

**2024-25**  
**Port Edwards School District**  
**Ed Heuer Elementary School**  
**Student Handbook**

**Building rules & procedures for  
Ed Heuer Elementary students**



**The Port Edwards School District Motto:**

***“Improving America’s Future,  
One Student at a Time.”***

# Welcome to Ed Heuer Elementary School, where Every day is a GREAT DAY to be a BLACKHAWK!

Students & Families,

Welcome to another exciting year of learning at Ed Heuer Elementary School! Our staff is excited to work with the children and families of our community. The Port Edwards School District is dedicated toward providing an outstanding academic and social environment in which all children can grow and thrive.

This handbook has been created in order to provide our students and their families with the procedures, processes, and rules of Ed Heuer Elementary School. I encourage you to review it, and to keep it close at hand for easy reference.

The Port Edwards School District values the relationships that we have with our families and students. If you have any questions or concerns about Ed Heuer Elementary, constructive feedback is always welcome.

**Best wishes for a great school year!**

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## **2024-2025 DAILY TIME SCHEDULE**

Doors open	7:45 a.m.
First bell	8:20 a.m.
Class begins	8:25 a.m.
Class ends	3:12 p.m.

The academic day runs from 8:25 a.m. until 3:12 p.m. Students should report no sooner than 7:45 a.m., and should leave school promptly at dismissal time, unless other arrangements have been made to stay late.

## **BEFORE SCHOOL**

School doors will open for breakfast and/or recess at 7:45a.m. unless students are enrolled in the Blackhawk Early Birds Program. **See details on page 10.**

**AFTER SCHOOL** Please see After School Pickup Procedures on Page 8 for details.

## **2024--2025 SCHOOL CALENDAR DATES**

School Begins:	September 3, 2024
School Photos (Grades K-5):	September 24, 2024

## **No School for Students**

Labor Day:	September 2
Professional Inservice Day:	October 24
No School:	October 25
Thanksgiving Vacation:	November 27-29
Winter Vacation:	December 21-January 1
Professional Inservice Day:	February 10
Record Keeping Day:	March 10
Spring Vacation:	March 24-28
No School:	April 18
Professional Inservice Day:	April 21
Memorial Day:	May 26
Last Day of School:	June 5, 2025
Record Keeping Day:	June 6

## School Terms

End of First Trimester: November 26  
End of Second Trimester: March 7  
End of Third Trimester: June 5

## IMPORTANT TELEPHONE NUMBERS

Absences Grades 4K-5: 715-887-9070  
Elementary Principal: 715-887-9000 ext. 101  
School Nurse: 715-887-9000 ext. 202 (MS/HS), ext. 421 (ES)  
Lamers Bus Lines: 715-421-2400 ext. 10211

## ACHIEVEMENT TESTING PROGRAM

In order to monitor your child's academic achievement, the district follows a yearly standardized testing program. The Department of Public Instruction (DPI) evaluates and determines which tests will be administered to students.

Parents will be notified as the testing periods approach. As a parent, you can help us by ensuring that your children get adequate rest and relaxation during test times and avoid disruptions such as clinic or dentist appointments on the test days. We appreciate your cooperation as testing requirements may change from year to year.

## SCHOOL ATTENDANCE

**TO REPORT AN ABSENCE IN GRADES 4K-5,  
PLEASE CALL 715-887-9070 BY 9:00 A.M. THE DAY OF THE ABSENCE.**

Wisconsin state statute 118.15 and 118.16 requires children between the ages of 6-18 to attend school every day that school is in session. When a student is absent for any part of a school day, the parent/guardian must call the school and provide a valid reason for the student's absence. The principal has the final authority as to whether an absence is excused.

Valid reasons are limited to situations where the absence is unavoidable, such as illness, medical or legal appointments, religious observance or funeral. **Personal reasons (without specifics), such as car trouble, oversleeping, traffic problems, etc. are not acceptable excuses.**

In accordance with state law, a student may only be excused by a parent/guardian for a total of 10 days in any school year. **Absences after 10 days or parts of days in any school year will be considered truant unless the principal receives satisfactory documentation from the parent/guardian to justify the additional absences.** If a student must be absent from school, the parent/guardian must phone the elementary school office by 9:00 a.m. on the day of the absence.

A truancy is defined as missing 15 or more minutes of a class without a school-approved reason. Any unresolved absence that is not cleared up within 48 hours will be recorded as a truancy. **When a student is truant for 5 days or parts of days in a semester, the parent will receive a letter of notification. Excessive truancy may result in a referral to local law enforcement and social services.**

The school reserves the right to request an excuse from a medical doctor for any abuse of the attendance policies and procedures.

All students having an excused absence from school will be allowed to make up work. Two days will be allowed for each day of non-vacation, excused absence for completion of this work. This make-up privilege applies to work assigned or missed due to the absence and not to previously assigned work, tests, papers, etc.

### **PASS SYSTEM**

We require that all of our students present a pass to their teacher in the event that they must enter or leave the school. This procedure will ensure that there is good communication between the parents/guardians, teachers and the elementary office.

If you are picking up your child during the school day, please notify the office in advance via phone call or email. The office will then be able to dismiss the child in a timely manner.

### **TARDIES**

If your child arrives late in the morning, please call the office and we will check the student in at the office and then give them a pass to class. This system will give us increased security and increased accuracy in recording absences. Tardiness to school causes a disruption for your student, his/her classmates, and the teaching staff. ***Please bear in mind that when a student is late, the time counts toward the 10-day absence rule.*** Although we all occasionally have unavoidable delays, please keep in mind that the school must use the following guidelines for reporting under State Attendance Laws:

- **Excused Tardies:** medical and legal appointments (with a written doctor's excuse), illnesses or family emergencies
- **Unexcused Tardies:** oversleeping and running late, including instances such as car trouble.
- Excessive tardies will be referred to social services.

## **VACATIONS**

The Board of Education recommends that extended family vacations be planned so as not to interfere with the child's in-school education. Many in-school educational experiences cannot be made up. If a child must miss school, established guidelines must be observed so that the absence creates as little negative effect as possible.

Please notify the school and your teacher as far in advance as possible. Completing work before a vacation can minimize the effect of the absence. The student may pick up a Pre-arranged Absence Form in the elementary school office. A parent/guardian must sign the form and turn it into the office. This allows the teacher and student to make arrangements for missed work.

If the student has not made arrangements prior to vacation to complete required assignments, the absence for that class will be unexcused. This emphasizes the importance of notifying and working with the teachers well ahead of the planned vacation. Remember that only 10 days total absence can be considered excused.

## **ALCOHOL & OTHER DRUGS POLICY**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

The District Administrator shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools, including education, prevention and standards of conduct.



## **TOBACCO USE/POSSESSION**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well- established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

## **ANIMALS**

Animals are not allowed to visit school unless they are pre-approved by the building principal.

## **AFTER SCHOOL CHILD PICK-UP PROCEDURES**

The school day ends at 3:12 p.m. For safety purposes, parents may not enter the building and doors will remain locked.

Buses are not allowed to move if students are on the sidewalks. Therefore, all bus students will be lined up and released first.

After all students are accounted for on their appropriate buses, students who are walking or getting picked up will be dismissed by grade level. Students must go directly home after school. There is no supervision on school grounds after dismissal. Students **must** be picked up by 3:20 p.m. Any students remaining in the building after that time will be checked into The Boys & Girls Club. If a student is not a member of Boys & Girls Club, after 3 attempts to phone parents/emergency contacts, the school police liaison officer will be contacted.

Parents picking up students may not pull up in front of the building until all of the buses have been dismissed.

Parents are encouraged to **drive through** and pick up their child(ren). Please pull all the way forward and stay on the **right side** as you pull through.

There is absolutely **NO PARKING** in the pick-up lane! If you need to get out of your vehicle, please use the parking lot in front of the building, Fifth Street by the baseball diamond, or VerBunker Ave.

Parents are not allowed to park in the staff parking lot at any time. We have very limited parking and need every space available for teachers, some of whom travel between buildings.

