



# Student & Parent Handbook

2020-2021



## Markesan Elementary

200 S. Margaret Street  
Markesan, WI 53946

Phone: 920-398-4301

Web: [www.markesan.k12.wi.us](http://www.markesan.k12.wi.us)

Markesan District Schools does not engage in prohibited discrimination on the basis of any protected classification identified in state and/or federal laws, including, but not limited to, race, color, national origin, sex, disability, or age in its programs and activities, including in employment. The Board has designated the following individual(s) to address the District's non-discrimination policies: Guidance Counselor(s), Markesan District Schools, 100 East Vista Boulevard/PO Box 248, Markesan, WI 53946; telephone: (920) 398-2373. For further information on non-discrimination, contact the Office for Civil Rights, U.S. Department of Education, Chicago Office, 500 W. Madison Street, Ste. 1475, Chicago, IL 60661-4544; telephone: (312)-730-1560; TDD: 800-877-8339; email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

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# Markesan Elementary School

Welcome to Markesan Elementary School – a part of the Markesan School District where we strive to provide quality educational experiences for all of our students. Our goal is to prepare students so that doors of opportunity are open to them.

In an effort to realize that goal, we have put together this handbook for your convenience. It covers many of the common questions/concerns that you may have about elementary school. This handbook does not cover all of the policies/procedures for the school or district. It is also subject to be changed or modified at any time. Please be sure to read through it and discuss it with your child. Students and parents are responsible for knowing the contents of their handbook.

We look forward to working with the families of our school district, and encourage you to become involved in your child's education.

## Arrival and Dismissal

The school day at the elementary building begins at 8:00 and ends at 3:10. Students being delivered to or picked up from school should use the front of the building. Students should not expect to enter the building before 7:45 unless under the direct supervision of a teacher. If there is a need to arrive prior to 7:45, students should report directly to the cafeteria.

*Policy 5230*

## Absences

By law, parents must notify the school within 24 hours of their child's absence. When a student is unable to attend school, parents may report the absence in any of the following ways:

- Call 398-2373 and press 6 for the attendance line
- Call 398-4301 and leave a message for the secretary
- Send a note with the child upon their return to school

Parents should give the student's name, teacher's name and reason for the absence. This message will be given to the teacher.

**If a student is not reported absent within the 24 hour period, (s)he will be considered truant. If a student has missed for medical reasons, (s)he must have a medical note submitted to the office immediately upon his/her return in order for an absence to be considered medically excused. Doctor's notes received late will not be honored as a medical excuse.**

## Elementary (K-5) Attendance Policy

### **Wisconsin State Law on School Attendance**

#### **118.15 Compulsory School Attendance**

Unless the child has a legal excuse or has graduated from high school, any person having under his/her control a child between the ages of 6 and 18 years of age who has not graduated shall cause such child to attend school regularly, **during the full period and hours**, religious holiday excepted, that the public or private school in which such a child should be enrolled is in session until the end of the school term (year) of the school year in which the child becomes 18 years of age.

**Please note that in an effort to establish appropriate school habits, students enrolled in Kindergarten – regardless of age - will be subject to the same attendance requirements and consequences as all other students enrolled in Markesan District Schools.**

**(NOTE: In the elementary school - if a student shows up for school after 8:20 or leaves before 3:00, that student is considered absent for at least a half day. Students arriving between 8:00-8:20 will be considered tardy.)**

### **118.16 Truancy**

Truancy means any absence of all or part of one or more days from school during which the principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of S118.15

### **118.18 Habitual Truant**

“Habitual Truant” means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

#### **A. Attendance Exceptions or Exemptions**

1. **Parent Excused Absences:** Exemptions under state law 118.15 (3) (c) give parents the authority to approve a son’s/daughter’s absence up to ten (10) days per year. All parent excused absences shall either be approved prior to the absence or in writing within 24 hours upon the student’s return.
2. **Excused Absences:** The Board recognizes the following as approved excuses beyond the approved ten (10) parent excused days:
  - Religious Holiday
  - Illness with a written medical excuse provided by a licensed physician, dentist, chiropractor, optometrist, psychologist, or Christian Science practitioner. The student must have visited with the physician in order for the excuse to be granted. A copy of the medical excuse must be provided to the office immediately upon the student’s return to school. Notes received late will not be honored as a medical excuse. In cases of multiple day absences due to medical needs, the school may request permission to speak with the respective physician.
  - A death or funeral in the immediate family or for close relatives
  - A court appearance or other legal proceedings
  - School ordered suspensions
  - Professional appointments (i.e., dental, physician, optometrist, etc.)  
**(NOTE: A student will be medically excused for professional appointments only for the portion of day in which the appointment is scheduled.)**
  - Emergency in the family
  - Approved school activity
  - Special circumstances approved by the District Administrator
3. **Unexcused Absences:** Absences from school for reasons other than those listed above as determined by the administration. Some common examples include:
  - Errands
  - Shopping
  - Haircuts
  - Extended or frequent tardies  
(Note: 5 tardies to school will equate to ½ day unexcused absence)
  - Absences beyond those allowed for prearranged absences by parents
  - Running late
4. **Truancy:** Any absence of part or all of one or more school day(s) which has not been excused by a parent, guardian or school official in accordance with Board of Education Policy or that is in excess of the 10 parent excused days allowed by law.
5. **Habitual Truancy:** An absence from school without an acceptable excuse for either part or all of five or more days during a school semester.

If an absence is recorded as truancy, school officials will:

- Establish and give notice relative to discipline associated with the act(s).
- Start a record that will lead to legal action if the truancy becomes a habitual truancy, which involves notifying the student's parents or guardian of the unexcused absence and reminding parents of their responsibility.
- Notify the Police Liaison Officer for possible municipal truancy citations

B. Responsibilities Created By Each Absence:

Parents and students should understand that make-up work cannot replicate all activities conducted during a class period. Parents are, therefore, asked to support school attendance policies. Absences can adversely affect performance on student assignments and their final course grade. Please note that a student may be requested to miss recess to make up work from an absence.

1. Parent: It is the responsibility of the parent/guardian to insure regular attendance as required by State Law. Parents are expected to call the school on the morning of the absence or provide written explanations for a student's absences in advance of the absence when possible or within 24 hours upon a student's return to school. **All absences shall be initially recorded as unexcused, until the absences are excused by the parent/guardian or an official medical excuse.**
2. Student:
  - The student's responsibility is to attend all classes as assigned on a daily basis.
  - In the case of an absence, the student shall submit a written excuse from the parent or guardian.
  - All make-up work will be requested from the teacher in charge. This required work will be submitted to the instructor as directed.
3. Teacher:
  - The teacher will submit daily attendance reports on all students in his/her charge.
  - The teacher will provide information about make-up work upon request from the student.

