

KEWASKUM ELEMENTARY SCHOOL

HANDBOOK

2018-2019

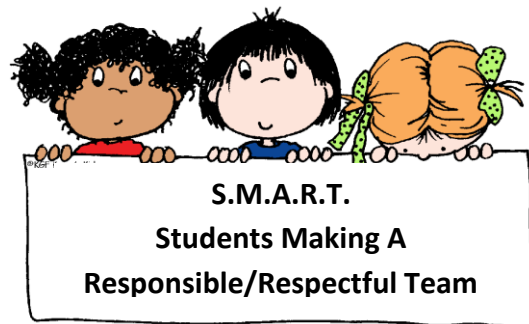
Welcome to Kewaskum Elementary and the 2018-2019 school year. Excitement and adventure are awaiting you at Kewaskum Elementary. The amount of time and effort you put forth will make your stay here happy and memorable.

We have prepared this handbook to share some information about our school. You will find all the rules and regulations including our KES S.M.A.R.T. (Students Making A Responsible/Respectful Team) behavior matrix. We hope to have a year where all of us live, learn, work, and play together.

Please take the time to read this book carefully and with your parents. Make sure you understand all the information in it. If you have any questions or concerns, please do not hesitate to contact a teacher, advisor, guidance counselor, support staff member, or myself. We will be glad to answer your questions.

Your Kewaskum Elementary experience is one you will enjoy. Remember to make good choices and success will come your way. Be KES S.M.A.R.T. and let's work together to make KES a great place to learn.

Mrs. Jody Heipp
Kewaskum Elementary Principal
262-626-3101, ext. 1104
jheipp@kewaskumschools.org



District Mission Statement: The Kewaskum Community Schools ignite a passion for learning.

KES Vision Statement: At KES, student learning and growth is achieved through fostering lifelong learning and the development of the whole child.

HOME-SCHOOL COMMUNICATION

KEWASKUM ELEMENTARY PHONE NUMBER

262-626-3101, EXT. 1100 or 1000

FAX NUMBER 262-626-4151

www.kewaskumschools.org

OFFICE HOURS

8:00 a.m. - 4:15 p.m.

STUDENT DAY

ALL DAY 8:50 a.m. - 3:40 p.m.

AM CLASS 8:45 a.m. - 11:50 a.m.

PM CLASS 12:35 p.m. - 3:40 p.m.

ARRIVAL AND DISMISSAL OF STUDENTS

In the morning, school busses will park on Third Street. Busses arrive between 8:35 and 8:40 a.m. Students will be dismissed from busses at 8:40 and enter the building through **door 8**, off of the playground, and report to their classrooms.

Students who do not ride the bus, should not arrive at school before 8:40. Students who are drop-offs or walkers, should arrive at school at 8:40 a.m., enter through **door 11**, and report directly to their classrooms.

Any students arriving after 8:50 a.m., will need to enter school by **door 1** and check in at the office.

At the end of the school day, bussers will be dismissed by **door 11**. Busses will pick up on Bilgo Lane.

All walkers will be dismissed by **door 2**, by the parking lot. Students in Grades 3-5 who are being picked up, will also leave the building through **door 2**. Students in Grades 4K-2, along with their older siblings, who are being picked up, will be dismissed through **door 9** by the Kindergarten playground. Please see the map above.

BUSSES

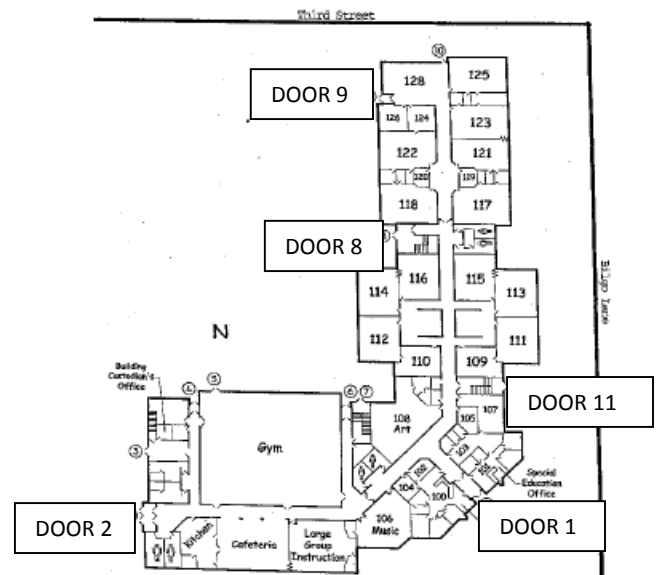
Busses will unload on Third Street and load on Bilgo Lane. It is important that pupils report to the bus line in an orderly manner and line up to avoid accidents from running, pushing, etc. If a pupil misses his/her bus the parent/guardian will be called to pick him/her up.

