

2017-2018

CLAYTON ELEMENTARY

STUDENT & PARENT HANDBOOK



MISSION STATEMENT

The Clayton School District promotes unique programming opportunities, empowering students to maximize potential and become successful, productive, well-rounded citizens proud to say, **“WE ARE CLAYTON!”**

Clayton School District Handbooks can be found on the school district web site at www.claytonsd.k12.wi.us

The School District of Clayton hereby declares that it does not discriminate on the basis of sex, race, creed, color, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, handicap, national origin, or ancestry in its educational programs, evaluation procedures, and activities, policies, or in admission or access to programs or activities offered by the School District. Inquires or complaints regarding the implementation of this or other nondiscrimination policies of the Clayton School District Board of Education should be directed to: Cathleen Shimon, District Administrator, 236 Polk Ave. West, P.O. Box 130, Clayton, WI 54004. Telephone: (715) 948-2163, 201.

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2017-18 School Year Calendar

CLAYTON SCHOOL 2017-18 CALENDAR

August						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
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February						
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September						
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October						
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April						
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November						
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May						
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December						
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June						
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January						
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July						
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29	30	31				

August
 9 JK-12 Registration Day, Pictures, Schedules, Handbooks, Fees
 22-24 No School: In-Service Days
 28 1st Day of School-PK-12 Orientation and Activities

September
 4 No School-Labor Day
 29 No School: In-Service Day

October
 12 Early Release 12:30pm & P/T Conferences 4:00 - 8:00
 13 No School: P/T Conferences 8:00-12:00 am
 26 No School: In-Service Day

November
 3 End of 1st Quarter (41.5)
 22-24 No School-Thanksgiving Break

December
 23-31 No School. Holiday Vacation

January
 1-2 No School. Holiday Vacation
 19 End of 2nd Quarter (45)
 22 No School: In-Service Day

February
 1 No School: In-Service Day & P/T Conferences 4-8:00 pm
 2 No School: P/T Conferences 8:00-12:00 am

March
 12 No School: In-Service Day
 23 End of 3rd Quarter (41)
 28-31 No School-Spring Break

April
 1-2 No School-Spring Break
 26 No School: In-Service Day

May
 19 Graduation
 21 No School: In-Service Day
 28 No School - Memorial Day
 31 Early Release for Students 12:30pm, End of 4th Qtr. (41.5)

June
 4-29 Summer School



Clayton School District

236 Polk Avenue West • P.O. Box 130
Clayton, WI 54004
Telephone: 715-948-2163 Fax: 715-948-2362
www.claytonsd.k12.wi.us

Dear Parents and Students,

Welcome to the Clayton School District. The Clayton School District has an excellent professional staff that cares a great deal about student's intellectual, emotional, and physical development. We look forward to working with you in providing a quality education.

The primary mission of the staff members of Clayton Schools is to help students to develop the necessary skills and strategies to be confident life long learners and to be able to be productive in a global world. Students are our greatest assets and we will do whatever it takes to help them succeed. We expect our students to come to school each day ready, motivated and inspired to learn! We believe that this is an essential ingredient for success.

This handbook is intended to provide you with information about the school, its guidelines, and procedures. It includes important information for parents and students to become familiar with. Please take the time necessary to read and review the contents of this handbook and keep it in a convenient place for further reference. Please feel free to contact any of the Clayton School District staff at any time. This is your school district. Your input, participation and support truly helps make it the place where lifelong learning begins.

Sincerely,

Cathleen F. Shimon
District Administrator/Elementary Principal

Ed Cerney
Middle/High School Principal

2017-18 CLAYTON SCHOOL DISTRICT PERSONNEL 715-948-2163

ADMINISTRATION

EXTENSION

Cathleen Shimon.....	District Administrator, Elem. Principal	201
Edward Cerney	MS/HS Principal	206
Paul Falb.....	Maintenance/Custodial	208
Leslie Seeger	Business Administrator, Food Service Director	205

OFFICE STAFF

Tammy Lien	Student Services Secretary, Athletics, Communications	209
Emily Measner	Administrative Assistant, Accounts Payable, District Newsletter	204
Terri Olson	Student Services Secretary, Registrar	203

STUDENT SERVICES

Rena Arneberg.....	K-12 Guidance Counselor	207
Chris Berghammer	Dean of Students, Summer School Coordinator, WITC Construction Academy Instructor	213

FACULTY

Jon Bartz.....	Fourth/Fifth Grade	311
Hannah Becker	MS/HS Spanish	412
Lori Catlin	MS/HS Health, K-12 PE, Head Track	408
Lori Coudron.....	MS/HS Business Education, Careers, PBL	411
Renee Dilts	Fourth/Fifth Grade	308
Kevin Fall	Second Grade, Head Girls Basketball, Softball Coach	107
Tracey Fall.....	MS Eng./Lang. Arts, Title 1	101
Greta Gerzmehle.....	Third Grade	106
June Hines	MS Social Studies, K-12 Vocal & General Music	511
John Gyllen	School Psychologist	314
Cindy Johnson	HS English	413
Lisa Kahl	MS Language Arts, History	503
Lacy Otto	Kindergarten	113
Jessica King	HS Special Education	414
Pamela Langham	Grade JK-1 Multi Age	114
Courtney Luke	Third Grade	105
Jeffrey Luoma.....	HS Social Studies, Head Baseball	415
Melanie Luoma.....	Elem. Special Education	110
Paul Lytle	MS English/Language Arts, Science	500
Terri Magnuson	HS Mathematics	416
Elaine Molls	MS/HS Family/Consumer Ed./Virtual Education	509
Rebecca Peterson	Fourth/Fifth Grade	309
Todd Peterson.....	MS Mathematics, Reading	502
Lori Pickard	First Grade	103
Tammy Polta	K-12 Library Media Specialist	212
Christina Korger	Fourth/Fifth Grade	313
Lance Schott	K-12 Art	407
Diane Schradle	MS Special Education	504
Mike Schradle.....	K-12 PE, Athletic Director, Head Football Coach	302
Nick Schradle.	HS Science, Head Boys Basketball	417
Rhona Schuebel.....	MS/HS Agriculture, MS Science	306
Angel Wendt	Grade JK-1 Multi Age	112
Danielle Zebro	5-12 Instrumental & General Music	405

CUSTODIAL

Ext.

Bryan Berg	600
Stan Donath	601
Joe Graunke	602
Morris Seeger	606

PARAPROFESSIONALS

Lisa Cerney (SAC)	400
Amy Graunke	115
Jodi Jackson	603
Kayla Lange	605

Ext.

Jolene Lonergan	604
Bailey Monson	612
Melody Pickard	608
Cyndi Thomas	607

KITCHEN STAFF

Ext.

Kim Russell	609
Diane Swiontek, Head Cook	512
Renee Werness	610
Nicole Wirth	611

STEPS TO ENCOURAGE POSITIVE SOLUTIONS

Situations may arise in Clayton throughout the school year, which cause concern for parents, teachers, and students. Resolving these situations quickly, to the satisfaction of all parties involved, benefits the educational program of the District. These steps should help you resolve problem situations quickly and satisfactorily. Although Board of Education policy guides the resolution process, general steps to follow are:

- 1** → **Contact the appropriate staff member**
The first step in resolving a concern is to discuss it with the staff member involved – the teacher, coach, bus driver, etc. More than 95 percent of all concerns are resolved at this level.

- 2** → **Contact the Principal/Athletic Director**
If step one does not resolve the concern, discuss it with the Principal. The Principal is the professional educator in charge of the campus and the person responsible for handling concerns regarding many of the school's operations. If you have not attempted to resolve the concern with the immediate person involved, you will most likely be asked to do so at this step.

