School District of the

Menomonie Area

ELEMENTARY SCHOOL HANDBOOK

MISSION STATEMENT

*"The School District of the Menomonie area, by embracing the unique needs and using the strengths of our diverse community, is dedicated to preparing **ALL** students to become lifelong learners, caring individuals, and responsible citizens."*

Inside this Handbook….

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- Visitors / Volunteers / Drills
- School Supplies
- Student Conduct / PBIS
- CARES / Behavior Consequences Matrix
- Bus Transportation & Walking to School

215 Pine Avenue NE
Menomonie WI 54751

Phone: 715-232-1642
Fax: 715-232-1317
www.msd.k12.wi.us

Welcome to the School District of the Menomonie Area!

Dear Parents/Guardians,

Welcome to the School District of the Menomonie Area elementary school network of Downsville, Knapp, Oaklawn, River Heights, and Wakanda. We are very excited to start the year and begin our commitment toward excellence in education. Our mission reads, "The School District of the Menomonie Area, by embracing the unique needs and using the strengths of our diverse community, is dedicated to preparing ALL students to become lifelong learners, caring individuals, and responsible citizens". Know that as much as we attempt to be unified as an elementary school network, each school has its own unique brand and feel. Please feel free to contact your school with any question or concerns that you may have throughout the year. Thank you for allowing us the opportunity to educate your child. Have a great year!

~ Joe Zydowsky
Superintendent

Please follow this link - Annual Notices
for the Policies & Procedures Annual Notice Requirements for Public, Parents, Students, & Staff

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ELEMENTARY SCHOOLS

Downsville 715-664-8546
N2681 460th St., Downsville, WI 54735

Knapp 715-665-2131
110 South St., Knapp, WI 54749

Oaklawn 715-232-3798
500 21st St., Menomonie, WI 54751

River Heights 715-232-3987
615 24th Ave. West, Menomonie, WI 54751

Wakanda 715-232-3898
801 Pine Ave. East, Menomonie, WI 54751

OTHER DEPARTMENTS

Student Services	715-233-3235
Food Service	715-232-2794
Menomonie Transportation	715-235-4995
Menomonie High School	715-232-2606
Menomonie Middle School	715-232-1673

SCHOOL HOURS

SCHOOL	HOURS	PRINCIPAL
Downsville	8:35 - 3:30	Keila Drout
Knapp	8:35 - 3:30	Kristin Humphrey
Oaklawn	8:40 - 3:35	Lori Smith
River Heights	8:35 - 3:30	Mike Kennedy
Wakanda	8:35 - 3:30	Shannon Branch

*Times may be adjusted to deal with the amount of school closures that occur during the school year.

ATTENDANCE AT SCHOOL.....

Parent(s)/Guardian(s) are requested to **call the school office before 9:00 a.m.** when their child will be absent from school. Attendance is taken at the start of each school day by classroom teachers. Parent(s)/Guardian(s) of students reported as absent by their classroom teacher will receive an automated phone call from the school district. This phone call is to alert you to your child's absence. Please contact the school office at your earliest opportunity to confirm your child's absence or to alert us that you sent your child to school and he/she is currently unaccounted for. Please be aware that occasionally a student arrives tardy to school or class and the automated call has already been made. At the elementary level, school staff would rather make an autocall error than have you not know your child is missing and unaccounted for at school. It is important to communicate all absences or changes in end of the day pickups in a timely manner to the school office. Classroom teachers do not have the ability to always check their email or Seesaw messages throughout the day.

The Menomonie Area School District School Board policy, and Wisconsin State Statute 118.15, mandates that every student enrolled in the school district attends with regularity. Students having five or more unexcused absences or tardies in a semester are classified as habitual truants and could be referred to Dunn County Truancy Court. However, principals and/or school counselors will make a reasonable effort to meet and implement a truancy prevention plan with the parent(s)/guardian (s) and the student when appropriate prior to a referral to truancy court. Mandatory written notices of "excessive absences" will be sent out by your child's school throughout the year. This written notice will include all absences and tardies, including excused and unexcused. After five, ten, and fifteen or more absences and/or tardies, these written notices are sent. In most cases, this written notice is to inform families of their child's attendance. However, even excused absences can become excessive and counterproductive to the child's educational progress. In this case, a meeting is likely to be scheduled by the principal with the parent(s)/guardian(s), and with other school staff as appropriate to the situation, to discuss remedies and implement an attendance improvement plan. After 10 absences, a doctor's excuse may be required or absences may be unexcused. For an explanation of attendance codes used, please contact your school office.