Extended Leave Absences

The following policy statement should be observed regarding students who will be absent:

- In the event a student requires an extended period of absence, it will be necessary to obtain special approval from the school for such absence. The request must be made to the principal in writing before the student leaves school. This request should indicate the approximate period of absence. Material to be covered during the absence should be assigned (as far as possible) before the student leaves and should be turned in to each individual teacher within five (5) days after returning to school or as determined by the instructor. Tests and other special projects covered by the class during the time of the absence must also be made up within the same five (5) day period or as determined by the instructor. Special consideration must be given by the principal to absences covering more than seven (7) school days, and consideration will be given in line with board policy regarding absences.
- Securing make-up work is the student's responsibility.

*Policy 5200*

**Face Coverings**

During the 2020-21 school year, students, staff, and visitors will be strongly encouraged to wear face coverings while in the school building. The District will also be enforcing any state mandates regarding face coverings. If you are unable to wear a face covering due to a medical or religious reason, please contact Mr. Breaker to discuss your situation and expect to be required to produce written documentation to support the request for an exemption. *Please note that all such objections will be considered and evaluated on a case by case basis; that the District may not be able to grant all such requests; and that designs on face coverings worn in the school buildings and during school-sponsored events must follow staff and student dress code policies.*

### **Accidents/Illness at School**

Minor ailments or injuries may be cared for by general first aid at the school. If there are any questions, it is the policy of the school to contact the parents and arrange for the child to be taken home. The parent then can arrange for the proper medical attention with the family physician. The school authorities do not attempt to diagnose or treat cases of illness or injury, but do give first aid. **Be sure your address and phone number on the school's registration form is current and that your emergency contact procedure is up-to-date.** If your child has been absent due to a contagious disease, he/she must be free of all symptoms or have secured a doctor's release before returning to school. Should it be necessary for your child to be temporarily excused from physical education/recess because of illness or injury, be sure to write a note stating the reason. Students may be excused from these activities for up to three days. If more time is needed, a medical excuse must be furnished by the parents. It is the parent's responsibility to furnish a doctor's written statement notifying the school of any permanent excuses or special consideration for physical education classes.

*Policy 5340*

### **Assemblies**

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Student attendance is a requirement, not an option. Special attention to etiquette and good citizenship is expected of all students.

### **Birthdays And/Or Other Parties**

Your child may bring a treat to school for his/her birthday. Something that goes well with milk break is fine. Students must be careful not to share treats with other students without adult supervision.

We spend a great deal of time building a positive self-image in your child. A positive self-image and a feeling of self-worth is a very necessary foundation for satisfactory achievement in school. **Please note that invitations to parties should not be passed out at school unless the entire class is invited.** There is nothing more devastating to this aspect than to be left out of a much talked about party. If parent permission is given, teachers will assist in obtaining address and/or phone information for the purpose of mailing invitations.

We do celebrate all birthdays at school by having the birthday child receive special recognition for

their birthday. Each teacher has a unique manner by which the child is recognized

**If you are planning a birthday party for after school please note that parents must arrange for transportation as our buses cannot take on an increased load.**

## **Bus Riding Expectations/Consequences**

### **STUDENT RESPONSIBILITIES**

#### ***Bus Rules for Students***

1. While waiting for or riding on the bus, students are expected to conduct themselves in the same manner as the student code in the school. The vehicle driver has the obligation to judge conduct, to maintain order, and to report students to the school and Transportation Supervisor when necessary.

#### ***Waiting for the Bus***

1. Students should be on time for the vehicle but not arrive at the stop earlier than 10 minutes before the time at which the vehicle usually arrives.
2. Students should observe all safety precautions while waiting for the vehicle:
  - a. Do not play in the street.
  - b. Do not play ball.
  - c. If possible, avoid crossing streets.
  - d. Whenever crossing the street, do so only if they are sure no moving vehicles are approaching from either direction.
  - e. Do not push, pull, or chase any other pupil(s).
  - f. Avoid trespassing on private property and being noisy.
3. As the vehicle approaches, students should line up at least six feet off the roadway, and not approach the vehicle until it has stopped and the driver has opened the door and motioned for the students to approach.

#### ***Loading the Bus or Van***

1. Students should get on the vehicle as soon as the vehicle is stopped and be seated at once. All special education buses should be equipped with seat belts that must be buckled by the guardian of the child.
2. Students should listen carefully and obey any directions issued by the driver.
3. The assignment of seats is left up to the discretion of the vehicle driver. A student may be assigned a seat in certain cases.
4. Students should be sure to observe all safety precautions.
5. Violation of vehicle rules may result in loss of transportation privileges.

#### ***Unloading the Bus***

1. Students should not leave their seat until the vehicle has come to a complete stop and the driver has opened the door.
2. Students should follow all directions issued by the driver.
3. Students should leave the vehicle quickly, but in a courteous manner without pushing other students. If a student should drop an item as they are getting off the bus, they should wait to pick it up until it is deemed safe to do so (in most cases, after the bus has pulled away). Younger children should get

the assistance of an adult.

- If students must cross the street as they leave the school vehicle, they should wait for the driver to wave them across – indicating that it is safe. While crossing, students should be sure to walk in front of the vehicle, at a distance of at least 12 feet away from the vehicle. If they get too close to the front of the vehicle, the driver may not be able to see them and a serious accident could occur.

***Student Bus Rules***

- Remain Seated
- Obey the driver
- Walk – do not run
- Keep arms and head inside the vehicle
- Do not disturb others
- No smoking, alcohol, drugs, or weapons
- Speak quietly
- Respect public property
- Keep aisles as clear as possible so that students may pass safely by
- No food or drink

**CONSEQUENCES**

The following steps will be taken in the event that a student violates bus riding rules:

- Drivers are encouraged to contact the parents with minor concerns.
- Drivers will inform the principal of any major rule infractions or frequent minor infractions.
- Principal will determine the consequence. Consequences will vary depending upon the incident and may include but are not limited to: assigned seat on the bus, detention, removal of bus riding privileges.

