

# SCHOOL DISTRICT OF JEFFERSON ELEMENTARY SCHOOL



**STUDENT**



# **HANDBOOK**

**2024 / 2025**



## WELCOME STUDENTS

Dear Parents/Guardians and Students:

It is our pleasure as principals to welcome you to our School District of Jefferson Elementary Schools. The faculty and staff join us in saying we're happy to have you as part of our School Families at East, Sullivan, and West Elementary Schools. We hope this will be a successful and satisfying year for you.

The pages of this handbook are filled with important information regarding school policies and procedures. We suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please feel free to contact the school office. We believe that open and clear communication between school and home is crucial to the success of our educational program. We feel that the student planner for upper elementary aged students and the Elementary School Handbook will serve as helpful references for parents as they seek to provide academic support at home. Parents are our partners in the important job of educating the children of this community.

We welcome your participation and support during the school year and solicit your membership in the P.T.O. (Parent/Teacher Organization) or P.A.T.H.S (Parents and Teachers Helping Students) group at your child's school. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

*HAVE A GREAT SCHOOL YEAR!*

Sincerely,



*Jake Wichman*

Principal  
East Elementary School



*Nicole Krause*

Principal  
Sullivan Elementary School



*Mike Howard*

Principal  
West Elementary School

## IMPORTANT CONTACT INFORMATION

### EAST ELEMENTARY SCHOOL

**120 South Sanborn Avenue**  
**Jefferson WI 53549**  
Main Office- 920-675-1400

### SULLIVAN ELEMENTARY

**618 Bakertown Road**  
**Sullivan WI 53718**  
Main Office- 920-675-1500

### WEST ELEMENTARY

**900 West Milwaukee Street**  
**Jefferson WI 53549**  
Main Office- 920-675-1200



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westwildcatswi

[www.sdoj.org/schools/west](http://www.sdoj.org/schools/west)



**MISSION:**

*Empowering futures together*

**VISION:**

*All students positively impact society*

**ADMINISTRATIVE RIGHT TO ADJUST**

The administration has the right to change/adjust any and all guidelines/procedures in this handbook if the administration feels it is necessary. Written addendums may be issued as determined by the administration.

**CASES NOT COVERED BY SPECIFIC RULES**

It is understood that the rules contained in this handbook are not all-inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to ensure the orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively, regardless of the existence or non-existence of a rule covering the offense. School rules apply to all students enrolled regardless of age.

**STATEMENT OF PHILOSOPHY**

School District of Jefferson Elementary Schools exist for the purpose of providing the greatest possible opportunity for the educational growth of each child. The opportunity for growth is dependent upon two components: the quality of teaching and the environment for learning. The school and its administration is committed to employing qualified, well trained, knowledgeable, and dedicated teachers to maintain a high level of instruction, and to providing a quality educational environment in the form of equipment and instructional materials for children to use in acquiring knowledge. We also want to make sure that there is a teacher in each classroom who cares that every student, every day, learns and grows and feels like a real human being.

These schools have the responsibility to preserve the mutual respect, which exists between the schools and community. School District of Jefferson Elementary School's citizenship role is one that leads and reflects society. However, our continuing sense of pride is a community effort and the qualities of its people readily assist the fulfillment of this role.



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## STUDENT/ PARENT INFORMATION

### WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

1. Start each day right; a calm beginning at home makes the school day much better.
2. Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
3. Praise your child each day for something he/she has done. Have a special place to put your child's schoolwork or whatever is brought home.
4. Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day.
5. Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to take advantage of every school day. <http://www.sdoj.org/district/protocols.cfm>
6. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation, which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
7. Take your child to the library and encourage reading for pleasure. Read with your child so that they see that you feel reading is very important.
8. Stress organization of school notebooks, materials, etc.
9. Provide pencils, glue, scissors, paper, etc. for your child to use.
10. Work at home with skills taught at school

### EMERGENCY INFORMATION

If your emergency numbers change at any time during the year please notify the school secretary at (920) 675-1400 for East Elementary at (920) 675-1500 for Sullivan Elementary and (920) 675-1200 for West Elementary. We need accurate information, so we can contact you if your child has urgent needs during the day.

