

# 2017-2018

## CLAYTON MIDDLE /HIGH SCHOOL 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](http://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 5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
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September						
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March						
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October						
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22	23	24	25	26	27	28
29	30	31				

April						
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8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30					

November						
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5	6	7	8	9	10	11
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26	27	28	29	30		

May						
S	M	T	W	T	F	S
			1	2	3	4 5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December						
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					1	2
3	4	5	6	7	8	9
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24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
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](http://www.claytonsd.k12.wi.us)

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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.

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	107
Tracey Fall .....	MS Eng./Lang. Arts, Title 1	101
Greta Gerzmehle .....	Third Grade	106
John Gyllen .....	School Psychologist	314
June Hines .....	MS Social Studies, K-12 Vocal & General Music	511
Cindy Johnson.....	HS English	413
Lisa Kahl .....	MS Language Arts, History	503
Jessica King .....	HS Special Education	414
Christina Korger.....	Fourth/Fifth Grade	313
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
Lacy Otto .....	Kindergarten	113
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
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.**

**PARAPROFESSIONALS**

**Ext.**

**KITCHEN STAFF**

**Ext.**

Bryan Berg	600	Lisa Cerney (SAC)	400	Jolene Lonergan	604	Kim Russell	609
Stan Donath	601	Amy Graunke	115	Bailey Monson	612	Diane Swiontek, Head Cook	512
Joe Graunke	602	Jodi Jackson	603	Melody Pickard	608	Renee Werness	610
Morris Seeger	606	Kayla Lange	605	Cyndi Thomas	607	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 INFORMATION**

### **ACADEMIC LETTERS**

Students will earn an Academic letter any year after the completion of their freshmen year when their cumulative grade point reaches at least 3.6667 in the second semester of that year.

- The first year their cumulative reaches a 3.6667 students will earn a letter.
- The second year their cumulative is 3.6667 or higher students will receive a bronze pin.
- The third year their cumulative is 3.6667 or higher, students will receive a silver pin.
- Students eligible 10th, 11th, 12th grade only.

### **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 the K-12 Student Services Office with any questions you may have about accessing your student's information through the web site.

### **CAREER AND POST-SECONDARY EDUCATION & RESOURCES:**

College, career, and post-secondary education contact information is available from the guidance counselor. Assistance will be provided through the guidance office to research information such as: college catalogs, occupational outlook information, vocational and technical schools, armed forces information, applications for college and vocational schools, college testing, financial aids, and scholarships. Students also have instant career and educational information available on their computer through the Career Cruising website to which we have licensed access.

### **COURSE LOAD**

Students in grades 9-12 are required to carry a minimum course load allowing only one (1) study hall each day or 3½ credits/semester. Students will not be allowed to fall below minimum course load requirements, unless they are determined to be "at risk" to graduate. The Principal will handle all such cases on an individual basis.

### **HONOR CORDS**

All students eligible for graduation who have achieved a 7-semester cumulative grade point average of at least 3.6667 will graduate with honors and receive an honor cord to wear at graduation. Exchange students that choose to graduate from Clayton High School will not be eligible for honor cords

### **HONOR ROLL**

All students must have earned a 3.0000-3.6666 grade point average for a quarter on a 4.0000 scale. A student cannot be on the honor roll with a failing grade. High Honor Roll is obtained by earning a 3.6667 or greater grade point average.

The grade point values are:

A = 4.0000	B+ = 3.3333	B- = 2.6667	C = 2.0000	D+ = 1.3333	D- = .6667
A- = 3.6667	B = 3.0000	C+ = 2.3333	C- = 1.6667	D = 1.0000	F = 0

The quarter grades used for honor roll are not used to calculate the cumulative GPA for class rank.

### **INCOMPLETE GRADES**

Students receiving an "I" or incomplete grade must make arrangements with their teacher and complete all missing work within a one-week period following the end of the grading period or such work will become failing work and graded accordingly.

Exceptions may be made for students who have been absent from school for an extended period of time due to illness or extenuating circumstances beyond the student's control. Arrangements must be made with the guidance counselor before an extension will be granted.

### **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 to meet at an alternate time with your child's advisor.



## **PLAGERISM/CHEATING**

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 Principal for further disciplinary action.

## **REPORT CARDS/PROGRESS REPORTS**

Quarterly report cards will be issued to all students in Middle and High School. Mid-quarter progress reports will be issued for Middle and High School students receiving a class grade of a D or lower.

## **TESTING**

Various academic and vocational tests will be given each year by the Guidance Counselor. Dates and times will be announced in newsletters and weekly announcements. All students must participate unless so designated by their individual education plan (IEP). Students taking Advanced Placement (AP) tests will be financially responsible for that fee.

## **YOUTH OPTIONS**

The Youth Options program allows all public high school juniors and seniors who meet certain requirements to take postsecondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private, nonprofit institutions of higher education.

The program opens the door to greater learning opportunities for students who are considering a technical career, students wishing to begin college early, or who want to prepare to enter the workforce immediately after high school graduation.

Students interested in youth options should contact the guidance counselor to see what types of courses are available. The deadline for fall semester is March 1 of the prior school year. To enroll for Spring semester the forms must be turned in by October 1 of the previous semester.

## **ATTENDANCE PROCEDURES (MIDDLE & HIGH SCHOOL)**

### **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.**

### **DEFINITIONS**

**Absence:** Means "*not in school or not in assigned class.*" At the middle and high school level, students will be recorded as absent ½ day if the student arrives to school after 10:10 a.m. or leaves school prior to 1:30 p.m.

**Tardy:** The definition of Tardy means "*not on time.*" This applies to excused or unexcused tardy.

**Tardy to Class:** Students will be sent to the office to obtain a tardy slip unless they have a signed pass, excusing the tardy, from their previous class teacher. An unexcused tardy to class will result in an after school detention. Detentions will apply the same as tardy to school.

