

# **Student and Parent Handbook 2018-2019**



**Stone Bank Elementary School  
N68W33866 County Road K  
Oconomowoc, WI 53066  
(262) 966-2900**

# WELCOME

The start of a new school year brings a fresh start for new learning and growth. We are so excited you will be part of our learning community at Stone Bank School. The Board of Education, the Stone Bank Staff, and I would like to welcome you as we begin the new school year.

This handbook is designed for both our students and their parents. Inside you will find a listing of a number of policies and procedures for our school. Some of these policies have been shortened for ease of reading. When this has been done, readers may refer to the hyperlink to view the entire policy. All school board policies, (including those not listed in this handbook are available via our school district website.) We have made the effort to include the most pertinent information that will help you start the year off successfully. In the event something is unclear, please feel free to contact us for clarification at 966-2900.

The staff and I look forward to working with our Stone Bank students and their families this school year. Please be sure to look for our bi-monthly "Reaching Out" newsletter sent via email and posted on our Facebook and Twitter pages for important updates and happenings at school. Let's make it a great school year!

Lynn Davies  
District Administrator  
262-966-2900x4030

**Telephone Numbers:**

Main Office: 262-966-2900  
Fax: 262-966-1828

**Main Office Staff:**

Jeff Serak-Business Manager  
Kristin Magnuson-District Secretary  
Karrie Beth-School Secretary  
Lynn Korom-Health Room Aide

## **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

This policy is intended to support and promote nondiscriminatory practices in all District and school activities.

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint to prompt an investigation. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. All complaints can be made to the District's Compliance Officer.

Compliance Officer(s):

Jeff Serak  
Business Manager  
j.serak@stonebank.k12.wi.us  
262-966-2900

Beth Wartzluft  
Curriculum Coach  
b.wartzluft@stonebank.k12.wi.us  
262-966-2900

[Board Policy 2260](#)

## **GENERAL INFORMATION AND EXPECTATIONS**

### **Office Hours**

The school office hours are 7:00 a.m. until 3:30 p.m.

### **Attendance**

Regular school attendance is essential if students are to make satisfactory progress in school. Parents may excuse their child from school for illness, family emergencies, and medical appointments. If your child will be absent from school, please contact the main office by 8:00 a.m. on the day of the absence. Students who are absent more than three (3) days or upon administrator's request may be asked to provide a doctor's excuse.

If you will need to pick your child up from school during the school day, please send a note to school with your child indicating the time they will be picked up and whether or not they will return to school that day. To ensure student safety, please notify us if someone other than a parent or guardian will be picking up your child.

### **School Day Hours**

- ⌚ Instructional hours are from 7:30 a.m. – 2:30 p.m.
- ⌚ Students are encouraged to arrive at school no earlier than 7:15 a.m.
- ⌚ After getting materials from lockers, using the washrooms, etc., students should report to their classroom (or first period class for middle school students).
- ⌚ Teachers will take attendance after the 7:30 a.m. bell.
- ⌚ At the end of the day Elementary students will dismiss by the Elementary doors. Middle school students will dismiss by the main entrance doors.

### **Student Clubs and Athletics**

We encourage all students to participate in extra-curricular activities throughout the school year. Information on how to join these activities will be shared on the morning announcements, and our website. Students may also see Mrs. Beth in the office for more information. Some of the clubs and activities that are offered are listed below:

#### Clubs

Art Club  
Book Club  
Math Club  
Coding Club  
Track  
Scribbler  
Cheerleading

#### Athletics

Boys Volleyball  
Boys Basketball  
Girls Basketball  
Girls Volleyball

#### Non-school sponsored activities

Tinker Dynamics  
Mad Science

### **Makeup Work**

Students are allowed two (2) make-up days for each missed day of school. Students should consult their teacher(s) regarding missed work. Parents may request homework for their child during an absence. Requests for such work should be made in the morning when reporting the absence.

### **Tardiness**

Arriving on time enables our students to be organized and ready for the day's learning. We encourage parents to make every effort to have their children to school by **7:30 a.m. (tardy bell)**. Any student who is late in arriving to school should report to the school office for a tardy slip.

