

Grafton School District

KENNEDY ELEMENTARY



HOME OF THE EAGLES

Student and Family Handbook 2014-2015

Kennedy Elementary School
1629 11th Avenue
Grafton, WI 53024

262-376-5650

Everybody helping everyone learn every day.

TABLE OF CONTENTS

KES Contact Information	3	Money/Personal Valuables	30
Arrival and Departures	5	New Families	30
Attendance of Students	6	Newsletters	30
Behavior of Students	9	Notification of Rights under FERPA	30
Bicycle Rules	13	Personal Items	32
Birthday Parties	13	Phone Use/Cell Phones	32
Bus Safety & Info	13	Professional Qualifications	32
Bullying School Policy	16	Protection of Pupil Rights	32
Chemical/Tobacco Use	18	Recess	33
Child Abuse	18	Report Cards	33
Child Care	18	School Pictures	34
Class Lists	18	Searches: Lockers/Cubbies/Hooks	34
Communicable Diseases	19	Sexual Harassment Policy	34
Immunization	19	Skateboards, etc.	34
Communication	19	Snacks	34
Computer Usage Policy	21	Special Services	36
Conferences	25	Student Involvement	37
Curriculum	25	Student Non-Discrimination	37
Directory Information	25	Student Privacy	37
Dress Code	26	Student Religious Accommodations	38
Emergency Cards	26	Students and Comm. Devices	38
Emergency Information	26	Supervision	39
Field Trips	27	Testing	39
Foot Notes	27	Thursday Folders	39
Homeless Children	27	Title One (I) Programs	39
Homework	28	Visitors	40
Human Growth & Dev.	28	Volunteers Are Welcome	40
Lost and Found	28	Weapons and Facsimile Weapons	43
Lunch Program	29	Weather	43
Medication	29	Website and Email	44

**Contact Information
Kennedy Elementary School
2014-2015 Extension List**

Attendance Line		376-5555
School Main Line		376-5650
Dr. Craig Gunderson	Principal	376-5651
Mrs. Stacy Fischer	Admin. Asst.	376-5655
Mrs. Jamie Koehler	Health Aide	376-5666
Mrs. Sheila Binder	School Psych	5657
Mrs. Nicole Granke	4K	5667
Mrs. Sarah Grimm	4K Aide	"
Ms. Amy Buckles	5K	5670
Mrs. Mary Halter	5K Aide	"
Mrs. Shannon Gasiorowski	5K	5673
Mrs. Aileen Kloss	5K Aide	"
Mrs. Beverly Hemley	Gr. 1	5671
Mrs. Marjean Westphal	Gr. 1	5672
Mrs. Christine Fujinaka	Gr. 2	5680
Mrs. Maribeth Starr	Gr. 2	5681
Mr. Scott Lazovik	Gr. 3	5685
Mrs. Chris Shewczyk	Gr. 3	5686
Mr. Robert Perry	Gr. 4	5691
Mrs. Deb Rupnow	Gr. 4	5690
Mrs. Jessica Jacobson	Gr. 5	5695
Mrs. Gwen Lengyel	Gr. 5	5696
Mrs. Susie Baade	Speech/Lang	5662
Mrs. Rebecca Bryhan	ED/LD	5668
Mrs. Lisa Barber	ED/LD	"
Mrs. Pam Meske	ED/LD Aide	"
Mrs. Darlene Griffin	ED/LD Aide	"
Mrs. Diane Vepraskas	Occ. Ther.	5729
Mr. Sam Huber	Phy. Ed.	5663
Mrs. Kristin Dillahunt	Music	5678
Mrs. Teri McMurtagh	Art 3-5	5677
Mrs. Jackie Geiger	Art K-2	5677
Mrs. Valerie Mallman	LMC	5659
Mrs. Lucy Wyka	LMC Aide	"
Cheryl Scholler	Reading Inter.	5679
Mrs. Sandy Bartoszewski	Title 1 Math	5679
Mr. Jim Heinman	Custodian	5674

**John F. Kennedy Elementary School
Profile
School District of Grafton**

Mission Statement

*Our learning community exists to create experiences that
maximize the growth of every student.*

Kennedy Mission Statement

Everyone helping everyone learn every day.

