West Bend School District

Student and Family Handbook 2024-2025

WEST BEND
JOINT SCHOOL DISTRICT #1

A guide for students and families of the West Bend School District. Updated July 2024.

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Foreword

This handbook is designed to answer many of the commonly asked questions that students and families may have during the school year, as well as to provide specific information about certain West Bend School Board policies.

It contains important information that families and students need to know. Become familiar with the following information and keep the handbook bookmarked or otherwise available for frequent reference. If you have any questions that are not addressed in this handbook, please speak with your teachers or building principal.

This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the board's policies and the school's rules as of July 2024.

Vision & Mission

The vision of the West Bend School District: Excellence for All.
The mission of the West Bend School District: Preparing all Students for College Readiness and Career Success.

Administration

Jennifer Wimmer, Superintendent
jwimmer@wbsd-schools.org
262-335-5435

Lenny Hanson, Director of Human Resources
lhanson@wbsd-schools.org
262-335-5410

Tim Harder, Director of Technology, Facilities, Libraries, and CTE
tharder@wbsd-schools.org
262-335-5630

Emily Melstrand, Director of Student Services
emelstrand@wbsd-schools.org
262-335-5409

Andrew Sarnow, Asst. Superintendent of Business and Operations
asarnow@wbsd-schools.org
262-335-5403

Quynh Trueblood, Director of Curriculum and Instruction
qtrueblood@wbsd-schools.org
262-335-5424

School Board

Chris Zwygart, President
czwygart@wbsd-schools.org

Kelly Lang, Vice President
klang@wbsd-schools.org

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School Year Calendars

CLICK HERE to access the 2024-2025 **K-12** School Year Calendar (English and Espanol)
CLICK HERE to access the 2024-2025 **Early Learning Program** School Year Calendar (English and Espanol)

Communication

The West Bend School District communicates with families via district and school email messages, district and school phone calls, district and school newsletters sent via email, information via U.S. Mail, social media accounts, and district and school websites.

Effective Communication

When determining who to contact with a question or concern, review the **Effective Communication** document in the Supplemental Information section at the end of this handbook. In addition, the Supplemental Information section also includes a **directory of contacts** at the West Bend School District administrative office (Education Service Center).

Skyward Family Access

Skyward Family Access is a web-based program that allows parents/guardians protected access to student progress reports and more. A link to Skyward Family Access is located on the front page of the district and school websites (west-bend.k12.wi.us) under the Families tab. It is very important to ensure contact information for parents/guardians and guardians is correct in Skyward Family Access.

If you have forgotten or misplaced your account information and you have a current email address on file with the district, you can click on “forgot your login or password” from the Skyward Family Access home page and the information will be emailed directly to you. If you are new to the district, your Skyward Family Access account information will be mailed to you via U.S. Mail. If you have questions, contact Kim Marshall, database facilitator, at kmarshall@wbsd-schools.org or call 262-335-8305.

Parent/Guardian Contact and Emergency Information

It is necessary for parents/guardians to update the emergency information for each of their children when updating information in Skyward prior to each school year. Each school needs the current phone information on file to contact parents/guardians and/or emergency contacts including but not limited to illness, injury, or emergency.

Canvas

Canvas is the online learning platform utilized by a number of the schools in the WBSD. Teachers will provide information to students including their course syllabus, calendar of instruction, and additional learning opportunities utilizing this resource. Further information on Canvas can be found on the website.

Contacting Your Child's Teacher

Your first contact to discuss your child's progress is your child's teachers. Early in the school year, teachers will inform families of how they can best be contacted. The school principal is also available to provide assistance. If you need contact information for a teacher or principal, please contact the main office of the school. Review the **school directory** in the Supplemental Information section at the end of this handbook for main office phone number information.

Parent/Guardian-Teacher Conferences

Parent/guardian-teacher conferences are scheduled by each school. The purpose of parent/guardian-teacher conferences is to provide parents/guardians an opportunity to learn about their child's current progress and to discuss any concerns with the teachers.

Social Media

The official school, district, and East and West Athletic Departments social media accounts are listed on the district website under the District tab and West Bend School District Profile. The social media accounts for the schools are used to show the positive things taking place in the schools, promote events in the schools, and share general news.The list of official social media accounts also includes a terms of use statement that applies to all accounts related to the school district.

Websites

The official websites of the West Bend School District include a wealth of information for students, families, and community members. These are the URLs of the official West Bend School District-related websites:

WBSD: West-bend.k12.wi.us
Early Learning Program: West-bend.k12.wi.us/ELP
Decorah: West-bend.k12.wi.us/des
Fair Park: West-bend.k12.wi.us/fpes
Green Tree: West-bend.k12.wi.us/gtes
Jackson: West-bend.k12.wi.us/jes
McLane: West-bend.k12.wi.us/mes
Silverbrook: West-bend.k12.wi.us/SIS
Badger: West-bend.k12.wi.us/bms

East: West-bend.k12.wi.us/ehs
West: West-bend.k12.wi.us/whs
West Bend Virtual Academy: West-bend.k12.wi.us/District/Portal/west-bend-virtual-academy
East Athletics: eastsunsathletics.org
West Athletics: wbwestspartans.org

Newsletters

A newsletter is sent to all families electronically each Wednesday during the school year and twice-monthly in the summer months from the West Bend School District. Most schools also send a weekly newsletter electronically. The email addresses provided by families in Skyward Family Access are used to send these newsletters. The district newsletters are archived on the West Bend School District website under the Stay Informed Tab and on the District News, News Releases, and More page.

Attendance

The West Bend School District requires all students to attend school regularly in accordance with the laws of Wisconsin. Each West Bend School District school is required by Wisconsin State law to keep careful records of student attendance. This includes determining if each absence is excused or unexcused.

School Hours

Elementary Schools:

Decorah 8:45 a.m.—3:30 p.m.
Fair Park 8:15 a.m.—3:00 p.m.
Green Tree 8:45 a.m.—3:30 p.m.
Jackson 8:45 a.m.—3:30 p.m.
McLane 8:45 a.m.—3:30 p.m.

Silverbrook Intermediate School 8:00 a.m.—3:05 p.m.
Badger Middle School 7:55 a.m.—3:15 p.m.
High Schools East/West High Schools 7:15 a.m.—2:25 p.m.

Building Hours

Students must be in their assigned classroom ready to learn at the hours listed above. Prior to that time, they can be in the school for a short time to put their items away or get to a classroom.

Building Hours	
Elementary schools	All elementary schools have child care available for a fee in the buildings opening at 6 a.m. Children not in child care who get breakfast can enter the building 25 minutes prior to the start of the day. Other children can generally enter the buildings 15 minutes prior to the start of the day.
Silverbrook Intermediate	7:45 a.m.-3:15 p.m. The cafeteria opens daily to students at 7:45 a.m. for breakfast. Students should not arrive at school prior to 7:45 a.m. Students

	need to be on their way home, attending a school club, approved activity, intramural, or YMCA afterschool care by 3:15 p.m. each day. School start time: 8:00 a.m.
Badger Middle School	7:35 a.m. - 3:25 p.m. The cafeteria opens daily at 7:35 a.m. for breakfast. Students should not arrive at school prior to that time. At 7:35 a.m. students are allowed in the school and may go to their first hour class. Band/orchestra students may bring their instrument to the band/orchestra room at 7:35 a.m. School start time: 7:55 a.m.
East & West High Schools	6:45 a.m.-2:45 p.m. Students are allowed in certain areas of the building prior to classes beginning at 7:15 a.m. Both East and West High Schools main entrances are open from 6:45 a.m. to shortly after the start of the school day for students and staff to enter the building. Shortly after the start of the school day, students, parents/guardians, and visitors may only enter the building through the West main entrance. The East entrance will only be used if there is an event in the auditorium.

Excused Absence

It is the responsibility of the parents/guardian to notify the school of student absences.

- Elementary schools and Silverbrook: Please call the school office prior to the start of the school day.
- Badger and East and West High Schools: Please call the attendance office prior to 9 a.m.

When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the student and parents/guardians to contact teachers about missing work and make-up of assignments and/or tests after an absence.

Attendance Reporting	
4K programs & Rolfs Education Center	262-306-7124
Elementary schools	Decorah: 262-335-5480 Fair Park: 262-335-5515 Green Tree: 262-335-5520 Jackson: 262-335-5475 McLane: 262-335-5490
Silverbrook Intermediate	262-335-5500
Badger Middle School	262-335-5460
East & West High Schools	262-335-5550

Tardiness

Families should help ensure that students arrive at school on time. If an elementary student is late for school, a parent/guardian should escort him/her and report to the school office or have them present a note from you explaining the reasons for tardiness. He/she will be marked “excused tardy” and then sent to their classroom. A student who comes to school tardy without a phone call or note from a parent/guardian will be marked “unexcused tardy.” Families, teachers, and the principal or assistant principal will address cases of chronic tardiness.

West Bend Virtual Academy Attendance

Attendance for the West Bend Virtual Academy is monitored through work completion and time on task and is recorded in Skyward. Students are required to make adequate weekly progress. Contact Aaryn Faust at afaust@wbsd-schools.org or 262-335-1472 for more information.

Excused Absence Details

Wisconsin Statute 118.15 and 118.16 and board policy 431 state that a parent may excuse a student for up to 10 days in a school year for any reason. Per State Statute, after reaching 10 excused absences or days tardy, all subsequent absences or days tardy are considered unexcused unless medical documentation is provided.

Anticipated absences will require students to bring a note from their parent/guardian to the office at least two days prior to the scheduled absences. Some schools will give the student a “PrePlanned Absence” form. Students must inform teachers of the anticipated absence. All assignments are the responsibility of the student.

More information is available on Wisconsin State Statute 118.15 and 118.16 in the Answers to Frequently Asked Compulsory School Attendance Questions document.

The West Bend School District actively notifies parents/guardians of students regarding the students’ absences and/or tardies when they reach a certain level. Further actions for truancy—when absences, tardies, etc are NOT excused—also take place.

Attendance monitoring and interventions include letters sent to the parent/guardian with an explanation of attendance expectations and policy and possible consequences. The letter also includes a list of all documented excused or unexcused absences. Letters are sent at the following intervals:

- 5 absences and/or tardies or 3 unexcused absences
- 8 absences and/or tardies
- Any combination of absences, tardies, and unexcused equaling 10
- More than 11 absences and/or tardies

Additional actions and interventions related to absences and tardies include:

- A meeting between parent/guardian and school officials to identify ways to improve attendance.
- Contact by school counselor, teacher, or administrator to parent/guardian to identify if there are barriers impacting attendance.

- Referral to the school attendance team to identify if targeted supports are needed and a meeting with the family to develop a plan.

Truancy Habitual Truancy
A student will be considered a habitual truant if absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the school will notify the parent or guardian by mail in accordance to state statute. The school may simultaneously notify the parent or guardian of the habitually truant child by electronic communication. Once deemed a habitual truant, a building administrator will refer the student to the school police officer and/or other authorities as necessary.

Truancy and habitual truancy also includes students who skip scheduled classes, resource or study halls as well as the refusal to attend scheduled classes, or leaving the school building without permission.

Late Arrival/Early Dismissal

From time-to-time, circumstances require that a student be late to school or dismissed before the end of the school day. The district requires that the school be notified in advance of such absences by written or personal request by the student's parent/guardian, which shall state the reason for the tardiness or early dismissal.

If possible, please schedule appointments outside of the school day and during vacations. If this is not possible, excused absences will be granted if a doctor's excuse is provided. Please contact the school health room professional for details on excuses for students with a chronic illness.

Custody Practices

No student shall be released to anyone who is not authorized by the parents/guardians. If one parent/guardian has been awarded custody of the student by the courts, the parent/guardian with 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 noncustodial parent/guardian. Absent such notice, the school will presume that the student may be released into the care of either parent/guardian/guardian.

