

**IOWA-GRANT
ELEMENTARY/MIDDLE SCHOOL**

**STUDENT
HANDBOOK**

2017 – 2018

Iowa-Grant Elementary/Middle School
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Welcome to Iowa-Grant Elementary/Middle School (IGEMS)

Welcome to a new school year with all the exciting possibilities that it brings! Administration, teachers and support staff are looking forward to a productive school year with bright hopes for a wonderful year of learning and growing.

The Iowa-Grant Elementary/Middle School is committed to providing the best possible education for all children.

We are:

- Committed to providing a strong academic foundation.
- Dedicated to meeting student's intellectual, social and emotional needs.

We value:

- Happiness and success for every child.
- Individual differences and abilities.
- Collaboration and communication within the IGEMS Community.
- Student involvement and ownership in their learning.

We will:

- Provide a safe, caring and supportive environment.
- Strive for each student to reach his/her fullest potential through meaningful curriculum and high standards.
- Inspire students to ask questions, investigate the world around them and become lifelong learners.

***Iowa-Grant Elementary/Middle students and staff will live by the Golden Rule:
we choose to treat others as we wish to be treated.
We choose to be honorable and respectful of ourselves and others.***



ARRIVAL AND DISMISSAL

ARRIVAL

- **School busses are scheduled to arrive at 7:45 a.m. and will drop students off at the cafetorium/gym entrance.**
Parent drop-off of students will be in the front of IGEMS between 7:45-8:00 a.m. We expect all students to meet in the cafeteria/gym between 7:45-8:00 a.m. Our littlest Panthers, 4K and K students, may need a little extra TLC during this transition time, so parents may choose to sign in/out as a visitor in the office and escort them to classrooms and the cafeteria for a short time. We do ask that parents depart by 8:00 a.m. so students can start each day in their classrooms with peers.
- Students arriving after 8:00 a.m. must stop in the office for admission to class and guardian must sign them in.

DAILY TIME SCHEDULES

MIDDLE SCHOOL DAILY SCHEDULE GRADES 5-8

Breakfast/Attendance	7:45-8:15 a.m.
First Hour	8:18 – 9:05 a.m.
Second Hour	9:08 – 9:55 a.m.
Third Hour	9:58 – 10:45 a.m.
Fourth Hour	10:48 – 11:35 a.m.
Fifth Hour	11:38 – 12:25 p.m.
Lunch 5&6/Recess 7&8	12:27 – 12:42 p.m.
Lunch 7&8/Recess 5&6	12:42 – 12:57 p.m.
Sixth Hour	1:00 - 1:47 p.m.
Seventh Hour	1:50 – 2:37 p.m.
Eighth Hour	2:40 – 3:25 p.m.

ELEMENTARY LUNCH/RECESS SCHEDULE

	Recess	Lunch
4K		10:55-11:20
Kindergarten	11:35-12:05	11:05-11:30
1 st Grade	11:50-12:20	11:20-11:45
2 nd Grade	11:15-11:45	11:55-12:20
3 rd Grade	11:05-11:35	11:35-11:55
4 th Grade	12:05-12:35	11:45-12:05

DISMISSAL

- Students will be dismissed by the teacher at 3:20-3:25 p.m. and busses will depart promptly at 3:31 p.m. in the front of IGEMS.
- **Parent pick-up of students will be by the cafetorium/gym entrance.** This will ensure reduced traffic and increased safety for the student body loading and busses in front of the IGEMS building. 4K, K and 1st grade students are not permitted to leave the building without a parent/family member. Please keep contact information up-to-date in the office including daily transportation changes.
- If your child is not picked up by 3:35 he/she will be asked to wait in the IGEMS Office.
- **PLEASE CALL BY 2:00 P.M. IF YOUR CHILD NEEDS TO MAKE A BUS CHANGE.**

PROMOTION AND RETENTION

PROMOTION & RETENTION – Board Policy #345.3

- The responsibility for deciding whether a student will be promoted or retained rests with the principal and the student's grade level team.
- The grade level team will arrange for a parent/teacher conference when a student becomes in jeopardy of failing.
- Retention at grade level can, in many cases, be avoided by successful completion of an approved summer school program.

FULL TIME STUDENT- Board Policy 412.1

Students must participate in a full day course of study.

PROMOTION POLICY

A student must pay all bills, complete all work assigned by faculty, and have the approval of the Administration and faculty. If bills are not paid, the student will not be allowed to participate in the promotion ceremony, and their promotion certificate will be mailed to them at the end of June.

CHANGES IN PROGRAM-DROPPING OR ADDING A COURSE- Board Policy 343.1-Rule

Schedule changes must be done prior to the beginning of a term/semester in order to minimize disruption. All changes in a student's program will be made by the principal's office. Students will be allowed to make changes to their schedules only during study hall periods or before or after school. Program changes will be made only for valid educational reasons.

A class must be dropped within **4 days** of the start of the quarter. If a class is dropped after this time, the student will receive an 'F' for the class. This applies to elective courses only.

GRADES

REPORT CARDS

At the end of 9 weeks a report card will be sent home with the student(s). The dates of distribution for report cards will be on the IGEMS calendar. Grades will also be available online at any time for parent/guardian review by logging into PowerSchool via the school web site.

PROGRESS REPORTS

Progress reports will be sent home to the parents of each 5th-8th grade student(s) in the middle of each term.

INCOMPLETE GRADES

If a student receives a grade of incomplete for any marking period, that student has two weeks from the close of the term to make up any missed work. Incomplete grade shall be issued only in the event of unusual circumstances such as medical reasons. If the work is not made up within that time, the incomplete will automatically revert to a grade of "F." The administration may extend the two-week provision in individual cases involving unusual circumstances. This will be done in consultation with the teacher(s) involved.

MAKE-UP WORK

Each teacher will distribute to students their policy for makeup work for each of their classes.

ACADEMIC HONESTY

Each teacher will distribute to students their policy on cheating for each of their classes.

HONOR ROLL & ACADEMIC AWARDS PROGRAM – Board Policy 345.4 & 345.4 Rule 1

In order to give more emphasis to academic excellence, Iowa-Grant will offer an academic letter or letters of excellence to any student that meets specific criteria. The academic letter recognizes the outstanding student with some visible means, and shows the importance of academics at Iowa-Grant Elementary/Middle School.

An Honor Roll will be established at the end of each 9-week period to award recognition for high academic achievement. The 4-point scale below relates to the honor roll as follows:

High Honors	4.00 to 3.75
Honors	3.74 to 3.25

Classes that meet every other day are assigned one-half of the grade point value when figuring the honor roll.

SPECIAL EDUCATION SERVICE- Board Policy 342.1 & 342.1 Rule, Board Policy 342.11

The School District of Iowa-Grant receives referrals on all students with suspected impairments or disabilities from all persons who have a reasonable cause to believe that such a need or condition exists. Prior to making a referral, the person who submits a referral must inform the parents of the intent to make the referral. The referral must be in writing.

When a student is suspected of being a student with a disability (CWD), the Special Education designee shall appoint an evaluation Individual Education Plan (IEP) Team and consent for evaluation will be acquired before assessment begins.

Individuals with Disabilities Education Act (IDEA) mandates the school district of Iowa-Grant to provide children with disabilities a free and appropriate public education in the least restrictive environment that is educationally appropriate.

The IEP Team participants shall include, at the minimum, a representative of the local education agency who can interpret the instructional implications of the evaluation, a special education teacher, the parents, and to the extent appropriate, a general education teacher. In addition, a student and other persons who have knowledge or special expertise regarding the student may be participants on the IEP Team.