Location:

1629 11th Avenue
Grafton, Wisconsin 53024

Enrollment: ~300

Faculty & Staff: ~35

School Hours: 8:20am-3:20pm

Office Hours: 7:45am-4:15pm

Kennedy Elementary School Family School Organization (FSO)

FSO would like to extend a warm welcome to you. Since you, as a Kennedy parent, are already a member, we strongly encourage your attendance at meetings. Meetings will be held in the all-purpose room at 6:30 p.m. There are no dues, however, we need your support, interest and input. Baby-sitting is provided.

FSO participates in and supports a variety of activities during the year. Some of these activities include :Back-to-School Picnic, Red Ribbon Week, Scholastic Book Fair, Teacher Appreciation Week, Kennedy Carnival, Buddy Breakfast And...Many other fun activities for students, parents and teachers.

We hope you will get involved! If you have any questions about FSO (Family School Organization) please feel free to contact any board member.

Lisa Rau	President	262-204-8005	raumaj@att.net
Amy Lueck	Vice-President	262-391-0397	amybeth417@gmail.com
Tracey Jager	Treasurer		tjager1@wi.rr.com
Jen Shimon	Comm. Coor.	262-388-3830	jennifershimon@yahoo.com
Craig Gunderson	Principal	262-376-5651	cgunderson@grafton.k12.wi.us
Rebecca Bryhan	Teacher Rep.	262-376-5650	rbryhan@grafton.k12.wi.us

Arrival and Departures

8:05am	Outdoor Supervision of Students Begins
8:15am	First Bell Rings
8:20am	Tardy Bell Rings
8:20am - 3:20pm	School In Session
3:20pm	Dismissal Bell Rings

If your child walks to school or must walk any distance from the bus stop, please take a few minutes to talk about the safest route and the behavior you expect. Parents may want to practice walking the route several times with young children. If there are any changes in a child's usual riding or walking routine during the year, including a child taking a different bus, a note from the parent is required. A bus pass will be given provided space is available on that bus.

When picking up a child before school is dismissed, you must report to the school office with proper identification and sign the register. This includes doctor and dental appointments. When your child returns to school please bring Doctor/Dentist Excuse to office. Parents also must notify the office if someone else is picking up their child.

Remember to keep the school advised of any changes that might affect contacting you in cases of emergency: the people to contact; employment phone numbers for parents; and doctors to be contacted.

Parking, Loading or Unloading

Do not stop or park in the loading zones marked by yellow curbs as it presents a danger to students who step into the street before checking for traffic. Between 8:20am and 3:20pm access to the school is only available via the front doors on 11th Avenue.

No one except staff should drive their vehicle into the parking lot in the rear of the school. There is no parent pick-up or drop-off in the KES parking lot in the rear of the school.

Adults and children should never walk between parked school buses as this major safety concern for pedestrians that could result in catastrophic bodily harm.

If you drive your child to school or pick them up in your vehicle, please drive slowly and safely, being acutely aware of all pedestrians and vehicles. Yield to all pedestrians crossing streets. Plan accordingly so that you are not tempted to rush a student pick-up or drop-off.

No parking on the east side of 11th avenue (public library side) marked in yellow (students crossing between buses have been a safety concern) or in the loading zones.

Parents of K-2 students should meet children at the front entrance and walk to vehicles with child/children. Parents of K-2 students may walk their child across the parking lot on Broad Street but should not park in the parking lot in the rear of the school. Grades 3 thru 5 drop off on 11th Ave. south of the bus loading zone NOT the bus loading zone.

Attendance of Students

Please call the school attendance line (262-376-5555) to report a student absence. If possible, please call the attendance line prior to the start of the school day. You may leave a message and the school office will process the absence request.

