

Family
Handbook
2018 - 2019

Rosenow Elementary School
929-2996

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District Mission Statement



Fond du Lac School District:

“The mission of the Fond du Lac School District, in partnership with the family and community, is to promote high achievement and foster the continuous growth of the whole child, so that each becomes a creative, contributing citizen in a global society by providing personalized learning opportunities in a safe, nurturing environment.”



Rosenow Vision Statement



Rosenow Elementary is a child-centered community where we:

- ☆Ensure high achievement through evidence based instruction and assessment**
- ☆Foster partnerships among our students, staff, families, and the community**
- ☆Value diversity and individuality in our inclusive environment**
- ☆Communicate clear behavioral expectations for everyone**
- ☆Ensure an emotionally and physically safe learning environment**

Created 2007

September, 2018

Dear Rosenow Families,

Hello, and welcome to the beginning of an exciting year of learning at Rosenow Elementary School. Our school theme this year is “The Power of One,” which reminds us that one person, one word of encouragement, one act of kindness can make a tremendous impact on the life of another.

Following is the Rosenow Elementary School Handbook. The handbook will be available electronically to all of our families via our school website <http://fonddulac.esvbeta.com/> (click on the Rosenow School link). Paper copies will be available in the office upon request.

Many of the procedures detailed here are different than they have been in the past, especially as they relate to school schedules and hot lunch prices, so I encourage even those of you who have been parents of Rosenow students for several years to spend some time reviewing the information in this handbook.

At its best, the education of a child is a collaborative effort between home and school. With that in mind, I encourage you to take time to be an active participant in your child’s education: visit your child at school, correspond frequently with your child’s teacher, and engage your child in conversations about what (and how) he or she is doing in school. Your involvement in the process sends a lasting message to your children that you care about them and that their learning is important to you.

I look forward to seeing all of you at school periodically throughout the year. If you have any questions about the information contained in this handbook, feel free to stop in the office, email me, or call me at school.

We look forward to seeing you at school soon!

Sincerely,
Michael T. Mockert – Principal
Rosenow Elementary School District
mockertm@fonddulac.k12.wi.us
(920) 929-2996

ROSENOW CALENDAR OF EVENTS 2018-2019

<u>Date</u>	<u>Title of Event</u>	<u>Time</u>
August 29	Open House	5:30 – 7:00
September 11	PTO Meeting	5:30 p.m.
September 21	PTO Fundraiser Kick-Off	3:00 p.m.
October 3	Individual School Pictures	
October 10	Walk to School Day	8:00 a.m.
October 11 & 16	Parent/Teacher Conferences	3:45-7:45 p.m.
October 19	Parent/Teacher Conferences	8:30 a.m. -3:30 p.m.
October 26	Halloween Parade	2:45 p. m.
November 13	PTO Meeting	5:30 p.m.
December 13	K-2 Holiday Concert & Bake Sale	6:30 p.m. PAC
December 14	PTO Holiday Craft Day	All Day
Dec. 24 - Jan. 1	Winter Break	
January 15	PTO Meeting	5:30 p.m.
January 17	Yearbook Activity Pictures	
January 25	Big Blast Party	
February 5	Culver’s Night Fundraiser	4:30 - 7:30
February 7 & 12	Parent Teacher Conferences	3:45 -7:45 p.m.
February 15	Parent Teacher Conferences	8:30 a.m. – 3:30 p.m.

February 22	Carnival/Book Fair	5:30-8:00 p.m.
February 28	3-5 Spring Concert & Bake Sale	6:30 PAC
March 12	PTO Meeting	5:30-7:30 p.m.
March 29	PTO Dinner & Movie Night	5:30-8:00 p.m.
April 12	Family Bingo Night	
April 19-23	Spring Break	Enjoy!
April 30	Rosenow Art Show	5:00-7:00 p.m.
May 2	A & W Night	4:30 - 7:00
May 6-10	Teacher Appreciation Week	
May 16	A & W Fundraiser	4:30 – 7:30 p.m.
May 14	PTO Meeting	5:30
May 16	Volunteer Appreciation Reception	5:00 p.m.-6:30 p.m.
May 22 – 23	5th Grade Camp	
May 27	No School – Memorial Day	
May 30	4K Celebration	9:30 & 1:30
May 31	Veteran’s Breakfast & Program	9:30 a.m
June 3	PTO Fun Day	
June 4	5th Grade Celebration	
June 5	Last Day of School (Early Dismissal)	11:30

SCHOOL DAY K-5

Monday – Friday:

5K-5	8:30 – 3:30
4K (Morning)	8:20 – 11:00
4K (Afternoon)	12:45 – 3:25
*EC (Morning)	8:30 – 11:00

NOTE: ½ day dismissal time is 11:30 A.M. for grades K-5.

***Early Childhood does not meet Monday morning.**



ROSENOW PTO

The Rosenow Parent Teacher Organization (PTO) is devoted to promoting activities and programs that will enhance our children's educational experience. The PTO strives to bring the home and school into a closer relationship to the benefit of all of our students.

ROSENOW PTO OFFICERS 2018-2019

Co-President: Rosa Ciske	920-251-4864 rosaciske@yahoo.com
Co-President: Christine Bader	920-251-0846 chrissybader79@yahoo.com
Vice President: Kelly Wondra	920-251-5206 kwondra19@gmail.com
Secretary: Candice Hayward	920-960-1912 csippel7@yahoo.com
Treasurer: Cassandra Feustel	920-251-2775 cassfeustel@gmail.com

Visit the PTO Facebook page: [Rosenow Elementary PTO](#)

ROSENOW STAFF 2018-2019

Mr. Michael Mockert.....	Principal
Mrs. Denise Klauck.....	4 yr. Kindergarten
Mrs. Vicki Kuether.....	5 yr. Kindergarten
Ms. Rian Lennon.....	5 yr. Kindergarten
Mrs. Lisa Roltgen.....	5 yr. Kindergarten
Mrs. Timi Emmer.....	1 st Grade
Mrs. Sara Schmidt.....	1 st Grade
Ms. Donna Osborn.....	1 st Grade
Mrs. Michele Cleveland.....	2 nd Grade
Mrs. Kayla Lund.....	2 nd Grade
Mrs. Marcy Farina.....	2 nd Grade
Mrs. Suzanne Gruett.....	3 rd Grade
Mrs. Kristie Hochrein.....	3 rd Grade
Mrs. Barb Korneli-Krueger.....	3 rd Grade
Mr. Greg Friess.....	4 th Grade
Mr. Justin Lloyd.....	4 th Grade
Mrs. Katie Mentink.....	4 th /5 th Grade
Mrs. Mary Kris Zangl.....	5 th Grade
Mrs. Tami Domasky.....	5 th Grade
Mrs. Melissa Costello.....	Media Specialist
Mrs. Mary Muellenbach.....	Special Ed.
Mrs. Denise Paar.....	Special Ed.
Mrs. Kelsey Stoegbauer.....	Special Ed.
Mrs. Karen Moehn.....	Early Childhood
Mrs. Stephanie Homman.....	Physical Education
Mrs. Anoush Cowles.....	Art
Ms. Mary Liz Julka.....	Band
Ms. Julia Hertig.....	Orchestra
Mrs. Patrice Gustavus.....	Music
Mrs. Judith Reschke.....	Speech
Mr. John Matysik.....	Counselor
Mrs. Lisa Carns.....	Reading Specialist
Mrs. Stephanie Hill.....	School Nurse
Mrs. Holly Lehman Barnes.....	Secretary
Mrs. Susan Wright.....	Media Secretary
Mrs. Lisa Andrew.....	Instructional Assistant
Mrs. Kim Lyons.....	Instructional Assistant
Mrs. Fran August.....	Instructional Assistant
Mrs. Cindy Wagner.....	Instructional Assistant
Mrs. Nikki Schneider.....	Instructional Assistant
Mr. Scott Johnson.....	Day Custodian
Mr. Howard Burgess.....	Night Custodian
Mr. Jim Suprenand.....	Night Custodian