- 3** → **Contact the District Administrator**
If you feel that your concern has not been adequately resolved, contact the District Administrator.

- 4** → **Contact the School Board**
Dependent upon your particular concern and District policy, the School Board may hear a concern that you feel has not been resolved at a previous level. Once you have taken the steps above, a Board member may be contacted through the superintendent's office or directly by telephone at the number identified in this handbook. If contacted, the Board member will ask what earlier steps you have taken to resolve your concern and will advise whether the Board could be appropriately involved.

ACADEMIC PROMOTION

The Clayton School District, in accordance with state statute, requires that students meet the district-developed criteria for academic promotion. Beginning on September 1, 2002 no student may be promoted from the fourth to fifth or from eighth to ninth grade unless the student satisfies the criteria for promotion in this policy.

Academic promotion decisions will be based on four criteria: 1) Wisconsin Student Assessment, 2) Academic Performance, 3) Teacher Recommendation, 4) Other academic progress considerations For those students excused by their parents from participating in the state assessments, promotion is based on the other three specified criteria.

ACCESS TO STUDENT ACADEMIC INFORMATION

The Infinite Campus web based software is presently being used for Clayton School students. Parents and students are able to access ongoing student information through the Clayton School web site. Students and parents can access this information regarding class assignments, grades and attendance. Passwords have been assigned for all students and their parents/guardians. Parents and guardians must sign a Request and Acceptable Use Agreement prior to receiving access to the parent portal. Please contact the Student Services Office with any questions you may have about accessing your student's information through the web site.

ACCIDENTS & INJURIES

Injuries that occur on school grounds during the regular school day or during extra-curricular events must be reported immediately to the staff member supervising the activity in progress at the time of the accident/injury. Office personnel will treat minor cuts, abrasions and bumps which may include administration of ice and band-aids.

ADDRESS & PHONE NUMBER CHANGES

If your family moves, either to another location within the District or out of the District please notify the school office immediately. It is imperative that we have the current addresses for all of our students and also, it is necessary for the bus driver to have accurate information regarding the transportation of your students. If your home, work or cell phone number(s) change, please make sure to notify the school so that contact information is correct in case a health emergency should arise.

ANIMALS/PETS

For the safety of our students and staff, pets or other animals **are not allowed at school.**

ARRIVAL AND DEPARTURE FROM SCHOOL

Student Arrival: Students are permitted to arrive to school at 7:45 a.m. if taking advantage of the breakfast program. **No school supervision is available prior to this time.** This means that students should not arrive at school before 7:45 a.m. at which time doors will be open for students to enter the building. Students will not be permitted to sit unattended in the lobby and/or commons area prior to school beginning. Parents of students arriving too early will be contacted by the administration and a request to register for school age care program will be made. If you have questions or would like to receive information regarding the school age care program, please contact the program coordinator at 715-948-2539.

Dropping Off a Student at School: Parents are asked to avoid all school buses either by parking in the lot and escorting your child to the door or by dropping your child off at the Prentice Street curb located in front of the school building.

Picking Up a Student During the School Day: If you are picking up your child before the end of the school day, you must send a note with your child indicated the time you would like him/her picked up. You must come into the elementary office to pick up your child and sign him/her out.

Student Dismissal Time: If your child(ren) is not taking the school bus home, he/she must be picked up by 3:30 p.m. **No supervision is available after 3:30 p.m.** For the safety of our students, we cannot allow students to be unattended no matter how short of a time period it may be.

Once again, parents of unattended students will be contacted by administration and a request to register for our school age care program will be made. If you have questions or would like to receive information regarding the school age care program, please contact the coordinator at ext. 400.

Change In Busing Arrangements:

If there is a change in the dismissal arrangement and your child isn't going home as he/she usually does, **the teacher must be notified in writing** detailing the change in arrangements. In the event there is an emergency, which requires a change in dismissal arrangements for that day, **please contact the office no later than 3:00 p.m.** This will allow the office staff enough time to make the necessary contacts before the end of the day. Please do not depend on email when delivering this message. Classroom teachers may not read their email messages until the students have already left for the day. If a note or phone call has not been received from a parent regarding a change, the student will be directed to go home as usual.

Encourage your child to return directly home after school without stopping to play until he/she has reported his her/ whereabouts to you. Parents should have periodic talks with their children about the hazards of talking to strangers while going to and from school. Students or parents should report to the principal any strangers seen in the area. Children are not permitted to participate in after school activities without adult supervision and parental permission.

ASSIGNMENT OF STUDENTS TO CLASSES

Student assignment and scheduling is a complex task which demands consideration of multiple factors; including, but not limited to the following:

- Numbers of students per class
- Gender balance
- Range of abilities
- Special needs
- Flexible grouping options
- Student learning styles
- Separation of students with behavior conflicts
- Credit requirements

Parents have the right to expect a quality education for their child no matter the class or teacher assignment. Parents are viewed as partners in their child's education and, as such, the District provides a procedure for parent input on their child's assignment to classes and teachers.

Parents wishing to have input on their child's class assignment are requested to fill out a Parent Input Form which will be sent home. In the event you need a form, contact your child's teacher. No parent input forms will be accepted after **the last Friday in April**. Any parent who wishes to discuss placement or has questions about a possible placement should also feel free to contact Mrs. Shimon at 948-2163 Ext 201. The administration shall have final authority over all assignments of students to classes.

ATTENDANCE PROCEDURES - GRADES K-5

Belief Statement

One of the aspects of a student's education that the Clayton School District is dedicated to is the promotion of good citizenship skills. Among these skills are the ability to attend regularly, the ability to make good decisions and the ability to be accountable for choices and actions that are made. The staff and administration feel that the District's attendance regulations support the development of these skills.

We believe that something of importance instructionally happens in the classroom everyday. We cannot duplicate the richness and depth of the activity or interaction through a make-up assignment. In order for students to make the most of their learning opportunities, it is important for them to be in class everyday. Good attendance also helps individuals to establish a work habit valued by employers. Attendance is one indicator to future employers of a person's ability to take responsibility and to behave in a manner that denotes integrity.

Wisconsin State Statute, 118.15 requires that all children between the ages of 6 and 18 years of age, except as provided by law and the policies herein, shall attend school regularly during the full period and hour when school is in session until the end of the school term, quarter, or semester of the school year, in which he/she becomes 18 years of age.

All absences require parent/guardian/legal custodian's written verification in order to be excused. The verification is to be submitted to the school office or classroom teacher, in advance or prior to re-admittance to school. If written verification is not received within two (2) days, the child's absence will be unexcused. It should contain: name of the child, name of teacher, dates of absence, reason for absence and parent signature.

Definitions:

School Absence means "*not in school or not in assigned class.*"

- Elementary Level – A student will be recorded as absent ½ day if the student arrives to school after **9:45 a.m.** or leaves school prior to **1:45 p.m.**

School Tardy means “*not on time.*”

- Students are considered tardy if they arrive at school after 8:10 a.m. Students **must** check in at the student services office when they arrive late to school. Among the reasons not considered excusable are: oversleeping, car trouble, missed bus, or ride problems, etc.
- The Elementary School level will contact parents by telephone or send letters after **5** accumulated tardies, excused or unexcused.

Make-Up Procedures

- Depending upon make-up performance, a student’s grade may or may not be affected by school absence. However, student learning will be affected due to the loss of direct instruction and peer interaction, which can only be experienced through presence in class and active participation.
- Please notify the school in the morning that work will need to be picked up that afternoon. Teachers need time to get books and assignments together.