***Bus Violations and Consequence***

W - Warning  
 P - Parent Contact  
 R - Referral to Administration  
 S - Suspension

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Remain Seated	W	P	R	S
Insubordination/Disrespect of Driver	W	P	R	S
Language/Profanity	W	P	R	S
Arms/Head Outside Window	W	P	R	S
Items Thrown Out Window	P	R	S	
Tobacco/Alcohol/Drug/Weapon Possession	R	S		
Physical Interaction/Fighting	R	S		

Vandalism (replacement value reimbursement)	R	S		
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Behaviors of significance may result in accelerated consequences

**PARENT EXPECTATIONS**

Our goal is to provide safe and timely transportation of our students to and from school. The School District of Markesan requests that parents assist in this goal by following the following steps:

1. **Families need to identify ONE pick-up and/or ONE drop off location for the school year. The family home address will be listed unless the district has been notified of an alternate pick-up and/or drop off location. Families will be allowed ONE change to their transportation location during the year unless special circumstances warrant additional change.**
2. Contact either your child’s driver or Fairwater Garage at (920) 398-3073 by 6:30 a.m. if your child is not riding.
3. If a student does not ride for five consecutive days, and the Transportation Supervisor has not been notified, transportation service will be discontinued until the Supervisor has been notified by the parent/guardian wishing to reinstate the service.
4. Parents/guardians should understand that students must obey all regulations governing transportation on school vehicles or they will forfeit their right to transportation. Guardians must encourage the cooperation of students with the authorities responsible for transportation. Notice will be given prior to a student's exclusion with an opportunity to discuss the matter with a school administrator, if possible. Parents/guardians will be responsible for the transportation should riding privileges be suspended.
5. All young students (and students who need support/supervision) must have an adult waiting to receive them at the end of the school day. This is especially important on days when school is dismissed early.
6. In the event that the student is brought to an alternative drop off location on a regular basis, e.g. baby-sitter, relative or day care, the parent is responsible for notifying the Transportation Supervisor of the address.

**Concerns/Complaints**

Any transportation concerns including, but not limited to, student harassment on the bus; route questions; driver complaints; should be directed to the Transportation Supervisor at (920) 398-4301 or to Kyle Laper at Fairwater Garage at (920) 398-3073.

*Policy 8600/8640*

**Camera and Surveillance**

The district uses audio and visual surveillance on schools grounds and school transportation vehicles. The use of audio and video surveillance is done for the safety of all students and staff.

*Policy 7440.01*

### **Classroom Placement Requests**

1. Consideration of all educational factors, academic and social, are primary determinants in placement decisions. The final decision on all placement rests with the Principal after due consideration of staff recommendations and parent requests.
2. Parents wanting a specific class placement are welcome to make a request in writing to the Principal by the second Friday in April. **Parents should understand that teacher assignments may be changed and that a request should not be made for a specific teacher.** When writing a request, instead of saying “I want Johnny to have Mrs. Johnson”, you will need to describe the environment you are looking for, i.e., (highly organized, challenging, very creative, nurturing, believes in phonics, believes in balanced literacy, etc.)
3. Just as each child is unique, so is each teacher. An experience that other parents may have had with their children may be totally different from what your children could have with the same teacher.
4. Requests for a child not to be placed with another student, for whatever reason, should be in writing to the Principal by the second Friday in April. Parents should be aware that other considerations might prevent the honoring of such requests.
5. All written parent requests will be strongly considered, but not guaranteed.
6. **There will be no changes in student placement once lists have been created.**

*Policy 5120*

### **Communication**

Remember that the best line of communication is between the teacher and the parent. The teacher wants your child to have a successful experience and is willing to share with you what is or is not happening to make school rewarding for your child. If you have a concern or complaint that you would care to officially register with the administration, please utilize the concern/complaint form in the back of this handbook.

*Policy 9250*

### **Dangerous Weapons In The Schools**

No one may have any kind of weapon on school grounds, on school buses, or at any school sponsored activity. A weapon is defined as any object or substance that by its design and/or use can cause bodily injury or property damage. No look-alike weapons will be permitted on school grounds. Students in violation of the provisions of this section shall be subject to disciplinary actions in accordance with school regulations and legal statutes.

*Policy 5772*

### **Drugs and Alcohol**

1. For the purpose of this policy, “drugs” will mean:
  - A. All dangerous controlled substances prohibited by law.

- B. All alcoholic beverages.
  - C. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy.
2. The Board of Education prohibits the use, possession or distribution of any drug:
    - A. During school hours.
    - B. On school property.
    - C. On school buses.
    - D. At any school sponsored event.
  3. Any student of the Markesan School District using, in possession of, or under the influence of controlled substances or intoxicants or in possession of related drug paraphernalia at any time (24 hours per day – 365 days per year) on school premises or at a school related activity shall automatically be subject to disciplinary action that will be determined by administration.

*Policy 5530*

### **Tobacco**

The use of tobacco products is not allowed in the building or on school property at any time. Parents and law enforcement will be contacted immediately upon verification of the violation and student may be suspended for possession or use of any tobacco product, including but not limited to cigarettes, cigars, chewing tobacco, snuff, or cigarette lighters.

*Policy 5512*

### **Electronic Devices**

Students are not permitted to use electronic devices during the school day. This includes, but is not limited to: cell phones, Ipods, CD players, hand held games. If used, these items will be taken from students. Parents will be given the opportunity to pick the items up in the office.

*Policy 5136/5518*

### **Emergency Evacuation or Lockdown Procedures**

All teachers are issued a crisis management binder including instructions for handling all types of emergency situations and evacuation routes. Students will be expected to participate in emergency evacuation and lockdown drills.

In the event of an emergency, the following procedures will take place:

1. Parents will be notified through the school notification system by phone message or text and/or via area radio stations. The message will inform parents of the crisis and where to go. Parents are asked not to telephone the radio stations.
2. Parents should not contact the school and tie up the telephone lines that will be needed for emergency use.
3. Schools are one of the safest places for students to be located during most crises or natural disasters.

4. Students will be kept at school until the crisis is determined to be over.
5. Students will be released to parents/guardians who come to get them.
6. Students may be released to others who have been identified on the Student Information Form or to those whom the parents have identified in writing.

*Policy 8420*

**Field Trips**

Field trips are planned by the teachers and approved by the Principal. A general permission slip should be signed by parents for all students who will be participating.

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date. A fee may be requested from each student to help defray transportation or facility use costs.