**Tardy to School:** Classes begin at 8:10 a.m. and it is the responsibility of the student to be on time. Students are considered tardy if they arrive 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, working, baby-sitting, missed bus, or ride problem, etc. Students must report directly to the Student Services Office when arriving to school tardy.

Unexcused tardy will result in a detention being given. Detentions will then be served as assigned on one of the next three-scheduled detention days. The detention will be 30 minutes after school.

### **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.

The district will not deny student credit in a course or subject solely because of a student's unexcused absences. A student that has been suspended from school shall not be denied the opportunity to take any quarterly, semester or grading period examinations. Students may not be given an opportunity to complete coursework missed during an out-of-school suspension as provided in the attendance policy established under s. 118.16 (4), (a) of the statutes. Tests will be made up in the time line established by the students' teacher(s).

The student will have two (2) days in which to make up the work when absent for any reason other than suspended from school. Multiple days absent does not assume more than two days to make up the work. After the two (2) days, each incomplete assignment becomes an F.

Please notify the school in the morning if work will need to be picked up that afternoon. Teachers need time to get books and assignments together.

### **MINIMUM REQUIREMENTS**

Attendance is a vital part of the learning process and is essential for success now and in future endeavor. Students are required to attend school a minimum number of days each semester regardless of the number of approved absences a student accumulates. Poor attendance is connected to the student's academic program.

Students in grades 6-12 who are absent 10 or more days from school during the course of one school year (school-sponsored field trips/events are exempt), will receive an incomplete for the semester course work during the semester in which they exceed the 10 day absence limitation. Students in grades 6-8 may not be promoted to their next grade level until class time has been made up. If a student has exceeded the 10-day absence limit they may gain credit for their course work by:

1. Attending a competency course during the summer school session for the number of days they have exceeded the 10-day absence limitation. Course work and/or assignments must be made up at this time to gain credit or to earn credit for work already completed.
2. An approved IEP (Individual Education Plan). Approval of the IEP is at the discretion of the school administration. The goal of the IEP is to provide the student the opportunity to make up course work and/or an attendance deficiency unique to the situation of the individual student.

Seniors not meeting a pro-rated minimum attendance requirement, (based on graduation date), will not receive a signed diploma until the minimum attendance requirement is met. The time will be made up at a time arranged with the principal prior to receiving a diploma. A student who is absent from school without an acceptable excuse is considered truant. A student is considered a "habitual truant" if he/she have unexcused absences for part or all of five (5) or more days during a semester.

### **PENALTIES**

The school board authorizes the administration to establish administrative procedures to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. Students who are determined to be truant and thus unexcused shall not be allowed to make up work missed, other than that allowed by state statute, including, but not limited to major exams, quarter, semester or final exams. Student absences may also have consequences as stated in the athletic/co-curricular activity code.

### **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** every day that their child will be absent by calling 948-2163 ext. 214 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.

### **STUDENTS LEAVING THE BUILDING**

Parents or guardians must give a written or telephone request to the Student Services Office before the student can be authorized legally to leave the school. Only emergency home situations, illness, or appointments, which cannot be scheduled at other times, such as with a doctor or dentist should be reasons for parents releasing their son/daughter. The students will be given a permit to leave the building; this permit verifies their release to leave. Violators will be considered to be truant and will be disciplined accordingly. Parental verification after the fact will not be accepted as authorization.

### **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.

### **18-YEAR-OLD STUDENT RESPONSIBILITIES**

Clayton Schools recognizes when a student reaches the age of 18 he/she is afforded all the rights and privileges of adulthood. The adult as a student, however, is not exempt from complying with policies enacted by the Board of Education or school rules enacted by the administration or faculty; **SCHOOL RULES ARE BINDING ON PUPILS REGARDLESS OF AGE.**

A student upon reaching 18 years of age and still living at home must follow the required absence-excuse procedure requiring parent verification. An 18-year-old student who has elected to live at an address other than that listed by his/her parents, and who desires to take full responsibility for his/her attendance, must make this request known to the attendance officer. The student is then responsible for the reporting of his/her own excuses to be monitored by the attendance officer as indicated in a contract to be signed by the student. Parents/guardians of 18-year-old students will be kept aware of the student's attendance and academic status.

## **BEHAVIOR**

### **BEHAVIOR GUIDELINES**

Students are to conduct themselves in a mature manner at all times, whether they are in the classroom, hallways, or at school-sponsored activities. Respect for other people and property should be the basis for all behavior. Students have the right to move about the school and take advantage of instructional and related activities in an atmosphere where students can learn and teachers can teach.

Students have the responsibility to abide by all district building and classroom rules established by school officials. Students shall practice common rules of courtesy that are necessary in group settings to avoid disruption in the school, and to protect the property, health, safety and welfare of students and staff. The school district's expectations for student behavior shall be guided by the following:

1. Demonstrate respect for others (physically, emotionally, etc.)
2. Demonstrate respect for the property of others; including the school property and facilities (including vandalism, theft, etc.)
3. Accept responsibility and be accountable for behavior
4. Do not endanger the health, safety and welfare of others

The administration and faculty reiterate their philosophy that every student who has a sincere desire to remain in school, to be diligent in study, and to profit by the educational experience offered will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success. The central focus at Clayton School is learning. Any student whose behavior interferes with the learning process will be subject to disciplinary action.

### **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.

### **CODE OF CONDUCT**

#### **Statement of Principle**

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe classroom environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

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

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

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Classroom Conduct (the "Code"). Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed.

#### **Code Philosophy/Scope**

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Rules must be posted in their rooms. Students are expected to behave in the classrooms in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration and their classroom teachers.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules. This Code of Classroom Conduct applies to all students early childhood through grade 12. The established rules will be grade appropriate.