Excused absences include: illness, doctor appointments, religious observance, death in the family, extreme weather conditions and emergency, court appearance, or school prearranged absences approved by the school (Wis. S.S. 118.15[3][a-d]).

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STUDENT RECORDS, REPORT CARDS, & GENERAL INFORMATION…..

The elementary schools will provide written notices, report cards, newsletters, etc. to one or more parent(s)/ guardian(s). However, it is the responsibility of the parent(s)/guardian(s) to provide current and accurate contact information. **PLEASE PROVIDE UPDATED PHONE NUMBERS AND EMAIL ADDRESSES.**

State law generally allows any parent or guardian to have access to their child at school and their child's school records. Any exception to this can only occur after the school has been provided with official court documents that restrict such access. Our elementary schools are using their webpage to provide information to families in an effort to reduce photocopying and paper copies coming home. Currently report cards are sent home with children shortly after the end of each of the three trimesters.

GUIDELINES FOR PERSONAL APPEARANCE : Students and parents/guardians have the responsibility of exercising good judgment in maintaining an atmosphere for positive total education. Any fashion that could be deemed distracting from the learning process or presents a safety risk will be addressed.

(26 Wisconsin State Statute 120.13 (1)(a) grants express authority to school boards to adopt rules regulating student dress and grooming.)

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STUDENT RECORDS, REPORT CARDS, & GENERAL INFORMATION cont….

The curriculum of the School District of the Menomonie Area incorporates educational guidelines and standards to maximize the learning of all students. Situations may arise in which the parent or guardian would like to request that their child not participate in a particular instructional activity. A request for an alternate learning activity may be addressed in a timely manner to the classroom teacher and/or building administrator. All such requests will be considered at the discretion of the school district.

In the event that a student is to be excused from an activity, the teacher will:

A. Prepare an alternative activity in the general subject area on which the student can work independently to reinforce and/or extend acquired learning of content and/or skill or develop new knowledge or skill.

B. Arrange for a work location for the student that is properly supervised and provides access to help, if and when needed.

C. Try to ensure that there are no repercussions for the student either academically or socially as a result of not participating in the regularly scheduled activity.

D. Keep a record of the alternative activity for communication with the parents, if such information is requested.

Our K-5 standards - based report card will communicate the level of knowledge your child has demonstrated on clearly defined learning targets (standards). Standards will be marked using a 4, 3, 2, 1 system.

A score of (4) would indicate demonstrated success with more complex learning targets.
A score of (3) would indicate demonstrated success with current grade level learning targets.
A score of (2) would indicate demonstrated partial success with current grade level learning targets.
A score of (1) would indicate demonstrated limited success with identified learning targets.

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In-District Transfer Requests….

The Board of Education establishes attendance areas for elementary school buildings primarily to assure quality programming, balance class sizes, adequate use of staff and facilities, as well as to relieve overcrowding and/or to facilitate transportation services. Should a parent or guardian request a different school for their child(ren) to attend rather than the assigned school, the In-District Transfer Request form must be completed on the SDMA website under the Enrollment Information section. All requests for the following school year must be submitted by May 1.

Parents will be notified in writing by the end of the preceding school year of their child's building assignment. Some requests may place your child on a waiting list to see how class sizes adjust over the summer months, but no guarantee of approval can be made. Requests, with extenuating circumstances beyond the May 1 deadline, will be reviewed case by case to determine if the request will be granted. Transportation is the responsibility of the parent/guardians of all approved in-district transfer requests. ***Board Policy 432***

Library Media Services….

The purpose of a library is to provide a variety of books on a wide array of age appropriate material, without bias, so that any reader may find information that is relevant to them and their interests. However, the library recognizes that the choices of one family may not be the same choices as another.

*Please have age appropriate conversations with your child and share your expectations/set limits as to what your child can check out. As a parent/guardian, you have the right to contact the school librarian and ask that a note be placed on their account to ensure your expectations are followed.

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FIELD TRIPS.....

Field trips are an integral part of learning and enhance the curriculum when used as a teaching experience.

Properly planned and executed field trips should:

A. Supplement and enrich classroom experience by providing learning opportunities outside the schools.

B. Bring the resources of the community: natural, artistic, industrial, commercial, governmental, and educational within the student's learning experience.

A field trip shall be defined as any planned journey by one or more students away from school district premises, which is under the supervision of a professional staff member and an integral part of a course of study.
Other school district sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the school district's total educational program. Students may be charged fees for school district sponsored trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically. When students are suspended out of school or in school they are not eligible to participate in school activities such as field trips even when those school activities/events are before or after school hours.