ABSENCES

FOR THE SAFETY OF YOUR CHILD WE HAVE FOUND THE FOLLOWING PLAN MOST PRACTICAL:

1. Call Rosenow, 929-2996, before 8:20 A.M. or 12:00 P.M. to report an absence and the reason for it. You may call anytime of day and leave a message on the school attendance mailbox.
2. Homework is permitted in most cases of illness. It is best to request such work when the absence call is made. This allows the teacher(s) time to gather materials, assignments, etc. and send them to the office for pickup at a stated time...or send home with a sibling or neighbor.
3. In cases of illness of more than thirty days, homebound instruction is provided. This requires a statement from the doctor (in writing), and a meeting of school personnel. The cost is mainly absorbed by the state with parents paying only for the usual consumable supplies.
4. Excuses for absences other than illness or injury are to be arranged with the principal prior to the planned absence.
5. Children should report to the office upon returning to school after doctor/dentist appointments.
6. If a student has been ill and should not go outside during the school day, please send the teacher a note requesting the child remain inside. These notes are only approved on a daily basis. A note needs to be sent **each** day the child is to remain inside for a limit of three days.
7. Students are to arrive at school on time, unless ill. However, it is better to be tardy than to not come at all. Students who are tardy may be asked to make up work after school.

EXCUSED ABSENCE OF A STUDENT

Student absences from school for all or part of a day are excused for the following reasons:

- A. Illness of the student
 1. (Medical certification may be required)
- B. Severe illness or death in the immediate family.
- C. Emergency of special need.
- D. Prearranged religious observances.
- E. Prearranged court appearances.
- F. Prearranged school sponsored activities.
- G. Prearranged visitation to post graduate.
- H. Prearranged family trips.
- I. Prearranged absences approved by the appropriate building principal or designee which address a special and specific student need.
- J. Prearranged medical and dental appointments.

Any absence from school for an entire day or any part of a day without consent of a parent or guardian (if the student is under 18 years of age) and approval of the appropriate school authority shall be defined as truancy.

TRUANCY

In compliance with Wisconsin Statute 118.16(4), the Fond du Lac School District has adopted the following truancy plan:

- a) Procedures for notifying parents or guardians of the unexcused absences of habitual truants and meeting and conferring with such persons.

In all cases involving a truancy, the District attendance office or the appropriate building principal or designee shall notify the parent or guardian of a child's truancy, and direct the parent or guardian to return the child to school no later than the next day or when school is in session or to provide an excuse (s.118.15). The notice shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by personal contact or a telephone call shall be attempted before the use of mail notification.

Following the third truancy the parent will be required to have a conference with the building principal or designee within five days of the truant's return to school. This conference will focus on the student's truancy and ways to address the problem. When a student becomes a habitual truant as defined in s.118.16(a) the attendance office is to notify the parent or guardian by registered mail or certified mail. This notice shall include the following:

1. A statement of parent's or guardian's responsibility under s.118(1)(a) to cause the child to attend school regularly.
2. A statement that the parent, guardian, or child may request program or curriculum modification for the child under s.118.15(1)(d) and that they may be eligible for enrollment in a program for children at risk under s.118.153(3)
3. A request that the parents or guardians meet with the appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, a time and place for the meeting, and the name, address, and telephone number of a person to contact to arrange a different date.
4. A statement of penalties under s.118.15(5) that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under a.118.15(1)(a).

A habitual truant is a pupil who is absent from school without an acceptable excuse under s.118.15 for: Part or all of 5 or more days on which school is held during a school semester.

- b) Plans and procedures for identifying truant child of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned.

To insure that truant children are effectively and promptly identified the district will monitor attendance hourly. The building principal or designee is responsible to investigate the circumstances of absences suspected as being truant.

Truancy shall be identified as any absence from school for an entire day or any part of a day without consent of a parent or guardian (if the student is under 18 years of age) and approval of the absence by the appropriate school authority. Such approval shall be given only under the following circumstances:

- A. Illness of student/Medical certification may be required.
- B. Severe illness or death in the immediate family.
- C. Emergency or special need.
- D. Prearranged religious observances.
- E. Prearranged court appearances.
- F. Prearranged school sponsored activities.
- G. Prearranged visitation to post graduate institution.
- H. Prearranged family trips.
- I. Prearranged absences approved by the appropriate building principal or designee which address a special and specific student need.
- J. Prearranged medical and dental appointments.

A truant student will be returned to the building principal or designee. The building principal or designee will immediately attempt to contact the parent or guardian that the student has returned to school. The building principal or designee, after having a conference with the student, will send the student back to class unless there is a need for other intervention by the guidance counselor, school nurse, or other specialist.

BOOK COVERS ARE REQUIRED

We are concerned about the conservation of school books. The cost of textbooks has increased tremendously. We are requesting that all students cover the textbooks that are issued to them to use in their instructional programs.

We ask your cooperation in assisting children when they cover their “school books.” Please do not glue or paste covers to any books.

DIRECTIONS:

1. Secure cover materials...
 - a. grocery shopping bags
 - b. oil cloth
 - c. plastic
 - d. heavy brown wrapping paper
 - e. cloth
2. Fold top and bottom edges of paper a little larger than the book.
3. Crease edges.

4. Open the front cover and lay the book on the length of paper and fold flap over edge of front cover and crease.
5. Slip cover into the flap for front cover of book.
6. Close book and crease edge as No. 4 directs for back cover of book.
7. Slip cover into flap for back of book.
8. Close book and thanks for a job well done!

LOST OR DAMAGED BOOKS AND MATERIALS POLICY

Borrowers will pay the current replacement cost for lost or damaged books and materials. If books and materials cannot be replaced, the borrower will pay the original price of the books and materials. Borrowers will pay the cover price on lost or damaged magazines. Children who remove a bar code from a book will be fined \$5.00.