The Grafton Board of Education believes attendance is a key factor in student achievement. The Board understands illnesses and emergencies may occur which will require a student to be absent. However, the Board of Education firmly believes District goals, educational requirements, and the intellectual growth and development of each child requires that students be in attendance each day in order to properly and appropriately achieve the ultimate goal of graduation from the 12th grade for each and every child in the community.

The Board of Education has established the following as acceptable reasons for excused absences. Parents are required to notify the school of an absence prior to or on the day of the absence. Parents may be required to write a note affirming these reasons for an absence:

1. Illness
2. Medical
3. Family emergency
4. Religious holidays or instruction (limited by law)
5. School-sponsored or recommended activities
6. Family vacations or trips (parent or legal guardian)
7. Activities that have a direct relationship to the school curriculum
8. College visitation for second semester high school juniors and seniors (2 days)

Students are responsible for the work they will miss while absent from school. All tests and assignments missed during the absence must be made up within a reasonable mutually agreeable time after the student returns to class.

Any child's parent or guardian, or the child if the parent or guardian is notified, may request the school board, in writing to provide the child with program or curriculum modifications, including but not limited to:

1. Modifications within the child's current academic program.
2. A school work training or work study program.
3. Enrollment in any alternative public school or program located in the school district in which the child resides.
4. Enrollment in any nonsectarian private school or program, located in the school district in which the child resides, which complies with the requirements of 42 USC2000d. Enrollment of a child under this subdivision shall be pursuant to a contractual agreement which provides for the payment of the child's tuition by the school district.
5. Homebound study, including nonsectarian correspondence courses or other courses of study approved by the school board or nonsectarian tutoring provided by the school in which the child is enrolled.
6. Enrollment in any public educational program located outside the school district in which the child resides. Enrollment of a child under this subdivision may be pursuant to a contractual agreement between school districts.

Such requests as above should be made to the building principal. A decision shall be rendered, in writing, within 90 days of a request under the paragraph above, except that if the request relates to a child who has been evaluated by an individualized education program team under s. 115.782 and has not been recommended for special education, the school board, or its designee, shall render its decision within 30 days of the request. If the School Board, or its designee, denies the request, the School Board or its designee shall give its reasons for the denial.

Any decision made by a School Board or a designee of the School Board in response to a request for program or curriculum modifications under the above paragraphs shall be reviewed by the School Board upon request of the child's parent or guardian. The School Board shall render its determination upon review in writing, if the child's parent or guardian so requests.

Unexcused absences will be treated as follows:

1. By statute 118.16(1) (a) (b) and (c) which places a student as a "habitual truant" if they are absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester. A child may not be excused for more than 10 days in a school year. (WI Stat. 118.15(3)(c)). This demands a referral to the legal system.
2. High school students receiving unexcused absences will be assigned to the make-up time room or placed on in-school suspension. The time assigned will be determined by the high school administration and will have a direct relationship to the amount of time and amount for work missed.

In the case of a child who is excused by the School Board because the child is temporarily not in proper physical or mental condition to attend school but who can expect to return to a school program upon determination and abatement of the illness or condition, the school attendance officer may request the parent or guardian of the child to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, psychologist, or Christian Scientist practitioner who is living or residing in this state and who is listed in the Christian Journal, as sufficient proof of the physical and mental condition of the child. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid, not to exceed 30 days. Instruction in a home-based private educational program that meets all the criteria under section 118.165 (1) may be substituted for attendance at a public school or private school.

Keep Us Informed

Parents are requested to notify their elementary school if they plan to remove their child from school during the day for any reason. Parents are asked to stop in the office to sign the check-out/in log to help keep school officials informed. To plan the day's absence, please send a note with your child in the morning so we can have your child ready when you arrive.

Students who arrive after 8:25 AM will be marked tardy. Our teachers begin instruction right away at the beginning of the day, so please make sure your child is here on time, ready to learn when the bell rings.