As appropriate with modifications, a student with disabilities shall participate in state and district wide assessments if at all possible. He/she shall continue to be required to be taught in the general education environment, with supplementary aids and services, to the extent appropriate as determined by the IEP Team. A student with disabilities shall be reevaluated at least every 3 years if requested, while an IEP must be reviewed at least annually.

CO-CURRICULAR ACTIVITIES/ATHLETIC AND CO-CURRICULAR CODES

Board Policy 376-Rule

Co-curricular activities are an important part of the school day. They serve to provide an opportunity to break from the daily academic routine. Some activities are an expansion of classes with new concepts and areas being explored, while others are designed to expand an interest or hobby. At Iowa-Grant Middle School, student participation in co-curricular activities is encouraged to the development of the "total student."

IOWA-GRANT MIDDLE SCHOOL CO-CURRICULAR ACTIVITIES

Student Council	Girls Volleyball	Boys Basketball
Girls Basketball	Yearbook	Trees for Tomorrow
Wrestling	Math Contest	
Track	Solo & Ensemble	

PARTICIPATION RULES FOR ACTIVITIES AT IOWA-GRANT MIDDLE SCHOOL

1. All participants will follow the athletic & co-curricular code. Copies of the code will be distributed to all students.
2. Students must be in school all day in order to participate during daytime, after school, or evening practices or events on the same day.
3. Students will be given two exceptions per semester for emergencies such as over-sleeping, or family emergencies. Extenuating circumstances may be considered and a student granted an excuse at the principal's discretion.
4. Medical excuses acceptable with a card or note from the doctor, dentist, or chiropractor.
5. All other excuses for partial absences will not be accepted after the two exceptions are used and will make the student ineligible to participate during daytime, after school, or evening practices or events on the same day. These excuses include, but are not limited to, parent requests, a student being needed at home, and doctor appointments attended without verification. Again, the principal may use discretion and excuse a student under extenuating circumstances.

EXPECTATIONS FOR ELEMENTARY/MIDDLE SCHOOL STUDENTS AT AFTER SCHOOL EXTRA-CURRICULAR EVENTS

1. Students attending a game or event are to report to the cafetorium between 3:25-3:35 and remain seated at a table until the gym doors open. Students are not to go into the gym until the start of the game or event.
2. Students are expected to be seated in the gym watching the event or seated at the cafetorium tables. Students will not be allowed to loiter or run through the hallways.
3. Students should be picked up by a parent or guardian at the cafetorium exit no later than a half hour after the end of the event.

ATTENDANCE GUIDELINES

IOWA-GRANT ELEMENTARY/MIDDLE SCHOOL ABSENCE POLICY

This policy exists within the framework of state statute and school board attendance policy. Iowa-Grant Elementary/Middle School requests that parents call the school **before 9:00 a.m.** on the day a student is absent to verify the absence. If we have not received a call prior to 9:00 a.m., we will call the parent at home or at work.

Student absence from school falls under one of two categories:

1) Excused absence 2) Truancy-Unexcused absence

1. Excused absence – Students have full make-up privileges, but the student must initiate the request for and the completion of such work. Excused absences are described as follows:
 - a. Student Illnesses
 - b. Illness or death in the student's family
 - c. Medical appointments – doctors, dentist, counseling
 - d. Emergency weather conditions that can exist within our district.
 - e. Family vacations where the student is accompanied by a parent and pre-excused one week prior to event.
 - f. Special religious events

*NOTE: The principal and/or their designate may deny requests for excused absences if the student has demonstrated an irregular attendance pattern and/or is experiencing academic difficulty.

*NOTE: Excused absences apply toward the maximum of ten days allowed per year.

2. Truancy-Unexcused absence – An unexcused absence is an absence not approved by building administration. Students shall have make-up privileges that will include 24 hours beyond the return date of the student to school.

Unexcused absences are those which do not fall into the excused category. As it would be impossible to list all possible absences, which would be classified as unexcused, only a few examples will be listed to serve as guidelines.

- a. Absence when the parents are not aware
- b. Leaving school without permission is automatically unexcused and will result in detention time
- c. Absence which the parents do not excuse.
- d. Absence that exceeds the maximum 10 day allowance per year without a valid medical excuse.

The consequence for the 1st truancy offense will be a citation issued by Iowa County Sheriff's Department. The 2nd through 4th offense will result in the same consequence plus a meeting with parents. Further truancy will be handled by county social services and will be considered Habitual Truancy. In all cases the parents will be notified of the school's decision and action as soon as possible by either phone or letter.

Refusal to serve detention time given for absences will result in out-of-school suspension. Re-admittance will be based on a meeting with parents.

IOWA-GRANT ATTENDANCE POLICY-Board Policy 431, 431 Rule

This policy is based on state statute and the Iowa-Grant School District philosophy of education.

STATE STATUTE 118.15 (a) - Any person having under control a child who is between the ages of 6 and 18 years, shall cause the child to attend school regularly during the full period and hours which school is in session.

STATE STATUTE 118.01 – School Boards of Education must provide an instructional program designed to develop positive work attitudes and habits.

STATE STATUTE 118.33 – Beginning September 1, 1988, a School Board may not grant a high school diploma to any pupil unless, during the high school grades, the pupil has been enrolled in a class or has participated in an activity approved by the school board during each class period of each school day.

BOARD POLICY ON STUDENT ATTENDANCE

The Iowa-Grant School District Board of Education believes that student attendance in school is vital to the true process of education and, therefore, to the total education of the student. At Iowa-Grant we firmly believe that the educational experience of our students should be geared toward developing their full potential – “To be the best they can be.” To achieve this goal, the student must be in attendance. Every time a student misses a class, he/she misses an opportunity to grow.

On the surface, it may appear that the educational process is simply a combination of assignments, tests, grades, and credits all leading to the ultimate goal of graduation. In actuality, the process is much more complex. Education at any level, or at any age, is focused on human growth and development. The key to positive and progressive growth and development is human interaction. The interaction available to students at Iowa-Grant takes many forms. There is the constant peer interaction that, while frustrating at times, is necessary for healthy social and psychological development. There is also interaction with peers and teachers in a classroom setting. It is this interaction in the classroom setting that is the essence of education. Through this interaction, the student is challenged to think and reflect on all aspects of our society, including his/her own direction in life. It is important to note that most of the growth and development that takes place in a classroom cannot be instantly seen or measured. It may not show up on a test or a report card, but it has occurred and will affect the life of the student.

For these reasons the Iowa-Grant Board of Education believes it is the responsibility of the school district and the families it serves to make every effort to have their students attend class 100% of the time.

The board does reserve the right to grant exception to this policy due to severe illness requiring physician care or in case of severe family economic hardship. Any request for exception from the policy will be judged on its individual merits and will not be cause for precedent.

A student is considered truant if he or she is absent without an acceptable excuse for all or part of one or more days during when school is held. A student qualifies as a habitual truant when he or she is absent without an acceptable excuse all or part of 5 or more days in a school semester. 118.16(1)(a) & (c) stats.

If a student misses part or all of 5 or more days without an acceptable excuse, the student may be considered to be “habitually truant” and the school under 118.16(5), stats, may start truancy proceedings, prior to referring the matter to juvenile, municipal, or teen court under 938.13(6), 118.16(6), or 118.163(1m).

STUDENT BEHAVIOR EXPECTATIONS

CODE OF CLASSROOM CONDUCT- Board Policy 443-Rule

Code Philosophy

The Iowa-Grant School District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration and their classroom teacher.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher’s ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board Policies and school rules.