Any adult that accompanies a field trip must have a background check. The background check is a criminal history check of misdemeanor or felony violations. To ensure that forms are processed in advance of chaperoning, please submit one week prior to the event. Once approved they remain effective for three years. Forms can be found on the district web site or obtained from each building in the district.

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PARTY INVITATIONS.....

SDMA Pay Online

All party invitations will be sent at parent's expense through the mail. Party invitations are not to be distributed at school, unless the whole class is invited to the party. This is to insure no hurt feelings by students not invited to celebrations.

ELECTRONIC DEVICES.....

SDMA elementary schools **strongly** discourage students from bringing any cell phones or electronic devices to school. SDMA elementary schools do not assume responsibility for articles that are lost, stolen, or damaged.

Photos / Recording: Students shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Students shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. Photos should not be taken of another individual without their consent.

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SCHOOL NUTRITION.....

Eating a well-balanced breakfast and lunch is important to your child's education. Our school district offers a **FREE** nutritious breakfast to all students K-8, and reasonably cost nutritious lunch to all students. You can now access our menus through Nutrislice, available on our web site or as an app for your smart phone.

Nutrislice provides:

Nutrislice

- More information about each food
- Carbohydrate counts for each day
- Food rating option on each food choice
- A FREE app for iPhone and Android, School Lunch by Nutrislice
- And you can still print a PDF of the menu by visiting the menus website above. or request to have a menu sent home with your child.

Parents/Guardians are asked to please keep the balance of your child's lunch account positive. Payments can be made at the school building office or at the Administrative Office. As a convenience to parents, the school district provides an on-line payment option. *(If you don't have an account, you can set one up by contacting Morgan Seguin at 715-232-1642 ext. 11142)* **You will need to provide:**

SDMA Pay Online

- A credit or debit card number and expiration date
- Skyward family access login and password

Accounts with a **low balance** will receive a message from the automated phone calling system.

Please read the recently revised and adopted school district **Wellness Policy** - *Click Here*

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SCHOOL NUTRITION cont...

The School Nutrition office mails a **free and reduced** school meal application form every school year. Many grants funded across the district rely on our families completing this form. If you did not receive this information, please contact the nutrition office at 715-232-2794 . An on-line application form can also be found on the districts web site. *(click here)* Families eligible for Homeless status qualify automatically for free school meals. In addition to the free and reduced meals program, the school district also has an Angel Fund that may be used to help fund meals. For information about accessing or donating to the Angel Fund, please contact the school nutrition office at 715-232-2794.

School Meal Prices

Breakfast- FREE for K-12 students

School Lunch - $2.85

Reduced - $ .40

Milk only $ .50

For a list of current prices, please *click here.*

Did you know....

A school packed lunch is available for field trips for the same price as a regular school lunch! Order forms will be sent home before your child's field trip. Complete the form and return with your child.

Sandwich of either:

Deli Sandwich of turkey ham or turkey
Mini Carrots
Juice
Fruit
Cookie
Milk

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HEALTH & SAFETY.....

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Illness

Children learn best when they are healthy, well-rested, and have appropriate nutrition to meet their needs. Outbreaks of flu and colds occur throughout the school year. If your child exhibits the following symptoms, please keep him/her home and contact your healthcare provider for advice, if needed.

- A fever of 100 degrees or more - your child should be fever free without use of medications to lower fever for 24 hours before returning to school.
- Vomiting and/or diarrhea – child should remain at home for 24 hours after it has stopped.
- Any rash that is open or draining or with a fever
- Open or draining skin sores
- Inflamed or draining eyes or ears
- Strep throat, impetigo, purulent pinkeye– return 24 hours after start of treatment with antibiotic.

Should a child exhibit any of these symptoms at school, parents/guardians will be contacted to pick up their child. If parents/guardians are not available, we will call the emergency phone contacts that were provided.

Immunizations

All students must present immunization records as required by state law and regulations. Immunizations shall be required for measles, rubella, diphtheria, pertussis (whooping cough), poliomyelitis, tetanus, mumps, hepatitis B, chickenpox and any other diseases specified by rule by the Department of Health and Family Services.

Wisconsin law requires that all students through grade 12, who do not submit waivers, must present evidence that they have received at least the first dose of each vaccine required for their grade within 30 school days of admission, the second dose of DPT/DT/Td and polio vaccines within 90 school days of admission, and the third and fourth doses of DPT/DT/Td and polio vaccines, if required for their grade, within 30 school days of the beginning of the next school year. Students that are non-compliant or do not have an immunization record on file may be excluded from school starting on the 31st school day. Compliance by students must be reported each year to the local public health agency by the 40th school day.