We ask for your cooperation and understanding in sending children to school regularly. Irregular attendance results in considerable educational losses. Consider all possibilities before keeping children home for such things as appointments, trips, etc. Please be aware that, according to state statute, children attending school in Wisconsin may miss up to 10 TOTAL school days (excused or unexcused). However, if you provide a doctor's note, those absences are not included in the total. For more information, please read the attendance policy located in the annual notices section at the end of this handbook.

Guidelines From the District Nurse:

Deciding when to keep your child home from school is not always easy. It's important for children to attend school; however, for some parents staying home with a sick child means missing work. When a child is truly sick, the best place for them is at home in the care of an adult. This will allow them the necessary time to get well, and it will also prevent the spread of the illness to others.

The following information compiled from the Center for Disease Control and Prevention (CDC) may help you decide when to keep your child at home. The school health aides also use these guidelines to determine when you will be called to pick your child up from school. This information applies to all school-aged children, including adolescents. It is not intended to be inclusive of all illnesses or conditions that may indicate the need for your child to stay home from school. **This information does not take the place of a consultation with your medical provider.**

FEVER: A fever is defined as a temperature of 100°F or higher. Fevers are a **symptom** of a viral or bacterial infection. Children are likely to be contagious to others when they have a fever. If you do not have a thermometer and your child feels warm to your touch, they probably have a fever. Please do not give your child fever-reducing medicine and then send them to school. The medicine will wear off, the fever will probably return, and you would need to pick them up anyway.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: Any child with a fever of 100°F or higher should not attend school and should **not return until they have been fever free for 24 hours, without the use of fever-reducing medicine.**

COMMON COLD: The common cold is a contagious upper respiratory infection caused by cold viruses. It is the most frequent childhood illness. Symptoms can last 7 to 14 days. A child with no fever, mild symptoms, and otherwise feeling well may be fine at school.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: A child with cold symptoms such as deep or uncontrollable coughing or significant lack of energy belongs at home, even without a fever.

FLU (INFLUENZA): The flu is a highly contagious respiratory illness caused by influenza viruses and can cause mild to severe illness. A person with influenza can be contagious up to one week after symptoms appear. Children are one of the biggest sources for spreading the flu.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: A child with flu-like illness (fever and cough) must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine. If symptoms occur while at school, the student must be picked up as soon as possible to go home. Contact a medical provider with severe symptoms.

COUGH: A mild hacking cough often starts after the first few days of a common cold. A child with mild symptoms, no fever, and otherwise feeling well may be fine at school.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: A child with deep or uncontrollable coughing belongs at home, even without a fever. A child with cough and fever must stay home from school for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine.

SORE THROAT: A child with a mild sore throat, no fever, and otherwise feeling well may be fine to attend school. A significantly sore throat could be strep throat, a contagious illness. Other symptoms may include fever, headache, and upset stomach. Untreated strep throat can lead to serious complications.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: Keep your child home from school if they have a severe sore throat. Contact your medical provider if they also have a fever, headache, or upset stomach, as this

could indicate strep throat. Children diagnosed with strep throat are no longer infectious and can return to school 24 hours after antibiotic treatment has been started.

DIARRHEA/VOMITING: Vomiting and diarrhea are usually caused by a stomach virus. It is often called the “stomach flu,” even though it is not caused by the influenza viruses. Vomiting may last for 12-24 hours, and diarrhea may take several days to completely resolve.

WHEN TO KEEP A CHILD HOME FROM SCHOOL: Children who have vomited more than twice in 24 hours or have had 3 or more watery stools should be kept at home and should return to school only after being symptom-free for 24 hours. Consult your medical provider if your child also has a stomachache that is persistent or severe enough to limit activity.

Behavior of Students: Positive Behavior Interventions and Supports (PBIS)

We believe that students have the right to learn in a disruption free environment, be protected from verbal and physical harm, be treated with fairness and kindness, and have their concerns heard by caring adults.