Procedures When Absent

- If a student is ill or will not be in school on a particular day for other specified legal excuses a phone call to the school is expected the morning of the absence or prior to being absent. A note signed by the parent or guardian including date and reason for the absence must then be received within two days of the absence.
- Parents are asked to contact **the Student Services Office at ext. 214** every day that their child will be absent by calling 948-2163 before 9:00 a.m. Parent cooperation helps to ensure the safety of Clayton students.
- **If the office has not received a phone call by 9:00 am, parents will be called to verify the child’s absence.** Parents of a student who has two (2) unexcused absences will receive a letter that will summarize the student’s attendance to date with a warning in regards to truancy. Hopefully, attendance will improve as the school year progresses. In cases where it does not, a parental conference with the Attendance Officer will be requested.
- When students continue to have trancies in excess of state law, a citation referral will be submitted to the county of residence.

Review of Attendance

- Although student attendance is continuously monitored informally, once 10 absences, full day or part day, excused or unexcused, have been reached, all further absences will be subject to a formal attendance review.
- The school will send letters to parents after accumulated absences.
 - Two (2) unexcused absences from school or 5 total absences
 - 8 absences from school excused and unexcused
 - 10 absences total
 - A minimum of two (2) letters will be sent as well as a meeting with the principal before filing truancy.
- In order to ensure that written communication is received by parents, one or more of the following methods are used:
 - Follow-up telephone call
 - Follow-up email
 - Certified mailing
 - Return with parent signature
- Those participating in the attendance review may include any or all of the following: Attendance Officer, teacher(s), counselor, county nurse and or social worker.
- Variables or factors considered in the review will include: number of absences/tardies; excused/unexcused; pattern of absence; reason(s) for absence; attendance history; academic performance; disciplinary history; parent cooperation/concern; extenuating factors, e.g. health, family circumstances, etc.
- Possible outcomes of an attendance review include, but are not limited to: parent conference; student evaluation; requirement for physician’s statement; health monitoring; change in educational program; homebound; 504 Plan/accommodations; disciplinary action, referral to social services; denial of further excused absences that are discretionary; truancy referral; or no action.

Verification of Absence

All absences require parent/guardian/legal custodian’s written verification in order to be excused. The verification is to be submitted to the Student Services Office in advance or prior to re-admittance to school.

If written verification is not received within two (2) days, the child’s absence will be unexcused. It should contain: name of the child, date(s) of absence, reasoning for the absence and parent signature.

BACKPACKS/SCHOOL BAGS

Students will not be allowed to take backpacks or any type of schoolbook bag to classrooms. Students should store backpacks and school bags in their lockers.

BOARD MEETING AGENDAS

Clayton School District Board of Education meeting agendas are posted in advance of each meeting at the following locations: Clayton Post Office, Clayton Feed Store, Citizens State Bank, Clayton BP and the school district office. Board meetings are held the third Monday of the month at 6:00 p.m.

BUILDING SECURITY & VISITOR PROCEDURES

The Clayton School District is committed to providing a safe and secure learning environment for both students and staff. In addition to security cameras throughout the building a security system has been installed which includes a secured entrance camera and buzzer. **PLEASE NOTE THE FOLLOWING SAFETY GUIDELINES THAT WILL BE ENFORCED:**

1. **ALL** doors to the building will be locked from 8:30 a.m. – 3:10 p.m.
2. **ALL** classroom doors and offices not used during the day will be locked.
3. **Anyone** (including students, parents, and visitors) who wish to enter the building between 8:30 a.m. – 3:10 p.m. will only have access to the building through the Main Entrance (Door #1) and will required to be buzzed in.
4. When approaching the entrance door, visitors will need to stand in the designated area, push the doorbell on the camera to the left of the door, and **provide name and purpose for visit**.
5. Once visitors have been approved to enter they will report to the Student Services Office.
 - Visitor will be required to sign in at the Student Service Office by providing their name, time they entered and purpose for their visit a Visitor badge will be given to be worn during the entire visit.
 - If the purpose of the visit is to pick up a student, the student will be required to be signed out.
 - Parents dropping off student materials will be asked to leave the items with the Student Services Secretaries and the student/teacher will be contacted to pick up their belongings whenever convenient.
6. **All** visitors must also **exit** through the Door #1. Visitors will be required to sign out at the Student Services Office and return the Visitor's badge.
7. Parents picking up students at the end of the day are asked to arrive no earlier than 3:10 p.m. and will be asked to stand in the designated Parent Pick Up area in the commons.

CHEATING/PLAGERISM

The acts of cheating, plagiarism, or forgery are detrimental to the educational process and imply dishonesty and deception and are unacceptable behaviors that will be confronted. This would also include assisting another student in cheating or plagiarizing. In most cases, this type of behavior will be dealt with by the classroom teacher, but may be referred to the Building Principal for further disciplinary action.

CLASSROOM INTERRUPTIONS

Studies show that the amount of time a student is on task is a significant fact in school effectiveness. We will make every effort to keep students at Clayton School on task in a meaningful learning experience. When a classroom is interrupted, the students are distracted and taken off task. You can help us be observing the following:

- If students forget their lunch or homework, bring it to the office properly identified. **PLEASE DO NOT** take it to the classroom while class is in session.
- If you wish to pick up homework for a student, call the office in the morning; homework may be picked up at the office after 3:00 p.m.
- Avoid, as much as possible, last minute instructions given to students about where to go after school. When a message is delivered by a staff member or by a classroom phone call, the child's classroom is disrupted by the message and concentration is broken.
- Parents who wish to contact a classroom teacher should be prepared to leave a voice message **or** email requesting that the teacher contact the parent at the teacher's convenience. Teachers are generally not available to come to the telephone during the time school is in session. Leaving a message may be necessary even before or after school since the teacher may be involved in a conference or attending a meeting at the time a parent call is made.

CLOTHING

Outdoor clothing is not to be worn during the school day. Outdoor clothing includes hats of any kind worn by either female or male students, except on specified days. Hooded sweatshirts are not considered outdoor clothing.

COLD WEATHER GUIDELINES

Our students have daily recess except in extreme weather conditions as rain or severe cold/wind chill. Our cold weather policy is:

- If the temperature is 0 degrees or below, the students will not go outside for recess
- If the wind chill is colder than -10 degrees, the students will not go outside for recess
- If the wind chill is between 0 degrees and -10 degrees, outdoor recess may be shortened or canceled by the principal based on local conditions.

Please consider these factors related to weather as you and your children make your daily decisions on winter clothing. Hats, scarves, boots and mittens or gloves are a must. Most playground games are played in the snow. If students do not have boots on they are restricted to the blacktop area of the playground. Also, as the snow melts, the grassy areas of the playground can become muddy or soggy. Boots are a must if feet are to stay dry.

INTERNET, ELECTRONIC AND TELECOMMUNICATIONS RULES AND PROCEDURES

The District permits the use of the Internet as a tool for work, research, education, and recreation. The Internet, like any other school property, must be used for the purpose in which it was intended. Students, staff, and community members are expected to follow basic rules of courtesy and common sense when using this tool so that the Internet can be a valuable source of information for all users.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies (Student Discipline), including suspension, expulsion, academic sanctions, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

INTERNET USE AGREEMENT

The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.

Permission of and supervision by the school's designated staff, is required before a student may use a school account or resource to access the Internet. The acceptable use agreement form for students must be read and signed by the user and the parent or guardian. An agreement must be signed in order to gain access to the district network. A signature is required in 3rd grade, 6th grade, and 9th grade. For new students entering the district after 3rd grade, a signature will be required in order for access to be granted. The agreement form is filed in the student's record file. In non-designated grades, signature of the student handbook awareness statement will imply continuing agreement with the acceptable use policy.