A student may be waived from the immunization requirement if the student's parent/guardian submits a written statement objecting to the immunization for reasons of health, religion or personal conviction.

HEALTH & SAFETY *continued*.....

Medications

Students who take daily or as needed medication at school must follow these guidelines. Wisconsin state law (118.29) requires written permission and medication in the original container before school staff can administer the medication during school hours. This applies to either prescription or non-prescription (over-the-counter) medications.

If the medication is prescribed, then the following applies:

1. Medication Permission Forms must be signed by the physician and parent/guardian.
2. Medication needs to come to school in the labeled prescription containers. We cannot dispense medications from unlabeled containers.
3. Clearly indicate the dosage and time(s) the medication is to be given on the form.

Over-the-counter medication must also:

1. Be in the original containers. Examples include: cough drops, Tylenol, creams/ointments
2. Have specific instructions on administration.
3. Have written parent/guardian approval before school staff can administer the medication.
4. Include the student's name on the original container.

Medications will be administered to students by trained clerical or staff. A full-time nurse is employed by the district to oversee student health needs across the district. All medications will be stored in a locked drawer or other safe place. Medication permission forms are available from your physician's office or school office. A new medication form is needed each time a medication is changed and for each school year.

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INCLEMENT WEATHER / EARLY DISMISSAL.....

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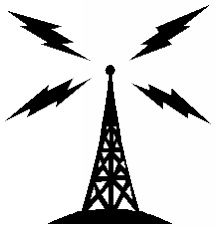

When weather appears dangerous for the safety or welfare of students, the district administrator or designee shall make the decision to close schools. Closings shall be announced by the following means: Skylert communication, school district website, Twitter, and area radio/TV stations. Be certain your child is familiar with your plan should a closing occur and students are released early. From time to time, review with your child what they would do in this situation.

VISITORS / VOLUNTEERS / DRILLS.....

Visitor Procedures

All visitors will need to enter through the main entrance of the school building by ringing the doorbell. If you are unfamiliar to the person releasing the door, you will be asked to identify yourself. Please go directly to the office to sign in. There will be a visitor/volunteer tag to wear while you are in the building. If you are interacting with students or assisting the classroom teacher, you will need a volunteer background check completed.

Volunteer Background

Background checks are required of volunteers who will be interacting with students in our schools. The background check is a criminal history check of misdemeanor or felony violations. To ensure that forms are processed in advance of chaperoning, please submit one week prior to the event. Once approved they remain effective for three years. Forms can be found on the district web site or obtained from each building in the district.

Drills

Throughout the year, our students will participate in the following practice drills, as per Wisconsin State Statute 118.07(2)(a). A diagram posted in each room indicates the safe routes for a fire and severe weather drill.

Fire – Drills are conducted every month, but may be substituted with a safety drill.
Severe Weather – Drills are conducted in the fall and spring. Should a tornado or other storm threaten the area during the school day, students will be kept at school in the safest area of the building until "all clear". This could also include a delay in dismissal should a weather warning be in place at that time.
Evacuation- An evacuation site has been determined should an all school evacuation be needed. Students will practice walking to their location during the school year.
ALICE- Staff and students are trained in the ALICE procedures on how to respond to a dangerous situation. Drills are practiced at each site and local law enforcement agencies assist.

- ALERT– Alert to surroundings and alternate routes out
- LOCKDOWN– If evacuating is not safe, get in a safe location and lock doors
- INFORM– Use clear communication to safely inform others
- COUNTER– Cause distractions, making noise or throwing objects to get away safely
- EVACUATE– Running from danger when safe to do so, exiting doors or windows

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SCHOOL SUPPLIES.....