Statement of Purpose: The Grafton School District utilizes a PBIS framework for the purpose of promoting positive behavior by:

- Clearly defining appropriate behavioral expectations
- Teaching and practicing expected behaviors
- Encouraging expected behaviors
- Discouraging problem behaviors
- Providing consistent behavioral expectations
- Utilizing a common language pertaining to behavior
- Celebrating excellent behavior

It is intended that by utilizing a PBIS framework, teachers will have more time to teach and students will have more time to learn. PBIS is a process that actively engages school stakeholders to enhance school culture and positive behaviors at the individual, group and school wide levels.

Kennedy Elementary School is committed to creating a school climate of academic and behavioral excellence by facilitating an environment characterized by responsibility, respect, safety, and a readiness to learn. Students should remember that wherever they are, they should follow the directions of adults in charge and should demonstrate responsibility, respectfulness, safety, and a readiness to learn.

For student behavior situations that involve chronic, frequent, or severe problem behaviors, the staff of Kennedy Elementary School will respond in the following way:

Kennedy Elementary School




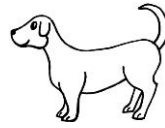

School Wide PBIS Expectations

We Are Responsible, Respectful, Safe, and Ready to Learn

Expectations For All School Environments	
Responsible	<ul style="list-style-type: none"> ● Be prepared ● Think before you act ● Do your best ● Be in control of yourself ● Leave no trace
Respectful	<ul style="list-style-type: none"> ● Treat others kindly with words and actions ● Be considerate and use good manners ● Accept others and their differences ● Look out for younger students
Safe	<ul style="list-style-type: none"> ● Walk indoors ● Think before you act ● Keep hands, feet, and objects to yourself
Ready to Learn	<ul style="list-style-type: none"> ● Arrive on time ● Be ready to participate

School Wide Volume Levels

Certain activities and locations within the school lend themselves to various volume levels.

Volume Level 0	Volume Level 1	Volume Level 2	Volume Level 3	Volume Level 4
				
Silent	Very quiet voice	Speaking voice	Outside voice	Emergency/Urgent

Kennedy Elementary School

School Wide PBIS Expectations

We Are Responsible, Respectful, Safe, and Ready to Learn

	Restrooms	Cafeteria	Playground
Responsible	<ul style="list-style-type: none"> • Flush • <u>Think Two</u> 2 pumps of soap 2 paper towels 	<ul style="list-style-type: none"> • Sit and eat • Sit and talk 	<ul style="list-style-type: none"> • Play in designated areas • Take turns with games and equipment • Dress for the weather
Respectful	<ul style="list-style-type: none"> • Respect others' privacy • Volume 0, 1 • Use equipment appropriately 	<ul style="list-style-type: none"> • Use polite manners • Include others • Volume 0, 1, 2 • Raise your hand if you need something 	<ul style="list-style-type: none"> • Use equipment appropriately • Volume 0, 1, 2, 3
Safe	<ul style="list-style-type: none"> • Feet on the floor 	<ul style="list-style-type: none"> • Walk around the outside 	<ul style="list-style-type: none"> • Debris and snow stays on the ground
Ready to Learn	<ul style="list-style-type: none"> • 2 minutes or less 	<ul style="list-style-type: none"> • Face forward in line • Find a spot right away and please stay there • Final 5 	<ul style="list-style-type: none"> • Line up when the bell rings/whistle blows • Resolve any concerns before returning to class

FLY LIKE AN EAGLE!



Observe the problem

Is this a major or minor offense?

MINOR OFFENSE

MAJOR OFFENSE

- Reteach with rehearsal of changes to meet expectations (intervention).

-Recognize & reinforce corrected behavior. This may warrant a minor behavior referral in the future (not yet articulated).

-Teacher continues managing classroom behaviors. If behavior continues, refer to major offense.
-Make parent contact as necessary.