Riding Bikes/Skateboards to School

Students are welcome to ride bikes, scooters, or skateboards to school. There are racks provided at each school and all riding devices should be locked. All devices may only be ridden on outdoor school grounds when coming to and leaving school. At the high school campus, scooters must be parked in the student parking lot. The schools assume no responsibility for theft or damage to bikes, scooters, or skateboards.

Before and After-School Childcare

There are options for before-and after-school childcare at the elementary schools and Silverbrook at a cost. For more information, please contact your child's school. Each program offers homework time, trained staff and state-licensed staff, a safe environment, and convenient and close connection with schools.

Program Provider & Contact Information	School Location
Champions	Fair Park 262-335-5516 (school phone) McLane 262-335-5490 (school phone)
Kool Kids kookkidsclub2@gmail.com	Jackson 262-335-5475 (school phone) Green Tree 262-335-5520 (school phone)
Kettle Moraine YMCA (On-site @ School)	Decorah 262-335-5480 (school phone) Silverbrook 262-335-5500 (school phone)
Kettle Moraine YMCA (Off-site @ West Washington Branch via bus pick-up)	Fair Park Green Tree McLane
Washington County Boys and Girls Clubs	Jackson: 262-334-3732 West Bend: 262-334-3732 jackson@wcbgc.org westbend@wcbgc.org

Directory Data

Wisconsin Statute 118.125 states that student "Directory Data" must be released upon request to any person. "Directory Data" includes: student name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, photograph—still, digital, and video, degrees and awards, and name of the school most recently attended by the student. Prior to the release of this information, the school must have public notice of the categories of information which are designated as 'Directory Data" with respect to each student.

In accordance with federal and state law, the district shall release the names, addresses and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent/guardian of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent/guardian, or eligible student. The recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces.

In addition, the district may disclose directory information of former students without student or parent/guardian consent, unless the parent/guardian or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The district shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

If a parent/guardian does not want this information released, the school must be notified and the Withdrawal of Consent form must be completed and turned into the school. The Withdrawal of Consent form is on the district website under the Families tab.

Equal Education Opportunity

It is the practice of the West Bend School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parent/guardian status, sexual orientation or physical, mental, emotional status, 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 and/or any other characteristics prohibited by State or Federal law. Report any suspected violations to the building administrator per West Bend School Board Administrative Rule 411. If further action is necessary, please contact Emily Melstrand, Director of Student Services, at 262-306-4800.

All district career and technical education opportunities will be offered to high school students on a nondiscriminatory basis. Criteria for these classes is included in the East and West High Schools course planning guide.

Emergency Preparedness/Safety

The West Bend School District works closely with emergency management, law enforcement, the public health department, and other officials at the local, county, state, and federal levels to develop and strengthen school plans for handling emergencies.

Each school has an Emergency Preparedness Plan, which includes processes on how to respond to severe weather, fire, chemical-related incidents, and security-related incidents during school and business hours. All schools have emergency and crisis response teams that are a critical part of the school's emergency plan.

Please refer to the Standard Response Protocol in the **Supplemental Information** section at the end of this handbook for helpful and important information for families regarding emergencies.

The West Bend School District communicates crisis/emergency information in the following manner:

- All-call notification system and email notification system
- District website (west-bend.k12.wi.us)
- Milwaukee broadcast television stations
- *Washington County Daily News*

Visiting Schools

Parents/guardians are welcome to visit any school or the Education Service Center (district office).
To ensure safety and avoid disrupting school activities, we have established the following guidelines.

- Contact the teacher or principal first to arrange a visit.
- Visitors must check in at the school office or reception area.
- All visitors to the schools and the Education Service Center will need to show a government-issued ID to enter the buildings. The ID will be scanned and the photo will be used on

a visitor badger that must be worn at all times. If someone is staying briefly only in the lobby of a school to drop-off or pick-up, they do not need to show the ID but must stay in the lobby.
- Principals may prohibit or discourage visits when students are being tested and other times when visits may disrupt school activities.
- Parents/guardians who wish to discuss a student's progress should request a meeting in advance.

Anyone who disrupts school operations, damages school property, or poses a risk to the students, staff, or the school may be asked to leave school property. A principal has the authority to prohibit such persons from attending school events or coming on school property.

School Cancellation

The West Bend School District can continue instruction through distance learning for all K-12 students on days when facilities must be closed due to inclement weather. No after-school activities will occur on days when schools are closed for in-person learning. Review this detailed information on distance learning days.

If school is canceled completely, all efforts are made to make the decision by 6 a.m. Any announcements regarding school cancellations, including if there is an early release due to weather, will be made through the district's all-call notification system, which places a phone call to the phone number on file. A cancellation alert will also be posted on the district website.

West Bend Police Department Liaison Officers

The Police Liaison Officers from the West Bend Police Department are proactive school staff members who are available to support students, staff, and families within the school setting. The School Board encourages close cooperation with law enforcement agencies, both through resource programs and through the presence of police liaison officers in the schools (Board Policy 880).

Reporting

Families are asked to discuss with their child(ren) the expectation to tell a parent/guardian or another adult as soon as possible if they ever hear or see anything regarding the safety of students, the schools, or the community. Do not hesitate to contact local law enforcement agencies to share concerns. They will work with the school district as needed and can provide immediate response when necessary. In the event of an emergency call 911.

Also, keep emergency contact information updated in Skyward Family Access. This information includes your home and emergency phone numbers, email addresses, home address, special medical needs, and emergency pick-up information. Talk to your child about emergencies and encourage your child to follow directions from school personnel.

West Bend School District Reporting: SpeakUP for Safety

SPEAK UP FOR SAFETY

There is a safety tip reporting system that comes with no additional cost to the district called SpeakUP for Safety implemented by the West Bend School District. West Bend School District students or their family members can use this service to report items of concern to the school district. Feel

free to report any threats, concerns about student safety or well-being, or a safety issue in the schools, buses, or events via email (speakup@wbsd-schools.org) or text/call (262-357-3530).

With SpeakUP for Safety, when a student reports a tip the monitoring company will evaluate the report 24/7 and 365 days a year. It will send an email to WBSD administrators for non life-threatening reports. If there is an emergency situation it will call local law enforcement or WBSD administrators.

State of Wisconsin's Safety Report Line: Speak Up, Speak Out

The Speak Up, Speak Out Resource Center provides communities with a centralized safety tool available at no cost to schools. It is a way to get important information directly to law enforcement, such as threat reporting, threat assessment consultation, critical incident response, and general school safety guidance. This resource is through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice.

With Speak Up, Speak Out Wisconsin, when a person needs help, anyone can report a tip via the Speak Up Speak Out app or by calling 1-800-MY-SUSO-1 (1-800-697-8761) to get a live dispatcher. (No text messages are accepted.) This service is also available through an app: Apple Store Google Play.

Student Fees

Instructional materials fees for students supplement the classroom consumables outside of typical school supplies. There are other required fees for athletics (Badger and high schools), and parking (high schools). The fee for Chromebook insurance is incorporated into the instructional material fees as well as the fee for locker padlocks for Silverbrook and Badger. If a family qualifies, fees can be waived. Please review the student costs waiver on the website for more information. Fees include:

School	Description	Amount
4K	Instructional material fee	$25
All Elementary	Instructional material fee	$40
Silverbrook	Instructional material fee	$60
Badger	Instructional material fee	$75
Badger	Athletic fee	$65
East and West	Instructional material fee	$100
East and West	Parking	$125 (prorated when purchasing in second semester)
East and West	Athletics	$150 (paid once per school year)

*There are other fees associated with certain East and West High Schools courses. Please see the Course Planning Guide for details.

Facilities Use

When the school district facilities are not needed for instruction and benefit of district students, our facilities are available for public use by the community for educational, recreational, civic, and cultural activities to the extent possible under the law. In doing so, it is the district's intent to first serve the youth of our community. West Bend School Board Policy 830, Use of School Facilities - Regulations, provides more detail.

Go to the West Bend School District website (under the Community tab) to review the facilities use calendar and access the use request and fee schedule.

School Breakfast and Lunch

The West Bend School District uses a debit system for meal accounts, which means money must be deposited before students can make purchases for school meals. All students are issued a meal/ID card for payment of breakfast and lunch and elementary students must keep their cards at school while Silverbrook, Badger, and high school students are responsible for their cards. Monthly menus for school lunch/breakfast are emailed to families on a monthly basis.

West Bend School Board policies 760, 761, 763, 763-AR cover food services management.

Free/Reduced Meals Application

The National School Lunch Program is a federally funded meal program that provides nutritionally balanced, low-cost, or free lunches for eligible children each school day. Families should apply for free or reduced-price meals to ensure all those eligible receive the benefits and the WBSD receives federal grant funds for reading and math. Applications must be completed each school year. If a financial situation changes during the school year, an application can be submitted at that time.

Applications will be sent by email or U.S. Mail in early August along with instructions to families already receiving meals. Others may find the current free/reduced applications on the WBSD website and in all school offices throughout the school year. The School Nutrition office will notify families by U.S. Mail/email of the child's eligibility. Please note: Families can also apply online through Skyward Family Access. Contact Kim Marshall (262-335-8305 or kmarshall@wbsd-schools.org) if you need assistance with Skyward Family Access.

Please contact Tom Dembski, director of nutrition services, at 262-335-5538 or tdembski@wbsd-schools.org with questions about free/reduced meals.

Food Allergies/Special Diet Needs

To request substitutions for a food allergy or special diet need, a detailed doctor's order must be mailed to WBSD Nutrition, 1305 E. Decorah Road, West Bend, WI 53095, or faxed to 262-335-8262. The West Bend School District is not considered a nut free environment. If packaging does not include peanut/tree nuts in the ingredient list, it will be considered nut free. If there are questions or concerns, contact the School Nutrition office at 262-335-5528.

Meal and Milk Prices

The West Bend School Board approved increases to some school meal prices in May 2024. The increases are due to food price increases, labor shortages, fuel volatility, and consumable product prices. Meals increasing in price include:

- Elementary breakfast: $1.60 (was $1.55)
- Silverbrook breakfast: $1.70 (was $1.65)
- Secondary breakfast: $1.80 (was $1.70)
- High schools lunch: $3.15 (was $3.10)
- Milk*: $.45 (was $.35)

The price of elementary lunch, Silverbrook lunch, Badger lunch, and adult lunch will remain the same at:

- Elementary lunch: $2.70 student; $4.65 adult
- Silverbrook lunch: $2.85 student; $4.65 adult
- Badger lunch: $3.10 student; $4.65 adult

* Students use their family meal account for milk charges. Students who receive free or reduced meals must pay $.45 when they take milk with a cold lunch.

Payments, Account Balances, Negative Balance Procedure

All deposits for school lunch fees are processed at the School Nutrition office which is located in the high schools building and are entered as they are received. Most meal accounts are family accounts. This means only one check or payment is needed per family.

The online payment system, RevTrack, can be used to make payments toward meals. Access the online payment system through the WBSD website.

If you choose to send a check or cash, place it in an envelope with your student to bring to school. Make checks payable to West Bend Schools and write your student's name in the memo section of the check. Elementary students give the check to their teacher. Silverbrook, Badger, and high school students can give it to the cashier in the meal line.

You can also mail a check with a note that has the student name. Send it to: WBSD Nutrition Department, 1305 East Decorah Road, West Bend, WI 53095. Checks are preferred since they can be tracked. Checks are processed electronically and may be withdrawn from your account the same day we receive your payment. Parents/guardians are charged the current bank fee rate for returned checks due to insufficient funds.

Account Balances
Automated phone calls go out when the lunch fund balance is at or below $9.00. Families can view meal account detail, balances, and can set up email reminders in Skyward Family Access. Our cashiers may ask students to take an envelope home if their account is getting low negative. All account balances will carry over to the next school year.