MUSIC LESSONS

Students in grade 5 are eligible to enter the string music program. At recruitment time the instruments are demonstrated, sign up slips distributed, and a general review of the program given. Lessons are free. Later in the school term, city wide orchestras will be developed to include all interested string players.

Students in grade 5 are eligible to enter the band music program. Here again recruitment sessions explain, demonstrate, and distribute instruments. Most instruments will be owned or rented by the players, however, the school district loans some of the larger more expensive types. The band instructor may have suggestions as to which instrument a particular child chooses based on mouth formation or other physical characteristics. City wide bands also form during the school year.

HOMEWORK

Assignments are sent home to be finished when classroom time did not allow the task to be completed or when an assignment can be done more effectively in the home or community setting. Practice of basic skills can be done very effectively in the home setting and may be periodically assigned to students.

Parents can assist children by creating an atmosphere which is conducive to learning and offer personal encouragement, for students to do their best. Parents are encouraged to contact the child's teacher if there are any concerns or questions.

CHILD CARE PROGRAM

"Kids School Care" is a private business offering before and after school care in the cafeteria each day. More information may be obtained by calling Pam Demoske at 921-3448.

PHYSICAL EDUCATION

Due to the special nature of Phy. Ed. Classes, the following clothing is considered appropriate.

Primary (K-3)

- ..white or light-colored
T-shirt with name on
- ..slacks or shorts
(under skirts)

Intermediate (4-5)

- ..standard FDL School District
blue gym T-shirt
- ..sweat socks
- ..tennis shoes

STUDENT SOLICITATIONS

During the school year, students often want to promote the activities and projects of organizations they belong to outside of school. Any student wishing to display a poster or promotional sign must first receive the principal's permission. Students are not permitted to solicit money at school from other students or staff members for skate-a-thons, walk-a-thons, or similar events. Students are not allowed to sell candy bars and such items (at school) as part of fund raising for non-school organizations.

USE OF THE TELEPHONE BY STUDENTS

Telephone use by students is not allowed except in emergency cases and with the permission of the teacher, secretary, or principal. Students are required to make arrangements for after school activities in advance.

PLAYGROUND SUPERVISION

Playground areas are supervised for ten minutes before classes begin in the morning. Group instructional play periods are supervised by staff members. **DO NOT SEND YOUR CHILD(REN) TO SCHOOL BEFORE 8:20 A.M.** The office entrance is available for parent entrance. Doors are open for students to enter the building at 8:25 A.M. Students who need to enter the building before 8:25 A.M. need to enter by the office and sign in. Students should be entering for a specific purpose. (i.e. Breakfast, Student Council, Chorus, Safety Patrol.)

The following policy is followed when sending children outside for recess:



****Children do NOT go outside when the temperature or wind-chill is 0 or below or if it is raining.**

School Doors

To protect the safety of the children and limit public access to our school, all exterior doors will be locked at 8:30 A.M. and opened at 3:25 P.M. These doors are not locked from the inside. All parents and volunteers who wish to enter the school during school hours must sign in at the office and pick up a visitor badge. Unless signing in and going to a classroom, adults must wait in the school lobby at dismissal.

STUDENT DROP OFF AND PICK UP

In an effort to create a safe environment for all children, Rosenow reminds you of the following Drop Off/Pick Up procedures:

- 1) **DROP OFF:** Students dropped off before 8:30 am must go to their assigned playground. Any student that is dropped off in front of the building before 8:30 will be required to walk on the sidewalk to the back of the building. Only students arriving for breakfast, homework assistance, and clubs are allowed in the school prior to 8:30 am.
- 2) **PARKING LOT is for STAFF ONLY.** No parents should enter the parking lot for drop off or pick up. Orange cones are placed at the drive to remind parents this is closed. This was created to avoid children exiting the building and walking among moving cars. 
- 3) **LOADING CHILDREN:** Children should enter parked cars only through doors opened on the curb side of the street. Please do not load children with open doors towards moving cars.
- 4) Cars **MUST follow the posted signs** and students **MUST use the designated crosswalks!** Please use caution in the crosswalk area and always look for children.
- 5)  **BIKES** must be parked in the bike racks provided and locked. Helmets are highly suggested. On school property, sidewalks, & playground, children must walk their bikes. (Per School Board policy, only children in grades 3-5 may ride bikes to school.)
- 6) **STUDENT SAFETY PATROLS** are posted to assist in crossing the street. Patrols can NOT stop traffic. Please encourage your child always to cross with the patrol and to listen respectfully. The patrols are not posted when temperature or wind chills are below zero.
- 7) **STUDENT PICK UP:** There is a great deal of traffic around Rosenow at dismissal. We highly encourage you to arrange a pick up point one block down from school to help lessen congestion.
- 8) **SCHOOL SAFETY ZONE:** The Safety Zone has been EXPANDED to include both sides of Weis Ave. 40 feet south of the service drive and 80 feet from the corner on South Stow St. Do not park or drop off students in areas designated for bus or handicapped parking.
- 9) **BUS LOADING ZONE:** The bus/day care van loading zone has been moved back 80 feet from the corner of Stow St. and Weis Ave.
- 9) **SLOW DOWN!** Please remember that you should proceed through the school zone at a very slow pace (no more than 15 mph).

BE PATIENT AND SAFE!!!! Please remember that these areas will become congested and it is very important that you plan accordingly and remain patient. Please do not let driver impatience be the cause of a student injury or conflict. Thank you for your cooperation.

TO AND FROM SCHOOL CONDUCT

Children are to walk on sidewalks, cross at corners and not trespass on private property.

Following each dismissal students should go directly home. They are not to remain on school grounds. Throwing of ice or snow on or about school premises is forbidden.

Student Behavior Expectations

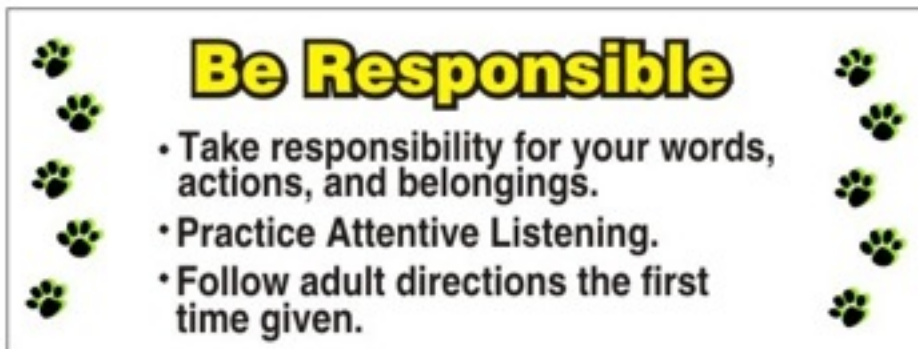
Rosenow School is a PBIS school. We work hard to teach our students to be *safe, respectful, and responsible* in all areas of our school. The following general behavior expectations are in place at Rosenow School:



Be Safe

- Keep hands, feet, and belongings to self.
- Leave no trace.