Because the school does recognize the value of parental involvement in field trips, parent(s)/guardian(s) are encouraged to participate. The school does, however, ask that other siblings not attend the field trip as it is a time for the parent/guardian to spend quality time with the individual child. Grandparents and/or other relatives are considered to be a chaperone only if they have been identified as the legal guardian. **All chaperones must complete the appropriate background check forms and be approved prior to consideration as a chaperone.**

*Policy 3120.09*

**Fire Drills**

Fire drill directions will be posted near the exit in each room. Make note of these early in the year. Teachers will also take additional time to discuss fire drills with you. You can expect to have one per month.

- When the fire warning sounds, students should stand and walk quickly from the room; those nearest the exit will leave first.
- Leave books and materials on desks. Do not carry them with you.
- Students will walk quickly, quietly, and in single file to the proper exit as posted in each classroom. Absolutely no running or pushing.
- After leaving the building, continue to walk away from the building to a distance of at least one hundred fifty feet.

*Policy 8420*

**Harassment**

**STUDENT ANTI-HARASSMENT**

## ***Prohibited Harassment***

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

For purposes of this policy, “School District community” means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members. “Third party” means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment means behavior toward a student, or group of students based, in whole or in part, on their sex, race, **color**, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the student’s school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes, or rumors;
- C. threatening or intimidating conduct directed at another because of the other’s protect characteristic (e.g. sex, race, learning disability);
- D. notes or cartoons;
- E. slurs, negative stereotypes, and hostile acts which are based upon another’s protected characteristic;
- F. written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual’s protected characteristic;
- H. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

## ***Sexual Harassment***

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances,

requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individuals' education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender.

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
2. rating a person's sexuality or attractiveness;
3. staring or leering at various parts of another person's body;
4. spreading rumors about a person's sexuality;
5. letters, notes, telephone calls, or materials of a sexual nature;
6. displaying pictures, calendars, cartoons, or other materials with sexual content.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the

educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

### ***Reporting Procedures***

The District Administrator shall prepare written administrative guidelines for individuals to report alleged harassment prohibited under this policy to appropriate school administrators. The reporting procedures shall, at a minimum, provide as follows:

- A. Any student who believes she/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to an appropriate official as designated under administrative guidelines developed by the District Administrator.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to an appropriate school official as designated under administrative guidelines developed by the District Administrator.
- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to an appropriate school official as designated under administrative guidelines developed by the District Administrator.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as designated under administrative guidelines developed by the District Administrator.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Complaint Coordinator for receiving reports of harassment prohibited by this policy. At least one (1) Complaint Coordinator or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

### ***Investigation Procedure***

The District Administrator shall prepare written administrative guidelines for investigating complaints of harassment. These procedures will, at a minimum, provide as follows:

- A. The Complaint Coordinator or another individual designated by the District Administrator (the “Investigator”) shall conduct an investigation immediately. The District Administrator, or his/her designee, shall oversee the investigation. The District Administrator will also take immediate action, as may be appropriate, to prevent further violations of this policy while the investigation is being conducted.
- B. The investigation shall consider all relevant facts, documents, witness accounts, and other relevant information.
- C. The investigation should be completed no later than 30 calendar days from receipt of the complaint, unless additional time is needed to conduct a thorough and objective investigation. The Investigator shall make a written report to the District Administrator upon completion of the investigation. If the complaint involves the District Administrator, the report shall be filed directly with the Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The Investigator may conduct the investigation whether or not a criminal investigation involving the same or similar allegations is also pending or has been concluded.

### ***School District Action***

Upon receipt of a report that a violation has occurred, the District will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, transfer, remediation, termination, or discharge. District action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, State and Federal law, and District policies for violations of a similar nature or similar degree of severity.

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children’s Code (Sec. 48.981, Wis. Stat.), the District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

In accord with State and Federal laws regarding privacy and other rights, the District Administrator shall provide the complainant and other parties with a written answer to the complaint within 30 calendar days of receiving the Investigator’s report.

### ***Reprisal***

Submission of a good faith complaint or report of harassment will not affect the complainant's or reporter's grades or learning environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The Board will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### ***Miscellaneous***

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Complaint Coordinators, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A copy of this policy and any related administrative guidelines shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

The Board will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community on an annual basis, and at such other times as the Board in consultation with the District Administrator determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action and to conform with any discovery, disclosure, or other legal obligations.

*Policy 5517/5517.01*

### **Head Lice**

#### **Please notify the school if your child has head lice**

This school will have a "no nit return" policy. Documentation for treatment of lice will have to be provided by the parents before students return to school.

The National Pediculosis Association – pediculosis capitis is the medical term for head lice – says most cases are unreported, but estimates that about 6 million Americans are infested each year.

For reasons that are not entirely clear, school children aged 3 to 10 appear to be most susceptible, but

anyone can be infested if they happen to come in contact with someone who has lice.

The symptom is red and itchy scalp, and the best defense is knowing what to look for in the hair, getting proper medical treatment and notifying the school or other people in close contact with the child.

Contrary to popular belief, head lice cannot fly, hop or jump. But once on the scalp, they can move quickly from hair to hair or scalp to scalp. Therefore, it is believed that direct head to head contact is responsible for the majority of head lice transfer.

Head lice can live for 24 hours at temperatures of 70 to 80 degrees, so they can be spread among children via shared combs, brushes, hats, scarves and other clothing.

The first step in treating head lice is using a pediculicide shampoo to kill the lice. The second step is removing the nits, or lice eggs, which are deposited on the shafts of hair close to the scalp with a glue-like bond.

There are several over the counter and prescription formulas available. Besides treating the hair and scalp, there are other measures that should be taken to help eradicate lice:

- Machine wash in hot water and dry in hot dryer all clothing, towels, and bed linens that the infected child has used in the past three days. If this is not possible, have all the items dry cleaned.
- Pillows and stuffed animals that the child sleeps with should be put in a hot dryer for 20 minutes.
- All items that cannot be washed or dried should be sealed in a plastic bag for two to four weeks, allowing any surviving lice or nits to complete their life cycle.
- Soak combs, brushes, rollers, barrettes, headbands and other hair items in hot soapy water for one hour.
- Vacuum floors, rugs, upholstered furniture and mattresses.