Negative Balance Procedure
To ensure that every child continues to receive nutritious meals each day, the West Bend School District will allow elementary, Silverbrook, and Badger family balances to fall $25.00 into the negative (-$25.00). High school accounts will be allowed to fall $6.00 into the negative (-$6.00). However, we'd greatly appreciate it if you would please make sure your balance remains in the positive.

To provide you with the most up-to-date information, the West Bend School District will communicate as follows:

- If you have elected to receive “low balance” email notifications through Skyward Family Access, a daily email will be sent once your family balance falls below $10.00 (positive). You will continue to receive those emails until your balance exceeds that low balance threshold.
- Automated low balance telephone calls are programmed to be sent Sunday through Thursday to normal and reduced-price accounts which have a balance that falls between $9.00 and $.01.
- Negative balance telephone calls are programmed to go out Sunday through Thursday to all accounts that have reached a negative balance.
- A member of the School Nutrition staff will call you if your family account reaches negative $15.00 (-$15.00). You may also receive a follow-up email or be mailed a letter including the School Nutrition statement, free/reduced application, and payment envelope.
- If an elementary, Silverbrook, or Badger balance should fall below negative $25.00 (-$25.00), a bag lunch will be provided to your child at the cost of $1.00. This bag lunch consists of a cereal, cracker, and fruit juice along with a milk. If there is an ongoing problem with your negative balance, the West Bend School District reserves the right to withhold lunch from your child.
- If a high school balance falls below negative $6.00 (-$6.00), students will be denied. We advise that high school students carry $3.00 cash to avoid denial of a lunch and/or extras.
- If at any point a student account balance should fall into the negative, your student will not be allowed to purchase any à la carte items from our school nutrition program. This includes an extra entrée, extra items sold, or an additional milk.

Technology

1:1 Program

The West Bend School District provides a Chromebook to all K-12 students as part of its 1:1 device program to support student learning. The 1:1 program allows students to collaborate using technological tools to construct knowledge and personalize learning to meet every student’s needs. The program also guarantees that each student will have access to these tools at school and it allows for learning to continue outside the school day using the same technological tools. Read more about the 1:1 program in the program handbook, which also covers expectations of students, information about how Internet access is filtered to provide a safe online learning experience.

Each student is provided a chromebook that includes a district bar code, label with student name, a case, and charging cord. Any loss of the device or damage to the device, cords, charging plug or case will result in the student and family being billed for replacement and/or repair costs.The West Bend School District provides insurance that is covered by instructional fees for the devices. The insurance does not cover lost devices, cases, or charging cords along with intentional damage to any of those items. If a replacement cord, plug or case is needed, the technology department will order the item and the family will be billed the replacement/repair cost. The district does not accept family purchased replacement parts and/or devices and all repairs must be made by approved school district personnel.

Personal Wireless Devices in School

The personal wireless device policy for each school is below. Students are prohibited from using or displaying in plain sight electronic communication devices including, but not limited to mobile phones, pagers, and recording devices during the school day. Use and or possession of such a device may be

permitted during school hours if determined necessary by staff or administration for medical, school, educational, or vocational reasons.

Students who possess such items do so at their own risk. Items lost, unlocked in a locker, and/or stolen items will not be the responsibility of the district. At no time shall the district be responsible for preventing theft, loss, or damage to any personal wireless device.

The use of a wireless electronic device or any device with recording capabilities in a locker room, rest room, or other areas where privacy is an issue is strictly prohibited.

Personal Wireless Devices in Schools Grades K-8	
Elementary schools	Keep in lockers. They are not to be used during the school day and are subject to confiscation.
Silverbrook Intermediate	Keep in lockers. They are not to be used during the school day and are subject to confiscation.
Badger Middle School	Keep in lockers. They are not to be used during the school day and are subject to confiscation.
East and West High Schools	Personal technology used by students is prohibited in the learning environment from 7:15 a.m. to 2:25 p.m. (i.e. classroom, gym, study hall). The only time students are allowed to use their devices is during their lunch or a passing period. Individuals who use school district bathrooms, locker rooms and/or dressing areas have a right to a safe environment which includes a reasonable assurance that the school will not tolerate the use of audio or visual recording devices in any way, including a cell phone, in changing areas, bathrooms or locker rooms. 443.5 Student Use of Electronic Communication Devices

Consequences for violating the personal wireless device rules include a variety of actions based on circumstance:

- Conference with teacher
- Conference with administrator
- Parent/guardian contact
- Entry in Skyward as minor or major violation
- Loss of personal technology privilege for a set amount of time
- Suspension

Students who refuse to comply with consequences and procedure, including, but not limited to, refusing to turn in all parts of the phone, will be disciplined for insubordination which may result in suspension as outlined in School Board Policy 447.3.

Internet Safety and Acceptable Use

The West Bend School District deploys a variety of safety and security measures to keep students safe online along with keeping sensitive data private. To learn more please review our WBSD Student Internet Protection document (Board Policies 363.2 and 363.21).

Students are expected to use the school's computers/network and Internet connection for educational purposes. The district will monitor and shall filter online activity of students to restrict access to any material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, the district recognizes that 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 assume risks by consenting to allow their child to participate in the use of the Internet. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability.

The district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the district and no user shall have any expectation of privacy regarding such materials.

All students are issued a Chromebook to support student learning in the district.

Technology Code of Conduct

Offense Description	1st Offense	2nd Offense	3rd Offense
Level 1: Internet Violations • Attempting to bypass filtering/security measures • Attempting to surf for inappropriate/non-academic items • Attempting to change filter settings • Accessing social media and networking that is non-academic • Playing games that do or do not bypass filtering **Downloading programs** **Production and Distribution of Inappropriate Material** • Attempting to hide computer activity. • Attempting to hide, delete, alter files, or file types not belonging to the student. • Revealing and or sharing account information. • Attempting to access or use someone else's account information or profile.	**Minimum Action:** Verbal Reprimand or Detention	**Minimum Action:** Detention or Loss of computer or Internet privilege	**Minimum Action:** Detention or Extended loss of computer/Internet privileges and/or suspension

Level 2: Hardware ● Destruction of property ● Theft **Software** ● Knowingly bringing in viruses ● Attempting to load programs to subvert functions or security. ● Improper use of computers to falsify documents or plagiarize. ● Attempting to bypass security measures or access more privileged accounts. ● Using school or other email inappropriately.	**Minimum Offense** taken will be a detention **Additional Action** taken can include suspension or expulsion based on the severity of the offense. The response to behavioral incidents may not always follow the sequence of 1st, 2nd, 3rd offense. Serious behaviors that include, but are not limited to downloading, producing or distributing inappropriate content, making cyber threats or engaging in online bullying may result in a more serious behavioral response. Citations, restitution, and legal charges may be issued. Students who create discomfort/disruption in the school environment through cyberbullying or cyber threats are subject to one or all of the following: Parent/guardian contact, Suspension of privileges, Suspension from school, Referral to law enforcement. (Board Policy 443.71)

Transportation

Using school bus transportation whenever possible saves on congestion outside of the schools. The Code of Conduct section of this handbook includes details on bus safety and conduct rules.

To qualify for bus service, students must live outside of the following boundaries:
4K: greater than .5 miles from school
Kindergarten: greater than 1 mile from school
Grades 1-4: greater than 1.25 miles from school
Grades 5-6: greater than 1.75 miles from school
Grades 7-12: greater than 2.00 miles from school

Questions regarding bus service should first be directed to GoRiteway Bus Company at 262-429-1334. If you need to contact the West Bend School District transportation office, please call 262-335-5438.

Volunteering in Schools

The West Bend School District believes parental/guardian involvement, family engagement, and community partnerships increase and improve student learning and development. The West Bend School District is committed to utilizing volunteers from the school community to assist in the education process. Volunteers shall only be utilized in accordance with established district guidelines. All persons who volunteer are required to complete the volunteer registration process prior to beginning their volunteer activity. Criminal background checks shall be required of all volunteers ages 18 years or older who participate in programs through the West Bend School District. Volunteer records will be subject to review by the WBSD Human Resources Department and monitored for updated information regarding eligibility. Volunteers whose prior history, including criminal history, demonstrates a risk to the safety or well-being of students will be denied participation in volunteer activities.

West Bend School District volunteers are identified as anyone who provides unpaid assistance for the district more than three times in a school year and/or anyone who is a chaperone on a field trip or school event. West Bend School District volunteers must:

- Complete a West Bend School District Volunteer Application and be approved into the program.

- Have no record of felony convictions, crimes against a child, or requirement to register as a sex offender.
- Reapply every three school years to continue in the program.

To apply to become a volunteer, please contact Cindy Gallun at 262-306-4800 or volunteer@wbsd-schools.org.

Health Services

Each school in the West Bend School District maintains a clinic with a healthcare professional under the direction of District Nurse Amy Braeger, RN, BSN. Children can receive assistance in the clinic during the school day.

It is necessary for parents/guardians to update the emergency information for each of their children when updating information in Skyward prior to each school year. Each clinic needs the current phone information on file to contact parents/guardians and/or emergency contacts for illness, injury, or emergency.

Annual Health History Forms

School health care professionals keep records of student health conditions. It is the parent/guardian's responsibility to notify the health professional of any health conditions or medical needs by completing the family information/verification form online using Skyward Family Access at the start of each school year. This information will be shared with staff on a need-to-know basis to keep children safe during the school day. If the student develops a health condition during the school year, they should contact the health room professional with the information.

Sick or Injured at School

If your child becomes sick or injured at school, the health care professional and/or other assigned school personnel will assess the situation. If your child requires treatment beyond first aid or if it is decided that your child should go home, the parent/guardian or emergency contact will be called. In cases of serious illness or injury, emergency medical services may be called.

Guidelines for Sending Home/Keeping Home Students

Deciding when a child is too sick to stay in school can be a difficult decision. When trying to decide, use the guidelines:
If staying in the classroom is counterproductive to the student's education, or the safety and wellness of others, a decision may be made to send the student home. Additional guidelines for students that have an Individualized Health Plan (IHP) will be addressed in their plan.

PLEASE notify the school health room professional of any illness or medical condition for which your child is being treated or monitored. A parent/guardian or designated contact may be notified immediately to pick up a student from school who presents with any of the following conditions:

- Asthma: Symptoms that do not respond to prescribed medication or if no prescribed medication is available for treatment of asthma symptoms.
- Diabetes: A blood glucose of greater than 400, moderate to large ketones, or inadequate supplies to treat diabetes at school; or if there have been two or more unsuccessful attempts to correct a low blood glucose of less than 80.

- Diarrhea: Two or more loose watery stools during the school day.
- Head lice: The student will be sent home if live lice are identified. They may return as soon as possible after treatment. Students may be at school with nits but will be monitored by the health room professional.
- Localized rash: A rash of undetermined origin as a sign of potential illness.
- Temperature greater than 100 degrees: All students must be fever free for 24 hours without the aid of fever reducing medication. Student would be marked "excused" for the day they leave school and the following day.
- Pink eye or purulent conjunctivitis: Defined as pink or red conjunctiva with white or yellow eye discharge. The student does not need to be sent home unless a fever is present, the student is unable to avoid touching their eyes, or there is drainage from the eyes. Antibiotics are not required for return.
- Signs or symptoms of acute illness, serious accident, injury or communicable disease: The school health room professional should be notified of any of these signs or symptoms and assess the situation for determination.
- Uncontrolled coughing: Student may be sent home if coughing becomes disruptive to the educational environment.
- Vomiting: Student will be sent home if the episode is not related to a single event such as gagging, positioning, mucus, running after eating, or eating spicy foods. If the event is unwitnessed, the health room professional may use their discretion based upon student health assessment.