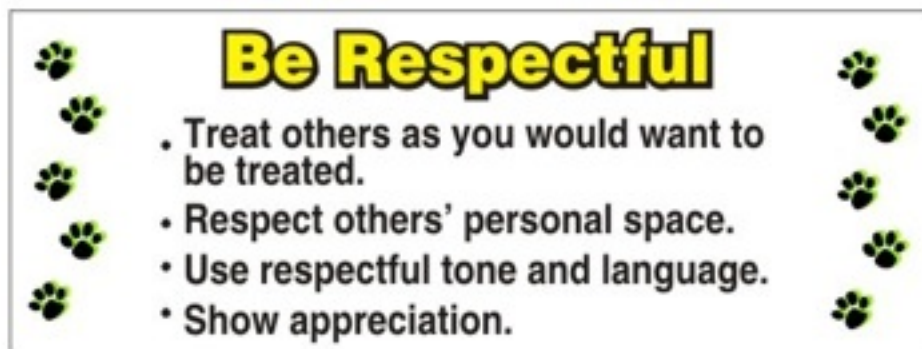
The sign features a white background with a black border. The title 'Be Safe' is in large, bold, yellow font with a black outline. The list items are in black font. There are four black paw prints on the left side and four on the right side, arranged vertically.



Be Responsible

- Take responsibility for your words, actions, and belongings.
- Practice Attentive Listening.
- Follow adult directions the first time given.

The sign features a white background with a black border. The title 'Be Responsible' is in large, bold, yellow font with a black outline. The list items are in black font. There are four black paw prints on the left side and four on the right side, arranged vertically.



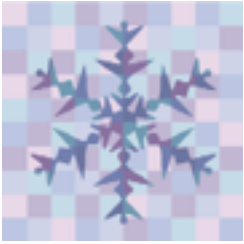
Be Respectful

- Treat others as you would want to be treated.
- Respect others' personal space.
- Use respectful tone and language.
- Show appreciation.

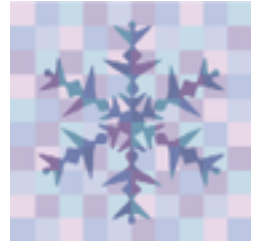
The sign features a white background with a black border. The title 'Be Respectful' is in large, bold, yellow font with a black outline. The list items are in black font. There are four black paw prints on the left side and four on the right side, arranged vertically.

RULES AT SCHOOL

- A. Playground game equipment should be used in a safe manner as instructed by the physical education and classroom teachers.
- B. At recess time, students will leave and enter quietly.
- C. Go down the slide one at a time...seated.
- D. One person to a swing...sit in swing.
- E. Stay off the softball backstop and fence.
- F. No sitting on top of the monkey bars. One person crosses at a time.
- G. Students taking the playground equipment outside are responsible for returning it to the classroom.
- H. Do not bring hardballs or bats because of the safety hazard. Most needed equipment is provided at school at proper times.
- I. To avoid injury, no fighting (including play fighting), no tackling or rough play will be allowed. Also prohibited are any games involving the pulling or taking of clothing..
- J. Students must receive permission from the adult on duty before going into the street for any reason.
- K. Students will use appropriate language.
- L. Students should play away from an area where an organized game is in progress so as not to interfere with others
- M. Students are to line up by classrooms to enter the building. When the bell rings, students must stop all activities. When in line, the student should face forward, not talk, and keep hands and feet to him/herself. Students should enter the building quietly and in a respectful manner.
- N. Students should keep hands off others and their property.
- O. Students are to show respect for classmates and all adults they come in contact with.
- P. No equipment is to be on the playground before school.
- Q. Children should not slide on the ice. Children should not wreck snow sculptures.
- R. Students who choose to ignore playground rules will be required to spend time standing against the wall.



WINTER PLAYGROUND REMINDERS



- ◆ All children are expected to go outside for recess (15 minutes) and to dress for outside weather.
- ◆ No recess when temperature or windchill is below zero.
- ◆ If parents send it, we wear it. –Coats, hats, mittens or gloves, boots, and snowpants.
- ◆ Snow always stays on the ground.
- ◆ No sliding on the ice at any time.
- ◆ No King of the Mountain or similar pushing games.
- ◆ Fresh air is good for everyone and does not make colds worse. Colds are caused by a virus. In fact, stale, “recycled” indoor air carries more germs.
- ◆ No boots/ no snow
- ◆ Mutual Respect means keeping our hands to ourselves.

HALL RULES

1. Children are to conduct themselves in an orderly manner.
2. Students are to show respect for all school personnel, other adults, and their classmates.
3. Children will use appropriate language and maintain a “zero” level voice during passing times.
4. Students are expected to take care of lavatory needs before leaving for school and at recess times so they are not loitering in the hall.
5. Students are expected to keep their coat area neat and to show respect for other student’s property.
6. Student’s participating in safety patrol, school store and other school sponsored activities may use the office entrance.

IF STUDENTS NEED TO ENTER THE BUILDING EARLY, THEY ARE TO USE THE OFFICE ENTRANCE AND SIGN IN.

BICYCLES – School Board Policy

Elementary students shall not ride bicycles to and from school until they have reached the **third grade level**. Whenever bicycles are used, be sure they are properly licensed, in good working order, and that your child knows the laws of operating a vehicle on city streets. The school is not responsible for damage to bicycles or equipment. Students in grades K-2 may ride their ride only if accompanied by an adult. The adult must ride to and from school with the child.

Children must walk their bicycles on the school grounds. They are to be locked and parked in the racks provided.

Scoters must be locked in bike racks during the school day and may not be used during recess. Skateboards, roller blades will be stored in the buildings. *Should they become a storage or safety issue the student will be asked to leave them at home.

BIKES, SCOOTERS, SKATEBOARDS, ROLLER BLADES MAY NOT BE USED ON THE SCHOOL GROUNDS. NO “WHEELIE SHOES” ARE ALLOWED. WHEELS MUST BE REMOVED.

STUDENT CONDUCT ON SCHOOL BUSES

Students are to conduct themselves on a bus in a manner consistent with established standards of student behavior. Inappropriate student conduct is to be brought to the attention of the building principal by the bus driver and the principal will take action befitting the problem.

BUS POLICIES (Johnson Bus company – 921-3003)

Since the school district pays for each bus rider, students are expected to ride the bus each school day. Should you wish to have your child's name withdrawn from the list of eligible bus riders, please inform the bus company.

If a child is not to ride the bus on a particular day, call the office so the teacher can be notified. Even if you call, we also ask you to send a note to the teacher about this. If no call/note has been received, the child will be sent home on the bus as usual.

Non-bus students may not ride home with bus friends. Students may not switch buses.

All students are informed of bus conduct rules. Should your child report a behavior problem please call school so the matter can be taken care of. Students causing problems on the bus will be given a warning for the first offense and then could be suspended from bus riding for up to three days.

While the law requires the school district to furnish transportation to certain students, it does not relieve parents or students of the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Upon boarding the bus a student becomes the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

SAFETY PATROLS

Due to high traffic volume, we encourage parents to pick up 1-2 blocks from school.