## **Homework**

Homework is an extension of the learning that occurs during the school day. Students can expect to have assignments that are required to be completed overnight or that apply a learning concept over an extended period of time. Homework is one tool utilized by teachers to give students practice on any given skill they may be learning. As a result, it is imperative that students complete their homework when expected; as late or incomplete assignments make it difficult for an instructor to gauge student growth and determine instructional goals for subsequent lessons. It is our goal to help students find success not only academically, but in building responsibility and accountability – two traits that are extremely important in their future careers. With this in mind we have developed this homework policy.

1. **Homework is expected to be turned in on the due date.**
2. When you (the student) come back from an absence (1-2 consecutive days), you will have two school days to make up the work missed. During your absence you are encouraged to contact the school to arrange for picking up missed work.
3. If you are on an extended absence (3+ consecutive days) you will be asked to create a plan for each class to make up the work missed. The plan must be met with individual teacher approval.

*Policy 2330*

## **Breakfast/Hot Lunch**

Breakfast is offered each day from 7:45-8:00. Students will be served in the cafeteria.

Breakfast/hot lunches will be available to all students at the prevailing prices: (\$1.50 – breakfast, \$3.00 – lunch, \$1.60 – super, \$0.80 – extra, \$0.35 – milk). All breakfasts/lunches will be purchased through the computerized hot lunch accounting system and charged to the “Family Account”. The district is unable to extend credit to families; therefore, students with a negative balance may not participate in the breakfast or hot lunch program. Students may have a variety of lunch options, at varied costs to the parents (extra cartons of milk, super lunch entrée, etc.). Milk may be purchased through the computerized hot lunch accounting system. Students may purchase additional milk with their lunch (hot lunch at school or sack lunch from home). **PARENTS, BE SURE YOU UNDERSTAND THE OPTIONS AND COMMUNICATE YOUR WISHES TO YOUR CHILD!**

### **How to Acquire Family Lunch/Breakfast Balance**

1. “Family Access” by way of the internet

If you do not have family access and would like it, please contact Tom Bengry by e-mail only. [bengrtho@markesan.k12.wi.us](mailto:bengrtho@markesan.k12.wi.us)

2. Call: Bev McElroy (Elementary) 398-4301  
Bailey Dallman (MS/HS) 398-4101  
Kim Drager (Guidance) 398-4108
3. Parents may request a printed copy by contacting Bev McElroy at 398-4301 or e-mail. [mcelrbev@markesan.k12.wi.us](mailto:mcelrbev@markesan.k12.wi.us).
4. Students may ask to view their account when going through the lunch line.
5. Students may request a printed copy by contacting Bev McElroy or Kim Drager.

### **Free and Reduced Priced Meals**

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the State Department of Education.

*Policy 8531*

### **Immunization Requirements**

Wisconsin law requires that every student submit evidence of complete immunization, or a signed waiver claiming health, religious or personal conviction exception. An immunization record form must be on file with the school. Contact the school office for any specific questions about this law. If you have questions about the immunizations themselves, you may contact the school nurse or the local Public Health Agency.

*Policy 5320*

### **Insurance**

All students are covered by accident insurance at district expense for injuries sustained at school or at school activities. However, in order to make sure that this plan will be effective, any student who is injured, or thinks he/she is injured, must complete a form obtained from the office. No claims can be made on the schools insurance unless the office was notified of the injury. Report all injuries to the staff member in charge or to the office immediately or as soon as reasonably possible! **NOTE: School district provided insurance is supplemental insurance; therefore, all costs related to an injury may not be covered.**

*Policy 8760*

### **Kindergarten**

Children entering Four-Year-Kindergarten are required to be four years old on or before September 1 for the school year in which they are enrolling. There will be no early entrance for Four-Year Old Kindergarten. Children entering Five-Year-Kindergarten are required to be five years old on or before September 1 for the school year in which they are enrolling. Pre-registration takes place in the spring. Parents must bring birth certificates and immunization records.

*Policy 5112*

### **Lost And Found**

The lost and found items will be placed on a table by the office. Jewelry, money, glasses and other small items that are found, are to be turned in at the office. Students and parents should check the lost and found area on a regular basis.

### **Lunchroom Conduct**

The children eat their lunch and go to a recess period under the supervision of the lunchroom personnel. During the lunch period the children are expected to follow certain procedures, such as:

1. Enter the lunchroom quietly. Students are seated by the lunchroom supervisors.
2. Use good table manners in the lunchroom just as they would at home.
3. All food must be eaten in the lunchroom. Food is not permitted to be eaten in the hallways or on the playground.
4. Talk pleasantly with their neighbors in the lunchroom.
5. Throwing food or any other form of horseplay is prohibited.
6. There is no exchange of food. Student's must eat his/her own food and handle no one else's lunch. Students are not allowed to give away milk or lunches. Students are not allowed to ask other students for their milk or lunches.
7. Dispose of his/her garbage in the containers provided and make sure that the eating area is picked up prior to leaving the table.
8. Leave in a quiet and orderly manner.

9. Follow the directions of the lunchroom supervisors.

Continued misconduct in the lunchroom will be brought to the attention of parents/guardians. If the conduct does not immediately improve, or the child refuses to follow the rules, the child may be required to eat lunch in a separate area at school.

*Policy 5500*

## **Medications**

If a student must bring medication to school, the following requirements must be met:

### **Prescription Medications:**

1. A form to give medication is located at the back of this handbook or you can obtain one from the office to be filled out by a doctor and the parent.
2. Medication must be clearly identified by the name and the type of medication (refrigeration available);
3. Must be in the original container;
4. Must have a prescription label with the child's name, drug identity, dosage, instructions, doctor's name, and prescription date;
5. The prescription must be current;
6. **The medication MUST be delivered to school by the parent or guardian**

### **Non-prescription medications:**

1. Must be in the original container (aspirin bottle, cough medicine bottle, etc.)
2. Must be clearly identified as to the name and type of medication and dosage instructions;
3. A note signed and dated by the parent giving the child's name, medication time, dosage instructions, specific dosage times and other necessary instructions must accompany the medication. Sample:  
Please give "child's name" one teaspoonful (teaspoon provided) of "brand name" cough medicine at 10:00 A.M. and 2:00 P.M.  
Parent's Signature and Date

*Policy 5330*

## **Pets/Animals**

Due to allergies and/or medical restrictions, students are not allowed to bring their pets to school for the purpose of sharing. On occasion an assembly or classroom lesson may occur where animals are

present. Parents may choose to exclude their child from an assembly or classroom lesson involving animals. Prior notification will be given to the parent for any activity involving animals where handling of an animal may be an option.