<u>Behaviors:</u>	<u>Minor</u> (Retaught by staff):	<u>Major</u> (Dealt with in office):
Disrespectful Behavior	- Off Task or avoidance behavior of work or task - Arguing with peers - Gossip - Inappropriate response to teacher requests - Lying - Cheating	- Chronic minor behavior - Insubordination - Harassment/bullying - Threats (verbal or written)
Disruption	- Talking out - Inappropriate noises - Inappropriate hallway behaviors (running indoors) - Playing with food or other objects - Play incorporating pretend weapons	- Sustained, extreme, and/or malicious disruptive behaviors (screaming/out of control) - Weapons
Electronic Devices/Toys	- Inappropriate use of electronics or toys at school	- Searching or accessing inappropriate content
Inappropriate Language	- Name-calling - Bathroom humor	- Swearing - Insensitive name-calling (racial, cultural, etc.)
Dress Code	- Clothing inappropriate for the weather or given circumstances	- Suggestive, violent, and/or inappropriate content
Physical Contact	- Horseplay - Non-malicious but inappropriate contact.	- Fighting - Physical contact with intent to harm
Property Misuse	- School property misuse	- Vandalism - Stealing - Intentional destruction
Other	-Other minor behaviors	-Other major behaviors

-Address behavior by restoring order and gathering information.

-Refer Problem Behavior to Office.
-Fill out "Major Behavior Referral Form" by the end of the day.

-Conference with Principal or Designee
-Replacement behavior reteach/rehearse

Resolution
-Supports, conflict resolution, restorative practices, progressive discipline, contact home, communication to involved staff, input to Alpine

Bicycle Rules

Bicycle riding presents a safety hazard when students do not follow proper bicycle safety rules. Make sure your child can handle a bike safely before riding to school. Children are to ride their bikes on the right side of the road, watch out for cars, and stop at all stop signs. We expect students to walk their bikes on school grounds. Helmet use by students is strongly recommended. Bicycles must be kept in the bike racks all day. All children should lock their bikes once they arrive at school. The school will not be responsible for lost or damaged bicycles.

Birthday Parties

If you are planning a party at home and wish to invite class members, please phone the invitations or mail them directly to the home rather than handing them out at school. Also, we like you to consider the school district's Student Nutrition and Wellness plan when sending Birthday treats to school. Please refrain from sending flowers and balloons to school for a birthday surprise. We do not let the students take them to the classroom because they are very distracting.

Bus Safety and Information

1. *While Waiting for the Bus*

DO:

- Ⓒ Walk to the bus stop facing traffic where the law requires
- Ⓒ Be at the bus stop 5 minutes before scheduled pickup time
- Ⓒ Wait in a safe place off the main road
- Ⓒ Board the bus by forming a single line
- Ⓒ Wait for the driver's hand signal
- Ⓒ Cross the road 10-12 feet in front of the bus

DO NOT:

- Ⓒ Trespass on private property
- Ⓒ Run toward a moving bus as it approaches the bus stop or loading zone at the school

2. *While on the Bus*

DO:

- Ⓒ Be seated quickly
- Ⓒ Talk only in a normal voice
- Ⓒ Remain seated facing the front, keeping feet on the floor and out of the aisle
- Ⓒ Keep absolutely quiet when approaching railroad crossings
- Ⓒ Keep head, body and arms inside the bus
- Ⓒ Identify yourself when requested by the driver

DO NOT:

- Ⓒ Change seats while the bus is in motion
- Ⓒ Eat or drink
- Ⓒ Tamper with the bus or any of its equipment
- Ⓒ Throw objects on the bus or out the window

- ⦿ Smoke or light matches
- ⦿ Spit out of the bus window
- ⦿ Make obscene gestures or use profanity
- ⦿ Show disrespect for the driver
- ⦿ Fight on the bus or at the bus stop

3. *When Leaving the Bus*

- ⦿ Walk 10-12 feet in front of the bus if crossing the road
- ⦿ Wait for the driver's hand signal to cross
- ⦿ Stop, look both ways before stepping from in front of the bus and walk across the road

4. *Other Conditions*

- ⦿ Vandalism to the bus will be paid for by those responsible
- ⦿ All pyrotechnic devices and incendiaries are banned from any school bus
- ⦿ Pupils may be assigned to definite seats and not permitted to move from that assigned seat without permission from the bus driver.
- ⦿ No student is permitted to interfere with another or to molest the property of another student
- ⦿ Live pets, animals, or wildlife are not permitted on a school bus
- ⦿ Musical instruments or other items that cannot be carried or held shall not be permitted inside the bus
- ⦿ Radios or recording/player devices are permitted on the bus only if used with headphones.