Parents bringing or picking up children in cars should park or stop in proper areas on the school side of the street. If parking across the street, please have your child cross at intersections where safety patrols can assist. DO NOT encourage your child to dart across the street mid-block.

Urge your child to use the intersection at Johnson and Weis Ave. If they must cross Johnson St., an adult patrol supervised by the police department is on duty about 20 minutes before and after school hours. This is a dangerous crossing and it is difficult for small children to judge speed of approaching vehicles. Student patrols will supervise the corner of Stow St. and Weis Ave. and the entrance and exit to/from the parking lot.

THE DRIVEWAY ENTRANCE TO THE BUILDING OFF OF WEIS AVE. IS FOR SERVICE AND EMERGENCY VEHICLES. PLEASE DO NOT USE THIS DRIVEWAY WHEN DROPPING CHILDREN OFF AT

SCHOOL OR PICKING THEM UP. WE ASK THAT CHILDREN DO NOT CROSS THE BLACKTOP, BUT CROSS ON THE CEMENT SIDEWALK.

DO NOT USE THE STAFF PARKING LOT FOR AFTER SCHOOL PICKUP. THE PARKING LOT WILL BE CONED OFF AND MONITORED BY THE STUDENTS SAFETY PATROL.

Our School Safety Zone is established. A School Safety Zone is defined as an area designated as No Parking, Stopping or standing of a vehicle adjacent to an elementary school. School Safety Zones apply during the hours of 7:45 A.M. and 3:45 P.M. on days school is in session. You are subject to tickets from the police department if the Safety Zone signs are not respected.

CLOTHING

It is important that your child be dressed to suit activities and weather conditions. We have a windy playground and the building is not air conditioned, so it is wise to be aware of temperature predictions. Clothing considered inappropriate by the school staff could result in the child's temporary removal from the classroom.

WINTER DRESS AT SCHOOL

Children differ in their requirements of adequate clothing, but unless they are physically comfortable, they will find it difficult to concentrate on school tasks.

- Boots should be worn during the winter months.
- All students must wear snow pants to be allowed to play in the snow.
- Be sure all clothing items are clearly marked with the child's name.

WARM WEATHER DRESS AT SCHOOL

- Please send your children in shoes that they can run and play in at recess. Flip flops and other sandals can be very dangerous. Tennis shoes are so much safer and allow for active games.
- Tops should cover tummies: no exposed bra straps, tube tops, or see through tops
- Tops with inappropriate language or references to alcohol, tobacco, etc. are not allowed
- No short shorts or shorts that expose underwear

MONEY AND VALUABLES

Parents are urged to limit the amount of money a student carries to school. If a sum must be brought (other than for school purpose) have the child take the money to the office for safekeeping. Since the school is not responsible for valuables brought into the building, it is advisable these remain at home. Much misunderstanding results when such items are lost, damaged, or misplaced during a school day.

LOST AND FOUND

We ask that the child's name be placed on ALL articles, supplies, and clothing brought to school. This will eliminate many such items being placed in lost and found and never reclaimed. If your child does misplace something, come to the school and look through our lost and found area near the office. Any items of value such as watches/jewelry, can be reclaimed at the school office. A child should always report the loss of anything to the teacher and/or the office. All articles left at the end of the year are donated to Bethany House or FAVR.

EMERGENCY INFORMATION

Emergency Contact Information records are maintained for each child in the school office. Please notify the secretary when you wish to make a change in such information. Whenever a child becomes ill or is injured every effort is made to reach a parent, however, when this is not possible the Emergency Contact information is used. If illness or injury is serious and required immediate action, the principal may send a child to the hospital. Please use local references.

RELEASE OF INFORMATION

There are occasions when students have names or pictures published in the newspaper or shown on television because of coverage of school events. If you do not wish to have your child's picture or name in the newspaper or on television, please contact the office.

SCHOOL DRILLS AND SAFETY PLAN

For many years, the schools in Fond du Lac have participated in fire and tornado drills to better prepare everyone in the case of emergency situations. In addition, we have plans at Rosenow to respond to a variety of other situations. We believe that by establishing plans, communicating these to everyone who may need to be involved and then practicing the plans, we will be able to manage emergency situations effectively. Our drills will include practice for being safe in the event of most types of emergencies (chemical spills, violence, etc.) and safe routes for school evacuation.

Please read the following directions about how you can check on your child in the event of an actual disaster. This information is also available in our school newsletter. If an actual disaster does occur, every parent must know how to respond. Your cooperation will be essential in the following ways:

Evacuation Site: Pilgrim Church, 535 Stow St.

How to Check on Your Child

- DO NOT call the school. Telephone lines must be kept free for outgoing calls to emergency personnel. In a citywide emergency, telephone lines may be busy and totally unavailable.
- Call your child's classroom Room Parent
- Call the School District Office at 906-6500.
- Listen to the local radio stations or Cable Channel 7 for information and updates
- Log on to the FDL School District Website www.fonddulac.k12.wi.us

How to Pick Up Your Child in the Event of a Real Disaster

1. Instructions for picking up children will be broadcast on the radio. In some cases the students may be evacuated from the school grounds. The only way you will know where to pick them up is by the radio information.
2. The school may be locked during and immediately following a crisis. No one, other than emergency personnel, will be allowed to enter until it is determined that conditions are safe.
3. When it is safe to release students, there will be a reunion plan. Parents need to be prepared to check in at the reunion gate with identification. Students will not be released to anyone other than their parent unless we have written consent by the parent. This may seem inconvenient, however, we have learned that it can become very difficult to be aware of the whereabouts of every child if children are sent with a neighbor or friend without the knowledge of their parent.

LATE START/EARLY CLOSING

DO NOT CALL SCHOOL! LISTEN TO LOCAL RADIO STATIONS OR CABLE TV

School hours for late start days are calculated from the normal 8:30 A.M. starting time. Parents may have their children remain home if safety is a concern.

Morning Early Childhood and 4 year Kindergarten classes are cancelled on late start days.

If, because of severe winter weather conditions, schools will not be in session, an announcement is made on the local radio stations. If schools are closed early because of weather, these are the procedures followed at Rosenow:

- a. Students going home for lunch are instructed not to return in the afternoon.
- b. All other students will be sent home as directed on the emergency/early dismissal card filled out at the beginning of the year.

Any student unsure about what to do will be sent to the office to call home, parent's place of work, emergency number etc.

NO STUDENT IS DISMISSED UNTIL SOME SAFE AND SATISFACTORY PLAN IS ARRANGED.

BE SURE TO RETURN THE EARLY DISMISSAL/EMERGENCY CARD!