ACCEPTABLE USES

The school district's informational technology resources are provided for educational purposes. In order to be allowed continued access to these resources all students must:

1. Respect and protect the privacy of all users.
2. Respect and protect the availability, integrity and security of all electronic resources.
3. Respect and protect the intellectual property rights of work available electronically.
4. Practice appropriate digital citizenship and respect the global community.

CELL PHONES AND OTHER ELECTRONIC COMMUNICATIONS DEVICES

The School Board recognizes that student use and possession of personal electronic devices may be disruptive in the educational experience. Use and possession of these devices by students will be allowed as defined by board policy and rules as specifically outlined below. The District shall not be responsible for the safety or security of personal electronic equipment that students choose to bring to school. Elementary students (EC-5) are advised to leave electronic devices at home. If a device is brought to school, it needs to be surrendered to the appropriate classroom instructor or the elementary office. Such devices will be returned upon completion of the school day, along with communication to the parent. State law prohibits use of any electronic device with photographic or recording capabilities is prohibited in bathrooms or locker rooms at all times.

CYBERBULLYING & HARASSMENT

Cyberbullying is intentional, aggressive or hostile behavior, or any act of bullying, towards another that includes an electronic means of communication, an imbalance of power and is typically repeated over time.

Electronic communication means any communication through an electronic device including but not limited to a telephone, cell phone or computer and of which communication includes but is not limited to email, instant messaging (IM), text messages, and websites.

Cyberbullying in any form as stated in the district policy is expressly forbidden at school, during a school-sponsored activity, on school buses, through the use of school equipment or, when disruption is caused to the teaching and learning process or the educational environment even if the act of bullying was performed off school grounds.

When it is determined that students participated in bullying behavior in violation of District policy, the district administration may take disciplinary action including, but not limited to, suspension, expulsion, and referral to law enforcement officials for possible legal action.

Harassment: Persons using School District computerized communication equipment and systems (e-mail) may not send a message with the intent to frighten, intimidate, threaten, abuse or harass another person. "Message" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, or any transfer of a computer program that threatens to inflict injury or physical harm to any person or the property of any person. Using e-mail to send messages with the intent to harass, annoy or offend another person using obscene, lewd or profane language or the suggestion of any lewd or lascivious act is prohibited.

E-MAIL

Accounts: Students in grades 3-12 are allocated an email account with the district for educational purposes. Students are permitted to use email for personal use, provided this does not interfere with the activities of the district, or harm the district's reputation. Personal use must comply with the district's Acceptable Use Policy.

Students are responsible for their individual email accounts and must take all reasonable precautions to prevent others from accessing their accounts. Students should not share passwords with others. Students must not send email or other communication that either masks the sender's identity or indicates that someone else sent the message. This applies whether messages are purely internal to the district or external. **Students are not permitted access any technical resources using another person's password.**

Protocols: Email users are expected to follow appropriate business correspondence standards. Chain messages and profane, obscene, discriminatory, threatening, harassing, or otherwise offensive messages are strictly prohibited. Offensive material includes, but is not limited to, pornography, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes, or images that would offend someone on the basis of his or her race, color, creed, sex, age, national origin or ancestry, physical or mental disability, or sexual orientation. Any use of email to harass or discriminate is unlawful and strictly prohibited.

Filtering: To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet or other forms of electronic communications, and access to inappropriate information. However, use of the Internet, because it may lead to any publicly available fileserver in the world, may open classrooms to electronic information resources that have not been screened by educators for use by students. Though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

LASER POINTERS

Student possession of laser pointers or look-alikes is not permitted on school premises or at school-sponsored activities. Supervised use of laser devices in a classroom setting will be permitted with administrative approval.

LIMITED EXPECTATION OF PRIVACY

By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system. The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

LIMITATION OF LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district CDs, DVDs, portable memory storage devices, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause.

The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system, nor is it responsible for damages or injuries from improper communications or damage to property used to access school computers and online resources. The school district will not be responsible for financial obligations arising through use of the school district system or the Internet.

NOTIFICATION OF STUDENT INTERNET USE

Parents will be notified that their children will be using school district accounts to access Internet resources. Parents may be notified of the option to request alternative activities not requiring Internet access.

Outside of school, parents bear responsibility for the same guidance of technology use as they exercise with other information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

PERSONAL MUSIC DEVICES

Use of a personal music device is permitted prior to the official start of the school day, during lunch, after the official end of the school day and during study hall with no sharing of devices. A device, including computers, audible by more than one person is considered a shared device. Use of personal music devices is not permitted during other times of the school day unless their use is for educational purposes and is done with permission of the supervising teacher. Use of all other electronic devices is only permitted for educational purposes with permission of supervising teacher.

SOCIAL NETWORKING

1. In an educational setting, social networking tools are used primarily as learning tools, either as extensions of conversations and thinking outside of regular class time, or as the basis for beginning new classroom discussions.
2. This use of social networking tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate when using such a tool. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks or personal attacks.
3. Social networking is about ideas – therefore, agree or disagree with the idea, not the person. Use constructive criticism and use evidence to support your position. Read others' posts carefully.
4. Social networking tools are public. Postings and/or comments can be read by anyone and everyone on the Internet. Even if a post or comment is deleted, it has often already been archived elsewhere on the web.
5. NEVER post personal information on a social networking tool.

WEB SITE

Our school web site address is: www.claytonsd.k12.wi.us the web site allows you to gain information about our School District.

No personal student homepages or links to those pages are allowed on the District website. Students may have opportunities to publish personal work on the District website. Any posted student work or images or information must adhere to the District's policy regarding directory information.

Student work may remain on the school web pages after the student exits the school. All student work is published with minimal identification unless parent permission is given to use full names. Students retain a copyright to the material they create that is posted on the web.

DISCIPLINE

BEHAVIOR INTERVENTION APPROACH - PBIS

The Clayton schools will follow a Positive Behavior Interventions and Supports approach to behavior expectations. This system will complement the disciplinary approach outlined below in an effort to be proactive with instruction and training on appropriate behaviors. As processes are developed information will be sent home for parents regarding any changes in student expectations.

We believe in a firm and fair discipline policy, which leads our students to take responsibility for their own actions. This is essential in order to further student learning.

Respect for others, their safety, their property, their feelings is to be demonstrated by our students at all times. As a school, we will not tolerate fighting, disrespect toward others, obscene language or destruction of school property.

At Clayton School, we believe in a clear, positive, firm and fair discipline policy, which leads our students to take responsibility for their own actions. The underlying purpose of our approach to discipline is to instill in students the powers of self-control and a sense of responsibility to a community. This policy will be reviewed with students and sent home for parent signature at the beginning of the school year.

The single and most important rule for Clayton School is the Golden Rule. . . .”Treat others as you would want others to treat you.” It is the binding principle, which ensures the right to work, to be respected, to be safe and to belong to a community. The way we discipline at Clayton Elementary School is intended to help children feel safe and secure and respected. When behavior is not respectful or is out of control, staff will help children by providing consequences that assist in bringing behavior back within safe limits. We strive for a consistent tone, staff collaboration and peace in our hallways.

WORK	Doing what I’m supposed to be doing.
RESPECT	Treating others the way I want to be treated.
BELONG	Being where I am supposed to be. Being caring and accepting of others.
BE SAFE	Work and play safely.

It is understood that, at Clayton Elementary School, parents are partners in their children’s education. It is expected that they will be part of the process of learning discipline. Children need to know that if they can’t stop themselves, the adults will be able to stop them.

CODE OF CLASSROOM CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, such as FaceBook, Twitter, e, YouTube, etc. when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall be reviewed and approved periodically.

Student conduct in the classroom shall be governed by the rules and provisions of the Code of Classroom Conduct developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's Code of Classroom Conduct shall be adopted by the School Board.