### **Truancy**

Per state law, any student who is absent for *all or part of 5 days* in a semester, without an acceptable excuse, may be considered habitually truant. Students deemed habitual truants may be referred to Waukesha County Juvenile Services

State law allows parents to exempt their child from school for up to 10 days during a school year. Doctor excused absences are not included in this number.

### **Emergency Closing**

When severe weather or other emergency conditions occur necessitating closing of school, our families will be notified via our automated dialing system. Local radio and television stations will also be notified. When watching TV or listening to the radio, Stone Bank will be closed any time Arrowhead High School is closed. You will not hear Stone Bank announced individually. It is important that you remember to update your Skyward contact information if you change phone numbers, or other emergency contact information to ensure you receive these important notices.

### **Recess**

Weather permitting; all students will go outside for recess at least once a day. Please make sure your child is dressed appropriately for the season's weather. Requests that children stay indoors for recess cannot be granted, unless accompanied by a doctor's written excuse.

### **Parent/Teacher Conferences**

Conferences are scheduled twice a year both in the fall and again in the late winter. Elementary conferences are scheduled via an online sign up. Middle school conferences are on a walk-in basis. Conference Dates for the 2018-2019 school year are:

|                           |                |
|---------------------------|----------------|
| October 24 <sup>th</sup>  | 3:30pm-7:30pm  |
| November 1 <sup>st</sup>  | 3:30pm-7:30 pm |
| February 21 <sup>st</sup> | 3:30pm-7:30pm  |
| February 28 <sup>th</sup> | 3:30pm -7:30pm |

### **Safety and Security**

To ensure student and staff safety our doors are locked once the school day begins. Visitors may only enter the building via the front doors. Please use the buzzer on the far-left hand side of the entry to “buzz in”. All visitors will be asked their name, and purpose for visit. Visitors unable to provide this information will not be permitted entry. The safety of our students is our utmost priority. Please do not be offended if you are asked to identify yourself.

### **Visitors**

Upon access to the building, please go directly to the reception window to sign in. Parents/Volunteers will be asked to wear a visitor’s badge while at the school and should return the badge when signing out of the building. Please do not be offended if a staff member asks you to return to the office for a visitor’s badge. Even if you are frequently at school, not all of our staff may know you.

### **Class Placement**

Class lists are developed by the Stone Bank Staff in the spring for the upcoming school year. Careful consideration is given to the gender, learning styles, student strengths and behavioral needs in order to create balanced classrooms. For this reason, we are unable to honor parent requests. Your understanding is appreciated.

### **Bullying**

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

### **Complaint Procedures**

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to a staff member or administrator. Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student.

All complaints of bullying will be investigated by administration. If the investigation finds that bullying has occurred, it will result in prompt and appropriate disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion.

[School Board Policy 5517.01](#)

### **Bicycles**

Students are permitted to ride their bicycles to school. Once arriving to school, all bikes should be parked and locked in the racks behind the building and remain there until the end of the school day. Students are reminded that wearing a helmet is a positive safety precaution.

### **Bus Rider Conduct**

Riding the school bus is considered an extension of the classroom and a privilege; therefore, the School Board shall require students to conduct themselves in a manner consistent with established standards for classroom behavior. In cases when a student fails to conduct him/herself properly, such misconduct is to be brought to the attention of the bus driver. All misconduct reports will be reviewed through the office and appropriate measures will be taken. If continuing or serious issues exist, the bus riding privileges may be suspended. Riding the bus is a privilege that may be revoked if a student is unable to adhere to general rider expectations. In such cases, the parent/guardian of the student will become responsible for ensuring that the student has a safe alternative mode of transportation to school.

### **Open Enrollment Transportation**

The parent/guardian of an open enrollment student is responsible for transportation to and from school. If room is available on a bus route, an open enrollment student may ride the bus on a regular basis to a designated stop on the Stone Bank School bus routes for a fee. Please contact the main office for additional information regarding this option.

### **Parent Transportation**

*Morning drop off:* Students being transported to school by their parents should be dropped off in the **front** of the school. When dropping your child off, please utilize the entire side walk area as part of the drop off zone. This will ensure traffic moves swiftly. ***For the safety of our students, please do not utilize the left-hand lane, or the parking lot to drop off your child.*** Parking in the circle drive is prohibited. If you would like to walk your child into the building, please park in the lot and escort them through the front doors. Buses will drop off children in the back of school in the morning.