KINDERGARTEN

Large backpack
1-inch, 3-ring binder
1 large pocket folder
12- #2 pencils
1 large eraser
4 large glue sticks
1 pencil box
1 box of 24 crayons
1 box Crayola Classic markers (10 count)
1 large box facial tissue
1 pair headphones
4 black dry erase markers
1 box Ziploc bags - gallon or quart slider
1 Composition notebook

GRADE 1

Large backpack
1 box of 24 crayons
12- #2 pencils
1 large eraser
4 large glue sticks
2 two-pocket folders
1 box Crayola Classic markers (10 count)
1 large box facial tissue
1 pair earbuds or headphones
4 black dry erase markers
1 pencil box
1 Composition notebook

GRADE 2

Large backpack
12- #2 pencils
1 standard plastic pencil box
1" binder
1 box of 24 crayons
1 box Crayola Classic markers (10 count)
1 box colored pencils
2 large erasers
4 large glue sticks
2 folders (glossy, durable preferred)
1 spiral notebook, wide- lined
1 large box facial tissue
1 pair headphones
4 black dry erase markers
1 box Ziploc bags - gallon or quart
1 Composition notebook

GRADE 3

Large backpack
1 box colored pencils
12- #2 pencils
4 large glue sticks
4 Composition notebooks (different colors)
1 pack of 3 pink erasers
1 pencil box or pouch
4 durable folders (different colors/pattern)
1 box Crayola Classic wide markers (10 count)
1 large box facial tissue
1 pair of headphones
4 black dry erase markers

GRADE 4

Large backpack
1 box colored pencils
12- #2 pencils
1 box of 24 crayons
2 large glue sticks
2 Composition notebooks
4 two-pocket folders
4 spiral notebooks (wide- ruled)
1 large pink eraser
1 box Crayola Classic markers
1 pencil box or pouch
1 large box facial tissue
1 pair of earbuds or headphones
4 black dry erase markers

GRADE 5

Large backpack
1 box of colored pencils
12- #2 pencils
3 two-pocket folders, solid colored
3 spiral notebooks
1 Composition notebook
2 large glue sticks
1 large eraser
1 box Crayola Classic markers (10 count)
1 pencil box or pouch
1 large box facial tissue
1 pair of earbuds or headphones
4 black dry erase markers

PLEASE NOTE

Label all supplies with student's name in permanent marker. Supplies may be brought in on Orientation Day.
(*updated 7/29/21)*

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STUDENT CONDUCT / PBIS.....

Each of the Elementary Schools utilize the PBIS program.

These are the core principles of PBIS-Positive Behavioral Interventions and Supports (PBIS)

1. **We can effectively teach appropriate behavior to all children.** All PBIS practices are founded on the assumption and belief that all children can exhibit appropriate behavior. As a result, it is our responsibility to identify the setting, events and environmental conditions that enable exhibition of appropriate behavior.

2. **Intervene early.** It is important to intervene before targeted behaviors occur. If we intervene before problematic behaviors escalate, the interventions are much more manageable and the behavior changes.

3. **Use of a multi-tier model of service delivery.** PBIS uses an efficient, needs-driven resource system to match behavioral resources with student need. To achieve high rates of student success for all students, instruction in the schools must be differentiated in both nature and intensity. To efficiently differentiate behavioral instruction for all students, PBIS uses tiered models of service delivery.

4. **Use of research-based, scientifically validated interventions to the extent available.** The purpose of this requirement is to ensure that students are exposed to curriculum and teaching that has demonstrated effectiveness for the type of student and the setting.

5. **Monitor student progress to inform interventions.** The only method to determine if a student is improving is to monitor the student's progress. Determining the effectiveness (or lack of) an intervention early is important to maximize the impact of that intervention for the student.

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PBIS *continued*.....

6. **Use data to make decisions.** A data-based decision regarding student response to the interventions is central to PBIS practices.

7. **Use assessment for three different purposes.** In PBIS, three types of assessments are used: 1) screening of data comparison per day per month for total office discipline referrals, 2) diagnostic determination of data by time of day, problem behavior, and location and 3) progress monitoring to determine if the behavioral interventions are producing the desired effects.

In a PBIS environment adults are using:

- Common Language
- Common Practices
- Consistent application of *positive and negative* reinforcement.

Behavioral Expectations

The primary emphasis of (PBIS) consists of rules, routines, and physical arrangements that are developed and taught by school staff to prevent initial occurrences of behavior the school would like to target for change.
Each school team and classroom teacher builds a matrix listing the behavioral expectations.
Expectations are identified and are: 1) taught, 2) modeled, 3) practiced, and 4) observed.
Expectations will be shared with families. Behaviors are addressed through the use of positive reinforcers as well as minor and major behavior tickets. For significant behaviors that pose a risk to self or others, an in-school or out-of-school suspension may be an appropriate consequence. If a student is suspended in-school or out-of-school, they are ineligible to participate in before, during, and after school activities, including field trips.

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CARES

We believe that all students have the right to come to school physically and emotionally prepared to learn. We will access all school resources and work with families to make sure that students are fed, clothed, rested, and feel safe and secure while in our care.