Students may alter their regular bus stop by bringing a completed "Bus Slip" form or a written note identifying a bus stop change for the evening from a parent or guardian. All bus stop slips/notes are to be taken to the office in the morning for authorization. Authorized slips/notes will be returned to the students before they board the busses; slips/notes must be given to the bus drivers. Bus drivers will **NOT** allow students to ride altered busses/routes without the authorized slips/notes and this will be reinforced by the school. This is a safety issue for the protection of students. **If you do not want your child to ride home on the bus, we must have a note. We cannot take the child's word for it.**

Long term changes need to be addressed through Johnson Bus; 626-4414.

BICYCLES

All pupils who ride bicycles to school are to park them **in the bicycle rack located by Door #2**. Once a bicycle is parked, it is to remain parked until dismissal in the afternoon. Bicycles are the property of the owner only. Pupils are to keep their hands off bicycles that do not belong to them.



“IGNITING A PASSION FOR LEARNING”

Our school is a place where active learning and exploration are fostered. We hope that students, parents, and staff will all work together to make this school the BEST! Remember, this is our school; it will reflect our ideas, attitudes, and care. Our success in this school relies upon all of our efforts. The more committed each of us are to working together, the more success we will create for our school community. If you have any questions or concerns, please address them with your child’s teacher as soon as possible. You may also request a meeting with the building guidance counselor or building principal.

*****Throughout the Handbook, policies will be listed, to view the complete policy please visit**

<http://www.boarddocs.com/wi/sdkew/Board.nsf/Public>

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY Policy 2260

The Board of Education does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

Wis. Stat. 118.13 Pupil Discrimination Prohibited

(1) No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

The following person/people has/have been designated to handle inquiries regarding the nondiscrimination policies. The Civil Rights Compliance Officers are: Tayrn Kroll, Director of Pupil Services, 1675 Reigle Dr., Kewaskum, WI 53040, 262-626-8427 x8013, tkroll@kewaskumschools.org; Mark Bazata, Curriculum Director, 1675 Reigle Dr., Kewaskum, WI 53040, 262-626-8427 x8009, mbazata@kewaskumschools.org

Reasonable Accommodation

Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request.

To request accommodation, please contact Tayrn Kroll, Director of Pupil Services, 1675 Reigle Dr., Kewaskum, WI 53040, 262-626-8427 x8013, tkroll@kewaskumschools.org.

The Board’s policies pertaining to employment practices can be found in Policy **1422**, Policy **3122**, and Policy **4122** – Nondiscrimination and Equal Employment Opportunity.

PHONE CALLS

Students will not be called from class for phone calls except in extreme emergencies. Students will only be allowed to use the office phone with building staff permission. Room phones will ring before 9:00 a.m. or after 3:50 p.m. If you call between these times, you will need to leave a message on voicemail.

SCHOOL CLOSING

How do we make the Weather Related School Closing Decisions?

- We gather as much weather-related information as possible.
- Surrounding area school superintendents are contacted to compare information gained through contacts in the individual school districts.

- We receive information from state, county, and village officials. We focus on road conditions along with both the short- and long-term weather forecasts.
- We obtain information from our bus transportation company regarding their recommendations.
- We discuss with the Facilities Director to ensure parking lots can be plowed timely for safety.