If a child develops any of these symptoms at school they will be sent home. Please have your child stay home from school if they develop these symptoms.

Decisions to send a child home are based upon the recommendations of the Wisconsin Health Department Childhood Communicable Disease exclusion criteria and data provided by the Department of Public Instruction.

In the event of a student medical emergency, school personnel may call 911 and the student may be transported to a medical facility via ambulance.

Medication Use at School

Medication to be taken during school hours must be handled through the on-site clinics. District policies require:

- All medication must be in the original container. Pharmacists in the area have indicated a willingness to provide two containers, one for home and one for school.
- The label must state the student's name, the name of drug, dosage, name of the prescriber, and name and telephone number of the pharmacy.
- Parents/guardians must also complete a medication card for each medication brought to school. If the medication is a prescription, parents/guardians must also obtain a signature from the prescriber on the lower portion of the medication card. If the medication is over-the-counter, a prescriber's signature is not required, but the signature of a parent/guardian is. Medication cards are available at each school clinic and also on the West Bend School District website.
- The safest and most secure method of transportation of medication to and from school is the parent/guardian delivering medications directly to the school clinic. In certain circumstances, it may be necessary for the student to bring in medications. All arrangements for student delivery and pick- up of medications must be agreed upon by both the school health care professional and

parent/guardian. It is the right of the school health care professional to disallow this delivery or pickup option for any reason.

- All unused medications must be picked up prior to or on the last day of school. Any remaining medications not picked up after the last day of school will be disposed of properly by district nurses. The West Bend School District does not have the capability to store medications during summer break. If the student is enrolled in summer school, the medication may be transported by the health care professional to the location of the summer school program.
- According to Wisconsin law, students at all grade levels shall be permitted to possess, self-carry, and self-administer prescription medication if prompt administration of the medication is necessary to prevent a serious or life-threatening health condition. The medical provider must certify on the medication card that it is their professional opinion that the student should be allowed to self-carry and self-administer the medication. Emergency medication includes, but it is not limited to: rescue (immediate acting) inhalers, epinephrine, glucagon, and diazepam.
- The West Bend School District will not administer non FDA-approved medications or products.

Communicable Diseases

Decisions to send a child home are based upon the recommendations of the Wisconsin Health Department Childhood Communicable Disease exclusion criteria and data provided by the Department of Public Instruction. For further information, see the Guidelines for Sending Ill Students Home above.

Immunization Information/Grade Recommendations 2024-2025

Wisconsin State Law requires families to provide written evidence of immunizations to the school or a signed waiver. This must be done within 30 days of student admission to school. We encourage families to take care of immunizations prior to the beginning of the school year.

Families are required to have their children vaccinated on schedule and keep accurate records or provide a signed waiver. If a student is unable to receive immunizations for medical, religious, or personal conviction reason, a waiver must be signed and given to the school. A health waiver must also be signed by a physician. Parents/guardians must understand that if there is a confirmed presence of a communicable disease of which their child is not vaccinated against, their child may be excluded from the classroom for a period of time until the risk has subsided.

In addition:

- Schools are required to keep documentation and review each student's immunization history annually.
- The Wisconsin Immunization Registry (WIR) is available to assist you in locating immunization records.

The Wisconsin Department of Health Services has adjusted the required immunizations several times and may do so again. To check the current required immunizations, refer to the Wisconsin Immunization Registry or ask your pediatrician or family doctor. If you need additional information or help on the WIR, please contact the WIR help desk at 608-266-9691. Contact your doctor or local health department for the immunization schedule for infants and preschoolers.

Student Allergies

In accordance with West Bend School Board Policy 453.41, the district cannot guarantee an allergy-free environment, but we acknowledge our responsibility to reduce, to a reasonably practicable extent, the

exposure of students, employees, and visitors to latex in the school environment. No latex balloons will be allowed in the schools at any time including all school activities. Supplies purchased by the district will be latex-free.

Meningococcal Disease

In accordance with the 2005 Wisconsin Act 221, all school districts must provide parents/guardians of students in grade 6 with information about meningococcal disease, which is on the WBSD website.

Student Learning

The West Bend School District curriculum is derived from the current state and national academic standards. Standards outline what a child should know and be able to do by the end of a particular grade. Sometimes, the state and national standards are locally re-organized to meet the needs of our district students.

After establishing the standards, in accordance with state statute, the West Bend School District then identifies the scope and sequence of instruction, which outlines the timeframe and order of units of study relative to standards. Each unit of study provides students with specific learning experiences designed to help the student master the knowledge, skills, and understandings identified by the standards.

Assessments

Throughout the state of Wisconsin, including the West Bend School District, a strategic assessment system measures student progress towards standards and academic preparedness. The primary role of assessments in each child's education is to drive the teaching and learning process. Using data from the tests, teachers can determine if a student has met the learning target and then can adjust the instruction to meet the students' needs. The assessments also help teachers and administrators by providing a cumulative snapshot that informs grade level or department decisions such as alterations to curriculum.

See the next page for the assessment calendar for 2024-2025.

West Bend School District Assessment Calendar 2024-2025

Administration Window	Assessment	Grade Level(s)	Approx. minutes to administer	State	District
Fall 2024					
September 9-20	Reading Readiness Screener	4K-3	30	X	
September 9-20	STAR Reading	4-8	30		X
September 9-20	STAR Math	1-8	30		X
September 13	PreACT	9-10	35 Eng., 45 Math, 40 Read., 35 Sci.		X
Winter 2024-2025					
December 2 - January 31	ACCESS 2.0 for Students who are English Learners (EL)	K-12 Students who receive ELL Services	Up to 180 mins.	X	
January 6-17	Reading Readiness Screener - aimswebPlus	4K-3	30	X	
January 6-17	STAR Reading	2-8	30		X
January 6-17	STAR Math	1-8	30		X
Spring 2025					
March 18	Wisconsin Student Assessment System: ACT w/ writing (or Dynamic Learning Maps)	11	45 Eng., 60 Math 35 Read., 35 Sci., 40 Writ.	X	
March 17 - April 25	Wisconsin Student Assessment System: Forward Exam - ELA & Math (or Dynamic Learning Maps)	3-8	130 ELA 90-115 Math	X	
March 17 - April 25	Wisconsin Student Assessment System: Forward Exam - Science & Social Studies (or Dynamic Learning Maps)	4, 8	105 Science 70 Social Studies	X	
March 17 - April 25	Wisconsin Student Assessment System: Forward Exam - Social Studies (or Dynamic Learning Maps)	10	70 Social Studies	X	
April 8	Wisconsin Student Assessment System: PreACT Secure (or Dynamic Learning Maps)	9-10	35 Eng., 45 Math, 40 Read., 35 Sci.	X	
May 5-16	Reading Readiness Screener - aimswebPlus	4K-3	30	X	
May 5-16	STAR Reading	4-8	30		X
May 5-16	STAR Math	1-8	30		X

*Note: The above date ranges may vary slightly based on grade level schedules, absences, field trips, etc. Kindergarten will be piloting a Math Screener.

State Assessments by Grade Level															
WI State Assessment System (WSAS)	4K	K	1	2	3	4	5	6	7	8	9	10	11	12	Times/ Year
Reading Readiness Screener - aimswebPlus	X	X	X	X	X										2 for 4K 3 for K-3
WI Forward Exam					X	X	X	X	X	X		X			1
PreACT Secure											X	X			1
ACT w/ writing													X		1
*Dynamic Learning Maps (Alternate Assessment)					X	X	X	X	X	X	X	X	X		1
ACCESS for ELLs English Language Learners only		X	X	X	X	X	X	X	X	X	X	X	X	X	1
Civics Exam Grad Requirement											X				1

*DLM Alternate Assessment is taken in place of the WI Forward, PreACT Secure, and/or ACT w/ writing

District Assessments by Grade Level															
Assessment	4K	K	1	2	3	4	5	6	7	8	9	10	11	12	Times/ Year
STAR Reading & Math	*	X	X	X	X	X	X	X	X	X					3
PreACT											X	X			1

*Kindergarten will be piloting a Math Screener.

Grading

Grading practices for a class/course are shared at the beginning of the year/semester by the teacher. General grading practices in the West Bend Schools are listed below. If there are questions about grading on a specific assignment or for a specific course, students, parents/guardians are encouraged to contact the teacher directly.

1. Grades are based on multiple assessments of student learning.
2. Grades on specific assignments, performance tasks, or assessments are an indication of the student's understanding of the learning goals connected to the assignment, task, or assessment.
3. Grades provide information about student learning to guide a teacher's decisions about upcoming lessons.

4. Report card grades communicate student progress toward mastery of the class/course learning goals at that time.
5. End of course assessments/final exams count for no more than 10% of a student's final semester grade.
6. Grades are kept confidential among student, parent/guardian, teacher, and authorized school personnel.
7. An assignment or test on which a student is caught cheating will be void. The student, parent/guardian, and teacher will hold a conference to determine how the student will demonstrate the knowledge, skills, and understanding expected on the assignment or test. *See Academic Dishonesty information below.

Graduation Requirements

Students graduating from West Bend East and West Bend West High Schools must attain 23 credits, complete an academic and career plan, and pass the Wisconsin Civics Assessment. The credits must be obtained in high school or from approved high school level courses passed by the student in grades 7 or 8. (Board Policy 345.6.)

CONTENT AREA	REQUIRED CREDITS	REQUIRED COURSES
English	4 Credits	▪ English I ▪ English II ▪ 2 additional credit of English
Math	3 Credits	▪ 3 Credits of Math Courses
Science	3 Credits	▪ Biology ▪ Chemistry ▪ 1 additional credit of Science
Social Studies	3 Credits	▪ Global Studies (or AP Human Geography) ▪ US History (or AP US History) ▪ Government & Law (or AP US Government & Politics) ▪ Economics (or Business Economics or AP Macroeconomics or AP Microeconomics)
Physical Education	1.5 Credits	▪ Fitness for Life ▪ 1 additional credit of Physical Education
Health	0.5 Credit	▪ Health and Wellness
Business Education	0.5 Credit	▪ Personal Finance
Fine/Applied Arts	0.5 Credit	▪ 0.5 credit in any of these areas: Business Education, Family & Consumer Science, Technology & Engineering Education, Music, or Art
Electives	7 Credits	▪ Elective courses are an opportunity for students to pursue personal interests.
TOTAL	23 Credits	

*Juniors and seniors who participate in a sport or other physical activity and meet the requirements set forth in Board Policy 345.5 can complete an additional 0.5 credit in English, math, science, social studies, or health in lieu of the third required physical education 0.5 credit.

Both West Bend high schools offer more than 22 Advanced Placement (AP)/Honors courses. Honors diplomas are awarded to students who have successfully completed 18 semesters of honors courses according to the following achievement levels: Highest Honors 3.9-4.0 cumulative GPA; High Honors 3.75-3.899 cumulative GPA; Honors 3.4-3.749 cumulative GPA.

Report Cards

Report cards are issued about one week after the end of each grading period and available in Skyward Family Access. The end of the first semester is January 17, 2025 and the end of the second semester is June 6, 2025.

Academic Dishonesty

Cheating is defined as obtaining or attempting to obtain, or knowingly aiding another student to obtain credit for work or any improvement in evaluation of performance, by any dishonest or deceptive means. This includes, but not limited to: lying, copying, discussing answers to an assessment that another student has not taken yet, taking or receiving copies of an exam without permission of the teacher, and using or displaying information on an assessment against test regulations. Plagiarism is defined as the act of representing the ideas or work of another person/s as if they were one's own without giving proper credit to the source.