## **BICYCLE RULES & PARKING**

Bicycles are a very desirable means of transportation to and from school, but their use places additional responsibility on the student to follow all traffic and safety rules. Students who do not follow the rules will be required to leave their bicycles at home. Please encourage your child to wear a bike helmet.

Bikes must be parked in the bike parking area. Students are not allowed to play in the bike parking area and bikes are not allowed to be ridden anytime during the day.

## **BLACKHAWK EARLY BIRDS PROGRAM**

The Blackhawk Early Birds Program runs from 7:00 a.m. until school breakfast is served at 7:45. Students may attend anytime during this time frame. Parents must complete an enrollment form and pay a \$10 fee once per school year for each child. Blackhawk Early Birds is held in the IMC and is open to students in grades K- 5, Monday through Friday and coincides with the district calendar. If there is no school for students, there will be no **Blackhawk Early Birds** that day, or any day school is closed due to inclement weather. **Doors will not open for Blackhawk Early Birds until 7:00 a.m.** At 7:45 a.m., students may go into the cafeteria to eat breakfast or go outside for recess.

## **BOYS & GIRLS CLUB**

The Boys & Girls Club of the Wisconsin Rapids Area provides after-school programming five days a week until 6:00 p.m. for students ages 6-12. Students attending Boys & Girls Club may participate in arts and crafts, board games, movie days, outside recreation, homework help and other activities. For a yearly membership fee, the club offers a safe, positive place for students after school. For more information about the Boys & Girls Club or to register your students, log on to [bgcwra.org](http://bgcwra.org). You can also call them directly at 715-424-2582.

## **BREAKFAST & HOT LUNCH PROGRAM**

A nourishing hot meal is available to all students in grades K-5. Port Edwards Schools use an automated ID food service program. Each student in grades K-5 is issued an ID number. When students wish to purchase breakfast or lunch, their number is entered into the computer. This process is monitored or conducted by a staff member. The cost of the meal is automatically deducted from the student's account. **All accounts must have a positive balance.** When an account balance is low, the school may call the home or send a reminder note. Students may, if they prefer, bring a lunch from home. Families are advised to assist their child when packing a lunch, to ensure that a healthy, well-rounded meal is packed. They may purchase a carton of milk to have with their lunch. The current price for a carton of milk is \$.45. The current meal prices for students in grades K-5 are \$1.70/day for breakfast, and \$2.70/day for lunch consisting of a choice of two main entrees, both of which include a variety of fruits and vegetables from the Garden Bar. These prices are subject to school board approval and may change. **You must make deposits to your child's account in advance (prices are subject to change).** These payments can be made in person or on line.

If you feel you qualify for the USDA School Nutrition Program, request a Free and Reduced Price School Meals Application form from the elementary school office. This program allows families with limited income to obtain free or reduced priced meals, including lunch & breakfast, for

their children. If you qualify and choose to bring a cold lunch, you must **purchase** milk for the current price of \$.45. Parents should fill out a new application form at the beginning of every school year.

### Cafeteria Behavior

- Students may report to the cafeteria for breakfast from 7:45 a.m.-8:15 a.m. Breakfast will not be served after 8:15 a.m.
- Student manners and behavior are expected to be that which would normally be expected in any public eating establishment.
- Students are to remain seated until excused by an adult supervisor. When ready to be excused, students should raise their hand.

### MILK PROGRAM

A carton of white or chocolate milk is available to students in grades 4K-5 around the time of morning recess. If parents/guardians want their child to take advantage of the milk program, the cost is \$78.75 for the year, payable, in trimesters, throughout the school year. The morning milk program is separate from lunch accounts; however, families that qualify for free or reduced priced meals are also eligible for free milk.

### School Wellness (PESD Policy 8510)

The Port Edwards School District encourages all members of the school community to help create an environment for students that supports lifelong wellness habits that include nutrition and adequate exercise.

In order to create and maintain an environment which supports and teaches healthy eating habits as well as physical activity, unified efforts between the food service department, health teachers and physical education teachers and the school health personnel will be supported.

### School Nutrition Guidelines

The District will provide adequate time for students to enjoy eating healthy foods and socializing, while participating in the National School Lunch Program (NLSP) and/ or School Breakfast Program (SBP). Adequate space, seating and supervision will be provided in a clean, orderly and inviting dining area. The District adheres to the income eligibility guidelines for free and reduced meals as established by the Secretary of Agriculture.

### Food Service Nutrition Guidelines

#### A. School Meal Programs

The school meal programs will operate in accordance with the NLSP and/or SBP standards and applicable laws and regulations of the Port Edwards School District. Schools will offer varied and nutritious food choices that are consistent with the federal government's current Dietary Guidelines for Americans. All school meals will be prepared in a way that maximizes nutrient density and reduces fat and sodium. Menus will be planned with the input from students, community and other school personnel.

Parents and caregivers are encouraged to support a healthy school environment by providing a variety of nutritious foods if meals are sent from home.

#### B. Beverage Items

1. The vending or non-vending sale of caffeinated drinks or soda will be prohibited during the instructional day.
2. The vending or non-vending sale of soda or artificially sweetened drinks will not be permitted on school grounds from midnight prior to the school day until thirty (30) minutes after the last instructional period of the school day, but will be permitted at those special events that begin thirty (30) minutes after the conclusion of the instructional day.
3. Only water will be permitted both prior to and during the instructional day.

Non-food Service Nutrition Guidelines: The Port Edwards School District encourages the sale or distribution of nutrient dense foods for all school functions, fundraisers and other activities. Schools and school groups are encouraged to follow the nutrition guidelines set by the district when selling food and beverages on school grounds outside of school hours.

#### A. Snack Items

1. Provide food options that are low in fat, calories and added sugars.
2. All food items for sale prior to the start of the school day and throughout the school day will have no more than 35% of its total calories derived from fat and no more than 10% of its total calories from saturated fat.
3. The vending of candy will not be permitted.
4. Non-vending sale of candy will be permitted at the end of the instructional day.
5. It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.

#### B. Classroom Incentives and Treats

Teachers, parents and support staff are encouraged to consider non-food items as student incentives or rewards. If food is used for celebrations or incentives those food items should adhere to the nutrition guidelines.

### C. Fundraising

1. All fundraising projects must be approved by the school principal as stated in the district policy.
2. All fundraising projects sold during the school day will follow the smart snack guidelines and exemptions allowed under the law or established guidelines will be permitted only with school principal permission.
3. Items being sold must not interfere or compete with the NSLP and/or SBP.

### Health and Wellness Curriculum

A Health & Wellness curriculum will educate students to develop the knowledge, attitudes, skills and behaviors for life-long healthy eating habits and physical activity. Some of the topics included in the Health and Wellness Curriculum may include: eating habits, nutrients, dietary guidelines, My Plate, serving sizes, labeling, weight problems, eating disorders, fad dieting, food safety, human growth and development, food allergies and food sensitivities. The physical education curriculum will emphasize the knowledge and skills for a lifetime of regular physical activity.

The Superintendent will ensure that this policy is reviewed regularly by school health, health and physical education personnel, and food service personnel who may make recommendations through the administration to the board of education.

## BUILDING EXPECTATIONS

The staff and students at Port Edwards Elementary School practice the principles of Responsive Classroom as outlined below.