This code of classroom conduct applies to all students in grades K – 12.

1. Student Removal from Class

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

- a. Dangerous, disruptive or unruly behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes, but is not limited to, the following:

- Possession or use of a weapon or other items that might cause bodily harm to persons in the classroom
- Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies
- Behavior that interferes with a persons work or school performance or creates an intimidating, hostile, or offensive classroom environment
- Fighting
- Taunting, baiting, inciting, and/or encouraging a fight or disruption
- Pushing or striking a student or staff member
- Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means
- Dressing or grooming in a manner that presents a danger to health or safety, causing interference with work or creates classroom disorder
- Restricting another person's freedom to properly utilize classroom facilities or equipment

b. Other behaviors including, but not limited to, those outlined below:

- Willful damage to school property
- Defiance of authority (willful refusal to follow directions or orders given by the teacher)
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- Repeated use of profanity

A student with a disability may be removed from the class and placed in an alternative educational setting only to the extent authorized by the state and federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reason shall be given to the principal or designee within 24 hours of the student's removal from class.

The principal shall inform the student of the reasons for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from the class by the teacher.

CLASSROOM DISCIPLINE SYSTEM

If there is a disruptive student in a class, he/she may be subject to the following levels of intervention:

- 1st offense- The teacher will ask the student to stop the disruptive behavior. The student will be issued a minor infraction slip.
- 2nd offense - The teacher will tell the student to stop the disruptive behavior and move to the rear of the classroom so that the learning environment can be sustained for the others present. The student will be issued a minor infraction slip for their action.
- 3rd offense - The student will be removed from the classroom and sent to the office. The student will receive a major infraction slip. The teacher will arrange a conference with the student, parent, teacher, and principal.

At any time if a student is removed from the classroom they will be given an automatic lunch detention by the principal. Multiple removals from the classroom will result in more severe consequences including but not limited to: multiple detentions or suspensions.

The resolution of minor infractions is primarily the responsibility of teachers, support personnel and parents/guardians. Infractions deemed major by the teacher will be referred to the principal. Infractions include, but are not limited to, the following:

BEHAVIOR

Being inattentive	Derogatory remark	Disobedience
Excessive and/or loud talking	Failure to do assigned work	Harassment/Bullying
Loitering	Littering	Profanity and/or obscenity
Possession of unauthorized electronic devices	Non-charged Ipad	Disrespect
Failure to bring needed materials	Throwing of objects	Physical altercations
	Chewing Gum	

INTERVENTIONS (all include minor or major infraction slip)

Time out	Nonverbal correction	Controlled ignoring
Peer mediation	Seating Change	Teacher initiated detention
Verbal correction	Withdrawal of privileges	Referral to the principal
Brief hall conference with student	Behavior contract/management plan	
Classroom activity exclusion	Assigned school service relative to behavior	

Severe or repeated disruptions will be referred to the principal. When a student is removed from the classroom and sent to the office, the office should be notified immediately of the reason(s) for the dismissal. The teacher shall submit a completed discipline form explaining the student's actions before the end of the day, and the teacher will call the parents about the incident. Students sent to the principal will be dealt with through the school-wide discipline code.

SCHOOL-WIDE DISCIPLINE CODE

MINOR INFRACTIONS:

Minor infractions will involve filling out a minor infraction slip. Noon detentions in the office may result and, a conference with the principal, and/or other appropriate consequences may occur.

MAJOR INFRACTIONS:

1. Major infraction slip filled out, phone call home from teacher sending student to the office.
 2. One-half day in-school suspension (ISS)—phone call and letter to parents/guardians, or referral to guidance counselor.
 3. One day ISS—phone call and letter to parents/guardians, or referral to guidance counselor.
 4. Two days ISS—phone call and letter to parents/guardians.
 5. One day out-of-school suspension (OSS)—phone call and letter to parents.
 6. Two days OSS—phone call and letter to parents/guardians.
 7. Three days OSS—phone call and letter to parents/guardians.
 8. Five days OSS, or up to 15 of OSS pending a recommendation of expulsion—phone and letter to parents/guardians.
 9. Recommendation to the School Board for possible expulsion
- The principal may determine additional appropriate consequences such as verbal or written apologies, restitution, or work service.
 - Teachers who refer a student to the office shall make some kind of contact with the parent.
 - The principal reserves the right to move a student up on the steps depending on the severity of the infraction.

TRANSPORTATION DISCIPLINE

The following behaviors are unsafe on the bus and will not be tolerated. School bus drivers must intervene each time these behaviors occur and submit a report to the office when the behavior does not change.

BEHAVIORS

Failure to remain seated	Refusing to obey driver	Bothering others	Vandalism
Fighting	Profanity	Spitting	
Weapons	Tobacco products on the bus	Bullying/Harassment	
Throwing objects out of window	Body part out of window	Eating on the bus	

INTERVENTIONS

First occurrence	Review of bus rules
Second occurrence	Parent contact and possible detention(s)
Subsequent occurrences	Loss of bus riding privilege

FIRST OFFENSE: A warning to the student with a written report sent to the parents. It is hoped that the parent will help prevent a reoccurrence.

SECOND OFFENSE: Appropriate disciplinary action by the principal. The degree of punishment will depend upon the seriousness of the infraction. A parent conference may be requested.

THIRD OFFENSE: Suspension of riding privileges. The length of the suspension will depend upon the seriousness of the infraction. A parent conference will be requested. The Superintendent of School and School Board will be notified.

Note: *The third offense may be applied at the first or second offense if the behavior is considered serious enough. Passenger behavior will be monitored by videotape at all offenses.*

WEAPONS ON SCHOOL GROUNDS – Board Policy 443.6

It is the policy of the Iowa-Grant School District to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. To that end, no person shall possess or use a dangerous weapon on school premises, school buses or other school transportation, or at any school-related event. For policy purposes, a weapon is defined as any object that by its design and/or use can cause bodily injury or property damage. Students violating this policy shall be disciplined in accordance with established procedures, as well as subject to prosecution. This policy will be strictly enforced.

Law enforcement officers will be summoned to the schools in a situation involving a weapon that represents and immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned.

The Gun Free Schools Act directs states that receive federal funds to require a school district to expel a student for a period of no less than a year if he or she has brought a weapon to a school under its jurisdiction. Wis. Stat. §§120.13(1)©2m and 119.25(2)(a)2 were enacted to comply with the Gun Free Schools Act. Under these statutes, it is mandatory that a school board commence expulsion proceedings and expel a student from school for not less than one year if after a hearing it finds that the student, while at school or while under the supervision of a school authority, possessed a firearm.

DRUG FREE SCHOOLS – Board Policy 443.3 & 443.4

It is the policy of the Iowa-Grant School District to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. To that end, no person shall possess or use alcohol, tobacco products (cigarettes, chewing tobacco, snuff, cigars) or other drugs on school premises, school buses or other school transportation, or at any school-related event. "School premises" include all property owned by, rented by or under the control of the Iowa-Grant School District. Students violating this policy shall be disciplined in accordance with established procedures, as well as subject to prosecution. This policy will be strictly enforced.

PLAYGROUND RULES

Playground rules and procedures have been established for the safety of all students.

Students need to remember the following:

- Slides: Students must slide down feet first and will not be permitted to walk up the slide.
- Swings: Standing on swings, swinging double and jumping off of swings is not permitted.
- Tackling games **of any kind** are not allowed.
- Football and soccer can only be played on the grassy areas of the playground.
- 4-Square rules will be followed as directed or a student will not be allowed to play.
- At any time students may be required to walk for consequence at recess, students may lose their privilege to play on equipment for misuse or inappropriate behavior on the playground.