Examples of Cheating & Plagiarism
Copying from another student's work to assist with an assignment or exam.
Allowing another student to copy your work from an assignment or exam without the consent of the teacher.
Use of notes or other aids not allowed by the teacher to take an exam.
Removing an exam or answer key from a classroom without permission of the teacher.
Use of a stolen exam or answer key to assist on an exam.
Taking a test or doing a project/paper for another student.
Submitting someone else's ideas, research, speech, video, language, art, or music composition as original work.
Submitting work or portions of work (essays, speeches, videos, art work, music, etc.) from the Internet or any other source without giving proper credit.
Violating copyright laws or submitting work after changing source information.
Submitting purchased work as one's own work.
Submitting work on which the student has received substantial help from someone else so that the work is no longer the student's.
Using the works of another translator when translating in a modern language.

Academic Dishonesty Consequences Process

When work is plagiarized or a different incident of academic dishonesty occurs, teachers will provide students with the evidence of academic dishonesty and students will have to redo the assignment or assessment. If there is a second incident of academic dishonesty within a semester, a conference with the teacher, student, and parent/guardian will be held to develop a plan forward. Acts that include the destruction of another student's work will result in a more serious disciplinary response. Incidents of Academic Dishonesty will be documented in Skyward as a referral.

If a student feels that they have been wrongly accused, the student may appeal to the principal or designee.

Services and Opportunities for Students

English Language Learners (EL): English Language Learners (EL) teachers and assistants offer direct instruction and classroom modifications for students for whom English is a second language. Supports for academic success are determined with input from the family and documented in a written plan. The EL staff also provides translation services for school related information.

Gifted and Talented Programming: When special programming is needed for an identified gifted student, the range of services may include differentiated curriculum within the regular classroom, enrichment and extension opportunities provided by the classroom teacher and/or the gifted and talented interventionist, curriculum compacting, subject acceleration, and grade acceleration. If you have questions regarding your child's educational programming, please contact your school office.

Support for Graduation/At-Risk Services: The WBSD believes that to prevent a child from becoming at risk of not graduating, prevention begins from the time they enter our schools, with formal monitoring beginning with the age of mandatory schooling. Services available to students including academic, attendance, and social/emotional supports, as well as specific program opportunities are identified in the district's annual at-risk plan. This plan is reviewed and revised and presented to the school board annually before the start of the academic school year.

Part-time Open Enrollment Program: Any student enrolled full time in a public school in the high school grade level may apply to take up to two courses at any one time in a nonresident school district. If a student wishes to participate in the Part-time Open Enrollment Program, the student and his/her parent/guardian are solely responsible for (1) following all application procedures, (2) providing express notice to the applicable school districts that confirms the student's intent to attend a course into which the student has been accepted, and (3) meeting relevant deadlines, as such requirements are defined in state law, any applicable state regulations, and the policies and procedures of the applicable school districts. Failure to submit a timely and complete application or a failure to follow other mandatory procedures is grounds for loss of the opportunity to participate in the course(s). Students can get more information from their counselors.

Special Education: Students with an identified disability are provided specially designed instruction that is documented in the Individual Education Program (IEP). The IEP is created following an evaluation to determine eligibility based on state and federal criteria. The IEP team, which includes the parent/guardian, determines the annual goals for the student. Parents/guardian permission is required before special education services can begin. Parents/guardians are encouraged to speak to the teachers, principal, or contact the Student Services Department for additional information.

Summer School: Enrichment and remedial classes are offered during the summer for all school-aged students in the district. Summer school program guides are posted on the West Bend School District website (west-bend.k12.wi.us) each spring and registration typically occurs in March or April.

World Language Program: The opportunity to learn to speak another language begins in grade five for students in the WBSD. This unique experience provides our students with the opportunity to receive the equivalent of six years of language instruction by the time they graduate high school. Students can select from German, Spanish, or French.

West Bend Virtual Academy: West Bend Virtual Academy: The West Bend Virtual Academy (WBVA) program enables the West Bend School District to provide an online learning option for its students in grades K-12. Students who opt for the WBVA choose their time and place of learning, determine the pace at which they want to approach their subjects, and receive the necessary tools to be successful in their skill development. The WBVA is part of the West Bend School District that is publicly funded and authorized by the West Bend School Board. Its curriculum is approved by the West Bend School District and is appropriately aligned with State of Wisconsin educational goals and standards.

Student Responsibilities/Classroom Code of Conduct

Students in the West Bend School District are expected to support and strengthen the life-long learning process in a setting of respect and cooperation by:

- Working toward academic growth and development of lifetime skills.
- Attending school classes regularly, arriving on time, bringing appropriate materials, being prepared to participate in class, and completing the homework.
- Bringing to school only those materials allowed by school rules.
- Following adopted discipline guidelines and school rules.
- Complying with reasonable requests of adults in the school.
- Speaking respectfully to teachers, staff members, fellow students, and visitors.

The following behaviors are considered *concerning* and will result in intervention:

- Decline in academic performance
- Truancy
- Withdrawal/Isolation
- Sudden change in behavior
- Substance abuse
- Evidence of mental health crisis

Disciplinary Action and Response

The goal of school discipline is to assist all students to successfully participate in their educational and social environments, as well as to provide a safe learning environment which protects both the school community and public property. Discipline aims to promote positive behavioral change. School staff will use a variety of behavioral interventions to support students who are communicating to us through their words and actions they are not doing well, resulting in behavioral difficulties. Individual violations of the Code of School/Classroom Conduct are investigated and may result in different consequences. Below are levels of disciplinary action. The following is considered when determining the appropriate level of discipline:

1. The student's age, maturity, and development level.
2. The student's disciplinary record including the nature of any prior misbehavior, the number of prior instances, and the fidelity and effects of previous interventions applied for each.
3. The student's response to discipline interventions in the past.
4. The severity and scope of the behavior.
5. The circumstances/context in the conduct occurred.
6. The frequency and duration of the behavior.
7. The social-emotional status/needs of all persons involved in the behavior.
8. The students Behavior Intervention Plan, IEP, or 504 plan.

Discipline

Conduct that violates the expectations or code of conduct policies/principles includes all school premises, school events and district transportation.

Major Behavioral Codes vs. Minor Behavioral Codes	
Minor Behavior Incidents	Behaviors coded as "MINOR" are managed at the teacher level and/or by student services personnel. The staff member assigns consequence, communicates to the student's guardian and provides any instruction or support for the student. This may include a low level classroom support plan.
Major Behavior Incidents	Behaviors classified as "MAJOR" are handled by an Administrator or Dean of Students. Administrator/Dean of Students conducts investigation, assigns an action/ consequence, communicates with the student's guardian(s) and creates a plan for follow up.
Expellable Offenses	Behaviors that are identified as expellable per School Board Policy and Procedure 447.3 require involvement and support by the Director of Student Services and/or Administrative Designee.

Each violation has levels of disciplinary action. It is important to note that some behavioral incidents that are considered more significant or egregious are dealt with in that manner as are chronic or repeated behaviors.

Suspension

The building principal or designee may suspend a student from school for the period of time authorized by law for many offenses including but not limited to:

- **Noncompliance** with district policies or 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** while at school or under the supervision of a school authority which endangers the health, safety or property of others.
- **Conduct** while not at school or while not under the supervision of a school authority which endangers the health, safety or property of others at school or under the supervision of a school authority, or of any district employee or school board member.
- **Battery** – A student causing bodily harm to another by an act done with intent to cause bodily

harm to that person harmed is guilty of a misdemeanor. (S.940.19)

- **Disorderly Conduct** – Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct. The use of inappropriate language that is directed towards other individuals and is considered racially and/or sexually explicit may result in suspension. (S.947.01)
- **Gambling** – Whoever makes a bet in which the parties agree that, dependent upon chance even though accompanied by some skill, one stands to win or lose something of value specified in the agreement is guilty of a misdemeanor. (S.945.02)
- **Harassment** – A student who engages in repeated acts to intimidate a person by striking, shoving, kicking, unwarranted or unwelcome sexual behavior or otherwise subjects the person to physical contact or threatens to do the same is in violation. (S.947.013)
- **Hazing** – No person may intentionally or recklessly engage in acts of forced activity which endangers the physical health or safety of the student for the purpose of initiation or admission with any organization operating in connection with a school. (S.948.51)
- **Negligent operation of vehicle** – (school parking lots). Any student who endangers another's safety by a high degree of negligence creating a situation of unreasonable risk, high probability of death or great bodily harm is guilty of a misdemeanor. (S.941.01)
- **Obscenity** – A student who imports prints, advertises, sells, has in possession for sale, or publishes, exhibits, or transfers commercially and lewd, obscene or indecent written matter, picture, sound recording, or film or who has in possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene or indecent drawings or writings in school is guilty of a felony by state statutes. (S.944.21, S.944.23 and 948.11)
- **Possession of weapon** – No person shall possess a weapon or look-alike (e.g., guns, knives, and martial arts weapons) or any item intended to be used as a weapon in any school building or on school property. Box cutters, knives, hand tools, or any other objects with a blade for cutting is prohibited on school premises except as specifically authorized by the building principal or designee. (S.941.235; 941.24; 948.60; 948.605; 948.61; MC9.02)
- **Threats** - A student who shares inappropriate content, makes a threat verbally or in writing toward the safety of students, staff, or the school community through social media or within a technology supported text exchange or in any way, may face school consequences including suspension or expulsion and may be subject to referral to law enforcement.

In addition, a student shall be suspended from school when required by law (e.g., possessing a firearm in violation of state law and board policy). All student suspensions from school must be reasonably justified and shall be administered in accordance with state law requirements. Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to suspension, or as an alternative consequence to serving a full suspension period, at the discretion of the building principal. (School Board Policy 447.3)

It is understood that these rules are not all inclusive. Action may be taken with respect to any offense that interferes with the orderly operation of the school, including repeated disobedience and defiance of rules and procedures. Students who are under suspension may not be on any school district property nor attend any school function during the term of their suspension. Should a student be found on school property or attending a school-sponsored activity during a suspension, the student may be subject to civil action under the West Bend Loitering Ordinance 9.19.

Expulsion

Students may be recommended to the School Board for expulsion from school if they have engaged in any of the following type of conduct:

- Repeated refusal or neglect to obey district policies or 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 while at school or under the supervision of a school authority which endangered the property, health or safety of others.
- Conduct while not at school or while not under the supervision of a school authority which endangered the property, health or safety of others at school or under the supervision of the school authority, or of any district employee or board member.
- The student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under any of the other reasons for expulsion outlined above. This last reason for expulsion only applies to students 16 years of age or older.

The West Bend School Board may expel a student from school whenever it finds that the student engaged in any of the above conduct and is satisfied that the interest of the school demands the student's expulsion. Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to expulsion.

A student shall be expelled from school for engaging in conduct outlined in state law which requires the student's expulsion from school (e.g., possessing a firearm in violation of state law and Board policy).

All student expulsions, including those involving students with disabilities, shall follow all statutory procedures and requirements.

The board may specify conditions in a student's expulsion order that would allow the student to be reinstated to school early before the end of the term of his/her expulsion. The early reinstatement condition(s) shall be related to the reason(s) for the expulsion and shall be enforced in accordance with state law requirements. (School Board Policy 447.3.)

Dress Code and Clothing

The West Bend School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Further, the clothing worn by students will be appropriate for the work of school and not distract from the learning environment. Students should come to school prepared to do their best and be successful and appropriate; clothing plays a part in this.

Student dress choices are an expression of personal style and individual preference. The primary responsibility for a student’s attire resides with the students and their parent/guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observation, household income, or body type/size. The dress code is guided by state law and includes an element of student safety. Dress codes are often necessary for student safety.