- c. Non-bus students are dismissed at a designated time. Other students are asked to walk with younger siblings.
- d. Bus students are dismissed as soon as buses arrive.
- e. **Listen to the following local radio stations for closing announcements.**

LOCAL RADIO STATIONS THAT HAVE WEATHER ANNOUNCEMENTS ARE:

KFIZ AM	1450	KFIZ FM	107	WTCX	96.1
WVBO	103.9	WFDL	97.7	Cable Channel 98 or 989	
WOSH AM	1490	WPKR	99.5		

STUDENT MESSENGERS

The youngest child from each family at Rosenow School is identified as the student messenger. When notices are sent from school on the basis one per family, the student messenger will receive the notice to take home.

Wednesday has been designated as our “take home” day. Be sure to check your child’s Rosenow School folder.

SEARCH AND SEIZURE

Students and parents/guardians are advised:

1. Regarding school desks or any place in school where students may place materials, they may place ONLY school related materials therein.
2. School desks and any place in school where students may place materials are subject to search at any time.
3. Searches may be conducted at random or en masse.
4. Students may not secure lockers or any other place in school where they may place materials with a lock or any other device to which the school does not have a key, combination, etc.

Items such as squirt guns, cigarette lighters, knives, and other disruptive and/or dangerous items are not allowed in school. Any such items brought to school and confiscated will **NOT** be returned.

ARAMARK LUNCH PROGRAM INFORMATION

Fond du Lac School District offers a high quality lunch program to its students. With multiple entrée choices and fresh fruits and vegetables daily, we have something for everyone!

Fond du Lac School District participates in the National School Lunch Program. Our School Nutrition Program meets or exceeds guidelines set forth by the USDA & the Department of Public Instruction.

Aramark Education operates the food service in the Fond du Lac School District, 8:00-4:00pm

School hot lunch and breakfast begins September 4, 2018.

Meal prices for 2018-2019 school year are:

Elementary breakfast \$1.00

Visitor breakfast, adult or child \$1.30

Elementary hot lunch \$2.55

Elementary reduced lunch price \$.40, breakfast \$.30

Extra entrée \$1.25

Milk per carton \$.30

Visitor meal, adult and children \$3.40

One carton of milk is included in each breakfast and lunch meal.

SPECIAL NOTE: Students qualifying for free or reduced meals are not eligible for free or reduced priced milk if they bring a cold lunch. Money must be in the student's account for the student to receive milk or pay cash.

Menus

Menus are distributed to students before the beginning of each month, and include the following

information: 1st choice entrée for each day, alternate entrees, side items & special news bulletin for

healthy eating habits. Please log on to www.fonddulac.k12.wi.us for menu and nutritional analysis .

PIN (personal identification number)

Each student will be issued a PIN number at the start of the year.

These will be good for breakfast, lunch and milk. To make a purchase, the student will first enter his/her PIN on the keypad at the computer. The meal selection will then be made and debited accordingly from each account. If you do not remember your number, contact ARAMARK office at 906-6581. To protect the student's account please keep your Personal ID Number confidential. PIN are the same year to year unless a new # is requested.

Payments

An electronic scanning system, Skyward, is used to process payments and charge lunches and milk to the family account. This is a debit system. Deposits to lunch accounts are to be placed in an envelope with the check and marked with the student name. Payments turned in to your child's teacher or school office must be in an envelope with the following information: Payor name, students' names, and amount enclosed. They can also be mailed to Aramark, 72 W. 9th Street. If mailing, please allow 3 school days for deposit into your account. Families may make one check per household to cover all students, checks should be made out to **FOND DU LAC SCHOOL DISTRICT**. Payments received by 9:00 a.m. will be credited to the household's account that day. Payments will be processed on a daily basis. Checks to be applied for lunch must not be included with other activity fees (activity, field trips, weekly reader, etc.)

Account Balances and Negative Balances

Please log on to www.fonddulac.k12.wi.us for family lunch account information. View payments and purchases online. Automatic email notification is available for when account balances are under \$10.00. You can find out your family account balance at any time by calling **906-6581**. If you leave a

voice mail, please leave your name, head of household, student name(s) and phone number and we will return your call. For family accounts that are under \$10.00, low balance notices are sent home with students weekly on Thursday. Family accounts that have a negative balance will receive a daily notice. The **policy** for negative family accounts is to allow two days per student in the negative before service is denied or six dollars per student. It is the head of household's responsibility to maintain a positive lunch account balance.

Nutrition Office Information

The Aramark Nutrition office hours on school days are 8:00 a.m. to 4:00 p.m. For account balance information, call 906-6581. The fax number is 906-6785.

Free and Reduced Price Meal Assistance

Households may apply for free or reduced price meal benefits at any time during the school year. Application forms are sent home in the student's fall orientation packet/material. Additional forms are available at each school office, the district business office and the Aramark office. Please read the application and complete it thoroughly. Completed applications can be returned to your child's school office or to the district business office. You will receive a letter notifying you if your application has been approved or denied. Benefits are effective upon approval of the application, not when the application is submitted. Recipients for free and reduced price meals are not identified in any way. Meal eligibility status from the previous school year remains in effect for the first 30 (thirty) school days.

A new application must be **submitted** and **processed** by **October 14, 2018**. **If a new application is not received and processed by this date, benefits for free/reduced meals will be terminated and meals will be charged at full price. It is your responsibility to pay for these charges.**

Cold Lunch Students

To encourage healthy eating habits for those students who choose to bring their lunch, please send only nutritious drinks such as juice or have your child purchase milk. Soda is discouraged.

Lunchroom Times of Service

Grade 5K	11:30 – 11:50
Grade 1	11:50 – 12:10
Grade 2	11:10 – 11:30
Grade 3	12:30 – 12:50
Grade 4	12:10 – 12:30
Grade 5	12:50 – 1:10

Fond du Lac School District serves meals under the National School Lunch Program. To apply for free or reduced price meals households must fill out the application and return it to the school. Additional copies are available at the principal's office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other officials. Applications may be submitted at any time during the school year. In the operation of the child nutrition programs, no child will be discriminated against because of race, color, sex, national origin, age, or disability. If any member of a household believes they have been discriminated against, they should write immediately to USDA Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250

HEALTH INFORMATION

For the 2018-2019 school year, a school nurse is assigned to Rosenow School on Tuesdays and on Thursdays. Our nurse is available to help parents with health issues that impact their child.

Physical examinations are a part of the health program for children entering kindergarten and for grade six students as they enter junior high and its concerns of early adolescence. Necessary forms are distributed through the Supervisor of Nursing Services for the school district.

The principal and/or secretary may administer prescribed medication upon the receipt of written authorization from the doctor. Forms for this purpose are in the school office and a copy is also enclosed in this handbook. The medication must be brought in the original pharmacy container and left with the secretary (not given to the child in the classroom).

ASPIRIN OR ANY NONPRESCRIPTION MEDICATIONS ARE NOT INCLUDED IN SCHOOL FIRST AID SUPPLIES AND WILL NOT BE DISPENSED BY ANY SCHOOL PERSONNEL.

Parents or guardians have the primary responsibility for the health care of their children. The school district has an obligation of promoting the health of the children while attending school.

Health Examinations – Physical and dental examinations are encouraged prior to starting school. Please make your appointments as soon as possible.