STUDENT TRANSPORTATION GUIDELINES

SCHOOL DISTRICT OF GRAFTON

Board of Education Policy

751 Rule

- A. Eligibility for transportation is determined by the student's address/residence. If the student lives in a walk zone, s/he is not eligible for transportation even if s/he attends a day care or a babysitter located in a bus zone. In addition, buses will not pick up at day cares located in walk zones.
- B. Bus stops are established in a manner that provides the most safe, efficient service. Bus stops are designated to serve the maximum number of riders with the minimum number of stops. Bus stops are generally placed at intersections to minimize the disruption of traffic.
- C. Pick-up and drop-off stops for regular education riders are established at corner stops. Any student may be required to walk the following distances to a bus stop:

4K – 5th grade – 0.25 miles

6 – 12th grade – 0.5 miles

Stops in front of a rider's home will not be established unless deemed necessary by the District. Stops located in a cul de sac that is two (2) blocks or less in length (approximately 0.2 miles) will not be established. A rider is the responsibility of the parent/guardian until s/he boards the bus before school and after the rider is delivered to the designated drop-off location at the end of the school day.

- D. Bus service is provided for eligible riders for the sole intent of transporting District students to/from school. Unless stated in a student's IEP, the District will not transport a student to work or other non-school activity. The District does not permit riders to take alternate bus routes home or get dropped off at another rider's stop.
- E. Riders may only have one designated pick-up location and one designated drop-off location. The pick-up and drop-off locations may be different. Exceptions may be made in the event of joint custody/placement. Copies of the placement agreement must be provided to the building administrator to determine if an accommodation can be made.
- F. Riders are required to be at their designated stop prior to the scheduled pick-up time established by the District. Students are advised to arrive at least five (5) minutes prior to the scheduled pick-up time.
- G. Five (5) year old kindergarten (5K) students will be picked up and dropped off with other elementary students at a designated stop. Morning four (4) year old kindergarten (4K) students will be picked up with other elementary students in the morning and dropped off mid-day at a designated stop. Afternoon four (4) year old kindergarten (4K) students will be picked up at a designated stop and dropped off with other elementary students in the afternoon. An adult must assume responsibility for the child at the stop when dropped off/picked up. If an adult is not visible to the driver at the stop of a 4K or 5K student, the student will not be dropped off. The driver will return the student to school. The parent/guardian will be called to pick up their student from school.
- H. All school rules apply to riders on the bus. Those regulations apply to after school, field trips, and interscholastic athletics transportation as well as regular routes to and from school. All students shall obey the driver. Students who fail to follow bus safety rules and/or do not obey the driver may be suspended from bus riding privileges. The parent/guardian will be notified of student misconduct on the bus. Continued behavior violating bus safety rules may result in the loss of bus riding privileges.

Bullying School Policy

SCHOOL DISTRICT OF GRAFTON Board of Education Policy

443.75

Introduction

The School District of Grafton strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. 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.

Bullying behavior can be:

1. physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the District. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building administrator. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a building administrator. Other investigators may include the Director of Special Education and Student Services and/or the Superintendent.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

Procedure for investigating reports of bullying

The person assigned by the District to conduct an investigation of the bullying report shall interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. The investigator will use the District’s Student Harassment/Intimidation Policy’s exhibits for documentation and processing of the complaint. (See Policy 411.1)

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the District administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Student services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. The school district will also provide a copy of the policy to any person who requests it.