COOPERATION

We work with others

ASSERTION

We speak up for ourselves and others

RESPONSIBILITY

We make safe and respectful choices

EMPATHY

We understand others' feelings

SELF- CONTROL

We think before we speak and act

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CARES stands for Cooperation, Assertion, Responsibility, Empathy, and Self-Control. These are the social emotional learning outcomes for elementary students based on the responsive classroom model. These outcomes are supported by the implementation of PBIS (Positive Behavioral Interventions and Supports) by teaching expected student behaviors to promote a positive, safe, and predictable learning environment. Students are taught self-control skills by the Zones of Regulation framework.

BEHAVIOR CONSEQUENCES MATRIX

To achieve the mission of the School District of the Menomonie Area to prepare ALL students to become lifelong learners, caring individuals, and responsible citizens the district has established and will enforce reasonable student expectations. Students must conduct themselves in a manner that maintains the climate in which learning can take place. This portion of the handbook is intended to address questions and expectations for elementary students in the Menomonie Area School District. *(added June 1, 2020)*

This matrix provides guidelines for administrators in enforcing student discipline procedures and policies, but does not limit the ability of administrators to use discretion when determining specific disciplinary actions and/or consequences that may or may not be included in the handbook. In most cases, the consequence(s) listed in the matrix will apply. However, the administrator must consider other circumstances, such as laws (e.g. Special Education), policies, regulations and previous behavioral contacts with the student in making a final determination and has flexibility in applying disciplinary consequences.

POLICY #	BEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
443	**Academic Misrepresentation** (cheating, plagiarism, and/or falsification of records)				
	Grades K-5	Consequences assigned by the teacher; Restitution or restorative practice; Parent contact; Possible detention or suspension; Report to building administrator to document			
443	**Assault:** (physical attack/fighting)				
	Grades K-5	Reteach expected behavior; Parent contact; In-school suspension; Possible in/out of school suspension; Possible police referral	Parent contact; Possible police referral; In/Out of school suspension; Possible police referral; Possible expulsion/exclusion		

MATRIX cont….

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POLICY #	BEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
411.1	**Bullying/Harassment:** (verbal and non-verbal expressions and behaviors, including written statements and/or electronic transmissions and/or 'cyber bullying') that are coercive and intimidating and inhibit a positive and supportive learning environment				
	Grades K-5	Parent conference with student; Parent contact; Possible in/out of school suspension		Up to 5 days out of school suspension	Up to 5 days out of school suspension: Possible expulsion/ exclusion
443	**Burglary, Theft, Vandalism**				
	Grades K-5	Parent contact; Possible police referral; Up to 5 days in/out of school suspension; Restitution or restorative practice	Parent contact; Police referral; Up to 5 days in/out of school suspension; Restitution or restorative practice; Possible expulsion/ exclusion	Up to 5 days in/out of school suspension; Possible expulsion/exclusion	
443	**Chemical Use / Abuse:** Possession, use or distribution of illicit drugs and alcohol, and controlled substances				
	Grades K-5	Parent contact; Police referral; Up to 3 days in/out of school suspension; **Recommendation** for alcohol / drug use evaluation/ assessment; Possible expulsion/exclusion	Parent contact; Police referral; Up to 5 days in/ out of school suspension; Completion of alcohol/drug use evaluation assessment; Possible expulsion/ exclusion	Parent contact; Police referral; Up to 5 days in/out of school suspension; Expulsion/exclusion; Mandatory completion of alcohol/drug use evaluation/assessment	

MATRIX cont…..

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POLICY #	BEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
443.5	**Computer/Technology:** (misuse of equipment, Internet access, hacking, or inappropriate use of social media)				
	Grades K-5	Parent contact; Discipline under other appropriate school district policies, including in/out of school suspension or expulsion; suspension or cancellation of use of access privileges; damage repairs; restitution: possible police referral			
443	**Disruption, Interference, Obstruction of Learning During the School Day:** (including inappropriate use of cell phone, camera, video and other electronic devices, social media)				
	Grades K-5	Parent contact; Potential loss of privilege; Possible in/out of school suspension; Confiscate device; Possible police referral		Parent meeting; Minimum loss of privilege ; Possible behavioral meeting and/or contract ; Possible in/out of school suspension; Possible police referral	
443	**Dress:** (inappropriate) not to cause disruption to the learning environment				
	Grades K-5	Possible parent contact; Change clothing or be sent home		Parent conference; in/out of school suspension	
443	**False Alarm:** (911 or fire call, unauthorized discharge of fire extinguisher, etc.)				
	Grades K-5	Parent contact; Call Police / Fire dept.; Restitution		Other intervention as appropriate up to expulsion/exclusion; Restitution	

MATRIX cont…..