Dental and Doctor Appointments – Children may be dismissed during the day for scheduled dentist and doctor appointments if necessary. Parents or guardians **MUST** notify school by phone or note that the child is to be dismissed. **THEY WILL NOT BE RELEASED AT THE CHILD’S REQUEST.** We encourage parents, especially of younger children, to pick them up at school.

Immunization Requirements – Wisconsin state law (140.5) requires that all students enrolled in school are to meet minimum immunization requirements. These requirements can be waived only if a properly signed health, religious or personal conviction exemption is filled with the school. Please complete and return the immunization cards immediately.

Emergencies and Emergency Numbers – It is extremely important for the school to have the name and current telephone number of a person(s) you designate to handle emergency illness or injury if you cannot be contacted. It is the parents responsibility to make appropriate arrangements and notify the school of the person(s) designated to call for emergencies. Parents who do not have a home phone and/or cannot be reached at work, should give the school the name and phone number of two (2) designated persons. The designated person(s) should be consulted prior to listing him/her as the contact person.

Parents planning to leave the city for a day or more should notify the school office where they can be contacted if an emergency arises. Parental permission is necessary for treatment.

Injury – Immediate first-aid will be provided to your child. When emergency treatment is necessary, every effort will be made to contact you. If you are unable to be reached we will contact the person you have designated as an alternate emergency care provider. If the condition warrants immediate medical care, the ambulance will be called.

Caution should be used following head injuries. It is advisable to restrict physical activity and observe the child for 24 hours. If symptoms occur, contact the child’s physician.

Illness – Children need to be healthy to participate and benefit from learning opportunities. Adequate sleep, proper nutrition and appropriate clothing aid in preventing illness. Breakfast is important. If your child appears to be ill, please keep him/her home until fully recovered. Call the school before 8:30 A.M. and inform us of your child’s illness. If your child becomes ill at school, you will be contacted to pick him/her up. If you cannot be reached, the person you designate to handle emergencies will be contacted.

A child will not be sent home until the parents or person(s) designated under the emergency number are contacted and agreement is reached as to where and how the child will leave school. In cases where a child must be sent home by taxi cab, it is the responsibility of the parents to make appropriate arrangements and to pay cab fare.

Medication – Every effort should be made to schedule the medication at times when the child is not in school. If it is necessary for school personnel to administer medication to your child, you must prepare and submit a medication authorization form which can be obtained in this Handbook, at the school and/or physician’s office. School personnel will administer medication only if it is supplied in the original container and the authorization form is completed and returned to school.

Communicable Disease – Please notify school if your child has a communicable disease and will be kept home. (Measles, mumps and rubella occur infrequently and have been omitted from the guide on the following page. If your child has a confirmed case of any of these diseases, please call the school immediately. A permit from the physician is not necessary for reentering school following a communicable disease or infectious skin disease.)

COMMUNICABLE DISEASE CHART:

<u>DISEASE</u>	<u>EXPOSURE TO FIRST SIGN</u>	<u>RESTRICTION/REGULATIONS</u>
Chicken Pox	2-3 weeks, commonly 13-17 days	Exclude from school until lesions are over, usually 5-6 days after onset of rash.
Conjunctivitis ("Pink Eye")	24-72 hours	Exclude from school until treated. Refer for medical diagnosis and treatment.
Influenza	24-72 hours (varies)	Keep home until symptoms disappear.
Impetigo	Variable, usually 2-5 days	Exclude from school for 24 hours after treatment or healed.
Pediculosis	Eggs hatch in one week	Exclude from school until treated and free of infestation. Other children should be checked.
Rash	Variable	Mild rash with no other symptoms, may remain in school if accompanied by any other symptoms, keep home and refer to doctor.
Scabies	2-6 weeks first infection/ 1-4 with reinfection	Exclude from school until 24 hours after treatment. Other children should be examined.
Streptococcal (Infection including scarlet fever (strep throat))	1-3 days	Exclude from school until 24 hours after antibiotic treatment.

POSSESSION OF TOBACCO PRODUCTS

The use of tobacco products on school premises is contrary to the educational goals of the Fond du Lac School District and to the health of its students. No student may use or possess tobacco or tobacco products in any school building, on any school grounds, or at any school function. Violation of this policy will result in specific disciplinary actions and repeated violations of this policy may result in expulsion from school.

SMOKING, DRINKING, DRUGS

No student is allowed to smoke, drink alcoholic beverages, or use non-prescribed drugs at any time in the school, on the grounds, or in view of the grounds, at school activities, in school buses, or at off-campus events which are school supervised. If regularly prescribed drugs must be taken during school hours, a medication form must be filled out by the doctor and returned to the school office.

STUDENT POLICY ON ALCOHOL OR OTHER DRUG INVOLVEMENT:

Students are prohibited from engaging in the manufacture, distribution, dispensation, possession, consumption or use of a controlled substance or alcohol in any school building or anywhere on school premises, in school-owned vehicles or any other school-approved vehicle used to transport them to or from school or school activities; or anywhere off school property during any school-sponsored activity, event or function. Furthermore, students must report to school and remain free from alcohol, intoxicants, narcotics or any other controlled substances during school hours or while involved in any school-sponsored or school-approved event or function. The only exception to this policy is the student who is under a physician order to take prescribed medication.

All students must strictly abide by this policy. Failure to do so shall result in disciplinary action including, but not limited to, detention, referral to law enforcement personnel for possible prosecution, suspension or expulsion.

The district shall assist students, parents and staff to be aware that procedures to deal with the problems associated directly or indirectly with drug and alcohol use. The district will participate in programs which focus on prevention of alcohol or other drug use and abuse and which will provide intervention and support for those students affected, directly or indirectly, by alcohol or other drug associated problems. These programs should be a part of a network of community services and provided through both school and community efforts.

Parents and students will be informed of the established standards of conduct and possible sanctions related to alcohol or other drug use and abuse.

AS A PARENT, HAVE YOU DONE THESE THINGS?

1. Your child should know his/her full name, address, telephone number. If you think your child has strayed, call the Police sooner rather than later.
2. Be sure your child has adequate, supervised transportation to any outdoor activity, and proper adult supervision while there.
3. Teach your child that alleyways, vacant buildings, and public restrooms can be dangerous areas in which to linger or play.
4. Parents should be aware that boys as well as girls, teenagers as well as tots can be approached by undesirable people.
5. Caution children about strange behavior of anyone, whether relative, friend or stranger.
6. Don't allow children to do door to door sales without proper adult supervision.
7. If an incident does occur, remain calm. First reassure the child, then cooperate with the Police or Sheriff's Department.
8. Teach your child to report any advances from a stranger (for a ride, a walk, to a movie, etc.) to some responsible adult. A child should be taught to say "NO" firmly. They should not approach the car of someone asking for directions.
9. Know where your children are at all times.
10. Know the route your child takes to and from school each day.
11. Know your babysitter's background and character.
12. Teach your children respect for the law and those enforcing it. A policemen is the child's friend.