### **Playground Rules**

Students are to remain on the play field or blacktop play area during outdoor recess. When the fields are muddy, that area will be off limits. No sledding on blacktop surfaces – sledding is permitted only on the hill in back of the Elementary School. No throwing of snowballs or ice chunks. No baseball permitted, only softball. No look-alike weapons are permitted. No crossing of the road. No tackling, tripping, hitting, or rough play. The school has equipment for students to use during recess. It is recommended that students do not bring toys from home.

### **Playground Supervision/Recess**

A short break is necessary, physically and mentally, for all children. Recess is a part of the regular school program. If a child has been ill, he/she should not return to school until he/she is ready to participate in all school activities, including recess. There is no supervision in the classroom during recess periods, therefore, parents should RARELY REQUEST that a child be permitted to remain in the building.

The decision to cancel outdoor play during inclement weather is an administrative office decision.

Supervised playground times are the morning, noon and afternoon recesses. An adult is on the playground during regularly scheduled breaks. The playground is not supervised before or after school; therefore, students are asked to refrain from going to the playground before school and are expected to leave for home immediately following dismissal.

### **Promotion, Placement and Retention**

A student will be promoted to the succeeding grade level when she/he has completed the course requirements at the presently assigned grade; in the opinion of the professional staff, achieved sufficient growth toward the instructional benchmarks set for the present grade; demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade.

*Policy 5410*

### **Report Cards**

Report cards are issued following the completion of each nine week grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades.

Parent/Teacher conferences are scheduled following the completion of the first nine week grading period. The parent's attendance at conferences is very important. A parent may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

*Policy 5420/5421*

**School Closing/School Delay**

The decision to delay opening or to close school will be made as soon after 6:00 a.m. as possible, but no later than 6:15 a.m. To make this process easy to understand, the announcement will either state that school will be delayed two hours or that school will be closed for the day.

You may find school closing information in the following locations:

- School Messenger System
- WMTV Channel 15 – Madison
- FOX Channel 11 – Green Bay
- The district’s telephone messaging system {dial the district number (920-398-2373) after contact press “5”}

**School Dress/Grooming**

While fashion may change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related or inflammatory messages or innuendoes on my clothing?
- Am I dressed appropriately for the weather and a learning environment?

Good grooming is a part of good scholarship. We ask students to adhere to the standards of proper dress, cleanliness, and neatness.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

*Policy 5511*

**School Fees**

School fees are set annually by the School Board. School fees may be paid at the office.

*Policy 6152*

**Student Admission & Behavior at Extracurricular Activities**

**To be admitted to any extracurricular activity, any student under 12 years of age must be accompanied by an adult, parent or guardian.** If a student is removed from any activity by a police officer or school official, that student will immediately become ineligible to participate as a spectator in any of the school's sporting events or to participate in any district sponsored extracurricular activities such as dances, fundraisers, etc. This restriction of privileges shall continue for a period not to exceed the equivalent of one calendar year.

*Policy 5855*

### **Student Code of Conduct**

We are proud of our students and expect them to conduct themselves in such a way as to be a good representative of their school and their home. They are to be well mannered and respect the rights of all teachers, school staff, and fellow classmates. This in turn creates an excellent atmosphere in which to learn and grow.

The Unit Administrator, any administrative personnel, or teacher designee of the school shall be authorized to take any action in connection with student behavior that is reasonable, desirable, or necessary to help any student – to further school purpose or to prevent an interference of such. Action could include, but is not limited to, one or more of the procedures listed below:

1. Counsel with a student or group of students
2. Call or write a letter to parents/guardians
3. Hold a conference with parents/guardians
4. Require a student to spend time at recess, or before and/or after school hours to complete work.

Serious violations of the code of conduct which are dangerous, disruptive, unruly or chronic will be handled by the principal or administrative personnel. Action could include, but is not limited to, one or more of the procedures listed below:

1. Require in-school detention while doing classroom assignments
2. Require in-school suspension
3. Require out-of-school suspension and counseling
4. Require expulsion after appropriate due process

*Policy 5500/5600*

### **Tornado Warning**

Announcements will come from the office over the speaker system relative to tornado drill procedures. During the tornado season, we will plan to have at least one mock tornado drill, usually under the direction of the local emergency government. Designated shelter areas are clearly posted in each classroom. Teachers will discuss emergency tornado procedures with students in greater detail.

*Policy 8420*

### **Visitors**

If you have a school age child visiting your home and you wanted to know if that child can come to school with your child, please be advised Markesan Elementary School allows visitors to join your school age child during lunch and noon recess.

*Policy 9150*

### **When It Is Important To Notify School**

Parents need to notify the school by phone or note when any changes to the student information form take place – such as:

- Change of Address
- Custody Restrictions
- Change of Phone Number (student or emergency contact)

Also for the following:

- Doctor Appointments
- Ill

## **TELECOMMUNICATION/INTERNET POLICY**

### **Statement of Intent**

The Markesan District Schools believe that the benefits of Internet access far outweigh the risks and that the key to safe Internet usage is based on education and example. The purpose of this policy is to ensure that those using electronic resources at our schools will do so with respect for the public trust and in accordance with our District's educational goals and the regulations established by State and/or Federal

agencies. It is further understood that the transmission of material in violation of any State and/or Federal regulation is prohibited. This prohibition extends to, but is not limited to, copyrighted material; threatening, obscene or any unlawful material; and material protected by other legal means. Use of the network for commercial or illegal activities of any kind is prohibited. School officials will apply the same criterion of education suitability used for other educational resources. For the purposes of this policy, a user is defined as any employee or student of the Markesan District Schools.

### Telecommunication/Internet Use

The Internet provides access to computer information resources. The Internet is similar to books, videos and other information sources. Students use the Internet as they would any other educational resource. They ask questions of and consult with experts, communicate with others and locate information. Because of the dynamic nature of the Internet, it is impossible to predict what information students might find while using it. Each user is therefore responsible for his/her behavior while using our resources. Teachers will assist students in developing the skills needed to identify, discriminate and evaluate appropriate information resources.