#### **1. Student Removal from Class** - A teacher may remove a student from class for the following reasons:

- A. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes but is not limited to the following:
  - Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom
  - Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies

- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
- Fighting
- Taunting, baiting, inciting and/or encouraging a fight or disruption
- Disruption and intimidation caused by gang or group symbols or gestures
- Posturing to provoke altercations or confrontations
- Pushing or striking a student or staff member
- Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder, i.e. dog collars, chains, spiked rings or collars, etc., and any other clothing violating current District policy
- Restricting another person's freedom to properly utilize classroom facilities or equipment
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions
- Throwing objects in the classroom
- Repeated disruption or violation of classroom rules
- Excessive or disruptive talking
- Behavior that causes the teacher or other students fear of physical or psychological harm
- Physical confrontations or verbal/physical threats.

B. Other behavior as outlined below:

- Willful damage to school property
- Defiance of authority, insubordination
- Repeatedly reporting to class without bringing necessary materials to participate in class activities
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- Repeated use of profanity

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulation.

When a student is removed from class, the teacher shall send the student to the Principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the Principal or designee within 24 hours of the student's removal from class and a copy sent to the parent.

The Principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation with the teacher present. The Principal shall then determine the appropriate education placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

## 2. Placement Procedures

A. The Principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

1. The classroom in which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the Principal or designee determines that readmission to the classroom is the best or only alternative.
2. An alternative educational program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
3. Another class in the school or another appropriate place in the school if available
4. Another instructional setting if available.

If readmitted to the classroom, any further infractions of the rules will be instant removal and a parent meeting will be scheduled. If a student is removed from class they will also lose any credit from that class.

- B. The Principal or designee may consult with other appropriate school personnel as the Principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian will be consulted regarding student placement decisions when determined by the Principal or designee to be in the best interests of the persons involved or required by law.
- C. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulation.
- D. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below.

## 1. Parent/Guardian Notification Procedures

- a. The Principal or designee shall notify the parent/guardian of a student, in writing, when a teacher has removed a student from a class and a teacher referral will be sent. These notifications shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination. For a major infraction a parent/guardian meeting, which will include a school designee and teachers will need to take place before re-admittance.
- b. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
- c. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

## **DISCIPLINE PROCESS**

The discipline system is a progressive and sequential process, originating with a student referral to the administration that is responsible for assigning consequences for the disciplinary violation. Key resolution components of the system include: reprimand, detention, suspension, and expulsion.

### **Detention**

1. Detention will be assigned at the discretion of an administrator.
2. Unless indicated on the disciplinary referral, all detentions are a half-hour long and must be served after school for 30 minutes, within one week of being assigned.
3. If a detention is not served within the assigned time, additional detention time will be assigned. Detention time will not be allowed to accumulate beyond 2 hours without the student being subject to further disciplinary action.
4. Detention time will take precedence over all co-curricular activities, work, appointments, etc.
5. Students with un-served detentions will not be permitted to participate in non-instructional activities including attendance at school events.

### **Suspension**

School Administrators may suspend students for a maximum of five (5) days for misconduct, based on WI State Statutes. Misconduct is defined as behavior while at school or at a school-sponsored activity, which endangers the health, safety or property of others, or is in violation of school rules and regulations, which are related to the orderly and efficient operation of the school. In all cases of suspension, the following procedures will be followed:

1. The student shall be fully informed as to the reason for suspension.
2. The student shall be given the opportunity to present his/her version of the incident prior to the proposed suspension.
3. The parent or guardian of the suspended student shall be given prompt notice of the suspension and the reason therefore either by telephone or mail.
4. A conference with parent or guardian of the suspended student may be held within five (5) days of the suspension.
5. Students are not to be denied the opportunity to take any quarterly, semester, or final exams missed during the suspension.
6. The administration will decide whether the suspension will be served in school or out-of-school, and so notify the student.
7. Upon receiving a 2nd suspension, the parent(s) have to set up a meeting with the Principal in order for their child to re-enter school.

Students serving an "in-school" suspension will be expected to work on class assignments obtained from their classroom teachers. Students who are suspended out-of-school may not be given the opportunity to make up any work missed or tests given other than those specified in #5 above. Behaviors that will result in suspension and/or possible referral for expulsion include but are not limited to:

1. Possession of dangerous or illegal items.
2. Creating or participating in a false emergency by such acts as setting off a fire alarm, making a bomb threat or similar acts.
3. Acts of vandalism.
4. Physical assaults, threats or severe verbal intimidation.
5. Possession or use of alcoholic beverages, tobacco, e-cigarettes or other drugs on school grounds or at school functions.
6. Any falsified notes or telephone calls concerning attendance.
7. Repeated offenses of any of the unacceptable behaviors described below.

Appropriate law enforcement officials will also be informed in any instance where laws have been or suspected of having been broken. We will refer to State Statute 947.01 Disorderly conduct - Whoever, in a public place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise conduct under circumstances in which the conduct tends to cause or provoke a disturbance is guilty of a Class B misdemeanor.

Other unacceptable behaviors that may result in suspension include, but are not limited to:

1. Violation of federal, state, or local attendance statutes. i.e. unexcused absences
2. Failure to complete detention by assigned date.
3. Refusal to follow reasonable directives from school personnel to change unacceptable behavior.
4. Use of profanity.
5. Consuming food or drink in the building outside the commons.
6. Possessions of look alike drugs or “non-alcoholic” look alike drinks.
7. Violation of the District Dress Code
8. Inappropriate locker decor (same guidelines as #7).
9. Physical display of romantic affections.
10. Any infractions of the Electronic, Internet and Telecommunications Acceptable Use Policy or Procedures
11. Repeated violations of the attendance policy.