DIRECTORY DATA

As defined by state and federal law, directory data means those student records which identify a student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student. Except as otherwise provided, directory data may be disclosed to any person after the school has: (a) notified the parent, legal guardian or guardian of the categories of information which it has designated as directory data with respect to each student, (b) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent; (c) allowed 14 days for such persons to inform the school, in writing, of all the directory data items they refuse to permit the District to designate as directory data about that student. The District shall not release directory data earlier than 14 days after the initial written notice to the adult student or parent/guardian, or after the District has been restricted from doing so by any of those parties.

DISMISSAL PRECAUTIONS

A child will not be released from school during school hours without one of the child's parents/guardian or an adult sibling verifying their release. Situations which applies to include, but are not limited to:

- Telephone calls seeking the release of a pupil,
- Strangers coming into the school building for the purpose of taking the child from school,
- Non-custodial parents prohibited by court order from removing the child, and
- Any other releases where there is doubt or concern as to the identity or validity of the request.

As a precaution, when receiving such requests, a parent will be contacted to verify the request. Students will be released from the Student Services Office to the parent/guardian. If the parent/guardian is not recognized a check of the driver's license will be made.

DISTRICT NEWSLETTER

The Clayton School District Newsletter is published and mailed to homes once a month. It brings information of interest and value to you and your child. Information will be received on upcoming events, Parent Group activities, classroom news, student recognition and special school happenings. If you have questions regarding the District Newsletter, please contact the district office at ext. 204.

DRILLS

Fire drill instructions are posted in each classroom. Teachers will go over the procedure for their particular room during the first week of school. The fire alarm consists of an intermittent loud horn. When students and teachers arrive outside, they should stay far enough from the building to allow emergency vehicles access to the school if necessary. Students are to remain outside until the administrator in charge has given the "all-clear" signal. State statute 941.13 forbids giving false alarms, tampering, or removing without authorization any fire extinguisher or other fire fighting equipment. Persons caught breaking the law will be turned over to the proper authorities and be disciplined by the school. In addition to fire drills, the Clayton School District will practice evacuation and lock-down drills throughout the school year.

EMERGENCY DISMISSAL

There may be times when it is necessary to dismiss school prior to the scheduled time. To prepare for the safety of your children, we will request information on the student emergency contact form regarding what you wish your child to do in case of an early dismissal from school. **Because of limited phone lines and our large school population, it is not possible to have teachers or students use the phone in these situations.**

EMERGENCY SCHOOL CLOSINGS

School closings caused by inclement weather and/or other emergencies will be announced over the following radio and TV stations:

Radio Stations:

WCCO 830 AM	St Paul, MN
WXCE 1260 AM	Amery, WI
WJMC 96.1 FM	Rice Lake, WI

Television Stations:

KARE TV	Channel 11
KMSP TV	Channel 9
KSTP TV	Channel 5
WCCO TV	Channel 4

In addition to the above media, information about school closings can be found on the District website. Every attempt will be made to announce school closing before 7:00 a.m. **PLEASE DO NOT CALL THE SCHOOL** to see if school has been closed. Please listen to one of the above-mentioned radio or TV stations for school closings or delays. School closing information will also be posted on the school web site: www.claytonsd.k12.wi.us

PREK-12 NOTIFICATION

The Clayton School District will also activate an automated communications service called **PreK-12 Notification**. We will use this service to deliver both emergency and non-emergency messages to you via telephone and the internet during the school year. Using PreK-12 Notification, we can quickly contact all families - in a matter of minutes - with urgent news such as school closings, early dismissals, delayed buses or rescheduled activities. We will also use the service to provide timely non-emergency information such as reminders about important meetings or special events at school that involve your children.

In the case of school closings, this service is meant to be a compliment to the existing means of communications, TV stations, radio stations, etc. We will continue to utilize ALL of these mediums in the event of a school closure and/or delay so you don't have to wait to get your call for the closing to be official.

FIELD TRIPS

Signed parental permission slips are required for all field trips. They will be sent home with the children before each planned field trip informing you in advance as to the educational purpose, date, times, destination, cost and any other specific arrangements that are made. Students who do not return parental permission slips will not be permitted to go on the field trip. ****Due to the safety and liability that is encountered from leaving the school premises, we ask that preschool siblings not accompany their parents on field trips. Classroom teachers appreciate the extra help that adult chaperones can offer during this time.***

FINES

Students are responsible for their books, materials and facilities. If, in the judgment of school authorities, any such items are misused or abused, a fine will be imposed. Punitive action may also be involved should such damage be construed as intentional. Obligations must be paid before the end of the school year or students will receive incompletes for 2nd semester work until the fines are paid.

FOOD SERVICE

Students may participate in the school breakfast and/or hot lunch program. Students not participating in the lunch program may bring their own lunches from home and purchase milk with an account. School lunch menus can found in the monthly District Newsletter as well as on the school website.

The school district provides students the opportunity to eat breakfast and lunch while in attendance at school. Applications for free or reduced breakfast or lunch, based upon criteria established by the federal government, may be made by families unable to afford meals at established rates. Such applications are confidential. Applications are provided to every family residing in the school district prior to the beginning of the school year. Additional applications can be obtained in the school district office. These forms are to be returned to the office as soon as possible, as eligibility is effective on the date received. Applications will be approved or disapproved by the Business Office and parents/guardians will be notified of eligibility. If a change occurs in your family size or income during the course of the school year, or if you have questions regarding the free and reduced lunch program, please contact Leslie Seeger at ext. 205.

Meals are purchased through the school offices as a prepaid service. Parents deposit money into a personal lunch account for their child(ren). Students are given a lunch account number they can enter as they pass through the breakfast and/or lunch line. The cost of each meal is then automatically deducted from the balance in their lunch account. This system eliminates the need for lunch tickets and requires meals to be paid for in advance.

When your child's account balance reaches \$15.00 parents will be notified of their child's account balance. Please send money to school with your child BEFORE their account reaches a zero balance. Parents or students may view their current account balance at any time by accessing Infinite Campus or by contacting the school office. **If an account drops below zero, the delinquent account collection process will be followed and the student will have alternate meals provided.**

Breakfast rates are:

EC - Grade 5	\$ 1.10 per meal
Grades 6-12	\$ 1.25 per meal
Reduced	\$.30 per meal
Adults	\$ 2.00 per meal

Lunch rates are:

Grades K-5	\$2.05 per meal
Grades 6-12	\$2.25 per meal
Reduced	\$.40 per meal
Adults	\$3.00 per meal

Misc. Rates:

2nd meal (Gr. 6-12)	\$2.30 per meal
Extra milk with meal	\$.25 per carton

Students are expected to behave appropriately during school meals. Misbehavior may result in consequences, which may include the loss of food service privileges, or other appropriate consequences. Breakfast is served from 7:45-8:10 a.m. Elementary students not riding the bus may arrive at school and enter the building at 7:45 a.m. and go directly to the commons for breakfast. Students walking to school who do not choose to participate in the breakfast program must remain in the elementary commons until 8:00 a.m. Students are not allowed to enter the elementary hallway until 8:00 a.m. If your children are not eating breakfast please do not bring or allow your student to arrive at school before 8:00 a.m.

HARASSMENT AND/OR BULLYING

Harassment and/or bullying of students is prohibited in the Clayton School District, which includes any property or vehicles owned, leased or used by the schools. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, 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 impact the learning environment.

Harassment and/or 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 or any other basis protected by state or federal law.

Examples of acts of harassment and/or 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 harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

All forms of harassment 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.

For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of a school.

Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school, a District employee or a school board member.