- The clothing worn by students will be appropriate for the work of school and not disrupt the learning environment. For example, the following wouldn't be worn at school:
    - Violent language or images;
    - Images or language depicting illegal activities (including drugs or alcohol);
    - Images or language of hate speech, profanity, pornography, or sex;
    - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Students should come to school prepared to do their best and be successful and appropriate clothing plays a part in this.
- All students are required to wear footwear with supportive soles. Soft sole slippers are not safe in the school environment.
- Clothing, including hats and hoods on sweatshirts or other clothing, backpacks, book bags and any other items that carry profane or objectionable slogans, including references to gang activity, graffiti or pictures, are considered disruptive. Clothing with any alcohol, tobacco and/or drug slogans are not considered appropriate.
- Strapless garments, muscle shirts and clothing that reveal cleavage and/or midriff are not allowed. Swimsuits are worn in swim classes only.
- All bottoms (pants, skirts, skorts, shorts, etc.) must be worn around the waist or beltline and undergarments must not be exposed. Excessively ripped or revealing clothing is <u>not</u> appropriate and should not be worn to school.
- Apparel or accessories that are a safety hazard or could cause damage or harm, including cleats, chains and chain wallets, safety pins, and spike apparel, are not permitted.
- Students should not wear clothing that interferes with their safety or the welfare of others. This includes not wearing shoes, blocked vision, or restrained movement.

**Different Courses/Classes may include expected attire (for example, physical education clothing/uniforms, band, concerts, etc.) Activity-specific shoe requirements may also be used(ie. athletic shoes for physical education, closed toe shoes during labs).*

These clothing expectations shall apply to regular school days and summer school days as well as any school-related events and activities.

Enforcement: To ensure effective and equitable enforcement of this clothing policy, school staff shall enforce the clothing policy consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will be removed from spaces, hallways or classrooms as a result of clothing violation.
    - Students will be asked to put on their own alternative clothing, if already available at school, in order to conform to the clothing expectations for the remainder of the day;
    - Students will be provided with temporary school clothing in order to meet the requirements of the clothing expectations for the remainder of the day. If necessary, students' parent/guardian(s) may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day;
    - Students should not be:
        - Asked to account for their attire in the classroom or hallways in front of others;

        - Called out in spaces, in hallways or in classrooms about perceived clothing violations in front of others;
        - Accused of “distracting” other students with their clothing.
- Repeated violation of clothing expectations will be considered as insubordination in following directions and school rules. This will result in additional disciplinary action/consequences.

Transportation Expectations, Rules, and Consequences

Students of the West Bend School District are expected to follow the same behavioral standards while riding a bus or van of the West Bend School District or Riteway as is expected of them when they are on school property or at school activities, functions, or events. Transportation expectations and consequences are based on board policy and school behavior expectations. (School Board Policy 443.2)

The bus is considered an extension of the school; riding it is a privilege that can be suspended or revoked. The bus driver will report misconduct on the bus in writing to the building principal. The building principal or assistant principal may set up a conference with the student or parent/guardians. Parents/guardians may be notified by phone, in person, or in writing. A pattern of minor infractions or a single major infraction of the rules may result in suspension of bus-riding services. Students may lose their bus privileges as a result of progressive discipline.

Rules of the Bus Stop

- Get to the bus stop five minutes before the scheduled pick up time.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching it.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.
- Do not talk to strangers on the way to, or exiting from the bus.

Rules on the Bus

- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Keep the aisles clear.
- Open windows only with the permission of the bus driver.
- Talk quietly and use appropriate language.
- Students will be dropped off only at regular bus stops unless school officials and parents/guardians authorize a change.
- Keep the bus clean and take care of bus property.
- Keep all parts of your body inside the bus.
- Keep your arms, legs, and belongings to yourself.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.

- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.
- If something is dropped near the bus–NO CHILD MUST EVER STOP TO PICK IT UP. Notify the driver and he or she will assist in obtaining it.
- The following are not allowed on the bus: animals, swearing and profane language, fighting, pushing or aggressive behavior, loud talking or screaming, glass containers outside of a lunch bag, or skateboards.

Bus Behavior Matrix	
Respectful	I speak politely & use appropriate language. I use a low level voice. I listen to the bus driver.
Responsible	I stay seated. I follow the rules. I remember my belongings. I keep the bus clean. I "see Something, I say something."
Safe	I keep the aisle clear. I keep hands and feet to myself. I make safe decisions. I report unsafe behaviors.
Ready	I am at the bus stop on time. I enter/exit the bus appropriately and find a seat.

School staff engage in conversations with students about bus behavior expectations, using this WBSD Way matrix.

	WBSD Way Matrix I am respectful, responsible, safe, and ready to learn.
Bus	• I am at the bus stop on time • I speak with a level "2" voice volume • I use appropriate language • I listen to the bus driver • I remember my belongings when I enter/exit the bus • I enter/exit the bus appropriately • I keep the bus clean • I keep my hands and feet to self and keep the aisle clear • I remain in my seat while the bus is moving • I report unsafe behaviors

Items Prohibited in Schools (for students, staff, and visitors)

In the best interest of student safety and well being, the following items are prohibited on school property:

- Alcoholic beverages (School Board Policy 443.4)
- Weapons of any sort or items that could be construed as a weapon.
- Bullets, shells, or shell casings
- Illegal drugs
- Squirt guns/water balloons
- Fireworks, explosives, and lighters of any kind
- Laser pointers
- Manipulatives that distract the learning environment (ex: bouncy balls)
- E-cigarettes/vapes
- Any tobacco products

Students who are found to be in possession of tobacco products, illegal drugs, alcohol or weapons while at school, while under the supervision of school authority, or while engaged in a school activity, are subject to suspension or expulsion, referral for assessment, and referral to appropriate legal authorities.

Controlled Substances

The use, possession, sale or intent to sell, or transfer of alcohol or other drugs, counterfeit drugs, (including so-called "non-alcoholic" beverages) and drug paraphernalia is prohibited. Furthermore, having illegal drugs or chemicals in a student's system, in or on school property, in any district-owned or contracted vehicle or at school-sponsored events is also prohibited. Students who violate this policy at school, while under the supervision of school authority, or while engaged in a school activity, are subject to suspension or expulsion, referral for assessment, and referral to appropriate legal authorities. (State Statute ch.161; School Board Policy 447.3)

- **Alcohol -** The state statute prohibits any student under the age of 21 from procuring, seeking to procure, knowingly possessing or consuming intoxicating liquor in public (S.125.07). The school board also prohibits the above activities as well as being under the influence of alcoholic beverages during any school activity or function. (School Board Policy 443.4)

- **Tobacco -** The use of all tobacco products is prohibited on school district property and in school district buildings at all times. Additionally, students under the age of 18 may not possess any nicotine or tobacco product, or device meant to inhale said products. Individuals who violate these laws are subject to a referral for Municipal Code fine (Municipal Code 9.25, City of West Bend). (School Board Policy 443.4)

Search and Seizure

Courts have held that there does not need to be probable cause to believe that a rule or law is being violated before a student can be searched, though there does need to be some reasonable suspicion to justify searching a student. The courts grant even less protection when the issue pertains to the search of student lockers. Lockers are school property and may be searched at any time. Refusal to cooperate with search and seizure procedures will result in a presumption of guilt, and correlating consequences. (School Board Policy 446)

According to School Board Policy 446, the School Board authorizes the use of trained canine units to detect the presence of drugs, explosive devices, or other illegal items/substances on school property under the following conditions (1) the presence of the canine unit on school property is authorized in advance by the Superintendent or designee or is pursuant to a court order or warrant; (2) a law enforcement officer specifically trained to work safely and competently with the canine unit must handle the canine; and (3) the canine unit is represented by the sheriff or chief of the law enforcement agency providing the service as capable of accurately detecting specific contraband. More detail on use of canine units, locker searches, vehicle searches, and search of students and/or their personal belongings is detailed in School Board Policy 446.

Vandalism, Weapons, and Other Threats Against People or Property

Any student in the possession of a weapon or in possession of a facsimile weapon that is used in such a way that is reasonable to expect its use or display will cause alarm, intimidate, threaten, or terrify another person, will be subject to disciplinary action. In addition, any student who makes a threat verbally or in writing, through social-media or within a technology supported text exchange, may face school consequences including suspension or expulsion and may be subject to referral to law enforcement. The school district will hold students and their families responsible for any damage or vandalism to buildings, grounds, or equipment. Reimbursement or payment for any labor and materials to repair the damage will be the responsibility of the student and his/her parent/guardian.

Any student who causes damage to the school building and/or school property will be subject to restitution and costs incurred to repair or replace and may be referred to the West Bend Police Department. (S.943.01).

Anti-Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

If a student is being bullied they should inform a teacher immediately.

Consequences for bullying may be, but not limited to the following: Referral and discussion with parents/guardians, teachers, school counselors, and /or administrators, a consequence and warning, referral to the police liaison officer and/or suspension.

Cyberbullying

Use of the network to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies such as email, shared documents, text messages, instant messaging, defamatory personal websites, any/all social media accounts, and defamatory online personal polling websites to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Cyberbullying includes, but is not limited to the following:

- Posting slurs or rumors or other disparaging remarks about a student or school staff member online.
- Sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's mobile phone bill.
- Using a camera phone to take and send embarrassing photographs or recordings of students or school staff members or posting these images on video sharing sites such as YouTube.
- Posting misleading or fake photographs of students or school staff members on websites.

Students who create discomfort/disruption in the school environment through cyberbullying or cyberthreats are subject to one or all of the following:

- parent/guardian.
- Suspension of privileges including the use of school issued technology or personal technology on school grounds.
- Suspension from school.
- Referral to law enforcement.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the student code of conduct.

West Bend School Board Policies

Summaries of pertinent West Bend Joint School District # 1 School Board policies that pertain to parents/guardians and students are included below. In addition, other policies are listed in the text of this handbook and include a hyperlink to the policy on the West Bend School District website. Please click on the policy number to review the entire policy as these are summaries.

Series 300 / Instruction

Policy 333 parent/guardian's Rights and District Programs and Activities:Parents/guardians may request a change in, or exemption to, their child's participation in certain district educational programs or activities in accordance with state and federal laws. These laws also grant parents/guardians the right to inspect certain materials that are part of the district's curriculum or other activities.

Parent/guardians shall make any of the above requests regarding inspection of materials or student participation in certain activities in writing to the applicable building principal or his/her designee. Other parent/guardian requests dealing with student participation in other curricular, instructional, or programmatic activities that are not expressly identified in this policy may be made in the same manner. All requests will be judged individually and shall be based upon any applicable state or federal requirements or guidelines. The principal or his/her designee shall respond to such requests in a timely manner. For purposes of this policy, the terms "survey," "parent/guardian," "invasive physical examination," and "personal information for the purpose of marketing" shall be defined as those terms are defined (including applicable exceptions) in the federal Protection of Pupil Rights Amendment (PPRA). The district shall inform parents/guardians of this policy and related procedures annually at the beginning of each school year. Any changes to this policy shall be made in consultation with parents/guardians of students. See the policy to view the entire text and related procedures.

Policy 345.3 Homework: The term "homework" as used in this policy refers to an assignment or activity to be prepared or completed, in whole or in part, outside of regular class time, and normally outside of the

hours of the regular school day. Homework may include individual or group work; work that is intended to reinforce, extend, review, or apply curricular content; independent reading; long-term projects; in-class work that was not completed; and/or make-up work for a student who is absent from school.

The School Board recognizes that homework can be used to help accomplish specific learning objectives, to help students develop their ability to learn and work independently, and to provide opportunities for students to demonstrate responsibility and self discipline. The board also recognizes that the purpose and nature of homework assignments will vary substantially across the different grade levels and curriculum areas. Accordingly, the board's expectations regarding homework are as listed in the full policy.