### **Expulsion**

Student expulsion is a right reserved to the Board of Education. The Board of Education may expel a student from school when it finds him/her guilty of persistent refusal or neglect to obey the rules of student conduct or whose conduct endangers the health, safety, or property of others. When considering the possibility of student expulsion, the Principal shall make such recommendations to the District Administrator with appropriate background documentation. The District Administrator will make recommendations regarding student expulsion to the Board of Education. In certain cases, a pre-expulsion hearing may be held with the District Administrator or her designee.

### **Expulsion Procedures**

Prior to expulsion, the school board shall hold a hearing and not less than five (5) days written notice of the hearing shall be sent to the pupil, and if the pupil is a minor, to his parent or guardian, specifying the particulars of the alleged refusal, neglect or conduct. The notice shall state time and place of the hearing and also that the hearing may result in the pupil's expulsion. An attorney may represent the pupil at the hearing. The school board shall keep written minutes of the hearing. If the school board orders the expulsion of the student, a copy of the order shall be mailed to the student and if he/she is a minor, to the parent or guardian. The expelled pupil, or if the pupil is a minor, the parent or guardian may appeal the expulsion to the State Superintendent. All Wisconsin statutes will be followed by school officials in commencing and conducting expulsion proceedings.

### **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.

## **GENERAL INFORMATION**

### **ADDRESS & PHONE NUMBER CHANGES**

If your family moves, either to another location within the District or out of the District please notify the K-12 Student Services Office at ext. 203 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.

### **ADVISER PROGRAM**

The Adviser Program will provide each student the opportunity to develop a lasting bond with at least one faculty and other students in their group for the duration of their experience in middle school and then in high school. In addition this program is designed to promote a student's personal growth by building confidence, a sense of responsibility, self-discipline and other positive traits. This will not be treated as another academic class. It should be a respite from the daily grind and something that students look forward to.

### **AUTOMATED NOTIFICATION SYSTEM**

The Clayton School District has activated an automated communications service called **PK-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 PK-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.

### **BACKPACKS/SCHOOL BAGS**

Students will not be allowed to take backpacks or any type of schoolbook bag to classrooms. There is enough time between classes for students to get the necessary materials for their next class. Students should store backpacks and school bags in their lockers. Backpacks or school bags used as computer cases, or other computer "cases" taken into a classroom shall be left by the classroom door.

### **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 starting at 6:00 pm.

### **BUILDING SECURITY AND 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.

### **CLOSED CAMPUS**

The Clayton School District operates a closed campus concept for all periods of the school day with the exception of lunch hour release. Bus students will fall under this policy's guidelines when they enter the bus. They will need to enter the school immediately upon arrival.

1. High School students may make individual requests to be released to go home during their designated lunchtime. Parent/guardian approval in writing is required for all students enrolled in the school district. A Lunch Release form is available in the Student Services Office.
2. Other than lunch release, students may not leave the school campus. Students may be outside the school building in a designated area during lunchtime. Otherwise, they may not be outside the school building unless they are participating in an authorized school program, participating in a work release school program, or have specific approval of the Principal.
3. Students must have a work release form on file in the school office for the current school term. Lunch release forms must be on file by the end of the first week of the school term.
4. Students will not be allowed to use a car for transportation to and from home for lunch. Parents may pick up their student(s) for lunch under this policy. The student(s) must return to school for classes at the designated time after the lunch period. A student will not be released to someone other than his or her parent/guardian.

Students who violate provisions of the closed campus policy shall be subject to disciplinary action.

### **CO-CURRICULAR AND ATHLETIC CODE**

The school district's co-curricular and athletic participation rules and regulations are included in the back of the handbook. Students and parents are responsible for the information contained in the code should they choose to participate in such school activities. Students and parents are required to sign the permission form of the athletic/ co-curricular code prior to participation in practices, contests, or meetings of any school sponsored athletic or co-curricular activity. The form is available at the K-12 Student Services Office. This code is in effect for 14 months from the date signed by the parent/guardian and applies to all students in the Clayton School District. Student participation in all athletic/co-curricular activities is on a voluntary basis, but all students are encouraged to participate. Since participation is voluntary, students electing to participate in any manner shall comply with all rules and regulations established by the W.I.A.A. and/or the Clayton Board of Education.

Athlete is defined as: Any student participating in a W.I.A.A. sanctioned sport, or other school-sponsored sporting activities including cheerleading, trap shooting, etc.

Co-Curricular participant is defined as: Any student participating in school-related activities outside of any regular classroom activities, i.e., Student Council, non-graded music activities (solo ensemble, honors band or choir, etc.), E-sports, Forensics, Drama, FFA, FHA, National Honor Society, Visual Arts Club, Art Team, Elected Officers, Courts (Homecoming, Prom, etc.)

1. **Scholastic Requirements:** A student must pass all classes in order to be eligible for athletic/co-curricular participation. This eligibility will be checked at the end of each nine-week quarter. Students failing a class in any quarter will be ineligible during the following quarter. A student will be able to regain eligibility by showing satisfactory improvement in all classes after the lesser of 25% of the competitive season or 22 school days. For co-curricular activities it will be 22 school days.

If at the end of an ineligibility period, a student is receiving an incomplete or is failing a course, they are ineligible until such time as the incomplete is made up and/or the student achieves a passing grade. Grades earned during the last nine-week quarter in the spring of the current school year will be used as the basis for determining eligibility for the first nine-week quarter of the next school year, which commences in the same year. (Specific instances such as long-term illness or injury will be reviewed at the discretion of the Administration.)