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal. Filing a complaint or otherwise reporting harassment and/or 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. 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.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion. For complete harassment and bullying policies, contact the district office at ext 204.

HEALTH INFORMATION

Students are **NOT** to come to school ill. Any student complaining of illness and running a temperature of 99.6 degrees Fahrenheit or above may be sent home at the discretion of the nurse or other appropriate school personnel.

Children may be given a **ONE-DAY EXCUSE** to stay indoors at recess, but we feel that fresh air is necessary; all children go outdoors as weather permits. If a child is too ill to go out, they are too ill to be in school. If a child has a medical problem that necessitates they be kept inside, a note from their doctor is requested.

Due to scheduling & recess responsibilities, your child's teacher may not be available to supervise them during this time. Students may be asked to sit in the elementary office until the conclusion of recess.

Students are not to be sent home from school unless an adult accompanies them. A parent or someone designated by the parent is expected to pick up an ill child when called. Please thoroughly complete the emergency contact information sent home at the beginning of each school year. Please keep this information up to date at all times. If changes occur during the course of the school year, please contact your child's teacher or the school office as soon as possible.

COMMUNICABLE DISEASES

It is a state requirement that the health department record all communicable diseases. Therefore, we must have this information to facilitate keeping accurate records, and to identify any clusters of illness in the classroom. Please inform the school as to the reason for your child's absence from school.

PINK EYE: Students with Pink Eye are to stay home until 24 HOURS after they start antibiotic treatment. This condition is so contagious and excessive tearing washes out the antibiotic very quickly. All students must practice good hand washing.

STREP THROAT: Strep Throat is also a condition that is highly contagious. Students must be on an oral antibiotic for 24 HOURS before they can return to school.

HEAD LICE: Clayton School District has a policy of notifying parents when there is a head lice problem. When a child is found to have head lice, the child is removed from the classroom and the parent is called. The child can return to school when he/she is nit free and school personnel has checked the child. When cases of head lice occur, the Health Service Staff checks the students in the entire classroom, as well as siblings.

Be sure to contact the school office or your family physician if you have any questions about your child's health or illness. If you would like assistance in contacting a public health nurse, please contact the Student Services Office.

Health Related Emergency Procedures

- The school will attempt to contact parents at home immediately in the event of an emergency, such as an illness or accident.
- The parent or guardian will be called at his/her place of employment if no one is at home.
- The name(s) designated on the emergency card filed in the Office will be called if we are unable to reach parent or guardian.
- The school will call for emergency service if it is impossible to reach someone in a reasonable length of time or if the accident/illness is severe enough to warrant such service immediately.

Examinations

A medical and dental examination is recommended for all pupils entering school for the first time. The examination may be obtained from your family physician/health care provider/ public health agency.

Automatic External Defibrillator (AED)

This facility is equipped with two Automatic External Defibrillators (AED). One AED is located in the elementary lobby of our school, near the door of the Girl's Restroom. The second AED is located in the main commons area near the wildlife display. When the cabinet doors are opened, a loud alarm will sound. This alerts everyone that there is a potential emergency. Clayton School has trained staff members to assist with an emergency during regular school hours.

Immunization Law

The Clayton complies with the Student Immunization Law of Wisconsin Department of Health and Social Services, which requires students to have the appropriate immunizations for each grade level. Please plan to have your child properly immunized before they start school. Each student must supply written evidence of the minimum required doses of immunizations or have properly signed religious, health, or personal conviction waiver on file with the school. If you have questions regarding your child's immunizations, please contact the student services office.

Medications Taken At School

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis.

The Clayton School District shall administer medication in accordance with Wisconsin State Statutes 118.29, 118.291, and Wisconsin Administrative Code PI 8.01 (2) (g). The School District may administer any prescription medication to a student in compliance with the written instruction of a practitioner and written consent from the student's parent or guardian as defined by WI Stat. Ch. 118.29.

Administration of nonprescription medication requires the written instruction and consent of the student's parent or guardian. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and written consent from the student's parent or guardian.

Students with asthma may possess and self administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent or guardian.

1. Non-prescription drugs **MUST** come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose.
2. A written permission note from the parent/guardian stating the child's name, medication and time which the medication should be given.
3. Parents shall provide all non-prescription medication.
4. Clayton School District will **NOT** provide any non-prescription medications including cough drops, antacids, acetaminophen (Tylenol), ibuprofen (Advil or Motrin), diphenhydramine (Benadryl), burn spray, antibiotic ointment, hydrocortisone cream, vaseline, bio-freeze, oragel, eye drops or any other non-prescription medication.
5. If your child requires any non-prescription medications, write a permission note and parents must bring the medication to the appropriate office in its original container. The container should not exceed 24 tablets.
6. Prescription medication requires a written permission note from the physician and parent. It must be in a legible pharmacy labeled container. It must be brought to the appropriate office by the parent.

The medication policy, parent/guardian consent forms, and physician order for medication administration forms are available in the office. They can also be sent by mail if requested by telephone. **Students are not allowed to bring medications on the bus. Parents are asked to bring it to school and pick it up again if necessary.**

HOME ATHLETIC EVENTS

Season activity tickets for home athletic contests may be purchased in the office. Adult season activity tickets are \$40.00 each and student activity tickets are \$24.00 each. Individual home athletic tickets may be purchased at the door. Individual tickets are \$3.00 for adults and \$2.00 for students K-12.

We strongly encourage parents to attend athletic events with students in grades JK-5. Students attending home athletic contests are to remain seated during the contest. Students not following school rules and procedures will be asked to leave. In such cases, ticket refunds will not be given. Students choosing to continue to display inappropriate behavior at games may not be allowed to attend future events. Inappropriate student behavior during the school day may result in their privilege of attending home athletic contests being revoked.

LOCKERS

A hall locker is furnished to all students. The following regulations apply not only to the student's hall locker, but also to any additional lockers assigned to him/her elsewhere in the building.

1. The student must assume all responsibility for the contents of his/her locker. The school is not responsible for any losses that the student may incur.
2. The school has the exclusive right to inspect lockers at any time to search the locker's contents especially if there is a suspicion that something of an illegal nature may be contained in the locker.

3. Any locker problems should be reported to the Student Services Office immediately.
4. Prior to year-end checkout, students will be expected to return their locker to the condition it was in at the beginning of the school year. Cleaning will include removing of writing and all materials from the locker.

LOST AND FOUND

A Lost and Found area is located in the elementary commons outside of the office. Your child should check this area for lost items. Any items that are found should be turned in to the office. Be sure to check for lost items at conference times and at the end of the school year.

- To help avoid losses, put **names** on all clothing, shoes, and school supplies.
- Unclaimed items are donated to clothing collection agencies at mid-year and at the end of the school year.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be held at mid-quarter of quarters 1 and 3. Please see the School Calendar for specific dates. At that time student progress and test results will be discussed. If you are unable to attend Parent/Teacher Conferences, please make an appointment at an alternate time with your student's teacher.

PHYSICAL EDUCATION

If a student is well enough to go out for recess, they are well enough to participate in physical education. Written requests from a doctor or an occasional note from a parent will be honored to excuse a student from physical education. Please do not encourage your child to find excuses not to participate in physical education. It's a very important part of his/her educational experience. It is very important that students come to school dressed appropriately to be outside during recess and for physical education.

WEAPONS IN SCHOOL

The safety of the students must be the first concern of the Clayton School District and must receive the primary attention of the Board of Education and all staff members. Weapons shall be defined as outlined and defined in Wisconsin statutes listed below in this policy or any other definition as expanded by Court or Wisconsin Attorney General opinions. In order to fulfill this obligation, the following policy shall be observed:

1. No weapons or ammunition of any kind shall be allowed on school premises, school buses, school-sponsored event, or on other property under the auspices of Clayton School.
2. No person may carry or display a facsimile firearm in a manner that could reasonably be expected to alarm, intimidate, threaten, or terrify another person on school premises, school buses, school sponsored event, or on other property under the auspices of Clayton School. "Facsimile firearm" means any replica; toy, starter pistol, or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm.