### Foundation

- ◆ Knowledge of child development
- ◆ Explicit teaching of social as well as academic skills
- ◆ Facilitation of positive community membership

<b>Guiding Principles</b>	<b>Teaching Practices</b>
<ul style="list-style-type: none"> <li>• The social/emotional curriculum is as important as the academic curriculum.</li> <li>• How children learn is as important as what they learn: process and content go hand in hand.</li> <li>• The greatest cognitive growth occurs through social interaction.</li> <li>• There is a specific set of social skills that children need to learn and practice in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self-control (CARES).</li> <li>• Knowing the children we teach – individually, culturally, and developmentally – is as important as knowing the content we teach.</li> <li>• Knowing the families of the children we teach is as important as knowing the children we teach.</li> <li>• How we, the adults at school, work together is as important as our individual competence: lasting change begins with the adult community.</li> </ul>	<ul style="list-style-type: none"> <li>• Morning Meeting: A daily routine that builds community, creates a positive climate for learning, and reinforces academic and social skills</li> <li>• Rules and Logical Consequences: A clear and consistent approach to discipline that fosters responsibility and self-control</li> <li>• Classroom Organization: Strategies for arranging material, furniture, and displays to encourage independence, promote caring, and maximize learning</li> <li>• Guided Discovery: A format for introducing materials that encourages inquiry, heightens interest, and teaches care of the school environment</li> <li>• Academic Choice: An approach to giving children choices in their learning that helps them become invested, self-motivated learners</li> <li>• Reaching Out to Parents/Guardians: Ideas for involving parents or guardians as true partners in their children’s education.</li> </ul>

### Outcomes

- ◆ Increases social skills and academic engagement
- ◆ Establishes positive classroom climate
- ◆ Increases learner investment and independence
- ◆ Decreases disruptive behaviors

Students should not engage in behavior that may hurt or injure others. When students make inappropriate behavior choices they will participate in activities that focus on personal responsibility and restitution. The Port Edwards School District believes that students should be held accountable for their behavior and be involved in finding solutions that work. All teachers will teach and model problem-solving, the use of caring language, and conflict resolution strategies. In instances of severe misbehavior parents will receive notification.

The following chart provides examples of student behavior that do not demonstrate respect for others’ rights to learn and teach. It is meant to help students and families understand what is considered inappropriate and what the likely consequences may be. It is not meant to be an exhaustive list—School staff and administration reserve the right to assign other appropriate consequences at their discretion.

<p><b>LEVEL 1 BEHAVIORS*:</b> These behaviors will be managed primarily by the staff person involved and/or the classroom teacher.</p> <p><i>*Any behaviors repeated more than 3 times will be escalated to a Level 2 Incident.</i></p>	
<p><b>Behavior:</b></p> <ul style="list-style-type: none"> <li>• Running or rough-housing</li> <li>• Disrespectful language or actions</li> <li>• Class disruption</li> <li>• Violation of classroom/playground rules</li> <li>• Academic dishonesty</li> <li>• Computer Violation</li> </ul>	<p><b>Response:</b></p> <p>(One or more of the following)</p> <ul style="list-style-type: none"> <li>• CARES Sheet</li> <li>• Discipline documentation</li> <li>• Restorative meeting w/involved parties</li> <li>• Contact parents/guardians</li> <li>• Discipline documentation</li> <li>• Minor Consequence</li> </ul>
<p><b>LEVEL 2 BEHAVIORS:</b> These <u>very serious</u> behaviors may be referred by a staff member but will be handled by the administration and other outside agencies (as appropriate). Consequences will depend on the specific circumstance and the severity and frequency of the behavior.</p>	
<p><b>Behavior:</b></p> <ul style="list-style-type: none"> <li>• Physical Aggression/Fighting</li> <li>• Possessing a weapon or look-alike weapon</li> <li>• Threatening a student or adult</li> <li>• Vandalizing or causing criminal damage to school property</li> <li>• Possessing stolen property</li> <li>• Possessing, distributing or exchanging tobacco, alcohol or other drugs</li> <li>• Theft</li> </ul>	<p><b>Response:</b></p> <p>(One or more of the following)</p> <ul style="list-style-type: none"> <li>• Discipline documentation</li> <li>• Restorative meeting w/involved parties</li> <li>• Contact parents/guardians</li> <li>• Discipline documentation</li> <li>• Parent-teacher-administrator meeting</li> <li>• Police Liaison Officer involvement</li> <li>• Temporary, short-term or permanent removal from class</li> <li>• Loss of recess time or other privileges</li> <li>• Suspension (in-school or out-of-school)</li> </ul>

**Ed Heuer Elementary School's Core Behavioral Philosophy:**  
**Our students are expected to consistently show behavior that is safe, respectful,  
and responsible.**

When a student is unable to be safe/respectful/or responsible, it is the responsibility of the school to help them correct their behavior through consequences that come from staff members.

Consequences from staff members will be appropriate to the child's age and actions. If a child fails to respond to verbal redirection from a staff member, or if an action is severe in nature, he or she may be removed from the classroom to the elementary office for further discipline.

### **General School Rules**

Listed below are general rules which all students should follow. Classroom teachers have the professional discretion to create appropriate rules which are more specific and appropriate for their classroom:

- I will walk appropriately.
- I will speak appropriately inside the building.
- I will use good listening skills/habits.
- I will refrain from chewing gum and eating candy unless it is given to me as part of a classroom party/reward, a part of my lunch or allowed by some teachers in their classroom only. If candy is a part of my lunch, I will eat it only in the lunchroom. If the candy is part of a classroom party or reward, I will eat it only at the time given and not in other areas/classrooms.
- I will be prepared with appropriate materials.
- I will display a concern for learning (stay on task, do my best, help others learn).
- I will be where I am supposed to be.
- I will do my best to be on time and to respect the time of others.
- I will not possess, use, or store a weapon, or look-a-like weapon, in or on school property or at a school function.
- I will obtain permission from a staff member to use the building telephones.
- I will leave electronic items at home where they will be kept safe unless permission is granted to bring them to school.

### **Lunchroom Rules**

- I will eat with good manners, including picking up after myself, not throwing food or paper, and not disturbing others.
- I will leave the lunchroom area when I am dismissed and go outside or to another approved area.
- I will wait in the lunchroom quietly while waiting for my teacher when requested by a teacher to stay in.
- I will exhibit appropriate behavior at all times.



## **Student Rights & Responsibilities**

Ed Heuer Elementary students have the right & responsibility:

- To actively participate in their learning & treat themselves and others with respect.
  - To have and appropriately express my own opinion, even when I disagree with others.
  - To ask questions when I don't understand.
  - To know how I am doing with my schoolwork.
  - To learn through the use of a variety of learning styles.
  - To do my best work without being disturbed by others.
  - To be treated with the same respect that all people should have.
  - To be different without being teased.
  - To be protected from criticism for things that I do not know, or for things which are beyond my control.
  - To use and observe appropriate verbal/nonverbal communications.
  - To be called by my given or chosen name.
  - To be safe from someone hitting or harming me.
  - To have my personal property respected.
  - To have fun and play safely on the playground.
  - To express their own personality, within the bounds of school rules and with proper supervision.
1. **I will respect myself, other students and all adults** so that we can feel good about ourselves and do our best.
    - I will listen and follow directions the first time they are given.
    - I will use appropriate language and not swear or call people derogatory or hurtful names.
    - I will consider the feelings of others at all times.
  2. **I will respect my property, others property and school property** so that it can be used correctly by others and me.
    - I will keep my materials, coat, etc. in their proper places in my desk or in the hallway.
    - I will use other property only with the permission of its owner and will treat it with care and respect.
    - I will follow the proper use and care of all furniture, equipment, and materials provided.
    - I will properly dispose of all litter/garbage.
  3. **I will keep my hands, feet and any objects I have to myself** so that I will not disturb the learning and fun of others.
    - I will control my body so as not to disturb others by pushing, kicking, swinging at people, throwing objects etc. when not part of an organized game.
    - I will keep to my own space and respect the space of others.

**I will follow the school rules** so that myself and those around me can learn to the best of our abilities, and feel safe and comfortable.

### **ATTENDANCE AT ATHLETIC & ACADEMIC EVENTS**

So that all persons attending will enjoy the event, each student is expected to meet the following expectations:

- Students must be supervised by a parent/guardian.
- Follow rules of common courtesy and respect.
- Follow all directions of the adult supervisor on duty.
- Enjoy the event. Do not run, chase, or “horse around.” If you create a problem, you will be asked to leave.

### **BULLYING & HARASSMENT - PESD POLICY 5517.01**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student’s educational environment.

#### **Definitions**

**"Bullying"** is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. Cyberbullying – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- 4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
- 5. hacking into or otherwise gaining access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs of students;
- 4. posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

### Complaint Procedures

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds

that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

### **Notification**

Notice of this policy will be **annually** distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

## **Records and Reports**

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

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

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

## **BUS CONDUCT**

### **Bus Riding Responsibilities**

Parents/guardians and students shall realize that the school bus is an extension of the classroom. The bus driver, like the teacher in the classroom, has the responsibility for the safety and welfare of the students while under his/her charge. The following guidelines have been developed for all-school sponsored activities and for the protection and safety of all involved.