### LUNCH AND MILK COSTS

**Hot Lunch:** The School District of Jefferson Lunch Program allows you to pay for your child/children's lunch at any of the schools. Send lunch money in a sealed envelope with the following information: Student's Name(s), Amount of Money (per student) Enclosed, and the School the student attends.

**Breakfast/Snack:** A universal, free breakfast/snack, including milk, will be served mid-morning to the students at both East and West Elementary.

Please check with your school office on pricing for lunch and milk.

### PROCEDURES FOR STUDENT ENROLLMENT

Basic requirements for student enrollment:

1. Birth Certificate. An office employee will visually verify the birth date on the certificate.
2. Immunization Card
3. Copy of records request for transfer students (request should show enrollment date and parent/guardian signature if possible).
4. New students coming from another school need the address of previous school.
5. Two emergency numbers of people (other than parents) who could be contacted in an emergency.
6. The name and phone number of the child's dentist and doctor



## **PICTURES**

Individual student pictures are taken at the Elementary Schools, usually sometime in the month of September. The exact date will be relayed to you in a bulletin that will be sent home before the picture date along with the necessary picture package information.

## **P.T.O. / P.A.T.H.S. INFORMATION**

East and West Elementary Schools are proud to have active Parent/Teacher Organizations (P.T.O.). Sullivan's active organization is referred to as P.A.T.H.S. (Parents and Teachers Helping Students). The monthly meeting dates and times are included in the School District Calendar. Help is always needed in organizing the various P.T.O. / P.A.T.H.S. sponsored activities and events. Please contact the school office for further information regarding whom to contact to express an interest. The P.T.O. / P.A.T.H.S. officers will distribute regular correspondence to all elementary school parents and guardians

## **SCHOOL HOURS**

School hours for all three elementary schools will be from 8:05 a.m. to 2:55 p.m. for all grades, except Early Childhood and 4 Year Old Kindergarten. School playgrounds are not supervised prior to 7:45 a.m. Please do not allow your children to arrive before that time.

## **STUDENT INSURANCE**

The School District of Jefferson does not carry accident insurance on our students. However, for families without an insurance plan, we provide and strongly encouraged a voluntary insurance program offered by the Student Assurance Services of Stillwater, Minnesota. The cost is minimal for school time coverage. Around the clock coverage is also available. Extended dental coverage can be purchased at an additional fee. A major medical supplement can be obtained for an additional charge for those that carry around the clock coverage.

## **VISITING SCHOOL**

All guests visiting the school building during school hours are required to check in the office through our Raptor system. The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

## **VOLUNTEERS**

Volunteers are welcome and encouraged. If you are interested in donating time to assist in the classroom, on the playground, or in the cafeteria, please contact the school office or a classroom teacher. Classroom teachers can always use an extra pair of hands, and your presence shows our students that parents and community have an interest, and input in their education.

## **ACADEMICS**

### **ACADEMIC INTEGRITY**

#### **ARTIFICIAL INTELLIGENCE (AI)**

When students are allowed to use generative AI tools to complete an assignment, students should acknowledge and describe how it was used. Use of generative AI tools by students on graded assignments is prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI on graded assignments by the student will be treated as an academic honesty violation. (Board Policy and guideline 7540.08)



- The acceptable use of AI in a specific course should be directed by the teacher.
- Where use of AI is allowed for specific assignments it is important to clearly state where it is acceptable and where it is not, so that there is clarity for everyone: teachers, families, and students
- Use must conform to the terms of use for the AI tool.

## PARENT/TEACHER CONFERENCES

To ensure a quality education for your child, it is extremely important for school and home to keep an open line of communication. The elementary schools schedule parent conferences twice in the school year. The dates and times vary from year to year, and are listed within the Board approved district school calendar. Prior to the conference dates, you will receive notification of your scheduled date and time. It is your responsibility to notify the school office if the time is not convenient and needs to be adjusted. The teacher may have other appointments after yours so it is imperative that you arrive on time and adhere to the time schedule.

**Before the Conference** – Decide what you want to ask the teacher. Discuss the forthcoming conference with your child to see if there is anything he/she would like you to talk about with the teacher. Determine what you can tell the teacher about your child. The school life is only one side of your child and there may be a thing you know that could help the teacher better understand certain behaviors or problems.

**After the Conference** – Discuss the conference with your child. Be positive. Point out his/her strengths before discussing areas that may have been identified for improvement.

## REPORT CARDS

Students will receive progress reports from their regular education teacher at the end of each trimester. The Physical Education, Music and Art teachers record progress at the end of the first and second semesters. Report cards are either sent home with the child or presented at parent conferences.

## ATTENDANCE

### STUDENT ABSENCES

If your child is going to be absent, please inform the school as early as possible before 8:15 a.m. Your call enables us to know that your child is safe and has not been injured or misled on his/her way to school. If you do not call us, we will call your home and work number to check on your child's absence. Recognizing that consistent school attendance is extremely important, parent contact will be made if a child is absent or tardy. You now have the convenience of leaving a message via our voice mail system if you are unable to call during school hours. Repeated unexcused absences could lead to truancy investigation and/or charges. For East Elementary call (920) 675-1400, for Sullivan Elementary call (920) 675-1500, and for West Elementary call (920) 675-1200.



## DRILLS, AND EMERGENCY WEATHER-RELATED ISSUES

### SCHOOL SAFETY DRILLS

Throughout the school year, each elementary school in the School District of Jefferson carries out several required safety drills. These drills include fire, tornado, and bomb threat. Many children may find these drills frightening so it is extremely important that you discuss them at home to help prepare your child. These drills will be announced in advance. They need to be assured that the Elementary Schools are safe places to be, but we must be prepared for all circumstances. Also, please stress the importance of these drills and the need to closely follow the rules and procedures that accompany these drills. All drill guidelines and rules are presented and discussed with the children by the classroom





teacher at the onset of each school year. Please be reminded that all the school entrances are locked after 8:15 a.m. with the exception of the main entrance.

## SEVERE WEATHER EMERGENCIES AND SCHOOL CLOSINGS

It is very important that we make plans in case school cannot be held or we must dismiss early. When school is closed or delayed due to inclement weather or an emergency, the following notifications will be provided:

- Rapid notification service to include an email and voicemail to parents, students and staff.
- Posting of information on the district’s website.
- Posting of information on Facebook.
- Broadcasting of information on the following stations: WFAW-Fort Atkinson (940 AM and 107.3 FM), WTMJ 620 AM/Channel 4 Milwaukee WISC-TV (Channel 3) and WMTV Channel 15 Madison.

Severe weather emergency procedures are published yearly. In the event of severe weather, students will be directed to take cover in the nearest weather emergency shelter. Students are to cooperate with teacher directives in order to ensure safety of all persons. If bad weather sets in during the school day and early dismissal is necessary, the same procedures will be followed. We ask you to discuss your plans regarding early dismissal with your child/children.

## HEALTH/ IMMUNIZATIONS

### HEAD LICE GUIDELINES

The School District of Jefferson has a strict head lice policy. Please check your child’s head for lice on a regular basis. Students suspected of having lice will be checked by school personnel. Students found to have lice or untreated nits will be sent home from school and treatment is required. The student will be checked upon return to school. If he/she is not free of lice, the student may not attend school until the problem is corrected. For more information regarding head lice issues, or for specifics contained in the board policy, please contact the district nurse at 920-675-1094. (Policy 8451)

### IMMUNIZATIONS

According to State Law, all students entering a school in Wisconsin must be immunized against the following communicable diseases: diphtheria, Hepatitis B, tetanus, pertussis, polio, measles, rubella, mumps, and varicella. The following are minimum immunization guidelines for each age/grade level. Additional boosters for some of the vaccines may be medically recommended.

**STUDENT IMMUNIZATION LAW GRADE REQUIREMENTS**

Age/Grade	Number of Doses
Pre-K (Age 2 through 4 years)	4 DTP/DTaP/DT   3 Polio   3 HepB   1 MMR   1 Var
Grade K- 5	4 DTP/DTaP/DT/Td   4 Polio   3 HepB   2 MMR   2 Var

- D=diphtheria, T=tetanus, P=pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
- Tdap is an adolescent tetanus, diphtheria, and acellular pertussis vaccine. If your child received a dose of tetanus or diphtheria containing vaccine such as Td within the past 5 years, Tdap is not required.
- Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
- Laboratory evidence of immunity to hepatitis B is acceptable.





- MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: a dose four days or less before the 1st birthday is also acceptable.
- Var means Varicella (chickenpox) vaccine. A history of chicken-pox disease or laboratory evidence is also acceptable.

Waivers to these immunizations can be granted for health, personal or religious conviction reasons.

## MEDICATIONS SENT TO SCHOOL

Children are sometimes required to take medicine during the school day. Although we remain willing to cooperate with the home in this matter, it is necessary to require that a definite procedure be followed when parents send medicine to school. A medication form must be filled out by your doctor and signed by you before we can give prescription medicine at school. Children will not be allowed to bring medicine to school unless the requirements listed in School Board Policy are met. The policy and medication forms are available in the office or on the School District of Jefferson website. Any over the counter medication that your child needs also requires a medication form to be filled out and signed by a parent. The medication must be brought to school by the parent or guardian in its original container. Please do not send medications to school in your child's backpack. Medications in baggies or envelopes will not be administered.

Students are encouraged to take medication at home rather than at school whenever possible.

Medication may be dispensed, when necessary, by designated school personnel if the following conditions are met:



1. The parent submits a signed and dated School District Medication Form for the school to administer medication. The request must include the name of the drug, the exact dose to be given, and the time the medication is to be given. Forms can be obtained from the school office or district website.
2. For prescription medication, the School District Medication Form must also be signed by a health care provider licensed to prescribe. Forms can be obtained from the school office or district website.
  - a. Prescription medication to be administered at the school must have a pharmaceutical label giving:
    - i. Child's name
    - ii. Name of drug, dosage, effective date and instructions.
    - iii. Name of pharmacy and telephone number
    - iv. Name of licensed prescriber. It may be necessary to ask the pharmacy for an extra-labeled container to send to school.
  - b. Non-prescription medication to be given at school must be labeled with:
    - i. Child's name
    - ii. Name of drug and dosage. The medication must be sent to school in its original container. Medications in baggies or envelopes will not be administered.
    - iii. Refer to board policy 5330 for specifics regarding self-medicating forms, 18-year old, and parent responsibilities.

## MEDICATION STANDING ORDERS

The Medical Advisor for School District of Jefferson has approved a medication standing order for the use of Epinephrine (EpiPen), Diphenhydramine (Benadryl), and Naloxone (Narcan) at school.

- Epinephrine injections are used to treat potentially life-threatening allergic reactions, also known as anaphylaxis. If a student or other person has an allergic reaction that may be life threatening while at school he/she may be administered an injection of epinephrine. If epinephrine is administered 911 will be called.
  - *NOTE:* While the school will have stock epinephrine on hand, this does not mean students with known allergies do not need to provide their own supply of epinephrine. Students are still required to provide their own medications for known medical conditions.



- Diphenhydramine will be used for significant but non-life-threatening allergic reactions.
- Naloxone is a medication found to reverse the effects of an opiate-related drug overdose. If a student or other person appears to be undergoing an opioid-related drug overdose. He/she will be administered a dose of nasal naloxone and 911 will be called.

If you have questions regarding this standing order, please contact the school nurse, at 675-1094.

## **STUDENT BEHAVIOR & CONDUCT**

### **BRINGING VALUABLES TO SCHOOL**

Elementary school students are expected to be in charge of what they bring to school. If you bring something of value and it is lost or stolen, the school cannot be responsible. We strongly recommend that students refrain from bringing personal items with value to school

### **BUS STUDENTS**

If you do not want your child to ride the bus home on a particular day, it is necessary to send a signed and dated note to the school. Occasionally, parents want their child to ride a different bus (to a friend's house etc.) In such cases it is necessary to make arrangements with the bus company (920) 674-5112, not the school that your child attends. A signed, dated note should be sent along with your child so that the school and bus driver will know of these arrangements. Please be certain to discuss with your children the bus rules that are included in this handbook.

### **BUS RESPONSIBILITIES**

1. Students are expected to obey rules and regulations concerning the safety and comfort of all bus riders.
2. Students should be aware of the fact that the bus driver is in charge of the bus at all times.
3. Horseplay, scuffling, fighting, moving from seat to seat is forbidden.
4. Name calling, cursing or obscene language is strictly forbidden.
5. Riders must keep hands, arms and head inside the bus at all times.
6. Students are expected to be at the reception point at least three minutes before scheduled pick up time.
7. Tampering with the bus seats or bus equipment is forbidden. Damage to seats or other parts of the bus must be paid for by the person doing the damage.
8. Riders should assist in keeping the bus safe and clean.
9. Students who do not follow the rules will be reported to the building principal for disciplinary action.
10. Bus riders are expected to be courteous to fellow pupils, older students should help the younger children and everyone is expected to be courteous to the driver

### **DISCIPLINARY PROCEDURES THAT WILL BE FOLLOWED ACCORDING TO POLICY**

#### **Jefferson Bus Service Intervention**

Jefferson Bus Service may choose to contact a parent/guardian to resolve behavior problems that do not arise to the level of requiring a formal discipline report. These items could include: Feet in the aisle, standing on the bus, turning around in the seat, loud talking, etc. This notification will be documented and a copy sent to the building Administrator.

#### **First Referral**

- Administrator conference with student
- Notification of parent/guardian
- Copy of report results sent to Jefferson Bus
- A verbal warning

#### **Second through Fourth Referral**

- Administrator conference with student
- Administrator conversation with parent/guardian
- Copy of report results sent to Jefferson Bus





- A one to five day suspension from the bus

#### **Fifth Referral**

- Conference with student, parent/guardian, Administrator, and representative of Jefferson Bus Service
- A discussion of what actions are necessary for repeated behavior problems
- A five day or longer suspension from the bus

If the student behavior continues beyond the fifth referral in one school year, a meeting with the District Business Manager and/or the Superintendent will be held to discuss removal of the student from the bus.

The severity of the offense may result in the Administrator choosing to move to a higher level consequence than that of a first or second referral. It is important to keep in mind that inappropriate behavior on the bus poses a risk to the safety of all the students, as well as the driver.

## **CELL PHONES AND PERSONAL COMMUNICATION DEVICES (PCDs)**

Although not recommended, elementary students are allowed to bring cell phones to school. The cell phones can be used prior to school, and after school, but not during the school day. From 8:05 a.m. to 2:55 p.m., cell phones are not to be with or on a student, they are not to be turned on, and they are not to be used. From 8:05 to 2:55, cell phones are to be turned off and stored in the student's locker/designated space. (Board Policy 5136)



If a student violates the cell phone expectations explained above, the following consequences may result:

- 1<sup>st</sup> offense = cell phone/personal communication device is confiscated and returned to the student at the end of the school day
- 2<sup>nd</sup> offense = cell phone/personal communication device is confiscated, parents are called. Parents can pick up the cell phone at their earliest convenience. School hours are 7:30 a.m. to 3:30 p.m.
- 3<sup>rd</sup> offense = administration may choose to suspend the student from school.

## **PLAYGROUND RULES**

### **STUDENTS ARE EXPECTED TO:**

1. Wear outdoors the clothing that was sent to school with you.
  - a. Teachers need to check students' dress before walking them to the door
2. Play within the marked boundaries.
  - a. Stay out of bushes
  - b. Stay away from all electrical equipment
  - c. Stay out of the parking lot at all times
  - d. Stay off grates
3. Play safely on and around the equipment.
  - a. Refer to PBIS Recess Matrix
  - b. Share and take turns on equipment
4. Play safe and appropriate playground games.
  - a. No expensive toys with great personal value, or unsafe toys from home-No trading cards of any kind
  - b. School is not responsible for any toys brought from home
  - c. No hitting or tackling games
  - d. No pushing or tripping
  - e. No snow throwing, kicking, or pushing on snow hills
5. Respect and listen to the playground supervisors
  - a. Polite faces
  - b. Follow directions without arguing or being sassy
  - c. Use title of adult's name (e.g., Mr. or Mrs., etc.)





6. Talk with polite words and voices to all staff and classmates.
  - a. No put downs, teasing, name calling
  - b. No swearing
  - c. No yelling
  - d. Use Second Step Language
7. Line up immediately after the bell rings or when told to by the supervisors.
  - a. Stop play, get in line, and do not continue to play with balls or other equipment.
8. Stand in line facing forward with quiet mouths and bodies; keep hands to yourselves.
  - a. Feet quiet and on the ground
  - b. Hold on to toys and equipment-Use Line Basics

Students and parents need to be made aware that the school is not responsible for breakage, theft, or loss of any toys or equipment brought from home. Please be reminded that our playground is not supervised prior to 7:45 a.m. or after 3:00 p.m. Students on the playground at unsupervised times are responsible for their own behavior.

### EQUIPMENT SAFETY RULES

#### Swings:

1. Swings are for swinging only
  - a. No other games allowed
2. One person per swing
  - a. No under ducks
  - b. No pushing
3. Sit on swing, and back and forth motion only
  - a. No twisting, spinning etc.
4. Come to a complete stop before getting off
  - a. No jumping



#### Slide

1. One way traffic – down only
  - a. No walking, crawling up the slide
2. For sliding only – no other games
3. One at a time on the ladder
4. One on the slide at a time – in sitting position, feet first

#### Monkey Bars/ Jungle Gym/ Horizontal Ladder

1. Climbing only
  - a. No pulling, pushing, or touching others
  - b. No jumping or standing on top of equipment
2. Hands and or/feet in contact with the equipment

#### Merry-Go-Round (East and West only)

1. Sit or stand in place next to the bar
  - a. No sitting on the bar
  - b. ∅ No running on the equipment
2. Make sure the merry-go-round is stopped before getting on and off

These safety suggestions are intended for the teachers to use as a guide when discussing playground equipment safety. This should certainly be done at the beginning of the year and reviewed periodically. Taking the kids out to the equipment and giving demonstrations is greatly recommended.

## STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY (AUP) ELEMENTARY

### STUDENT/PARENT NOTIFICATION AND CONSENT FORM

The elementary schools in the School District of Jefferson has a technology acceptable use procedure that all students of that district must sign in order to use the computers. The student's signature signifies that they have read the rules and that they agree to follow those rules when they are using the technology owned by the School District of Jefferson. Please carefully read the policy as well as the consequences that are listed for breaking the rules. A copy of this policy will be presented to you at school registration.



## CHROMEBOOK COSTS

The following cost replacements may be charged to students if they damage their personal chromebook.

● Bezel	\$15.00	● Hinges	\$11.00	● Keyboard	\$25.00
● Bottom Cover	\$15.00	● Camera	\$5.00	● Power Cord	\$45.00
● Top Cover	\$15.00	● Chromebook	\$200.00	● Screen	\$20.00
● Cables	\$2.50	● Circuit Board	\$145.00		

## SUSPENSION

The School District of Jefferson has a board policy that is in accordance with Wisconsin Statutes 120:13 (b) (SCHOOL BOARD POWERS). This law reads in part: "The school district administrator or any principal...may make rules, with the consent of the school board, and may suspend a pupil for not more than 5 school days.....for noncompliance with such rules or school board rules, or for conduct by the pupil while at school or while under the supervision of school authority which endangers the property, health, or safety of others.

(Board Policies 5610 and 5605)

## WEAPONS OR DANGEROUS MATERIALS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

1. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
2. items pre-approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
3. theatrical props used in appropriate settings; and
4. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person. (Board Policy 5772)



## POSITIVE SUPPORTS FOR STUDENTS

As **PBIS** (Positive Behavior Interventions and Supports) schools, East, West, and Sullivan Elementary are creating a positive environment for students and staff. PBIS is a school wide commitment to teaching students expected behaviors, acknowledging and reinforcing expected behaviors, and re-teaching expected behaviors as needed, **Our Elementary school-wide expectations are: Be Respectful; Be Responsible; and Be Ready.** Throughout the school year, students will learn line basics, body basics, and voice levels as well as what respectful, responsible and ready behavior looks like in different areas of our school including the lunchroom, playground, bathroom, and hallway. There will also be classroom and school wide reward programs to celebrate and reinforce respectful, responsible, and ready behavior in our schools. Our school wide expectations will help us maintain a safe learning environment where teachers can teach and students can learn, laying the foundation for student learning, growth, and success!

## EQUAL EDUCATIONAL OPPORTUNITIES/ANTI-HARASSMENT

### NONDISCRIMINATION

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities (as defined in [Wis. Stat. § 118.13](#)). Reference: [po 2260 Nondiscrimination and Access to Equal Educational Opportunity](#)

### Reporting Procedures

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) days. [Complaint Form](#)

### The Board designates the following individuals to serve as the District's CO's:

Ryan Bandt  
Director of Business Services  
920-675-1044  
206 South Taft Avenue  
Jefferson, WI 53549  
[bandtr@sdoj.org](mailto:bandtr@sdoj.org)

Jennifer Shohoney  
Director of Pupil Services  
920-675-1062  
206 South Taft Avenue  
Jefferson, WI 53549  
[shohoneyj@sdoj.org](mailto:shohoneyj@sdoj.org)

### ANTI-BULLYING AND HARASSMENT

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





or is intended to affect the student's educational environment. (see also Policy 3362.01 and Policy 4362.01 - Threatening Behavior Toward Staff Members)

## **DEFINITIONS**

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

### **SOME EXAMPLES OF BULLYING ARE:**

1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
4. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."
  - a. Cyberbullying includes, but is not limited to the following:
    - i. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
    - ii. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
    - iii. using a camera phone to take and send embarrassing photographs of students
    - iv. posting misleading or fake photographs of students on websites.

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

## **COMPLAINT PROCEDURES**

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

## **SPEAK UP – SPEAK OUT (SUSO)**

The SPEAK UP, SPEAK OUT (SUSO) Resource Center is a comprehensive, one-stop place to turn with important school safety concerns. It offers a 24/7 threat reporting system, threat assessment consultation, critical incident response, and general school safety guidance. The program is supported by more than \$2 million in federal grant funding from the U.S.





Department of Justice Bureau of Justice Assistance. SUSO uses "See Something, Say Something, Do Something" language and encourages students to look out for each other and for the community. SUSO strives to build safe communities by igniting empowerment, support, and protection and stresses that speaking up works and saves lives. Students, parents, school staff, or any community members can submit a school safety concern or threat via the [SUSO website](#), mobile phone application, or toll-free number. Resource Center staff work around-the-clock to respond to tips and to deploy a response locally by communicating directly with school administrators, law enforcement, and counselors.