

# Murray Park Elementary School Quest Elementary School

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Renee Bunge, Principal

## Informational Handbook 2018 - 2019

### Murray Park Elementary/Quest School 2018-19 Calendar

<p style="text-align: center;"><b>September</b></p> <p><b>3</b> - No School for students <b>4</b> - First day of school for students</p>	<p style="text-align: center;"><b>October</b></p> <p><b>5</b> - No School - Parent Conferences 8:00 - 9:30 <b>8</b> - No School <b>26</b> - MPES Family Literacy Night <b>25</b> - QES Project Showcase Night</p>	<p style="text-align: center;"><b>November</b></p> <p><b>22 &amp; 23</b> - No School <b>30</b> - End of 1<sup>st</sup> trimester</p>	<p style="text-align: center;"><b>December</b></p> <p><b>6</b> - Parent Conference 3:30 - 7:30 <b>24 - 31</b> - Winter Break</p>
<p style="text-align: center;"><b>January</b></p> <p><b>1</b> - No School <b>2</b> - Classes resume <b>28</b> - No School</p>	<p style="text-align: center;"><b>February</b></p> <p><b>7</b> - QES Project Showcase Night <b>22</b> - No School - Parent Conferences 8:00 - 9:30 a.m.</p>	<p style="text-align: center;"><b>March</b></p> <p><b>7</b> - Family Fun Night <b>8</b> - End of 2<sup>nd</sup> trimester <b>14</b> - Parent Conferences 3:30 - 7:30 <b>18-22</b> - Spring Break <b>28</b> - Science Fair</p>	<p style="text-align: center;"><b>April</b></p> <p><b>19-22</b> - No School</p>
	<p style="text-align: center;"><b>May</b></p> <p><b>14</b> - MPES Family Night <b>16</b> - QES Project Showcase Night  <b>27</b> - No School</p>	<p style="text-align: center;"><b>June</b></p> <p><b>7</b> - End of 3<sup>rd</sup> trimester Last day of school</p>	

MURRAY PARK/QUEST ELEMENTARY SCHOOL  
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Murray Park/Quest Elementary School  
2018-2019 Staff Listing

Renee Bunge	Principal
Pam Dykstra	Secretary
Lori Cluppert	Clerk/Typist

Steve Brooks	Gr. 3 MPES Teacher	Wanda Disterhaft	Instructional Aide
Cindi Pokorny	Gr. 3 MPES Teacher	Kate Garcia	Instructional Aide
Gretchen Geiger	Gr. 3 QES Teacher	Jodi Kissinger	Instructional Aide
Jessica Johnson	Gr. 3 QES Teacher	Deb Weiske	Instructional Aide
Anessa Feucht	Gr. 4 MPES Teacher	Matt Storz	Instruct/Tech Aide
Caitlin McClure	Gr. 4 MPES Teacher	Nancy Coles	Special Ed Aide
Alissa Wittchow	Gr. 4 MPES Teacher	Jeanne Turner	Special Ed Aide
Lori Hron	Gr. 4 QES Teacher	Courtney Hart	Special Ed Aide
Alexia Panagopoulos	Gr. 4 QES Teacher	Margaret Hobart	Special Ed Aide
Vicki Binsfeld	Gr. 5 MPES Teacher	Laurie Butters	Media Center Aide
Morgan Grimes	Gr. 5 MPES Teacher	Kris Klapperich	Custodian
Janet Ernst	Gr. 5 QES Teacher	Thad Grandt	Custodian
Keri Simacek	Gr. 5 QES Teacher	Tera Clark	Cook
Kara Weir	Resource Teacher		
Caitlin Goeldi	Resource Teacher		
Margaret Dykstra	Art Teacher		
Christina Muenchow	Music Teacher		
Adam Nelson	Physical Education Teacher		
Melissa Edinger	Speech & Language Clinician		
Emmy Marvin	School Counselor		
Angie Meilahn	School Psychologist		
Jill Puhlmann-Becker	Literacy Coach/Reading Spec		
Mary Denk	Title 1/Reading Interventionist		
Dana Scott	ELL Teacher		
Jessica Huser	GT Teacher		
Renee Reszel	Media Center Specialist		

## **PLAN FOR A POSITIVE SCHOOL CONDUCT**

The Murray Park Elementary School Staff wants students to be happy, successful, and safe in an atmosphere conducive to learning and studying. **We want students to practice being a good person every day.** We are generally pleased with the conduct of our students. These are the four expectations that we want our students to follow:

1. Respect yourself
2. Respect others
3. Responsibility for your actions
4. Right to learn and be safe

We have discussed these expectations with the students. We are trying to teach children how to act in and out of school. Please take some time to discuss these expectations with your child.

We still have rules and consequences when rules are broken. However, we are putting much more energy into educating children about what kind of person they should strive to be.

### **Consequences for Breaking the Rules**

- If a student breaks a rule, they may receive a noon hour detention. The child will receive an “office discipline referral”. These detentions are for actions that did not require the student to see the principal.

## **PLAYGROUND EXPECTATIONS**

Play Fair  
Play Nice  
Play Safe  
Listen to the Adult Supervisors

## **CHARACTERISTICS OF EFFECTIVE SCHOOLS**

1. A clear school vision.
2. Strong, visionary instructional leadership.
3. High expectations for all students, staff, and administration.
4. Regular monitoring of student and teacher work.
5. A school climate conducive to learning.
6. A high level of student engaged time.
7. Support and encouragement for professional growth of teachers and administrators.
8. A clear and coordinated curriculum based on the district's vision and the school's needs.
9. A strong home/school partnership.

## **MURRAY PARK ELEMENTARY SCHOOL**

### **MISSION STATEMENT**

We believe lifelong learning is everyone's responsibility....

**M**otivate  
**P**articipate  
**E**xcel  
**S**ucceed

## **QUEST ELEMENTARY SCHOOL**

### **MISSION STATEMENT**

Quest Elementary School provides a rigorous and challenging interdisciplinary, project-based curriculum grounded in 21<sup>st</sup> Century Skills leading to a collaborative environment for personalized learning and group engagement.

**RIPON AREA SCHOOL DISTRICT**  
**RIPON, WISCONSIN**  
**September 2018**

**CLASSROOM ASSIGNMENTS**

After September 4, students will be considered permanently assigned to the classroom that they are attending for the remainder of the 2018 – 2019 school year.

If there is new information about your child that will help us with his/her placement for the 2019 – 2020 school year, please notify us by April 1, 2019.

**TIME SCHEDULES**

**Regular Daily Program**

Our First bell rings at 7:57 a.m. The schedule for Grades 3-5 is as follows:

	<u>A.M.</u>	<u>Lunch</u>	<u>P.M.</u>
All Grades	8:02 – 12:00	12:00 – 1:00	1:00 – 3:10

In good weather, children will be expected to play outside from 7:45 a.m. until the first bell rings at 7:57 a.m.

Parents are requested to keep children who are not transported by bus in the morning from arriving on the school grounds prior to 7:45 a.m. This guarantees the necessary supervision to ensure student safety while on school grounds.

***Wednesday Late Start Schedule***

A once-a-week late-start day has been approved by the school board beginning September 5 and extending through June 5. Schedule adaptations have been made to guarantee that there will not be any loss of instructional time to students.

Wednesday mornings will be used for purposes of student assessments, program coordination, Individualized Educational Program meetings (IEP), and professional development activities.

Our First bell rings at 8:57 a.m. The schedule for Grades 3-5 is as follows:

	<u>A.M.</u>	<u>Lunch</u>	<u>P.M.</u>
All Grades	9:02 – 12:00	12:00 – 1:00	1:00 – 3:10

Supervision is available for students on site during our Wednesday morning Late Starts.

## **WINTER RECESS**

During the winter months, students will be allowed into supervised settings when the temperature is 0° Fahrenheit or the wind chill factor is **at or below 0°**. Please be certain that children are dressed appropriately for weather conditions.

## **VISITORS**

In an effort to maintain safe school sites, all school visitors are asked to enter our buildings through the main entrance **only** as all other doors are secured. The front door to our main entrance will remain locked during school hours. You will be able to enter the building Monday, Tuesday, Thursday and Friday from 7:30 – 8:15 a.m. and on Wednesdays from 7:30 – 9:15 a.m. without having to use the buzzer. The buzzer that you will need to press to gain access to our building after 8:15 am is located on the brick wall to the left of the front doors. Once we know that a visitor is requesting entrance, our office staff will ask you how we can be of help to you and we will allow access. All visitors are asked to sign the guest registry located in the office and wear a visitor pass for the duration of your stay. These safety measures are in place as they represent anti-school violence research best practices. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. In addition, parents are asked to quietly wait in the hallway for student pick-up prior to the end of the instructional day. The School reserves the right to restrict access to classrooms if it is felt that such access adversely impacts the educational environment of the school.

## **INCLEMENT WEATHER**

In the event of snowstorms or extremely inclement weather, parents will be informed of the closing of school through the courtesy of Ripon Radio Station WRPN (AM 1600). Information will also be made available only through Channel 5 – WFRV-TV, Channel 2 WBAY-TV, Channel 11 WLUK-TV, and Channel 26 WGBA-TV. A form will be sent home with your child asking for you to identify precise procedures that outline what your child should do in the event of an unexpected early dismissal.

## **CLOSED CAMPUS POLICY**

After children arrive at school, they will be prohibited from leaving the school premises before regular school dismissal times unless they are accompanied by an adult with parent permission and principal approval. The parent, guardian, or supervising adult is asked to report to the office to sign children out and sign children in upon their return. If your child will be leaving the school grounds on a regular basis over the noon hour, a written plan will need to be approved by the building principal in advance.

## **STUDENT SAFETY**

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent. No student shall be released to anyone who is not authorized such custody by the parents.

## **SCHOOL-AGE GUEST**

Permission to bring a school-age guest to school must be approved in writing from the principal at least one day prior to the visit. There will be no visitations allowed the first week of school, during assessment weeks, standardized testing times, or the last two weeks of school. Visitors must be of a similar age/grade level.

## **ATTENDANCE**

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State laws, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays accepted, during the full period and hours that kindergarten is in session until the end of the school term.

Unless a child is actually present in school, s/he will be considered absent or tardy regardless of the fact that his/her absence or tardiness may be acceptable to school authorities and may be excused. If your child is absent, please use the following procedures to inform the school of your child's absence:

- Call the school attendance line (748-4694) by 8:00 a.m.

Parents requesting homework assignments for absent children should:

- Call the school attendance line (748-4694) by 8:30 a.m. and leave a message that includes: student's name, the teacher's name, and the homework request.

Parents may pick up work between 3:10 – 3:45 p.m. in the school office. We appreciate the acceptance of this responsibility by the parents.

When bus students are absent due to snow or other hazardous conditions, they will be marked absent, but their absence will be considered excused. Students will not be marked tardy due to school bus delays since the student is considered in attendance at school and under the direction of school authorities.

In an effort to improve and encourage regular school attendance, the Board of Education and staff of the Ripon Area School District have adopted the following categories of absences and actions to be taken for each:

## ***Excused Absence***

As required under State law, a student shall be excused from school for the following reasons:

- A. **Physical or Mental Condition**  
The student is temporarily not in proper physical or mental condition to attend a school program.
- B. **Obtaining Religious Instruction**  
To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 – Absences for Religious Instruction).
- C. **Permission of Parent or Guardian**  
The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence.
- D. **Religious Holiday**  
For observance of a religious holiday consistent with the student's creed or belief.
- E. **Suspension or Expulsion**  
The student has been suspended or expelled.

The student **may** be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

- A. **Quarantine**  
Quarantine of the student's home by a public health officer.
- B. **Emergency**  
An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

Written or verbal communication from the child's parent or guardian is required in order for a child to be excused from school attendance. The excuse should specify the reason for the absence and state the time period for which it is effective.

A child's illness is considered an excused absence. However, if a child is habitually absent due to illness, a doctor's excuse may be required.

In the case of an excused absence or emergency, teachers must allow students sufficient time to complete the make-up work. They should also provide time in their daily program to help students with their make-up work. It is advisable that students be given a minimum of one day for every day absent to complete the make-up work.

## ***Prearranged Absence***

Although the school discourages absence from school during regularly scheduled school days, a parent/guardian may excuse a child for not more than 10 days in a school year per state statute. This request for an exception to compulsory school attendance **must be made in advance of the child's absence**. Course work missed during the absence must be made up.

When more than 10 school days in a school year are affected by a parent's desire to remove a child from routine school schedule participation, a parent may request by statute for approved educational experiences.

The following questions will be considered prior to approval of a prearranged absence:

1. Is the student in good academic standing?
2. Is the student's attendance record good?
3. Has the student previously completed homework and make-up assignments responsibly on time?

In the case of prearranged absences, the teacher will outline, define, and assist the students in completing the work missed. It is the student's responsibility to complete the work for which s/he will receive the credit earned. The student will be given one day for each day absence to complete the make-up work

## ***Unexcused Absence***

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal, or an individual designated by the principal, will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following may be considered:

- A. Counseling the student
- B. Requiring the student to make-up lost time
- C. Requiring the student to make-up course work and/or examinations, as permitted under this guideline
- D. Conferring with the student's parents
- E. Suspending the student from class
- F. Referring the student to an appropriate agency for assistance

Administrative action to address unexcused absences shall be in accord with due process, as defined in Policy 5611 of the Student Code of Conduct, and other applicable board policies.

The following examples illustrate absences in this category:

1. No parent excuse
2. In excess of authorized 10 days with parent approval
3. missing portions or all of a school day for unauthorized reasons

The following 3 - 5 procedures will be used in cases of unexcused absence:

1. When the building principal determines that an absence is unexcused, the parent will be notified that the absence was recorded as unexcused.

- Students will be given a minimum of one day for every day absent to complete the make-up work.
2. In the case of recurring unexcused absences, a conference will be requested by the principal.
  3. If unexcused absences recur where it is determined that such absence is excessive, truancy action will be taken.

In the case of unexcused absences, it shall be the responsibility of the student, with parent reinforcement if needed, to satisfactorily complete make-up work. Such make-up work may be eligible for reduced credit.

### **TARDY**

When circumstances prevent a student from being present at the beginning of the morning or the beginning of the afternoon session, the child will be considered tardy.

- A. Students not in their assigned area when the bell rings are considered tardy.
- B. All students who are tardy to school must report to the school office to sign in. Parents of children enrolled in elementary school shall sign in their child whenever tardy to school
- C. When a teacher detains a student after class, she/he shall issue a late pass for the student's next class.
- D. Teachers are requested to refer cases of chronic tardiness to the principal.

### ***Excused Tardy***

It is a district expectation to be present and on time to school each day. The following examples illustrate tardiness in this category:

1. Medical appointments that unavoidably fall at the start of a school day or immediately following the noon recess period.
2. Transportation delays due to snow or other hazardous conditions.

### ***Unexcused Tardy***

When a child is not present in his/her designated location when the second bell rings in the morning and/or afternoon session, s/he is considered tardy.

The following examples illustrate tardiness in this category:

1. Arriving late because adequate time was not allowed for the student to walk or ride a bicycle to school.
2. Arriving late because adequate time was not allowed by the parent/guardian for transportation.
3. Arriving late due to oversleeping.
4. Arriving late due to parent/guardian work schedules.
5. Arriving late due to student supervision of siblings or ill family members.

The following K-5 procedures will be used in cases of unexcused tardies:

1. When the building principal determines that a tardy is unexcused, the parent will be notified that the tardy was recorded as unexcused.

- Students will be given one day for every day tardy to complete the make-up work.
2. In the case of recurring unexcused tardies, a conference will be requested by the principal.
  3. If unexcused tardies recur when it is determined that such tardies are excessive, more than 5 in each semester, the child will be considered truant, and truancy action will be taken.
  4. Unexcused tardies will be recorded on the attendance and scholarship record form.

In the case of unexcused tardies, it shall be the responsibility of the student, with parent reinforcement if needed, to satisfactorily complete make-up work. Such make-up work may be eligible for reduced credit.

### **TRUANCY**

State law requires that any person having a child under their control, who is between the ages of 6 and 18, shall cause the child to regularly attend school. The state law now also requires the parent or guardian of a child who is enrolled in a 5-year-old kindergarten class to cause the child to attend school regularly until the end of the school term. Any student who misses a part of any day of school without an acceptable excuse is truant. If a student misses all or part of 5 or more days during a school semester without an acceptable excuse, they are considered to be a habitual truant. The complete Truancy plan can be found on the district website.

### **STUDENTS WITH SPECIAL NEEDS**

School administrators and teachers shall ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absences is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.

### **STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY**

- A. As a general rule, no staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

### **MAKE-UP COURSE WORK AND EXAMINATIONS**

Students who are absent from school, whether the absence was excused or unexcused shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examination. Teachers

shall also have the discretion to specify where in the school building and when examinations and course work shall be completed, including reasonable times outside regular school hours, such as immediately before or after school. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

A student's grade in any course shall be based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student, violates the attendance or other rules of the school, she/he should be disciplined appropriately for the misconduct, but his/her Grades should be based upon what the student can demonstrate she/he has learned.

### **VACATIONS DURING THE SCHOOL YEAR**

Parents wishing to plan vacations during the school year should make use of the scheduled school recesses. Recesses of two or more consecutive school days are October 5 – 8, November 22 – 23, December 24 – January 1, March 18 – 22, and April 19-22.

### **ABSENCE, EXCLUSION, AND RE-ADMITTANCE**

In accordance with the rulings of the Wisconsin State Board of Health, a student must be sent home by his/her teacher, principal, or nurse, if s/he shows any symptoms of illness. A fever of 100°+ is considered sufficient reason for excluding a student from the classroom. An emergency form for each child must be on file so that the school is able to make other contacts if the parent is not at home or cannot be reached by phone. Please apprise school personnel of any changes to this form throughout the year. If students are too ill to fully participate in all school activities, including recess, we ask that they be kept at home until recuperation is complete.

In the event a child becomes ill, is involved in a serious accident, or has an accident involving a head injury while attending school, the parent or the persons designated by the parent will be notified. Arrangements will be made by school authorities to insure that the child is given proper care until the parent or designee arrives.

The procedure for readmitting students who have contracted a communicable disease has been agreed upon with the county health officer. All children who show signs of any communicable disease **must** be kept at home. If a child has one of the communicable diseases such as: chicken pox, impetigo, pink eye, head lice, or strep throat, **the parent must notify the school office.**

After the child has been isolated for the necessary period of time or is free from any symptoms of the disease, s/he may return to school without any special permission from the doctor provided the control measures listed on the Wisconsin Communicable Disease Chart have been followed. (See attachment)

Whenever we know that a child has one of these communicable diseases, the parents of the children in that child's particular classroom will be notified that their child has been exposed. This will be done **for only the first case** that appears in each classroom.

Every child, Grades K-5, will be expected to participate in the physical education program as prescribed by law in the State of Wisconsin. Only students who submit a

written statement from a physician indicating the hazards involved in their participation will be exempt. When a physician's note authorizes absence from physical education activities, an additional note from the physician will also be required giving the date the student will be authorized to return to full participation in physical education activities. The only exception to this practice would be if the doctor's original note specified a date of return to normal physical education activities. Similarly, a doctor's excuse will be needed should a child's health impact on the child's ability to safely participate in recess activities.

## **MEDICATION PROCEDURES**

Based on the 1983 Wisconsin Act 334 (AB 281) which authorizes certain school personnel to administer drugs to students under special conditions and immunizes the personnel from civil liability, the following procedures shall be followed regarding the dispensing of medication.

### **Physician-Prescribed Drugs:**

- A. **NO MEDICATION MAY BE ADMINISTERED BY SCHOOL PERSONNEL WITHOUT WRITTEN PERION FROM THE PHYSICIAN** and co-signed by the parent (Section 118.29). In addition, no medication can legally be administered unless it is in a container with a pharmacist's label that includes the following information:
  - 1. Child's full name
  - 2. Name of drug and dosage
  - 3. Time and quantity to be given
  - 4. Physician's name
- B. Medications will be administered by the school principal, school secretary, child's teacher/instructional aide, school nurse, or health aide.
- C. See the example below as to the level of responsibility of the student for taking his/her medication at the designated time.  
Examples: grades Early Childhood thru 3 should have assistance from designated personnel.  
Grades 4-12 should be deemed responsible, unless in a special education classes.
- D. Only limited quantities of any medication may be kept at school at any time. Said medications are to be kept in a safe place, inaccessible to other students, and administered only by a person designated to give the drug.
- E. The length of time for which a drug is to be given shall be specified in the written instructions from the prescribing doctor. Discontinuation of the medication must be in writing from the physician.
- F. A form titled "Request for Administration of Medication by School Personnel" must be filed with school officials before any such medication can be administered. **EACH REQUEST FORM MUST BE RENEWED ANNUALLY.** Medication changes that affect dosage or time of administration require a new request form.
- G. Accurate and confidential records shall be maintained for each pupil receiving medication.

- H. Medications ordered by the Physician 1 x a day, 2 x a day, or 3 x a day should be given at home, before and after school and/or at bedtime whenever possible.
- I. School personnel will contact the parent if any medication is sent without labeling and signed consent for

**Non-prescription Drugs:** Over-the-counter drugs (i.e., aspirin, cough medicine, cold tablets, etc.) must be in the original container.

- A. Only the top portion of the “Request for Administration of Medication by School Personnel” form must be completed in full by the child’s parent/guardian before school personnel will administer non-prescription medication. **If you have any questions regarding this medication policy, please feel free to contact the School Nurse at 748-4633.** A sample of the approved medication form has been attached to the end of this handbook for your convenience. Medication forms are also available in Ripon doctors’ offices.

### **CONCUSSION**

Each school year students/parents shall be provided with an information sheet regarding concussion and head injury. At certain times during the school year a student may participate in an activity where a concussive event is likely to occur (i.e., recess, field trips, and/or PE classes). Parents are requested to sign an agreement noting that they have:

- **Read** the Parent Concussion and Head Injury Information;
- **Understand** what a concussion is and how it may be caused;
- Understand the common signs, symptoms, and behaviors; and
- Understand that it is their responsibility to seek medical treatment if a suspected concussion is reported to them.

### **CROSSING GUARDS**

All grade school children attending the city elementary schools should remain at home until the street safety crossing guards are on duty in the morning. Crossing guards will be available at the following locations this year:

Barlow Park/Journey School - corner of Watson and Griswold Streets and at the corner of Metomen and W. Sullivan Streets from 7:30 a.m. -8:15 a.m. and 3:10 p.m. – 3:45 p.m.

Murray Park/Quest School - corner of Oshkosh and Hamburg Streets and at the corner of Hamburg and Sunset Streets from 7:30 a.m. - 8:15 a.m. and 3:10 p.m. - 3:40 p.m.

If there are any changes for the 2018-2019 school year, parents will be contacted by the school. Crossing guards are employed by the City of Ripon and are under the jurisdiction of the Ripon Police Department.

## **COMMUNICATIONS**

You will be given information regarding school programs and special events throughout the school year by email notifications only. In addition, you will be notified via email to look for your child's school newsletter on our district website at [www.ripon.k12.wi.us](http://www.ripon.k12.wi.us). If you wish to still receive paper copies, please notify the office at 748-4695.

After school hours, the students may use school telephones with adult supervision to contact parents in the event of an emergency.

If you need to contact your child's teacher, we ask that you do so prior to 8:00, between 12:00 – 1:00, or between 3:10 – 3:30. At all other times of the day, Murray Park/Quest Elementary secretaries will forward calls to teacher's voice mail.

Students may use the office or classroom phones only with special permission. We ask that after school arrangements be made prior to the start of the school day. Special arrangements should be communicated to your child's homeroom teacher via a written note.

In an emergency situation, a parent/guardian may call the school office to relay specific arrangements for the child. Office personnel will ask for child specific information to verify the caller's identity to ensure the safety of all children.

Parents are invited to visit school at their convenience during the school year. We request that parents do not use class time for conferences and discussions. Please make special appointments with teachers for individual conferences.

Parents are always encouraged to participate as a parent volunteer. Interested parents should contact their child's teacher. In addition, parents are invited to participate regularly in parent/teacher meetings, programs, and other school-community organizations.

## **PROGRESS REPORTS**

Progress reports will be distributed to parents three times a year:

Friday, December 7, 2018

Friday, March 15, 2019

Mailed the week of June 10, 2019

## **FEES**

A book fee of \$25.00, and a field trip fee of \$10.00 will be charged for Grades 3 through 5.

Teachers have been instructed to charge students who lose, damage, or neglect to care for books and school materials assigned to them during the school year. The charge will be based on the replacement cost of the item.

## **MILK PROGRAM**

The cost of milk for a morning milk break will be \$21.00 per trimester or \$63.00 per year.

The first payment for milk fees is due on or before Tuesday, September 4. If milk fees are not paid within 7 days of due date, students will not be permitted to receive milk until the fee has been paid. Milk for milk break will not be sold on a daily basis. There are no refunds given for days absent.

## **LUNCH PROGRAM**

The school lunch program will start on Tuesday, September 5, 2017. The Ripon Area School District currently uses the Lunch Cashier System to manage the hot lunch program. The Lunch Cashier System is a **PREPAID** computerized program that allows the district to manage information about family accounts including receipts, purchases made against accounts by students or adults purchasing hot lunch or milk, and automatic monitoring of account balances.

### **Breakfast Program**

Breakfast is served from 7:45 a.m. – 8:15 a.m. (8:45 a.m. – 9:15 a.m. on Wednesdays). Students can grab their breakfast and eat in the cafeteria or the classroom. The cost is \$1.50 per day or \$7.50 per week and \$.30 per day or \$1.50 per week if your family has been approved for reduced lunches.

### **Procedures**

Students are given their ID cards before they go through the lunch line. At the end of the lunch line, the lunch cashier is given the student's card. The cashier scans the card and charges the student for the appropriate purchases.

If a lunch ID card is lost or damaged, a new card will be issued. Families will be charged \$1.00 per card after the third replacement.

### **Account Balances**

The concept of the family lunch account is similar to that of a checking account. The accounts should maintain a **PREPAID** positive balance with the lunches being deducted from that positive balance. The current cost for lunches is \$2.85 per day or \$14.25 per week per child if your child is in kindergarten through fifth grade. If your family has been approved for reduced lunches, the cost per lunch is \$.40 per day or \$2.00 per week per child. Additional milks or milk for cold lunches can be purchased for \$.35 per carton. We recommend a minimum payment of 10 lunches or \$28.50 per child (\$4.00 if your family has been approved for reduced lunches). If your family has been approved for free lunches, a deposit should be made to cover any additional milk.

Payments may be made online through the Parent Portal, at each school, or mailed to the Administrative Services Center, PO Box 991, 1120 Metomen Street, Ripon, WI 54971.

Families will be notified of student account balances by use of a computerized email system. Two types of emails are made weekly. Low balance emails are sent when your student's account falls below \$10.00. Negative balance emails are made when

accounts are at a deficit. Please be sure to verify your correct email address for notifications.

If a student account balance reaches a negative amount, a written notice will be issued. If no response is made to this notice and the student lunch account reaches a deficit of \$100, the account will be turned over to a collection agency. An administrative fee of \$10 will be charged to the student account.

### **Continuing Account Balance**

Any money remaining in the student account will be rolled into the following school year.

### **Account Inquiries**

The system has the capability to provide a detailed statement for any time period during the current school year. If you would like a statement showing the activity of your account, please contact Britnie Meyer by email at meyerb@ripon.k12.wi.us or at (920)748-4600 with any questions. Account information is also available on the Infinite Campus Parent Portal.

We strongly suggest that families keep a record of the balance in their student account. If you suspect an error, please contact the Britnie Meyer as soon as possible.

## **STUDENT RECORDS**

In response to recent federal and state legislation, the Ripon Area School District has adopted policy and procedures regarding the maintenance and confidentiality of student records. Schools develop and maintain records in the interest of the students and for purposes of instruction, guidance, and research. Student records are classified into the following three categories:

1. Directory data.
2. Progress records.
3. Behavioral records.

Generally, student records remain confidential and are not subject to release without the written permission of the parent or guardian of a minor student. One notable exception relates to certain types of information included in the directory data category. It is the intent of the Ripon Area School District to make available and release the following personal identifiable information contained in a student's education record without prior written consent unless the parent objects to such release:

1. The student's name.
2. The student's photograph.
3. The student's major field of study.
4. The student's participation in officially recognized activities and sports.
5. The student's weight and height if a member of an athletic team.
6. The student's date of enrollment and withdrawal.
7. The student's degrees and awards.
8. The name of the school most recently attended by the student.

Parents have two weeks from the beginning of each school year to advise the building principal in writing of any or all of the above items that they refuse to permit the district to release.

Because this Administrative Code affects all students both currently enrolled and those who will be leaving the Ripon Area School District, it is important that students and parents are made aware of the written policy governing the content, maintenance, and confidentiality of student records. The right to privacy and the protection of confidential information is the concern of the Ripon Area School District. Anyone wishing more information on the Administrative Code or necessary permission forms should contact the building principal or counselor.

Progress records may include identification information, a statement of courses taken by the student, student's extra-curricular activities, and the student's attendance record. Progress records will be kept indefinitely.

Behavioral records include all school records other than progress records. They may include standardized achievement test scores, psychological test scores, physical health records, and teacher evaluations other than Grades. Behavior records will be destroyed one year after the student graduates or was last enrolled in Ripon Area School District unless the parent/guardian of a minor student gives written permission that the record be maintained for a longer period of time.

All records are confidential except to a parent of a minor student or a legal guardian of a minor student. These persons, upon written request, will be shown the behavioral records. A qualified school district person must be present to explain and interpret the record. Written requests for copies of progress or behavior records submitted to the building principal will be honored within a reasonable length of time, not to exceed 45 days.

Transfer of student records will be made upon written notification by the parent/guardian of a minor student that the student intends to enroll in another school district, or upon the request of the district where the student has enrolled.

In addition, students and parents/guardians need to be aware of the opportunity to file a complaint with the Family Policy and Regulations Office of the Department of Education should a student records situation warrant such action.

## **ALARM SYSTEMS**

**Fire Alarms:** When the fire alarm sounds, students must leave the building in single file and in an orderly manner. Students should keep low and stay close to the corridor wall as they leave the building. Each classroom has posted directions for fire drill procedures and has a designated meeting spot on the school grounds. These directions are posted on the wall near the classroom door. In addition, monthly drills will be performed for practice purposes. The principal or principal designee will notify students and staff when it is safe to re-enter the building.

**Severe Weather Drills:** When the school receives a tornado warning, students will be instructed to move to the designated safety areas. Students will not be permitted to leave school during a severe weather condition unless a parent signs the student out in the office and accompanies the student from school. An all-clear announcement will be made when the danger has passed.

**Lock Down:** Lock Down refers to an intruder on the school site. Each classroom has directions for Lock Down procedures posted on the wall near the classroom door. The principal or principal designee will notify students and staff of an all-clear status.

**Medical Emergency:** Medical Emergency refers to a procedure to enlist the aid of a first responder team to a child or adult health emergency situation. Each classroom has directions for Medical Emergency procedures on the wall near the classroom door.

### **SCHOOL PERMISSION FORMS**

Each fall, a variety of school forms are distributed for parent signature to provide you with the opportunity to make decisions on your child's behalf.

- Picture Taking/Videotaping Permission
- Field Trip Permission Form
- Student Survey Permission
- Acceptable Use Policy, Student Privileges and Disclosure of Student Data Form

### **COMPUTER/INTERNET USE**

#### ***Internet***

The Internet is an electronic highway connecting thousands of computers all over the world. Global network connections make it impossible to control all materials. An Internet access management filter is used to block access to Internet sites that are deemed inappropriate; however with this filter as with others it is not possible to block all sites that may be inappropriate. Students may access the Internet for instructional purposes provided that they have parental permission. Students will be under direct adult supervision when using the Internet.

#### ***E-Mail/Chat Rooms/Bulletin Boards***

Students will not be allowed to use personal E-Mail accounts or access Chat Rooms and Bulletin Boards. Students will be allowed to use a class e-mail account under direct supervision of an adult. All correspondences will be viewed by an instructor and then shared with the class or students as appropriate.

#### ***Student Projects on the Web***

In conjunction with classroom activities/projects, under the supervision of an adult, students have the opportunity to contribute to web pages on the district's web servers. No personal, non-education related material may be placed on official district and/or building specific web pages. However, students may post student-created work and projects.

#### ***Acceptable Use***

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21<sup>st</sup> century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

To ensure that the Board's computer resources are not used for inappropriate purposes and consistent with the Children's Internet Protection Act, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, contain child pornography or are harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to

material that is inappropriate and/or harmful to minors. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet because it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the internet.

Students shall not access social media for personal use from the District's network during the school day, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and may have disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines. Please reference the entire policy by navigating to [www.ripon.k12.wi.us](http://www.ripon.k12.wi.us), then to the Board tab, Bylaws and Policies, 7000, 7540.03, and click on 7540.03.

### **INFINITE CAMPUS DATABASE**

Infinite Campus is the district's student management system. The parent portal is one component of the system. Information that can be accessed through the parent portal includes: general school communications, attendance, discipline events, lunch balance, and progress reports cards.

In order to access the portal one must submit one and only one, Household Information Form to any school office. Each family will receive one portal key that will allow for the creation of a family user name and password. It is possible to change a password as needed using the "Change Account Information" found in the portal menu. We encourage all families to enter a contact e-mail, which can be entered in the "Change Contact Information" window.

### **FIELD TRIPS**

1. School-authorized field trips will be scheduled during the school year. The consent form that you receive at the beginning of the school year can grant your child permission for all field trips that take place during the current school year. Teachers, however, will inform parents of these trips in advance. We ask your cooperation in granting your permission for these educational opportunities. Students who are not participating in field trip activities are to attend school for alternative educational programming.
2. All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the principal or coach/advisor by parent, in writing, to allow an exception.
3. **Special Note:** Due to insurance liabilities, adult chaperones are not allowed to bring the siblings of students or other guests along on field trips. In addition, school sanctioned field trips are intended for students, teachers and chaperones only. Chaperones will be expected to adhere to preset school guidelines and itineraries. Chaperones may need to drive separately pending available space on buses. All chaperones will need a district background check to accompany students on field trips.

## **HEALTH SCREENINGS/IMMUNIZATION PROGRAMS**

1. Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the school nurse.
2. The school nurse will organize a series of screening and immunization programs during the school year. You will be notified of these programs through the local paper or by letter. Whenever parental signatures are needed, the proper forms will be sent to you with your child.

## **DEVELOPMENTAL GUIDANCE PROGRAM**

A systematic guidance program is an integral part of the K-5 curriculum. The major purposes of this program are to:

- Give students assistance in dealing with their educational, social, and/or personal challenges.
- Help students understand and appreciate their own abilities, aptitudes, interests, strengths, and limitations.
- Assist students in making the best use of their potential.
- Educate and practice effective decision-making skills.

Support groups to help students deal with such issues as stress, behavior, divorce, relationships, and loss will also be offered on an as needed basis. Student participation in individual or small group counseling sessions is voluntary.

## **DRUG FREE SCHOOLS**

School districts are required by the Drug-Free Schools and Communities Act Amendments of 1989 to notify students, parents/guardians, and employees that compliance with the district's alcohol and other drug use policy prohibitions are mandatory.

The use of all tobacco, drug, and alcohol products is strictly prohibited not only within school buildings but also on school grounds.

## **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES**

During the school day students are generally prohibited from using or displaying in plain sight electronic communication devices (ECDs) including, but not limited to, cell phones and pagers, in school buildings and vehicles, and at all school sponsored activities. However, the Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety and educational purposes. Therefore, possession and use of ECD's may be permitted only if use by the student is determined by the principal to be for a medical, school, education, vocational, or other legitimate use. Parents are discouraged from using cell phones during hours of instruction as not to disrupt the educational process in our schools.

## **RECREATIONAL DEVICES AND TOYS**

Students are discouraged from bringing recreational devices and toys from home to school. The school attempts to provide a wide variety of large and small motor equipment to foster cooperative play. The school is not responsible for theft, loss, or breakage of items from home.

## **SHOES FOR PHYSICAL EDUCATION**

We are recommending that the children possess a pair of non-skid tennis shoes or other washable, rubber-soled shoes for wear exclusively during physical education classes. Please try to avoid choosing shoes with black soles, as these soles tend to make black streaks on the floors that are hard to remove.

## **LOCKERS**

All students are assigned a corridor locker. Students are not permitted to place locks of any sort on lockers.

Lockers are to be kept neat and clean. No ads for alcoholic beverages or pictures/items of questionable taste will be permitted in or on lockers. Stickers or other glue adhered items are not permitted. The school administrators or teachers have the right to remove such pictures/ads from school lockers. Magnetic mounted mirrors are allowed. Students are required to keep their belongings only in the locker assigned to them. Money and valuables are not to be kept in the lockers. The school is not responsible for articles lost or stolen from lockers.

Students' lockers are school property and remain at all times under the control of the school. Inspections may be conducted by school authorities at any time, for any reason, without notice, without student consent, and without search warrant. Any unauthorized item found may be removed and held by the school, without safekeeping liability, until such time as a proper determination for dispensing of the article is made. Illegal or contraband articles will be turned over to legal authorities for ultimate disposition.

## **HEALTHFUL TREATS**

In conjunction with our District wellness policy, our school strives to promote healthy eating in all foods available on school grounds or in school-sponsored activities. Therefore, it is recommended that snacks provided by parents be healthy and nutritious.

## **BIRTHDAY RECOGNITION**

There is no expectation to recognize your child's birthday during the school year. However, if you choose to send a classroom treat, we strongly encourage snacks that are healthy and nutritious. In addition, we discourage the delivery of birthday balloons and flower bouquets to school. Balloons and flowers are held in the school office until the end of the school day at which time they are sent home with the child. For safety reasons, no balloons or flowers may be transported in school vehicles. For the safety of all students, no latex balloons are allowed on school property.

## **NONDISCRIMINATION POLICY**

The Ripon Area School District Board does not discriminate on the basis of race; color; national origin; age; sex (including transgender status, change of sex, sexual orientation, or gender identity); pregnancy; creed or religion; genetic information; handicap or disability (in accordance with Policy 3123, AG 3123A, and AG 3123B); marital service; citizenship status; veteran status; military service (as defined in 111.32, Wis. Stats.); national origin; ancestry; arrest record; conviction record (in accordance with Policy 4121); use or non-use of lawful products off the District's premises during non-working hours); declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters; or any other characteristic protected by law in its employment practices.

The district encourages informal resolution of complaints under this policy. If any person believes that the Ripon Area School District or any part of the school organization has failed to follow the law and rules of S.188.13 Wis. Stats., or in some way discriminates on the basis listed above, s/he may bring or send a complaint to the Administration Office at 1120 Metomen St, P.O. Box 991, Ripon, WI 54971

In compliance with Title IX, the Ripon Board of Education has adopted a resolution that provides as follows:

1. The Ripon Area School District recognizes that Title IX prohibits discrimination on the basis of sex.
2. The Director of Business Related Services has been appointed School District Compliance Officer, and shall be available to answer inquiries concerning provisions of Title IX. He may be contacted during office hours at 748-4610.
3. An evaluation committee has been established to review policies, practices, and procedures with the intent of assuring compliance.

The following steps shall be followed in resolving alleged complaints relating to noncompliance of Title IX:

1. Complaint shall be submitted in writing to the school administrator at the appropriate level, beginning with the building principal unless that individual is the source of the complaint, who can provide resolution of the complaint.
2. If the complaint is not successfully resolved to the satisfaction of the complainant, it may be appealed in writing including a statement of facts comprising the alleged noncompliance to the above named compliance officer.
3. The compliance officer shall make an investigation of the complaint and will file a written report with recommendations with the Superintendent of Schools within 15 working days.
4. Upon receipt of the written report, the Superintendent of Schools shall hold a conference with the person alleging the noncompliance and the compliance officer. Within 15 days, the Superintendent of Schools shall indicate the action to be taken.
5. If the person with the complaint is not satisfied with the action taken by the Superintendent of Schools, that person may request a conference with the Board of Education by filing a written request with the Superintendent of Schools or the President of the Board of Education. A conference with the Board of Education shall be scheduled no later than 30 days after receiving the request.

## **SEXUAL HARASSMENT POLICY AND PROCEDURES**

### **Students**

The Board of Education acknowledges the regulation (45 Federal Regulation 74676) issued by the E.E.O.C. (Equal Employment Opportunities Commission) regarding sexual harassment as a violation of Title VII of the Civil Rights Acts of 1964. Sexual harassment is also a violation of Title IX of the 1972 Education Amendment. Sexual harassment in the context of its use in this district policy is a prohibited practice whether or not the student being harassed also is a school employee.

Sexual harassment is a form of personal misconduct that undermines the integrity of the student-to-student/school-to-student relationships. All students must be allowed to learn in an environment free from sexual overtures. Sexual harassment does not refer to occasional innocently intended compliments received and accepted as such by the student.

It refers to behavior which is personally offensive (either to students or community standards), which debilitates morale, and which therefore interferes with the school site learning effectiveness of its victims and others. Sexual harassment may include actions such as:

- sex oriented verbal "kidding" or abuse;
- subtle pressure for sexual activity;
- inappropriate physical contact such as patting, pinching, or intentional brushing against another's body;
- demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning a student's classroom status or employment status.

Sexual harassment is a prohibited personnel/student/school visitor practice which results in discrimination for or against a student on the basis of conduct not related to learning performance but rather is related to the promotion of sexual contact or the refusal to react cooperatively to sexual overtures.

It is possible for sexual harassment to occur at three levels: (1) among peers or fellow students, (2) between employee supervisors and student subordinates, and (3) imposed by school visitors on students. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may file a written complaint with the building principal. In fulfilling its obligation to maintain a positive and productive learning environment, the district will make every attempt to halt any harassment of which it becomes aware by calling attention to this policy or by more direct disciplinary action, if necessary. Local law enforcement agencies will be notified if the building principal/district compliance officer feels such a referral is appropriate.

Individuals verified to have instigated this type of harassment are subject to disciplinary action, including but not limited to suspension or removal from school enrollments (student/peer) or employment (employee/supervisor).

Any persons who believe s/he has been sexually harassed in violation of this policy and remains unsatisfied with building principal complaint handling may file a written complaint with the compliance officer who has been designated by the district administrator.

## Personnel

### Sexual Harassment Complaint Procedure

Except in any case where the building principal is the person charged with harassment, the building principal of the affected student(s) is to first be involved by the student(s) in preliminary discussions leading to any student decision to petition the district's designated complaint officer for corrective action. The role thus fulfilled by the principal is that of building level sexual harassment compliance officer.

Direct communication with the district's designated compliance officer is the right of the student when the principal is the accused harasser. Corrective actions aimed at preventing any repetition of a verified sexual harassment event are, where possible, intended to be the responsibility of the principal.

Where principal actions are considered ineffective or inappropriate for a given situation (in the view of the complaining or the accused persons), the school district's designated compliance officer may be petitioned for corrective action. All student complaints must be reduced to written form for processing at either the building or the district level. Steps I and II of the listed complaint procedure govern building level complaint processing by the principal. Steps I - IV govern district level processing by the designated compliance officer.

The Director of Business Related Services is the district level designated compliance officer for the Ripon Area School District. The compliance officer is responsible for coordinating federal regulations concerning sexual harassment. All complaints received in compliance with Step I criteria (see listing below) will be investigated.

Step I Any complaint shall be presented in writing by the affected complaining student to the complaint officer. The complaint should include the specific nature of the harassment and corresponding dates, and also include the name, address, and phone number of the complainant. (The complaint officer may not receive/process complaints against himself/herself. Such complaints shall be filed with the district administrator who shall follow Steps II - IV procedures).

Step II The compliance officer shall thoroughly investigate the complaint, notify the person who has been accused of discriminating, permit a response to the allegations and arrange a meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the written complaint, if deemed necessary. The compliance officer shall give a written answer to the complaint within fifteen (15) working days after receipt of the written complaint. The complainant and/or the accused has the right to be represented at procedural hearings.

Step III If the complainant or accused employee or non-employee is not satisfied with the answer of the compliance officer, s/he may submit a written appeal to the district administrator or designee indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the compliance officer's answer. The district administrator or designee shall arrange a meeting with the complainant and other

affected parties, if requested by the complainant or accused employee, at a mutually agreeable time to discuss the appeal. The district administrator or designee shall give a written answer to the appellant within ten (10) working days.

Step IV If the complainant or accused employee or non-employee is not satisfied with the answer and wishes to file an appeal, an appeal may be filed in writing with the Board of Education clerk within ten (10) working days after receipt of the Step III answer.  
The Board of Education shall, within twenty (20) working days, conduct a hearing at which time the appellant shall be given an opportunity to present his/her concerns and arguments. The Board shall give a written answer to the appeal within ten (10) working days following completion of the hearing.

Any sexual harassment complaint verified via this board procedure and not successfully challenged through appropriate appeal steps will result in at least placement of a letter of admonition in the file of any offending student or employee. A similar certified mail correspondence of admonition will be sent to any offending non-employee school visitor. More serious disciplinary actions will be considered in keeping with either (a) the adjudged seriousness of the offense(s) or (b) any repetitious nature of offenses occurring after the first written admonition is filed. Any need for disciplinary action against a student or employee beyond a letter of admonition must be relayed through the offending students'/employees' principal for an endorsement to the superintendent for possible recommendation of Board of Education action. Verified repetitions of non-employee school visitor policy infringement of sexual harassment guidelines will result in the school principal's sanctioning of this offending individual's eligibility to be present in school facilities where students are gathered.

### **BULLYING**

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.

Board Policy 5517.01 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. State and Federal rights posters on discrimination and harassment shall also be posted at each building. 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.

### **Cyber bullying**

Cyber bullying is defined as the use of information and communication technologies including, but not limited to e-mail, social networking sites, cell phone and paper text

messages, instant messaging (IM), defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

### **LIVE ANIMAL POLICY**

Generally speaking, no animals are to be brought into school district buildings or permitted on school district grounds. Use of animals in classrooms shall be limited to that necessary to support the educational ion, (e.g., assistance animal), taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement. To guarantee the health of our students and staff, all visitation requests will be approved for outdoor visitation only.

The presence of animals on school property shall further be governed by local laws and ordinances pertaining to animal control. Such laws and ordinances may vary depending on the location of the building/property. Any animal legitimately brought to the school setting must be appropriately housed, humanely cared for, and properly handled/controlled. In addition, no animal approved in advance of exhibition in a school district setting may be transported to/from that setting in or on school district vehicles transporting children.

#### **Live Animals - Uncontrolled**

Any uncontrolled animal discovered on school property and considered a reasonable threat to the health, safety, or welfare of humans or to be a likely disrupter of school activities is to be reported to building supervisors. As deemed necessary, supervisors will contact appropriate law enforcement representatives to verify steps to be taken to assure safe control/removal of the animal.

### **PROGRAM/CURRICULUM MODIFICATIONS**

In response to Section 118.15(1)61 of the state statutes, parents/guardians need to be aware of the right to request program or curriculum modifications for their child. This request for modifications should be submitted in writing to the building principal as per the guidelines of the statutes. A conference between the parent/guardian, the building principal, and classroom teacher will be scheduled to establish a modification plan.

### **STUDENT RELIGIOUS ACCOMMODATIONS**

#### **Recognition of Religious Beliefs and Customs**

As per district policy 6141.2, the Ripon Area School District reaffirms the basic American tradition of separation of church and state. Such a policy is the logical outcome of the pluralistic nature of the religious beliefs of Americans from colonial days to the present. The proper place for religious observance is in the home and place of worship.

#### **Flag Salute and Treatment**

In the instructional program, sufficient time is taken to discuss what the Flag and Flag Salute represent. The Pledge of Allegiance may be recited and/or the National Anthem may be played daily. Those children who have religious or conscientious objections may be excused from participating in the exercise itself.

## **Religious Beliefs and Practices**

Recent decisions of the U.S. Supreme Court have made it clear that it is not the province of a public school to support or discourage religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of choice. While Ripon is a predominantly Christian community in formal profession, the rights of any minority, no matter how small, must be protected. No matter how well intentioned, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual churches, groups of churches, or private organizations. While the protection granted by the Constitution to religious belief is absolute, freedom to practice is protected only in so far as the rights of others are not thereby infringed. In the spirit of protecting constitutional liberties and true religious freedom the following policies are established:

1. Bible reading and prayer  
Classroom teachers shall not use prayer, Bible readings, or readings from other specifically religious works as a devotional exercise or an act of worship. However, the use of such readings in connection with objectives studies in comparative religion, social studies, literature, and the like is encouraged. The school will continue to accept its share of responsibility in the teaching of civil morality.
2. Religious Holidays  
School observance of religious holidays with a devotional exercise or an act of worship is prohibited. Acknowledgment of, explanation of, and teaching about, religious holidays is encouraged. Parties, decorations, and the like are permitted, but it is the responsibility of all faculty members to see that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups, and do not interfere with the regular school program. As far as practicable, school vacations and holidays will be scheduled to permit individual observance of religious holidays.
3. Religious Services  
The baccalaureate observance is a time-honored part of the graduation program, with attendance by graduating seniors being voluntary.
4. Music and Drama  
It is recognized that sacred music forms a large and important part of choral literature and the use of such material in the teaching of music is encouraged. While it is difficult to separate the musical and religious values in this field, every endeavor shall be made to select and use such music on the basis of musical and artistic merit alone. Programs and concerts may include sacred music and may be identified by seasonal or holiday names, but shall not incorporate religious readings or dramatization of religious stories to the extent that an atmosphere of worship is created. This policy does not prohibit the treatment of religious themes in serious dramatic works of recognized merit, but it is the responsibility of faculty members directing such activities to make certain that an atmosphere of approbation or condemnation of specific religious doctrines is not created.

5. Religious instruction and influence  
Promotion of specific religious or anti-religious doctrines or beliefs is prohibited in connection with any school activity. Examination of such beliefs in connection with their influence on history and the structure of society is permitted and encouraged as previously suggested, on the preceding page, but such treatment shall be done in the most objective manner possible. At no time shall specific items of religious belief be the subject of destructive criticism or ridicule by a faculty member in relations with students either in a curricular or extracurricular activity.
6. Distribution of religious materials  
No Bible or portion thereof, or religious or anti-religious document or article, shall be distributed by the schools, or through or in cooperation with the schools by any person or outside agency.

### **RELIGIOUS INSTRUCTION RELEASE TIME**

Beginning in September and ending in May, all students in Grades K - 12 are eligible to be released from school classes on Wednesdays at 2:30 p.m. to attend religious instruction classes offered in the various area churches.

A request form signed by the parent/guardian must be on file in the school office in order for a student to be released to attend religious instruction. Forms are available in the school office and/or at the participating churches. School programs such as bus transportation schedules, daily instructional programs, or other school activities will not be altered to accommodate students who elect to participate in this program. Students who fail to report to the religious class may forfeit this release privilege.

### **PROMOTION, TRANSFER, AND RETENTION**

Optimal school achievement is obtained when students experience success in their daily activities and building upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

1. Promotions: Occurs when a student has met the grade - level criteria as described in detail below.
2. Transfer: Occurs when a student has not met the grade - level criteria as described in detail below. However, the Building Consultation Team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.
3. Retention: Occurs when a student has not met the grade-level criteria as described in detail below based on the recommendation of the Building Consultation Team with the concurrence of the building administrator.
4. Building Consultation Team: A Building Consultation Team is to be appointed by the principal each year to consider situations in which students may not be promoted to the next grade or may not graduate. Such a team may include:
  - A. Classroom teachers
  - B. Counselors and other support staff
  - C. Building Principal or assistant principal
  - D. Parents

Final decisions on student promotion, transfer, or retention rest with the building principal.

To implement Board policy, the following guidelines are to be utilized:

## **Grades K-8 Level**

Criteria: To be promoted all students in Grades K-8 must demonstrate adequate progress in reading and mathematics. Literacy and numeracy are the foundation of all core subjects. To that end, adequate progress will be determined by end-of-year report card standard scores for core academic subjects at a score of “3” or higher. If adequate progress is not evident based on the report card scores, multiple measures may be used to compile a complete student learning profile for promotion consideration.

The multiple measures to consider may include, but are not limited to:

- Wisconsin School Assessment System Examination scores
- Response to Intervention/Instruction documentation
- Local assessments
- Teacher recommendations
- Demonstrate adequate progress toward attainment of annual goals specified in the Individual Education Plan (IEP), Section 504 Plans, or English Development Learning Plan (EDLP) as documented by the staff serving the student.

Remediation Opportunities: School personnel shall make a concerted and repeated effort throughout the school year to notify the parents of students who are at-risk of not meeting Gr.-level expectations and thus, may not be eligible for promotion.

Opportunities to support student learning will be suggested and encouraged. In this way, students (with the support of their parents) can take full advantage of Response to Intervention/Instruction (RtI) time, BRAVE after school tutoring, Summer School, or other remediation learning opportunities for the purpose of meeting the Gr.-level criteria as described above to be eligible for promotion.

Appeal Process: Parents of students recommended for retention may appeal to the Superintendent or designee. Such appeals should be filed in writing no later than give (5) days after receiving the official letter of retention. The appeal petition must include reasons why the parent/guardian believes the student should be promoted. The Superintendent or designee shall respond with a decision in writing fifteen (15) days after receipt of the appeal.

### **DEATH RESPONSE PLAN**

In the event of a death of a family member or close friend, we ask that you notify the school’s principal or guidance counselor. The information provided will allow the school staff the opportunity to respond appropriately, assist the child in coping with the feelings related to such a loss, and sensitize the staff and students to your child’s needs during the difficult time.

### **CHILD ABUSE AND NEGLECT REPORTING**

In accordance with Wisconsin State Statute Section 48.981, all school personnel have a legal responsibility to report suspected child abuse or neglect our law enforcement agency.

School personnel shall not contact the child’s family or any other person to determine the cause of any suspected abuse or neglect upon initial suspicion of same. The

involved agency may contact, observe or interview a child at school without permission from the child's parent, guardian, or legal custodian as necessary to determine if a child is in need of protection or services.

### **CONDUCT ON/OFF SCHOOL GROUNDS**

Students enrolled in the Ripon Area School District are members of the school district, and as such, are responsible for abiding by the rules and regulations of all school sites.

If a student's conduct on or adjacent to the school grounds interferes with the school program, s/he shall be subject to disciplinary action by authorized school district officials.

The following guidelines will help all students to maintain the expected standard of conduct:

1. All students must put forth their best efforts in their studies. This means a student must:
  - a) be alert and participate in class activities.
  - b) report to class ready to work.
  - c) complete all assigned work in a timely fashion.
2. All students must demonstrate proper respect for themselves, others, and all property.
3. All students are required to use good judgment in their actions during class time, while in school halls, when involved in noon/recess breaks, while on the school bus, at the bus shuttle sites, and while representing the school on school-sponsored field trips.
4. Candy and pop are discouraged on school grounds.
5. Chewing gum is not allowed on school grounds.

In addition, please review the attached copies of the school expectations with your child that are located within this handbook.

### **CODE OF STUDENT CONDUCT**

The Ripon Area School District is committed to providing and maintaining a productive learning environment based on mutual respect among students, teachers, administrators, staff, and visitors to the school site. Every member of the school community is expected to cooperate in this central purpose. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance, and behavior in school. Parents are asked to cooperate and consult with the school to prevent or address problems.

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

But equally important, the District seeks to accord its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and

unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity (“short-term removal” or “temporary removal”). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District’s strong commitment to an appropriate educational environment, and of allowing a “cooling off” period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student’s conduct, or the best interests of the student and the other members of the class, may warrant longer-term removal from the class. Long-term removal by its very terminology suggests that length of removal from class is affected by the seriousness of the problem created by the student’s behavior. Beginning August 1, 1999, a teacher employed by the District may temporarily remove a pupil from the teacher’s class if the pupil violates the terms of this Code of Student Conduct (the “Code”). In addition, long-term removal of a student will be possible if the building administrator upholds a teacher’s recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed.

This code of classroom conduct applies to all students in Grades Pre-K through Gr. 12.

### **Student Removal from Class**

A teacher may remove a student from class for the following reasons:

- A. Behaviors harmful to the educational environment including but not limited to:
1. Violating the District’s policies justifying suspension and expulsion,
  2. Violating the behavioral rules and expectations in the school’s Student Handbooks,
  3. Behaving in a manner which is disruptive, dangerous, or unruly,
  4. Interfering with the ability of the teacher to teach effectively, and/or,
  5. Behaving in a manner inconsistent with class decorum and the ability of others to learn.

Examples of 1-5 may include, but are not necessarily limited to the following:

- Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom,
- Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies,
- Behavior that interferes with a person’s work or school performance or creates an intimidating, hostile or offensive classroom environment,
- Fighting,

- Taunting, baiting, inciting and/or encouraging a fight or disruption,
- Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations,
- Pushing or striking a student or staff member,
- Obstruction of classroom activities or the engaging in other actions which prevent the teacher from exercising his/her assigned duties,
- Interfering with the orderly operation of the classroom by using, threatening to use violence, counseling others to use violence, force, coercion, threats, harassment, intimidation, fear or disruptive means,
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder,
- Restricting another person's freedom to properly utilize classroom facilities or equipment,
- Classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow direction,
- Throwing objects in the classroom,
- Disruptive behavior and/or violation of classroom rules,
- Excessive or disruptive talking,
- Behavior that causes the teacher or other students fear of physical or psychological harm,
- Physical confrontations or verbal/physical threats,
- Inappropriate verbal or symbolic communications conduct intended or likely to upset or distract or annoy others.

B. Other behaviors including but not limited to:

1. Repeatedly reporting to class without bringing necessary materials to participate in class activities,
2. Possessing personal property prohibited by school rules,
3. Possessing personal property which is disruptive to the teaching and learning environment of the classroom,
4. Acting in violation of Federal or State statute or local ordinance regulations,
5. Interference with the classroom-learning environment due to clear and obvious interpersonal conflicts with other class members.

**Teacher Management of Student Behavior**

The principal's role in student behavior control is to support and counsel the teacher as needed, handle the more difficult cases, and to coordinate and unify efforts when a student's conduct problem extends into more than one classroom. Expectations are that before student removal from a classroom receives serious teacher consideration as an option, normal teacher efforts to set and maintain standards for student behavior will be made. This normal hierarchy for teacher control of student behavior includes, but is not limited to, teacher proximity changes, quiet verbal/nonverbal reminders, clear warning, etc. When a student is removed from the classroom by the teacher, the principal/designee will offer the student an opportunity to explain his/her version of the cause of the situation.

### **Short-Term Removal**

Any removal of a student from a classroom for misconduct is a serious matter. It should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which she or he was removed, or for at least forty-five (45) minutes, whichever is longer. Such a short-term removal will not affect more than five (5) consecutive days of the student's school schedule. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be ready and able to return to his/her regular class schedule without a recurrence of the behavior for which the student was removed. If it is not appropriate to return the student to regular classes, the building administrator designee shall either retain the student in short-term removal where necessary, appropriate and practicable, or shall take steps to have the student sent home for the remainder of that school day. Teacher explanation of the cause of the student's removal from the classroom should ideally be provided to the principal/designee when the student is sent to the office. In all instances, the written explanation should be received by the school principal by the close of the next school day or for events occurring on the last day of a school attendance week, within 72 hours, whichever occurs first.

### **Long-Term Removal**

Long-term removal is an extremely serious step. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except after thorough consideration of alternatives involving teacher(s) and the building principal or designee. Long-term removal should normally not be considered on the basis of a single incident. The final decision regarding long-term removal rests with the building administrator. Long-term removal is defined as discipline-related changes in a student's normal school day that changes affect more than five (5) consecutive days of the student's normal school schedule.

Where a teacher wishes the building principal (or designee) to remove a student "long-term" from his/her classroom, the teacher shall notify the building administrator in writing. Such a statement must specify (a) the basis for the removal request; (b) the alternatives, approaches and other steps considered or taken to avoid the need for the removal; (c) the impacts (positive or negative) on the removed student; and (d) the impacts (positive and negative) on the rest of the class.

Upon receipt of such statement, the building administrator shall consult with the appropriate involved persons and such other individuals as may serve as a resource to the administrator.

Following consideration of the involved student's statement, the teacher's statement and any other information, the building administrator shall take one of the following steps:

- a) return the student to, or retain the student in, the class from which s/he was removed or proposed to be removed;
- b) place the student in another instructional setting;

- c) place the student in another class in the school, or in another appropriate place in the school; or
- d) place the student in an alternative education program as defined by law.

A student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such a program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to a formal right of appeal; however, the parents of the student, and/or the student have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) school days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student of the basis for the removal, the alternatives considered, and the basis for any decision. The building administrator may implement a student removal to another class, placement or setting prior to any meeting – notwithstanding the objection of the parent(s) or student.

### **Idea/Section 504 Treatments**

Students with disabilities whose behaviors create significant classroom conduct concerns on the part of their teacher may be temporarily removed from class under the same terms and conditions as non-disabled students. Such students with disabilities long-term classroom placement changes must be decided by appropriately convened and conducted Individual Educational Plan (IEP) team meeting. A Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) will be reviewed and/or developed. In addition, each such student's IEP must specify (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students and (b) alternative consequences or procedures for addressing behavioral issues.

Steps to be followed following a "Code of Student Conduct" violation by a student with a disability include (in consecutive order):

1. Suspend (or place in alternative setting) for no more than 10 school days;
2. Convene IEP team to verify whether behavior at issue is a manifestation of his/her disability;
3. If the behavior is a manifestation of student's disability, school may initiate a change in placement but may not expel or suspend long-term OR if behavior is not a manifestation of student's disability, school may expel or suspend long-term but must provide continued services;
4. Provide due process at parent request [per provisions of U.S.C. Section 1415(j) and Section 1415 (k)(7)].

### **Parent Notification Procedures**

School notification of parents will comply with any state or federal laws and regulations that may require parent notification of changes in student educational placements. For example, the parent(s)/guardian(s) of a student with a disability who has been removed

from school and placed in an alternative educational setting must be notified of such change in placement in accordance with provisions of the Individuals with Disabilities Education Act.

The person responsible for notifying the parent/guardian of a student's removal from class is the principal or designee.

The method by which the parent/guardian notification must be made is written notification supported as necessary by a telephone call or other personal contact. (If notification is made by telephone, alternative notification for those students whose parents/guardians do not have a telephone in their home will be pursued.)

Any specific timelines included in the notification will be reasonable and realistic in their expectations.

A student removed from class by a teacher is also subject to disciplinary action for the particular classroom conduct, the school district will provide parent/guardian notification for the disciplinary action in accordance with established legal and policy requirements. If board policy requires a student to be suspended from school for the misconduct, the district must provide the student's parent/guardian with prompt notice of the suspension and the reason for the suspension.

All notices shall be provided in such manner so as to ensure that the student's parent/guardian understands them. They should be provided in English, the parent/guardian's native language or any other means to convey the required information.

### **Equitable Treatment Assurance**

The Ripon Area School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination on the basis of age, race, color, national origin, sex, or handicap.

### **DETENTION AFTER SCHOOL**

A student may be required to stay after school to receive extra help, complete assigned work, or discuss a behavioral/attitude problem. A one-day postponement in the event of a justifiable conflict may be made upon parent/guardian request to accommodate schedules. It is the parent's responsibility to provide transportation for a student who has been required to stay after school.

### **SUSPENSION**

If ordinary disciplinary measures are not successful, it may be necessary to take further action through suspension. Suspension from school is a temporary exclusion of a student from class attendance and participation in school functions for misconduct or violation of district rules and regulations.

The building principal or his/her designee shall be authorized to suspend students. In all cases of suspension, the Superintendent and the parents of the student shall be notified immediately. Suspension is limited to a period of five (5) days. The student may be required to remain in the school building under supervision or may be excluded from the premises.

Suspensions may be made for the following offenses, which occur on school property or under school jurisdiction:

1. Chronic misbehavior continuing after written notification to the parent or guardian.
2. Disruptive behavior to the extent that the behavior affects the learning experience of other students.
3. Commission of serious acts of defiance against a teacher, either in action or words.
4. Willful disobedience.
5. Profanity or vulgarity in school.
6. Harming, harassing or intimidating other children.
7. Willfully defacing or damaging school property.
8. Forged notes for excuses for absences.
9. Possession or use of drugs, narcotics, all hallucinogenic agents or alcoholic beverages.
10. Carrying or using weapons.
11. Noncompliance with rules made by the superintendent or any principal or teacher designed by him/her, with the consent of the school board; or
12. Conduct while at school or while under the supervision of a school authority that endangers the property, health, or safety of others.

Prior to the suspension, the student must be advised of the reason for the proposed suspension and given an opportunity to explain or refute the charge (due process).

If the suspension is ordered, the parent or guardian shall be given prompt notice of the suspension and the reason. The suspended student or his/her parent or guardian may, within five school days following the commencement of the suspension, have a conference with the superintendent or a person designated by him/her. The designee shall be someone other than a principal, administrator, or teacher in the suspended student's school. If, as a result of the conference, it is found that the suspension was unfair, unjust, or inappropriate, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the student suspension must be expunged from the student's school record and the student given the opportunity to make up any missed work. The finding shall be made within 15 days of the conference.

Students suspended will be given the opportunity to make up all work missed.

The assignment of an in-school suspension will be at the discretion of the administration pending the availability of supervisors.

### **STUDENT DRESS AND GROOMING GUIDELINES**

Responsibility for the personal appearance of students shall normally reside with students and their parents/guardians. Student clothing should be clean and safe to wear for the types of activities performed by the students. Student dress or grooming should not however, affect the health/safety of students or disrupt the learning process

within the classroom/school. Clothes should be neat, modest, clean and appropriate for school activities. Articles of clothing or hair styles that are determined by the building administrator/designee to substantially interfere with the educational process is prohibited. Examples include, but are not limited to, the following: clothing and/or expressions that are obscene, representative of illegal behavior (i.e., promotion or drug/alcohol use), disparaging or demeaning to others (racial, religious, sexist, or ethnic inscriptions), contain sexual references/double meanings or apparel/signs symbolic of gang related activity. Physically revealing attire is not permitted. Failure to comply with dress guidelines will result in appropriate action being taken by the building administrator/designee. According to state regulations for public buildings, footwear must be worn at all times.

Jackets, coats, and hats are not to be worn in the classroom. Recommended winter outdoor wear may include hats, mittens/gloves, heavy winter coats, boots, and snow pants at Barlow Park Elementary. Students attending Murray Park/Quest Elementary are required to wear boots.

### **TRANSPORTATION RULES AND REGULATIONS**

Students and parents are advised that, in order to maintain bus-riding privileges on school buses, the following responsibilities must be observed:

#### **Parent Responsibilities**

- A. Shall realize that school bus transportation is a “privilege” not a “right”. Students who misbehave may be denied the privilege of riding on the bus since their misbehavior jeopardizes the safety of all other riders.
- B. Shall be notified prior to withdrawal of such privileges by the school principal.
- C. Should periodically review the bus transportation and safety rules with their children.
- D. Should encourage their children to observe and practice all of the rules and regulations.
- E. Should request in writing, in advance, any exception to the rule that students will ride on assigned buses. Requests will only be made to the school principal or his/her designee. Parents will assume the responsibility for the child when such a request is made and granted.
- F. Should call the bus driver or another student rider if their child is not attending school.
- G. Are responsible to pay for damage to school buses when such damage is the result of vandalism committed by their child(ren).
- H. Shall accept responsibility for the welfare and supervision of students using school buses until the students actually board the bus for school and after the students get off the bus on the return trip.
- I. Shall cooperate with the school and/or representative of the bus contractor relative to student safety violations or conduct reports.
- J. Should communicate with the school principal or director of business related services concerning any transportation problem or situation.
- K. Shall observe all school property, traffic, and road regulations. **(DO NOT PARK OR STOP IN BUS LOADING/UNLOADING AREAS.)**

## **Student Responsibilities**

### A. General

1. Realize that school bus transportation is a privilege, not a right.
2. Shall respect and obey the instructions of the bus driver.
3. Shall look after the safety of younger children.
4. Shall observe all rules and regulations that apply to bus transportation.
5. Shall conduct themselves in a safe manner at all times.
6. Shall ride on assigned buses unless authorized by the principal to make a change.
7. Will board and leave from their bus at selected designations unless written parental permission is granted and approved by the principal to be let off at other than the regular stop.
8. Shall respect other people and their property while waiting for the bus.
9. Shall, when made necessary and is unavoidable, walk on the roadside facing traffic.
10. Students are to walk between or behind buses only in specially designated loading areas.

### B. Prior to loading

1. Be on time at the designated school bus stops arriving about 3 minutes before the bus is due.
2. Stay off the road while waiting for the bus.
3. Line up in an orderly single file at the end of the driveway (not on the road). Do not proceed toward the bus until the bus comes to a complete stop, the bus driver gives the signal for crossing, and you have checked for oncoming traffic. Proceed across the road at least 10 steps in front of the bus.
4. Use the handrail and watch your step when boarding the bus.
5. Be courteous. Do not take advantage of younger children in order to get a seat.

### C. While on the bus

1. Keep hands and head inside the bus at all times. Sit quietly, facing the front of the bus.
2. Assist in keeping the bus safe and sanitary at all times. Eating and drinking are not permitted on the bus except during various extracurricular trips with the approval of the chaperone and bus driver.
3. Remember, loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as valuable furniture in your home. Damage to seats, windows, and other equipment must be paid for by the offender or his/her family.
5. Never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and other such objects in your lap, not in the aisles or driver's area. Large musical instruments, large art and

technology education projects, and other similar objects, are not to be transported without the approval from the principal and/or bus driver. Animals are not permitted on school owned vehicles at any time. Ask the bus driver if you are in doubt as to what objects may be transported on the school bus.

8. Remain in the bus in case of road emergency unless directed to do otherwise by the bus driver.
9. Do not throw objects or paper inside the bus or out of the bus window.
10. Always remain in your seat while the bus is in motion. Exceptions are:
  - a) You may move to the front as the bus approaches your stop;
  - b) You may move to the front during the previous stop to get ready for your drop-off.
11. Always be courteous to fellow students, the bus driver, and pedestrians.
12. Keep absolutely quiet when approaching a railroad crossing stop and remain quiet until the bus has crossed the railroad tracks.
13. Refrain from the use of tobacco products.
14. Refrain from the use of profane or vulgar language.

D. Arrival at school or designated stop

1. Remain seated until it is your turn to leave the bus.
2. Disembark the bus from front to back one seat at a time starting with the left front seat (the seat behind the driver) and then the right seat and alternate toward the back until all seats are emptied.
3. Be quiet and orderly as you leave the bus.

E. After leaving the bus

1. If you have to cross the road:
  - a. Do not loiter near the bus.
  - b. Do not walk alongside the bus toward the rear of the bus.
  - c. Keep your hands off the bus.
  - d. Proceed 10 steps to the front of the bus.
  - e. Cross the road only after receiving a signal from the bus driver and you have checked for oncoming traffic.
  - f. Go directly home.

NOTE: This section applies only to areas that do not have sidewalks and curbing on both sides of the street.

F. Extracurricular activity trips

1. Remember that the above rules and regulations will apply to any trip sponsored by the school district.
2. Respect the wishes of chaperones appointed by the school officials to accompany the bus riders.
3. Return on the same extracurricular bus as used for delivery unless written authorization has been presented to the chaperones or coach in advance by the parent or guardian.
4. Under no circumstance will students be allowed to be dropped off at any location other than the original departure point on the return of an extracurricular trip.

## **STUDENT BUS CONDUCT**

Student conduct has as its objective the securing of desirable behavior on the part of all students riding the bus. The school bus is an extension of the classroom. In fact, it has been referred to as a “classroom on wheels.” The school day begins when the students enter the bus and the school day ends when they leave the bus. Although the prime responsibility for a student’s conduct rests with the administrator of the school in which the student is enrolled, the school bus driver is responsible for the health, safety, and welfare of each passenger while in transit. Thus, the school bus driver has the same type of responsibility for the student as the classroom teacher. Moreover, since the driver is liable for negligence, s/he should be permitted to recommend those actions which will result in improved safety for the passengers, himself/herself, the vehicle, and other highway users.

The bus driver is expected to be “captain of the ship” and is completely responsible for the conduct of his/her passengers. The bus driver has immediate authority over students at all times while being transported to and from school on trips. Discipline problems shall be reported promptly to the principal of the student involved.

The school bus driver should never attempt to correct student behavior when the bus is in motion. Stop the bus on the side of the road and wait for the students to quiet down. The very act of stopping the bus to reprimand a student lends emphasis to the situation. Speak to the offender or offenders in a courteous manner with a firm voice but do not display anger. It may be necessary at times to move an offender to a seat near the driver. Solicit the cooperation of the school principal before the problem becomes too serious.

If the student refuses to cooperate with the driver, notify the student that the driver intends to call the police department. If the student still refuses to cooperate, call the police and LB Leasing.

As a means of maintaining safety and/or student control on the district school buses, it is recommended that student discipline cases be handled in the following manner. A “Bus Conduct Notice” shall be completed for all student discipline incidents.

- A. For the first minor student offense of misconduct, the bus driver shall assign a bus seat for a period of time not to exceed 10 school days. The building principal will inform the parents in writing of the action taken.  
Please note that the assignment of bus seats for disciplinary reasons does not restrict and/or prohibit the driver’s privilege of assigning seats to any or all student bus passengers for other reasons when deemed necessary and/or advantageous to more efficient bus operations. (If a student already has an assigned seat, the bus driver should note it on the “Bus Conduct Notice.” The principal has the option to implement an in-school disciplinary response.)
- B. For the second minor offense of misconduct, the bus driver shall assign a student a bus seat until further action is taken. (If a student already has an assigned seat, the bus driver should note on the “Bus Conduct Notice.” The principal has the option to implement an in-school disciplinary response.) The building principal will also inform the parent in writing of the action taken.  
Furthermore, the principal has the option of not releasing the student from his/her assigned seat until a parent-student-bus driver administrator conference is held

at which time the disciplinary problem can be discussed and satisfactorily resolved.

The parents and the student will also be informed at the joint conference that, should another violation occur during the course of the school year, suspension of riding privileges may be invoked pursuant to paragraph C, D, and E.

- C. For the third minor offense of misconduct, the student may be suspended from bus riding privileges for not more than 5 school days by the school district administrator or principal designated by him/her. Prior to said suspension, the student shall be advised in writing of the reason for the proposed suspension and shall have an opportunity to respond thereto. The parent or guardian of a minor student suspended from bus riding privileges shall be given prompt notice in writing of the suspension and the reason therefore. The suspended student or his/her guardian may, within 5 school days following commencement of the suspension, have a conference with the school district administrator or his/her designee who shall be someone other than a principal, administrator, or a teacher in the suspended student's school. Such suspension shall be governed by Section 120.13(1)(b), Wisconsin Statutes and the policies and rules of the school district governing student suspension. For students whose individual educational program requires that transportation is to be provided, the District will provide some form of alternate transportation.
- D. For the fourth minor offense of misconduct, the student shall be suspended from bus riding privileges and serve an in-school or out-of-school suspension from the school for not more than 5 school days by the school district administrator or a principal designated by him/her. Such suspension shall be governed by section 120.13(1)(b), Wisconsin Statutes, and the policies and rules of the school district governing student suspension. For students whose individual educational program requires that transportation is to be provided, the District will provide some form of alternate transportation.
- E. For repeated or major offenses of misconduct or for conduct which endangers the property, health, or safety of others, and when expelling a student from bus riding privileges or from school is being considered, a student may be suspended from bus riding privileges or from school for not more than 15 school days. For students whose individual educational program requires that transportation is to be provided, the District will provide some form of alternate transportation. If a hearing is scheduled to determine whether the student should be expelled from either bus riding privileges or from school, a notice of the hearing shall be sent to the student and, if the student is a minor, to his/her parents or guardian. For students whose individual educational program requires an educational program be provided, the District will provide some form of an alternate educational program. Said notices and expulsion proceedings, whether expulsion from bus riding privileges or expulsion from school, shall be governed by the procedures of section 120.13(1)(b), Wisconsin Statutes, and applicable policies and rules of the school district.
- F. Additional information regarding suspension of bus privileges

1. In situation where the safety and well being of the other bus passengers are being threatened, the building principal has the authority to suspend the normal disciplinary procedures.
2. Bus drivers will contact the director of related services if they are unable to contact a principal.
3. Students can never be suspended unless prior notice is given to the parent.
4. Prior to sending a registered letter (or bus conduct report) to the parent, the principal should call the parent and the suspension can take effect on the following school day. Should it be impossible to call the parent, the principal will:
  - a) Give the letter to the student to take home to the parent. The suspension will begin on the following school day.
  - b) In some situation, it is possible that the student will be transported, but only until s/he is given the letter or the parent is called.
  - c) The principal is to be certain that the bus driver is aware of the exact dates of the suspension.

## **HOMEWORK**

1. Parental Guidelines
  - A. Parents requesting homework assignments for absent children should contact the school office attendance line no later than 8:30 a.m. to allow time for assignment preparation. Parents may pick up work between 3:10-4:00 p.m. We appreciate the acceptance of this responsibility by the parent. The number is 748-4694.
  - B. Parents need to provide positive home study environments. Adequate, regulated time blocks free from distractions (radio, TV) should be frequently monitored.
  - C. Parents should recognize academic performance as the primary school concern. Student involvement in extracurricular activities is secondary.
  - D. Homework includes assigned reading time, practice, time, study time, and completion of assignments. There is no expectation for teachers to assign homework every night. Rarely should a night's homework load exceed forty (40) minutes in Grades 3 – 5. However, students may need to complete additional homework if they did not use class time to full advantage.
2. Student Guidelines
  - A. Students should be encouraged to keep assignment notebooks when applicable as homework may be given in all classes, including physical education in the upper elementary Grades.
  - B. Students must recognize the importance of scheduling adequate and effective study time. Homework completion of high quality is an essential part of the learning process.
  - C. Students must accept, as their own responsibility, obtaining homework assignments missed due to absences.
  - D. Students should recognize that the completion of missed homework in a timely fashion is essential for the retention of subject matter.

3. Teacher Guidelines
  - A. Teachers will clearly convey homework assignments and expectations to students.
  - B. Teachers will exercise flexibility in assigning homework with regard to total school curriculum workload.

#### **CLASSROOM USE OF COMMERCIALY PRODUCED MEDIA**

Films or videotapes having a rating other than “G” or “PG” shall not be shown to students at any school without advance authorization of the principal and formal notification to parents of the media presentation scheduling and of their right to exclude their child from media viewing. A parent/guardian who does not wish to have his/her child view a particular film may indicate this decision in a note to the principal. The decision of the parent/guardian will be respected, and an assignment of equal value may be given as an alternative to attending a showing of the film. The parent/guardian shall be given an opportunity to view district-owned media and leased media as available, at no additional expense to the District.

#### **CHAIN OF COMMUNICATION**

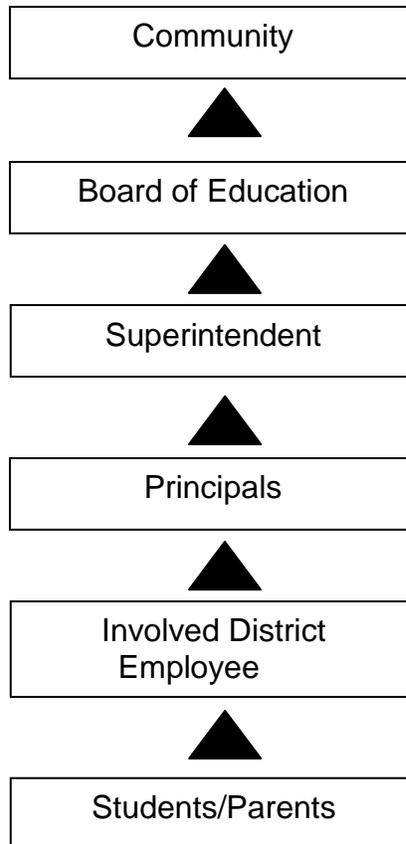
The Chain of Communication Model in a simplified version is shown for your information purposes. This model is the communication protocol that students, parents, and citizens would use to help resolve school issues.

### **Communication Rules**

When action, not conversation, is desired, parents/students/citizens are asked to respectfully communicate first and directly with any school staff involved in a concern.

These communication rules are set to assure that:

- Any problem/concern is first addressed at its level of origin.
- Unresolved problems/concerns move upward through each supervisory level until, as a last resort, the Board of Education is involved.



## COMMON COMMUNICABLE DISEASES

\*\* Report to Local Health Department

<i>DISEASE</i>	<b>USUAL TIME FROM EXPOSURE TO FIRST SIGNS</b>	<i>CAUSE AND DESCRIPTION OF DISEASE</i>	<i>METHOD OF SPREAD AND PREVENTION OF DISEASE</i>
** Measles (Red) (Rubcola) (7 day) Vaccine Available	7 – 18 days	Highly contagious viral disease. Starts with a fever, watery, light sensitive eyes, head congestion, cough and whitish/red spots in mouth. A red blotchy rash appears on the 3 <sup>rd</sup> – 7 <sup>th</sup> day; beginning on the face, then rest of body lasting 4 – 7 days. <u>Laboratory confirmation is important.</u> <u>Notify FDL County Health Department 920-929-3085 if suspicious of disease</u>	Measles is most contagious from initial fever and cold symptoms until 4 days after appearance of rash. Routine immunization against measles is now required for school entry. 1 <sup>st</sup> dose given after 1 <sup>st</sup> birthday. 2 <sup>nd</sup> dose usually given after 4 <sup>th</sup> birthday. If born in or after 1957, should be immunized if no documentation of disease.
** German Measles (Rubella) Vaccine Available	14 – 23 days	Mild viral disease. Children usually have few symptoms. Adults may experience low-Gr. fever, headache, tiredness, mild cold-like symptoms and watery eyes 1 – 5 days before rash. Enlargement of cervical lymph nodes are the most common symptoms and precede rash 5 – 10 days. Highly contagious about 1 week before and at least 4 days after onset of rash. <u>Laboratory confirmation is important.</u> <u>Notify FDL County Health Department 920-929-3085 if suspicious of disease</u>	Rubella is serious because of its ability to cause birth defects in a developing fetus; therefore all women of childbearing age should be protected by 1 dose of rubella vaccine. Routine immunization against rubella is required for school entry. 1 <sup>st</sup> dose given after 1 <sup>st</sup> birthday, 2 <sup>nd</sup> dose usually given after 4 <sup>th</sup> birthday.
** Mumps Vaccine Available	12 – 15 days	Acute viral disease with fever, swelling, and tenderness of one or more salivary glands. Non-immunized people should be considered infectious from the 12 <sup>th</sup> – 25 <sup>th</sup> day after exposure. <u>Notify FDL County Health Department 920-929-3085 if suspicious of disease</u>	Virus is spread from person to person by direct contact with saliva of an infected person or breathing in droplets dispersed from coughing or sneezing by an infected person. Vaccine can usually be given anytime after 1 yr. Of age (usually in combination with measles and rubella).
** Chicken Pox (Varicella) Vaccine Available	13 – 21 days	Generalized viral disease with sudden onset of slight fever and initially pimple-like bumps that then scab over. Lesions commonly occur in successive crops with several stages of rash maturity at the same time. Keep home either when all pox are scabbed over or 7 days after the first appearance of rash.	Virus is spread from person to person by direct contact, droplet or airborne spread of vesicle fluids or secretions of the respiratory tract of chicken pox cases or vesicle fluid of patients with herpes zoster. Scabs are not infective. 1 <sup>st</sup> dose of vaccine 12 mos. – 12 years. 70 – 90% effective. 2 doses of vaccine 4 – 8 weeks apart for 13 – adult 70% effective.
Influenza Vaccine Available	1 – 3 days	Acute viral disease of the respiratory tract causing fever, headache, muscle soreness, exhaustion, watery eyes, sore throat and cough. The seriousness of flu complications such as viral and bacterial pneumonia are of primary concern.	Airborne spread of virus in crowded areas is common. Virus may persist for hours on items/hands particularly in the cold and low humidity. Yearly vaccination each October - November
** Hepatitis A Vaccine Available	15 – 50 days	Viral disease with abrupt onset of fever, tiredness, anorexia, nausea and abdominal discomfort followed at times with jaundice (yellowing of the whites of the eyes and skin). Maximum infectivity – latter half of incubation period until onset of jaundice. <b>Notify FDL County Health Department 920-929-3085 if suspicious of disease</b>	Person to person spread by fecal – oral route. Common source outbreaks have been related to contaminated water or uncooked foods contaminated by infected food handler.
**Hepatitis B Vaccine Available	45 – 180 days	Viral disease with slow onset of symptoms such as anorexia, vague abdominal discomfort, nausea and vomiting, sometimes rash progressing to jaundice. Chronic carrier status may follow infection. 10% of children and 50% of adults will experience jaundice.	Hepatitis B virus can be found in the blood, saliva, semen and other body fluids of an infected person. It is spread by direct contact with infected body fluids; usually by a needle stick injury, sharing needles or sexual contact. Hep B virus is not spread by casual contact or by respiratory droplets. Vaccine is available – recommended for all ages – 3 dose series
** Whooping Cough (Pertussis) Vaccine available	Commonly 6 – 20 days	Acute bacterial disease involving respiratory tract. Irritating cough ... can last up to 2 months. Isolate during contagious period.	Pertussis is spread primarily by direct contact with discharges from respiratory mucous membranes of infected persons by the airborne route, probably droplets. Highly contagious in early inflammatory stages (by the coughing spasm stage). Communicability extends to 3 weeks after onset of typical coughing spasms in patients not treated with antibiotics. When treated with erythromycin infection lasts 5 days or less after onset of disease. Routine DtaP vaccines at 2 mos., 4 mos., 6 mos., 12 – 18 mos., then per kindergarten.
Strep Throat	Usually 1 – 3 days	Infection of the nose/throat caused by streptococcal bacteria. Sudden onset of fever, sore throat tonsillitis with pus, difficulty swallowing or pharyngitis and tender, enlarged lymph nodes (neck). While cough, hoarseness and runny nose are symptoms of viral upper respiratory infections; these are not strep throat. It is important to realize that not all sore throats are strep infections.	Large respiratory droplets or direct contact with patients or carriers, rarely by indirect contact through objects. Nasal carriers are particularly likely to transmit disease. Have throat culture to determine if strep. With adequate penicillin therapy, spread is usually terminated within 24 hours. In untreated, uncomplicated cases, may be communicable for 10 – 21 days.

<i>DISEASE</i>	<i>USUAL TIME FROM EXPOSURE TO FIRST SIGNS</i>	<i>CAUSE AND DESCRIPTION OF DISEASE</i>	<i>METHOD OF SPREAD AND PREVENTION OF DISEASE</i>
Scarlet Fever	Usually 1 – 3 days. Rarely longer	Scarlet fever is a strep throat with a rash occurring if the strep germ produces a toxin the patient is sensitive to. With the rash (which feels “sandy” to the touch) there is sometimes a “strawberry colored” tongue. As rash clears, peeling of skin on fingers and toes occur.	Others in contact with ill persons should be examined and obtain throat cultures by family physician. Treat with penicillin. Isolate till 24 hours following beginning of medication.
Impetigo (Staph germ &/or Strep Germ)	1 – 10 days	Crusty, weepy lesions commonly around mouth and nose. Prompt treatment of spreading lesions with a prescribed antibiotic cream. Good personal hygiene. Cover lesions if draining or isolate person till diagnosed and treated.	Close observation for appearance of lesions on either family members or classmates. Good personal hygiene. Diagnosis is confirmed by isolation of the organism from the lesion. Treatment may differ depending on organism
Pediculosis (Head or body lice) (Pubic Crabs)	Eggs hatch in 7 10 days and reach maturity in 2 weeks. Life cycle is 3 weeks.	Head lice infestation diagnosed by presence of lice on scalp and/or eggs (nits) on hair shaft. The nits are laid on the hair shaft next to the scalp. The closer the nit to the scalp, the more recent the infestation. If possible, remove all nits, as it is difficult to determine if nits are “live” or dead. Do not assume that treatment kills nits. Retreat 7 – 10 days following initial treatment. Exclude from school until adequately treated. Some schools may enforce a “no nit” policy.	Contagious as long as lice or eggs remain alive on the infested person or articles worn or used. Head and body lice live 7 – 10 days and their eggs for about 10 days away from host. Crab lice live only 2 days off a host. Inspect and treat infested family members – lice do not fly or jump. Launder any clothing, bedding in hot, soapy water. Treat combs, brushes, and hair articles.
Scabies	2 – 6 weeks till itching if never infested before. 1 –4 days after exposure	Itchy lesion commonly present in between fingers, inner arms, under arms, etc. Exclude from school until adequately treated. May see rash that scabs over with a tiny line that marks the path of the scabies mite. Itching is intense especially at night.	Communicable until mites and eggs are destroyed by treatment (1 or 2) weeks apart. Undergarments, bedclothes, etc. washed in hot, soapy water. May return to school after treatment of person and environment.
** Ringworm	10 to 14 days	Fungal disease that begins as a tiny papule and spreads into large ring. This circular lesion may cause hair loss if in the scalp area. Inside area of lesion may be dry or moist. Keep moist lesion covered. Infected children should be treated. Exclude from gym and any activity likely to expose others. May use over the counter medication.	Contagious as long as lesions are present and living spores persist on contaminated materials, persons or animals. Good personal hygiene.
** Pink Eye (Bacterial conjunctivitis)	24 to 72 hours	Watery or purulent drainage, redness of whites of eyes. Itching and rubbing of eyes. Contact M.D. for appropriate medication. Bacterial is red, pink, itchy eyes with a green/yellow eye discharge. Viral is pink swollen eyes, light sensitive.	Contagious while signs and symptoms are present. Proper disposal of tissues or any articles that come in contact with discharge from eyes. Good hand washing. Exclude from school if a fever, behavior change, or unable to avoid touching eye. See MD. Can return once antibiotics started or as recommended by doctor.
Pinworms	Life cycle requires 3 – 6 wks. Infections build up from successive reinfections and may not be recognized for several months.	Mild – sometimes no symptoms Intense itching of anus can occur. Change underwear and bed linens daily. Contact M.D. to obtain appropriate medication. Good personal hygiene: daily bath or shower.	Method of Transmission – direct transfer of infective eggs by hand from anus to mouth of the same or another person or indirectly through clothing, bedding, food or other articles contaminated with eggs of the parasite.  Without treatment pinworms can be present 2 to 8 weeks or longer if re-infected of self occurs. Examine all members of affected family.
5 <sup>th</sup> Disease (Erythema Infectiosum)	4 – 20 days to develop rash	Mild viral disease. Usually beginning with low-Gr. fever or cold symptoms followed in 7 – 10 days by a raised red rash over the cheeks making them look as if slapped. After another 1 – 3 days, a lacy rash appears on upper body, arms and legs then may spread. Some may experience mild joint pain. Rash can last 5 – 10 days. Rash may worsen or reappear if skin is exposed to heat (warm bath, sunlight, exercise). Children are not contagious once rash occurs and do not need to be excluded from school.	Thought to be spread primarily through contact with infected respiratory secretions. Susceptible women who are pregnant or might become pregnant and have continued close contact to people with 5 <sup>th</sup> Disease e.g. at school, at home, in health care facilities – should be advised of the potential for acquiring infections and potential risk of complications to the fetus.
Infectious Mononucleosis (Mono) Epstein-Barr virus	4 to 6 weeks	An acute viral syndrome with symptoms of fever or sore throat (often with pus-like discharge), enlargement of lymph nodes in neck (by ears) and enlargement of spleen. Avoid contact sports to lessen risk of rupturing enlarged spleen. Recovery usually occurs in a few weeks.	Person to person spread by nose/mouth secretions via saliva. Some individuals may carry the virus in their saliva for a year or more after infection. Prevention – good hygienic measures to avoid salivary contaminations, good hand washing.
Tinea Pedis (Athlete’s Foot)	Incubation unknown	Fungal disease with characteristic scaling or cracking of the skin, especially between the toes. Communicable as long as lesions are present.	Direct or indirect contact with skin lesions of infected people or contaminated floors and other articles used by infected people. Prevention – good hygiene, treatment of infected persons with fungicidal agent.