To acquire up-to-date school closing information, please utilize the following resources:

1. View our web page at www.kewaskumschools.org
2. Follow us on [facebook](#)
3. Listen to School Messenger which comes to your phone in its entirety.
4. Watch TV Channel WISN (12) and WTMJ (4).
5. Listen to WBKV (1470 AM and 92.5 FM) or WTMJ (620 AM and 94 FM) WKLH (96.5 FM), The Hog (102.9 FM), Jammin' (98.3 FM), or Smooth Jazz (106.9 FM).

ATTENDANCE Policy 5200

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Acceptance of Written Excuses

The District Administrator may require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence and prolonged absence.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend school.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223-Absences for Religious Instruction).

C. Permission of Parent or Guardian

The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student **may** be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

A. Quarantine

Quarantine of the student's home by a public health officer.

B. Illness of an Immediate Family Member

The illness of an immediate family member.

C. Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written or verbal personal request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the building principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized such custody by the parents.

MAKE-UP WORK

Whenever the absence excuse is acceptable, work missing during that time must be made up.

ILLNESS

When a child becomes ill at school, we will first contact the parent. If the parent cannot be reached, we will then contact the emergency number. *Please be sure to keep emergency numbers updated in Skyward.* When the school determines the child is too ill or injured to remain in class, it is the parent/guardian's responsibility to pick the child up and provide care for them.

STUDENT RECORDS Policy 8330

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

DIRECTORY INFORMATION

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice.

CONFIDENTIALITY Policy 8350

State and federal law requires that student education records be maintained as confidential. See Policy **8330**. State law further exempts certain information and records from public disclosure. See Policy **8310**. As such, the Board of Education is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from Board property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the district intact. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the Board are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the Board's employ. The Board directs the District Administrator to prepare guidelines concerning Board employees' duties to maintain certain information and records as confidential.

It is further the policy of the Board of Education that when the District receives in trust from a public agency information identified to be confidential or exempt from disclosure under the Public Records Law, Common Law, Privilege Case Law, or Federal Law, the District will maintain the confidentiality of said information to prohibit its unauthorized disclosure.

The following portions of this policy apply only to identified confidential information received from a public agency.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

CONTROVERSIAL ISSUES IN THE CLASSROOM & REQUEST PROGRAM MODIFICATIONS Policy 2240 & 2270

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

If either the class content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes. The student will be provided with alternate learning activities during the times of such parent requested absence.

COMPUTER TECHNOLOGY NETWORK, AND INTERNET ACCEPTABLE USE AND SAFETY Policy 7540

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. However, the use of the District's network and technology resources by students is a privilege not a right.

The District Administrator shall develop and implement a written District Technology Procedure (DTP). The DTP will provide for both the acquisition of technology, and guidance to staff and students concerning making safe, appropriate and ethical use of the District's network(s). The DTP shall also inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner.

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for Board-approved academic and extra-curricular programs.

However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy.

The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the District Administrator.

The District Administrator shall annually review the DTP to determine the effectiveness of the plan in meeting its objectives. A yearly report on the DTP and any changes, amendments, or revisions to it shall be presented by the District Administrator for action by the Board each year.

STUDENT ANTI-HARASSMENT Policy 5517

Prohibited Harassment

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community, as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally,

the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (see Policy 5517.01 – Bullying).

Bullying

Bullying is prohibited by Board Policy 5517.01. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Characteristic. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING Policy 2411

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the District. Such a program shall be available to all students without regard to race, color, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), physical or mental, emotional, or learning disability ("Protected Classes") and should be developmentally appropriate and:

- A. assist students in achieving their optimum growth;
- B. enable students to draw the greatest benefit from the offerings of the instructional program of the schools;
- C. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;
- D. help students learn to make their own decisions and solve problems independently;
- E. enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired.

EMERGENCY PROCEDURES

FIRE DRILLS: Drills are held monthly during the school year. In order to evacuate the building safely, students must follow teachers' instructions and directions posted in each room.

1. Walk at all times, and keep walking until you are at least two hundred feet away from the building.
2. Maintain silence when leaving or returning to the building so that teachers' verbal instructions may be heard and understood.