WINTER WEATHER PROCEDURES:

- Students are expected to come to school dressed for winter weather.
- If students do not have boots or snow pants, they have to stay on the blacktop.
- Throwing snowballs is **not allowed**.
- Sledding is allowed on the west hill and each grade level will be scheduled during specific recesses.

INDOOR RECESS

- There will be times when recess will be held indoors due to inclement weather. Inclement weather applies to rain and/or cold temperatures – (0°) and/or (-10°) wind-chill.

GENERAL INFORMATION

INCLEMENT WEATHER

Listen to WDMP 81.0 AM or 99.3 FM, WGLR 1280 AM or 97.7 FM, WPVL 1590 AM or 107.1 FM, or watch WISC TV 3, WKOW TV 27, WMTV 15 for school closing due to inclement weather or an emergency situation. Please listen starting at 5:30 a.m.

CHANGE OF RESIDENCE

Students changing residence during the course of the year should report such changes to the office at once giving the new address, phone number, and effective date of such change. Any student moving out of the district should see the section "Withdrawal from School" defined in this handbook.

BUILDING PROCEDURES FOR STUDENT USE OF CELL PHONES, DIGITAL IMAGING DEVICES, AND OTHER PERSONAL ELECTRONIC DEVICES

Purpose

The purpose of this administrative building procedure is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cell phones, digital picture/video cameras and or camera phones, personal digital assistants, iPods/iPads, MP3s, laptops and other personal electronic devices.

General Statement of Policy

The Iowa-Grant School District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Students who possess devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

Standards for Responsible Use at School, on Buses, or at School Activities

Respect for the educational environment

1. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
2. Students will not be allowed to leave class in response to electronic devices.
3. Cellular phones or other personal electronic devices should be silent and kept out of sight in classrooms and during the school day in Media Centers, testing centers, and during fine arts performances.

4. In high school only, cellular phones and other devices may be used appropriately and respectfully before and after classes and during lunch, in common areas-such as near lockers or the cafeteria-or outside on school grounds.
5. Students are not allowed to use cell phones or personal electronic devices during the school day. Students may use their devices before and after school. Occasionally, teachers may grant permission for students to use personal devices for instructional purposes.
6. Teachers may permit the purposeful use of personal electronic devices in support of curricular objectives and student supports.

Respect for Privacy Rights

1. Students shall not photograph or videotape other individuals at school or at school activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
2. No students shall take photos/videos of elementary and middle school students at all unless it is at a public event held on school property.
3. Students shall not e-mail, post to the internet, or otherwise electronically transmit images of other individuals taken at school without the student's consent. For elementary or middle school students, parental consent for such transmittal or posting is required.
4. State law strictly prohibits the use of cellular phones or other personal electronic devices in locker rooms and restrooms.

C. Ensuring Academic Integrity

Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

D. Compliance with Other District Policies

Use of cellular phones or other personal electronic devices must not violate any other District Policy including those regarding student privacy, copyright, cheating, plagiarism, civility, student behavior, or harassment. If a violation occurs involving more than one district policy, consequences for each may apply.

E. Violations of these Procedures

1. In the case of inappropriate use of cellular phone or other electronic device, an employee shall direct the student to turn off the device and to store it appropriately.
2. Repeated infractions will be considered disruptive, disorderly, or insubordinate behaviors. Consequences of inappropriate use of cellular phones or other electronic devices that are in violation of other district policies can be referenced in the student discipline policy.
3. Severe or illegal infractions shall result in student referral to the office. Administration may confiscate the device, notify parents and/or police when appropriate. If cellular phones or other electronic devices are suspected to be used in the violation of other district policies or used in the process of illegal activity, the contents may be considered evidence and reviewed by school administration. Confiscated devices will be returned to a parent/guardian after the school day unless legal implications require otherwise.

FERPA NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

The Iowa-Grant School District has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act. (FERPA)

The following information regarding students is considered directory information:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in official recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance

Diploma awarded
Honors and awards
Photographs and images

Directory information may be disclosed by this institution for any purpose in its discretion, without the consent of a parent or guardian of a student or an eligible student. Parents or guardians of students and eligible students have the right, however, to refuse to permit the designation of any or all of the listed information as directory information. In that case, this information will not be disclosed except with the consent of a parent or guardian or student or as otherwise allowed by FERPA.

Any parent or guardian or eligible student refusing to have any or all of the designated directory information disclosed must file written notification within 14 days of receipt of notice to the Superintendent to this effect in the District office located at 498 COUNTY IG, Livingston, WI 53554.

In the event a refusal is not filed, this institution assumes that neither a parent nor guardian of a student nor eligible student objects to the release of the directory information designated.

ACCIDENTAL INJURIES-Board Policy 451

Subject to approval by the School Board, the First Agency, Inc. will cover accidental student injuries.

The benefits are provided to a student of a participating school or hospital service where injuries result directly and independently of all other causes of accidental bodily injury while the student is:

1. Attending school during school hours and on the days when school is in session.
2. Representing the school in a scheduled activity as a participant or spectator when the group is under the control, direction, and supervision of the school.

The period of coverage shall be for the school year and shall terminate on the last attendance day, except for baseball (when it continues into the summer).

Except in EMERGENCY CASES all students are to secure a card signed by the principal or their authorized representative before the injured student is authorized to report to a doctor or a dentist. **You MUST use your primary health care provider first.**

ILLNESS

Students who are ill should report to the office. A student will be allowed to contact a parent/guardian or other individual listed on the emergency card if the student needs to leave school. For liability reasons the school policy is not to release students without permission from the parent/guardian. Students are asked to use the office phone. This permission **will be granted only after school personnel have spoken with the parent/guardian.** Students are reminded that leaving school without permission is considered an unexcused absence or truancy.

ADMINISTERING MEDICATION TO IOWA-GRANT STUDENTS-Board Policy 453, 453.4 Rule

1. Parents/guardians of students requiring medication at school shall notify the nurse and office of such requirements, and fill out the proper forms. The nurse shall assume responsibility for involving designated school personnel in the administering of medication. Under no circumstances shall any medication be in the possession of any student nor shall any student be allowed to be responsible for their own self – medication with the exception of inhalers or by doctor's orders which must be on file in the office.
2. After identification of the student, the school personnel serving the school, or a properly appointed representative for the school, shall make a parental contact to identify the type, dosage, etc., of the medication.
3. Prescription medication shall not be administered without written statements from:
 - a. The parent(s)/guardians, who shall request and authorize the designated school personnel to give medication in the dosage prescribed by the physician: and
 - b. The physician who shall provide guidelines to designated school personnel regarding the administration of prescribed medication, and identify specific conditions and circumstances under which contact should be made with the physician concerning the condition or reaction of the student to the prescribed medication.

4. The physician or pharmacist shall be requested by the parent(s)/guardian(s) to supply a properly labeled bottle of medication to the school authorities. The prescribed medication shall be kept in a safe place at school. The label on the bottle shall contain the name and telephone number of the pharmacy, the student's identification, the name of the physician, the name of the drug, and the dosage. The school personnel shall administer the medication, serving the appropriate school, and conform to a regular schedule.
5. An accurate and confidential system of record keeping shall be established for each student receiving medication. An individual record for each student receiving medication shall be kept and shall include the dosage and changes in dosage, and means of confirming the date and the time the medication was taken by the student.
6. School personnel should under no circumstance provide aspirin or any other non-prescription medicine to students without first meeting the criteria outlined in (1) through (5) above. A written statement from the student's physician shall not, however, be required to administer non-prescription medication to a student.