Since Internet sites may contain material that is objectionable, adult-oriented or otherwise inappropriate, the user is responsible for his/her actions and may not access, download or print from these sites. Although the District maintains filtering devices, these devices should not be expected to provide the user with complete protection from undesirable Internet sites. **Access to the network is a privilege and not a right.** It requires that each user adhere to our District's policy on acceptable use. Violation of this policy or abuse of the facilities in any way will result in disciplinary action that may include revocation of access privileges, "discipline up to and including discharge", suspension and/or expulsion from school and/or appropriate legal action. "Disciplinary action may be taken against users, when their off-campus speech causes a substantiated disruption to the educational environment or interferes with another user's rights. Criminal action may be taken against a user when their speech on or off campus constitutes a true threat."

### CIPA/NCIPA

In accordance with requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA), all equipment connecting to the Internet from any connection located within the District's buildings will be blocked or filtered. The District will make the best efforts to prevent users from accessing or transmitting visual illustration of material considered obscene, child pornography, and any material considered harmful to minors as those terms are defined in CIPA. The District will also make the best effort to prevent users from accessing or transmitting offensive, disruptive, or harmful data or any "inappropriate matter" as that term is used in the NCIPA.

In addition, the District will also make the best effort to prevent unauthorized access to its system and files, including so-called "hacking" and the unauthorized disclosure, use or dissemination of personal identification information of minors. To assist with this effort, the District will use software and staff to routinely monitor users' activities. The District acknowledges that no blocking or filtering device is capable of ceasing all inappropriate content all of the time. Therefore, students are not to use the District's Internet access without supervision by a staff member. It is the responsibility of the staff to make best efforts to guide and to monitor students in the effective and appropriate use of the District's

computer system. This includes, but is not limited to:

- A. Teaching students how to find educationally appropriate electronic materials.
- B. Teaching students how to evaluate the educational appropriateness of electronic materials.
- C. Teaching students information literacy skills, including understanding of safety, copyright, and data privacy.
- D. Teaching students proper safety and security procedures when using electronic mail, chat rooms, and other forms of direct electronic communication.

### Acceptable Use Guidelines

- A. Users will conduct themselves according to the social and cultural norms of our community. Use of the District's network, Internet, electronic mail and/or other telecommunication technology is viewed as a privilege and not a right in the District. Such access may be used for educational and research purposes only, consistent with the educational objectives of the District.
- B. Users shall learn appropriate Internet etiquette, which includes the following:
  - 1. Users shall respect the rights of others. They should conduct themselves responsibly, ethically and politely while on-line.
  - 2. Users may not use any account, mailbox or other site that does not belong to them.
  - 3. Users shall promptly remove electronic mail.
  - 4. Users shall use information storage moderately and close unneeded Internet connections.
  - 5. All users shall report misuse of the Internet to a teacher or administrator as soon as possible.
  - 6. Users will only use school-approved, licensed software on school computers and will not bring to school or use other programs or applications without permission.
  - 7. Users are to report any virus notification or virus-like activity immediately to school personnel.
- C. Users have the right to examine a broad range of opinions and ideas in the educational process, including the right to locate, use and exchange information and ideas on the Internet. With this right there is a corresponding obligation. This means that users are responsible for their own ethical and educational use of the Internet. Misuse may result in school disciplinary action and in loss of privileges. Legal action may also be taken against members of the District community who violate the Telecommunication/Internet Policy. Violations that may lead to disciplinary

action, revocation of privileges and/or legal action include, but are not limited to, the following:

1. Subscribing to inappropriate newsgroups.
2. Sending electronic mail inappropriate for educational purposes.
3. Cyber bullying. (Includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs.) It is also recognized that the author or sender of the inappropriate material is often disguised or logged on as someone else.
4. Harassing other users.
5. Using abusive, vulgar and/or other inappropriate language.
6. Downloading and/or storing executable files.
7. Downloading files without permission.
8. Revealing or searching for another person's personal information (address, telephone number, etc.) without permission.
9. Sharing a password with someone else.
10. Logging on to more than one machine at a time.
11. Viewing and/or printing of inappropriate pictures.
12. Allowing another user to use the computer under your user name.
13. Allowing another student to use your user name when their privileges have been suspended.
14. Vandalizing or inappropriately accessing hardware, software, files, accounts or other electronic information.
15. Recreational game playing.
16. Downloading and storing files for non-school use (i.e. pictures, movies, .wav, QuickTime).
17. Failing to report security problems (i.e. virus notification, or other strange computer behavior).
18. Participating in any illegal activities.
19. Engaging in any activity posing risks to anyone.
20. Violating Markesan District School policies.
21. Using telecommunication access or technology inappropriately.
22. Attempting to bypass, change, alter, corrupt, and/or defeat network activity and/or security.

- D. Teachers and/or administrators will determine what is appropriate material and appropriate use.
- E. Users will not hold the teacher or District liable for any materials retrieved from the Internet.
- F. When cyber bullying originates from a non-school computer, cell phone or other device, but is brought to the attention of the school officials, disciplinary action shall be based upon whether the educational processes/atmosphere or day-to-day operations have been disrupted.
- G. Our District reserves the right to modify our policy at any time.

### User

I understand and will abide by the Telecommunication/Internet Policy of our District relating to the use of the Internet and will abide by the Telecommunication/Internet Agreement. The District is not liable for lost, damaged, or unavailable information due to technical or other difficulties and is not responsible for what users do or the information they access. I acknowledge that the majority of such information is generated outside of District control. I further understand that any violation of the Telecommunication/Internet Policy and/or the Telecommunication/Internet Use Agreement will jeopardize my access privileges and certain such violations may constitute criminal offenses. School disciplinary action may also be taken. When unsure of any procedure or policy, it is the user's responsibility to ask someone in authority.

### Parent/Guardian

If the user is under the age of eighteen (18), a parent/guardian signature is also required. As a parent/guardian, I understand all the above and I further accept full responsibility for my son/daughter's actions.

### **Please note the Telecommunication/Internet Use Agreement Information on the Parent and Student Agreement Form**

### *Policy 7540.03*

### Virtual Education – Student Conduct

The Markesan District Schools (District) expects students, participating in remote learning to follow school rules during virtual instruction and when interacting with staff and students in a virtual setting. Students may be disciplined for violating the Student Code of Conduct or this policy during virtual instruction even though the student is not present on District property.

### Virtual Instruction Accountability and Internet Safety

Virtual instruction requires students to access their educational program online. There are certain risks inherent in all online activities. Students must comply with the following standards and expectations to protect themselves and others.

- The District's Acceptable Use policy applies to all students participating in the District's virtual educational programs and online class activities.
- Use only one username and password.
- Use an appropriate profile picture for any virtual accounts.
- Do not share usernames or passwords with anyone. Each student is responsible for all activities associated with his or her username and password.
- Do not interfere with other student's ability to access virtual instruction or disclose anyone's password to others.
- Do not publicly post personal contact information, including the personal contact information for others.
- Do not use the District's virtual instruction resources for any illegal activities, including the sale or purchase of illegal substances.
- Do not use District virtual instruction resources to send unsolicited emails not pertaining to class (i.e., SPAM).
- Do not use the District's virtual instruction resources to access inappropriate programs, applications, or websites.
- Do not publicly share private messages from staff or others.
- Do not agree to meet in-person with anyone met exclusively on the internet.

### Conduct During Virtual Instruction

Virtual instruction is similar to in-person instruction, but presents unique opportunities and challenges. Students are expected to be engaged and courteous of others during virtual instruction and other class activities as they would during in-person instruction in a classroom. The District's Student Code of Conduct applies to all students participating in the District's virtual instruction and online class activities. Students are expected to obey the following standards and expectations, as well:

- Sign-in for virtual instruction and activities using the appropriate, designated username and password.
- Do not allow siblings or other members of the household to participate in virtual instruction

unless authorized by the virtual class teacher.

- Review typed messages before sending them to remove easily misinterpreted language and proofread for typos.
- Private messages during instruction should be kept to a minimum.
- Engage in virtual instruction discussions in a respectful manner that abides by the following standards:
  - Avoid sarcasm, jargon, and slang;
  - Swear words are not acceptable;
  - Do not use images, “GIFs,” or “Memes” in place of written responses or comments unless specifically directed to do so by a teacher;
  - Focus responses on the questions or issues being discussed, not on the individuals involved.
- Do not make inappropriate comments verbally or via direct messages. Inappropriate messages include, but are not limited to; those that contain:
  - threatening messages or images;
  - insults or attacks of any kind against a person;
  - obscene, degrading or profane language or images;
  - repeatedly sent unwelcome messages or images that harass the recipient; and
  - material that is defamatory or intended to annoy, intimidate, or bully others.

If a student or his/her parent(s)/guardian(s) has any questions about the rules, standards, and expectations of applicable students participating in the District’s virtual educational programs and online class activities, the student should contact the Principal immediately.

**MARKESAN DISTRICT SCHOOLS**  
**100 VISTA BLVD**  
**MARKESAN, WI 53946**

**CONCERN/COMPLAINT FORM**

Please complete this form and submit it to the unit principal if you wish to register a written concern/complaint regarding a school district employee, policy or action.

ISSUE:

Please describe your concern in your own words:

---

Signature

Date

---

Address

\*\*\*\*\*

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Date Received

The unit principal will respond in writing within ten (10) working days.

**UNIT PRINCIPAL'S RESPONSE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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If the concern in question is not resolved to your satisfaction following your contact with the unit principal, please contact: District Administrator, Markesan District Schools, 100 Vista Blvd., Markesan, WI 53946; Phone – (920)398-2373

If after discussing this matter with the district administrator, or his/her designee, you wish to pursue this matter further, please request that the district administrator arrange a meeting with the Board of Education.

**Markesan District Schools  
Medication/Treatment Consent Form**

**All portions of this Medication/Treatment Form must be completed before over the counter or prescription medication can be administered by school personnel. Incomplete forms may result in the form being returned for full completion. Non-prescription medications do not require a physician signature. All medications must be in the original labeled container.**

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Health Care Provider's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Medication \_\_\_\_\_  
 Dosage \_\_\_\_\_ Time(s) to be given \_\_\_\_\_  
 How to be Given \_\_\_\_\_ (Oral, injection, inhalation, topical)  
 Reason for Medication \_\_\_\_\_ Stop Date \_\_\_\_\_  
 Describe Treatment and Procedure \_\_\_\_\_  
 \_\_\_\_\_  
 Explain possible reactions or other instructions \_\_\_\_\_  
 \_\_\_\_\_

Is the child authorized to carry and self-administer EMERGENCY medication? Yes No

I hereby give permission for school personnel to administer the medication/treatment(s) **I have provided** for my child, according to the directions stated and authorize them to contact the practitioner if there is a question. I further authorize the practitioner to render treatment to my child, as appropriate and necessary, arising out of administration of the medication. Authorization is hereby granted to release information to appropriate school personnel and classroom teachers. **I agree to hold the Markesan School District, its employees or agents who are acting on this request, harmless in any and all claims arising from the administration of this medication/treatment at school. I also agree to inform the school immediately in writing of any changes or discontinuation of this order.** I shall pick up any unused portions of the medication/treatment within 3 business days of completion of the school year or when this order has been discontinued. *I acknowledge that the medication/treatment supplies will be destroyed if it has not been picked up after 5 business days.* \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

**HEALTHCARE PROVIDER AUTHORIZATION**

The healthcare provider whose signature follows hereby authorizes school personnel to administer medication/treatment as prescribed and also agrees to accept communication regarding the administration procedures. It is understood that the medication/treatment will be given by non-licensed, but specially trained personnel, and the reasons that the medication/treatment must be given during the school day should be given. Prescription inhalers may be carried by the student per section 118.291 (Wis. Stats.) with written signature from healthcare provider and parent/guardian.

Medical rationale for medication/treatment to be given during the school day: \_\_\_\_\_

Child may carry and self-administer EMERGENCY medication Yes No

Healthcare Provider's Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_  
 03/2020 HC List  Health Contacts  Health Plan  FT List

*Markesan District Schools*

*Phone (920) 398-2373*

[www.markesan.k12.wi.us](http://www.markesan.k12.wi.us)

*100 Vista Blvd P.O. Box 248  
 Markesan, Wisconsin 53946*

August 2020

Dear Parent,

Federal law requires that Markesan District Schools share with you the qualifications of teachers within the district. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What college did my child's teacher attend?
- What degree(s) does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

All teachers have at least a bachelor's degree in Markesan District Schools, many having advanced degrees. All teachers in this school are fully licensed for their assignment. If you would like to see the qualifications for your child's teacher, you may contact the school or find the information on the DPI website at [www.dpi.state.wi.us/dpi/disis/tel/lisearch.html](http://www.dpi.state.wi.us/dpi/disis/tel/lisearch.html).

In addition, we have Title I instructional aides who are considered qualified for this work. If you would like more information about Markesan Primary/Intermediate School, please feel free to call me at 920-398-2373.

Sincerely,

Mr. Duane Bark  
District Administrator