*Afternoon pick up:* Buses will pick students up in front of the building at the end of the school day. **Only the buses are to be in the bus lane in front of the school during the afternoon dismissal time (2:20pm - 2:50pm).** Cars must park in the parking lot and wait for the dismissal of the children. During the warm weather months our physical education classes utilize the playground and the fields around the school. If you park in back of the school or anywhere on the playground, please be extremely cautious of students and staff who may be in those areas.

### **Telephone Calls and Text Messages During School Day**

Students should not use their cell phones during the school day unless given specific permission by an adult. This includes sending and receiving text messages. *Please refrain from texting or calling your child's phone during the school day.* If you need to reach your child please contact the main office, and we will either deliver a message to them, or have them return your call as soon as possible.

### **Personal Communication Devices**

To prevent damage or loss, it is preferred that students not bring personal communication devices like cellphones, tablets and devices to school. While students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher, special education teacher, or the building administrator. The use of a PCD to engage in non-education-related communications is expressly prohibited.

Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent or guardian picks it up and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator may determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The administration will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an



expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent or guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the Administrator.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

[School Board Policy 5136](#)

### **Lockers/Student Searches**

Student lockers are the property of Stone Bank School. An official, employee or agent of a school district may search a pupil's locker as determined when necessary or appropriate without the consent of the pupil, without notifying the pupil and without obtaining a search warrant according to Wisconsin State Statute 118.325.

[School Board Policy 5771](#)

### **Student Code of Classroom Conduct-**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

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

[School Board Policy 5500](#)

### **Student Discipline:**

The Board of Education acknowledges that student discipline is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students will learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The District Administrator shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

### **[School Board Policy 5600](#)**

#### **Suspension and Expulsion**

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

#### **Suspension**

A suspension is a short-term exclusion of a student from the regular school program. A student may be suspended up to five (5) days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days. Suspensions must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which may include, but is not limited to:

- noncompliance of school rules;
- knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others;

- conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority;
- conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.
- possession of a firearm, as defined in 18 U.S.C 921(a)(3)

Parents will be notified of all suspensions and the reason for the suspension. A meeting between the student, administration and parents may be required upon the student's return to school.

### **Expulsion**

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student:

- repeatedly refused or neglected to obey the rules established by the School District;
- knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others;
- engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled.

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to the criminal justice or juvenile delinquency system.

[School Board Policy 5610](#)

### **Student Dress and Grooming**

The Board of Education recognizes that each student's style of dress and grooming are part of their personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- present a hazard to the health or safety of the student himself/herself or to others in the school;
- interfere with school work, create disorder, or disrupt the educational program;
- cause excessive wear or damage to school property;
- prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

[School Board Policy 5511](#)

### **School Safety Drills**

- ◆ Fire drills are held monthly per state requirements. During a drill, each student is expected to leave the building quickly and quietly and follow the instructions of the classroom teacher.
- ◆ Tornado drills are held twice a year. Students are to move to the designated shelter spot as outlined in a prepared evacuation plan posted in each classroom and follow the direction of their teacher.
- ◆ Periodic lockdown drills will be held two times per year.

### **Health Room**

The health room is staffed with a Red Cross trained employee during student hours. First aid is provided by school personnel when injuries are minor. Rest, in a quiet place is made possible for children who report they are not feeling well. If the child is too sick to remain in school, the parent or designated emergency contact will be called and asked to come to school to take the student home. Students with a fever higher than 100 degrees, vomiting or diarrhea will be sent home and should not return until they are symptom free for 24 hours. Your cooperation will help to prevent the spread of illness and protect students and staff who may have compromised immune systems.

### **Severe Injury or Illness**

Emergency medical services will be contacted in the event of a severe injury or illness of a student. Parents or the emergency contact will also be called simultaneously. Children will be transported to the nearest hospital unless otherwise indicated by the parent or guardian on the emergency contact form.