SICK ROOM USE

Students may not use the sick room without permission from the office or the nurse. Students may use the sick room for one class period, preferably during study hall.

VISITORS

The school welcomes visits from parents, but if a conference is desired with a teacher or administrator, it is best to make an appointment. **All visitors must check in at the IGEMS office and wear a visitor pass.**

Student visitors are not allowed unless approved at least a day in advance with the principal. See principal for details.

Individual classrooms may request occasional guest readers, classroom helpers, or other visitors based on individual classroom needs and events. However, parents or family members should arrange visits ahead of time during lunch or recess and visitors must sign in/out at the office.

Lunch dates with children are always encouraged and can be a special time. Parents or Special Guests should arrange a Lunch Date with the child's teacher and check in at the office. Parents/Guests may meet at the classroom door just before lunch or arrange a surprise in the cafeteria. Parents/Guests are welcome to stay for recess too, however, we ask that teachers have all students' attention during instructional time. Adult lunch tickets are available in the office or Parents/Guests may bring lunch for themselves and their child. However, visitors may not bring lunch for other children due to health concerns and food service guidelines.

RECREATIONAL VEHICLES

In accordance with state laws which prohibits any motor vehicle from being operated while on private property without the owner's consent, it shall be the policy of the Iowa-Grant School District that no recreational vehicles be operated on any lands owned by the Iowa-Grant School District except on hard-surfaced roads or parking lots and then only by an operator with a valid State of Wisconsin driver's license.

PERSONAL PROPERTY OF STUDENTS

The Iowa-Grant Area School District will not be responsible for any items of personal property. The school district does not carry non-ownership insurance policy on items. Any loss suffered, directly or indirectly, will be at the owner's risk. Student in grades 5-8 will have school issued locks; students are responsible for locking their locker. Students should NOT share their locker codes with others. Elementary students are asked not to bring valuable items to school. If necessary they may check those belongings into the office for safe-keeping.

BRINGING TOYS/OBJECTS FROM HOME

Often students bring toys or objects from home to play with at recess. This practice is highly discouraged because of the possibility of theft or loss of the object. If a child chooses to bring items from home, it is his or her responsibility to take care of it. Please do not bring plastic toys/trading cards/dolls etc... to school.

LOCKERS – Board Policy 445

School lockers are the property of the Board of Education and are provided for the convenience of students.

1. All students will be assigned a locker.
2. Students are reminded that the school is not responsible for articles that are lost or stolen from lockers.
3. 5th- 8th Grade students will be provided locks on the school locker assigned to them. Students will be issued a code for this lock. It is his/her responsibility to keep this code in a safe place and not share it.

4. Student lockers are school property and the District expressly retains control of the lockers assigned to students. Students should not have an expectation that the contents of District-owned lockers will be private. Thus, each locker and its contents can be searched at any time at the discretion of any staff member.

SCHOOL DRESS CODE – Board Policy 443.1

1. Unusual types of dress for boys and girls have no place in school.
2. All students must wear some type of shoes or sandals.
3. All students must be fully clothed (no low cut, or see through blouses allowed). Disciplinary action will be taken against any student or students whose actions in the above mentioned areas cause a health or safety problem, or if it disrupts the regular school program.
4. The following will be considered inappropriate dress at school: hats, bandanas, short-shorts/skirts, tight shorts, tank or tube tops, shirts displaying alcohol, tobacco, drugs, sexism, innuendo, or negative images of other cultures, and shirts and pants which do not sufficiently cover the stomach and buttocks.
5. Any hats, shirts, bracelets which display inappropriate images or messages will be confiscated by the administration and parents will be required to come in and pick up the article.
6. Personal grooming is the responsibility of the student and his/her parents. However, all students should be neat and clean in order to avoid causing ill health or safety problems.

Students that disobey or misuse this policy will be subject to detention/suspension as directed by the principal.

TELEPHONE

Students will not be called out of class for telephone messages except in cases of emergencies. Only business calls or messages from parents will be given to students. The continued use of the telephone by the students will depend upon the students' use and abuse. If it is not used properly it will be removed.

SCHOOL FOOD SERVICE PROGRAM

The Iowa-Grant School District Food Service Department strives to produce nutritious and tasty meals for breakfast and lunch. Free and reduced price meals are available to students whose families meet certain income guidelines. Free and reduced price meal applications are distributed before school starts to each household and in addition, families can apply anytime throughout the year. Application forms are available in the elementary/middle school office. Any information disclosed in the application is strictly confidential.

Iowa-Grant School District Food Service Program utilizes a meal accountability system called the School Dining System. School Dining System provides the opportunity for each family in the school district to have an account in the food service department. All Iowa-Grant Elementary/middle school students are issued a meal card with a Personal Individualized Number or P.I.N. that is associated with their district-wide family account. A school district operator will scan each student's meal card after they pass through the food line and the computer will automatically deduct the price of the meal and/or ala carte items selected from their account.

Students will be issued a meal card at the beginning of the school year. It is the responsibility of the student to keep his or her card in a safe place. School food service is not responsible for unauthorized account access. If a student's meal card is missing, he or she should contact the elementary/middle school office immediately and a block will be put on the card. The first meal card issued to a student will be a professional grade card that will include their picture and can be used as a student ID. Any subsequent cards that need to be issued to a student because a card is lost or stolen will be a standard, generic card with a name and barcode number. Replacement cards will cost \$5.00. Until a meal card is replaced, students without a card must wait at the end of the food line to purchase meals.

Payment for meals must be made before school in the drop box outside the elementary/middle school office. All meal payments must be sealed inside a payment envelope. Students are encouraged to use the preprinted payment envelopes provided by the school district and fill in all information requested to ensure proper credit of funds. If an envelope from home is used, the payment amount and student name (first and last) should be printed on the outside of the envelope. Payment envelopes can be found in the elementary/middle school office. Payment for meals can be any amount and payments can be made as often as needed. We encourage you to send checks for payment rather than cash.

Families are expected to keep their district-wide family accounts current. The district has a no-charge policy for meals. When a family account reaches a low balance, a computer generated reminder will be sent home. Once a family balance falls below zero, a reminder will be sent home until payment is made. Family accounts that are past due by \$10.00 will be closed until payment is made. Once an account is closed, breakfast and lunch must be brought from home. Families can be sent notice of a low balance to an email of your choosing. Please contact the elementary/middle school office for more information about email notification for low and past due balances.

If a student has specialized dietary needs, prescribed by a doctor, a parent should meet with the food service supervisor prior to the start of school to determine how the school district can help meet these needs.

The Iowa-Grant School District Food Service Department is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. Any person who believes he or she has been discriminated against in any USDA-related activity should write to Administrator, Food & Nutrition Service, 3101 Park Center Drive, Alexandria, VA, 22302. If you have any questions or comments about the lunch or breakfast programs, please contact Linda Klaas, Food Service Supervisor, at Iowa-Grant Elementary/Middle School at 943-6313 during regular school days from 7:30 a.m. to 1:30 p.m. If you have a question about your family meal account balance, please contact Cathy Kohlenberg at 943-6311 from 8:00 a.m. to 4:30 p.m.