Any student (while at school or under the supervision of a school authority) who possesses a firearm as defined by school district policy, federal laws and/or Wisconsin statutes, shall be subjected to the following consequences:

1. The student shall be immediately suspended from school per state statute.
2. The Board of Education shall commence an expulsion hearing as soon as possible per state statute.
3. The Board of Education shall expel the student from school for not less than one year. The School Board may modify this requirement on a case-by-case basis.

Law enforcement officials shall be contacted as soon as a violation of this policy becomes apparent. If there is an immediate threat to the health, safety and welfare of students, staff, spectators or other, district officials shall take all necessary actions to ensure the safety of all individuals in the most reasonable manner.

Confiscation of weapons from students will be reported to the student's parents/guardians. Disciplinary action will be the responsibility of the Principal. Confiscation of weapons from students shall be reported to appropriate law enforcement officials. All persons violating this policy shall be referred to appropriate law enforcement officials for possible prosecution for violation of Wisconsin statutes, local ordinances and/or federal laws.

Any employee violating this policy will be subject to disciplinary actions and/or termination of employment in accordance with state law and/or the current master contract. Exceptions to this policy are:

1. Weapons under the control of law enforcement or military personnel are permitted;
2. Weapons properly registered and handled for the purpose of hunter safety education on school premise.
Responsibility for the enforcement of this policy by staff and students shall rest with the Principal and the District Administrator.

SCHOOL AGE CARE PROGRAM

School Age Care is a Community Services program that provides an alternative for the “latch key child.” This program is available to students attending elementary school in the Clayton School District. If you have any questions regarding this program, please contact the program coordinator at ext. 400.

Following is some general information regarding School Age Care:

- The goal of the program is to provide quality before and after school care in a fun, safe and caring environment that fosters self-esteem while promoting the interests and social skills of the individual child.
- Students choose from a wide variety of activities, which include: cooperative games, open ended art activities, science discovery, dramatic play, large motor activities, and socialization opportunities.
- Childcare is available from 6:30 to 8:00 a.m. and 3:30 to 5:15 p.m. on school days unless school is closed due to inclement weather.
- Breakfast is available in the morning and a nutritious snack is provided in the afternoon.

JUNIOR KINDERGARTEN WRAP AROUND CHILD CARE PROGRAM

Children attending either section of the District’s Junior Kindergarten program, will have the option to enroll their child into the wrap-around program for the opposite period of time, allowing the student to have a quality preschool/day care experience.

Students enrolled in the Wrap-Around Child Care program will be eligible for transportation to and from school as well as to participate in the District’s Food Service program for breakfast and lunch. Students attending this program will have the opportunity to rest, play and learn together under the supervision of a highly qualified childcare provider.

There is **no charge** for this service; however, **there will be a maximum number of students allowed in this program, so if interested, you will need to sign up as soon as possible.**

Program Information

- Program will be located in a classroom in the Elementary School with developmentally appropriate supplies and activities.
- Students eligible for bus transportation can ride the bus to and from school.
- There will be **no** drop-in care available for the JK Wrap-Around program. Only students registered for this program may attend.
- If your child requires care AFTER 3:15 p.m., parents will be required to register them in the District’s School Age Care fee-based program.
- All students will have a “rest time” and will need to bring a mat for napping. A small blanket and pillow are welcome also.
- Daily activities will include, arts & crafts, music, story time, sensory play, dramatic play, etc.

SCHOOL HOURS

Student Services Office hours are from 7:15 a.m. until 4:30 p.m.

Junior Kindergarten: Morning Session: 8:20 a.m. to 11:00 a.m.
Afternoon Session: 12:30 p.m. to 3:15 p.m.

Grades K – 3: *8:20 a.m. to 3:15 p.m.

Grades 4 – 5: *8:20 a.m. to 3:25 p.m.

***This is the time that classroom instruction begins.
Students needing to eat breakfast, must arrive to school no later than 8:00 a.m**

STUDENT ACCIDENT INSURANCE

The school district provides a supplemental accident insurance policy for students, including athletics and other activities. This policy will supplement family insurance coverage and/or provide some benefits for those not having insurance benefits. All injuries are to be reported to the office immediately so accident forms may be filled out. If you have questions regarding student injuries or insurance claims and procedures, please contact the student services office at ext. 209.

STUDENT WELLNESS

The Clayton School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The district supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children.

TRANSPORTATION

The school district contracts student transportation services through Kobussen Bus Company. School rules, policies and procedures regarding student behavior apply to students using bus transportation.

In addition to regular school rules the following rules apply to students on buses:

1. The bus driver will assign seats.
2. Students are to remain seated while the bus is in motion.
3. Heads, hands, and feet and materials are to be kept inside the bus.
4. No animals or firearms may be transported on buses.
5. Parents are urged to call their children's bus driver prior to 6:45 a.m. or the evening before if their children will not be riding the bus the next day. For questions regarding your students bussing, contact the principal.

Bus Discipline

The bus drivers are responsible for the safe operation of the vehicle and for transporting children safely to and from their homes or events. These drivers and the Kobussen Bus Company provide a valuable service to our school, students, and parents. The students are responsible for following the Bus Rider Expectations listed and any additional rules developed. All students must be cooperative, courteous, and respectful of the bus drivers and the busses.

When a student breaks a rule and clearly ignores the requests to change behaviors or defies the authority of the bus driver, the action will be reported to the school administrative staff. The administration will determine and assign the student's consequence for their behavior, up to and including suspension of riding privileges.

Bus Rider Expectations

It is important for parents and students to realize that school bus transportation is a privilege, not a right, and bus drivers have the authority to assign all students to a seat on the bus. To provide a safe transportation system, misbehavior of any kind, including profane language, will not be tolerated. Students who misbehave can be denied the privilege of riding on the bus, assigned detention or suspended.

Student and Parent Responsibilities:

1. Students will ride on assigned buses. Parents must request, in writing, any exception from this rule. See below for requests to alternate location
2. Pupils will board and depart from their assigned bus at a selected designation unless written permission is granted to get off at other than the regular stop. Such changes are documented on the daily transportation change form provided by the principals' office. Parents will assume the responsibility of the child when such a request is made and granted.
3. A certificate or statement from a medical doctor will be forwarded to the office of the superintendent to substantiate all physically handicapped cases. Temporary handicaps will require an annual statement. Parents are responsible for obtaining the statement and forwarding it to the superintendent's office.

Prior to Loading (On the road):

1. Be on time at the designated school bus stop. This helps keep the bus on schedule.
2. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly, single file manner. Do not rush to get on the bus.
4. Be courteous. Don't take advantage of younger children in order to get a seat.
5. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop.
6. Use the handrail and watch your step when boarding the bus.

While on the bus:

1. Keep hands and head inside the bus at all times.
2. Sit in assigned seats.
3. Assist in keeping the bus safe and sanitary at all times.
4. Toys or games are to be kept in a backpack or other container, so they are not visible while on the bus, unless permission for use has been granted by the driver.
5. Food/beverages are not allowed on the bus unless the driver gives specific permission.
6. Remember, loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
7. Treat bus equipment as valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
8. Never tamper with the bus or any of its equipment.
9. Do not leave books, lunches, or other articles on the bus.
10. Keep books, packages, coats, and all other objects out of aisles.
11. Remain seated in your assigned seat for the entire trip, unless directed to do otherwise by the bus driver.
12. Do not throw anything out of the bus window.
13. Always remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
14. Always be courteous to fellow students, the bus driver, and to passers-by.
15. A review of bus procedures will be held each fall for the lower elementary grade students.