TORNADO DRILLS: The building is not to be evacuated in the event of a tornado or other severe weather threat, unless staff and students are so directed. Any severe weather warning will be related to you via the public address system. Remain calm and quiet in order to hear directions. The teacher will direct students to move to a designated area in the building that will provide the greatest safety.

HOLD/LOCK DOWN DRILLS: In the event of a safety concern, teachers will be instructed to go to a hold or lock down. Students are to follow teacher instructions.

STUDENT ACCIDENTS/ILLNESS/CONCUSSION Policy 5340

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

ADMINISTRATION OF MEDICATION/EMERGENCY CARE Policy 5330

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent or guardian in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon and epinephrine, unless the act or omission constitutes a high degree of negligence. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, shall be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

A registered nurse providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s).

Epinephrine Auto-Injectors

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the school nursing staff in consultation with the District Administrator to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. identifies the number and type of epinephrine auto-injectors each school will keep on site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
- E. is approved by a physician licensed in the State of Wisconsin;
- F. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;
- G. is published on the District's website or the website of each school.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES Policy 8450

The Board of Education recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Wisconsin Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed. The District Administrator shall develop administrative guidelines for the control of communicable disease which shall include:

- A. instruction of professional staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the State Department of Health.

DIRECT CONTACT COMMUNICABLE DISEASES Policy 8453

The Board of Education seeks to provide a safe educational environment for students and staff. To this end, students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring, to the extent permitted by State communicable disease reporting requirements, the confidential status of individuals who may have been diagnosed with a contact communicable disease.

ADDRESS CHANGES

Please inform the office if you change your address, your e-mail address, telephone number, or emergency medical information at any time during the year.

STUDENT ACCIDENT INSURANCE Policy 8760

The Board of Education recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance at the expense of the parents.

RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES Policy 8800

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. The District Administrator shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

CODE OF CONDUCT Policy 5500

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real

and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District. The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school related events.

STUDENT DISCIPLINE Policy 5600

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules.

DRESS AND GROOMING Policy 5511

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

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

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

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The District Administrator shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. provide an appeal procedure to review decisions of the building principal in situations involving expressive conduct which the student believes is legally protected;
- C. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- D. ensures that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school. If the clothing cannot be removed, the student may be sent home after contact is made with the student's parent/guardian.

FIELD AND OTHER DISTRICT-SPONSORED TRIPS Policy 2340

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;

- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program.

The Board shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District overnight and out of the State.

The District Administrator shall approve all other such trips.

SCHOOL VISITORS Policy 9150

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The District Administrator has the authority to prohibit the entry of any person to a school of this District or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

CAFETERIA

All pupils eating hot or cold lunch are to make sure their place setting at the lunch table is cleaned up after they have finished eating. Food from the cafeteria may not be taken outside the cafeteria area.

SNACKS IN SCHOOL

Snacks are to be eaten at snack break, lunch or recess. In accordance with the health policy, snacks should be as healthy as possible. Fruit, granola bars, etc. are strongly encouraged. Candy, soda and sugar based snacks are not permitted.

LUNCH

Students may purchase lunches daily or for an extended time period. Purchased lunches do NOT have to be used on consecutive days. Students will be able to make their lunch choices in the morning.

Students use a computerized lunch system. There are many advantages to this computerized program. It offers a more efficient accounting system for your children, you and the district.

Each student will be issued a 4-digit pin number (I.D. number) and assigned a lunch account that the computer will keep track of. The system will be set up using family accounts, not individual accounts. It is a prepaid system with a variety of payment methods (weekly, monthly, semester, etc.) If you have more than one child, you make one FAMILY deposit.

Parents should send a check to: Child Nutrition Program, Kewaskum High School, 1510 Bilgo Lane, Kewaskum, WI 53040, or it may be brought to any of the school offices. *Please make your checks payable to: Child Nutrition Program.*

The School District also offers the *e-Funds for Schools EFS* payment program that allows parents several payment options for the debit lunch system. Not only will you have the ability to have lunch payments automatically withdrawn electronically from your checking account or charged to your credit card, you also have the flexibility to make a payment at any time through the school's website. More information regarding *e-Funds for Schools EFS*, can be found on the School District website.