### **Medication Administration**

Board policy prohibits us from administering any type of medication without written consent from a parent/guardian. If your child needs medication administered while at school, please contact the health room for the appropriate paperwork. This includes all over-the-counter medications.

[School Board Policy 5330](#)

### **Birthday Treats and Invitations**

Birthday treats may be brought to share with the student's classmates and teacher. Please keep in mind they must be peanut and tree nut free. We appreciate you not distributing birthday party invitations at school, unless all classmates are included. The school is unable to provide addresses or phone numbers of classmates due to confidentiality reasons.

### **Computer and Technology Use**

Computers and other devices are becoming common tools for learning in today's classrooms. Your child will utilize technology on a regular basis as a student at Stone Bank School. It is very important that students understand the expectations for use of these tools as well as the internet. Please closely review the Acceptable Use Policy (AUP) to understand these expectations and consequences for its misuse. Students and parents must agree to abide by these expectations in order to be permitted to use technology devices while at school. Parents are encouraged to contact our Library Media Specialist if they have concerns about internet safety instruction and web filtering services.

[School Board Policy 7540.03](#)

### **PBIS/Behavior Expectations**

Stone Bank is a PBIS School (Positive Behavior Intervention Supports). PBIS Schools emphasize a school-wide system of supports that include strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support. Unlike how schools have typically responded in the past – discipline in response to student misbehavior – PBIS teaches behavioral expectations and rewards students for following them. The goal is to establish a climate in which appropriate behavior is the norm.

### **Classroom Management:**

The key to a positive and effective learning environment is sound classroom management that addresses all aspects of the classroom. Routines will be taught to students at the beginning of the school year and revisited until it is clear that all students understand the routines and are able to perform them. Areas that may be addressed include getting the teacher's attention, using the restroom, sharpening a pencil, turning in work, and any other routine that takes place on a daily basis. These procedures will be utilized by all staff members and shared with guest teachers. The techniques used by educators for addressing when a student fails to abide by classroom expectations are unique to each teacher. Although it is

impossible to anticipate all possible situations, general plans will be in place for dealing with any behaviors that detract from the learning environment and will be used consistently. This will be the first line of defense in dealing with inappropriate behaviors that are considered to be minor. Note: students who persistently disrupt learning with minor offenses may require administrator involvement.

### **Major Incidents**

Some behaviors and incidents require more immediate solutions and/or the attention of an administrator. To determine if a major incident report was required please reference the descriptions included later in the handbook. Referral forms must be completed and submitted to the administrator. The student will be sent to the office. The administrator will speak with the student and contact the parent if needed and determine an appropriate consequence. When a student returns to class they will be welcomed. A variety of factors are considered while processing a major report, therefore, the consequences that arise will vary from situation to situation.

## STONE BANK SCHOOL - MAJOR AND MINOR BEHAVIORS

| <b>MAJOR BEHAVIORS</b><br><i>Administrator Managed</i>  | <b>MINOR BEHAVIORS</b><br><i>Teacher Managed</i>   |
|---|--|
| <ul style="list-style-type: none"> <li>• Fighting</li> <li>• Inappropriate Physical Contact</li> <li>• Harassment<br/>               ~Definition: The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class</li> <li>• Verbal Aggression Toward Others</li> <li>• Stealing</li> <li>• Vandalism</li> <li>• Possession/Consumption of Alcohol or Drugs</li> <li>• Insubordination<br/>               ~Definition: Direct defiance of a staff member</li> <li>• Chronic Minor (teacher documented, assessed)</li> </ul> | <ul style="list-style-type: none"> <li>• Tardy</li> <li>• Isolated Use of Inappropriate Language</li> <li>• Inappropriate Clothing</li> <li>• Misuse Property/**Technology<br/>               ~Did not have appropriate teacher permission</li> <li>• Disruption<br/>               ~Ex: Talking out of turn, off task behaviors, disrupting direct instruction, etc.</li> <li>• Dishonesty</li> </ul> <p>**Acceptable Use Policy may determine differentiated consequence</p> |