All students of the Port Edwards School District must be able to ride in a district bus free from the fear of harassment, abuse, or discrimination. Any incident or suspicion of harassment, abuse, or discrimination should be filed according to the complaint procedures.

### **Parent Responsibilities**

Students shall only ride on assigned buses. Parents/guardians accept the responsibility for the care and safety of the child when deviations from the regular schedule are granted. Student passengers shall not get on or off the bus at a place other than their regular stop unless the bus driver is presented with a written parent/guardian request.

### **Student Responsibilities**

Students shall obey all rules that apply to bus riding for their own safety and protection as well as others aboard the school bus. Students and parents/guardians alike shall be informed that misbehavior on the school bus shall not be tolerated.

### **Prior to Loading, the Student Shall:**

- Be on time at the designated school bus stop – help keep the bus on schedule.
- Stay off the road while waiting for the bus. Bus riders shall conduct themselves in a safe manner while waiting.

- 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.

While on the Bus, the Student Shall:

- Keep hands and head inside the bus at all times.
- Treat bus equipment as he/she would treat valuable furniture in the home. Damage to seats, etc., shall be paid for by the offender.
- Follow the directions of the bus driver.
- Always remain in the seat while the bus is in motion. No standing up or changing seats.
- Treat other riders with respect. Do not yell, scream or throw things.

After Leaving the Bus, the Student Shall:

- Cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver.
- Never walk behind the rear of the bus. If the rider can touch the bus after unloading, they are too close and is in potential danger.

Bus Driver Responsibilities

The bus driver and bus company are responsible for discipline on the bus. The driver may, in extreme cases of a serious nature, notify the police and have a student removed from the bus. Drivers shall talk to students to try and resolve problems. Drivers may assign students to seats on the bus. Drivers will report any incident of harassment, abuse or discrimination.

School Bus Disciplinary Procedures

Students shall conduct themselves on the school bus in a manner consistent with established student behavior standards. The initial phase of discipline for non-critical situations shall be between the bus driver and the rider. If the bus driver is unsuccessful on a one-to-one basis with the rider, he/she will initiate the following progressive disciplinary actions:

First Offense: The offender will receive a verbal warning from the bus driver that the next infraction will result in a written report to the bus company manager. The bus driver may choose at any time to assign a seat to the offender.

Second Offense: The offender will receive a written report of misconduct from the bus company. The offender's parents/guardians and the school principal will receive copies of this report within 48 hours of the incident.

Third Offense: A written report will be filed with the bus company. The bus company will notify parents/guardians and the school principal in writing. The student will receive a suspension from bus privileges. Students whose bus riding privileges have been suspended are required to be in school.

If the student receives more than one suspension in a semester, the student's parents/guardians will be requested to meet with the principal and transportation manager to demonstrate intent of corrective action. Any single incident of a very serious nature, which threatens the health, safety, and welfare of other individuals on the bus or a school district employee, may be referred directly to the district administrator or school board for action and/or hearing.

#### Use of Video Camera on the School Bus

The Port Edwards School District approves the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus, providing for safer transportation for our students. A sign shall be placed at the front of each bus indicating that video cameras are being used on that bus. Only the transportation manager, bus drivers, principals, and district administrator shall be authorized to view the videotape for the purpose of documenting a problem, and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation.

A student being disciplined based on the viewing of a videotape recording, and/or their parent(s), may view that isolated segment of the videotape that documents the incident for which they are being disciplined. The transportation director or building principal(s) shall view the videotape with the student and/or parent(s) and document the date and names of all individuals viewing the tape.

The videotapes shall not be available for viewing by the public in general, employees in general, media, or other individuals. The principals or district administrator may authorize other individuals, such as the school counselor, school psychologist, or social worker, to view segments of a specific videotape, if such individuals are working with the student on the videotape because of a behavior, emotional, or learning problem, and viewing the videotape is beneficial to their role in assisting the student.

If there are no bus problems pertaining to the date a video was taped, the video may be erased or reused after 10 school days.

#### **CODE OF STUDENT CONDUCT (PESD RULE)**

The district owes its students, as a group, the opportunity to attend school free from unnecessary and unwarranted distraction and disruption. Such behavior, while not necessarily as serious or pervasive as to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants that the student be removed from the class or activity to eliminate (or minimize) the disruption. It also reinforces the District's strong commitment to an appropriate educational environment, and provides a "cooling-off" period.

Under the "Code of Student Conduct", any teacher or support staff member in a supervisory capacity employed by the district may remove a student from the teacher's class or the supervisor's area if the student violates the terms of this Code of Student Conduct.



### What are the Grounds for Disciplinary Removal from Class?

A student may be removed from class or other school setting for conduct or behavior which:

- Violates the District's policies regarding suspension or expulsion.
- Violates the behavioral rules and expectations set forth in the Student Handbook.
- Is disruptive, dangerous or unruly.
- Interferes with the ability of the teacher to teach effectively or with a supervisor's ability to maintain a safe environment.
- Is incompatible with effective teaching and learning in the class or unacceptable conduct in a non-classroom area of the school.

### What are Other Reasons for Removal of a Student from Class?

In some cases, a teacher or supervisor may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Some examples could include a student dealing with grief, a medical problem, or emotional distress.

Within twenty-four (24) hours or one business day of the removal, whichever is longer, the teacher or the supervisor shall notify the building principal or designee of the removal.

### Where Shall Students be Sent Pending and During Removal from Class?

For the duration of the removal, the student shall stay in the short-term removal area. At the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program sensory room, or educational setting, provided the student is supervised in such alternative setting.

### How Long Shall a Removal Last?

A student will remain in the removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to return to the class from which he/she was removed, a conference must be held between the student and the teacher or supervisor.

### What are the Procedures for Long-term Placement in an Alternative Setting?

Long-term placement in an alternative setting should not ordinarily be considered or implemented except after a thorough consultation, including consideration of alternatives between the teacher/supervisor(s) and the building principal or designee. For the same reasons, long-term placement in an alternative setting should not ordinarily be considered on the basis of a single incident. Unlike short-term removal, the ultimate decision regarding long-term placement in an alternative setting rests with the building administrator. The building administrator shall, in his/her discretion, take one of the following steps:

- a) Place the student in an alternative education program as defined by law.
- b) Place the student in another class in the school, or in another appropriate place in the school.

- c) Place the student in another instructional setting.
- d) Return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

### Student Suspensions

By law, principals and the district administrator have the authority to suspend students for periods of time not to exceed five days. Boards of education have the authority to suspend for longer lengths of time, including permanent expulsion from school. (Wis. Stat. 120.13, 1980)

When a student has been suspended from school, the parent(s) shall be notified in writing and invited to confer with the principal and district administrator. Students may be assigned an in-school suspension where they will remain in the school and be able to do the required assignments. Student suspension and expulsion are viewed as serious matters:

Suspension and Expulsion are defined as:

Suspension: A time-out removing the student from the normal school program for a period of time not to exceed five days.

Expulsion: Expulsion hearings are conducted by the School Board in accordance with the law. If the student is expelled, the student's in-school educational services are terminated in accordance with the law. The Board at the expulsion hearing determines the length of expulsion time.

### **CONTRABAND & WEAPONS**

The possession of items that are unsafe, unsanitary, disruptive or dangerous are not permitted – items such as matches, lighters, cigarettes, knives, electronic gaming devices or those that play/record music, and firearms. These items will be confiscated and held by the administration for appropriate action. A student in possession of a firearm, contraband, or weapon as defined by Wisc. 921 (a)(3) shall be suspended for up to 15 days. The principal may also recommend to the school board that the student be expelled for a period of one year.

### **NONDISCRIMINATION**

It is the policy of the Port Edwards School District, pursuant to s. 118.13, Wis. Stats., and PI9, that no person, on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district, be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program. Discrimination complaints shall be handled in accordance with established procedures in PESD Policy 2260 and 2260.01.

Complaints shall be submitted to Shane Steltenpohl, Nondiscrimination Compliance Officer, 801 Second Street, Port Edwards, WI 54469, 715-887-9000, ext. 101.