Iowa-Grant Elementary/Middle School meal and milk costs for the 2017-2018 school year are as follows:

	<u>Daily</u>	<u>Weekly</u>
Full Price Lunch, Grades EC & 4K-4	\$2.65	\$13.25
Full Price Lunch, Grades 5-8	\$2.95	\$14.75
Reduced Price Lunch, Grades EC & 4K-8	\$.40	\$ 2.00
Adult Lunch	\$4.10	\$20.50
Full Price Breakfast, Grades EC & 4K-4	\$1.50	\$ 7.50
Full Price Breakfast, Grades 5-8	\$1.60	\$ 8.00
Reduced Price Breakfast, Grades EC & 4K-8	\$.30	\$ 1.50
Adult Breakfast	\$2.30	\$11.50
Extra Milk With Lunch or Sack Lunch Milk	\$.30	\$ 1.50
Morning Milk, Grades K-4	\$40 annual or \$22.00 semester	
Morning Milk, Grades EC & 4K	\$20 annual or \$11.00 semester	

TEXTBOOKS/IPADS/LIBRARY BOOKS

iPads and textbooks and library books are expensive and should withstand a reasonable amount of wear. iPads/books showing unusual wear, such as broken bindings or ink marks will result in a fine to cover the cost of such damage. Loss of book/iPad will result in fee of replacing such item. iPads/books and other personal belongings found in the halls, on top of lockers, etc., can be claimed in the office but may result in a fee.

ATHLETIC & EXTRA-CURRICULAR FEES

There will be a \$25 fee for each athletic activity and \$15 for solo ensemble that a student participates in. Athletic and extra-curricular fees are capped at \$150 for families or students qualifying for free & reduced meals.

CARE OF BUILDING AND GROUNDS

Iowa-Grant School District has prided itself on the appearance of the school and adjacent school grounds. Fortunately, most of our students are concerned about their school environment and have taken it upon themselves to pick up after those students who lack self-responsibility. Students and staff do care! As one of us, you are expected to exercise personal responsibility in keeping the privileges available. That means refraining from activities in the halls or commons, which are not appropriate for the business of school. **Respect the environment, clean up and do not litter!**

PUBLIC DISPLAYS OF AFFECTION

Holding hands and other forms of physical affection has no place in an elementary/middle school. If students will not voluntarily cooperate with this standard of behavior, consequences will be enforced and parents will be notified. A meeting with the principal will be required.

BIRTHDAY TREATS AND PARTY INVITATIONS

- Birthday treats are allowed and must be served after lunch.
- The practice of distributing party invitations at school is discouraged because of the sensitive issue of children feeling left out.

DELIVERY OF FLOWERS/BALLOONS

Flowers /balloons can be delivered at school, but will be left in the office and not distributed to your student until the end of the day.

EQUAL EDUCATION OPPORTUNITIES – Board Policy 411

The Iowa-Grant Schools is committed and dedicated to the task of providing the best education possible for every student in the District for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, religion, color, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

Students who have been identified as having a handicap or disability shall be provided with appropriate educational services or programs, regardless of the nature of severity of the handicap or disability. This policy applies even if such students are not covered by provisions of the Individuals with Disabilities Education Act or state law governing students with disabilities. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examination and other academic requirements. Requests for religious accommodations shall be made in writing and be approved by the building principal. Any accommodations or program modifications granted under this policy shall be provided to students without prejudicial effect.

Complaints regarding the interpretation or application of this policy shall be referred to the building principal and processed in accordance with established procedures.

DISTRICT ADVISEMENT ON BULLYING

Bullying can have a harmful social, physical, psychological and/or academic impact on students who are the victims of bullying behaviors, students who engage in bullying behaviors, or who are bystanders and observe acts of bullying. When acts of bullying are verified, the appropriate interventions shall be implemented.

STUDENT BULLYING & HARASSMENT – Board Policy 411.1

The Iowa-Grant School District seeks to provide a learning environment free of any form of harassment or intimidation toward and between students. Such behaviors are prohibited in all school buildings, property, and education environments including any property or vehicle owned, leased or used by the school district. The District will take all necessary and appropriate action to eliminate student bullying, harassment or intimidation up to and including discipline of the offenders.

Bullying, harassment or intimidation can arise from a broad range of physical or verbal behavior which can include, but not be limited to, the following: physical assault, hitting, punching or kicking, theft, mental abuse, racial remarks or insults, ethnic slurs, religious slurs, unwelcome sexual advances and touching, sexual comments or jokes, sexually explicit derogatory statements, threatening or intimidating language, teasing or name calling, or discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interfere with the recipient's academic performance. These behaviors can also occur in an indirect manner such as spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by cellular phone or using the internet.

It is the responsibility of school staff members, students, and concerned individuals who observe or become aware of acts of bullying, harassment, or intimidation to report these acts confidentially to either the high school guidance counselor or the elementary/middle school counselor. All reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports.

Individuals engaging in retaliatory behavior will be subject to disciplinary action. Once a complaint has been filed, an investigation to determine the facts will take place in a timely manner to verify the validity and seriousness of the report. Affected parents and/or guardians will be notified that a report has been made.

The policy will be annually distributed to all student enrolled in the school district, their parents/guardians and to employees.

STUDENT DISCRIMINATION COMPLAINT PROCEDURES-Board Policy 411 Rule

1. Any person who has a complaint regarding the District's equal educational opportunities policy or harassment policy shall promptly attempt to resolve it by discussing it with the building principal. The complaint should be in writing and describe in as much detail as possible the facts of the situation. The principal shall keep a written record of the discussion and provide a copy to the complainant.

2. If the complaint is not resolved in STEP 1, the complainant may file a written complaint with the District Administrator. Complaints related to discrimination on the basis of a disability should be reported to the District's Section 504 Coordinator and to the District Administrator. The written complaint should be by certified mail, return receipt requested, and a copy should be mailed to the principal involved. Within ten (10) calendar days after receiving the written complaint, the District Administrator shall arrange a meeting with the complainant to discuss the complaint. Subsequent meetings may be scheduled as agreed to by both parties. The District Administrator shall give a written decision to the complainant by certified mail, return receipt requested, within ten (10) calendar days after the final meeting regarding the complaint.
3. If the complaint is not resolved in STEP 2 the complainant may file a written complaint with the Board Clerk. The written shall be filed within ten (10) days after receipt of the District Administrator's decision and be by certified mail, return receipt requested. The Board shall consider the complaint at the earliest appropriate meeting at which time the complainant shall have the right to present his/her position to the Board. The Board shall within thirty (30) calendar days after the meeting advise the complainant, in writing by certified mail, return receipt requested, of the action taken with regard to the complaint.
4. Appeals beyond the Board may be made to appropriate agencies (e.g. Office of Civil Rights, Department of Public Instruction Equal Rights Division of the Wisconsin Department of Workforce Development) and/or the courts having proper jurisdiction.

IOWA-GRANT SCHOOL DISTRICT ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR STUDENTS, STAFF AND GUESTS

The Iowa-Grant School District has invested significantly in technology that offers vast, diverse, and unique resources to students, staff and guests. The District's goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District supports access by students, staff, and guests to rich information resources along with the development of appropriate skills to analyze and evaluate resources. In today's world, access to and manipulation of information is a critical skill. Staff, students, and guests will have available to them appropriate technological tools necessary to explore the world both from inside and outside the classroom walls. Use of technology is a privilege, not a right, which may be revoked at any time for inappropriate conduct.

It is the policy of the Iowa-Grant School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet or other forms of electronic communications and to block access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

I. Technology Defined

A. District Technology

The use of technology that is owned or leased by the Iowa-Grant School District is subject to the terms of this policy. Technology is defined under this policy as including, but not limited to, the use of e-mail; audio, video, and computer software; computers, peripherals, network and communications equipment and related hardware; and video and audio equipment. District technology is to be used to enhance instruction, support learning, and develop professionally.