2. **Attendance:** Attendance in school is the priority of the Clayton School District. Students must be in school or at an approved school related activity all day in order to participate in practices or games. (Exception - an appointment that could not be made at any other time. This will be at the discretion of the Administration/Athletic Director and will need prior approval.) Students that are habitually tardy or absent on days following an event will be held accountable. Students in violation of the School District Attendance Policy may be ineligible for participation in events as determined by the Administration or Athletic Director.
3. **Damage to Equipment and/or Facilities:** Students will be held responsible for the replacement costs for damages to equipment or facilities at home or another school.
4. **Student Travel:** Students will travel only with the group to all events in order to participate (this includes participants and school organized fan groups). Special permission, due to 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.

5. **Coach/Advisor Rules:** Coaches/Advisors may establish team rules beyond those listed in this policy, but such rules must be consistent with District policies. All students will be given a copy of such rules. Consequences for infractions of these rules will be at the discretion of the coach or advisor and may include restriction in participation, demotion of a position or leadership role, or removal from the team or organization.
6. **Drugs, Narcotics, Alcohol and Tobacco**

**A. Use of Illegal Substances or Sale of Drugs, Narcotics, Alcohol and Tobacco:**

The use, possession or purchase of illegal drugs, narcotics, alcohol and tobacco is forbidden. (Possession includes holding an illegal substance for someone else, i.e., holding someone's cigarette or beer. Violation of these regulations brought to the attention of the Administration or Athletic Director will be investigated and the alleged violator will be asked for an explanation regarding the complaint. A final decision in regard to disciplinary action will be the responsibility of the Administration or Athletic Director. Resolution levels may be skipped depending on the severity of the infraction. School days include any non-school days on which there is a competition for the sport or activity affected.

Violation of rule #6A shall be dealt with in the following manner:

**First Violation:** Suspension from 25% of scheduled athletic contests and suspension from all co-curricular activity the student is currently participating in for 30 school days (from the day the Athletic Director determines the student is in violation). Student must also meet with the guidance counselor. The only exceptions would be where a student's conduct/behavior violated terms/rules of organization; i.e. such as National Honor Society, (Their code would be in affect throughout the year.) or as listed in Section 8 below.

**Second Violation:** Suspension from 50% of the scheduled contests and/or suspension from all co-curricular activities for 60 school days. The student must attend verifiable counseling outside of the school at student and/or parent/guardian's expense.

**Third Violation:** Suspension for 12 calendar months from all school district sponsored athletic/co-curricular activities and the student must verify enrollment in a certified substance abuse counseling program at student and/or parent/guardian's expense.

**Fourth Violation:** Permanent suspension for remainder of high school career from all school sponsored athletic/co-curricular activities.

**B. Association With Drugs, Narcotics, Alcohol and Tobacco or Other Illegal Activities:**

Students are not allowed to attend gatherings where they are in the presence of and/or associating with the use of and/or possession of illegal substances (alcohol, tobacco or drugs) or other illegal activities are taking place by others. (Association means being in direct contact with an illegal act, i.e., being at a party where illegal consumption of alcohol, tobacco or other drugs is occurring. It also includes standing in a group of people who are illegally consuming alcohol, tobacco or drugs. Students who find themselves at a party or in the presence of illegal activities as outlined above and do not leave or make an effort to leave the premise or party will be held accountable as outlined below. Exceptions to this rule are: family/relative or special gatherings, e.g., weddings, graduation parties, family reunions. These exceptions do not, however, allow the use of alcohol or drugs by any student under this Code. If there is any doubt, please contact the school. A final decision in regard to disciplinary action will be the responsibility of the Administration or Athletic Director. Resolution levels may be skipped depending on the severity of the infraction. School days include any non-school days on which there is a competition for the sport or activity affected.

Violation of rule #6B shall be dealt with in the following manner:

**First Violation:** Suspension from ALL athletic/co-curricular activities for a period 5 school days from the day the Administration or Athletic Director determines the student was in violation. The only exception would be where a student's conduct/behavior violated terms/rules of organization; i.e. such as National Honor Society, (Their code would be in affect throughout the year.) or as listed in Section 8 below.

**Second Violation:** Suspension from ALL athletic/co-curricular activities for a period of 10 school days from the day the Athletic Director determines if the student was in violation.

**Third Violation:** Suspension from ALL athletic/co-curricular activities for a period 20 school days from the day the Athletic Director determines the student was in violation.

**Fourth Violation:** Suspension from ALL athletic/co-curricular activities for a period 12 months from the day the Athletic Director determines the student was in violation.

**7. Other Inappropriate Behaviors**

**A. WIAA Expectations**

The Clayton School District supports the W.I.A.A. request for member schools to include penalties for any other conduct contrary to the ideals, principles and standards of the school and the W.I.A.A., including, but not limited to criminal behavior as defined by state or federal statutes or community ordinances such as: theft, burglary, assault, battery, vandalism, sex offenses, bomb threats, criminal disorderly conduct use or possession of explosive devices including illegal fireworks, or possession or use of a weapon as defined in the student handbook.

The minimum penalty for acts outlined in the W.I.A.A. Handbook, Section 2 of the Code of Conduct, which result in a student being suspended for one (1) or more W.I.A.A. tournament competitions, is immediate disqualification of the student for the remainder of the total tournament series in that sport.

A final decision in regard to disciplinary action will be the responsibility of the Administration/Athletic Director. Violation of rule #7A shall be dealt with using consequences from Rule 6A or 6B at the discretion of the Administration or Athletic Director.

**B. Actions Unbecoming an Athlete**

Students found participating in activities unbecoming an athlete, including but not limited to, harassment, hazing, bullying, cheating, lying, skipping school, or any other behavior that in the opinion of the coaching staff or administration, is considered insubordinate or inappropriate to standards of conduct, attitude or sportsmanship. Violation of rule #7B shall be dealt with using consequences from Rule 6A or 6B at the discretion of the Administration or Athletic Director.