## **STUDENT DRESS**

The Port Edwards School District strives to maintain an environment that is conducive to a positive educational setting. As a result, the school district has established regulations for student dress and clothing worn in the school environment. Every student is expected to comply with the following regulations:

- The building principal will have final approval of any clothing or apparel worn by students in the school setting that may be in violation of this policy.
- Clothing or dress that distract from the learning environment, or is disruptive of the school setting will not be allowed.
- Clothes must be neat and clean.
- Reference to drugs, alcohol, tobacco, profanity, gangs, etc., as well as pictures or saying that are derogatory, offensive or racial are not allowed on clothing, jewelry, lockers, or backpacks.
- No coats, hats, headwear, hoods, bandanas, chains or sunglasses may be worn.
- Shoes/sandals must be worn at all times while on school property or while attending a school-sponsored function.
- Jackets and coats need to be kept on hooks.
- Clothing must cover undergarments and provide coverage to the chest and back, waist and lower back, buttocks, etc.
- Short skirts/shorts are not allowed. A recommended length would be mid-thigh or longer when standing.

For both comfort and safety, E.H.E.S. students are asked to dress appropriately for the weather. Recess is held outside if it is not below zero or there is excessive rain or precipitation. Please remind your child to bring shoes to school during snow boot season. **Due to health concerns, we do not have shoes at school for children to borrow.** If a student is not appropriately dressed for the existing weather conditions or school activities, parents or guardians may be called and asked to bring the required clothing to school.

## **USE OF CELL PHONES BY STUDENTS**

Students are allowed to possess and use cell phones as set forth by District policy, and in accordance with state law requirements.

- During the instructional day, cell phones are to be turned off and secured, out of sight, in the student's backpack or locker.
- Cell phones may be used before and after school, outside of the school building, but not on the playground.
- Cell phones with photographic capabilities shall not be used to photograph other students without that student's permission.
- Cell phones with photographic capabilities shall not be used to photograph any items that are confidential to the organization (for example, testing materials).
- Under no circumstances should cell phones with photographic capabilities be permitted in locker rooms, bathrooms, or other locations where privacy is an issue.

Students may use cell phones during the instructional day if the School Board or its designee determines that the device is used or possessed for a medical, school, educational, vocational or other legitimate purpose.

The building principal may revoke a student's cell phone privileges if it is determined that the student's behavior is a distraction or is detrimental to the learning environment.

Because this policy is geared toward and is most relevant to older students, elementary- aged students are highly discouraged from bringing cell phones to school. The school is not responsible for lost, stolen, or damaged personal items brought to school. Any cell phones not used within these guidelines will be confiscated and must be picked up by a parent/guardian.

### **MONEY AND VALUABLE PERSONAL ITEMS**

Students should not bring large sums of money or objects of high financial or sentimental value to school. If such items are lost, the school district is not responsible for them.

### **BUILDING SECURITY**

We feel it is prudent to take reasonable precautions for the safety of our children and staff. Staff and students perform lockdown, fire, and severe weather drills during the year. The public areas of the building are monitored by security cameras. Visitor entry will only be allowed through the front doors. To enhance our security, we have installed a double entry system on our main entrance. Visitors step into the vestibule and are allowed in when they have been identified by staff. The doors will be unlocked through a remote device.

### **CLASSROOM VOLUNTEERING**

The safety and well-being of our students is of paramount importance. Therefore, all adult volunteers will be subject to a Wisconsin criminal background check, which will be performed by the School District. Adults may volunteer at the discretion of the building principal. Background checks are valid for 3 years.

### **FIELD TRIP CHAPERONE EXPECTATIONS**

Parents, Guardians, and Grandparents who join Ed Heuer Elementary field trips can lead to a safer and overall more enjoyable experience. In order to ensure the safety of our children, adult volunteers are asked to follow these E.H.E.S. field trip expectations:

#### **General Responsibilities**

Adult volunteers play an important role to ensure the safety and well-being of our students. Volunteers may be asked to be in charge of a small group on the day of the trip.. Please be aware, the teacher has certain directions and expectations that our students must follow. Our volunteers will be asked to assist and remind students that these expectations be followed (general expectations may include staying in a line, staying quiet when others are talking, showing self-control while on the bus, and being responsible for personal belongings). Teachers who lead field trips will do a student-count several times

throughout the trip, to ensure that all students are accounted for. Please help in doing this in your group. When taking students off of school grounds, accountability is necessary.

### **Taking Photos**

Taking photos while on Field Trips is encouraged, as long as it's done safely and at appropriate times. If you choose to take photos while on the field trip:

- Photos must be appropriate and related to the purpose of the field trip.
- Any photos taken by adult volunteers while on field trips should not be posted to social media, or digitally shared with anyone other than with a teacher who is on the field trip. There are a number of students in our school district whose families have chosen not to have their photos published, and posting or sharing of photos may violate this.

### **Texting/sending electronic messages**

If Adult Volunteer Chaperones choose to text or send electronic messages while on the field trip, we ask that it be kept to as minimal of an amount as possible. In order for our students to be safe and accounted for, we would like adult attention to be focused on them. The district asks that any work done on electronic devices be done discreetly, while still maintaining the safety of the group that you are in charge of.

### **CROSSING GUARDS AND SAFETY PATROLS**

Crossing guards are provided at 5<sup>th</sup> St. and VerBunker Ave. and at 5<sup>th</sup> St. and LeTendre Ave. for student protection from train and motor vehicle traffic. (Crossing guards are employees of the Village of Port Edwards.) We request that all 4K-5 students crossing the railroad tracks on their way to or from school use one of these crossings. For your child's safety please make sure they are coming to school, and going home after school, during the period of time when the crossing guards are on duty.

### **FIELD TRIPS**

You may be asked by your child's classroom teacher to sign a permission form which allows your student to travel between the elementary building and the middle/high school, school forest, and within the community. All other field trips will require your permission for each event. If the trip is beyond reasonable walking distance, a school bus will be provided. Students may be asked to pay a fee for some trips to help cover the expenses. Bag lunches, prepared by school cafeteria staff, may be ordered to take on field trips that extend past the lunch hour.

Field trips are educational and build school community. To avoid logistical complications, all students must ride the field trip bus. There may be times when trips are dependent on the number of parent chaperones that we can recruit. In the happy event we have too many chaperones, we will limit the number and rotate chaperones for the next trip.

## **FLAG AND PLEDGE OF ALLEGIANCE (Wisconsin Statute 118.06)**

Every school board and the governing body of every private school shall cause the U.S. flag to be displayed in the schoolroom or from a flagstaff on each school ground during the school hours of each school day.

Every public and private school shall offer the pledge of allegiance in grades 4K-12 at the beginning of school every day. No student shall be compelled, against his objections or those of his parents/guardians, to recite the pledge.

## **GRADING**

Grades should reflect student achievement and encourage learning support success. Grade reports are summative assessments and should follow frequent and informative communication with parents on formative assessments given prior to the grading period. Student work that is part of the initial learning process should be considered differently from that which assesses mastery of the material, content or standard.

Students' scores represent the level of achievement on specific standards. A student earning a 3 means that the student consistently grasps and applies key concepts and skills to successfully meet the grade-level standard. A student earning a 2 means the student is beginning to understand and apply the concepts and skills to meet the standard. A student earning a 1 has just been introduced to *or* has not yet grasped the key concepts, processes or skills to meet the standard, requiring additional support. Students with a modified curriculum based on an individualized educational program (IEP) will receive a grade of 3M, 2M or 1M, based on their learning expectation level of achievement of the standard.

## **REPORT CARDS**

Grade reports are available online for parents/guardians of children in grades K-5 at the end of each trimester.

Parent/Teacher conferences are held during the first trimester and may be requested by the parent or teacher at any other time during the year. The purpose of the conference is to report on the student's progress in school and to assist the student.

**Parents/guardians may request printed progress reports from the teachers at any time during the year.**

## **REPORTING TO PARENTS/GUARDIANS THROUGH INFINITE CAMPUS**

Accessing the Infinite Campus Student Management System is a great way to stay connected to your child's education. Parents may view their student's school information online by visiting our school website at [www.pesd.k12.wi.us](http://www.pesd.k12.wi.us). Once there, click on the Infinite Campus link. Information about obtaining access will be mailed to families new to the district near the beginning of the school year. Printed report cards are only available upon request.