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POLICY #	BEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
443	**Insubordination/ Dishonesty:** (disrespect to authority)				
	Grades K-5	Parent contact; Possible loss of privilege; Possible in/out of school suspension		Parent meeting; Possible in/out of school suspension; Possible behavioral meeting and/or contract	
443	**Threats:** (examples include but are not limited to: verbal or written threat to kill or seriously injure another, a hit list, plans to kill or seriously injure, bomb threat, social media threats, or spreading/ aiding threats)				
	Grades K-5	Parent contact; Possible in/out of school suspension or expulsion/ exclusion; Possible police referral; Creditable threats: Possible threat assessment	Parent conference; Possible in/out of school suspension; Possible expulsion/ exclusion; Possible police referral; Creditable threats: Possible threat assessment	Expulsion/ exclusion; Threat assessment	
441.1	**Tobacco/Vaping:** Use and/ or possession of tobacco products, including e-cigs, on school grounds, facilities, buses, or activities				
	Grades K-5	Parent contact; Possible in/out of school suspension; Possible police referral; Confiscation of item	Parent contact; Up to 3 days in/out of school suspension; Possible police referral; Confiscation of item	Parent contact; Up to 5 days in/out of school suspension; Police referral; Confiscation of item	

MATRIX cont…..

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POLICY #	BEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
443	**Weapons**				
	Grades K-5	Parent/guardian notification; Confiscation of the weapon; Possible notification of police; Possible in/ out of school suspension; Possible expulsion/exclusion. Discretion will be used if a look-alike item is brought to school.			

SDMA STUDENT BEHAVIOR BILL OF RIGHTS

443-Exhibit

All students in the School District of Menomonie have a right to expect…

1. A safe learning environment in all school facilities and at all school functions.
2. Respect for individual freedoms, so long as they do not infringe on the rights of others in accordance with all associated laws, regulations, district policies and district rules.
3. Access to school rules and the possible consequences for any actions that violate the rules.
4. Access to teachers, school counselors, and other school personnel in accordance with any applicable laws and school district policies.
5. The right to file a complaint in accordance with any applicable laws and school district policies.

…...continued on following page

411.1-Exhibit

All students in the School District of Menomonie have a right to expect…

1. A safe learning environment, free from discrimination, harassment, bullying, and bigotry.
2. Respectful treatment from others regardless of race, class, creed, color, gender identity, national origin, citizenship/immigration status, physical appearance, sexual orientation, disability, and any classifications protected by state and federal laws.
3. Student beliefs about issues including, but not limited to religion, politics, gender, gender identity, or sexual orientation will be respected so long as they do not infringe on the rights of others.
4. Students will be presented with a clear list of consequences for actions that violate the rights of their classmates.
5. Any school district employee who becomes aware of and/or suspects or witnesses harassment and/or bullying will intervene and report the incident in accordance with school district policy.
6. Students have the right to file a complaint in a confidential and safe manner if they feel that their rights have been compromised.
7. Student complaints to school district employees will receive a prompt response in accordance with applicable policies, procedures, and laws.
8. Access to school counseling services and advice for emotional, social, behavioral, educational, career, and vocational development.

BUS SERVICE.....

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Who is eligible for busing?

The School Board has adopted a policy that elementary students must live at least one mile away from their attendance school to be eligible for busing. Students who live closer than one mile may walk back to an established bus stop. Public school children may also ride from parochial school bus stops within the one-mile walk boundary. In both cases, there must be room for such riders on the bus. For those exceptions, families should call the bus company to evaluate the situation. Families who qualify with Special Needs or Homeless status may be eligible for distinct school transportation services. The parents are responsible for the transportation of all children to/from school who are not eligible for busing.

Do we need to sign up for busing?

In early July, the school district gives the bus company a list of all students. Every child eligible for busing is automatically assigned an AM and PM bus stop based upon the child's residence. Those living closer than one mile will not be assigned busing, but such students may call and request information regarding the nearest established bus stop as noted above.

When will I know the details about which bus to ride?

The first day of school is an orientation day. Busing details will be provided at the orientation. The information will include bus numbers, pick-up/drop-off times, and pick up/drop off locations. The school will have a plan in place to share the busing information with you. Parents needing such information prior to orientation may call the bus company in late August (715-235-4995). The school district provides bus rules, conduct, and consequences on the district webpage.

Where will the bus stop be?