When going through the lunch line, each student will submit his or her PIN number to the cashier and the amount of purchase is subtracted from the appropriate account balance.

This system is similar to a checking account. It is necessary to put money into the account in order to buy a lunch. If your account balance falls below a determined amount, we will let you know. Any remaining funds in the family accounts at the end of the school year will be carried over to your account for the next school year. Or, the remaining funds will be returned to you at your request.

To read the Food Service Policy – go to policy 8500.

MILK

A carton of milk may be purchased for consumption at lunchtime that will be deducted from the family account. White and chocolate are available. Milk is purchased in the lunch area each day.

Students in grades 4-Year Old Kindergarten (4K) through five (5) wishing to participate in a daily milk break may do so. The cost per semester is \$25.00 or \$50.00 for the year.

If a child does not choose to drink milk, a beverage may be brought to school, however, no soda is permitted.

SEPARATE CHECKS MUST BE MADE OUT FOR LUNCH, MILK, AND OTHER SCHOOL PURCHASES. *LUNCH AND LUNCH MILK CHECKS SHOULD BE MADE PAYABLE TO: CHILD NUTRITION.* MILK BREAK AND OTHER CHECKS SHOULD BE MADE PAYABLE TO: *KEWASKUM SCHOOL DISTRICT*

(In the check memo area, please identify the purpose for the individual checks; such as lunch money, milk break money, field trip money, etc.)

WELLNESS Policy 8510

As required by law, the Board of Education establishes the following wellness policy for the Kewaskum School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

RECESS

An important part of the students' school experience is that of socialization. One key component to this occurs through recess. Recess times allow the children opportunities to develop/refine their communication skills, manners/respect for others, and motor skills, while taking a break from their academic learning.

If children are healthy enough to be at school, they are expected to participate in recess activities. Such arrangements will be made on an individual basis with the goal of having all students participate in recess activities.

Students will remain outside except in inclement weather defined as rain, heavy snow, temperatures below +10 degrees F or a wind chill below 0 degrees F.

PLAYGROUND

The playground will be used by the primary and intermediate pupils at different times. This is done to alleviate problems or injuries during recesses.

PLAYGROUND EQUIPMENT

Playground equipment should be highly respected by all pupils. Equipment belonging to any room should be clearly marked so that it remains with that room. Pupils taking equipment from any room will be responsible for its return.

Our playground equipment is located on the north and east side of the playground. Falling from any of this equipment can cause injuries. Pupils should not get careless while playing on any of the playground equipment.

Baseballs (hard balls) and bats (metal and wooden) are not allowed.

SNOWBALLS

Throwing snowballs can be very dangerous. Because of this possible danger, there is to be absolutely no throwing of snowballs at any time on the school grounds unless supervised by an adult. The snowball throwing should then only take place in a designated place and at designated targets if applicable. This also includes the throwing of chunks of snow, ice, stones, dirt or woodchips.

SKATEBOARDS & ROLLER BLADES

For safety and liability reasons, skateboards and roller blades will not be allowed on school property at any time. Repeated violations will result in local police intervention and possible citations. (WI State Statute 90-223(2)).

VIDEO TAPING & PHOTOGRAPHING

Students may be videotaped or photographed during the year to be used for school district related purposes. If you have any concerns regarding this matter, please refer to the "Directory Information" section of this handbook.

FEES AND FINES

All fines are expected to be paid by the last day of school. Any unpaid fees or fines may be turned over to a collection agency. A \$20 NSF (non-sufficient funds) fee will be charged to any person whose check does not clear our bank.

ANIMALS ON DISTRICT PROPERTY Policy 8390

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Prior administrative approval is required. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

HALL MANNERS

The halls in this school are used by all pupils every day of the school year. At times many pupils may be in the halls at one time. To keep this movement as smooth as possible, there is to be no running or pushing at any time. When in the halls, pupils should be as quiet as possible. The halls are to be used only when necessary and aimless walking or constant inside/outside movement during recess or noon hours will not be permitted.