"The Fond du Lac School District does not discriminate against individuals on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap."

The district encourages resolution of complaints under this policy. If any person believes that the Fond du Lac School District or any part of the school organization has failed to follow the laws and rules of s.118.13, Wis. Stats., and PI 9, Wis. Admin. Code, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the following address:

Fond du Lac School District
72 West Ninth Street
Fond du Lac, WI 54935
(920) 929-2791

Nondiscrimination and Access to Equal Educational Opportunity: The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board of Educational does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, age, physical appearance, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, handicap, disability (physical, mental, emotional, or learning), in any of its student educational programs or activities.

Any person who believes that he or she has been discriminated against or denied equal opportunity in access to programs or services may file a complaint with the District's Civil Rights Coordinator:

Danica Lewis
Fond du Lac School District
Director of Pupil Services
72 W. Ninth Street
Fond du Lac, WI 54935
(920) 906-6501

Retaliation Prohibited: Retaliation for filing a complaint or participating in the investigation of a complaint is strictly prohibited. Any individuals who knowingly engage in retaliation or knowingly provide false information concerning a complaint shall be subject to disciplinary action.

Visitors to Our School: We welcome and encourage all parents to visit our school.

For safety and security reasons, all exterior doors will be locked during school hours. Visitors should ring the doorbell at the main entrance and wait for a response over the intercom system. They will be asked to identify themselves and state the reason for the visit. Upon entry, visitors should sign-in at the office and obtain a visitor's badge. Prior to leaving visitors should sign-out at the office. All individuals who are visitors to the school and classrooms are required to conform to reasonable rules of conduct.

To see additional information on visiting our school, please visit our District website to review Board Policy 11.10—Visitors to the Schools.

Sharon Simon, Director of Human Resources
Title II Coordinator
Fond du Lac School District
72 West Ninth Street
Fond du Lac, WI 54935
(920) 929-2761

Danica Lewis, Director of Pupil Services
Section 504 Coordinator
Fond du Lac School District
72 West Ninth Street
Fond du Lac, WI 54935
(920) 929-2791

10.21 HARASSMENT

Harassment is illegal and infringes upon equal respect in the educational environment causing serious harm to student learning, effective teaching, and the safety and stability of the educational process. It is a form of discrimination that violates state and federal laws.

Harassment is illegal if it is based upon a protected group status; meaning that no person shall be subject to discriminatory harassment on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, age, marital or parental status, sexual orientation, arrest or conviction record, or physical, mental, or emotional disability in the education program of the Fond du Lac School District.

Harassment is defined as any unwanted, deliberate or repeated unsolicited comments, gesture, graphic materials, physical contacts, or solicitation of favors which are based upon one's group membership when:

1. Submission to the conduct is made either explicitly or implicitly a term of an individual's employment or evaluation;
2. Submission to or rejection of the conduct by an individual is used as the basis for employment or evaluation decisions affecting the individual; or
3. the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive educational environment.

Harassment may include but is not limited to: verbal harassment, including epithets, derogatory comments or harassment, including epithets, derogatory comments or slurs, ethnic jokes, physical harassment, physical interference with movement or work, or visual harassment such as derogatory cartoons, drawings, or posters.

Harassment is prohibited against members of the same protected group as well as against members of a different protected group.

Therefore, it shall be the policy of this district to:

1. Prohibit and discourage any student from illegally harassing any other person (student or employee of the district.)
2. Provide a harassment-free educational environment.
3. Address any instances of harassment in a timely manner.
4. Provide on-going education and awareness of the problem of harassment in all forms.
5. Provide procedures for filing and pursuing claims of harassment...

Further, it is the policy of the school district to keep the identity of the complainant confidential to the extent possible. No information regarding the initial complaint or the investigation will be released by the district unless required by law or if necessary for the purpose of taking corrective actions. If there are compelling reasons to disclose the identity of the complainant to those not a part of the investigation, the complainant shall be asked if he/she wants his/her identity disclosed, then it shall be kept confidential, and should it become impossible to process or investigate the complaint as a result, the complaint may be dismissed.

Any district student who violates this policy shall be subject to disciplinary action up to and including expulsion.

District action taken in response to an individual's proven act of harassment does not preclude any civil action that may be pursued by the complainant.

This policy applies to all District students and staff.

BEHAVIOR OF STUDENTS

10.22 Bullying Prevention: The District strives to provide a safe, secure, and respectful learning environment for all students in school buildings and on school grounds, on school buses, and at school-sponsored activities. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment, and has harmful social, physical, psychological, and academic impact on the bullies, the victims, and the bystanders.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying is expected of administrators, faculty, staff, and volunteers to provide examples for student behavior.

Bullying behavior is prohibited on school district property or at school-related functions. "School district property" or "at school-related functions" means all school district buildings, school grounds, school property, school technology, school bus stops, school buses, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and anywhere students are under the jurisdiction of the Fond du Lac School District. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

For purposes of this policy, bullying is defined as any willful, persistent, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage, or which negatively impact the learning environment.

Bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social socio-economic or family status, physical attributes, disability/handicap, distinguishing characteristic, or any other basis protected by state or federal law. Examples of acts of bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment.

Bullying behavior can be:

Physical (e.g. assault, hitting or punching, kicking, theft);

Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks);

Indirect (e.g. spreading rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet, also known as cyber bullying);

Between students and students, students and adults, or adults and adults.

All forms of bullying in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace.

Cyber bullying is prohibited in the following settings and/or circumstances:

When accessed, created, or communicated using any district-owned computer, digital technology, or system network.

When sent or passed on through any type of non-district owned technology or personal electronic device while on school grounds, at any school-related or sponsored activity, or on district provided transportation.

Any type of threat indicated to be carried out in a school setting. This includes threats made outside school hours that communicate intent to be carried out during any school-related or school-sponsored program or activity, or on district provided transportation.

While the District cannot assume liability for incidents that occur at times or locations not defined above, a student or witness may file a complaint against a student and the school will provide assistance and intervention as deemed appropriate, which may include parent contact and/or referral to law enforcement.

Any District employee, student, or parent/guardian who believes that a student has been the subject of bullying, becomes aware of, or witnesses bullying has an obligation to intervene and report. The person making the report will be supported by involved staff members in reporting the bullying to the proper authorities and there shall be no retaliation against any person who makes a report under this policy. Filing a complaint

or otherwise reporting bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District.

All reports of bullying shall be thoroughly investigated. School officials need not wait for substantial interference with education, the creation of a threatening environment, or the disruption of the operation of the school to occur. The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred. In situations where the person making the report was also in violation of this policy, filing a report does not eliminate accountability for the person making the report.

Students who engage in bullying in violation of this policy and/or retaliating against an individual for reporting bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Students found in violation of the bullying policy may be referred to Pupil Services staff or other educational programming designed to prevent repetitive bullying behavior.

Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

The policy will be made available to all students enrolled in the school district, their parents and/or guardians, and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

The annual summary report shall be prepared and presented to the Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Adopted 5/24/10