The school board has adopted the policy that elementary students eligible for bus services may walk up to one quarter of a mile to the bus stop. The bus company attempts to offer door to door service to those families living in the country. Those families living in urban housing developments, trailer courts, and city neighborhoods are often directed to come to a centralized collection/drop off point. Parents are encouraged to provide supervision at the bus stop.

Will my child have to cross the road?

In many cases children will indeed need to cross the road in front of the bus. Beginning with their first ride, students should learn to look at the bus driver and to follow the directions he or she gives.

What if my child attends daycare or the Boys & Girls Club?

The school board has approved busing for many of the daycare sites; however, the daycare must be located within the boundary of the elementary school to which the child is assigned (with a few exceptions). Most daycare providers are aware of the specific details regarding their site. The bus company will need to know the names of the children attending the daycare and riding the bus. The daycare usually submits a list to the company before school begins, but many of the children have already been routed to/from their residence. Parents should advise the bus company in early July about the plan to use a daycare facility so that they are properly routed. Routes have also been established that allow students from elementary sites to attend the Boys & Girls Club at River Hts.

BUS SERVICE *continued…..*

What about school choice/in-district transfers?

The school choice/in-district transfers contract emphasizes that transportation is the responsibility of the parents. Parents may call the bus company, however, to request information regarding the nearest established stop that might be able to serve their child (similar to those living within the one-mile boundary).

What if we move?

Parents should inform the bus company of any change to a child's address, telephone listing, or emergency contact. The bus company's records are not tied directly to the school district's records, so parents are asked to personally call the bus company regarding such changes.

Can my child bring guests?

Guests may ride the bus if *written permission slips* have been issued. Such permission slips need to be signed by a parent and a bus pass issued by the school.

Can my child bring special items on the bus?

The bus company recognizes that children need to bring special items to school for such things as Show and Tell or for other classroom projects. However, such items can be easily broken or can easily disrupt the bus ride. If an item will not fit into a child's backpack, parents should call the bus company (in advance) for advice on transporting the item. Some items such as live animals or snow sleds are never allowed. The bus company reserves the right to evaluate items on a case by case basis and to deny items if the situation warrants. Students are not allowed to use electronic devices to record or share images, video, or audio while riding the bus. If your child participates in Project SAM (weekend meals) they may not open the bag on the bus.

What if my child has a health concern?

The school nurse collects and shares with the bus company information regarding health issues.

Can I meet the bus driver?

Parents are urged to be at the bus stop and to meet the driver. Parents may introduce themselves and their children on the first day, however, please remember that the driver is attempting to adhere to a very strict schedule.

What if there are problems on the bus?

Students should tell the bus driver immediately if problems arise. Students should know their bus driver's name and that it is okay to talk to the driver when the bus is stopped, and *it is safe to do so*.

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BUS SERVICE *continued…..*

Who will supervise the bus stop?

The supervision at all bus stops is the direct responsibility of the parents. Parents should note that in most cases, the PM driver is NOT required to wait for a parent to be present. When a bus arrives at a PM stop, the children will be directed off the bus (even if no one is present).

What if we don't plan to use the bus?

As noted, all eligible students will be assigned an AM and PM bus route. The bus company should be informed if a family chooses to not make use of the bus service at all during the school year. At that point, their names will be removed from the route. (Please call by mid-August.)

Do we need to notify the bus company if my child doesn't ride on a given day?

During the course of the school year, if a child who regularly rides the AM route will not ride the bus on a given day, and if the child receives door to door service, parents are asked to call the bus company to inform the driver accordingly. Please note that riders at group stops need not call, because the bus will stop to pick up the other children from the area. If a child will not ride the PM bus, please be sure to contact the school directly so the teachers do not place them in the bus line.

Whom do we call?

The bus company is listed in the phone book under: **Menomonie Transportation 715-235-4995**

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WALKING TO SCHOOL.....

Students who walk to and from to school should remain on the sidewalk at all times and cross streets only at designated areas.

Bicycles, Skateboards and Rollerblades

Students who ride their bicycles, skateboards, and rollerblades to and from school may not use them during the school day on school property. Bicycles need to be parked in the bike racks. Students are encouraged to bring a bike lock to secure their bikes. Rollerblades should be removed upon arrival at school. Skateboards should be brought into the building and stored in cubbies/coat racks. The school assumes no responsibility for these items.

We are looking forward to an exciting new school year. Parents play an important role in their child's education so please take the time to review this document. If you have questions specific to your child's school, please contact that school's office directly.

School District of the
Menomonie Area

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