B. Personal Technology

The conditions set forth in this policy shall also apply to the use of personal computers (laptop, netbook, ultrabook, etc), and other portable computing devices or accessories such as handheld computers, smart/cell phones, PDAs, digital cameras, digital readers, music players, flash drive or other storage devices not owned by the Iowa-Grant School District and brought into the school by students, parents, guests or staff members.

II. Purpose

Despite its significant value, it is possible to encounter materials and interactions on the network that are not consistent with the educational goals of the District. It is the purpose of this policy to serve as a warning, to provide guidelines for Internet safety, and to identify examples of acceptable and unacceptable use of District technology and the Internet. Before the District provides Internet access or e-mail accounts, adult users, the parents/guardians of minor users and minor users must acknowledge their agreement to abide by this policy by submitting the accompanying signed agreement to the District.

III. No Expectation of Privacy

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 and telephony networks, e-mail accounts, 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 Iowa-Grant School District, and no user shall have any expectation of privacy regarding such materials. Users are reminded that materials stored locally on District computers and storage devices, including personal files, may be discoverable and subject to release under state public open records laws.

IV. Internet Safety

All users are advised that access to the Internet includes the potential for access to materials that are inappropriate or harmful to minors. Users (pupil and adult) must take responsibility for their use of the Internet and avoid sites and activities that are inappropriate or harmful to minors. Users who find sites that are inappropriate or harmful to minors shall report such sites to a designated authority. Also, users who find other users visiting sites that are inappropriate or harmful to minors shall report such misuse to a designated authority.

Neither the school's network nor the Internet (whether access on campus or off campus, either during or after school hours) may be used for the purpose of harassment of cyber-bullying. Students' and staffs' home and personal Internet use can have an impact on the school district and its members. If students' or staffs' personal Internet expression, such as conveying a threatening message, or advocating violence or defaming another's character, creates a substantial disruption, offenders will be subject to disciplinary and legal actions.

Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate or hurtful e-mail messages, instant messages, text messages, digital pictures, images or videos, or website postings (including blogs).

Any adult staff member is considered a designated authority for student reporting. Any administrator or supervisor is considered a designated authority for adult reporting.

The following Internet safety guidelines, along with the Acceptable and Unacceptable Use examples in sections V and VI, serve as policy to be enforced by the District.

A. Avoid material that is inappropriate or harmful to minors. By definition this includes any text, audio segment, picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated or perverted sexual acts, or a lewd exhibition of the genitals;

B. Guard personal safety. Users should not reveal personal information such as full name, home address, telephone number, credit card numbers, or Social Security numbers. Minors should not arrange face-to-face meetings with someone they have "met" on the Internet without permission of their parent(s) or guardian(s).

- C. **“Hacking” and other illegal activities are prohibited.** Using the District's computer network and Internet access to gain or to attempt to gain unauthorized access to other computers or computer systems is prohibited. Also prohibited is any use that violates a municipal ordinance or state or federal law relating to copyright, trade secrets, or the distribution of obscene or pornographic materials.
- D. **Maintain the confidentiality of students.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the adult student or a minor student's parent(s) or guardian(s).
- E. **Provide instruction on Internet Safety.** It shall be the responsibility of the Iowa-Grant School District staff to attempt to monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Furthermore, the District will educate students about online safety including: appropriate behavior on social networking and chat room sites, the threat of sexual predators, and the dangers of cyber-bullying.
- F. **Social Media.** Web resources are a collection of tools that enable read/write and media interaction on the Internet. Web tools include, but are not limited to, blogs, wikis, vodcasts, podcasts, social-bookmarking, multi-user role-playing environments, video games and social-networking sites. The District permits responsible and safe use of these tools for instructional purposes. The use of Web resources are considered extensions of the classroom. Therefore, all conduct that is considered inappropriate in the classroom is also inappropriate in all uses of Web tools.
- G. **Google Apps for Education.** The Iowa-Grant School District has the ability to create District Google accounts for all students and staff to utilize the plethora of applications available through Google Apps for Education. These accounts and applications will be used for school related projects. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of District policy have occurred.

The Iowa-Grant School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the District cannot assure that users will not be exposed to non-educational material.

V. **Acceptable Use**

Examples of acceptable use include but are not limited to:

- Use consistent with the mission of the Iowa-Grant School District.
- Use of technology for curriculum activities.
- Use that encourages efficient, cooperative, and creative methods to perform the user's job duties or educational tasks.
- Use in support of education, research, and professional development.
- Use that provides unique resources and collaborative projects with appropriate educational partners.
- Use for general communication.

VI. **Unacceptable Use**

Examples of unacceptable use include but are not limited to:

- Use of technology to access, create and/or distribute objectionable material is prohibited. Objectionable material includes, but is not limited to, that which is pornographic, obscene, discriminatory, harassing, offensive to others, or stereotypes or defames an individual or group.
- Use of anonymous proxies.
- Use of District or personal devices that can be used to capture, record or transfer images in locations that are presumed private (e.g. locker room, bathroom).
- Breaching security by sharing and/or using unauthorized passwords or working from network and/or e-mail accounts that are not assigned to the user.
- Using District resources to engage in plagiarism, theft, cheating, copyright infringement or other illegal or illicit purposes.
- Causing congestion and disruption of the network and systems, such as spreading viruses and attaching excessively large files.
- Deliberately damaging any District technology.
- Downloading and/or using and/or installing unauthorized software (including freeware and shareware) on District-owned equipment.

- Utilizing District technology for the production of non-school-related materials unless authorized to do so.

Student/staff/guest questions about what constitutes appropriate or inappropriate use of the network should be directed to the teacher, principal or information technology staff.

Staff questions about what constitutes appropriate or inappropriate use of the network should be directed to the Information Systems Manager or the District Superintendent.

VII. **Personal Devices**

Each time a user brings a personal device to the Iowa-Grant School District, the user agrees to the terms below.

- Personal devices may only be connected to the Internet through the District's "guest" wireless network, which will allow filtered "web-only" access and prevents access to District LAN resources.
- Personal devices may only be connected to District equipment and/or infrastructure with prior approval from the District Information Technology staff or District administration.
- Technical support will not be provided.
- The District will not be held liable for any damage that may occur as a result of connecting to the wireless network, power source, or use of the device.
- The District will not be held responsible for any physical damage, loss or theft of the device.
- The District is not obligated to supply electrical power access.
- Student use of personal devices is at the discretion of the teacher.
- Illegal, destructive, harmful or any other inappropriate activities as listed under section VI herein are strictly prohibited.
- Any adult or the parent(s) and/or guardian(s) of any student who brings personal devices agrees to be responsible for and to reimburse the Iowa-Grant School District for any damage that may arise from use of the device.

VIII. **Consequences**

Student Violations: Violations will result in minor/major infraction form along with a loss of access and/or other disciplinary action(s), including detentions, suspension and possible expulsion. The level of discipline will vary based upon the student's disciplinary record, the severity of the violation, the harm or potential harm caused and other relevant factors.

All penalties will be administered by school principals and are subject to review by the administrative team. In all cases, restitution for damages and/or materials will be assessed.

Employee/Guest Violations: Any staff or guest user who violates this policy will be subject to disciplinary actions that include one or more of the following: directive guidance, written reprimand, loss of user privileges, suspension without pay, or discharge from employment.

The District Superintendent administrator may terminate the account privileges of a guest user. Guest accounts not active for more than 30 days may be removed, along with the user's files, without notice to the user.