USE OF BATHROOMS

The bathrooms of the school are to be kept clean at all times. Anyone writing on any surfaces or messing up a bathroom area may be suspended.

PUPIL RESPECT

Pupils who have and show respect are well liked and admired by others. Respect is to be shown by all pupils to other pupils and members of the school staff. This includes teachers, office help, paraprofessionals, cooks and custodians. Parents/guardians can be of great assistance by teaching respect at home, which will then carry over into school.

PERSONAL COMMUNICATION DEVICES Policy 5136

Students may use personal communication devices (PCDs) before and after school, during their lunch break at the high school, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extracurricular activities), and at high school related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline may be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student and/or student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

ELECTRONIC EQUIPMENT Policy 5136.01

While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal or the classroom teacher.

WEAPONS Policy 5772

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator. Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately.

Incendiary Device

Possession of incendiary devices (cigarette lighters, matches, firecrackers, smoke bombs, etc.), or their look-alikes, is also prohibited by students in any school building, office, shop, warehouse or other enclosed structure of the District; on any school grounds, including playing fields and other outdoor areas belonging to the District; at any school-sponsored activity, and in vehicles used to transport students for school-related purposes.

DRUG & ALCOHOL Policy 5530

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

CARE OF DISTRICT PROPERTY Policy 5513

Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair and is directly related to increased school taxes.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures including suspension and expulsion. Also their parents shall be financially liable for such damage to the extent of the law except that students over eighteen (18) years of age or older shall be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District owned, borrowed or leased equipment, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings.

The District Administrator may report to the appropriate authorities any student whose damage of District property has been serious or chronic in nature.

SEARCH AND SEIZURE Policy 5771

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers and desks used by students or the person or property, including vehicles, of a student, in accordance with policy.

FACILITY USE APPLICATION

A facility use form must be completed a MINIMUM of 7 days prior to a group requesting use of a building/facility space. If you are interested in booking a space, please contact Laurie Beimborn at 262-626-3109 or email lbeimborn@kewaskumschools.org

LOST AND FOUND

Each school has a lost and found. Students are requested to turn in any item found and are encouraged to check the lost and found for any lost articles. At the end of the year items that are left are donated.

FILING A COMPLAINT UNDER FERPA

Parents and eligible students who believe their rights under Federal law (Federal Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated may file a complaint under FERPA by completing the complaint form electronically [click here](#) or send the form to Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520 .

Kewaskum Elementary PBIS

Positive Behavior Interventions and Supports

What is PBIS?

Positive Behavior Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors to meet the needs of ALL students. This school-wide approach focuses on building a safe and positive environment in which all students can learn.

The foundation of PBIS at Kewaskum Elementary School has three building-wide expectations:

- Be Responsible
- Be Respectful
- Be Safe

The PBIS Program at Kewaskum Elementary School will be called "S. M. A. R. T."

Students Making A Responsible/Respectful Team

In addition to the three behavior expectations, PBIS has four major components.

1. Behavior Matrix
2. Teaching Expectations
3. KES S. M. A. R. T. Rewards
4. Office Referral Forms

Behavior Matrix

The behavior matrix is a detailed description of expected behavior in each setting of the school. For example, in the lunchroom it is respectful to say "please" and "thank you" and to clean up your space. In the hallway it is safe to always walk. This matrix will be posted throughout the school and on the school folder as a constant reminder of our three school-wide expectations.



S. M. A. R. T. Team at KES

- Mrs. Berres
- Mrs. Gedhart
- Mrs. Grisologo
- Mrs. Hepp
- Mrs. Mündiger
- Mrs. Sarauer
- Mrs. Wojtanowski
- Mrs. Skoczynski
- Mrs. Pokorski
- Mr. McClone
- Mrs. Veit
- Mrs. King
- Mrs. Tarras
- Mrs. Holstead
- Mr. Moser

If you have any questions, please do not hesitate to contact any of our team members. We would be happy to discuss PBIS with you.

Teaching Expectations

At the beginning of the school year, students will be taught our three expectations in each school area (lunchroom, bathroom, hallways, classrooms, playground). Teachers will help students learn what the expectations "look" and "sound" like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year, and become a regular part of our classroom instruction.

S.M.A.R.T. Rewards

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. At KES each student will earn individual S.M.A.R.T. cents for demonstrating behaviors that exhibit these three positive attributes. Each student will be able to save their S.M.A.R.T. cents for special prizes or enter them into a monthly drawing. Whole classrooms demonstrating great behavior can also earn S.M.A.R.T. bucks. The school will work together to collect as many S.M.A.R.T. bucks as possible in order to earn various rewards throughout the year.

Office Referral Forms

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, an Office Referral Form will be implemented. Discipline issues are divided into major and minor infractions.

- **Major** infractions are issues that result in office time. Parent and/or guardians will always be notified by the principal or teacher regarding major infractions.
- **Minor** infractions are behaviors that are disruptive to the learning environment, but are handled by the supervising staff member.

When a child repeatedly receives referrals for minor or major infractions, parents and/or guardians, teachers, support staff and the principal will meet to build an effective behavior intervention plan for that child.

S. M. A. R. T. Role for Parents/Guardians

To be successful, our behavior program needs to be a partnership between home and school. Throughout the school year the KES PBIS team will send updates and information about the program in the monthly newsletter. We invite your comments, concerns and ideas to help make our program a success.

Please support the S.M.A.R.T. program at Kewaskum Elementary School by:

- Reviewing behavior expectations with your child
- Using the three expectations at home—
Be Responsible
Be Respectful
Be Safe
- Providing positive reinforcement at home
- Sharing comments and/or asking questions about S.M.A.R.T. with the team members



Be KES S.M.A.R.T.

“Students Making A Responsible/Respectful Team”

	All Settings	Entrances	Hallways/ Stairwells	Bathrooms	Cafeteria	Playground	Computer Lab	Assembly/ Field Trip	Bus	Before/After School
Be Responsible	Be prepared Take ownership Make good choices Follow directions	Keep your belongings with you at all times	Keep your space clean Leave no trace behind	Keep bathrooms clean Be quick Report problems to adult	Clean up your space & spills Get all utensils & food before you sit down	Dress for weather Put away what you use Freeze at the sound of the bell Wait for whistle to enter	Log off computers when finished Clean up your space	Represent KES positively Clean up area Pay attention	Throw garbage away Keep area clean Be on time Be responsible for yourself	Make sure you have belongings Leave no trace Enter quietly at 8:40 at designated area Exit quietly at 3:40
Be Respectful	Be kind Be honest Be positive Use manners Follow room rules Respect school property	Quiet voices Wipe off feet Use kind words	Voices off Respect each others' property	Give privacy to others Good table manners Raise hand for permission to leave the table	Use inside voices Good table manners Raise hand for permission to leave the table	Walk in silently Include others Show good sportsmanship Take turns Walk in & out silently	Use whispering voices Respect property	Demonstrate good audience behavior Show appreciation Be KES S.M.A.R.T.	Use quiet voices Use appropriate language Use kind words Respect others' property Respect the driver at all times	Go straight home Obey and listen to adults
Be Safe	Walk Keep hands & feet to yourself	Walk at all times Keep hands & feet to yourself	Walk single file Keep hands & feet to yourself Stay to the right when walking in the halls/stairs Face forward	Keep water in sink Hand washing basics (1 soap pump & 3 paper towel pushes) Keep feet on the floor	Keep hands, feet, & objects to yourself Wait at table until dismissed Use utensils properly Walk	Use equipment appropriately Keep hands & feet to yourself Keep snow, ice, and rubber shavings on the ground	Walk Raise your hand for assistance	Walk Follow directions Stay with your group	Remain seated at all times Keep windows on or above 2 nd notch Keep hands to yourself Keep feet on the floor Face forward	Walk on sidewalks Cross only at the crosswalks Walk bike/scooter on school grounds If on playground, must be supervised by parent