**C. Social Media**

Use of social media by students is a personal choice. Students found participating in activities unbecoming an athlete while using social media, including video of activities real or pretend of illegal activity will be grounds for disciplinary action to be taken. Violation of rule #7B shall be dealt with using consequences from Rule 6A or 6B at the discretion of the Administration or Athletic Director.

#### **D. Transfer Students**

Transfer students that have all or a portion of an ineligibility period remaining from a former school or athletic association, will be required to complete the suspension before becoming eligible at Clayton School. The Administration and Athletic Director will determine adoption or adaptation of another school district's event suspension.

#### **8. Elected Offices and/or Courts**

Specific rules concerning nominations and/or election to selected school sponsored activities; including Homecoming, Winter Carnival and Prom courts, elected offices of various school-sponsored activities and class officer positions. Violations of Sections 6 or 7 of this code by students involved with these activities shall be dealt with in the following manner:

**First Violation** - Ineligible to serve as a court representative or elected officer for six months from the date of infraction. If elections are held during the ineligibility period the student is ineligible to be nominated or serve as a court or elected officer, even if the actual event will occur after the period of ineligibility.

**Second Violation** - Ineligible to serve as a court representative or be nominated to serve as an elected representative for 12 months from the date of infraction.

**Third Violation** - Ineligible for High School career.

- 9. Due Process:** Due process recognizes the rights of the individual, since it outlines their recourse in the event they feel a wrong decision has been made. The steps below outline the due process procedure for a student and his or her parents to follow in appealing decisions related to suspension from participation, in a school activity. It should be understood that the student and parents are expected to follow these due process steps in the event that legal action should be initiated at some later date.

Step 1: After a ruling of suspension has been made, a student and/or the student's parents may formally appeal the decision in writing to the District Administrator provided the appeal is received within fourteen (14) days from the first day the suspension becomes effective.

Step 2: The District Administrator, within three (3) days of receipt of such written appeal, shall formalize the suspension decision in writing and send a letter by registered mail to the parents outlining the specific details relating to (1) violation or infraction, (2) date of violation or infraction, (3) period of suspension, and (4) any other pertinent information.

Step 3: After an appeal has been received and the school's reply has been mailed to the parents, a date for a hearing will be established by the District Administrator. The date for such a hearing will not be later than seven (7) days after receipt of the written appeal of the student's parents or the student. The student is allowed to be present at the hearing, in addition to the District Administrator, Athletic Director and the student's parents/guardians, or legal representative; and if a rule relating to specific activities is involved, the advisor of the activity shall also be present. The student will be provided an opportunity to testify and present other evidence in his or her behalf at the hearing. Proceedings of the hearing, including the decision, will be put in writing and a copy of these proceedings will be mailed to the student and the student's parents.

Step 4: If the student and the student's parents are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The District Administrator must receive, in writing, a request for such a second hearing within fourteen (14) days of the mailing of the outcome of the original hearing. The same provisions relating to the first hearing will be applicable.

Step 5: If in the case of a W.I.A.A. sanctioned activity, and the parents/guardians and/or student are not satisfied with the decision, they may make a request for a review by the Executive Office of the W.I.A.A. The Athletic Director will provide the steps for this procedure to the student and parents.

Step 6: If in the case of a school activity not related to the W.I.A.A., the student and/or parents not satisfied with the final decision of the Board of Education, may make a request to the courts at their personal expense.

During a suspension from an athletic activity or other co-curricular activities covered by this policy, a student may continue to practice or be a regular participant at meetings during the suspension. Classroom activities for band and choir may continue, but student participation in non-graded performances, contests, etc., will be suspended.

Subsequent violations occurring during a suspension period will cause the disciplinary action to advance to the next step. Additional suspensions will be served consecutively. All violations are cumulative during a student's attendance in grades nine through twelve. Students found to be in violation of any part of rule 6 or rule 7 will forfeit a portion of their eligibility to letter or receive team or activity awards earned for their participation during the current school year.

Parent/guardian notification of a student's suspension from activities shall be done in writing and a copy will be placed in the student's file. Reductions of suspension will be at the discretion of the Administration/Athletic Director, and may include further verifiable counseling at the parent or guardian's expense.

### **CO-CURRICULAR ACTIVITIES**

The following is a list of the co-curricular activities available:

Middle School Student Council	High School Student Council	Football
National Junior Honor Society	National Honor Society	Volleyball
7-8 Grade Football	Yearbook	Girl's Basketball
7-8 Grade Volleyball	Forensics	Boy's Basketball
7-8 Grade Boy's Basketball	Fine Arts Team	Wrestling (with T.L.)
7-8 Grade Girl's Basketball	FFA (Future Farmers of America)	Hockey (with Amery)
7-8 Grade Track	FCCLA (Family Career & Community Leaders of America)	Softball (with T.L.)
7-8 Grade Wrestling (with T.L.)	Dance Team	Track (with T.L.)
Band	Cheerleading-Football & Basketball	Baseball (with T.L.)
Choir	Cheerleading-Wrestling (with T.L.)	Golf (with T.L.)
Trap Team	eSports Team	

### **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 ad-litem 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.

### **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.

### **DRESS CODE**

Student appearance has an important effect on attitude toward themselves, towards other students and the school. While it is recognized that choice of attire/grooming are matters of expression and subject to fashion or current trends, the purpose of school is to develop students that all graduate college or career ready. This includes habits of grooming and dress that will be acceptable in multiple areas of life after graduation. Clothing choices should be made that will foster a focus on education, safety of all the students, and still allow for the individuality of the students. The school administration requests the cooperation of parents, staff and students to assist with meeting the expectations below.

**Acceptable Clothing choices include, but are not limited to:**

1. Items that do not cause a distraction to any other person within our school building.
2. Shirts that do not expose skin in the midriff, on the sides, or through the material.
3. Shorts, Skirts, or Dresses where the bottom hem does not expose skin above the finger tips when arms are placed at the student's sides.
4. Pants or skirts that are worn around the waist and stay there, on their own, while performing routine activities.