## **HEALTH SERVICES**

The school health service covers a variety of functions. Health services are available for all students in need of prompt intervening action to maintain physical, mental and emotional health. First aid is provided for all students as needed, and students will participate in annual screenings, which may include: hearing, vision, and dental. At other times such screenings are done on an individual basis if a problem is thought to exist. Any parent/guardian or staff member can request a referral for an individual screening by notifying the school nurse.

### Physical Exams

An annual well-child check is strongly recommended. For students in school-sponsored athletics, this will provide an opportunity to complete required WIAA physicals as well. Well-child checks are also an excellent time to ensure students are meeting the minimum immunization requirements, which the State of Wisconsin requires. Yearly dental exams are also highly recommended for each student, with the emphasis on prevention of dental disease.

### Immunizations

The school nurse monitors student immunization compliance and communicates information to parents.

### Medication Policy

It is a recognized fact that at times children may need to take medication during the school day and that parents/guardians, for a variety of reasons cannot supervise this and are asking school authorities to do so. For the safety and protection of the student on medication, classroom peers, and school personnel involved, the following guidelines must be followed: All prescription and over-the-counter medications must have a signed "Parent/Guardian Medication Consent" form on file at school. This is mandated by state law. No medications will be given without this form. In addition, prescription medications require a signed, written order from the prescribing practitioner. The "Authorization to Administer Prescribed Medication" form must be on file at the school for each medication the child receives. All long-term prescriptions must have this form updated each academic year. Any changes made at any time during the school year must be accompanied by new parental consent and practitioner's order forms.

Medication brought to school must be given to the school nurse or office personnel in the original container. The pharmacist can provide you with an extra bottle if you request it.

## MEDICATION LABELING REQUIREMENTS

Prescription Medication	Non-Prescription Medication
Student Name	Sealed, Original Container
Name of Medication	Medication Name
Dosage and Time of Administration	Student's Name written on bottle
Prescribing Practitioners Name	Bottle lists age appropriate dose for child
Prescription Number	*If a parent requests a dose outside of what is recommended on the bottle, an order from a practitioner will be required.*
In original prescription bottle (pharmacies can give out extra empty bottles if you ask)	

Parents/guardians will be called if for some reason the medication cannot be administered. Parents/guardians will have to make alternate arrangements for the student to receive the medication until the proper forms are on file.

State law allows all students with certain conditions and of certain ages to carry and self-administer their medications if your practitioner and parent/guardian feels they are responsible enough. This will enable the students to access their meds more quickly. You must have the appropriate paperwork completed by your practitioner and on file at school before this is allowed.

### Emergency Referral Calls

Please report any change of phone numbers, place of employment, or change of person to call if parents/guardians cannot be reached.

### **INCLEMENT WEATHER PROCEDURES**

When severe weather forces school to be closed, communication will happen on local television stations (WSAW-Channel 7 & WAOW-Channel 9), our district website & Facebook page, and through the district's Infinite Campus messaging system (either a text message or call).

### **LEAVING THE SCHOOL GROUNDS**

Students are not allowed to leave the school during the school day, except by written permission, or by direct parent communication. Students who are ill will not be allowed to leave the building alone. Students excused by the nurse will remain in the health office before being released to a parent/guardian.



## **LIBRARY/IMC**

Each homeroom in the elementary school has a scheduled time for visiting the library. Our library exists to make school, learning, and reading a stimulating and enjoyable part of our children's lives and to foster the development of information skills. Students in grades 4K-5 may check out three books for one week. If a book is lost or damaged, replacement cost is charged.

If materials are not returned, the cost will be the list price or replacement cost. When the material is defaced, the fine will range from a minimum of \$1.00 up to the total cost of the item, depending on the damage. If an item is returned with a ruined cover/contents, the fine will range from a minimum of \$3.00 up to the total cost of the item, at the discretion of the librarian, based on the damage to the article.

## **LOST & FOUND**

Students and their families are asked to be mindful of personal possessions that are brought to school; the school is not responsible for items that are lost or stolen. Backpacks are hung in the hall and are not secure. Lost and found items are located inside the school lobby, and parents and students are encouraged to check it regularly if you have a missing item. Items not claimed at the end of the school year will be disposed of by the school.

## **WITHDRAWALS & COMMUNICATION WITH THE OFFICE**

- Anytime a current student/family moves into or out of the district during the school year it is important to notify the office.
- If your family moves or changes phone numbers, please inform the elementary office as soon as possible with the updated information.

## **PHYSICAL EDUCATION**

All children need to have gym shoes to participate. Due to health concerns, we do not have shoes at school for children to borrow. We suggest that they keep a separate pair at school. Non-participation from Physical Education for sustained illness or injury requires a doctor's excuse. Students are expected to check on make-up work after an absence. The teacher will decide if a child's clothing is unsafe or inappropriate for participation in physical education activities.

## **RECESS**

Recess is an important time for students to develop social skills outside of the classroom with their peers, as well as to get exercise and fresh air. Recess breaks are provided in the morning and during the lunch hour. All students must participate in recess activities unless excused by a written doctor's note.

### **Recess Guidelines**

- Students will be expected to go outside, weather permitting, during recess periods unless a teacher sees the need to keep a child indoors.
- Students should dress appropriately for the season; this will be monitored and reinforced by playground staff.

- Students playing during recess will be actively monitored by school staff.
- Any student who has an issue at recess, and is unable to fix the issue by themselves, should immediately seek out playground staff for assistance.
- When inclement weather prevents students from going outside for recess, students will be supervised indoors by playground supervisors.

### **Student Expectations during Recess**

- I will use playground equipment in a safe manner.
- I will only go down the slide feet first, one person at a time.
- I will appropriately swing back and forth on the swings.
- I will use the equipment provided from my classroom.
- I will return all equipment used at the end of each recess.
- I will stay safe by eating all food items before playing. I will keep all snacks and food off the playground unless it is an approved, supervised activity.
- I will immediately line up in an orderly manner when the whistle is blown.
- I will follow directions and /or instructions given by playground personnel in a courteous and respectful manner.
- I will stay on the designated playground area unless given permission to return inside the building.

### **SHARING OF ADDRESSES**

Each grade level may distribute a list of class phone numbers and addresses, for the purpose of communication between classmates. If you do not wish to have this information published, indicate so on the form that will be distributed at the beginning of the school year.

**Invitations may not be delivered at school for private parties.**

### **TELEPHONE USAGE**

Student use of the phones must be limited to emergency or necessary calls. Teachers may grant students permission to make phone calls on classroom telephones on a case by case basis.

### **TEXTBOOKS & SCHOOL EQUIPMENT**

All students are responsible and liable for books/materials assigned to them. Textbook conditions will be monitored to determine if a book is returned in a condition that shows normal wear and tear for one year's use. If a book shows wear and tear that is excessive for one year, replacement or damage costs will be assessed. Fines will range from \$1.00 to \$10.00 depending upon the amount of damage. Replacement costs for lost textbooks, or books damaged beyond repair, can be as much as \$60.00 per book. Students who are issued a school owned Chromebook must sign the contract and agree to the terms of use.

## **VIRTUAL CLASSES**

Virtual classes are not offered at Ed Heuer Elementary School and students must attend in person unless:

- Mandated by district/state/local officials,
- Part of a district-approved IHP (Individual Health Plan),
- Used to make arrangements for continuous learning with a 504 plan and must follow attendance policies in the 504 plan or IHP.

## **Internet & technology usage**

The Port Edwards School District provides students access to computers and the internet as a means to further the educational goals and objectives of the District. To be compliant with the Children's Internet Protection Act (CIPA), the Neighborhood Children's Internet Protection Act (N-CIPA), and the Broadband Data Improvement Act all computers in the District that access the internet have technology protection measures (i.e. filtering) in place to protect minors from inappropriate websites. Staff will guide and monitor all students in the appropriate selection and use of electronic resources. The use of the computer is a privilege, not a right, and inappropriate use will result in a restriction of those privileges. The administration and faculty of Marion School District may deny, revoke, or suspend use of the computer to any student found in violation of the stated rules.