The S.M.A.R.T. 5

1. Voices off 2. Hands and Feet to Yourself 3. Face Forward 4. Listening Ears 5. Ready to Begin

Voice Levels

0 – No Talking 1 – Whisper 2 – Inside Voice 3 – Outside Voice/Outdoors Only

Kewaskum Elementary Referral Form

Name: _____ Date: _____

Referring Staff: _____ Grade: 4K 5K 1 2 3 4 5

Classroom Teacher: _____ Time of Occurrence: _____

Location

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Bathroom | <input type="checkbox"/> Field Trip/Assembly |
| <input type="checkbox"/> Lunchroom | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Office |
| <input type="checkbox"/> Hallway/Stairwell/Pod | <input type="checkbox"/> Recess | <input type="checkbox"/> Other _____ |

Motivation

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Peer Attention | <input type="checkbox"/> Avoid Tasks |
| <input type="checkbox"/> Adult Attention | <input type="checkbox"/> Avoid Peers |
| <input type="checkbox"/> Obtain Items | <input type="checkbox"/> Avoid Adult |
| <input type="checkbox"/> Other Motivation | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Retaliation | |

Others Involved

- | | |
|----------------------------------|-------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Substitute |
| <input type="checkbox"/> Peers | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Other |
| <input type="checkbox"/> Teacher | |

Staff Deals with Minor Behaviors	Office Deals with Major Behaviors
<input type="checkbox"/> Inappropriate Language _____ word was used <input type="checkbox"/> Physical contact/Physical Aggression <input type="checkbox"/> Defiance/Insubordination/Non-Compliance <input type="checkbox"/> Disrespect <input type="checkbox"/> Disruption/Excessive Talking/Continually Off Task <input type="checkbox"/> Property Misuse/Inappropriate use of Equipment <input type="checkbox"/> Technology Violation <input type="checkbox"/> Other Minor Behavior _____	<input type="checkbox"/> Abusive Language/Inappropriate Language/Profanity <input type="checkbox"/> Bullying <input type="checkbox"/> Defiance/Insubordination/Non-Compliance <input type="checkbox"/> Disrespect/Arguing with a teacher <input type="checkbox"/> Fighting <input type="checkbox"/> Forgery/Theft/Plagiarism <input type="checkbox"/> Harassment <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Technology Violation <input type="checkbox"/> Weapons <input type="checkbox"/> Continual Minor Behavior _____ <input type="checkbox"/> Other Major Behavior _____
<h4>Staff Decision</h4> <input type="checkbox"/> Conference and Re-teach Appropriate Behavior w/Student <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Time in Office <input type="checkbox"/> Parent Contact <input type="checkbox"/> Other: _____	<h4>Administrative Decision</h4> <input type="checkbox"/> Conference with Student <input type="checkbox"/> Time in Office <input type="checkbox"/> Parent Contact <input type="checkbox"/> Individualized Instruction <input type="checkbox"/> Reflection Form <input type="checkbox"/> Detention (Date: _____) <input type="checkbox"/> In-School Suspension (____ hours/____ days) <input type="checkbox"/> Out-of-school Suspension (____ hours/____ days) <input type="checkbox"/> Others: _____

Parent Signature: _____ Date: _____

Or

Parent Contact: _____ Date: _____

SWIS™ Office Referral Definitions

Use these definitions to guide your responses to behavior and to complete the Referral form. Keep in mind the developmental age of the child.

Minor Problem Behavior	Definition
Defiance/ Insubordination/ Non-Compliance	Student engages in brief or low-intensity failure to follow directions or talks back.
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Disruption	Student engages in low-intensity, but inappropriate disruption.
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.
Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact.
Property Misuse	Student engages in low-intensity misuse of property.
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
Major Problem Behavior	Definition
Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Defiance/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions or talks back.
Disrespect	Student delivers socially rude or dismissive messages to adults or students.
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Forgery/ Theft/Plagiarism	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Other Major Behavior	Student engages in problem behavior not listed.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
Use/Possession of Weapons	Student is in possession of knives (> 6 in., < 6 in.) and guns (real or look alike), or other objects readily capable of causing bodily harm.

Steps to Re-teach

1. Ask the child what they did wrong or tell them what they did wrong.
2. Ask the child what they would do differently.
3. Role play or Redo if appropriate (e.g. students running in the hall would be asked to go back to a certain point and walk)