5. Leg coverings that do not create a disruption or distraction to the educational process, intentionally or unintentionally.
6. Apparel that does not expose undergarments.
7. Apparel that **does not:**
  - a. contain graphics or words promoting alcohol, tobacco, controlled or illegal substances.
  - b. contain graphics or words depicting ethnic or racial slurs, sexual references or innuendoes.
  - c. contain graphics or words that are obscene, vulgar, disparaging, or demeaning.
  - d. contain graphics or words that have inappropriate language including double meaning statements.
  - e. contain graphics or words advocating pain, death or suicide.
8. Apparel that is not intentionally altered, ripped, unbuttoned or unzipped.
9. Apparel or accessories that do not include spikes or weapon facsimiles.
10. Footware that has a sole, and would allow a student to move quickly in an emergency.
11. Sweatshirts or Hoodies are appropriate as long as the hood is off the head and all items above are met.
12. Outdoor clothing should be worn while traveling to and from school. However, those items are to be placed in lockers and not worn to class. Jackets, hats or baseball caps sunglasses are examples of outdoor clothing.

A coach or advisor of a co-curricular activity may regulate the dress and grooming of students who participate in the activity. Non-compliant students will be removed from classes until the violation involved is corrected, which may include changing the apparel or calling a parent to either bring in acceptable attire or give permission for the student to go home to change. Continual violations will be treated as a disciplinary offense and be subject to additional consequences.

### **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.

The safety of all students and staff is a prime concern. Please treat safety drills with seriousness and remember they take precedence over all other activities. Designated areas are posted in each classroom in case of tornado drills or warnings. Teachers will give specific directions for students to follow and help them to safety. A continuous long loud horn and/or announcement on the school intercom will signal that a tornado drill is in effect. In addition to fire drills, the Clayton School District will practice evacuation and lockdown drills through out the school year.

### **EMERGENCY SCHOOL CLOSINGS**

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

WCCO 830 AM - St Paul, MN	KARE TV - Channel 11	WXCE 1260 AM - Amery, WI
WJMC 96.1 FM - Rice Lake, WI	KSTP TV - Channel 5	WCCO TV - Channel 4

Every attempt will be made to announce school closing before 7:00 a.m. 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.

### **FEES**

The following fees will apply for the 2015-16 school year:

All students participating in any athletic team or co-curricular organization will pay an annual activity fee that will be paid only one time/per-year regardless of how many activities the student is involved with. Honor societies and student councils will be exempt from these fees.

- Grades 6-8 Athletic/Activity Fee = \$15.00 per student
- Grades 9-12 Athletic/Activity Fee = \$20.00 per student
- Band Instrument Rental \$40.00
- Driver's Education \$200.00 (To be paid at time of Summer School course registration)

### **FINES**

Students are responsible for the books, materials, and other instructional equipment as well as the 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. Any fines or fees not paid by the end of each school year will accrue and be due prior to participation in their graduation ceremony.

## **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.

## **GUIDANCE/COUNSELING SERVICES**

Guidance and Counseling for students in grades Pre-K to 12 are available to assist students regarding personal or scholastic issues. Students are encouraged to make extensive use of these services.

## **HALLWAY ACCESS**

High school students are not allowed to enter the Middle School area unless they have a class or hallway pass. During lunch hour, students must stay in the supervised and main hallway areas. Student's found in non-supervised area, will receive a detention.

## **HARRASSMENT AND BULLYING**

Harassment and/or bullying of students is prohibited at 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 Cyberbullying are unacceptable and viewed as a violation of this policy. Cyberbullying 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 Cyberbullying 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.

### **HAZING**

No person may intentionally or recklessly engage in acts (Hazing) which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization, class or team operating in connection with the Clayton School District. Prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance. Any forced confinement or any other forced activity, which endangers the physical or mental health or safety of a student or students. "Forced Activity," means any activity, which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity.

### **HOME ATHLETIC EVENTS**

Season activity tickets for home athletic contests may be purchased in the Student Services Office. Adult season activity tickets are \$40.00 and student activity tickets are \$24.00. Individual home athletic tickets may be purchased at the game. Adult tickets are \$3.00, students in grades K-12 \$2.00. If you leave the building during an event you may not be permitted to return.

We strongly encourage parents to attend athletic events with students in Grade JK-5. Students attending home athletic contests who do not follow 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. Students absent from school during the day or having un-served detentions will not be permitted to attend events.

### **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.



## **LIBRARY MEDIA CENTER**

Library materials may be borrowed for two weeks or overnight periods. Library materials are to be returned to the book drop. Materials may be renewed as many times as necessary. At times, the renewal of materials may be limited according to demand. Materials may be renewed in person, by phone or via e-mail.

Overnight materials must be returned by the beginning of 1st hour. These items should be left on top of the circulation desk near the checkout computer.

Library fines will be assessed at the rate of .10 cents per item, per day. Any damaged materials will be fined according to the severity of the damage. Fines should be paid promptly. Any lost materials shall be assessed to the student at replacement cost. Should the material be returned, the money will be refunded. All current newspapers, current magazines, bound magazines, and encyclopedias are to be used in the library media center. Permission for students to take them from the library media center must be accompanied by a faculty request.

Computers are available for use in the library media center. Individuals must have a signed Network and Internet Access Agreement on file with the Technology Coordinator.

## **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. Thus, students should never leave lockers unlocked or share locker combinations with other students.
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. Students will be charged for damaged locks.
5. Only school locks are to be used. Locks other than school locks will be removed.