The computers are owned by the School District, and users have no rights to personal privacy in connection with their use of the system. Computer users should have no expectation of privacy in material sent, received, or stored in district-owned computers or on the district network. Computer users are expected to abide by the rules and policies established by the District which include, but are not limited to, the following:

## **TECHNOLOGY PROCEDURES AND EXPECTATIONS**

The focus of the mobile device program of the Port Edwards School District is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of twenty-first century students is a mobile device. The individual use of mobile devices, such as Chromebooks or iPads is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. Computers, Chromebooks and iPads are devices that make learning more engaging and accessible.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with mobile devices integrates technology into the curriculum any time, any place.

The procedures and information within this document apply to all technology used at the Port Edwards School District. Teachers may set additional requirements for use in their classrooms.

## **TAKING CARE OF MOBILE DEVICES**

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be turned in to the Library/IMC for an evaluation of the equipment. All damages and failures should be reported to the IMC immediately and a report filed with the Library/IMC staff member.

### **General Precautions**

- a. The device is school property and all users will follow acceptable use procedures.
- b. Students are responsible for keeping their device's battery charged for school each day.
- c. The district-provided protective case should remain on the iPads at **all times** - papers and other items should **not** be stored between the cover and the device.
- d. Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- e. Food/liquids/moisture should be kept away from the device as they can cause damage to the device. DO NOT keep liquids containers, food, or food wrappers in an area near your device.
- f. Cords and cables must be inserted carefully into the device to prevent damage. First, plug the power supply into the electrical outlet. Second, plug your power cord into your device. When disconnecting, reverse this process.
- g. Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Port Edwards School District.
- h. Devices must never be left in an unlocked or unsupervised area.
- i. Devices should be placed in the correct cubby/shelf by themselves to avoid putting any pressure on the screen.
- j. Never put any books or weight on a mobile device.
- k. Do not expose your device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the device. If your device has been in a very cold environment for a long period of time, let it warm up before using it.
- l. NEVER leave your device in a vehicle.
- m. NEVER leave your device unsecured. While at school, devices should be locked in a designated storage facility or a securely locked room.
- n. If a student needs a secure place to store their device, they may check it in for storage with their teacher or Library/IMC staff member.
- o. Any device covers furnished by the school district must be returned with only normal wear (scratches & cosmetic wear) and no alterations to avoid paying a cover replacement fee.
- p. Only labels or stickers approved by the Port Edwards School District may be applied to the computer, and district-provided stickers must remain on the device and accessories

### **Carrying Devices**

Any protective covers provided are to protect the mobile device from normal treatment and provide a suitable means for carrying the device within the school.

The guidelines below should be followed when carrying devices:

- a. All iPads should always remain within the protective cover.
- b. Never carry, lift or move a Chromebook by the screen - they should be closed when carried.
- c. If iPads or Chromebooks are placed in a book bag, they should be in a way that avoids placing too much pressure and weight on the screen.
- d. Neither iPads, Chromebooks, nor any other device with a camera should ever to be taken into a locker room or school bathroom per state law.

### **Screen Care**

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- a. Do not lean on the top of the device.
- b. Do not place anything near/on the device that could put pressure on the screen.
- c. Do not place in a book-bag or desk with anything that will press against the cover.
- d. Clean the screen with a soft, dry cloth or anti-static cloth. DO NOT use any type of water, liquid, or other cleaners on the device.
- e. Wash hands frequently when using the device to avoid build-up on the glass touch screen or keyboard/trackpad.
- f. Do not “bump” the device against shelves, walls, doors, floors, etc as it may eventually break the screen.

### **USING DEVICES AT SCHOOL**

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device. Students must be responsible to bring their charged device to all classes, unless specifically instructed not to do so by their teacher.

### **Devices Undergoing Repair**

Loaner devices may be issued to students when they have a device out for repair. There may be a delay in getting a device, should the school not have enough to loan.

### **Identifiers**

- a. All school-provided labeling, barcoding, tape, and protective covers should remain in place or be reported to IMC staff for repair.

## **Software and Apps**

- a. The District provides WiFi for all mobile devices. Students should not connect to any other WiFi network with their device while inside the network.
- b. All software/apps must be provided and installed by Port Edwards teachers and/or facilitators. PESD teachers and facilitators will synchronize the devices so that they contain the necessary apps for schoolwork. PESD teachers or facilitators may install apps at any time.
- c. The software/apps originally installed by PESD must remain on the device in usable condition and be easily accessible at all times.
- d. Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their devices for periodic updates and syncing.
- e. Students are only allowed to load extra software/apps on their devices that have been pre-approved by the school.
- f. Students will not synchronize their devices to home accounts.
- g. If technical difficulties occur, illegal software is found, or non-PESD-installed apps are discovered, the device will be restored from a backup. When warranted, device use restrictions may be imposed as a consequence. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.
- h. Students may be selected at random to provide their device for inspection.

## **Sound, Music, and Games**

- a. Mobile devices should not be used to download or stream music inside of school. Local (non-streaming) music is only allowed on the device at the discretion of the teacher.
- b. Mobile devices should not be used to download or stream video inside of school. Teachers may choose to assign educational video for viewing inside or outside of school at their discretion.
- c. Mobile devices should not be used to download or stream games inside of school. Teachers may assign educational games inside or outside of school at their discretion.
- d. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. When using sound, students should listen using headphones or earbuds.
- e. Data storage will be through apps on the device or through Google Apps.

## **Network Connectivity and Tech Support**

The Port Edwards School District makes every attempt to maintain full uptime of internet and network connectivity, but makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

\*\*\*Tech support will be provided only during the school day, as time is available.

## **Devices Left in Unsupervised Areas**

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, on top of coat racks, in Library/IMC, unlocked classrooms, hallways, etc. Be reminded that devices are not allowed in locker rooms or bathrooms per state law. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the IMC. The student will need to talk to the Library/IMC staff member and a parent contact may be made before the student gets the device back. Further incidents will be subject to use restrictions.

## **USING DEVICES AT HOME**

From time to time, students may have occasion to check out a device for use at home for a project or for use during an extended illness. While devices are at home, the following considerations apply.

### **Home Internet Access**

Students are allowed to set up wireless networks on their devices. This will assist them with device use while at home.

*\*\*\*Parents must be aware that content may not be filtered while using the device on a home network. The devices make use of 3rd party content filtering software, provided by the manufacturers, which the school has no control over, so we cannot guarantee the effectiveness of the software. The best form of content filtering is parental supervision. We recommend speaking with your child about Internet security and safety, laying out clear expectations regarding their Internet and device use, and monitoring Internet use. Parents may also choose to explore at-home filtering options to protect their network & any devices within it.*

## **ACCEPTABLE USE**

The use of the Port Edwards School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is non-transferable or expandable by students to people or groups outside the district and terminates when a student is no longer enrolled in the Port Edwards School District. Port Edwards School acceptable use policies are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in the policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

The Port Edwards School District's Student Discipline Policy shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

## **School Responsibilities**

Provide Internet access to its students.

- a. Provide on site Internet content filtering of inappropriate materials as able.
- b. Provide data storage. These will be treated similar to school lockers. Port Edwards School District reserves the right to review, monitor, and restrict information stored on or transmitted via Port Edwards School District owned equipment and to investigate inappropriate use of resources.

- c. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- d. File insurance claims for device repairs or replacement for insured devices.

**Chromebook Costs: Repairing and Replacing**

Any Chromebooks/chargers/cases not returned will be considered stolen property and the replacement cost for the total amount of items not returned will be assessed. Local law enforcement officers may be notified for failure to pay or return items.

Students are responsible for the general care of the Chromebook/charger/case. If a Chromebook/charger/case fails to work properly or breaks, it should be brought to designated library staff as soon as possible to assess the issue. District owned Chromebooks cannot be taken to an outside computer service center for any type of repairs or maintenance.