Requests For Bus Transportation to Alternate Location

Students wishing to ride a different bus to another residence must bring a parent signed note to the Student Services Office and have the request approved. If the office does not receive written or verbal approval, the student will not be allowed to ride to the alternate location. Insuring safe delivery of children to and from school is the District's goal. We need parental cooperation in ensuring children arrive safely at their destination and there will be appropriate supervision when they arrive.

School Activities

Students will travel only with the group to all events in order to participate (this includes participants and school organized fan groups). Special permission for extenuating circumstances may be given for alternative transportation to an event provided 1) the student rides with his/her parent or guardian, 2) the coach/advisor has been notified in person by the parent or guardian that the student is traveling with them, and 3) a written note signed by the parent or guardian explaining the alternative transportation is received by the coach/advisor prior to the group's departure from the school. Students will return with the group from all events unless the student's parent or guardian provides alternative transportation by 1) contacting in person the coach/advisor at the event to request permission to take the student from the event and 2) the parent or guardian provides a signature confirming the alternative transportation. Insurance and liability concerns do not allow any exceptions to the above procedures.

Video Monitoring on School Bus

The Clayton School District approves the use of video cameras on school buses for the primary purpose of reducing disciplinary problems, vandalism on school buses, and to document appropriate operation of the bus fleet and the application of district procedures for monitoring student behavior on the buses.

The Principal or other appropriate administrative personnel may take disciplinary action with students based on videotape documentation in accordance with applicable district policy regarding student conduct. All disciplinary action taken will also be in accordance with state statute(s). All disciplinary action will be documented in writing and the documentation and videotape shall be preserved as part of a student(s) file.

VOLUNTEERING

All volunteers working with students in the Clayton School District must complete a Volunteer Questionnaire, **including** a Criminal Background Check, prior to providing any service to our students. This process is intended for the safety and security of our students and will remain confidential in the District Office.

Guidelines: Please keep a few things in mind when you are working with the students:

- Please check in with the front office and wear your visitor tag when you are in the building.
- Be positive with the students and with the work that they do. Maintain realistic standards for their work.
- Feel free to help a student. However, we encourage students to do all the work. Students learn by experimenting- so let them do their work if at all possible. Ask them first, "What do you think you should do?"
- Remember to respect the confidentiality of the classroom. Don't discuss the lives or learning of the students you assist with other students or adults. If you have a concern, please feel free to bring it to the attention of the classroom teacher.
- Please remember to be on time. If you are unable to come at your scheduled time, please call the office or send a note. We do depend on you.
- Try to stay as professional as possible. Please keep in mind that we are always role models for the students. Have fun with the students and enjoy yourself.

WITHDRAWALS FROM SCHOOL

When a student leaves the Clayton School District to attend another District, the following procedures should be followed:

- A. Obtain a withdrawal form from the Student Services Office, which will require a parent/guardian's signature before the final withdrawal will be accepted.
- B. A withdrawal form will be provided to the classroom teacher. Teachers will assist parents and students by collecting all necessary classroom materials from desks and lockers.
- C. The classroom teacher will sign the withdrawal form when all materials have been returned and the classroom check off is complete.
- D. The Student Services Office will check to see if all library books have been returned and all fees and/or fines have been paid.
- E. The Student Services Office will check lunch account balance information and refunds will be issued to parents if necessary

CLAYTON ELEMENTARY SCHOOL PARENT INPUT FORM

Child's Name: _____ Parent Name: _____

Current Grade: _____ Phone Number: _____

Please complete this form if you would like to provide us additional information about your child.

1. Academic Strengths:

2. Academic Weaknesses:

3. Social Skills:

A. How does your child interact with other children?

B. How independent is your child?

C. In what type of environment does your child do best?

Somewhat Structured Structured Very Structured

4. Emotional:

A. Describe any emotional concerns you have for your child.

B. Are there any family circumstances we should be aware of?

***No Parent Input Forms will be accepted after the last Friday in April.**

**Clayton School District
Medical Provider Authorization Form**

Student's Name: _____ **Date of birth:** _____

Student's Diagnosis: _____

School District: _____ is authorized to give the following medication(s) to the above student.

Daily Medication

Medication/Dosage	Route	Frequency	Start Date	Stop Date	Considerations/Side Effects
1.					
2.					
3.					

As Needed or PRN Medication

Medication/Dosage	Route	Frequency	Start Date	Stop Date	Considerations/Side Effects
1.					
2.					
3.					

As a part of the Wisconsin Statute Chapter 118.29, school districts are required to have permission from a medical provider to administer medications at school. As part of the authorization form, school district employees may contact the medical provider and parent with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above.

Print Medical Provider Name: _____ **Date:** _____

Medical Provider Signature: _____ **Date:** _____

Clinic _____ **Phone Number:** _____

**Clayton School District
Parent(s)/Guardian Medication Authorization Form**

Parent/Guardian Responsibilities:

1. Complete the "Medication Authorization Form" permitting the school to give medication in the dosage prescribed by the physician and to communicate with the physician.
2. Deliver the physician instructions, parental authorization and medication to the school principal.
3. The medication must contain a label with the child's name, drug, dosage, time to be given and physician's name.
4. Written instructions must be obtained from the physician and delivered to the school each time there is a change in medication, dosage or time to be given, or annually for long term drug therapy.
5. Notify the school when the drug is discontinued.

Student's Name: _____ **Date of birth:** _____

Address: _____ **Grade:** _____

As the parent and guardian of the above mentioned student, I give the _____ School District permission to administer the following medication(s) to my child for the following reason or diagnosis: _____

Medication/Dosage (mg, cc, ml, etc)	How it is to be given	How often	Start Date	Stop Date	Considerations / Side Effects
1.					
2.					
3.					

As a part of the Wisconsin Statute Chapter 118.29, Administration of Drug to Pupils and Emergency Care, school districts are required to have permission from a medical provider and parent to administer medications at school. As part of this authorization form, school district employees may contact the medical provider with questions regarding the medication administration including clarification regarding dosage, side effects or indication of the medication(s) listed above with parent permission.

Parent(s) Guardian Signature: _____ **Date:** _____

**Clayton School District
Asthma Inhaler Administration Authorization Form**

Student's Name: _____ D.O.B: _____ Grade: _____

Diagnosis: _____

In order for the student to receive the asthma relieving medication for asthma:

- Asthma inhaler administration authorization form will be completed and signed by parent and medical provider. Form will be given to school district administrator or school nurse.
- Asthma inhaler medication will have student's name, name of medication, directions for use and date.
- Authorization of asthma relieving medication will be updated annually.

The student has the skill, knowledge and my authorization to use an asthma relieving medication in the following manner:

_____ Self-administer asthma relieving medication. Student will seek the care of the school personnel if medication is unsuccessfully controlling his/her asthma.

_____ Self-administer asthma relieving medication with access to another inhaler in the health office as needed. Parents will supply health office secondary inhaler.

_____ Student needs assistance with administration of their asthma relieving medication with the medication available as needed in the health office.

Drug name:	Dosage:	Route:	Frequency:	Start date:	Stop date:	Side Effects:
1.						
2.						

School personnel may contact the medical provider of the medication for clarification regarding indication for use, medication, dosage, side effects, successful and treatment failures.

Physician's name:	Clinic/Phone:
Physician's signature:	Date:
Parent/Guardian signature	Date:

School Administrator Authorization: _____ Date: _____

Parent(s) Guardian Signature: _____ Date: _____