Policy 347 and 347 (AR) Student Privacy: The West Bend School District is required by the U.S. Department of Education Protection of Pupil Rights Amendment to notify parents/guardians of any activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information, or otherwise providing that information to others for that purpose including the following:

- Political affiliations or beliefs of the student or student's parents/guardians.
- Mental or psychological difficulties of the student or the student's family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships such as those of lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or student's parents/guardians.
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.
- Any non-emergency, invasive physical examination or screening that is (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, (c) not necessary to protect the immediate health and safety of the student, or of other students.

Technology: Students in the West Bend School District utilize technology as an integral part of their educational experience in a variety of capacities, including accessing information, completing research, solving problems, collaborating, creating digital content, communicating, and engaging in the curriculum. West Bend School District students use a variety of devices including Chromebooks, laptops, and desktops along with software and online systems. Students in Grades K-12 will be provided a Chromebook as part of the 1:1 Device program in the district. Students will also utilize a variety of web-based programs as part of their courses including an online Learning Management System-Canvas, Google Apps for Education, and Skyward.

Policy 363.2 Safe and Responsible Use of the Internet and Other Technology Resources: Consistent with applicable federal laws, the school board believes that the best approach to student safety as it relates to use of the Internet and other electronic resources involves a combination of technology protection measures, monitoring and instruction.

The director of technology shall ensure that the district's systems and equipment that provide access to the Internet make active use of technology protection measures designed to block or filter Internet access to inappropriate content. They shall also develop and implement procedures that provide for the monitoring of students' and other authorized users' activities when using district-provided equipment or district provided network access or Internet access. Also, they should develop and implement an

instructional program that is designed to educate students about acceptable and responsible use of technology and safe and appropriate online behavior.

In addition, the director of technology shall maintain, revise, and enforce rules and procedures concerning the acceptable, safe, and responsible use of the district's Internet access infrastructure and other technology-related district resources by any person who is authorized to use the district's systems and equipment, including any student, district employee, district official, or other authorized user.

Principals and assistant principals shall have responsibility, within their respective schools, for overseeing the day-to-day implementation of the district's policies, rules and guidelines regarding the acceptable, safe, and responsible use of technology resources.

Series 400 / Students

Policy 411 (AR) Complaint Procedure Related to Equality of Educational Opportunity/ Discrimination: Go to the West Bend School District website to see the full 411 AR Equality of Educational Opportunity policy and procedure. Complaints must be directed to Emily Mestrand, director of student services, at 262-306-4800 or via mail at Education Service Center, 735 S. Main St., West Bend, WI 53095.

Policy 411.3 Children in Foster Care: The district shall collaborate with the county child welfare agency in ensuring the educational stability of children in out-of-home care (foster care). Children in foster care shall have equal access to the same free, appropriate public education as provided to other children in the district. They shall be provided the services and have access to the programs and activities that are offered to other children attending district schools, including educational services for which the children meet eligibility criteria (e.g., special education, Title I programming, programs and services for English Learners, gifted and talented programming, etc.), career and technical education programs, and school nutrition programs.

Policy 411 and 411 AR Equality of Educational Opportunity: The West Bend School District is firmly committed to an educational environment that is free of discrimination and harassment in any form. The West Bend School District staff shall make every effort to provide equal opportunities for students to participate in school-sponsored activities and/or programs.

No student will, on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental/guardian status, sexual orientation, sex (including transgender status, gender identity, gender expression, or change of sex), or physical, mental, emotional, or learning disability or handicap, be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational, or other program Wis. Stat. 118.13(1). This applies to all of the district's policies including student policies (Series 400), instructional policies (Series 300), and all district environments, activities, and programs.

Students of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the district shall have equal access to the same free appropriate public education including comparable services, as provided to other students and youth who reside in the district. Homeless students and youth shall not be required to attend a separate school or program, and shall not be stigmatized or discriminated against by school personnel.

Reasonable accommodations will be provided for a student's sincerely held religious beliefs with regard to all examinations and other academic requirements.

The district encourages informal resolution of complaints, however a formal complaint procedure is available. If any person believes that the district has discriminated against any student on the basis listed above, he/she may file a complaint. The procedure for filing a complaint is outlined in the District Administrative Rule.

Any student who believes he or she has been discriminated against or harassed as outlined in Board Policy 411 can contact their building administrator or student services at 262-306-4800.

Policy 431 Compulsory Student Attendance and Truancy: The School Board believes attendance is a key factor in student achievement and believes that students must be in regular school attendance in order to successfully achieve the goal of high school graduation.

Any person having under their control a child who is between the ages of 6 and 18 years of age, or a child enrolled in 5-year-old kindergarten in the district, shall cause the child to attend school regularly in accordance with state law. The child is expected to attend school on each day school is in session, unless he/she is excused from school attendance or has graduated.

Closed Campus: For the safety of our students, our schools operate under a "closed campus" policy (with some high school exceptions). Students leaving during school hours must be picked up and signed out. Policy requires the school office be notified when:

- Students leave the building or grounds with parental/guardian permission.
- Parents/guardians are taking children out of school for appointments, vacations, or transfer.
- Parents/guardians or visitors enter the building for any reason.

Supervision for students begins just before school starts and concludes at dismissal, unless special arrangements have been made for specific events. In the interest of safety, please do not have your child arrive at school more than a few minutes before the bell rings.

Policy 440 Students Rights and Responsibilities: As a student of the West Bend School District, students will support and strengthen the life-long learning process in a setting of respect and cooperation by:

- Working toward academic growth and development of lifetime skills.
- Attending school classes regularly, arriving on time, bringing appropriate materials, being prepared to participate in class, and doing my homework.
- Bringing to school only those materials allowed by school rules.
- Following adopted discipline guidelines and school rules.
- Responding to reasonable requests of adults in my school.
- Respecting the rights, feelings, and property of myself and others.
- Dressing appropriately and having grooming habits that do not interfere with the school environment.
- Refraining from the use of profane and vulgar language, threats and use of physical force on any student or school employee.
- Obeying the laws concerning the possession and use of alcohol, tobacco, and illegal substances.

Policy 443 Student Conduct: The West Bend School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment conducive to teaching and learning. To ensure that this environment exists for all students, the district has
adopted a Student Code of Conduct.

Students are expected to come to school each day ready and willing to learn. Parents/guardians are expected to be aware of their children's activities, performance and behavior at school and are asked to cooperate and consult with the school to prevent or address problems. Students who unnecessarily distract or disturb the learning environment may be temporarily removed from the classroom or activity to allow the district to maintain an appropriate educational environment
for the other students. The grounds for removal from class are behaviors that:

- Violate the district policies regarding suspension or expulsion.
- Violate the behavioral rules and expectations set forth in the handbook.
- Are disruptive, dangerous, or unruly.
- Interfere with the ability of the teacher to teach effectively.
- Are incompatible with effective teaching and learning in the classroom.

When a teacher determines that removal is appropriate, a student will be removed to the office. The student will be given an opportunity to explain the situation. Within 24 hours of the removal, the teacher shall submit a concise written statement regarding the removal of the student. Parents/guardians shall be notified of the incident within 48 hours either by phone or in writing.

Policy 443.1 Student Dress: The district recognizes that each student's mode of dress is an expression of personal style and individual preference. With that in mind, the following
student dress code standards shall be enforced in the district during the school day and at all school supervised activities and functions:
1. Students shall dress appropriately for the school environment.
2. No student shall be permitted to wear any clothing that depicts, promotes, or advertises alcohol, illegal drugs, tobacco or nicotine products, criminal activity that would threaten any person's health, safety or property (including the unlawful possession or use of any weapon), criminal gang affiliation/activity, profanity, pornography, or violence that would constitute a violation of law or school rules.
3. Students shall wear protective clothing and/or safety equipment when working in science labs, tech education, family and consumer education, school cafeterias, and other program areas as required to comply with health and safety codes and regulations.
4. Clothing and/or accessories that cause excessive maintenance problems or cause injury to anyone or damage to property may not be worn.
5. Students participating in activities or events representing the school before the public shall be expected to dress appropriately so as not to detract from the group or the occasion.

This policy and any additional school or activity rules established related to student dress shall be published annually in student and staff handbooks. All employees shall be responsible for enforcing student dress code standards on a fair and consistent basis.

Policy 443.4 Student Alcohol and Drug Use: The West Bend School Board is committed to providing an optimal school environment for student learning and positive youth development. Alcohol and controlled substances use and abuse seriously interfere with that school environment and jeopardize the health and well-being of students. The district's primary goal is to see that all students (K-12) shall receive a coordinated, systematic, age appropriate, developmentally and research based, chemical abuse prevention education, which is aligned and immersed into relevant educational standards.

The district believes that it is essential for the parents/guardians and the community as a whole to take steps to promote, enhance, and maintain a drug free school system. The district wishes to cooperate with parents/guardians and the community as a whole in achieving this goal. With this in mind, certain conduct shall be prohibited by students at all times at school, on school premises, on school transportation and while engaged in activities under school district jurisdiction and/or supervision

Students violating this policy will be disciplined in accordance with district established consequences and, when applicable, the Wisconsin Interscholastic Athletic Code, and shall also be referred to the local police for possible legal intervention.

Policy 443.6 Student Use and Possession of Weapons: No district student shall possess or use any destructive device, firearm or other dangerous weapon (as defined in the administrative rule implementing this policy) of any kind at any time.

- In any school or other building/facility owned, occupied or controlled by the district.
- On the grounds of a school or on other premises owned, occupied or controlled by the District (including recreation areas and athletic fields).
- While under the supervision of a school district authority, regardless of the student's location.
- In any district-owned vehicle or on any form of district-provided transportation.
- While participating in or attending any district-sponsored program or activity.

The possession and use of facsimile firearms and/or facsimile dangerous weapons is also prohibited. The only exception to this policy is the possession and use of a facsimile firearm/weapon in a school-approved activity as authorized by the building principal or designee.

Any time school officials determine that a student has possessed or used any firearm, bomb, explosive or similar destructive device, or any other weapon while at school or while under the supervision of a school authority, an administrator shall refer the student and the incident to law enforcement. In situations involving a student's possession of a firearm, bomb, explosive or similar destructive device, an administrator shall also suspend the student and commence expulsion proceedings, and the board shall expel the student from school for at least one year.

Policy 443.71 Anti-Bullying: The district strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, on school buses, and at school sponsored activities. Bullying behavior is prohibited in all schools, buildings, property, or educational environments, including any property or vehicle owned, leased, or used by the district. All reports of bullying will be consistently and vigorously addressed.

Policy 446 Safety Drills/Locker Searches: It is the policy of the District to provide a safe and healthy environment for all persons in school buildings and on school premises. School officials have a duty to investigate any suspicion that items or materials harmful to the health and safety of students, school personnel, or property are present within the school or on school premises. This includes, but is not limited to, conducting search activities as outlined in this or other Board policies. More details on: locker searches; search of students and/or their personal belongings; vehicle searches; and use of canine units in safety and search-related activities.

To the extent prohibited by law, school employees shall not request or require a student to disclose the access information for any of the student's personal Internet accounts. To the extent permitted by law, a school official conducting student-related search activities under this or any other board policy may request the active assistance of a school liaison officer or other law enforcement official. School officials may remove any unauthorized item found as a result of a search. items belonging to the student but removed or temporarily confiscated by the district will generally be held by the school for return to the student's parent/guardian (for students who are minors) or, if appropriate, turned over to law enforcement. The student and his/her parent/guardian shall be notified of any unauthorized item belonging to the student/family that has been found and turned over to law enforcement officials.

The schools can conduct unannounced locker searches. Lockers are assigned to students for their use and storage of items such as coats and school-related supplies, but remain the property of the school district. Lockers may be searched as deemed necessary without warning, student consent, or a search warrant.

Policy 447 Student Discipline: The district believes that a positive learning environment is based on a foundation of respect and effective discipline. The district cannot and will not accept nor tolerate behaviors or actions of students that are disrespectful of the basic rights of others that endanger health or safety, that are disruptive to the teaching and learning process, and that do not respect the property of the district or others.