## Behaviors and Consequences (Not Being Respectful, Responsible and Ready)

| Category | Behavior                               | Example/Definition   | Consequence  | Potential Consequences for repeated behavior (3 times in 10 school days) |
|----------|--|--|--|--|
| Minor    | Dishonesty                             | Lying, cheating  | Parent contact.<br>Teacher Discretion based upon age and specific events     | Referral to administrator  |
| Minor    | Tardy/unprepared for class             | Arriving late to class, not having necessary learning materials      | Teacher Discretion based upon age and specific events                        | Referral to administrator  |
| Minor    | Dress code violation                   | Clothing that distracts from the learning environment (See handbook) | Contact parents for change of clothing, or change into PE uniform (MS only). | Referral to administrator  |
| Minor    | Isolated use of inappropriate language | Using language or words not appropriate for school                   | Parent contact.<br>Teacher Discretion based upon age and language.           | Referral to administrator  |
| Minor    | Misuse of property/technology          | Lacking appropriate permission                                       | Temporary loss of privileges, see AUP policy.                                | Referral to administrator  |
| Minor    | Disruption of learning environment     | Excessive talking, off task behavior, disrupting instruction         | Parent contact.<br>Teacher Discretion based upon age and specific events     | Referral to administrator  |
| Major    | Fighting                               | Two-way physical aggression with intent to harm                      | Suspension   | Minimum-Suspension/Referral to law enforcement<br>Maximum-Expulsion      |



|       |   |   |   |   |
|-------|---|---|---|---|
| Major | Inappropriate physical contact                | Hitting, pinching, touching someone without her/his permission  | Minimum-Detention<br>Maximum-Suspension | Minimum-Suspension<br>Maximum-Expulsion                             |
| Major | Bullying/Harassment                           | The delivery of disrespectful messages in any format related to a person's gender, ethnicity, sex, race, religion, disability, physical features, or other protected status | Minimum-Detention<br>Maximum-Suspension | Minimum-Suspension<br>Maximum-Expulsion                             |
| Major | Verbal Aggression towards others              | Making threatening comments or profanity towards another person or staff member   | Minimum-Detention<br>Maximum-Suspension | Minimum-Suspension<br>Maximum-Expulsion                             |
| Major | Theft   | Stealing something that doesn't belong to you   | Minimum-Detention<br>Maximum-Suspension | Minimum-Suspension/Referral to law enforcement<br>Maximum-Expulsion |
| Major | Vandalism                                     | Destruction of school property or another's property  | Suspension                              | Minimum-Suspension/Referral to law enforcement<br>Maximum-Expulsion |
| Major | Possession or consumption of drugs or alcohol | Having, sharing, eating, and/or drinking something that is illegal or banned at school  | Minimum-Suspension                      | Minimum-Suspension/Referral to law enforcement<br>Maximum-Expulsion |
| Major | Insubordination                               | Direct defiance of a staff member   | Minimum-Detention<br>Maximum-Suspension | Minimum-Detention<br>Maximum-Expulsion                              |

## Immunization Requirements

### STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS 2018-19 SCHOOL YEAR

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

| Age/Grade                   | Number of Doses                 |                      |                      |                    |                    |                    |
|-----------------------------|---------------------------------|----------------------|----------------------|--------------------|--------------------|--------------------|
| Pre K (2 yrs through 4 yrs) | 4 DTP/DTaP/DT <sup>2</sup>      | 3 Polio              | 3 Hep B              | 1 MMR <sup>5</sup> | 1 Var <sup>6</sup> |                    |
| Grades K through 5          | 4 DTP/DTaP/DT/Td <sup>1,2</sup> | 4 Polio <sup>4</sup> | 3 Hep B              | 2 MMR <sup>5</sup> | 1 Var <sup>6</sup> |                    |
| Grades 6 through 12         | 4 DTP/DTaP/DT/Td <sup>2</sup>   | 1 Tdap <sup>3</sup>  | 4 Polio <sup>4</sup> | 3 Hep B            | 2 MMR <sup>5</sup> | 2 Var <sup>6</sup> |

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: a dose 4 day or less before the 4 birthday is also acceptable).

2. DTP/DTaP/DT/Td vaccine for students entering Pre-K and grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 day or less before the 4th birthday is also acceptable).

3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.

4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 day or less before the 4th birthday is also acceptable).

5. The first does of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).

6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable