

# 2023-2024 STUDENT/FAMILY HANDBOOK



## PURDY ELEMENTARY Home of the Panthers!

PURDY ELEMENTARY SCHOOL  
HANDBOOK SUPPLEMENT  
(Approved July, 2023)

# TABLE OF CONTENTS

Introduction	2
District Vision & Mission	3
Guiding Principles	3
Beliefs	4
Directory	5-7
2023-2024 Calendar	8-9
School Security	9
Registration Fees	9
Student Behavior and Responsibilities	9-10
Safe Walk to School/School Safety Patrol	10
Parking Lot Safety	11
Breakfast/Hot Lunch/Milk Prices	11-12
Charging Meals to the School Lunch Program	12
Health and Wellness Promotion	12
Technology Usage/Electronic Devices	13
Communication Home	13-14
Party Invitations	14
Leave Skateboards/Scooters at Home	14
Recess Rules	14
Cell Phones at School District of Fort Atkinson	15
Notice of Non-Discrimination Policy - Board Policy 2260	15-16
Student Dress Code – Board Policy 5511	16
Electronic Communication Devices - Board Policy 5136	17
Use of Seclusion and Physical Restraint – Board Policy 5630.01	17-18
Open Enrollment – Board Policy 5113	18-19
Concussions – Board Policy 5340	19-20
Emergency Nursing Services – Board Policy 5310.01	20
Communicable Diseases – Board Policy 8453	20-21
Control & Treatment of Head Lice/Nits – Board Policy 8451	22

# INTRODUCTION

July, 2023

Dear Families:

This handbook supplement is designed to accompany the District Elementary Schools' Parent/Student Handbook. Please refer to the more complete handbook and the District and School webpages for other regulations, rules, procedures, policies, philosophies and informative videos and pictures. Should you not have such a copy, which should be saved from year to year, please request a copy from Purdy's office.

This supplement contains updates, changes and additions. It should be discarded and recycled at the end of the current year.

Many answers to common questions can be found in these handbooks. I hope they are both helpful in providing you with useful information and enabling our parents and students to be better informed and ultimately more involved in our child(ren)'s education.

Sincerely,

Mary Kilar, Principal



## Vision

Achieving distinction in all we do

## Mission

Cultivate an inclusive high-performing culture of growth and community

## GUIDING PRINCIPLES

The School District of Fort Atkinson acknowledges parameters and guidelines we work within. We are held accountable both from external entities as well as the highest standards of educational operations. These represent the cornerstones of our organization and facilitate key functionality and purpose. These principles ensure stability. Vigilance to these expectations creates the foundation for our district's viability and success

ACADEMIC ACCOUNTABILITY	FEDERAL & STATE ACCOUNTABILITY
<p>The district is results-focused ensuring all students are career, college, and life-ready upon graduation based on the WI State Standards in all content areas.</p> <p>We are accountable to and for all learners in both achievement and growth.</p>	<p>Our operations and services align to and abide by Federal laws, guidelines, and requirements.</p> <p>Our programming is comprehensive in meeting DPI requirements and exceeds State of Wisconsin expectations for course offerings and instructional time.</p>
FISCAL RESPONSIBILITY	PHYSICAL AND TECHNICAL SAFETY
<p>Our comprehensive budget process engages all stakeholders based on best practice in school budgeting to support academic and finance collaboration and best align resources to desired student outcomes.</p> <p>The budget process is a plan, a tool for transparency, and a structure for ensuring fiscal accountability.</p>	<p>Through a proactive and comprehensive safety program, we cultivate and maintain a climate of physical safety and emotional well-being for students and staff.</p> <p>We will protect our student's privacy and online presence through technical safeguards, digital citizenship education, and contractual expectations with partner organizations.</p>
COMMUNITY AND STAKEHOLDER ENGAGEMENT	INVESTMENT IN PHYSICAL AND HUMAN CAPITAL
<p>We develop and maintain community partnerships to enrich and expand educational opportunities and build community interdependence.</p> <p>We collaborate with partners to make our community a great place to live, learn, work, and play and contribute to the use and development of community resources.</p>	<p>Recognizing that facilities are integral to our success, we show pride and stewardship for district buildings, equipment, and grounds.</p> <p>We utilize best practices in human resources informed by data to leverage our largest and best resource – our people.</p> <p>Highly qualified staff is a priority supported by professional learning and evolving recruitment and retention strategies.</p>

## DISTRICT BELIEFS

Our beliefs define who we choose to be as a school district and larger community. They are perspectives we regard and core values and beliefs that define and distinguish us. These represent all facets of our organization and characterize our highest organizational priorities. They represent a level of quality and attainment to which we hold ourselves accountable. Beliefs evolve and grow as we face current realities, understand challenges and embrace opportunities. These statements capture where we are at this time and serve as a foundation for the results we desire to achieve in this strategic plan.

TEACHING & LEARNING		
<p>Comprehensive programming with competitive offerings distinguishes our district and ensures our graduates are career, college, and life-ready.</p> <p>Academic success for all learners defined by multiple measures for achievement and growth is key to our results-based culture.</p> <p>Our instruction is student-centered and utilizes research-based, best practices to maximize learning.</p> <p>We embrace equitable practices and recognize the role of education in advancing our societal responsibility for kindness, compassion, empathy, and opportunity.</p>		<p>We provide systems of support to meet the academic needs of all learners ensuring every learner has access to educational resources and rigor they need.</p> <p>We optimize robust technical systems, services, and infrastructure to leverage and spark curiosity, enhance learning and develop digital citizens.</p> <p>We celebrate and spotlight our learners and show pride in our academic and extra-curricular programming.</p> <p>Continuous improvement and organizational growth are achieved through data analysis, responsive planning, and collaborative goal setting.</p>
SOCIAL-EMOTIONAL LEARNING	COMMUNITY & LIFELONG LEARNING	LEVERAGING RESOURCES for STUDENT SUCCESS
<p>We honor the inherent value and worth of all people and celebrate diversity in identities and perspectives.</p> <p>Our schools are welcoming and safe environments recognizing the importance of positive school culture, emotional and physical safety, and well-being.</p> <p>Learner-centered, whole-child education ensures social-emotional learning is integrated within authentic learning experiences.</p> <p>Strong partnerships and engagement with our families are essential to ensuring social and emotional systems of support for our learners.</p>	<p>Our students engage with the community to experience the impact of citizenship.</p> <p>Our graduates understand the importance of being active, contributing community members, and responsible and civically-engaged citizens.</p> <p>Our programming is responsive to local and global needs by nurturing and valuing all career pathways.</p> <p>Critical thinking, problem-solving, interpersonal skills, and responsibility are key life skills we foster in our graduates.</p> <p>Strong business partnerships and relationships with all stakeholders are key to supporting our local economy and community viability.</p>	<p>Students are the highest priority in all fiscal decisions to leverage funds and maximize student success.</p> <p>Investing in our human capital is key to realizing our mission and vision.</p> <p>Transparency of funds management and shared understanding of funds allocation is achieved through opportunities for engagement throughout the budgeting process.</p> <p>The community's investment in our schools and facilities show pride in our partnerships and shared fiscal interdependence.</p> <p>Integrating environmentally-conscious practices demonstrates sound fiscal management and environmental sustainability within our local and global community.</p>

## **DISTRICT PERSONNEL**

### **2023-24 Board of Education**

Mr. Kory Knickrehm – President  
Mrs. Amy Reynolds – Vice-President  
Mrs. Rhona Buchta – Member  
Robynn Selle – Treasurer  
Mr. Chris Rogers - Clerk

### **Administration**

Superintendent of Schools	Dr. Rob Abbott
Business Manager	Mr. Nathan Knitt
Director of Instruction	Mrs. Amy Oakley
Director of Human Resources	Ms. Mandy Harper
Director of SPED/Pupil Services	Mrs. Lisa Hollenberger
Director of Building and Grounds	Mrs. Amanda Moehling
Director of Technology	Mr. Daniel Scullin
District Nurse (Fort Healthcare)	Mrs. Sara Noeske
District Elementary School Psychologist	Mr. Shaun Schweigert
District Elementary School Social Worker	Mrs. Stephanie Belzer

## **PURDY ELEMENTARY SCHOOL STAFF**

Purdy Elementary School Principal	Mrs. Mary Kilar
Purdy School Counselor	Mrs. Ashley Stewart
Purdy Elementary Administrative Assistant	Ms. Judy McDonald

### **Classroom Teachers**

Early Childhood	Mrs. Janet Dickinson
	Mrs. Cynthia Young
	Mrs. Elizabeth Nelson
4 Year Kindergarten/Head Start	Ms. Sara Mindt
4 Year Kindergarten District Site	Mrs. Ruth Shuda
Kindergarten	Mrs. Becky Johnson
	Mrs. Lauren Bretl
First Grade	Mrs. Annette Hoyer
	Ms. Shawna Loniello
Second Grade	Ms. Jenny Mares
	Mrs. Jordan Bingner
Third Grade	Mrs. Jamie Hahn-Hammer
Fourth Grade	Ms. Heather Schneider
	Mrs. Keri Adelmeyer
Fifth Grade	Mrs. Melissa Krah

Ms. Kayla Telfer

Teacher Specialists

Art  
District Elementary Band Director  
Behavioral Interventionist  
English Language Learners  
Math Interventionist  
Occupational/Physical Therapy  
Physical Education  
Reading Interventionist

Mrs. Keri Hill  
Mrs. Andrea Haffelder  
Maureen (Molly) Bare  
Add Heide Wegner  
Mrs. Megan Eske  
Ms. Valerie Santana  
Mr. Jeff Jensen  
Mrs. Ambyr Lemke

Special Education

Mrs. Marsha Jordahl  
Sara Young (\*pending board approval)

Speech/Language Pathologist  
Early Childhood Aides

Mrs. Anna Albert  
Mrs. Chelsey Resler  
Mrs. Michelle Brown  
Mrs. Dawn Frey

4 Year Kindergarten (Head Start)  
4 Year Kindergarten (District Site)  
Student Learning Aides

Mrs. Bethany Welke  
Ms. Rhonda Perkins  
Mrs. Rachel Broadhead (Aide)  
Mrs. Ruth Gavin

Designated Purdy Building Sub  
Purdy Library Aide  
District Bilingual Family Liaison  
Special Education Aides

Mrs. Kris Hofer  
Mrs. Anna Phillips  
Mrs. Tiffany Stensby  
Mrs. Stephanie Van Treek

TBD  
Mrs. Sarah Dewing  
Rebecca Garcia  
Mrs. Jacki Foelker  
Mrs. Kelly Opperman  
Mrs. Tammy Telfer  
Mrs. Molly Fuller  
Mrs. Melissa Punzel  
Ms. Marissa Aranda  
Ms. Jasmin Quezada

Office Paraprofessionals

Mrs. Suzanne Deuster - AM

Food Service Personnel

Mrs. Kris Hofer – PM

Custodians

Anne Holzli

TBD

Mr. Garret Root

Ms. Mary Baldwin

P.T.O. OFFICERS

President

Mrs. Lindsey Zeisler



Vice President  
Treasurer  
Secretary  
Advisor

TBD  
Ms. Peggy Stebbins  
TBD  
Mrs. Mary Kilar

## **2023-2024 CALENDAR**

**NOTE: Dates subject to change. Check the online calendar and future communications for updates!**

22-24 No School – Thanksgiving Break

### **July**

17-22 Online School Registration Opens  
22 Online School Registration Closes

### **August**

24 Back to School Night PM 5:30-6:30 PM  
  
28 First Day of School

### **September**

1 Purdy Pride  
4 Labor Day – No School  
12 Picture Day: All Students  
18 Early Release  
20 Purdy PTO Meeting IMC 6:30 PM  
21 5th Grade Band Sign up  
25 Orchestra sign up and Parent night 6:00 PM

### **October**

6 Purdy Pride Day  
16 Early Release  
18 Purdy PTO Meeting IMC 6:30 PM  
23 5th Grade Band PARENT Night 6:00 PM  
  
25 Monster Mash  
25 End of First Quarter  
26 No School - Professional Development Day  
Collaboration/Records Day  
27 No School - Fall Break

### **November**

1 Picture Day: Retakes  
3 Purdy Pride Day  
10 Veterans' Day Recognition 8:15 AM  
TBD Elementary Parent/Teacher Conferences  
TBD PTO Fall Book Fair  
13 Early Release  
15 Purdy PTO Meeting IMC 6:30 PM

### **December**

1 Purdy Pride Day  
2 Breakfast with Santa  
7 Band /Orchestra-Holiday Concert  
12 Winter Concert - HS Auditorium K-5  
21 Last Day of Classes before Break  
22-29 Winter Break

### **January**

1 No Classes – Winter Break  
2 Classes Resume  
5 Purdy Pride Day  
TBD Picture day: Groups and New Students  
17 Purdy PTO Meeting IMC 6:30 PM  
18 End of Quarter 2  
19 No School - Semester Records Day  
29 Early Release

### **February**

2 Purdy Pride Day  
2 Field Trip UW Band  
19 Early Release  
21 Purdy PTO Meeting IMC 6:30 PM

### **March**

1 Purdy Pride Day  
11 Early Release  
20 Purdy PTO Meeting IMC 6:30 PM  
21 End of Quarter 3  
22 No School – Prof. Development/Records Day  
25-29 Spring Break

### **April**

1 Classes Resume  
5 Purdy Pride Day  
13 Fine Arts Festival



15 Early Release  
17 Purdy PTO Meeting IMC 6:30 PM

21 Band and Orchestra 6:00 PM  
23 4th and 5th Track Meet FAHS  
27 No Classes – Memorial Day  
31 Fifth Grade Breakfast-8:15 AM  
31 Purdy Recognition Assembly-10:00 AM  
31 Last Day of School/End of 4th Quarter-12:00

### May

2 Orchestra Recruitment Day  
3 Purdy Pride Day  
13 Early Release  
15 Purdy PTO Meeting IMC 6:30 PM  
TBD District 5th Grade Safety Patrol Trip to Moose Mountain Falls, Lake Geneva  
TBD First Day of Summer School

## SCHOOL SECURITY

A safe and secure school is important and a piece of mind for students, staff and parents. The school keeps all entrance doors and interior security doors locked at all times. Entrance to exterior doors 1 and 13 during the school day is gained by pushing a call button and identifying yourself audibly in front of a security camera and stating one's business. Interior security doors are locked and accessible to only those who have a security badge or have checked into the office. The school has also installed security cameras to monitor all entrances, hallways, locations like the IMC and MPR and the playground. After hours, security alarm motion detectors are activated. Lastly, the school practices drills to help ensure school staff and students know procedures for various emergencies.

## REGISTRATION FEES

Early Childhood \$ 15.00  
Kindergarten – Grade 5 \$ 35.00

If unable to pay on registration day, please make payment by **September 15, 2022**

## STUDENT BEHAVIOR AND RESPONSIBILITIES

Staff works very hard to ensure that all students feel welcome and wanted at Purdy Elementary School. Good schools have environments that encourage risk taking and commonly understood, agreed upon and followed rules and consequences. Good behavior is expected at all times and appropriate rewards and discipline policies are in place. Parents have received a detailed plan in the permanent District Elementary School handbook. A signature of understanding is required for this. Parents are expected to review rules and consequences with their child(ren) and generally support such efforts to provide a safe school where learning can be a top priority. Should you need a new copy of the complete Student Behavior and Responsibilities program, please call (920-563-7822) or write/email the office ([mcdonaldj@fortschools.org](mailto:mcdonaldj@fortschools.org)).

In addition, Purdy Elementary School has a Positive Behavior and Intervention Supports (PBIS) and leadership program. The program provides an atmosphere of positive programs for Purdy students, established and learned behavioral expectations and systematic support to maintain or re-establish desired behavior. The School establishes behavioral expectations for arriving and leaving school, the bus, lunchroom, hallways, playground, restrooms and assemblies. When those expectations are met

and desired behaviors are observed, positive reinforcement is provided with awards, notes, words of praise and whole school celebrations. When challenges arise—we work together with the families and students to support more positive choices.

More details and informative videos can be found on the school and District website.

### SAFE WALK TO SCHOOL/SCHOOL SAFETY PATROL

Parents of students who live within the city limits are responsible for providing their own transportation to school. Many pupils in the attendance area walk to school. Students who walk to school are encouraged to discuss their route with their parent's prior to the trip when school starts in the fall. Students who live southwest of Purdy School should walk on the west side of South Main Street. There are sidewalks from Hilltop Trail to Rockwell Avenue on the west side of Main Street. Students should cross Main Street at the corner of Rockwell Avenue where there is a City of Fort Atkinson crossing guard station at 7:30 AM and 2:55 PM.

Students who live north of Purdy School and East of Whitewater Avenue should walk down East Street to McComb Street and follow McComb Street to Whitewater Avenue. Pupils should cross Whitewater Avenue at McComb Street where there is a City of Fort Atkinson crossing guard at 7:45 AM and 3:00 PM. Bike racks are available for student use. Please have your child use a bike lock.

Between the hours of 7:30 – 8:00 AM and 2:55 – 3:15 PM Student Safety Patrols are assigned to:

- Williams and Main (across Williams only)
- South St. and Main (across South St. only)
- Elm St. and Main (across Elm St. only)
- Monitor the front of the building bus drive-through area

All students are expected to use the crosswalks and to follow the directions of student safety patrols as well as City of Fort Atkinson crossing guards. Problems with either of the two groups should be reported to Mrs. Kilar or the City of Fort Atkinson respectively.

**\*\*Note:** No students will be allowed to cut across Purdy's parking lot without adult supervision.

Please walk your child to your car, using the designated walkways. Sidewalks around the parking lot are provided for student's safe walking. Your child's safety is our first concern and we appreciate your support of the hardworking staff outside to ensure student safety.

### PARKING LOT SAFETY

Students and drivers are expected to follow the safety rules below. By making safety a priority all adults and students can be safe.

- Please follow the guidance and direction of our staff wearing bright colored vests. They are there to help with safety and traffic flow.
- Students (w/o adult escort) must use the sidewalk around the perimeter of the lot or the crosswalk through the parking lot.

- Drive slowly and follow the flow of traffic.
- Obey traffic signs including the stop sign, and additional directional signs for safe turning, in the crosswalk near the building. Do not park in the pick-up line.
- Watch for pedestrians.
- Do not park in the bus drive through before 8:15 AM or after 2:30 PM. Parking with buses is prohibited as it encourages children to walk through moving traffic and bottlenecks bus traffic.
- Families with mid-day appointments (ie dentist, doctor, etc) *may* use the bus drive through *outside* of the times listed above.
- **Only Early Childhood parents** have access to a small parking area near their entrance, and drop off permits for the bus lane are distributed to those who need them.
- **4K families** *may* use the front half circle driveway/bus drive through ONLY during mid day pick up and drop off.

## SCHOOL LUNCH & MILK PROGRAM

The School District of Fort Atkinson serves meals each school day. Menus can be found at

<https://www.myschoolmenus.com/instance/783/district/779>

If you feel your family may qualify for benefits related to obtaining free or reduced price meals, please go to <https://www.fortschools.org/Page/8198> to complete an application. We encourage all families to complete this process, even if you are unsure if you may qualify. The process is kept confidential.

The cost of a breakfast meal is \$1.70/(\$0.30 reduced) and the lunch meal is \$2.90 /(\$0.40 reduced) at the elementary school. If a child wishes to purchase a milk to accompany a cold lunch or in addition to the one included with the hot lunch, there is a \$.45 charge, which applies to all children, regardless of eligibility status.

A prepaid automated lunch system is used at Barrie School. Money for each child will be deposited in an account that will be accessed for meals, additional milk and BASE snack(if enrolled).

Parents are encouraged to make each payment sufficient to cover meals for each child for at least two weeks, or longer, whenever possible.

Please put your child's lunch money(check written to SDFA) in a sealed envelope with your child's full name, the teacher's name, and the amount enclosed written on the envelope, or use our online payment system at <https://www.schoolpay.com>

Please be sure to check your child's lunch account often, to make sure your child(ren) have funds available for any purchases they wish to make. If you are having trouble making payments or find your account is in arrears, we encourage you to reach out to make arrangements for a payment plan.

If you have any questions, please email Christina Oswald at [oswaldc@fortschools.org](mailto:oswaldc@fortschools.org) or you may also contact her via phone at 920-563-7811, ext. 1159.

<b>BREAKFAST</b>	<b>REGULAR</b>	<b>REDUCED</b>	<b>FREE</b>
DAILY	\$1.70	\$ .30	\$ .00

<b>HOT LUNCH</b>	<b>REGULAR</b>	<b>REDUCED</b>	<b>FREE</b>
DAILY (includes 1 milk)	\$2.90	\$ .40	\$ .00
Ala Carte MILK	\$ .45	\$ .45	\$ .45

<b>MILK COST</b>	<b>REGULAR</b>	<b>REDUCED</b>	<b>FREE</b>
SEMESTER	\$35.00	\$ .00	\$ .00

#### CHARGING MEALS TO THE SCHOOL LUNCH PROGRAM

Students will be permitted to charge no more than \$15.00. No meals will be charged to adults or students not enrolled in the School District of Fort Atkinson.

#### HEALTH AND WELLNESS PROMOTION

The School District of Fort Atkinson promotes healthy staff and students by supporting and promoting the integration for health of mind and body through good nutrition and physical activity as a part of the total learning environment which includes:

- Supporting and promoting dietary habits which contribute to student health and academic performance
- Providing meals that meet or exceed federal and state standards
- Providing opportunities for physical activity in school programs from Early Childhood through 12th Grade
- Collaborating with parents and the community to support and promote nutrition and lifelong wellness habits

- Supporting and promoting mental health awareness through collaboration with community partners
- Encouraging abstinence from the use of alcohol, tobacco, and other illegal drugs
- Evaluating the effectiveness of the policy in promoting wellness and healthy eating and updating and revising the policy as needed

### TECHNOLOGY USAGE/ELECTRONIC DEVICES

We believe that access and understanding in using a variety of electronic devices (Smartboards, iPads, iPods, Chromebooks, netbooks, desktop computers, etc.) will help our children be more proficient of usage in this digital world, as well as give them knowledge to be more competitive as they become career and college ready. Please be aware of Board Policy 7540.03 outlining appropriate student behavior in regard to use of electronic devices. Teachers will explicitly teach students appropriate technology use and behaviors at school.

Additionally, many teachers access and use Google Classroom and/or Google Apps. Please be aware that this allows your student access to a school email account. Using Google Apps as a teaching tool, allows for students to receive digital assignments from teachers, access to learning links for lessons, as well as receive quick feedback for achievement. It also helps students house and organize their work quickly and efficiently.

If you have questions about this teaching tool, please contact your child's classroom teacher or Mary Kilar at 563-7822

### COMMUNICATION HOME

Teachers use a variety of ways to communicate updates to you through class newsletters, phone calls, notes home and emails. Additionally, the Main Office will send a monthly school newsletter of information on upcoming events and notices. This will be sent electronically to your email unless you notify the office you would like a hard copy sent with your child(ren).

The School District of Fort Atkinson also utilizes a parent outreach system through a company called Blackboard Connect. This service is used when a large amount of contacts need to be made, most importantly for emergencies for school closings. The system is also used to remind you of any other important information that needs to come in a timely manner (reminders of concert times and dates, PTO events, testing schedules, etc.). Please be aware this system sends information via email, phone message or text message based on the information you provided to the school at registration time.

### PARTY INVITATIONS

When boys and girls have a party, sending invitations is sometimes necessary. If done the right way any hard feelings can be avoided. Here are two options for parents:

- Invite the whole class. Invitations may be distributed at school to classmates.
- Invite selected friends. Invitations need to be mailed from home to classmates.

When planning a party, plan ahead and use the above guidelines to avoid disappointments or disruptions at school. Thank you.

### LEAVE SKATEBOARDS/SCOOTERS AT HOME

Each year many reminders are issued regarding skateboards/scooters at school. Please leave them at home as they are:

- Seldom used with helmets and other protective gear.
- Create tripping hazards when not put away.
- Create a distraction for others.
- Often hard to control on uneven surfaces or around small rocks, cracks, traffic, etc.
- Difficult to lock up and store.

The office will temporarily store for the day any skateboards/scooters that are brought to school.

### GENERAL RECESS RULES

- Please avoid bringing toys from home. The school is not responsible for lost, broken or missing personal toys brought to school. The school provides a large supply of playground equipment that can be used during recess which is suitable for each grade level.
- Respect should be shown to other students and staff members at all times. All students should be included in play and good sportsmanship is expected of all our students.
- Safety is a priority when on the playground. Rough play/games will not be tolerated.
- If the temperature is at or below zero, with or without the windchill, students will remain indoors.
- Coats must be worn on the playground at all times when the temperature is 49 degrees or below.
- Students without boots and snow pants will be expected to remain on the blacktop during the winter and will not be allowed in the snow piles. Wet shoes, socks and pants are no fun to sit in all day.
- A supervisor's number one responsibility is to ensure safety on the playground. If a student's behavior makes the play area unsafe, and the supervisor's direction is not followed, there will be consequences that may include loss of privileges.

### CELLPHONES AT SCHOOL

More and more students are bringing cellphones to school. Those students who bring phones to school are required to:

1. Drop them off in the office/pick-up after school  
(This is preferred as it eliminates potential thefts.)
2. Keep secure in their backpack, in silent mode.

During the school day students may not use their cell phone at any time. There is a phone in the office for student use, should they need to contact home for any reason. The school assumes no responsibility

for the phone and if another student is responsible for malicious damage or theft, the matter may have to be resolved with the other family or police department.

## **NONDISCRIMINATION**

### **BOARD POLICY 2260**

#### **2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

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

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including 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. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

The District will identify, evaluate, and provide a free appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

The District's educational programs include the academic and nonacademic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the nonacademic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.



Notice of the Board's policy on nondiscrimination and the identity of the District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

#### **District Compliance Officers (hereinafter referred to as the COs)**

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

Director of Human Resources

Mandy Turnbull

920-563-7819

201 Park Street

Fort Atkinson, WI 53538

turnbullm@fortschools.org

Director of Business Services

Nathan Knitt

920-563-7800

201 Park Street

Fort Atkinson, WI 53538

knittn@fortschools.org

Director of Special Education and Pupil Services

Lisa Hollenberger

920-563-7804

201 Park Street

Fort Atkinson, WI 53538

hollenbergerl@fortschools.org

Adopted: July 18, 2019

Revised: January 17, 2022

## **STUDENT DRESS CODE**

### **BOARD POLICY 5511**

#### **5511 - DRESS AND GROOMING**

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

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

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Adopted: July 18, 2019  
Revised: November 18, 2021

## **ELECTRONIC COMMUNICATION DEVICES**

### **BOARD POLICY 5136**

#### **5136 - PERSONAL COMMUNICATION DEVICES**

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

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

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Adopted: July 18, 2019  
Revised: April 18, 2022

## **USE OF SECLUSION AND PHYSICAL RESTRAINT**

### **BOARD POLICY 5630.01**

#### **5630.01 - USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS**

It is the policy of the Board to permit the use of seclusion and physical restraint only when a student's behavior presents a clear, present and imminent risk to the physical safety of the student or others, it is the least restrictive intervention feasible and it is performed in a manner consistent with this policy and law. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others.

All employees and "covered individuals" shall comply with State and Federal law regarding the use of seclusion and physical restraint.

"Incident" is defined as an occurrence of a covered individual or a law enforcement officer using seclusion or physical restraint on a student. It is considered one incident if immediately following the use of seclusion or physical restraint on a student, the student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, and a covered individual or law enforcement officer resumes the use of seclusion or physical restraint.

Seclusion is defined in the law as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

Individuals covered by the law include employees of a public or charter school and student teachers. The law specifically includes individuals contracted with the school to provide services, such as CESA employees and student teachers.

The "covered individuals" (school employees and contracted individuals who provide services for a public or charter school) may use seclusion with a student only if all of the following apply:

- A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others, and it is the least restrictive intervention feasible.
- B. The duration of the seclusion is only as long as necessary to resolve the clear, present, and imminent risk to the physical safety of the student or others.
- C. None of the following maneuvers or techniques are used:
  - 1. those that do not give adequate attention and care to protecting the student's head
  - 2. those that cause chest compression
  - 3. those that place pressure or weight on the student's neck or throat
  - 4. those that constitute corporal punishment as defined in 118.31(1), Wis. Stats.
  - 5. those that place the student in a prone position

Adopted: July 18, 2019

Revised: November 18, 2021

## **OPEN ENROLLMENT PROGRAM**

### **BOARD POLICY 5113**

#### **5113 - OPEN ENROLLMENT PROGRAM**

The District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

##### **A. Processing of Open Enrollment Applications**

A parent of a nonresident student may submit an application to attend school in the District during the applicable regular open enrollment period or through the alternative open enrollment process. The application must be submitted using the form designated by the Wisconsin Department of Public Instruction.

Upon receipt of an application, the District Administrator shall confirm that the application is complete or request that it be completed before being further considered.

Parents shall be notified of the determination on their applications on or before the first Friday following the first Monday in June following receipt of the application, or within the timeframe otherwise established by law. If approved, the parent shall be notified of the approval and the specific assignment within the District. If, upon enrollment, the student is appropriately placed in a different grade level, the student shall be so assigned unless applications for that grade level have been denied or there is no longer space available at that grade level.

**B. Decisional Criteria for Non-Resident Applications:** Criteria as defined in policy 5113.

**C. Reapplication Procedures**

The Board will not require accepted non-resident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District.

**D. Transportation**

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site or, if space is available on a regularly-scheduled bus route. The District will provide transportation for a non-resident student with an identified disability for and transportation is required by the student's IEP.

**ALTERNATIVE APPLICATION PROCEDURES**

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one (1) of the statutory criteria and has not applied to more than three (3) non-resident school districts.

Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved for the current year if the Board has not imposed a space limitation for the student's current year grade level and also has not imposed a space limitation for the subsequent school year in the student's subsequent grade level. Alternative applications received prior to the 3rd Friday in September may be approved if the Board has approved all applications for that grade level which were received during the regular period, including the offer of enrollment to applicants placed on the waiting list, if any.

Adopted: July 18, 2019  
Revised: April 18, 2022

## **CONCUSSIONS**

### **BOARD POLICY 5340**

#### **5340 - STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

##### **Concussion**

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

At the beginning of a season of any athletic sport, the Athletic Director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) his/her parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics.

A coach shall remove from competition or practice any student that the coach determines is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury or who the coach suspects has sustained a concussion or head injury. Any student removed from participation under this section may not return to participation until a written release to participate from a health care professional is provided.

Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

Adopted: July 18, 2019

Revised: April 16, 2020

## **EMERGENCY NURSING SERVICES**

### **BOARD POLICY 5310.01**

#### **5310.01 - EMERGENCY NURSING SERVICES**

To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day and during all school-sponsored student activities.

The District shall provide for the management of illness (Policy 5310, Policy 5335, Policy 8450, and Policy 8453), accidental injury (Policy 5340 and Policy 5341), and the administration of medication and emergency care (Policy 5330). The policies shall include protocols for recording all administration of emergency nursing services.

The District Administrator shall develop guidelines that will provide student emergency information cards, equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible to facilitate the provision of such services consistent with the services developed through this policy. The District Administrator shall also identify a licensed physician to serve as medical advisor.

The District shall make available emergency student information, first aid supplies, and appropriate and accessible space for the rendering of emergency nursing services.

This policy and the additional policies providing for the provision of emergency nursing services to students has been developed and reviewed by the school nurse and a registered nurse or as designated by the District.

in cooperation with other School District personnel and representatives from community health agencies and services designated by the Board. The nurse shall review and evaluate emergency nursing services each year, including a review of the policies referenced above, and shall report to the Board regarding such services and bring proposed revisions of any policies to the District Administrator who will review and forward such revisions to the Board for consideration.

Adopted: July 18, 2019

## **COMMUNICABLE DISEASES**

### **BOARD POLICY 8453**

#### **8453 - DIRECT CONTACT COMMUNICABLE DISEASES**

The Board of Education seeks to provide a safe educational environment for students and staff. To this end, students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring, to the

extent permitted by State communicable disease reporting requirements, the confidential status of individuals who may have been diagnosed with a contact communicable disease.

With this in mind, the Board directs the District Administrator to develop programs for students and staff for the purpose of understanding the manner in which these diseases may be prevented and how they are transmitted. These programs should specify the risk factors involved, how to deal with those risks, and emphasize the fact that these diseases are preventable if basic precautions are taken.

Adopted: July 18, 2019

#### **8450 - CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

The Board recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and those designated by the Wisconsin Department of Health Services (hereinafter referred to as DHS).

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

#### **Initial Exposure - Suspected Communicable Disease**

If a student exhibits symptoms of a communicable disease, the building principal or designee will isolate the student in the building and contact the parents and may choose to send the student home. The staff member shall contact the Jefferson County Health Department to report the incident. The health department officials shall be responsible for conducting any investigation deemed necessary and directing the District to follow specific protocols, including those established by the Wisconsin Department of Health Services.

#### **Protocols During a Pandemic/Epidemic**

The procedure described above pertains to an initial and/or isolated identification of the possible presence of a communicable disease in a school. In the event of an ongoing pandemic or endemic outbreak of a communicable disease, the Administration and Board shall develop protocols to manage school during a pandemic or epidemic.

Protocols shall be developed with consideration for the following resources:

- A. Statewide declaration of emergency and related orders;
- B. guidance provided by medical and/or public health officials, such as the Centers for Disease Control and Prevention (CDC); Wisconsin Department of Health Services (DHS); Wisconsin Department of Public Instruction (DPI); American Pediatrics Association;
- C. local health department officials and local medical professionals;
- D. parent and/or student groups; and
- E. other resources developed for and specific to the circumstances facing the District.

Adopted: July 18, 2019

Revised: April 18, 2022

# CONTROL AND TREATMENT OF HEAD LICE/NITS

## BOARD POLICY 8451

### 8451 - PEDICULOSIS (HEAD LICE)

Head lice are present in the community at all times and can be particularly prevalent among pre-school and elementary school-age children. Lice are a nuisance, but do not spread disease. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Contracting head lice is not an indicator of cleanliness or socioeconomic status.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and the child. It is the responsibility of the parent(s) to check their child's head on a regular basis for signs of head lice and treat adequately and appropriately as necessary. Control depends on prompt case finding and effective treatment.

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up at the end of the school day. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" as a criteria for return to school.

Adopted: July 18, 2019

Revised: March 18, 2021

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

4811002