Building principals, teachers and other designated staff shall be authorized to discipline students for misconduct in accordance with Board policies and school rules.

Sound disciplinary measures shall be used in the district, taking into account the dignity of the student, the seriousness of the infraction, and the need for positive motivation of students. The ultimate goal is to help students develop an understanding of self-discipline and its necessity in a civilized society.

The district shall not unlawfully discriminate in disciplinary actions, including suspensions and expulsions, on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental/guardian status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

Policy 447.3 Student Suspensions and Expulsions: The building principal or designee may suspend a student from school for the period of time authorized by law for any of several reasons. In addition, a student shall be suspended from school when required by law (e.g., possessing a firearm in violation of state law and board policy). All student suspensions from school must be reasonably justified and shall be administered in accordance with state law requirements.

Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to suspension, or as an alternative consequence to serving a full suspension period, at the discretion of the building principal.

Students may be recommended to the West Bend School Board for expulsion from school if they have engaged in any of five types of conduct:

1. Repeated refusal or neglect to obey District policies or school rules.
2. 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.
3. Conduct while at school or under the supervision of a school authority which endangered the property, health or safety of others
4. Conduct while not at school or while not under the supervision of a school authority which endangered the property, health or safety of others at school or under the supervision of the school authority, or of any District employee or Board member. OR
5. The student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under any of the other reasons for expulsion outlined above. This last reason for expulsion only applies to students 16 years of age or older.

The board may expel a student from school whenever it finds that the student engaged in any of the above conduct and is satisfied that the interest of the school demands the student's expulsion. Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to expulsion.

Policy 454 Reporting Child Abuse and Neglect: In accordance with Wisconsin statutes, all West Bend School District employees are required to report suspected cases of child abuse and neglect.

Series 500 / Personnel

Policy 528 Student and Staff Relations: The West Bend School District recognizes that the safety, welfare, and achievement of students are dependent upon positive relationships within the school environment. To this end, all district personnel shall recognize and respect the rights of students, as established by local, state, federal law, and by board policies. As such, employees must, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students.

Series 800 / School-Community Relations

Policy 860 School Visitors: The district encourages parents/guardians and other citizens of the district to visit the schools and classrooms to observe the work of students, teachers, and other employees.

- Visitors must check in at the school office.
- Any unauthorized person on school property will be reported to the principal. The person will be asked to leave. The police may be called if the situation warrants such measures.
- Students will not be permitted to bring brothers and sisters to school. Requests to bring out-of-town visitors to school must be submitted to the principal.
- To ensure that campuses are safe and orderly, the superintendent or principal may establish additional rules consistent with this policy.

Required Notices

State Statute Ch. 161; Policy 443.4 Tobacco, Alcohol, and Drug Use: Tobacco, alcohol, controlled substances, and “look-alikes” are strictly prohibited on school district property, including all school district buildings. Additionally, students under the age of 18 may not possess any tobacco products. Individuals who violate these rules are subject to referral for municipal code violations and school discipline. State statutes prohibit any person under the age of 21 from procuring, seeking to procure, knowingly possessing, or consuming intoxicating liquor in public. The school board also prohibits these activities as well as being under the influence of alcoholic beverages or other controlled substances when engaged in school activities, when representing the school district at events, or when under the jurisdiction of school officials. Violations may include suspension, expulsion, and/or referral for AODA assessment and legal referral.

The use, possession, sale, or intent to sell or transfer alcohol or other drugs, counterfeit drugs (including nonalcoholic beverages), and drug paraphernalia is prohibited. Furthermore, having illegal drugs in the student’s system while on school property, in district owned or contracted vehicles, or while attending school-sponsored events, is prohibited.

Non-Discrimination: Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability by recipients of Federal financial assistance from the Department of Education. In addition, Title II of the Americans with Disabilities Act of 1990 also prohibits discrimination on the basis of disability by public entities. As a public entity and a recipient of Federal financial assistance from the Department of Education, the West Bend Joint School District #1 is subject to the requirements of Section 504 and Title II. Therefore, pursuant to Section 504 of the Rehabilitation Act, the West Bend School District shall provide a free appropriate public education to each eligible student who has a physical or mental impairment which substantially limits a major life activity. The district's duty applies to each such student, regardless of the specific nature or severity of the student's disability. The district shall not discriminate against any student based upon (1) any prior record of physical or mental impairment, or (2) a student being regarded as having a physical or mental impairment.

Communication with Custodial and Non-Custodial Parents/Guardians: The school(s) which your child attends will communicate with either of the child's parents/guardians even in the event of separation or divorce. It is the responsibility of the parent/guardian to provide court documentation if there are communication restrictions or a restraining order.

Academic Standards/Accountability: State statute requires schools to post student academic standards. These are located on the West Bend School District website.

State statute also requires schools to post a link to their Accountability Reports as developed by the Wisconsin DPI. The most recent accountability report that is available is the 2021-22 report. This is on the West Bend School District website under the "District" tab and "Our Performance" section of the webpage. Each school also has its individual accountability report on its website in the "School Profile" section.

Human Growth and Development Curriculum: Grades 4 and 5: Human Growth and Development is a three-day introductory unit on the changes that students experience during puberty. It includes a review of behaviors needed to stay healthy: adequate sleep, nutrition, personal hygiene, exercise, safety, grooming, and self-image. Additionally, a unit on the social, emotional, and physical changes which occur as one reaches puberty is presented to gender groups separately, which includes discussion on the structure and function of the reproductive systems and disease prevention, including AIDS. Parents/guardians are invited to preview all materials and/or attend this session.

Grades 8-12: The following material is required by Wisconsin Statute 118.019 and will be covered when students take the Health and Wellness course that is required for graduation. This course is offered to students in grades 8 through 12 and parents/guardians may choose when to have their child take the course.

- Emphasizes that abstinence from sexual activity is the only reliable way to prevent pregnancy and sexually transmitted diseases, including human immunodeficiency virus and acquired immunodeficiency syndrome.
- Provides instruction in parental/guardian responsibility including health, wellness, and financial responsibilities.
- Explains pregnancy, prenatal development, childbirth, shaken baby syndrome, and the process for relinquishing a newborn.
- Explains the criminal penalties for engaging in sexual activities involving a child.
- Explains the sex offender registration requirements, including who is required to report, who has access to the information reported, and the implications of being registered.
- Provides medically accurate information about the human papillomavirus, the human immunodeficiency virus, and acquired immunodeficiency syndrome.

In addition, the following components will be covered as part of the Human Growth and Development instruction:

- The importance of communication about sexuality between a student and the student's parents/guardians.
- Reproductive and sexual anatomy and physiology, including biological, psychosocial, emotional, and intellectual changes that accompany maturation.
- Methods for developing healthy life skills, including setting goals, making responsible decisions, communicating, and managing stress.
- How alcohol and drug use affect responsible decision making.
- The impact of media (social media and technology) in relation to sexuality.
- Adoption resources, prenatal care, and postnatal support.
- The nature and treatment of sexually transmitted infections.
- Self-esteem and personal responsibility, positive interpersonal skills, and healthy relationships.
- Counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships.
- Addressing the positive connection between marriage and parenting/guardianship.
- Information regarding stereotyping and bullying.
- Information regarding different contraceptive methods available, while emphasizing abstinence as the best choice to prevent pregnancy and sexually transmitted infections.

Parents/guardians have the option of removing their son/daughter from all or part of the Human Growth and Development unit.

Annual Asbestos Notification: Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities.

Beginning in 1988, all buildings owned, leased, or "under the control of" the school district were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the school district prepared, and the state approved, a comprehensive management plan for managing the asbestos.

Where the asbestos-containing materials are found, the district has in place an Operations and Maintenance Program.

The West Bend Joint School District #1 has accomplished the following compliance mandates regarding the administration of asbestos in school buildings:

- Environmental Management Consulting, Inc. (EMC) was contracted to be the school's consultant for asbestos for the school year.
- The district is continuing with the Operations and Maintenance Program as designed for the school district. This ensures that all asbestos materials are kept in good condition.
- Periodic "surveillance" in each area containing asbestos has been completed every six months by our consultant. Also, the buildings are re-inspected by an accredited inspector every three years.
- In the past year the district conducted the following asbestos removal activities:

    - Abatement at high school restrooms prior to plumbing work
    - Abatement at high school locker rooms prior to plumbing work
    - Abatement at Badger and McLane prior to masonry work and window caulking replacement

All outside contractors shall contact the lead maintenance person before commencing work. Our goal at the district is to be in full compliance with asbestos regulations.

A copy of the Asbestos Management Plan is available for review by contacting the district office. Questions related to this plan or any other asbestos concerns should be directed to the district's designated person: Tim Harder at tharder@wbsd-schools.org or 262-335-5630.

Supplemental Information

Click on the images below to open each printable document.

School Directory

A list of the phone, address, principal, and website address for each school in the West Bend School District.

2024-2025 School-Year Calendar (K-12)

This detailed calendar includes all days the schools are closed for students and other important dates.

2024-2025 School-Year Calendar (Early Learning)

This detailed calendar includes all days the schools are closed for Head Start and 4K students.

District Contacts

This list provides contact information for the school board members and several district staff.

EFFECTIVE COMMUNICATION

Do you have questions, concerns, or feedback regarding your child, your child's school, or the West Bend School District? Please follow this simple guide to ensure that your voice is heard.

The West Bend School District strives to be quickly responsive to questions and concerns from the families it serves and members of the community. **If you have a question or concern, the first step is to contact a person who can help.** Follow the tips below for the most effective communication.

1 REGARDING MY CHILD

Please first contact your child's teacher. Many questions and challenges can be resolved in the classroom. You may contact your child's teacher by phone or email using our staff directory on the website at **west-bend.k12.wi.us**. If you still have concerns after contacting the teacher, contact the school principal.

2 A SCHOOL RELATED ISSUE

Please contact the school's main office for school-related issues. If you have a further concern, contact the principal or assistant principal. A list of phone numbers is available on the website at **west-bend.k12.wi.us** or in the Student/Parent Handbook.

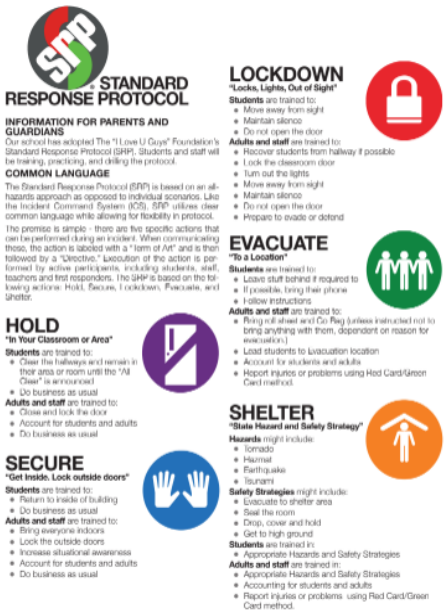
3 A DISTRICT RELATED ISSUE

The superintendent, student services, teaching and learning, facilities, business, and operations staff will provide timely information and responses. Contact them at 262-306-3800 or wbsd@wbsd-schools.org. Other staff members are listed on the website at **west-bend.k12.wi.us**.

MAIN DISTRICT PHONE: 262-306-4800

Effective Communication

Tips on how to get questions answered and problems solved by reaching out effectively to the correct staff member.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP® utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:
- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"

Students are trained to:
- Return to inside of building
- Do business as usual

Adults and staff are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"

Students are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method

SHELTER

"State Hazard and Safety Strategy"

Hazards might include:
- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:
- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method

Standard Response Protocol for Many Emergencies

Our schools have adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP) for many emergency situations. This parent/guardian handout provides the common language for the program so parents/guardians are aware.