilege?

Yes. A complete review of behavior expectations and discipline procedures are outlined in the Bus Transportation roles and Responsibilities section. Please review these guidelines with your child(ren).

CHILD FIND AND SPECIAL EDUCATION REFERRAL PROCESS

It is our commitment to provide a learning environment that recognizes and provides for the learning needs of all students. It is our goal to provide those services in the least restrictive manner possible thereby ensuring that each student reaches their greatest capacity in terms of learning, social skills, and related development. We follow the Wisconsin Department of Public Instruction parameters for identifying children with suspected learning disabilities as outlined below.

A physician, nurse, psychologist, social worker or an administrator of a social agency who reasonably believes that a child brought to him or her for services has a disability shall refer the child to the local educational agency (school district). A licensed employee of a school district, such as a teacher, school psychologist, guidance counselor or principal who reasonably believes that a child is a child with a disability, shall refer the child to the local education agency. Any person, including a parent, who reasonably believes that a child is a child with a disability, may refer the child to the school district. All referrals shall be in writing and shall include the name of a child and the reasons why the person believes that the child is a child with a disability. Before submitting a referral to a local educational agency, the referring person shall inform the child’s parent that he or she is going to submit the referral. Any school

administrator or the special education coordinator will accept a written special education referral. The special education coordinator documents and dates the receipt of each referral, notifies the parents and establishes the IEP Team. The Fox Point-Bayside School District utilizes the model, Wisconsin Department of Public Instruction forms to document the IEP Team process.

Both the Bayside Middle School and Stormonth Elementary School have child student support teams in place which provide for early discussions of pre-referral strategies and monitoring of individual children who are demonstrating difficulties in school. A referral for a special education evaluation may come from that team as well as from the sources listed above. However, these pre-referral intervention teams will not delay the school district's accepting and processing of special education referrals from the above sources. Our procedures do not require a referring person to obtain the permission, approval or agreement of others before submitting a referral.

DISTRICT ALCOHOL AND OTHER DRUG (AOD) VIOLATION PROCEDURES

We strive to provide a safe and healthy environment for all of our students. To this end, we take student use of alcohol and/or other drugs very seriously. The procedures to be used in the event of a student violation of the district's AOD policy which prohibits the use, possession, delivery, transfer, or sale of alcoholic beverages or controlled substances by student while on school property or at school sponsored events are outlined below.

Violation of Policy

The building administrator or designee will contact parents and law enforcement immediately upon verification of violation. The student(s) who find themselves in this circumstance are subject to the District's Alcohol and Drug Policy #445. Probable consequences for alcohol and other drug violations are outlined below with the District retaining the right to issue any consequences deemed appropriate based the nature of the violation.

Consequences may include forfeiture of all extracurricular privileges for one year, forfeiture of the right to participate in student social activities and/or field trips which require a level of personal responsibility in addition to the adult supervision provided, or limitations on the student's freedom to participate in events that could put the student at risk for future violations related to alcohol and other drug use.

Loss of privileges may be reduced if the student(s) agrees to follow the recommendation of the administration including the student and family agreeing to a drug and alcohol assessment by a certified drug/alcohol counselor and following his/her recommendation with a copy mailed to the administration.

In the case of evidence of Acute Intoxication (AOD Medical Emergency) the school official or designee will:

Call 911 (This will bring in both the EMT's and the police)

Notify parent immediately

Implement sanctions included in above section

Failure to comply with any Agreements established:

Student to serve remaining length of suspension from extracurricular activities, social events, activities and/or field trips as initially established as a consequence for the violation.

EMERGENCY SCHOOL CLOSING

All school closings due to inclement weather or other emergencies will be broadcast by WTMJ, WISN, Fox 6 and WKTI. School closing announcements will generally not be made until morning-approximately beginning at 5:30 - 6:00 a.m. School closings will also be posted on the web page (www.foxbay.k12.wi.us). We encourage parents not to call the school directly but rather to wait for the notification through the above listed media outlets so that phone lines remain open for emergency calls.

HEALTH OFFICE

We expect children to come to school healthy and ready to learn. However there are situations where health/medical issues arise that require intervention while the child is in school. The Health Assistant provides basic first aid for injuries and illness which happen during the day. The Health Assistant will consult with the supervising School Nurse when questions or problems occur which are not routine events. The health office is NOT a clinic, and therefore, is not a substitute for the child's own physician or health care provider.

Please follow the standards outlined below in terms of a student returning to school after an Illness/Injury:

The child may return to school when he/she:

- Has no fever, vomiting or diarrhea for 24 hours
- Has been taking prescribed medication for 24 hours (strep throat, pink eye)
- Provides evidence that treatment has been started for communicable conditions (*head lice, ring worm, pink eye, etc.)
- We maintain a Head Lice - Nit Free policy (hair must be free of all nits) in order to contain any further outbreaks of this communicable condition.

Physical Exam/Dental Exam

While recommended, neither physical nor dental exams are required to enroll in school. Physical exams may be required to participate in sports. Parents are strongly encouraged to provide the Health Assistant with records of physical and dental exams, especially if there are health related problems that might limit the child's ability to participate in any portion of the school program. The more information we have about your child in terms of health conditions, the better we are able to monitor the well-being of our students.

IMMUNIZATIONS

Wisconsin state law requires parents to provide written evidence of immunizations to the school or sign a waiver. This must be done within 30 days of student admission to school. We encourage parents to take care of immunizations prior to the beginning of the school year. The required immunizations are:

Grade	DPT/Dtap/DT*	Polio	MMR	Hepatitis B	Varicella
K4	4 doses	3 doses	1 dose	3 doses	1 **
K5 – 12	4 doses	4 doses	2 doses	3 doses	1 **

** Students 13 years of age or older without a history of chickenpox disease or a prior history of varicella vaccine before 13 years of age requires 2 doses of varicella vaccine. Parent must provide date of varicella vaccination; or an indication that the child has had chickenpox and year, or a waiver for health, religious or personal conviction reasons.

If your child does not have all of the required shots, you can contact your physician or local health department for information on immunization clinics.

North Shore Health Department 414-371-2980

Milwaukee Health Department 414-286-3521

Medication Policy

If your child must take a prescription drug during the school day, as the parent you are required to secure the following IN ADVANCE using a district-provided form before the school can dispense any medication:

- A signed statement from the physician regarding the need for the medication;
- Written parent authorization for administration of the medication by school or health office personnel.
- Over the counter medication will not be provided by the schools.

The medication must be stored in the original prescription container and give complete dosage and identifying information. Prescription drug administration release forms may be obtained by calling the school health office.

HEALTH/MEDICAL FILE

Student health/medical files will be housed in the Health Office. The contents may include transfer health records from previous schools attended, local health forms completed by parent, guardian or personal physician or dentist, as well as notations made by the school nurse or health assistant. The physical health records may be inspected by parents or guardians in the presence of the school nurse or health assistant. For the safety and well-being of pupils, a summary of significant health problems are to be developed annually under the direction of the school nurse. The reports are forwarded to the principal who will convey the information to the personnel having direct contact with, or responsibility for, pupils with significant health problems. A log of parents requesting to view their child's health records will be maintained by the school nurse or health assistant.

LUNCH/SCHOOL LUNCH PROGRAM

Children learn better when they have healthy eating patterns. We encourage you to assure your child has a good breakfast before coming to school. In addition we strive to provide a healthy lunch options for our students in a cost effective manner. The Fox Point-Bayside School District serves a hot school lunch meal each school day. All meals served meet standards established by the U.S. Department of Agriculture.

Children may buy lunch for \$2.10 at Stormonth Elementary School and \$2.15 at Bayside Middle School. Children may also receive meals free or at a reduced price based on family eligibility. A free/reduced lunch application, application instructions, and eligibility criteria are included in the opening school packet or mailed home. Additional applications can be obtained in the school office or by calling the Business Office at 414-247-4167 between 8:00 a.m. and 4:00 p.m. Monday through Friday. **An application must be filed annually to be considered for free or reduced priced meals. No free/reduced lunches will be served without this application on file after the second week of school.**

If children receiving free or reduced lunch bring a bag lunch, milk will need to be purchased.

If your child has been determined by a doctor to be handicapped and the handicap would prevent the child from eating the regular school meal, the school will make any substitutions as prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a diagnosed handicap, please contact your child's principal for further information.

LOOK FOR FREE or REDUCED LUNCH/FEE APPLICATION FORMS IN THE OPENING SCHOOL PACKET

Free and reduced lunch applications are distributed in the opening school packet or mailed home and are available in the schools or District Office. A separate application needs to be filled out for waiver of student fees assessed by the District. A Waiver of General User Fee Application and eligibility guidelines are included in the free lunch packet and are available at the District Office and in each school office.

MAINTENANCE OF RECORDS

Progress records which have not been released to another institution will be destroyed seven years after the student has last attended our school district. A permanent record card will be kept of all pupils who have attended the District's schools, for future verification of attendance.

Progress and behavioral records will be sent to Nicolet upon graduation, unless the parent or guardian of the pupil specifies in writing that individual progress and behavioral records be sent to another school. No records are maintained at the middle school after eighth grade graduation.

NOTIFICATON OF ANNUAL ASBESTOS

Environmental Management Consulting, Inc. (EMC) has completed a comprehensive asbestos inspection and management plan for the District. This report is available for your inspection during normal business hours at the District Office. Copies are also available to you by contacting the Environmental Management Consulting, Inc. at W7748 Ctw. Hwy V, Lake Mills, WI 53551 at a cost of \$25.00.

As a result of the inspection performed by EMC, asbestos-containing building materials (ACBM) were identified and their condition assessed. A long-range plan for handling these materials has been developed and is being followed.

Along with this plan, an on-going operations and maintenance program which includes periodic surveillance of the ACM and re-inspections of the materials by EPA certified personnel has been implemented by the District and will remain in effect until all ACBM has been removed from the District. Please direct any concerns to the Director of Business Services at 414-247-4163.

REPORTING ABSENCES

Parents are requested to call the Health Office to report their child's absence by 8:30 a.m. If the school does not receive a telephone call by 8:30 a.m., every effort will be made to contact the parent to confirm the absence. This procedure is necessary to verify the child's safe arrival at school. Absence reporting lines are available 24 hours a day. **Call the Stormonth line at 414-247-4119 and the Bayside line at 247-4225.**

We encourage parents to plan family trips outside of scheduled school days whenever possible. Parents whose child will accompany them on a family trip are asked to notify the teacher/principal in writing 5 days prior to the child's absence. This helps to plan for the absence and any make-up work that may be required.

RETURN CHECK POLICY

A service charge of \$25.00 plus the original amount of the check will be assessed for any returned check. Payment/coverage of a returned check may be made via one of the following methods: cash, money order, or certified check. The ability to pay for school related fees/services by check will be suspended until coverage of the returned check is made good. A second incident will require that all fees/services are paid via cash, money order, or certified check for the remainder of the school year.

SCHOOL BOARD MEETINGS

The Board of Education of the Fox Point-Bayside School District, comprised of five members elected at-large from the district, meet on a regular basis. Board Meetings are generally held on the third Monday evening of each month, however you are encouraged to confirm the meeting date and time before attending. On occasion meetings may need to be scheduled outside of the regular cycle. Village residents are welcome to attend regularly scheduled meetings, as well as any special meetings called by the Board. Meeting schedules are available in the school offices or you may call the District Office at 414-247-4167 for information. Board and committee meeting agendas are posted on Stormonth and Bayside School doors, and posted on the district web site. All meeting packets are also posted on the District Web Site: www.foxbay.k12.wi.us

SPECIAL EDUCATION SERVICES

Children who are displaying learning needs that may indicate a need for special education services are referred to the building support team and/or to the Pupil Services team. An assessment of the student's needs is made and based on the results of that assessment a variety of services may be provided. A description of services is provided below.

Speech/Language Program

The Speech/Language Program is designed to serve children in preschool through eighth grade. Children included in the program demonstrate difficulty in using and/or understanding speech and language. Intervention may include articulation, voice, fluency and language therapy.

Learning Disabilities Program

The Learning Disabilities program serves students who demonstrate a significant discrepancy between expected and actual academic achievement.

Emotional Disturbance

The program for students with Emotional Disturbance is designed for those who experience significant difficulty with behavior/adjustment in the academic environment and with educational expectations.

Cognitive Disabilities

The Cognitive Disabilities program serves students who experience delays in their adaptive behaviors, cognition and academic performance.

Physical and Occupational Therapy Services

Physical and occupational therapy (PT and OT) are support services provided to students whose physical limitations interfere with their ability to benefit from their educational program. The purpose of PT and OT includes restoring or maintaining function; fostering normal development; recommending adaptive equipment when needed; consultation and staff training; and preventing further disabilities, thus enhancing performance in the school environment. The Physical Therapist evaluates a student in terms of ambulation/quality of movement, gross motor skill level and posture. The Occupational Therapist evaluates a student in terms of fine motor skill (writing, coloring, and scissor skills); posture/positioning, perceptual motor skills; and self-help skills.

PUPIL SERVICES TEAM

The services of a school psychologist, school counselor, and special education coordinator are provided by the district to assure student learning and social needs are being addressed appropriate to each child's needs.

As a member of the Pupil Services Team the psychologist serves the school district in the following ways:

- Provides testing and evaluation services to students on an individual basis as needed. Referrals to the psychologist may be made by the teacher, parent, counselor, or the student. Testing may include evaluations of intelligence, evaluations of personality, and personality and emotional adjustment. Parent permission is obtained in advance of any testing.
- Provides guidance to teachers through interpretation of student evaluations and ongoing periodic conferences to facilitate continuing service to the child.

Pupil Service Team Members are also engaged in the following activities:

- Standardized group testing as required by the state and/or district is coordinated and implemented under the oversight of the Director of Teaching, Learning, and Assessment and generally coordinated by the guidance counselors at the building level in cooperation with the administrators and classroom teachers.

- Service to parents on an individual basis is provided as part of the IEP-Team approach. The Pupil Services Team provides service to the families of the district through coordination of district services with medical and agency services.
- Collaborative work with the Director of Teaching, Learning, and Assessment to inaugurate statistical research procedures directed toward analysis of general levels of student achievement.

The Pupil Services Team represents a collaborative professional approach to understanding and providing help for children who find it difficult to effectively use the resources of the school. These services are organized to help the child with his/her current difficulties and to prevent development of serious breakdowns, which these difficulties may portend.

Members of the Pupil Services Team seek to help children make the best use of their school experience. The unique contribution of this casework service is based upon understanding of human development and behavior, skilled interviewing skills, and the awareness of and ability to use school and community resources.

Children who show signs of social and emotional difficulties which interfere with their learning, attendance, or social adjustment are referred to the psychologist or school counselor. Referrals are made by teachers and other school personnel who are close to the children and able to observe their difficulties. Frequently, parents and children themselves ask for assistance.

Staffing meetings on individual children are held in order to assure the instructional program provided is individualized to address presenting problems. Staffing meetings generally include teachers, the principal, resource teachers, reading and/or speech specialists, the school counselor and/or psychologist allowing for a complete assessment of learning and/or social difficulties as well as a complete intervention strategy to address these needs.

The school counselor takes the leadership for the district's developmental guidance programs based on the Wisconsin Developmental Guidance Model. These programs are preventative in nature and include classroom guided activities on a regular basis as well as small group and individual counseling.

STUDENT FEES

A general user fee of \$75.00 is assessed for each child in Grades K4-8th. This fee is part of the general cost of educating your child. An \$8.00 trade book fee is also assessed in Grades 1-8. The trade books are used in class as a teaching tool. These trade books become the personal property of the student. Families may be eligible for a waiver of the general user fee. The trade book fee is NOT WAIVED because the books become the personal property of the student.

A Waiver of General User Fee Application and eligibility guidelines are included in the free lunch packet. Applications may also be obtained by calling the Business Office at 247-4167 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.

SUSPENSION OR EXCLUSION OF PUPILS

The School Principal or designee is responsible for managing the school and assuring the safety and well-being of students and staff in that building. To that end, rules are established that are expected to be followed by all students. If a student repeatedly violates rules, violates a rule that puts students or staff at risk, displays behavior that is extremely serious in nature, and/or is acting in ways that endangers the health and well-being of others, that student may be suspended for the behavior.

A district or building administrator may suspend a pupil for not more than 5 days or, if a notice of

expulsion hearing has been sent, for not more than a total of 15 consecutive school days, for noncompliance with school rules, school board rules, or for conduct by the pupil while at school or while under the supervision of a school authority which endangers the property, health, or safety of others. Prior to any suspension, the pupil shall be advised of the reason for the suspension and have the opportunity to respond to the stated reason for the suspension. The pupil may be suspended if it is determined that he/she is guilty of noncompliance with such rule, or of the conduct charged, and that his/her suspension is reasonably justified. The parent or guardian of a suspended pupil shall be given prompt notice of suspension and the reason therefore.

Upon being suspended, the principal, or his/her designee, will attempt to contact the parent to inform and arrange for immediate pick-up of the child from school. If the parent cannot be contacted prior to the end of the school day, the child will be dismissed at the normal time and sent home as usual. In this case, the student may or may not be removed from classes for the remainder of the day dependent on the nature of the issue. The suspended student may return to school at the end of the suspension period assuming a conference has been held by the principal with the parent or guardian and/or student during which behavioral expectations reiterated. This should be scheduled as soon as possible after the commencement of the suspension.

Following the conference with the building administrator the parent or guardian may request a conference with the District Administrator or his/her designee if there are further concerns about the suspension. This should take place, within 5 school days following the commencement of the suspension. If the District administrator or his/her designee finds that the student was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. Such finding shall be made within 15 days of the conference. A student suspended under this paragraph shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

The school board may expel a pupil from school, whenever it finds him/her guilty of repeated refusal or neglect to obey rules, or finds that he/she engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, and is satisfied that the interest of the school demands his/her expulsion. Prior to such expulsion, the school board shall hold a hearing thereon. Not less than five days prior to the hearing, written notice of the hearing shall be sent to the student and to his/her parent or guardian, specifying the particulars of the alleged refusal, neglect or conduct, stating the time and place of the hearing, and stating that the hearing may result in the pupil's expulsion. The student and his/her parent or guardian may be represented at the hearing by counsel. The school board shall keep written minutes of the hearing. Upon the ordering by the school board of the expulsion of a student, the expelled student or if the pupil is a minor, his/her parent or guardian may appeal the expulsion to the state superintendent. An appeal from the decision of the state superintendent may be taken within 30 days of the circuit court of the county in which the school is located. This paragraph shall be printed in full on the face or back of the notice.

Nothing in this policy prohibits the use of a pupil's existing record in connection with the suspension or expulsion of the pupil or the use of such records by a multidisciplinary team under Chapter 115 of state statutes.

Questions and Answers on School Discipline

Question: Who is responsible for maintaining student discipline within the schools?

Answer: 1. In the classroom, school hallways, and/or common areas the classroom teacher is responsible for maintaining order and adheres to school and district policies in regards to discipline of students. If the student behavior is considered to be a severe breach of classroom and/or school/district rules the student will be referred to the school principal.

2. In general school-wide matters, the school principal is responsible for discipline and adheres to school and district policies in regards to discipline of students. The principal may receive appeals on discipline actions that have been taken by a member of the teaching staff or support staff member in a supervisory role.
3. In district-wide matters, the district administrator may be consulted on school discipline and may receive appeals on discipline actions that have been taken by a school administrator.
4. Federal privacy laws (FERPA) prohibit/restrict the sharing of individual student information and therefore the outcome of disciplinary incidents cannot be shared with individuals who do not have a legal right to this information.

Question: What is the appropriate “chain of command” in relation to school discipline?

- Answer:
1. Generally the classroom teacher or supervisory personnel are responsible for initial disciplinary intervention and therefore should be the first person contacted if there are questions related to the disciplinary incident. Every attempt should be made to resolve the issue at this level.
 2. Following that, if concerns remain the next level of intervention happens at the building administrator level. If the building administrator or designee is the first individual involved in the disciplinary incident, they should be the first level of contact if there are concerns. Again, there should be a sincere attempt to resolve issues at this level.
 3. If the issue remains unresolved and concerns remain, the District Administrator or designee should be contacted. In this case, the District Administrator has a responsibility to talk with prior individuals involved in the incident before making a determination of the next course of action.

Question: How is the School Board involved in student discipline?

- Answer:
1. The Board has a role in reviewing and setting the policy standards for student discipline.
 2. The Board does not become involved in the specifics of a student discipline issue except in the case of an expulsion hearing at which time the Board acts as the final arbiter in whether or not a student should be expelled.

Question: Why doesn't the School Board know about specific student discipline cases?

- Answer:
1. School discipline *policy* is the purview of the Board. The Board delegates the implementation of the Board's discipline policies to the District Administrator who works with the school administration and staff to ensure that the Board's policies are adhered to.
 2. Since the Board is the final arbiter in an expulsion of a student, the Board does not become involved in the specific disciplining of students unless the student comes to the Board in an expulsion hearing.
 3. Federal privacy laws (FERPA) prohibit/restrict sharing of individual student information.

SUPERVISION BEFORE/AFTER SCHOOL HOURS

School personnel will be available to supervise pupils at bus arrival times (7:30 a.m. at Bayside and 8:30 a.m. at Stormonth) and for 10 minutes after dismissal time (3:10 p.m. at Bayside and 3:40 p.m. at Stormonth). **Special pick up arrangements for your child after school must be completed within 10 minutes after the dismissal times for the respective schools. For safety reasons, students are not permitted on school grounds unsupervised.**

TARDINESS

Students reporting after the start time will be marked tardy. Excessive tardiness may lead to disciplinary intervention, parent conferencing and/or a referral to the Milwaukee County District Attorney.

TITLE I and U.S. DEPARTMENT OF EDUCATION REQUIRED NOTIFICATIONS **District Performance Reports**

The No Child Left Behind Act requires school districts receiving Title 1 funds to publicly disseminate district and school data and performance results. This data and more detailed district and school information about test results, graduation, attendance, other academic indicators, teacher quality, and much more can be found on the DPI Wisconsin Information Network for Successful Schools (WINSS) website. To find results for the Fox Point-Bayside School District (Fox Point J2), copy and paste the following URL into your browser:

<http://data.dpi.state.wi.us/data/questions.asp?fullkey=01189003ZZZZ&DN=Fox+Point+J2&SN=None+Chosen&TYPECODE=6&CTY=40&ORGLLEVEL=DI> .

To find other data on WINSS, click on the Data Analysis logo on the upper right side of the page. If you do not have Web access and you would like to visit the WINSS Website, please contact the principal in your building. For further information or assistance, contact Kathy Myles, Director of Teaching, Learning, and Assessment at 414-247-4162. For tips on how to use the Data Analysis Section of WINSS go to http://www.dpt.state.wi.use/sig/usetips_data.html

In addition, some more general information is on the district website, under the District Report Card. There are also links there to the Department of Public Instruction website.

Student Surveys

School districts receiving funds under any U.S. Department of education program must notify parents of their rights to inspect certain student surveys and to opt their children out of those surveys and other activities that collect, disclose, or use personal information with students. In the event that the Fox Point-Bayside Schools is planning on conducting activities that fall under these requirements, the District will inform you and ask you for your permission for your child to participate.

Teacher Information

The No Child Left Behind Act requires school districts receiving Title 1 funds to share with parents the qualifications of teachers within the Fox Point-Bayside School District. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional assistants working with my child? If so, what are their qualifications?

If you are interested in receiving information on teaching staff members or instructional assistants that your child is working with, you should contact the principal at the school in which your child attends. If you want to see the state qualification for your child's teacher you may also find it on the Wisconsin Department of Public Instruction website at www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html.

TRANSFER OF RECORDS

Within five working days, a school district shall transfer to another school or school district all pupil records relating to a specific pupil if 1) the transferring school district has received written notice from his or her parent or guardian that the pupil intends to enroll in the other school or school district or 2) written notice from the other school or school district that the pupil has enrolled or 3) from a court notifying that legal custody of the pupil has been transferred to the department of Health and Social Services for placement in a juvenile correctional facility.

VANDALISM

Acts resulting in damage or destruction of school property are a matter of serious concern to the Administration and the School Board, because such acts represent a failure of the school community to instill the principle of respect for the property of others and result in unnecessary expense to restore or replace the damaged property.

When such acts occur, all parties involved in the oversight and education of children including parents, school authorities and police department personnel, should insure that in the investigation, apprehension and eventual resolution of the resultant problems, the welfare of the child or children involved be of primary concern. At all steps, a positive educational experience should result in which the students involved learn to take responsibility for their choices and actions as members of the school community.

It is the considered view of the School Board that obtaining restitution for physical damage done has a positive educational value, both to the child or children who may have been involved in causing the damage and to the remainder of the children of the school system, by a demonstration that such acts are deemed undesirable and unacceptable behavior.

While primary concern must be for the welfare of the students of the School District, the School Board is equally cognizant of its responsibility to the citizenry who should not be expected to bear the expense of restoration of damage caused by the acts of a few individuals. School personnel are expected to cooperate in every way with the police authorities having responsibility for the investigation of incidents, the apprehension of those responsible and eventual resolution of the resultant problems. Once those responsible have been identified, the school administration and/or School Board will take all steps to obtain restitution as are within its authority under Wisconsin statutes.



Stormonth Elementary School

Handbook for Students, Staff, and Families

Peter Stormonth Elementary School

7301 N. Longacre Road
Fox Point, Wisconsin 53217

Telephone: 414-247-4102
Fax: 414-247-8970

Visit us on the web!

Dear Families,

Welcome to Stormonth Elementary School! The handbook you are holding has been prepared to acquaint families with our school procedures and policies. It will serve as an invaluable resource should you have any questions or concerns regarding the education of your child. We believe that education is the joint responsibility of home and school. Children are entitled to the benefits that result when these two entities collaborate and have a basis for understanding. This handbook is one means to that end. If you have any questions that are not answered by this booklet, please feel free to contact us at any time.

We look forward to an exciting and engaging year with you and your child!

Sincerely,

Dan Westfahl

Dan Westfahl, Ph.D.
Principal

SCHOOL HOURS

All students in grades K5 through fourth	8:40 am to 3:30 pm
Morning kindergarten and K4	8:40 am to 11:30 am
Afternoon kindergarten and K4	12:40 pm to 3:30 pm
School office hours	7:30 am to 4:30 pm

ADMINISTRATIVE & SUPPORT STAFF:

Dan Westfahl, Ph.D.	Principal	414-247-4100 dwestfahl@foxbay.k12.wi.us
Suzi Metzenheim	Administrative Assistant	414-247-4102 smetzenheim@foxbay.k12.wi.us
Debra Campbell	Clerical Assistant	414-247-4103 dcampbell@foxbay.k12.wi.us
Shawn Geinopolos	Guidance Counselor	414-247-4150 sgeinopolos@foxbay.k12.wi.us
Tania Switon	Health and Attendance	414-247-4119 tswiton@foxbay.k12.wi.us

ATTENDANCE

It is the responsibility of families to report all student absences to the attendance office prior to 8:40 am. In addition to the dates of absence, please provide possible reasons and durations for absences. The attendance office will contact families for all unreported absences.

Families whose children will be absent for greater than 30 days should contact the building principal to discuss the continued education of the child.

While appointments are encouraged to be made outside of the regularly scheduled day, it is also recognized that there are times when children will need to be excused for all or part of the school day. A note from home is required prior to dismissing a child for these essential appointments.

Children who arrive late or leave school early will need to be checked in or out in the school office.

ARRIVALS

The school day begins promptly at 8:40 am. Children who arrive after this time will be marked tardy.

Buses

Children who arrive by bus are dropped off near the entrances on the west side of the building near Lombardy Road.

Cars

Children who arrive by car are to be dropped off on the east side of the building near Longacre Road. Kindergarten students will be dropped off in the circle drive where a supervisor will meet them. This entrance will also be used for all students who arrive later than 8:40 am. Students in grades one through four will be dropped off at the southeast driveway which leads directly to the playground.

Children in afternoon kindergarten should be dropped off by the southwest doors near Lombardy Road. Afternoon kindergarten students who arrive later than 12:40 pm should be dropped off in the main entrance off of Longacre Road.

Bikes

A note is required indicating that your child will be riding his or her bike to or from school. Children who choose to ride bikes to school should park and lock their bikes on the racks near the south east portion of the playground. For safety, all children should wear bike helmets and should walk bikes on school grounds. Bikes are expected to be licensed and in good running condition. The school and school district are not responsible for any losses or damages incurred to bicycles or other property.

Walking

A note is required indicating that your child will be walking to or from school. All children who walk to school should use the appropriate entrance, including the main entrance if they are late.

DEPARTURES

Students in morning kindergarten classes are dismissed at 11:30 am. All other grades are dismissed at 3:30 pm. Children who leave school prior to the regular dismissal time need to have a note given to their teacher and also be signed out in the office.

Busing

Buses board on the west side of the building off of Lombardy Road. Adults will be present to supervise buses. Written permission is required for students to ride a bus or to be dismissed to a bus stop other than their own. In an effort to keep all children safe and to allow for ample notification, this permission must be submitted to the teacher and office no later than 1:00 pm. As teachers may not have access to this technology during the school day, we ask that permission not be left on either voice mail or email.

Cars

Students who are picked up from school shall meet families at the main entrance off of Longacre Road. Adult supervision will be provided to ensure that children are picked up safely and by the appropriate designee. As with busing, a note is required if departure plans differ from the norm. In an effort to keep all children safe and to allow for ample notification, this indication must be submitted to the teacher and office no later than 1:00 pm. As teachers may not have access to this technology during the school day, we ask that this indication not be left on either voice mail or email.

Families are invited to park their cars in the north parking lot and meet children at the front of the school, or to drive cars into the circle drive where students will be dismissed as cars approach. All cars should enter the circle drive from the north only. As the circle drive has been designated a no parking area, cars parked in this area and left unattended are subject to ticketing from the Fox Point Police Department.

For families using the circle drive, please remain in the car and pull forward as space allows. Adults will dismiss children and escort them to the correct vehicle. Students will not be dismissed to cars parked on the street.

Bikes

Students will be dismissed from the bike area by a supervisor when traffic on Longacre Road is less congested.

Early Dismissal

For appointments that must be met during the school day, families must provide a written communication indicating that their child will be picked up early. As teachers may not have access to this technology during the school day, we ask that this indication not be left on either voice mail or email. Likewise, substitute teachers will not have access to voice mail or email to ascertain early dismissal plans.

Families who will pick their children up early must wait in the school office until the child arrives. Students must be checked out in the office and the health room.

BUS TRANSPORTATION

Transportation by bus is provided to all children who reside in the Fox Point-Bayside School District. Transportation is also provided to students enrolled in the Chapter 220 program through Milwaukee Public Schools. Transportation is not provided for students who attend Fox-Point Bayside Schools through Open Enrollment.

Bus routes are planned by the bus company and are subject to change as the year progresses. Again, written permission is required if busing arrangements differ from the norm.

For problems or concerns about routing, departure or arrival times, families are encouraged to call the bus company directly. Riteway can be reached at 438-5400, then press 0 to reach the dispatcher.

For problems or concerns about discipline or behaviors, families are encouraged to call the principal directly. The number for Stormonth School is 247-4100.

Bus Behaviors and Expectations

School buses are an extension of the school and the classroom. As such, children are expected to behave in a manner consistent with the rules set forth at school. Likewise, bus drivers have the authority as a classroom teacher to discipline children who are behaving in a manner that is unsafe. Bus drivers will also inform the principal in writing of violation of bus rules. Failure to comply with bus rules may result in assigned seating or a loss of riding privileges. In such a case, transportation to and from school will become the responsibility of families.

To stay safe on the bus, students will:

- Obey the bus driver at all times
- Remain seated
- Keep windows closed unless permission is granted by the driver
- Keep all body parts and objects inside the school bus
- Keep the aisle free
- Refrain from eating or drinking on the bus
- Use inside voices
- Be considerate of the rights and belongings of others
- Refrain from using obscene language or gestures
- Be punctual to the bus stop
- Use caution when approaching the bus

Bus Reports

The first report is considered a warning. Children will speak with the principal and classroom teacher regarding proper bus behaviors and families will be notified of the report. The report will be sent home with the child.

The second report is also a warning. Children will speak with the principal and classroom teacher regarding proper bus behaviors and families will be notified of the report and the offense in writing. Families and children will also be notified of the consequences of a third report. The report will be sent home with the child.

The third report may result in a bus suspension lasting from one to five days. Families will be notified by a telephone call or letter. Transportation to and from school is assumed by the families. The report will be sent home with the families, and a meeting with a bus company representative, the principal and the family may be required.

Additional bus reports may result in the revocation of bus privileges for the remainder of the school year. Students may also be assigned seats on the bus, and may serve suspensions in school or during recess for improper bus behaviors. Depending on the seriousness of the misbehavior, the Fox Point-Bayside School District reserves the right to remove students from the bus for an unlimited period of time.

CARE OF SCHOOL PROPERTY

Students are responsible for keeping textbooks, library books, and other materials issued to them in reasonable condition. Failure to do so will require an assessment determined by the degree of damage done to the item. Families will be responsible for the replacement costs of lost or damaged materials.

CODE OF CONDUCT

Students are expected to show respect and courtesy to one another and to all school staff members. These expectations extend beyond the classroom walls to the hallways, bathrooms, playgrounds, buses or any other area considered school property. The Code of Conduct, in conjunction with Wisconsin State Statute 118.164 and School Board Policy 443, is in effect while students are participating in school functions, both during and outside of the school day. Students are expected to behave themselves in a manner that allows all students to learn.

All students will:

- Treat all people with kindness and respect
- Treat property of the schools and others with respect
- Demonstrate problem solving skills when confronted with conflict

All children serve as representatives of Stormonth School, whether they are on the playground, in the hallways, on a field trip, out for recess or other activities outside of school. As such, behaviors exhibited in these circumstances should mirror those expected within the walls of our school. Respect and responsibility are highly valued traits that are instilled in our children and are to be adhered to in all situations. In all situations, Stormonth students are expected to be responsible, respectful and safe.

Lunchroom expectations

The lunchroom is an extension of the classroom. As such, the behaviors expected of the children in the lunchroom should mirror those expected of the children during class time. Likewise, lunchroom supervisors, be they Stormonth staff members or volunteers, have the responsibility to reinforce, remind, and redirect all students.

- All children will use good table manners. This includes, but is not limited to:
 - Using appropriate utensils.
 - Using utensils appropriately.
 - Cleaning up after themselves and others.
 - Saying “please” and “thank you” to lunch room supervisors and personnel.
- All children will speak in conversational voices.
 - Loud, silly or disruptive behaviors will incur a private reminder.
 - A continuation of inappropriate behaviors will result in the remainder of the lunch period being spent at a separate table from their peer group.
- All children will refrain from sharing and trading food.

Playground expectations

The playground is an extension of the classroom. As such, the behaviors expected of the children on the playground should mirror those expected of the children during class time. Likewise, playground supervisors, be they Stormonth staff members or volunteers, have the responsibility to reinforce, remind, and redirect all students.

All children will:

1. Play safely on and around the equipment.
2. Respect the property of the school and others.
3. Refrain from fighting or play fighting.
4. Exhibit good sportsmanship.
5. Listen to and follow directions from supervisors.

COMMUNICATION

Effective communication is vital in helping families understand what is happening in their child's school and classroom. Likewise, effective communication allows families to let teachers and staff members know how to best meet the needs of their child. Communication is the responsibility of families and staff members in helping each child to reach his or her greatest potential.

Teachers and staff members welcome telephone calls and face to face contact whenever possible. While email has become an efficient and easy way to communicate with staff members, we ask that all members of the Stormonth community refrain from using email to communicate confidential or time sensitive information.

Families can expect communication to take the following forms:

- *Monday Folders and email communication:* Each child will have a folder that is sent home on the first school day of each week. It will contain grade level and classroom specific information. Monday Folder information will be distributed to families via email to the address provided at the beginning of the school year. This information will also be available on the District website. www.foxbay.k12.wi.us.
- *Newsletter:* The monthly school newsletter highlights calendar events, grade level and specialist curriculum information, and parent reminders. The newsletter can also be located on the District website and updated monthly.
- *Parent Orientation:* All parents will be invited to a classroom Parent Orientation during the first month of school to get an overview of the grade level program and individual classroom expectations and routines.

- *Teacher communication:* Individual teachers will communicate as needed via the Monday Folder, individual newsletters/folders, emails, or phone calls to share happenings, explain assignments and projects, and announce upcoming field trips and events.
- *Conferences and Report Cards:* Parent-teacher conferences are scheduled twice a year, but may be requested additionally by either parent or teacher at any time. Report cards are sent home each trimester to formally communicate your child's school performance.
- *Parent communication:* Parent input and questions are valued and encouraged. Parents may contact teachers via email, phone, or a note with your questions and concerns. Teachers will respond to all parent communication in a timely manner.
- *District Website:* The District website is regularly updated with pertinent information and calendar events for each school. Go to www.foxbay.k12.wi.us for the current events within the District.
- *Outside Communication:* Information from organizations outside of the Fox Point-Bayside School District will not be distributed through Monday folders or the district website, but can be found on a distribution table in the Stormonth lobby.

DISCIPLINE

Children at Stormonth are encouraged to develop self-discipline and to monitor their own behaviors. Children are also taught that each behavior has consequences, and that these consequences are a direct result of the choices made.

Classroom teachers will have individual expectations for in-class behavior as well as individual consequences. In situations outside of the classroom, all members of the Stormonth community have the responsibility to reinforce, remind and redirect all students. In many instances, this verbal reminder is enough to help children refocus. In situations where aggressive behavior or inappropriate behaviors continue, a Behavior Referral Form will be issued.

1st Behavior Referral Form

The Behavior Referral Form and Positive Problem Solving Form will be filled out by the child with assistance as necessary. This form will allow students to identify their inappropriate behavior and provide the child with the opportunity to refocus on more positive solutions in future situations. The Behavior Referral Form and the Problem Solving Form will go home with the child, must be signed by the parent(s) and the child, and be returned to the principal the following day.

2nd Behavior Referral Form

The Behavior Referral Form and Positive Problem Solving Form are to be signed by the parent(s) and student and returned by the student to the principal the following day. In most cases, the parent(s) will be contacted by the principal and/or the classroom teacher. The child will use a recess period to reflect upon proper behaviors and what they will do next time.

3rd Behavior Referral Form

The Behavior Referral Form and Positive Problem Solving Form are to be signed by the parent(s) and student and returned to the principal the following day. The child will stay in for all recesses until they are returned. Additional consequences, dependent on the severity of the offense may include missed recess or suspensions. A conference involving the teacher, principal and parent(s) will be arranged to develop a plan to support the student in making appropriate and positive choices about his/her behavior.

EMERGENCY DISMISSAL

Parents are asked to make arrangements for the care of their children in the event that school is closed due to an emergency. Parents should instruct their children about arrangements made for them in the event school is closed during the normal school hours. We will make every attempt to notify parents if such an event should occur.

EMERGENCY PROCEDURES

It is the primary concern of all staff members to keep children safe to allow them to learn. As such, certain safety precautions will be taken to ensure that every child is accounted for and remains under the care of Stormonth staff members.

Fire Drills

Fire Drills for the entire school will be held on a regular basis. State law requires drills be held monthly. Weather will be taken into account when planning and carrying out fire drills.

Take Cover Procedures

In the event that circumstances dictate a “take shelter” situation, such as a tornado or severe weather, each teacher will escort students to an assigned designated shelter area. Students who are outside the building will be called inside. Tornado drills are held during active tornado months.

Evacuation Procedure

If time permits, parents will be notified and students shall be sent home to their normal destination. If there is an immediate need to evacuate the building, students will be escorted to a safe, off-site location. Parents would be notified to pick up their children from that location.

ENTRANCE AGE

Children will be admitted to K4, K5 or Gr. 1 if their fourth, fifth or sixth birthdays, respectively, fall on or before September 1 of the year in which they propose to enter school. Proof of age is required.

Resident and transfer students shall be admitted to the grade level most compatible to their educational progress or to a grade level mutually agreed upon by the principal and the parent(s).

Parents of children who are not age eligible for entrance to Kindergarten, but who wish to have their children tested for Kindergarten readiness and possible early admission, may do so by calling the School Psychologist at 247-4252 and submitting a written application for testing.

FORGOTTEN ITEMS

If you need to bring something to school for your child during the school day, please leave the item(s) in the office, and we will make sure that your child receives it as soon as it is convenient for the teacher.

HEALTH

Children in school are very susceptible to colds and the common communicable diseases.

Please keep your child at home if he/she:

- has a fever of 100 degrees or higher
- is vomiting or has diarrhea
- has an unexplained rash
- has “red eyes” with “mattering” in the morning
- has a cold/cough with thick discharge of yellow or yellow-green appearance

Reporting Illnesses

Please call the Attendance Office at 247-4119 before 8:30 a.m. if your child will be absent for any reason.

Health Office

The Health Room Assistant provides basic first aid for injuries and illness which happen during the school day. The assistant will consult with the supervising school nurse when questions or problems occur which are not routine events. The Health Office is not a clinic, and therefore is not a substitute for the student’s own physician or health care provider.

Other Information

- If your child has a specific health problem, school personnel must be informed. The teacher, the principal, and the Health Room Assistant need to be told of the steps that are to be followed in case of emergencies.
- Should your child become ill at school, every effort will be made to contact his or her family. Please make arrangements with a relative or neighbor who can be contacted in case you cannot be reached. Please tell your child of this arrangement and notify the school office.
- In the event of an injury which may require a doctor's attention, every effort will be made to contact you. In case of extreme emergency, the school will notify the physician listed on the child's files and follow the instructions accordingly.
- Please be sure that the school has a current emergency number.
- After 3 days of absence, a physician's note is required.
- If a student is excused from recess and physical education, a release letter from a physician will be required to return to these activities.

Head Lice

Classroom screenings for head lice will not be done routinely. However, all school checks may be done if deemed necessary. If there is a confirmed case of head lice identified in a classroom, all children in the classroom will be screened, and a note will be sent home indicating that a case has been reported. Students with head lice will be sent home from school and will be readmitted when they have been treated and are found to be nit free. All children must be re-checked by our Health Room Assistant prior to returning to school. We greatly appreciate parents notifying the office if they discover their child has head lice.

MEDICATION

If your child must take a prescription drug during the school day, the parent must secure the appropriate district-provided forms. No medication will be dispensed at school until the following are on file with the Health Office:

- Permission to Administer Medications forms with physician signature.
- Written parental permission authorizing administration of the medication by school or health office personnel.

Prescription and nonprescription drug administration release forms may be obtained by calling the school Health Office or on the school website. Children are not permitted to carry medication to school. Parents must bring medication to the school Health Office.

All medications must be in the original container with a prescription label that also contains proper identifying information. No medication will be given if it is sent to school in unapproved or unauthorized containers. Any medication received in unauthorized containers will be disposed of by the health office staff. Medication will be administered only if the proper permission forms are signed and on file in the health office.

Over the counter medications, such as Tylenol, cough drops, cold medications, etc. should be administered at home. Such medications will not be administered or provided by the school.

HOME AND SCHOOL CONNECTIONS

Various groups help us to reach the educational aims of Stormonth School and the Fox Point-Bayside School District:

PAC

The Stormonth School Parent Advisory Council (PAC) will meet one time per month to discuss issues related to our school and the education of our students. The twelve member panel is chosen at random from interested families, but all Stormonth families will be invited to attend.

PTO

The Fox Point-Bayside Parent Teacher Organization (PTO), open to all parents and staff members, functions in an advisory and service role. The PTO provides leadership and assistance in planning and carrying out many activities of benefit to the schools in the district. Information about PTO activities may be found in the school newsletter, PTO newsletter, and various special flyers sent home in Monday Folders or posted on the web site. Annual membership information is sent home early in the school year and is also available in the school office.

Foundation

The Fox Point-Bayside Educational Foundation, Inc. is a non-profit, 501(c)(3) organization dedicated to enhancing the learning environment of students at Stormonth Elementary and Bayside Middle Schools. The Foundation supports capital improvements to school property, equipment for classrooms and buildings, and special projects. Since its inception in 1993, the Foundation has raised more than \$232,000 for items ranging from mobile computer labs and sound systems to defibrillators and landscaping projects.

HOMEWORK

Homework is an extension of the opportunity for learning experiences beyond the regular classroom period. The amount of time spent in doing homework will vary, as it is directly affected by the child's individual ability and how efficiently the child uses study time at school. Each grade level expects reading and math to occur each night.

Kindergarten: If students travel on vacation, students are asked to keep a journal of their experiences to share with the class. Reading, either to or with a family member, is expected each night.

First Grade: Children are expected to read for a minimum of 10 minutes per night. Some study of the basic math facts is also expected. Unfinished classroom work will also be sent home for completion. Some long term projects may also be a part of at home expectations.

Second Grade: Children are expected to read for a minimum of 20 minutes each night. Math homework will also be sent consistently. Some project work and spelling may be given. Unfinished classroom work will also be sent home for completion.

Third Grade: Children are expected to read for a minimum of 20 minutes each night. Spelling homework is assigned weekly, including weekly spelling lists. Math homework is assigned consistently and will include work on basic math facts. Unfinished classroom work will also be sent home for completion. Some project work may also be assigned.

Fourth Grade: Children are expected to read for a minimum of 30 minutes each night. Math work is assigned consistently and includes work on their math facts. Long term projects are assigned throughout the year. Children are also beginning to study for tests and quizzes.

IDENTIFICATION

Families are asked to mark all items such as clothing and lunchboxes clearly with their child's name. This will greatly assist the teachers and reduce the possibility of loss or misplacement.

INCLEMENT WEATHER POLICIES

Recess

Recess is a time for socialization and an opportunity for children to get the fresh air their bodies need to thrive and learn. All children will be expected to go outside for recess, weather permitting.

All children are expected to be appropriately dressed for the weather, including boots, snowpants, hats and gloves when the weather reaches below 32 degrees. Snow pants and boots are required for children wishing to play on snowy areas of the playground. With rain or when temperatures or wind chills reach below 15 degrees, children will stay inside the building. The decision for indoor or outdoor recess will be made at the discretion of the building principal and office staff.

If there is a medical reason why a child should not go outside, a doctor's excuse will be necessary.

SCHOOL CLOSING

As soon as the decision has been made to close school for any emergency or inclement weather, all the local media are notified. Families will hear specifically that Fox Point-Bayside Schools are closed before assuming that we will not be in session on any given day. This information will also be posted on our district website, <http://www.foxbay.k12.wi.us>.

Announcements will be made over the same stations if school must be dismissed because of weather before the end of the school day. Parents are to make arrangements ahead of time for the care of their children in the event school is dismissed before the end of the day.

INSTRUCTIONAL SUPPORT SERVICES

A variety of special services are provided by the district or cooperatively with other school districts or agencies to supplement the regular instructional program. These include:

- Special education services
- Speech and language services
- Reading
- Math
- Guidance
- Gifted and Talented services
- Health services

The purposes of these instructional support services is to provide support to classroom teachers in identifying unique student learning needs and in developing approaches to address these needs. If you desire additional information about any of the above, please feel free to contact your child's teacher or principal.

LOST AND FOUND

Parents are asked to remind their children to check the school's lost and found collection located in the lobby. Smaller items such as jewelry, keys, etc. will be kept in the school office. Items not claimed by the end of the school year will be donated to a local charity.

SCHOOL LUNCH

Taher, Inc. is the food service provider for the Fox Point-Bayside School District. All questions or concerns regarding school lunch should be addressed to the Food Service Director, who can be reached at 351-6595.

All students will be issued an identification number which is linked to their Taher account. All payments should be made to Taher and sent to the school office. Money will be deposited into the school lunch account on the last day of each school week.

School lunch prices are \$2.10 per day and \$0.35 for milk only. Payments can be made at any time and in any increment. When student lunch accounts are low, a notice will be sent home reminding families to add to their account. Left over funds at the end of the school year will be transferred to the following school year.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are a vital part of the district's pupil reporting practices. These conferences provide an opportunity for an exchange of information that can lead to better understanding of a child's total development. Equally important, they let children know that their parents and teachers are working together for their benefit.

Scheduled Stormonth parent-teacher conferences are held throughout the year. Please check the school calendar at the beginning of the year for specific dates. Parents will be notified when and how to sign up for specific conference dates and times. Additional conferences may be held during the year as requested by the teacher or the parent.

Before the conference, families can:

- Attend conferences in a timely manner.
- Understand that all parties have the best interests of your child in mind
- Approach the conference with a positive attitude to develop a working relationship with staff members.
- Prepare questions to ask the teacher, such as:
 - How is my child doing (strengths/weaknesses)?
 - Is he doing as well as he/she should?
 - Does he/she get along well with other children?
 - How has he/she done on tests?
 - In what ways can I help him/her?
- Planning time so that you are able to discuss those areas that you feel are important within the time limits of the conference.

During the conference, families can:

- Consider using any prior reports from the teacher as a springboard for discussion.
- Ask the questions you prepared for the conference.
- Be open to suggestions from the teacher. They will be offered for joint consideration, and your participation in deciding which to use is essential.
- Please share any information that might help the teacher better understand your child.
- Ask the teacher to recommend some ways in which you can help your child at home.

After the conferences, families can:

- Review the highlights of your meeting, and decide how you can follow up on any suggestions to help your child.
- Discuss the conference with your child. Begin by pointing out his/her strengths. Then talk about the areas that need improvement.
- Remember, conferences need not be limited to those scheduled by the school. Parents and teachers are encouraged to meet whenever the need is felt.

PARTIES

Halloween, Valentine's Day and the End of The Year have been traditional times for school parties. Birthday treats are permitted when arrangements have been made with the teacher. Celebrations should be kept simple so as not to interrupt the instructional day or well-practiced routines and procedures. Likewise, care should be taken when sending snacks or drinks that can permanently damage school property.

Families are to refrain from sending invitations to private parties to school. The school office or classroom teacher can provide a list of names for distribution in the mail. Addresses can be found in the PTO directory. We are unable to share this information at school, and thank you for your cooperation.

PETS

Because of allergies and for safety, pets are not allowed on the school grounds or in the circle drive. Individual teachers may make arrangements with families to allow pet visits during certain times of the year, with strict supervision of an adult. Families should contact teachers well in advance so appropriate precautions can be made.

PHYSICAL EDUCATION

All children are expected to participate in physical education and recess periods unless a written excuse from a physician is presented. Students with serious symptoms of cold or sore throat should remain at home until these symptoms subside. Students who are excused from recess and physical education will require a release letter from a physician to return to these activities.

All students must have a pair of tennis shoes to wear to physical education class. For reasons of cleanliness and safety, these tennis shoes should not be worn outside the school building and must be kept in the student's locker or classroom. Please label all tennis shoes. On days of physical education, students should wear comfortable and appropriate clothing.

PLACEMENT PROCEDURES

The Stormonth staff is committed to placing students in the best possible heterogeneous classes. The balanced classes are formed to create a cohesive community based on peer relationships, academic needs, gender and race. Many hours are put in by staff to make sure that the groupings are made in the best interest of all of the children. A teacher is assigned to each group of children after the groups are formed. The lists then are reviewed by all staff to make sure each child has an appropriate placement. Please keep in mind that all of our staff wants the best for all of the children. Every attempt will be made to ensure that each child has the most positive learning environment for the following year. If your child has special needs that we are not already aware of, please feel free to notify the principal. We do not accept requests for placement with a specific teacher.

REPORT CARDS

The school year is divided into three grading periods of approximately twelve weeks in length. Parent-teacher conferences are scheduled during the first and second grading period. Report cards will be sent home at the end of each grading period. Parents are encouraged to contact teachers via telephone or request an additional conference in order to discuss the progress of their children if any questions arise.

SCHOOL SUPPLIES

General school supplies are not sold at school during the school year. Supply lists for the following year will be distributed to parents in an end of the year Monday Folder, as well as included in the Opening School Packet and on the website. Parents will be informed during each school year about needed replacement supplies, such as glue, pencils, paper, rulers, crayons, etc.

SPECIAL ACTIVITIES

Assemblies

A number of all-school assemblies are held throughout the school year. Information about upcoming assemblies will be included in the monthly newsletters. Parents are invited to attend.

General Music Concerts

Students have the opportunity to participate in general music concerts during the school year. Information about upcoming concerts will be included in the monthly newsletters.

Musical and Drama Opportunities

Musical and drama opportunities will be provided for students. These may involve particular grade levels depending upon the skill level necessary for the selected performance. Information on these opportunities will be distributed in Monday Folders.

Intramurals

Fourth grade students may participate in noon hour intramural sports activities. A variety of experiences will be provided throughout the year.

STAR Program (Students Taking Additional Responsibility)

Fourth grade students may volunteer to assist in a variety of leadership opportunities. This program is coordinated by our guidance counselor.

TELEPHONE

The office and classroom telephones are for emergency use and school related business only. Students will be discouraged from calling home to request forgotten items.

VISITS TO SCHOOL

We encourage parents to visit school. Classroom visitation provides you with an opportunity to observe instruction first hand and to view your child interacting with peers. Please make appointments for visiting the classroom with the teacher. Signs requesting that all visitors, including parents, register at the office have been posted on the doors of the school. We also request that parent volunteers and visitors wear the name badge provided upon checking in at the office. This is a safeguard for all students and all persons at Stormonth. If you are picking up your child for an appointment or at the end of the day, please wait for your child in the school office or lobby.

Students are not allowed to have friends visit the school unless approved by the classroom teacher and the principal.



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SCHOOL DISTRICT

A Valuable Education. An Education With Values.

**BAYSIDE MIDDLE SCHOOL
2011-12 HANDBOOK**

**BAYSIDE MIDDLE SCHOOL
601 East Ellsworth Lane
Bayside, WI 53217**

**Telephone: 414-247-4201
Fax: 414-247-8963**

www.foxbay.k12.wi.us

GENERAL INFORMATION

Welcome to Bayside Middle School, where learning and continuous improvement is our primary focus. Bayside serves approximately 400 students in grades five through eight. This includes resident district students as well as students who attend our school under the state open enrollment program, voluntary integration program, or other programs that create additional educational choices for students. We are proud of the talented and diverse student body that makes up Bayside Middle School.

Bayside Middle School has a faculty of 40 full-time and part-time teachers. In addition, our staff includes the principal, an administrative assistant, instructional assistants, and maintenance staff. In addition we are supported by a number of faithful parent volunteers as well as the district office staff.

SCHOOL HOURS FOR STUDENTS

Fifth Grade through Eighth Grade 7:50 a.m. - 3:00 p.m.
(Students may arrive to school as early as 7:30 AM.)

School Office Hours

7:30 a.m. - 4:00 p.m.

SCHOOL ADMINISTRATION & SUPPORT STAFF

Don Galster

Principal

414-247-4200

dgalster@foxbay.k12.wi.us

Patty DeGraff

Administrative Assistant

414-247-4201

pdegraff@foxbay.k12.wi.us

Julie Brockhus

Clerical Assistant

414-247-4202

jbrockhus@foxbay.k12.wi.us

Cherrie Raimann

Health Assistant/Attendance:

414-247-4225

craimann@fobay.k12.wi.us

Jill Lesch

Guidance:

414-247-4211

jlesch@fobay.k12.wi.us

Ted Noll

District School Psychologist

Bayside Special Education Coordinator

414-247-4252

tnoll@foxbay.k12.wi.us

ACADEMIC TEAMS/GRADE LEVEL TEAM STRUCTURE

All students are assigned to a grade level team with a team of teachers. The teachers meet weekly during block planning time. This allows them to plan instructionally together in order to address individual student needs.

FIFTH GRADE

Fifth grade is a transition year from Stormonth to the middle school. Students are assigned one teacher for Humanities (English, Reading and Social Studies). Math and Science are taught by specialists in the subject area. There is also one core academics self-contained 5th grade class. Fifth grade students will also meet twice each week for world language. Students have a choice of taking French or Spanish.

Fifth grade students are required to take special subjects classes in art, integrated technology (DATA 5), physical education and general music. They may elect to join band, choir and/or orchestra.

SIXTH GRADE

All sixth grade students carry six academic core classes including English, math, reading, science, social studies and a foreign language. All academics meet daily except the foreign language, which meets two times each week. Specialists in the subject area teach each of the core classes.

Sixth grade students are required to take special subjects classes in art, integrated technology (DATA 6), physical education and general music. They may elect to join band, choir and/or orchestra.

SEVENTH GRADE

All seventh grade students carry six academic core classes including English, math, reading, science, social studies, and a foreign language. All core classes meet daily.

Specialty classes in art, general music, creative writing and technology (DATA 7) are taught on a trimester bases in a related arts block. Physical education is required throughout the year. Band, choir and/or orchestra continue as electives.

EIGHTH GRADE

All eighth grade students carry six academic core classes including English, math, reading, science, social studies and a foreign language. Classes continue to meet daily.

Specialty classes in art, general music, creative writing (journalism) and technology (DATA 8) are taught on a trimester bases in a related arts block. Physical education/health is required throughout the year. Band, choir and/or orchestra continue as electives.

ADVISOR/ADVISEE PROGRAM

Middle school students are experiencing one of the most challenging stages of their lives. In order to meet the unique social/emotional needs, the Advisor/Advisee program has been adopted at all grade levels for all students at the middle school.

MISSION STATEMENT

The Advisor/Advisee program is a learning environment that addresses the social, emotional and intellectual needs of the students of Bayside Middle School. The Advisor/Advisee groups will provide every student:

With at least one significant adult within the school setting who will be available for sharing concerns and offering additional help in problem solving and goal setting.

The opportunity to belong to a smaller group within the school to foster better peer relations and offer an environment in which social skills can be developed.

The opportunity to explore ideas and thoughts outside regular school classes yet within the school environment.

GOALS OF THE ADVISOR/ADVISEE PROGRAM

Topics for the program will include a variety of activities including organizational skills, study skills, acceptance of responsibility, school spirit and other activities that will enable each student to experience success in school. Groups will meet daily. Advisors also take daily attendance. Goals for the groups will include:

1. To provide each student with an advocate and mentor
2. To improve communication with grade level teachers and peers
3. To provide a caring environment
4. To create a sense of personal pride
5. To enhance school and community spirit
6. To develop personal organizational skills
7. To address grade level concerns or problems

Teaching staff members will serve as Advisors in grades 5 - 8.

AFTER SCHOOL/LATE BUS TRANSPORTATION

There is a late bus scheduled after school at 3:40 p.m. Tuesday through Thursday, for Chapter 220 students only. There is no 3:40 p.m. bus on Mondays or Fridays. District resident students are required to have their own transportation home if they stay after school for academic or extra curricular activities on any day.

There is also a later athletic bus provided for non-resident Chapter 220 students only. This bus will transport student athletes after practices and games. There are no buses provided for student spectators at our games.

Students are expected to follow the Bayside Middle School Code of Conduct while on the bus. Students may lose their after-school privileges if they do not abide by the guidelines outlined.

ARRIVAL AND DISMISSAL

Arrival time for students is between 7:30 and 7:45 a.m. All students should be dropped off at the northeast entrance off of Ellsworth Lane. Students must remain in a designated inside or outside area until the first bell rings at 7:43 a.m. All students will be marked tardy if they are not in their assigned Advisor when the 7:50 a.m. bell rings. Adult supervision begins at 7:30 a.m. The main entrance to the building from the front foyer area is locked for security reasons until 7:30 a.m. Please do not have your children arrive before 7:30 a.m. Parking is not permitted in the entrance zones at any time. Parents who wish to enter the school must use the designated parking lots adjacent to the north and south entrances.

Students riding bikes are to park their bikes and lock them to the bike racks located on the northwest side of the building. The school district is not responsible for any losses or damages incurred to the bikes.

Dismissal will occur at 3:00 p.m. Fifth and sixth grade students will depart from the south entrance, seventh and eighth grade students from the north entrance. Students will be dismissed from their last period class. **All students must be picked up by a guardian or be in a designated area with a staff supervisor by 3:15 p.m. Students will not be allowed to wait unsupervised in any area of the building beyond 3:15 p.m. each day. If still here beyond 3:15 p.m., they must be in a scheduled supervised activity.**

Students departing by car must be picked up at the northeast entrance. **No traffic is permitted in the bus loading area.** Students leaving school prior to the regular dismissal time must check themselves out at the Attendance Office/Health Room for sign out.

BAND, CHOIR AND ORCHESTRA

Band, choir and orchestra are elective classes offered to all grades at the middle school. All are taught by music specialists. Students not participating in these classes will be assigned to supervised study halls. Band and orchestra students participate in lessons in addition to the band or orchestra class. Students are expected to participate for the entire school year.

A musical, play and several concerts are presented throughout the year to both the student body and to the community. Student attendance and participation are expected for students enrolled in performing arts classes. Please plan to attend and support our many musical groups at the middle school.

BUS TRANSPORTATION

School buses are scheduled for specific routes and times. (Riteway Bus Co. phone number 414-438-5400). The bus company issues a letter in the opening school information. If a teacher intends to have a child remain after school, he/she should notify the child in advance and the child should be given the opportunity to notify his/her parents. There is a late bus at approximately 3:40 p.m. Tuesday through Thursday for Chapter 220 students. There are no late buses for district resident students. If a student wishes to take a different bus at the end of the school day (3:00 p.m.), he/she must bring a parent permission note to the Health/Attendance office in the morning to have it approved and then will give the note to the bus driver upon boarding the bus at 3:00 p.m. A student may not ride a different bus if he/she forgets a note, or decides during the day to go to a friend's house after school. Phone requests will generally not be accepted, but faxed notes to the office would be OK. FAX (414) 247-8963.

Teachers supervise bus loading at the end of the school day. They remain on bus duty until the departure of the last bus.

COMPUTERS AND LIBRARY MEDIA CENTER

Classes are scheduled in both the library and computer center by the academic and specialist teachers. These resource centers support the curriculum being taught in the classrooms. Research, computer skills, web design and video editing are learned through participation in a variety of activities in core and elective classes. All of the middle school staff receive training in technology and assist in developing appropriate curriculum projects that will enhance technology skills and digital applications. The building is networked and a T-1 line has been installed providing internet access to every classroom in the building.

DISCIPLINE PHILOSOPHY AND EXPECTATIONS

The objective of the school's discipline policy is to guide pupils in developing self-discipline so they may achieve maximum benefit from their educational experience and prepare for their future roles as responsible citizens. We view this objective of self-discipline as a goal to be achieved through the cooperative efforts of parents and the school as they jointly guide children through their various phases of development. The adult expectation for a child's self-direction should be commensurate with the youngster's maturation. Teacher-parent and teacher-principal communication is essential when assisting children in coping with their expanding environment. Equally important is the communication between teacher-pupil and parent-child in relationship to the student's immediate needs.

Discipline should not be viewed as a negative action, but rather as a positive procedure to aid the child in learning and perceiving his/her growing responsibility in terms of our stated objectives. The concern of the staff is directed toward prevention rather than cure.

BAYSIDE MIDDLE SCHOOL'S CODE OF CONDUCT

At Bayside Middle School we have very high expectations for all of our students. We believe our students not only will meet our high academic standards, but will demonstrate exemplary behavior as well.

At Bayside Middle School we expect our students to adhere to these Non-Negotiable School-wide Student Expectations:

- 1) Respect staff members, classmates and property.
- 2) Be on time.
- 3) Come to class prepared.
- 4) Listen when another is speaking.
- 5) Behave safely.
- 6) Accept responsibility.

Learning self-discipline is a continuous process for students which requires a collaborative approach between home and school. The staff of Bayside Middle School is committed to creating a safe and respectful environment, and parental support for this is essential.

The following support by parents will help ensure a positive and safe environment for all students:

- Read through the School Handbook with your child.
- Sign the Code of Conduct Agreement with your child.
- Support the necessary interventions taken by staff so that your child will understand and act in a manner which is expected of them here at Bayside Middle School.
- Respectfully contact the individual staff member for clarification when you have a concern.
- Discuss the inappropriate behavior with your child and ways to act in the future.

To assist students in managing their behavior, we consider it necessary that there be appropriate consequences for inappropriate behavior. In some situations, a verbal reminder is all that will be needed to help students refocus their behavior in a more positive manner. We will ask for parents' cooperation and support should it become evident that additional intervention is necessary. The teacher or principal will contact the parent in such situations.

1. The following are examples of major offenses and will result in an immediate referral to the office and potential suspension:

Fighting (any physically aggressive act which endangers the health or safety of others)

Use of Profanity (language which shows disrespect toward the school environment)

Sexual Harassment (further information provided in the School Handbook)

Vandalism (attempting to deface or destroy property which is not one's own)

Theft

Controlled Substances (possession, sale, transference or under the influence) These major offences will be communicated to students and parents at the beginning of the year by the principal. When a law is violated, police involvement will occur.

As a staff we are committed to developing an environment focused on learning and excellence. Our Belief Statements and Code of Conduct help define the type of educational environment we strive to obtain every day. We will continue to praise and reinforce appropriate student behavior. Students that adhere to these behavioral expectations will be successful at Bayside Middle School! We appreciate your support in making Bayside Middle School an excellent, safe, and positive place to learn and grow.

Student Bullying

The Jt. #2, Fox Point-Bayside School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims, and bystanders. The school district is committed to consistently and vigorously addressing bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect or electronic. For example, this type of bullying may include spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or by any form of social media (e.g., MySpace, Facebook), which is also known as Cyber bullying.

Prohibition:

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school related officials (e.g. bus drivers, nurses, lunchroom volunteers) who observe or become aware of acts of bullying are required to report these acts to the school principal, guidance counselor, or designee. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the school principal, guidance counselor or appointed designee.

Report of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate such reports (i.e. the school principal, guidance counselor, or appointed designee).

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

The person assigned by the District to conduct an investigation of any bullying report shall, within a reasonable amount of time, interview the person(s) who are victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report including interviewing witnesses. The investigation will ideally take place within one school day of when the report is received as circumstances allow. Parents and/or guardians of each student involved in the bullying will be notified prior to or at the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior they shall be appropriately disciplined and/or counseled by the principal, guidance counselor and/or appointed designee. Furthermore, the school district administration and school board may take disciplinary action up to and including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff or designee(s) will provide support for the identified victim(s) as appropriate.

Employees found to have participated in bullying behavior, or having become aware of bullying taking place and failed to take action or to report the behavior, are considered to be in violation of the prohibition expressed by the policy and, therefore, subject to disciplinary action consistent with the collective bargaining agreement or the support staff handbook.

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. The school district will also provide a copy of the policy to any person who requests it.

LEGAL REF.: 2009 Wisconsin Act 309
Section 118.46(2)

CROSS REF.: 365-Computer, Internal Network, Electronic Mail, and Internet Acceptable Use Policy
412-Student Harassment
443 Code of Student Conduct
Fox Point-Bayside General School and District Information Handbook

APPROVED: September 20, 2010

STUDENT CODE OF CONDUCT (CONTINUED)

Possible Consequences for Failure to Comply with Student Behavioral Expectations:

- Possible consequences may include warnings, lunch detention/work session, phone calls home, conferences with grade level or special subject teams, loss of specific privileges, conferences with parents and/or principal, after school detentions, administrative time-outs and in-school or out-of-school suspension. In some cases police may be involved.
- Each teacher or adult will define consequences as he/she judges to be appropriate to the circumstance. Administration will be involved as needed.
- Assignment of lunch detention or after-school detention (10th hour) to be served under the supervision of a teacher may be a student consequence. If expectations are not met, the non-cooperative student will not be credited with serving this consequence and additional consequences will be issued by the teacher and/or administrator.
- Pupils required to remain in the classroom for disciplinary purposes during outdoor recess periods will be supervised by the teacher or an instructional assistant. It is expected that the practice of denying outdoor recess will be used with discretion to avoid seriously limiting the pupil's opportunities for outdoor play and exercise, since such activities are frequently the most beneficial to especially active children.
- Although field trips are an integral part of the educational program, there may be instances where for certain pupils these opportunities must be limited or eliminated. Restriction of pupils may be recommended to the principal, when deemed necessary in the best interests of the remainder of the group, but such recommendation must reflect the judgment of all teachers and resource persons who have responsibility of that pupil's welfare. In some cases parents may be asked to accompany their child on a field trip.
- Teachers shall not resort to corporal punishment as a means of correction for pupil behavior.
- Parents will be promptly notified when situations which may require serious disciplinary action occur or are anticipated at school.
- An entire class or group of students shall not be punished as a means of disciplining those children who have misbehaved.
- Pupils may be kept after school, beyond the last bus departure, provided the objective is clear and reasonable for each child involved. Parents will be notified prior to 3:00 p.m. and teachers shall be concerned as to the safety of the child(ren) in getting home.

- The principal may remove lunch hour/recess privileges from pupils. Students may then be asked to eat apart from grade level peers (example: in the office or other separate location).
- Pupils may be withheld from any class or activity by mutual agreement of the teachers involved and the principal. Pupils removed from class because of disruptive behavior are to be sent directly to the school office for discussion and time-out with the principal.
- Students may be removed from district bus transportation privileges, by the principal or bus company, for repeated or serious misconduct. Parents will be notified prior to any suspended bus privileges.

BAYSIDE MIDDLE SCHOOL DRESS CODE

Students need to make good decisions regarding appropriate student dress. Changing clothes during the school day is discouraged except for physical education classes. To support the school's philosophy towards drugs and alcohol, students are not allowed to wear clothing that promotes alcohol, tobacco or drugs. Jewelry, genuine or novelty, should be worn sparingly. The school is not responsible for the loss of valuables worn or brought to school.

The school dress code is as follows:

1. Mid-sections must be covered at all times (belly, sides, and back).
2. Underwear shall be covered at all times (belts will be supplied as needed). Sagging pants shall be pulled up (students will be asked to "tighten" belts as needed).
3. Bra straps shall be covered at all times. Tops allowed must cover bra straps and be 2" wide minimum on the shoulder; no spaghetti straps. No cleavage exposed. Sheer tops can only be worn as a second shirt over another shirt that meets the dress code.
4. If boys/girls tank tops are too baggy under the armpits, a t-shirt should also be worn under the tank top.
5. Clothes may not display images with tobacco, drugs, alcohol, weapons, gangs, vulgar language/pictures, and may not advocate violations of school rules or the law.
6. Skirt/short/skort length must equal the end of the student's fingers when the student's arm and open hand are fully extended downward along the body. Also, no sheer (see-through) fabrics are allowed as bottom wear. Leggings, if worn, need to be covered on the back-side by a long shirt, sweater or skirt that completely covers the buttock region.
7. Clothing that is torn and/or "mutilated" above the knee is not allowed.
8. Footwear – students must wear shoes at all times. No bedtime slippers are allowed at any time. No flip-flops from December 1st-April 1st.
9. No waist chains (wallet chains, clip chains, etc...) exposed.
10. No headwear of any type may be worn inside the school building (eg: hats, scarves, skull-caps, bandanas, sweat bands, hoods, visors, sunglasses, etc...). Only girls headbands/barrettes used to keep hair up are allowed. (Note: Religious and medical reasons for headwear are excluded from the dress code.)
11. Students may not wear or carry coats or fluffed vests, backpacks or vinyl-drawstring shoulder bags in the classroom. Students should carry class materials in hand.
12. No spiked accessories.
13. Other dress items not mentioned herein, but that are found to be disruptive to the learning environment or that pose a safety concern will be addressed by school administration and staff.

Additional related items:

- 14) No electronic devices (MP3 players, Ipods, Cell phones, CD walkmans, video games, etc...) allowed out of backpacks/lockers during the school day (7:30am-3:00pm). If the students are exhibiting or using these items during the school day, these items will be confiscated by school staff, turned into the main office and parents will be required to come in and pick-up the item. Repeated infractions will be considered insubordination. (Note: Shock pens are not allowed at school or *on the bus* under any circumstances).

This complete dress code (items #1-14) will be enforced during school hours, on field trips, and at all school-sponsored extra-curricular events at school – including those activities that occur outside of regular school hours.

Consequences: *First offense:* Parent contact, **warning issued** (student changes clothing, temporary clothing issued by school if needed).

Second offense: Parent contact and issuance of temporary clothing by school, or student may call parent to have clothes brought to school. **Write-up and lunch detention issued** as well.

Third offense: Parent contact, temporary clothing issued by school/brought by parent, and **write up and half-day administrative time-out in office issued** for insubordination.

Reference School Board Policy 443.1 for grades K-8; this middle school dress code specifies for grades 5-8 (Bayside Middle School Only)

FORGOTTEN ITEMS DELIVERED TO SCHOOL

If your child needs something delivered by you during the school day, you may deliver it to the Health Office table (or main office in the case of money) and your child may pick it up there. Please be sure to put the child's name on the item. With the teacher's permission, your son/daughter may call from the classroom phone and ask that you bring something that he/she has forgotten. Classes will not be interrupted nor will items be hand delivered to students during the school day.

FOREIGN LANGUAGE

Foreign Language classes begin in fifth grade (continuing from Stormonth). Two languages are currently offered that include French and Spanish. All students participate in the program unless a teacher makes a recommendation for exemption. The goals of the foreign language program include:

- Improving cross-cultural understanding.
- Working toward proficiency in a foreign language.
- Providing the opportunity for additional language study at the high school level.

Students take an assessment exam during the spring of their eighth grade year for placement in Nicolet High School foreign language classes. This test, in addition to teacher recommendation, will determine individual placement either in first or second year foreign language classes at the high school level.

Students may not change Foreign Language classes after fifth grade. Therefore, Foreign Language selections must be made carefully at the fifth grade level. Due to limits in classroom sizes, it is sometimes necessary to make a first and second choice. Every effort is made to honor all first choices.

GRADING POLICY

Academic Achievement

Academic achievement will be graded separately based upon and aligned to district standards and grade level benchmarks.

- Academic achievement will be measured by formative and summative assessments such as tests, quizzes, and performance assessments.
- Any summative assessment that is not submitted will be identified as incomplete. Students are expected to complete all required summative assessments and will be given opportunities to do so. Teachers will set guidelines and timelines for incomplete work to be turned in. If the student does not meet the requirements of the incomplete, the student will be assigned a failing grade. If a teacher does not have enough evidence that a student has mastered the concepts taught during a grading period, the student will receive an incomplete for the trimester. The student will then have three weeks after the trimester ends to meet the requirements of the incomplete or they will be assigned a failing grade.

Achievement Scale:	99	93	90	87	83	80	77	73
	A+	A	A-	B+	B	B-	C+	C
	70	67	63	60	59			
	C-	D+	D	D-	F			

Effort Performance (Schoolmanship):

- Effort performance will be measured by practice, homework, class participation, attendance, teacher observation, and timelines of work completion.
- These student practices may form a substantial part of the academic grade as well for classes such as physical education, art, music, and foreign language.
- Attitude, compliance and work ethic will be included in the effort grade.

Effort Scale:	4-Excellent	3-Satisfactory
	2-Needs Improvement	1-Unsatisfactory

1. All homework issued by teachers must meet the following guidelines:
 - Checked in a timely manner with specific feedback to monitor progress/ diagnose learning
 - Purposeful
 - Coordinated among teachers
 - Clear directions
2. Teachers will inform students and parents about grading criteria and methods in September of each year.

HALL PASSES

Students must have a signed pass any time they leave a class to go to the office, library, restroom, another classroom or Health Office. It is each student’s responsibility to account for an absence from a class. The pass will indicate permission has been given; students cannot leave class without one.

HOME/SCHOOL COMMUNICATIONS

Communication between parents and the Bayside Middle School staff is critical to the success of our students. While some pre-adolescent and adolescent students refrain during these years from sharing a lot about daily life at school with their parents, the need for consistent communication is never more important. During these years, communication is a shared responsibility between staff and parents. With this in mind, the following system is in place to keep communication open between home and school.

Parent/Teacher Communication - Parents are encouraged to contact teachers through email, phone or voicemail, or scheduling an individual conference. If parents have a question or concern about their child’s performance at school, the following procedure should be followed:

- 1st Contact the child’s teacher or staff member involved
- 2nd Contact the child’s Advisor
- 3rd Contact the grade-level Team Leader
- 4th Contact the Guidance Counselor or Principal

Monday Folder Information - All weekly school information will be posted on our Monday Folder page located on the school website. Parents are strongly urged to check the Monday Folder page on a regular basis. If a family does not have access to a computer, they may request hard copies from the office.

District Website/Calendars - Parents and students are encouraged to check the website for important information. The website includes district and school calendars that are updated regularly with special events, field trips, and extracurricular activities. Daily announcements are also posted.

Homework - All teachers will post homework on the school website. This information will be updated at least on a weekly basis. Students are also expected to log homework on a daily basis in their assignment notebook when they attend classes.

Newsletters - The monthly parent Bullhorn Newsletter will be posted on the website monthly. Each grade level will also post a weekly newsletter on the school website.

Conferences and Report Cards - Parent-teacher conferences are held in October and February. A request form is sent home for parents to complete and return with times they are available. Scheduling of these requests is done in the order in which they are received in the school office. If additional time is needed, parents and teachers are encouraged to set up a separate conference. Report cards are sent home three times each year and include performance information in the areas of academics, attendance and effort.

Open House/ PIN (Parent Information Night) - Families are invited to this yearly event, normally held during the first two weeks of school. This is a chance for parents to meet the staff at Bayside Middle School. Grade level and class overviews are also provided.

Parent Advisory Council - The purpose of this committee is to discuss issues directly related to Bayside Middle School and the education of our children. The PAC functions as a representative group that will offer opinions and suggestions but it is not a decision-making body. Although there are designated members of the PAC each year, the meetings are open to anyone interested in attending.

District/School Website: www.foxbay.k12.wi.us

Infinite Campus Parent Portal - Access to your child's grading and reporting information is available online. Specific information on the parent portal and its use will be sent to parents annually in September. Password are valid for four years (grades 5-8). Call 414-247-4201 for initial assistance.

HOMEWORK

Fifth through eighth grade students are asked to purchase an assignment notebook at the beginning of the year and are expected to list all assignments daily. Parents should check student assignment notebooks daily. Homework is any assignment given to a student that must be completed outside the regular school day. The practice, research and writing involved in homework are important parts of each student's education. We recognize that learning is not confined to the classroom setting, as many areas of the curriculum require application outside the walls of the schools in order to become truly meaningful. Most skill subjects require practice and repetition, and are usually acquired only after many years of conscientious effort. Individual interests and pursuits of adulthood are frequently anchored in subjects explored at the middle school level and fostered by interested parents and teachers.

Homework is a vehicle which can enable the school to reinforce skills, capitalize on individual interests, strengthen teacher-child-parent relationships, and improve student application to learning. The teacher's judicious use of homework assignments appropriate to the subject and grade level can be of significant value to pupil growth in knowledge and skills.

The combined efforts of community representatives and school personnel is reflected in the following statement of purposes and parameters of homework. Also included are guidelines for implementation. The guidelines emphasize the roles and responsibilities of teachers, students and parents. Involvement of each of the three groups is essential to the implementation of a meaningful homework policy.

Purposes of homework...

1. To extend the opportunities for formalized learning experiences beyond the school day.
 - for those who complete regular, assigned learning tasks during school time and desire optional enrichment activities
 - for those who do not or cannot complete assigned tasks during school time
 - for those who need to maintain or improve skills
2. To increase self-reliance, to provide for independent thought and action, to improve skills, to encourage thorough and comprehensive coverage of in-depth study projects, and to stimulate new and widened interest.
3. To strengthen the school-home, teacher-child-parent relationship and cooperative support in the education and growth of the child.

Parameters

Homework assignments should:

- be explicit and fully understood by the student
- be work which the student can accomplish
- vary in length and intensity according to age level and general ability of the students. A Board guideline that the middle school follows states that at:
 - Grade 5 – homework approximately 45 minutes per evening
 - Grade 6 – homework approximately 60 minutes per evening
 - Grade 7 – homework approximately 60-75 minutes per evening
 - Grade 8 – homework approximately 60-90 minutes per evening

Homework assignments on some occasions may exceed the above guidelines, or personal conflicts may arise where a student cannot complete the assignments. When these occasions do occur, the parent should write a note to the teacher explaining the situation. Flexibility and understanding are essential and consideration will be given per each situation.

For Teachers

- Concentrate on providing assignments for which the student clearly understands the purpose, duration, and level of performance expected.
- Review homework assignments promptly and provide feedback to pupils.
- As appropriate, suggest study techniques for the assignment.
- Cooperate in a “team” effort to maintain some balance in expectations for the student and the home.
- Be mindful of the adopted purposes and parameters concerning homework assignments.
- Be aware, in general, of the amount of time the student has available at home.
- Be aware of the extent of parent cooperativeness, understanding and support of the purposes of homework assignments.
- Whenever possible, and when requested by a parent, assign appropriate work which can be accomplished by the student during a family vacation or other extended absence periods.

For Students

- Try to understand the reason(s) for the assignment(s).
- Ask for further explanation when an assignment is not clear.
- Be sure you know how the work will be evaluated.
- Keep an up-to-date assignment notebook and check homework hotline.
- Work out a plan with your parents for regular attention to and completion of homework.
- Be careful of and responsible for school property.
- Inform your teacher, before class, if your assignment could not be completed.
- Complete all required assignments missed while on vacation or after extended absence.

For Parents

- Monitor the Homework Hotline, Parent Portal and assignment notebook.
- Help your child develop a good attitude and regular habits about completing homework – be supportive and firm about completion.
- Become a partner with the school and your child(ren) in realizing the benefits of homework as a part of his/her growth and development.
- Become informed about the District's Homework Policy.
- Assume responsibility to assure that upon return from a family vacation, your child completes the required assignment missed during that period.

The teaching staff prefers a period of absences of three days before parents request homework assignments that their child missed. It should be understood that when new concepts are introduced the child misses very important directions. Advanced assignments in these situations are difficult to prepare, as much of the material is centered upon teacher demonstration and classroom discussions. It is also difficult to duplicate lab type classroom activities, class discussion, group presentation and alike. However, teachers may be able to provide some assignments in the drill and practice for maintenance of skills, creative writing, or required/leisure reading areas that may include spelling lists, expository writing, math review materials, vocabulary skills, appropriate library books and long-range assignments in the academic areas.

INSTRUCTIONAL ASSISTANTS PROGRAM

The School Board has provided the middle school teaching staff with a most valued service through the employment of instructional assistants.

The instructional assistants are under the general supervision of the principal and the immediate supervision of the teachers. The nature of their work is to assist individual and small groups of pupils in teacher-assigned and organized activities and to perform relative clerical duties including supervision of pupils.

Depending upon the skill, abilities, training and interest, the instructional assistant may be called upon to perform more complex tasks related to the teacher and student program. The teacher is the decision-maker for the implementation of the educational program. The instructional assistant performs tasks that he/she is directed to do, working under the supervision of certified teaching staff members.

Currently, assistants are assigned in the LMC (Library Media Center), computer center, with special education staff, in the Health Office and as clerical support for the teaching staff. Many assistants are assigned supervisory responsibilities in the cafeteria and on the playground.

INSTRUCTIONAL GROUPING PRACTICES

The School District utilizes two types of sectioning for instruction:

- Mixed Abilities – (Heterogeneous) for core class sections and all subjects other than math.
- Similar Abilities – (Homogeneous) for math in grades six through eight. Grade 5 will have a medium/high math group as well.

We are striving toward meeting the individual needs of pupils. We are attempting to move the more proficient students to higher levels of achievement while trying to help pupils with lower academic performance become effective learners and realize their potential. The combination of heterogeneous core classes and the instructional activities related to them, along with performance groups in math, have provided successful school experiences for the vast majority of our pupils. Genuine concern for the self-image of pupils is an integral part of implementing this organizational pattern. We believe that effective instruction within our grouping practices will continue to give each child appropriate opportunities to learn.

Heterogeneous Grouping in Grades 6-8

All academic classes, except math, as well as Specials/PE/Foreign Language are taught in heterogeneous groups to capitalize on the special interest, background, and/or abilities of the individual pupils. Each student, regardless of ability, can make a contribution to discussions, experiments, or group activities. Leadership and/or organizational talents not necessarily tied to scholastic ability levels can be brought to the fore. Everyone has an opportunity to contribute and to profit from the learning experience at his/her own educational level.

Homogeneous Grouping – Math Classes

The teachers and administrators use the term performance groups rather than ability groups, as the sections of math classes are not formed strictly according to ability. Performance groupings are utilized to diversify instruction in recognition of the wide range of academic performance within the grade levels as indicated by standardized achievement tests (WKCE, MAP, CogAT, academic grade and teacher recommendation). Generally, the top group moves the fastest with children usually performing well above grade level. The next group performs above grade level, and the remainder groups at grade level.

Placement in math performance groups may fluctuate during the school year. Pupils are assigned to groups each year, but may be moved as they excel or lose ground in their respective group. When organizing the performance sections, teachers consider the following factors: achievement level as measured on tests or shown in class performance; work habits and production level; readiness for a challenge or need for reinforcement. In addition, the practicality of group size is considered as teachers must have reasonable sized groups for the levels being instructed. Grade 5 will have two math groups - at grade level and high/medium.

INSTRUCTIONAL SUPPORT PERSONNEL

Instructional support personnel at Bayside Middle School include a school psychologist, speech therapist, principal, special education teachers, guidance counselor, a gifted and talented teacher and math/reading support assistants. Part time OT/PT, Visually Impaired (VI), Hearing Impaired (HI) and CESA 1 support staff are also present.

The District's student services program offers services to all students. Developmental guidance activities are conducted in each grade level. These activities provide students with information that will help them better understand themselves and provide them with problem-solving and decision-making skills.

LOCKERS

All students will be assigned lockers in both the hall and the physical education locker rooms. All personal items belonging to a student should be kept in the locked lockers. The school will not take responsibility for personal belongings left in unlocked lockers or classrooms. It is recommended that radios, head phones and video games, etc. not be brought to school.

Ownership of the locker is maintained by the school district. The school administration retains the right of access to the locker at any time. Students tampering with any locker or using lockers for illegal purpose will be subject to disciplinary action. (School Board Policy 441.2)

To keep our delays between classes at a minimum, we suggest that students get books and materials for all morning classes from their locker before the first period, and for the afternoon classes after the lunch period. Students should not expect to go to their lockers during a class period or during a study period. All band instruments should be stored in the band room, lockers or a locked classroom. No musical instruments should be left in the hallway near the band and orchestra rooms, in the office, or in the north commons area.

LOST AND FOUND

There is a lost and found area located in the middle of the school near the LMC. Students may also ask in the school office about glasses, valuables, and keys. There is a separate lost and found in each PE locker room as well. Items not claimed by the end of the school year will be donated to a local charity.

LUNCH (SCHOOL LUNCH PROGRAM)

Bayside Middle School offers both a "Type A" hot lunch as well as numerous hot and cold items on an ala carte basis. Ala carte prices will be available on the first day of school. Lunch purchases can be monitored online.

Each student will be assigned a PIN number to their own individual account. Parents may send in checks to Taher Food Service and the money will be added to their account **the next day**. Students may not pay in cash.

MAKING UP MISSED CLASS WORK

If a student is absent from school due to an illness or special school field trip, the student, under the guidance of his/her teacher will be given sufficient time to make up missing work/tests upon returning to school. For 1 day of absence, students will receive make-up work upon returning school. If a student is absent due to illness 2 or more consecutive days, a parent may request to pick up school work at that time. If due to a family vacation or activity a student misses school, all class work will be provide by teachers when the student returns to school. Requests to have school work provided beforehand will be left to the discretion of individual teachers but often will not be possible due to the amount of preparation required and the difficulty in predicting the pace of instruction. Parents and students should be aware that while missed home work can be communicated upon returning to school, some instruction and classroom activities cannot be duplicated and may result in some gaps of concept attainment. Teachers and students will share the responsibility of setting up an appropriate timeline for making up class work/tests.

MEDICATION

Children must not carry medication to or at school or school sponsored events. If required by a physician's written instructions, students will be allowed to take medication as administered through the Health Office. Parents are to bring the medication to the school Health Office. The Approval to Administer Medication Form must be filled out by the parent or guardian and accompany all medication.

The information requested includes:

1. Student's name
2. Date
3. Number of days to be given
4. Amount and time medication is to be administered
5. Permission for the school personnel to give the medication with signature of parent or guardian.

Over-the-counter medications are not permitted in school (outside the Health Office). School personnel may, under no circumstances, provide aspirin or Tylenol to students. It will be the student's responsibility to report to the Health Office for his/her medication.

Medication must be brought to school by the parent in its original container. No medication will be given from a plastic bag, plain bottle, paper envelope, etc.

ORGANIZATION OF INSTRUCTIONAL PROGRAM

Formation of Classes

Each spring, class sections, teams or units shall be established for the upcoming school year. Teachers and the principal restructure the class sections using basic criteria such as:

- Each section is made up of a workable range of abilities for core subjects.
- The number of boys and girls assigned to each section are as balanced as possible.
- Combinations of children who do not work well together are avoided.
- Students with special learning or behavioral needs are assigned where they will benefit the most.

The principal is responsible for the assignment and scheduling of all students. The orientation of new enrollees and all students new to middle school is the responsibility of the school counselor.

REPORT CARDS

The school year is divided into three grading periods (trimesters). Each grading period is approximately 12 weeks in length. Parent/teacher conferences are scheduled during the first and second trimesters. Parents are encouraged to contact teachers via e-mail or the telephone to request additional conferences to discuss the progress of their child(ren) as needed. Teachers may send home interim reports during any grading period. All students in the middle school receive letter grades and effort grades on their report cards for the classes. Grades can be monitored by students and parents on the Infinite Campus parent portal.

STUDENT ACTIVITIES

Student activities are an important part of the middle school years. Students wishing to participate in any given program will have the opportunity.

The athletic program provides opportunities in both intramural and interscholastic activities at the middle school. Activities for seventh and eighth grades include: cross country, soccer, basketball, volleyball, softball, tennis and track. The middle school athletic program is considered an integral part of the total educational process. It is the philosophy of this district to encourage all students to participate regardless of their athletic ability. Students wishing to participate in any given program will have the opportunity. If the number of participants necessitates the need for additional teams or programs, such needs will be taken into consideration, and whenever possible, programming will be added to accommodate all students. Every effort will be made not to cut interested students from any interscholastic program.

The athletic program will provide and encourage maximum participation by offering a variety of activities which are open to all students. Bus transportation will be provided for athletes to all away games. The major emphasis in middle school for all student athletes will be maximum participation and enjoyment, rather than win/loss records or individual accomplishments.

The fifth and sixth grade intramural program will be held during the noon hour recess. The program is voluntary and is an extension of the regular physical education program. If possible, an interscholastic experience will be scheduled for the fifth and sixth grade students. Participation in intramurals by all students is encouraged, regardless of ability level or experience.

STUDENT EXEMPTION FROM CLASS

Students may be exempt on a limited basis from a particular preplanned classroom activity or from selected portions of the established curriculum where required by statute (e.g. Human Growth and Development). Except as required by statute, the District does not have an obligation to allow a student to exempt from a required course of instruction unless the student or his/her parent/guardian can show that the course's content would violate the family's religious rights.

The building principals shall be responsible for reviewing and acting upon requests for student exemption from classroom and/or curriculum activities. All requests must be made in writing and signed by the student's parent/guardian. Should an exemption be granted, alternate class work will be assigned. If a request is denied, the parent may appeal the decision in accordance with the district's student discrimination complaint procedures. Although students may be exempt from specific classroom activities or portions of the established curriculum as provided herein, students are strongly encouraged to participate fully in all classroom and curriculum activities. The curriculum in the District is designed to provide students with a balanced and well-rounded education.

TELEPHONES

The classroom phones may be used only with the permission of a teacher. The phones should not be used to make social arrangements. The office phone will be available to students during and after school with a pass from the teacher or principal. Student cell phones must be kept in the lockers and turned off between 7:30 a.m. and 3:00 p.m. Students may use cell phones at the pick-up areas after school. Cell phones out during the school day will be confiscated by staff members and given to the principal.

VISITS TO SCHOOL (PARENTS/VISITORS)

We encourage parents to visit school. Classroom visitation provides parents with an opportunity to observe instruction first-hand and to view their child interacting with peers. Please make appointments with a teacher for visiting the classrooms. All appointments will need to be approved by the building principal.

Signs have been posted requesting that all visitors, including parents, register at the Health/Attendance Office. Only the north entrance (off Ellsworth Lane) to the school will be open during the school day. This is a safeguard for all students and staff. If a student is to be picked up for an appointment or at the close of the school day, please meet him/her at the north entrance. It is not necessary for the parent to come into the building if a permission note has been sent to school and recorded in the office the day of the appointment.

Other students may not be brought to visit our school while school is in session. Pets will be allowed in school only if used as part of an approved classroom presentation or project, and only with the teacher's approval and full disclosure regarding specific student allergies. Arrangements must be made to both bring and pick up the pet immediately before and after the presentation. Student allergies will be considered when making this decision.



FOX POINT • BAYSIDE

SCHOOL DISTRICT

A Valuable Education. An Education With Values.

**FOX POINT-BAYSIDE SCHOOL DISTRICT
SCHOOL BOARD POLICIES**

STUDENT ALCOHOLIC, TOBACCO, INHALANT OR OTHER DRUG USE

It is the policy of the district to maintain a substance-free environment. A controlled substance-free environment is one where no student knowingly possesses, uses, distributes, dispenses or is under the influence of alcohol, tobacco products, controlled substances, inhalants or any other mood altering chemical or substance while on school property or during school-sponsored events.

The District recognizes that student involvement with alcohol, tobacco products, controlled substances, inhalants and other drugs hampers student educational success. In order to protect the health, welfare, and safety of all students, the District prohibits the manufacture, distribution ***and/or exchange of prescription drugs not prescribed for a student currently in possession of them, dispersion, possession, or consumption or sale*** of controlled substances, alcoholic beverages, tobacco products, inhalants or other mood altering chemicals or substances by students in any school building or anywhere on school premises, in school owned vehicles, or any other school approved vehicles used to transport students to and from school or school activities; or anywhere off school property during any school-sponsored or school-approved activity, event, or function. Further, students must report to school free from controlled substances, alcoholic beverages, tobacco products, inhalants or other mood altering chemicals or substances during school hours or while involved in any school sponsored or school approved activities, events or functions.

Use of prescription or over-the-counter medication in compliance with Board Policy 453.4 or in accordance with a physician's prescription order shall not be considered a violation of this policy. (See Board Policy 453.4 - Administering Medication to Students and 453.4-Exhibit 1 &2). Secondary distribution of any prescribed drug on school property or during school-sponsored activities is prohibited and is in violation of this policy.

All students must strictly abide by the policy. Failure to abide by the policy shall result in discipline of the student. Any violation of the substance-free environment shall be immediately reported to the administrator in charge, who in turn shall report the violation to the District Administrator. The District Administrator may inform the School Board. Discipline shall include one or more of the following: verbal warning, written warning, detention, school service, suspension and/or expulsion pursuant to the district policy and state law. The student may also be referred to the police, protective services or other appropriate authority when a potential or probable violation of law requires such a referral.

The District shall establish and maintain a substance-free awareness program to inform existing students and all new students about this policy, penalties for violations of this policy, and the dangers of controlled substances, alcoholic beverages, tobacco product use, inappropriate inhalation of any substance or use of other mood altering chemicals or substances.

A copy of this Policy shall be published and distributed to all District students and their parents on an annual basis.

Board Policies 445, 453.4-Administering Medication to Students 453.4-Rule-Administering Medication to Students

CODE OF STUDENT CONDUCT

STATEMENT OF PRINCIPLE

The Fox Point-Bayside School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every

class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

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

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

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

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code"). In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to, detentions, suspension or expulsion, for the conduct for which the student was removed. Students shall not be discriminated against for disciplinary reasons because of a student's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

Board Policy 443; Wis. Stats. 118.13, 118.164; Sec. 504 of Americans with Disabilities Act

COMMUNICATION AND OTHER DISRUPTIVE DEVICES

(Paging Devices, Laser Pointers)

A student shall not possess, without the written permission of school officials, a communication device or any other device which causes a disruption to the normal operation of the school program by emitting an audible sound or visible light while on school property during normal school operating times or while attending a school-sponsored activity on or off school property or on any school-approved vehicle used to transport students to and from school or school activities. A communication device is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor including, but not limited to, cell phones, pagers, and walkie-talkies.

A person who discovers a student in possession of a communication or disruptive device in violation of this policy shall report the violation to the principal, who shall confiscate the device and determine if other disciplinary steps are warranted. The principal shall also determine if and when the device will be returned to the student's parents. Confiscated electronic communication, or other disruptive devices, by school administrators or designees may be forwarded to the local law enforcement agency. Violation of this Board policy will result in normal and customary disciplinary procedures.

**COMPUTER, INTERNAL NETWORK, ELECTRONIC MAIL AND
INTERNET ACCEPTABLE USE POLICY**

Purpose

The Jt. #2, Fox Point-Bayside School District provides staff members and students access to the District's internal network and to the Internet for the purpose of furthering the educational goals and objectives of the District, the professional development of its employees, and the educational enrichment of its students. The District regards all computing equipment including but not limited to hardware, software, Internet and electronic mail as facilities of the District. Access to these facilities is available in all District schools.

District computers, mobile technology devices including laptop computers, portable digital assistants (PDA), cell phones, iPods/MPs players, iPads or other table devices, wireless devices, digital cameras, storage devices, and other electronics that may be carried on a person, and network resources may be provided for instructional, development and management purposes for use by students and staff, subject to the policies set forth herein. District computers, mobile technology devices and networks shall not be used to disrupt educational or management functions, and hardware and/or software shall not be destroyed, modified, copied, transferred, recompiled, disassembled, disabled, or abused in any manner. Users shall not seek information on other users on the District's network, including but not limited to their passwords, files, data, electronic mail, or other data that may be stored and accessible through said computers and networks.

School administrators will apply the same criterion of educational suitability used for other education resources when providing access to software and Internet information resources. All use of these resources shall be directly related to the education of the student, the professional development of the employee, or the management of these resources by staff and administrators of the District.

Because the Internet is a fluid environment that may include materials of questionable educational value, and because it provides access to many constantly changing resources throughout the world, it is impossible for school administrators to review and pre-select all materials that are appropriate for the use of our students and employees. The use of information technology resources is a privilege, not a right. Therefore, the District has adopted practices regarding access to and use of District electronic resources and networks, especially the Internet. These practices include (a) preventing user access over its computer network to transmit, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) preventing unauthorized access and other unlawful activity; (c) preventing unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) complying with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 245 (h)].

To support the District's practices regarding access to and use of the District electronic resources and networks the following positions have been adopted in our schools:

1. The District, concurrent with applicable state and federal laws, reserves the right to monitor all computer and Internet use and to inspect any and all data stored in the public or private areas of the District's network, without notice or warning, and at any time for any purpose.
2. The District's computer system may not be used to create, view, send, receive, store, display, or print text or graphics which may be reasonably construed to be obscene, disruptive, or harmful to the educational environment. The District reserves the right to determine, in its sole discretion, whether materials fit into these categories. Materials fitting into these categories include, but are not limited to, the following:
pornographic or erotic images; racial slurs; derogatory gender-specific comments; comments that offensively address a person's age, race sexual orientation, religious beliefs, political beliefs,

national origin, or disability. The download of child pornography is a violation of law (section 2256 of title 18 U.S. Code). Users engaged in the downloading of such images shall be reported to law enforcement authority and the District shall take such additional disciplinary action as is necessary.

3. District computing facilities may not be used to download or distribute software or data that is pirated or violates applicable copyright law.
4. District computing facilities may not be used to propagate any virus, to delete or modify data that is part of the educational curriculum, to disable or overload the computer system, or to access privately stored materials or data.
5. All users must safeguard their user identification and password.
6. Electronic mail may not be used to propagate chain letters, advertising, jokes, personal files, images, or other materials not directly related to educational goals. Electronic mail shall not be used to intimidate and/or harass the recipient of the electronic communication.
7. All users shall not access chat rooms, bulletin boards, forums, etc. except for the express use of educational purposes.
8. All users should not engage in activities on the Internet that are sexually explicit or drug related. Engaging in such activities shall result in the automatic termination of Internet privileges and may result in disciplinary action from such inappropriate usage.
9. All users shall not use vulgar, suggestive, or otherwise inappropriate language on the Internet.

Access to Internet information and an extensive number of technological resources creates significant educational opportunities for students. Concurrently, access to such a vast quantity of resources brings with it a certain number of challenges. Therefore, the district must rely on the parents and guardians of minors to be responsible for conveying and enforcing standards that their children should follow when using electronic resources like the Internet or any other media, and we must rely on our employees to use good judgment in selecting these resources for their students' use and their own. Furthermore, students are responsible for exercising good behavior when using District computers, mobile technology devices and networks, and users are responsible for complying with all District policies when using District computers, mobile technology devices and networks.

Description of Security Measures

Fox Point-Bayside School District has extensive systems and security mechanisms in place to ensure the security, integrity, and appropriateness of the data on our networks. However, recognizing that the state of computing is constantly evolving, and further acknowledging that no mechanism can be fully and constantly capable of screening the ever-changing body of inappropriate Internet content from students and employees, we rely on and respect each family's right to decide whether to allow their student(s) access to the Internet. Parents must grant permission for the student, upon enrolling in the District and again when moving to the middle school, to access the school's internal networks and the Internet before the District will assign a User ID and password to the student.

A parent may rescind, and subsequently reinstate, permission for Internet access by the student at any time by submitting such request in writing to the principal. The District may rescind, and subsequently reinstate, permission for Internet access by the student without notice.

The District will send every student's parent or guardian a summary of these network and Internet use guidelines at the beginning of each school year with all other enrollment and registration materials, and provide a copy of this policy to all current employees upon its adoption and new employees upon commencing duties. Parents must review this summary with their student(s), explaining its provisions and spirit in a manner in which the student understands it. In addition to this parent review, appropriate District employees will review this Acceptable Use Policy with students at appropriate times during each school year.

Board Policy 365; Wisconsin (AB 853)

EQUAL EDUCATIONAL OPPORTUNITIES

The Jt. #2, Fox Point-Bayside School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures. Facilities modifications necessary to provide a student with equal opportunities shall be made as required by law and permitted by budgetary limitations.

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with the procedures established in the discrimination complaint procedure.

Board Policy 411; Wis. Status. 118.13; PI 9, Wisconsin Administrative Code; Title IX, Education Amendments of 1972; Title VI, Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973

FIELD TRIPS AND EXCURSIONS

Field trips and excursions are considered to be an integral part of learning experiences. Field trips will be integrated into the curriculum to enhance and support the educational program. Teachers and/or teacher teams shall plan appropriate field trips related to the students' age level and/or the curriculum subject to the building principal's approval. Teachers should consider the following guidelines when planning and arranging for field trips as educational experiences:

- The educational value of the trip should be weighed carefully.
- Students should be thoroughly prepared for the trip by advance study and oral discussions.
- Parental consent for each participating student is necessary before taking a field trip. The teacher should send a brief informative letter home prior to the time of the proposed trip. The time, destination and method of transportation should be stipulated. A returnable parent permission slip, requiring the parent/legal guardian's signature, shall be part of the letter.
- Teachers should plan for adequate adult supervision, taking into consideration the pupil-adult ratio with the nature of the trip.
- Grades below the sixth should generally plan their trips within the Greater Milwaukee area.
- Upon occasion, longer or overnight trips may be planned by some groups. Trips involving overnight excursions must be approved no less than 3 months in advance.
- All field trips shall have the prior approval of the principal.
- Transportation arrangements must be made with district-approved public carriers. At no time shall an employee of the District transport a student in his or her personal vehicle or authorize a parent to do so.
- Proper attendance procedures (roll call or head count) should be followed before buses leave school and again before departing for the return trips.
- The school office should be notified of the departure and return of field trips.

Board Policy 352 and 352-Rule. Modified

LOCKER SEARCHES

School lockers, or the equivalent, are the property of the Fox Point-Bayside School District. At no time does the District relinquish its exclusive control of lockers, or the equivalent, provided for the convenience of students.

Periodic general inspection of lockers, or the equivalent, may be conducted by the principal, assistant principal, a police officer working with school authorities, or other school administrators designated by the principal for any reason at any time, without notice, without student consent and without a search warrant. If the principal, or his/her designee, has reasonable suspicion that weapons, drugs, tobacco or other contraband may be present, a student's personal belongings, such as clothing or a backpack, stored in the locker, or the equivalent, may be searched without notice, without student consent and without a search warrant.

Board Policy 443.6, Wis. Stats. 118.325, Wisconsin Supreme Court-Isaiah B. v. State of Wisconsin (176 Was 2d 639, 1993, U.S. Supreme Court-New Jersey v. TLO (105 S. Ct. 733, 1985)

NONDISCRIMINATION

The Jt. #2, Fox Point-Bayside School District is committed to a policy of nondiscrimination in relation to race, national origin, sex, or handicap/disability. This policy will prevail in all matters concerning the public, and individuals with whom the Board does business.

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with the discrimination complaint procedure.

Board Policy 112 , Title VI Civil rights Act of 1964; Title IX, Education Amendments of 1972; Section 504 of Rehabilitation Act of 1973.

PUPIL/SEXUAL HARASSMENT

A safe environment is essential to the learning process. The Jt. #2, Fox Point-Bayside School District intends to provide a wholesome, healthy, and safe learning environment to all students and community members. The District will not tolerate actions of individuals or groups that threaten or cause physical or mental harm. Building Administrators will review this policy with Kindergarten - Fourth grade students as appropriate and 5th through 8th grade students annually.

The Jt. #2, Fox Point-Bayside School District does not discriminate against pupils on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities.

Pupil/sexual harassment is defined as behavior that is directed toward a pupil or pupils that may be based on protected class status (sex, race, color, creed, national origin, ancestry, pregnancy, marital or parental status, religion, sexual orientation, physical, mental, emotional or learning disability or handicap) and that substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment.

Pupil/sexual harassment may occur in terms of undesirable physical, verbal and/or written action and is strictly prohibited in all forms.

Complaints of harassment may be submitted to the District Administrator or a Building Administrator. Resolution may occur through

- informal discussions with students and/or staff;
- interviews with students, parents and/or staff;
- in-class discussions;
- referrals to outside agencies;
- suspension and/or expulsion;
- implementation of the District's formal complaint procedures.

Pupil/sexual Harassment complaint forms are available in both the school offices and the District Administrator's office.

Board Policy 412, modified; Wis. Stats. 11.32(13) and 11.36; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

The Board shall permit students, with the written permission of a parent or guardian, to be absent from school up to a maximum of 180 minutes per week for the purpose of obtaining religious instruction. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the pupils who attended such weekly religious instruction. The Board may deny the privilege of released time to students who absent themselves from the religious instruction after requesting the privilege. The time period, or periods, allotted for the student to be absent from school for the purpose of religious instruction may be determined by the Board.

Any transportation to religious instruction or from religious instruction to a district school shall be the responsibility of the parents or the organization sponsoring the religious instruction.

The district shall be released from all liability for a student who is absent from school in accordance with this policy.

Board Policy 433.1; Wis. Status. 118.155

COMPULSORY STUDENT ATTENDANCE

The Fox Point-Bayside School District encourages a strong partnership between the home, school and community. It recognizes that there is a positive relationship between good school attendance and success in school. Parents, students and school personnel must be responsible in assisting regular attendance. Any absence, including family vacations, may have a detrimental effect on the child's education.

Wisconsin State Statutes require school attendance of a child between the ages of six to eighteen unless he/she: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program. The law further requires that any person having under control a child between the ages of six and eighteen shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

It is the responsibility of the parent to provide reasons for their children's absence. It is the responsibility of the school attendance officer to determine whether the absence is acceptable (excused) or not acceptable (unexcused/truant).

I. School Attendance Officer

- A. The building principal or his/her designee shall serve as the school attendance officer and shall deal with all matters relating to school attendance and truancy for his/her school.
- B. Attendance Accounting
 1. Teachers must record the daily attendance of all students under their charge.

2. Each school attendance officer shall determine daily which students enrolled are absent from school and whether that absence is excused.
3. Annually, on or before August 1, each school attendance officer shall determine how many students enrolled in his/her school were absent in the previous year and whether the absences were excused. This information will be submitted to the district administrator who will notify the state superintendent of the determination.
4. School attendance officers may have access to information regarding attendance of any child between ages six and eighteen who is a resident of the district or who claims or is claimed to be in attendance at a private school located in the district. Private schools must keep a record of required information and have it open for inspection by the school attendance officer at all reasonable times.

II. Student Absences and Excuses

A. Reporting Student Absences

1. The responsibility for regular school attendance for a student is placed squarely upon the parents or other person(s) having legal custody. Except for absences as noted in Section IIC below, a student who is absent from school will be readmitted to class upon proper notification by his/her parent/guardian. Proper notification consists of calling the health office by the school starting time on the day the student is going to be absent and providing the:
 - date of absence,
 - the anticipated number of days absent,
 - the reason for the student being absent, and
 - a telephone number where the parent/guardian can be reached to verify the information given.
2. If the school does not receive a telephone call by its starting time, efforts will be made to reach the parent prior to noon. This procedure is necessary to verify the student's safe arrival at school.
3. A student is recorded as absent a half day if arriving at school after 10:00 a.m. Tardiness may be treated as a partial absence by the district.
4. Parents are requested to submit a written excuse upon the student's return to school following the absence.

B. Excused Absences

1. The school attendance officer or designee is authorized to excuse absences for the following reasons:
 - a. illness - evidence that the student is not in proper physical or mental condition to attend school or an education program. The district may ask the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 school days;
 - b. an emergency in the family, including attendance at the funeral of a relative or close friend, which requires the absence of the student;
 - c. family vacations - any student excused in writing by his/her parent/guardian prior to an absence for the purpose of attending a family vacation is considered excused from school attendance. A student may be excused by the parent/guardian under this provision for not more than 10 days in the school year. Such written excuse is requested to be provided by the parent/guardian to the school not less than 5 days prior to such absence. A student so excused under such provision is required to complete assignments missed during the absence;
 - d. necessary appointments - i.e. dental, are to be made when school is not in session whenever possible;
 - e. religious observance;
 - f. suspension from school;

- g. special circumstances that show good cause which are approved by the school attendance officer or designee.
- 2. Verification of any of the excused absences specified above may be required by the attendance officer.
- C. Excessive Absence or Tardiness
The parent/guardian shall be notified, either by telephone or in writing, when a student has accumulated excessive absences or tardiness. This may be done whether these incidents are excused or unexcused, unless the student is under doctor's treatment and a written statement from a physician or licensed practitioner is on file.
- D. Unexcused Absences (Truancy)
 - 1. "Truancy" means any absence of part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.
 - 2. The parent/guardian shall be notified when a student has an unexcused absence(s). Prior to the end of the second day of an excused absence, a letter will be sent indicating the school's concern that the student may have been truant and set a meeting to discuss the truancy matter. At that meeting the school attendance officer will notify the parent/guardian of state and local regulations concerning truancy and enlist his/her cooperation in discouraging further unexcused absences.
 - 3. Consequences for truanancies (unexcused absences) shall be determined by the building principal and may include, but not be limited to, loss of school privileges, referral to district support services and/or referral to other agencies.

III. Habitual Truant

- A. "Habitual truant" means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.
- B. The parent/guardian of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes habitually truant. The notice shall include the following:
 - 1. A statement of the parent's/guardian's responsibilities under state law to cause the child to attend school regularly.
 - 2. A statement that the parent/guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk.
 - 3. A request that the parent/guardian meet with appropriate school personnel to discuss the student's truancy. The notice must include the name of the school personnel with whom the parent/guardian should meet, a date, time and place for the meeting and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting must be within five school days after the date that the habitual truancy notice has been sent to the student's parent/guardian. With the consent of the student's parent/guardian, however, the date for the meeting may be extended for an additional five school days.
 - 4. A statement of the penalties under state law that may be imposed on the parent/ guardian if he/she fails to cause the child to attend school regularly as required by state law.
- C. The district's truancy plan shall be followed when dealing with habitual truants. This plan shall be reviewed and, if appropriate, revised every two years consistent with state law requirements.

IV. Referral to the District Attorney

Before a referral to the district attorney may be brought against a students for habitual truancy or against his/her parent/guardian for failure to cause the student to attend school regularly, the school attendance officer must provide evidence that appropriate school personnel have, within the school

year during which the truancy occurred, done all of the following:

- A. Met with the student's parent/guardian to discuss the student's truancy or attempted to meet with the student's parent/guardian and received no response or were refused. This requirement does not apply if the meeting with the parent/guardian is not held within 10 school days after the date that the habitual truancy notice is sent.
- B. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy.
- C. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, has taken steps to overcome the learning problems. The student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level.
- D. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals.

Items B, C and D above do not apply if the school attendance officer provides evidence that appropriate school personnel were unable to carry out the activity due to the student's absences from school. The district may, as a consequence to a student's truancy, assign the student to a detention or to a supervised, directed study program in the district.

V. Make-up Assignments/Examinations

All students with absences shall be given the opportunity to make up examinations and work missed in accordance with the guidelines outlined below.

A. Excused Absences

- 1. Students who are absent from school for reasons that are determined to be excused by the school attendance officer or designee shall be given the opportunity to make up work missed when they return to school. It is a student's responsibility to making up work missed during an absence from school. The respective teacher shall identify the make-up work. If any question arises as to the appropriateness and/or feasibility of making up a particular assignment, the teacher shall discuss the situation with the building principal as to the extent to which make-up work and/or substitute assignments are possible.
- 2. Students who are absent from school, with the prior written permission of their parent/guardian at least 5 school days in advance of the absence, are required to make up work missed during the absence. The student may be excused for up to 10 days within the school year with a parent's/guardian's written permission. The arrangements for making up course work and examinations shall be the same as for other excused absences. The student's truancy, discipline or school achievement problems or disabilities may not be used as the reason for an excuse under this exemption.
- 3. Examinations missed during an excused absence shall be permitted to be taken at a time mutually agreed upon by the student and the teacher, but within the number of days absent plus one day.

B. Unexcused Absences (Truancy)

All students with unexcused absences shall be given the opportunity to make up work missed in accordance with the following guidelines:

- 1. A student shall not receive a failing grade or be retained in a grade level solely because of a student's unexcused absences from school.
- 2. Students with unexcused absences shall be permitted to make up major examinations (unit, chapter, or grading period) missed. Examination make-up date(s) shall be determined by the administrator/teacher.
- 3. Credit may be given for the completion of make-up work assigned. The extent to which make-up work credit can be applied shall be judged on an individual basis. Credit for make-up work can only be given after the student has satisfied the consequences imposed for unexcused absences. The building principal and respective teachers are to apply professional discretion as to make-up work assigned and the grades given.

VI. Attendance Record Sharing

- A. The district must provide a law enforcement agency with a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act. The law enforcement agency will not further disclose the student's attendance record except as permitted by law.
- B. The district must provide a fire investigator with a copy of the student's attendance record if the fire investigator certifies in writing that: 1) the student is under investigation for arson; 2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and 3) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
- C. The district must provide any representative of a law enforcement agency (district attorney, city attorney or corporation counsel, county department or court of record or municipal court) directory data information relating to any such student enrolled in the district for the purpose of, among other activities, enforcing that student's school attendance providing the parent/guardian has been provided the required directory data notice and has not restricted the release of directory data.
- D. If school attendance is a condition of a student's court disposition order, the district must notify the county department that is responsible for supervising the student within 5 days after any violation of the condition by the student.

Board Policy 431, Wis. Stats. 118.25 (2), 118.15, 118.16, 118.162(4), 118.165

STUDENT DRESS CODE

Responsibility for the personal appearance of students enrolled in the Jt. #2, Fox Point-Bayside School District shall normally rest with the students themselves and their parents/guardians. Student dress or grooming should not affect the health or safety of the students or disrupt the learning process within the classroom, school, school bus or school sponsored activity.

No student will be permitted to wear any clothing which is normally identified with a gang or gang-related activities or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, and/or illegal drugs.

Hats, coats, and head wear are to be placed in lockers before school and taken out only when leaving the building. Hats are to be removed when in the building. Special consideration may be extended for medical and/or religious purposes. Requests for exemption on medical or religious grounds must be made by the parent/guardian, in writing, to the school principal.

Safety or special purpose equipment must be worn when required. Students are expected to dress appropriately for the classroom and meet the demands of the situation at school sponsored events.

Clothing or other items of personal attire which are found to be dangerous, illegal, or in violation of this rule may be taken away from students. Any item taken from a student should be promptly delivered to the main office. A parent conference may be required before an item is returned. If a student's appearance is in violation of this policy, he or she may be sent home to change after the parent/guardian is notified. The building principal, or designee, will take disciplinary action to correct the situation if appropriate.

School Board Policy 443.1, Wis. Stats 120.13(1)

STUDENT RECORDS

The Jt. #2, Fox Point-Bayside School District maintains student records for each student attending school in the district. State and federal laws require that the maintenance of such records assure confidentiality. Accordingly, the following shall apply in the School District:

1. The parent or guardian of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established District procedures and state and federal law. The School District will respond to such requests without unnecessary delay and in no case more than 45 days after the request is made. Student record procedures are found in Board Policy 346 and are available upon request at the Administrative Office, 7300 N. Lombardy Road, Milwaukee, Wisconsin 53217. Regular office hours are 8:30 am to 4:30 pm.
2. The parent or guardian of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate, or misleading, or otherwise in violation of the student's privacy or other rights. Complaints regarding the content of student records may be made in accordance with established School District procedures found in Board Policy 346.
3. The parent or guardian of a minor student, has the right to consent to the disclosure of personally identifiable information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records. The School District shall transfer a student's records to another school or school district in which the student seeks or intends to enroll, without consent upon request in accordance with state law. School District procedures outline the specific reasons for disclosure without consent and are found in Board Policy 346.
4. The parent or guardian of a minor student has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

Release of Directory Data Information

Further, the Board of Education has designated the following student record information as directory data: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and name of school most recently previously attended by the student. This information may be disclosed to any person unless the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. The School District will not release directory data earlier than two weeks (14 days) after the opening of school or receipt of this notice, which ever comes first.

Board Policy 346 and 346-Rule Modified; Wis. Stats. 118.125, 118.127; 118.51, 118.52, 146.81-146.84, 252.15, 938.396 (1) and (1m); Federal Family Education Rights and Privacy Act, 20 USC 1232(g) and 48.396(1) Wisconsin Juvenile Code

WEAPONS ON SCHOOL PREMISES

Weapons or imitation weapons of any kind are not permitted in any school facility, on any school grounds, on school buses or other vehicles, or at any school-sponsored function or event at any time before, during or after normal school hours. The only exceptions to this policy would be weapons under the control of law enforcement personnel, and use of weapons or imitation weapons for school-sanctioned purposes, approved in advance by the Building Administrator.

A weapon, as defined under state and federal law, shall include, but not be limited to, the following:

- articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples include but are not limited to firearms (loaded or unloaded), BB or pellet guns, look-

- alike weapons, knives, razors, karate sticks, brass knuckles, chains or similar items.
- any device designed as a weapon and capable of producing bodily harm.
- any electrical or chemical weapon or any other device which, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm.
- articles designed for other purposes but which, in the manner they are used, are calculated to inflict bodily harm and/or intimidate others. Examples include but are not limited to belts, combs, pencils/pens, pins, files, compasses, scissors, aerosol sprays, etc.

An imitation weapon, as defined under state and federal law, shall include, but not be limited to the following:

- toy guns, water guns, poppers, caps, non-working replicas of weapons, war souvenirs, cap guns, scout knives, and manufactured ammunition which has been used (spent shell casings).

If it is determined that a student is in possession of a firearm, the student shall be automatically suspended and, pursuant to federal law, recommended for expulsion and be referred to law enforcement officials for appropriate legal action. Such expulsion is to be for a period of not less than one year. If it is determined that a student is in possession of any weapon, other than a firearm, the student shall automatically be suspended and may be recommended for expulsion. If it is determined that a student is in possession of any imitation weapon, the student will be disciplined up to and including suspension and may be recommended for expulsion. When a student is suspended for possession of a weapon (not an imitation weapon), the matter shall be referred to the Office of the Superintendent for further disposition. In addition, any student who was knowledgeable of the weapon but did not report it, shall be considered for suspension.

Employees violating this policy shall be disciplined up to and including termination of employment in accordance with employee policies and bargaining agreements and shall be referred to law enforcement officials for appropriate legal action.

Any other person violating this policy shall be referred to law enforcement officials for appropriate legal action.

Board Policy 443.3; Wis. Stats. 939.22, 941.235, 948.60, 948.605 and 948.61