## **MOTORIZED VEHICLES - PARKING LOTS**

The school system retains the right to deny parking privileges on school grounds to any student, if deemed appropriate. The following rules apply to student automobiles or any other motorized vehicle (i.e.: ATVs, tractors etc.) parked on school property and/or driven to school by students:

1. Only licensed vehicles are allowed.
2. No vehicle is permitted to leave school grounds during school hours without the permission of an administrator.
3. No vehicle is to be occupied or accessed during lunch or other school hours regardless of where it is parked unless the student obtains prior permission from a teacher or administrator. The driver of the vehicle will be held responsible for any violation.
4. Students are expected to operate their motor vehicles in a reasonable, prudent, and lawful manner. Violators will be referred to law enforcement officials and/or may lose their school parking privileges or may face other disciplinary measures if violations occur on school premises or at a school related activity.
5. Loitering around vehicles is not permitted.

## **SCHOOL HOURS**

Student Services Office hours are from 7:15 am until 4:30 pm. Messages can be left on extension 215 at any time outside of the regular office hours. Clayton School hours are from 8:10 am until 3:30 pm. Middle and High School students wishing to eat the school provided breakfast may arrive at school beginning at 7:45 am.

**Please do not drop off any students or let them walk to arrive early unless they are eating breakfast or have made special arrangements with a teacher.** Any students arriving prior to 7:45 may be charged a fee for before school supervision services.

Students should not be in or at the school after 3:40 without a school related purpose. All students are to leave the school premises at the end of the regular day unless they are involved in a staff supervised activity. **Any** students remaining in the building or on school property unsupervised after 3:40 may be charged for after school supervision services. Students returning from field trips or sporting events should make arrangements to be picked up upon their return and should not be at the school longer than fifteen minutes after returning.

## **STUDENT RECORDS**

Section 118.125 of the Wisconsin Statutes guarantees by law, maintenance and confidentiality of student records. If you have any questions regarding student records, please contact the guidance office.

## **TELEPHONE USE / TELEPHONE CALLS**

Students may not use the office phone during class periods unless an emergency exists and office staff grants permission. Phone calls will not be transferred into a classroom during class time and students will not be excused from class to receive phone calls unless an emergency exists. Phone messages will be delivered to students between classes or during lunch hour. Students using the phone at undesignated times will be considered unexcused tardy unless granted permission by the office.

## **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 to be let off other than their regular stop is granted. 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 K-12 Student Services 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**

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. Return of all textbooks and classroom materials with the teacher's signature.
- C. Locker(s) cleaned out and checked off by advisor or Principal.
- D. Fee's, lunch balance or fines paid.
- E. Signed form returned to the Student Services Office.

### **WORK PERMITS**

The Department of Industry, Labor and Human Relations requires everyone under 18 years old to have a work permit in order to be employed. Work permits may be obtained from the School Business Manager in the Clayton School District Office. To obtain a work permit, bring any proof of age; such as a copy of your birth certificate, driver's license, or state ID. Also bring a social security card, a written consent from your parent/guardian, and a letter from your employer. A state required fee of \$10.00 will be charged. See information in the District Office

## **HEALTH INFORMATION**

### **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.

### **ATTENDANCE WHEN ILL**

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. 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 the Student Services Office as soon as possible. Parents of students' with excessive absences from school related to illness, may be contacted by the county nurse for follow-up information.

### **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.

### **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 Student Services 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.

### **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.

## 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 Student Services 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.

## IMMUNIZATION LAW

The Clayton School District complies with the Student Immunization Law of the 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** be brought to school, by the parent, 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 that 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, parents must write a permission note and bring the medication to the Student Services 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 Student Services Office by the parent.

The medication policy, parent/guardian consent forms, and physician order for medication administration forms are available in both school offices as well as on the Clayton School District website. 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.

## SCHOOL NURSE

Emergency nursing services are provided by the Polk County Nursing Services. A student who wishes to see the school nurse may do so by contacting the Student Services Office.

## STUDENT ACCIDENT INSURANCE

The school district provides a supplemental accident insurance policy for students, including school athletics and other activities. The 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 insurance claims or procedures, please contact the student services office.

## **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.

## **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.

### **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.

1. Middle school students (6-8) are advised to leave electronic devices at home. If a device is brought to school it shall remain OFF between the official start of the school day and the official end of the school day, unless given permission by the supervising teacher for educational purposes.
2. High school students (9-12) are advised to leave electronic devices at home. Cell phone use, including texting, is limited to the time prior to the official start of the school day, during designated lunch periods, after the official end of the school day or with permission of the supervising teacher for educational purposes.
3. State Law prohibits any use of an electronic device with photographic or recording capabilities in bathrooms or locker rooms at all times.

Students who have modified schedules and who arrive late or leave early must abide by the official start/stop times of the rest of the student body.

2. Students will not be allowed to leave class in response to any electronic devices.
3. Failure to follow these guidelines will result in confiscation. Devices will be returned to the parent or student once an individual plan has been developed with both parent and student.

### **CYBERBULLYING**

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.

Where 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.

### **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.**

**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.

**Protocol:** 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. It is important to keep in mind the size of email when sending a message. Email use involving large files creates congestion on the network and disruption of services. Send a shortcut or URL for any document or web page rather than the actual document.

**Records Management and Archiving:** All e-mail messages are potentially official records and will be archived as per School Board policy.

**Storage:** Individual mailboxes have an established limit and students are expected to regularly monitor, store, or delete e-mail they receive.

### **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 fileservers 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.

### **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.

The agreement must be signed in order to access to the district network. A signature is required in 3rd grade, 6th grade, and 9th grade. For new students entering the district after 3<sup>rd</sup> 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.

### **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 misdeliveries 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 **for high school students only**, after the official end of the school.

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](http://www.claytonsd.k12.wi.us). This web site allows you to gain information about our School District. 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. No personal student homepages or links to those pages are allowed on the District website.



**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: \_\_\_\_\_