All penalties will be administered by the District Superintendent and are subject to review by the School Board. In all cases, restitution for damages will be assessed.

VII. **Warranties and Indemnification**

The School District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its systems, e-mail, and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer network, e-mail, or the Internet under this Policy. By signing this Policy, users are taking full responsibility for their use. In the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Internet Provider, and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network, e-mail, and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network, e-mail, and the Internet, whether that use is on a school computer or on another computer outside the School District's network.

LEGAL REFERENCES: Title XVII "Children's Internet Protection Act"
Wisconsin Statutes
118.125 118.13 120.18
121.02 (2)(k) 943.70 947.0125
PL 94-553, Federal Copyright Law
Family Educational Rights & Privacy Act (20 U.S.C. 12329)
Broadband Data Improvement Act

CROSS REFERENCES: Iowa-Grant School District Policies
112 441
365 – Rule 1 (in progress)

ADOPTED: NOVEMBER 2, 1998 REVISED: MARCH 10, 2005, NOVEMBER 9, 2009, MAY 14, 2012

IGEMS IS A SCHOOLWIDE TITLE I SCHOOL

Iowa-Grant Elementary Middle School is a Title I Schoolwide school. A Title I Schoolwide program is a method of delivering title I services in eligible schools. It allows the school to address the education needs of students living in a community with an economic disadvantaged student population of 40% or greater. As a Title I Schoolwide program, our federally funded personnel and services can provide comprehensive strategies for improving the entire school so every student achieves high level of academic proficiency.

Schoolwide programs have the latitude to determine how to organize their operations and allocate the multiple funding sources available to them. They do not have to identify particular children as eligible for services. School wide programs can use all allocated funds to increase the amount and quality of learning time. In this way, they can embrace a high-quality curriculum according to a comprehensive plan that ensures all children meet the state's challenging academic standards.

Schoolwide programs serve all children in the school. All staff, resources, and classes are part of the overall Schoolwide program. The purpose is to generate high levels of academic achievement in core subject areas for all students, especially those in most need. The purpose is achieved through:

- High quality instruction
- Programming based on the use of scientifically based research
- Strategies and methods to improve teacher quality and professional development.
- Consolidated use of funds.

Some students simply need more time and direct, explicit instruction in order to succeed. Classroom teachers and Title I staff will utilize data from Title I assessments, benchmark assessments, and classroom work to determine those showing the greatest need. Students showing the greatest need and who are not receiving special education services are serviced first.

Parents and families can help by:

- Participating in school activities/meetings.
- Utilizing provided information via newsletters, conferences, and parent involvement plan.
- Sharing a love of learning and setting a good example by reading, practicing basic and everyday math facts.
- Making learning fun by playing games, visiting the library, and listening to and talking with your child.
- Showing interest in your child's school day by asking specific questions and praising effort and improvement.

This year we are including the parent notification of the Schoolwide Program in the Student Handbook. The signature page of the Handbook will indicate that you have reviewed the Handbook including this information about the Schoolwide Program. As a building, we welcome your ideas and feedback about our academic support services.

Carolyn Laufenberg, Reading Specialist and Title I Coordinator

It is important that families and schools work together to help students achieve high academic standards. Through a process that includes teachers, families, students and community representatives, we as partners will ensure and support student success in school and in life.

EMERGENCY EVACUATION PROCEDURES

Emergency evacuation drills will be held throughout the school year, in compliance with procedures in the Act of the State Legislature (s.118.97). Teachers will inform you of the procedures to be followed during a fire drill, tornado drill or other emergency evacuations. Directions are posted throughout the various buildings. Please follow the directions carefully. Every person in the building is to react promptly and quietly at the sound of the alarm. General emergency drill regulations are as follows:

1. When the alarm sounds, you are to stand immediately and walk briskly (do not run) in single file to the designated exit. Or, in the event of an intruder to remain in the room with a supervisor or move at the supervisor's discretion. The supervisor will follow the class out of the room and close the door or take other appropriate actions.
2. The first student through the door will hold or fasten the door open. The last person leaving the building will close the door.
3. You must move away from the entrance to make room for those following. All roadways must be kept clear during the drill.
4. Return to the building when told.
5. You will be suspended and/or referred to appropriate authorities for interfering with the school's fire fighting equipment (s942.12) and for intentionally setting off a false alarm (s941.13).

The expectations contained in this handbook are not all-inclusive, meaning they do not cover each and every situation which may arise. However, when those situations do arise, they will be dealt with in a comparable manner.

IOWA-GRANT SCHOOL DISTRICT
498 COUNTY IG
LIVINGSTON WI 53554
2017-2018 School Calendar

AUGUST	15	New Teacher Inservice
	16-31	(2) Floating At-Will Teacher Work Days
	24	Back to School Night -- 3:30 p.m. - 7:00 p.m.
	22, 23, 28, 29	Teacher Inservice -- NO SCHOOL
SEPTEMBER	4	Labor Day -- NO SCHOOL
	5	First Day of School
	22	Homecoming @ IGHS
OCTOBER	20	Vacation Day -- No School
NOVEMBER	3	End of First Quarter Teacher Work Day/Grades (Dismissal @ 12:30 p.m.)
	9	Early Release -- Afternoon/Evening Parent Conferences 1:15 - 8:00 p.m. (Dismissal @ 12:30 p.m.)
	10	AM Parent Conferences 8:15 - 11:30 a.m. -- NO SCHOOL
	22	Vacation Day -- NO SCHOOL
	23	Thanksgiving Day -- NO SCHOOL
	24	Vacation Day -- NO SCHOOL
DECEMBER	22	Last Day of Classes Before Winter Recess -- Early Release -- Professional Development (Dismissal @ 12:30 p.m.)
JANUARY	2	Classes Resume (Full Day)
	18	End of First Semester Grading Period
	19	Early Release -- PM Teacher Work Day (Dismissal @ 12:30 p.m.)
FEBRUARY	23	Vacation Day -- NO SCHOOL
MARCH	23	End of Third Quarter Teacher Work Day/Grades (Dismissal @ 12:30 p.m.)
	26-30	SPRING BREAK -- NO SCHOOL
APRIL	12	Early Release -- Afternoon/Evening Parent Conferences 1:15 - 8:00 p.m. (Dismissal @ 12:30 p.m.)
	13	Vacation Day -- NO SCHOOL
MAY	4	Teacher Professional Day -- NO SCHOOL
	26	Iowa-Grant High School Graduation Ceremony @ 1:00 p.m.
	28	Memorial Day Observed -- NO SCHOOL
JUNE	1	Last Scheduled Day of Student Classes (AM)/Teacher Work Day (PM) (Dismissal @ 11:20 a.m.)

Pupil-Contact Day Count

Quarter-1	43
Quarter-2	45
Quarter-3	45
Quarter-4	42
Totals	175

Analysis of the Year

Pupil/Parent Contact Days --	175.0
Inservice Days --	6
Open House/Registration --	.5
Flexible Professional Development Days --	2
Classroom Prep Day -	2
Parent/Teacher Conferences --	1.5
TOTAL TEACHER CONTRACT DAYS:	185

Possible snow make-up dates: 2/23, 3/23, 4/13, 5/4

VERIFICATION OF PARENT REVIEW OF STUDENT HANDBOOK

I have reviewed the student handbook and am aware of the policies and procedures used at the Iowa-Grant Elementary/Middle School.

If I wish to change my “permission to publish my student’s name and work” on the district media sites I will notify the building office promptly.

Student Name _____ Homeroom _____

Parent Signature _____

Please send this signed page with your child to give to his/her homeroom teacher.