Chromebooks do not have insurance protection. Students and or parent/guardians will be responsible for damages to Chromebooks beyond normal wear and tear including, but not limited to, broken screens, missing/broken keys, damaged shells, and frayed/cut charging cords.

Replacement costs listed here reflect the 2024-25 school year costs:

Chromebook Model ASUS C204E

LCD	\$36.00
Keyboard	\$60.00
45W USB-C Powersupply	\$40.00
Battery	\$40.00
Replacement cost	\$270.00

Chromebook Model HP 11 G6 EE

LCD	\$32.00
Keyboard	\$100.00
45W USB-C Powersupply	\$30.00
Battery	\$30.00
Replacement cost	\$100.00

Chromebook Model Samsung 4 (11 XE310XBA)

LCD	\$32.00
Keyboard	\$100.00
45W USB-C Powersupply	\$30.00
Battery	\$60.00
Replacement cost	\$100.00



## Parent/Guardian Responsibilities

- a. Talk to your children about Internet safety and the standards that your children should follow in the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- b. Should you want your student to opt out of having a device to take home, you will need to submit a signed note to that effect to the school office or IMC. Understand that your student is still responsible for meeting the course requirements.
- c. Lost, damaged or stolen devices in the care, custody and control of a student may be covered by the homeowners policy of the parent. Most homeowners policies will provide some limit of coverage for damage to property of others under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. In cases of accidental damage, loss or theft, the district may seek reimbursement from the parents' homeowners policy. Please consult with your insurance agent for details about your homeowners coverage.
- d. All insurance claims must be reported to the school office. In cases of theft, vandalism or fire, the student or parent must file a police or fire report and bring a copy of the report to the Library/IMC before a device can be repaired or replaced or a loaner can be issued.
- e. Students/Parents are responsible for full payment of **intentional** damages to devices.
- f. Parents/Guardians will be charged the actual replacement cost of lost or damaged items such as chargers and cables and covers.

## Student Responsibilities

- a. Use computers/devices/technology/Internet in a responsible and ethical manner for educational purposes only.
- b. Respect the rights and privacy of others by not accessing private files.
- c. Follow all regulations posted in the room where computers are in use.
- d. Follow the directions of the adult in charge of the room.
- e. Obey general school rules concerning behavior and communication that apply to device use.
- f. Use all technology resources in an appropriate manner so as to not damage school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students' own negligence, errors or omissions.
- g. Use of any information obtained via the Port Edwards School District's designated Internet System is at your own risk. The Port Edwards School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
- h. Help the Port Edwards School District protect our computer system/device by contacting an administrator, technology staff member, or a Library/IMC staff member about any security problems you may encounter.
- i. Monitor all activity on your account(s).
- j. Always turn off and secure your device after you are done working to protect your work and information.
- k. Contact the office if you receive email containing inappropriate or abusive language or if the subject matter is questionable.
- l. Report missing, stolen, or broken devices to the Library/IMC immediately.

m. Students who withdraw, are expelled, or terminate enrollment at Port Edwards School District for any other reason must return their individual school device on the date of termination.

### **Student Activities Strictly Prohibited**

- a. Using impolite or abusive language
- b. Illegal installation or transmission of copyrighted materials.
- c. Any action that violates existing Board policy or public law.
  - Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, indecent, or sexually explicit materials.
- c. Sending an electronic message to a person that threatens to inflict injury or physical harm to a person or property.
- d. Sending an electronic message to a person that intends to frighten, intimidate, threaten, abuse or harass that person.
- e. Intentionally preventing or attempting to prevent disclosure of the sender's identity when sending a message.
- f. Sending repeated messages with the intent of harassing a person.
- g. Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- h. Instant messaging services.
- i. Streaming audio or video on the district's network.
- j. Internet/computer games (non-school initiated).
- k. Use of external attachments without prior approval from the facilitator.
- l. Changing of device settings (exceptions include personal settings such as font size, brightness, etc).
- m. Downloading apps.
- n. Spamming - sending mass or inappropriate emails.
- o. Gaining access to other student's accounts, files, and/or data.
- p. Use of the school's Internet for financial or commercial gain or for any illegal activity.
- q. Use of anonymous and/or false communications using messenger services (Ex. – MSN Messenger, Yahoo Messenger, etc.)
- r. Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, giving out name, address or telephone numbers, etc.
- s. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- t. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- u. Using the system to illegally transfer software, otherwise known as pirating.
- v. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- w. Bypassing the Port Edwards School District web filter through a web proxy or mobile hotspot.
- x. Leaving your device in an unsupervised area.
- y. Changing any school-issued passwords.

## ONLINE CODE OF ETHICS

In the Port Edwards School District, it is important to use information and technology in safe, legal, and responsible ways. We embrace these conditions as facets of being a digital citizen and strive to help students develop a positive digital footprint.

1. Students accessing or using educational technologies including but not limited to blogs, wikis, podcasts, Google Suite and other hosted online applications and online course management software for student assignments are required to keep personal information out of their postings.
2. Students will select online names that are appropriate and will consider the information and images that are posted online at an age appropriate level.
3. Students will not log in to the network as another classmate.
4. Students using educational technologies will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on educational technologies. Students are expected to treat others and their ideas online with respect.
5. Assignments on educational technologies are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by the policies and procedures in the student handbook, including those policies regarding plagiarism and acceptable use of technology.
6. Student blogs are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in board policy.
7. Students will not use the Internet, in connection with the teacher assignments, to harass, discriminate, bully or threaten the safety of others. If students receive a comment on a blog or other educational technology used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and should not respond to the comment.
8. Students accessing educational technologies from home or school, using school equipment, will not download or install any software without permission, and not click on ads or suspicious links.
9. Students should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.
10. Students will treat information, sources, subjects, colleagues and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
11. Students are accountable to their readers, listeners and viewers and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.
12. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.

## **MOBILE DEVICE PLEDGE**

1. I will take good care of my device.
2. I will never leave the device unattended.
3. I will never loan out my device or charger to other individuals.
4. I will know where my device is at all times.
5. I will charge my device's battery daily at home.
6. I will keep food and beverages away from my device since they may cause damage to the device.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will leave any school-provided protective case on my device, and I will not store materials behind it.
9. I will protect my device by only carrying it while closed and/or in the cover provided.
10. I will use my device in ways that are appropriate, meet Marion School District expectations and are educational.
11. I will not place decorations (such as stickers, markers, etc.) on the device or cover.
12. I will not deface or remove the serial number, asset tag, or barcode on any device.
13. I understand that my device is subject to inspection at any time without notice and remains the property of the Port Edwards School District. I should have no expectation of privacy on devices or school-issued accounts.
14. I will report all damages, vandalism or theft to the Library/IMC immediately after they happen.
15. I will be responsible for all damage or loss caused intentionally or by neglect or abuse.
16. At the end of the school year, or whenever I leave the Port Edwards School District, I agree to return the device, case and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the Mobile Device Procedures and Information Handbook and the Student Pledge for Mobile Device Use.

Individual school devices and accessories must be returned to the Library/IMC at the direction of the school district. Students who withdraw, are suspended or expelled, or terminate enrollment at Port Edwards Schools for any other reason must return their individual school device on the date of termination.

## **LEGAL RESPONSIBILITIES OF USERS**

- A. Student users will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If the student is unsure, he/she should ask a teacher.
- B. Plagiarism is a violation of the law. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text.
- C. Use or possession of hacking software is strictly prohibited and violators will be subject to Port Edwards School District School Board Policies and Student/Parent Handbooks. Violations of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

## **DISCIPLINE**

If a student violates any part of the Port Edwards School District technology policies or procedures, he/she will be put on the following disciplinary steps:

**1st Offense** - Discussion with Student & Teacher; Student(s) will check-in/check-out their device from the IMC, the office, or a teacher daily for one (1) week.

**2nd Offense** - Phone call with Student, Teacher/Principal and Parents; Student(s) will check-in/check-out their device from the IMC, the office, or a teacher daily for three (3) weeks.

**3rd Offense** - Three (3) weeks of device privilege suspension. Students will still be responsible for all work.

**4th Offense** - Consistent abuse of privileges will require a meeting of Student, Parents, Staff and Administrator. Loss of device privileges for a length of time and/or further consequences determined by the administration.