Legal Ref.: Sections 118.02
 118.13
 118.46
 120.13(1)
 947.0125
 947.013

Cross Ref.: 411 Exhibit, Discrimination Complaint Form
 411 Rule, Student Discrimination Complaint Procedures
 411.1, Student Harassment/Intimidation
 411.1 Exhibit 1, Student Harassment/Intimidation Reporting Form
 411.2 Exhibit 2, Harassment/Intimidation Interview/Investigation Document

Form

 411.1 Exhibit 3, Harassment/Intimidation Administrative Investigation

Summary

Date of First Reading: July 26, 2010
Date of Second Reading: August 16, 2010
Approval: August 16, 2010

Chemical/Tobacco Use

It is against the law to possess, distribute, exchange, sell, give away or be under the influence of alcohol and/or controlled substances, real or look-alike drugs, at any time in the school buildings, on school properties or as part of school-related activities. In addition, no one shall use or possess drug paraphernalia for purposes prohibited by the Controlled Substance Law or local ordinance.

Appropriate assistance and/or disciplinary action will occur when the policy is violated. Help your child choose clothing that does not advertise alcoholic beverages.

Child Abuse

Wisconsin Statute 48.981(2) requires that any school personnel, who in the performance of their duties encounter a child they suspect has been physically or sexually abused, are mandated to report such incidents to the appropriate authorities. If school personnel willfully ignore or violate this section by failure to report, they are subject to fine or imprisonment.

Typically at the elementary level, suspected physical abuse, sexual or emotional abuse, neglect or threat of injury is reported to the building principal. All school personnel are mandated child abuse reporters and will report any information to county Social Services or the police department. The appropriate agency does the formal investigation, not school personnel.

Child Care

After-school care is available from Ozaukee Day Care. Space is limited so call early! To make arrangements, call 375-2016. Little Friends Day Care, 375-6122.

Class Lists

Each spring, our staff collaborates and engages in the process of assigning students to homerooms for the following school year. Each grade level team sits down and looks through their class lists together, taking into account the strengths and weaknesses of all students, including those with special education needs or other required services. Using that information, along with the understanding of each child's academic and social development, they form tentative class lists that are then passed on to the building principal for final approval. Equal numbers of boys and girls will be put into homerooms with consideration given to academic abilities and social development. Class lists are then finalized over the summer and posted.

To assist in this process, parents/guardians should not make specific requests for teachers. Avoiding this provides us with the opportunity to create equitable learning environments for all of our learners and staff. Please do not pass along requests for certain teachers to your child's current teacher as this makes the process more difficult for grade level teams. We will work together to place each child in the environment that we feel would be most conducive to their success as a learner, and we appreciate your trust in making those educational decisions. Once the class lists are posted, changes cannot be made unless there are exceptional circumstances (ex. – multiple students moving out of one classroom).

Communicable Diseases

Any communicable disease such as measles, mumps, chicken pox and head lice, must be reported to the Ozaukee County Health Nurse (238-8170) and the school principal. District policies and procedures are in place to respond as needed.

Kindergarten thru Grade 5: Immunization requirements

4 DTP/DTaP/DT, 4 Polio, 3 Hep B, 2 MMR, 2 Var

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

DEPARTMENT OF HEALTH SERVICES STATE OF WISCONSIN

Division of Public Health

s. 252.04, Wis. Stats.

P-44021 (Rev. 07/12)

STUDENT IMMUNIZATION LAW

AGE/GRADE REQUIREMENTS

2014-2015 SCHOOL YEAR

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

Age/Grade	Number of Doses					
Pre K (2yrs through 4 yrs)	4 DTP/DTaP/DT ²		3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶
Grades K through 5	4 DTP/DTaP/DT/Td ^{1,2}		4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶
Grades 6 through 12	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶

Communication: Parent/School

It is in the best interest of a successful school setting that lines of communication between all concerned parties remain open and operational.

Parents are urged to honor the following reference points in the order in which they appear, when seeking answers to questions pertinent to their child's education:

1. Classroom Teacher
2. Building Principal
3. District Superintendent

4. Grafton School Board

Elementary school faculty members are available before and after school hours for meetings with parents and/or students except in cases of prior commitment. Other conference times are available upon request.

Communication between the home and school is very important. Please call any staff member with concerns or questions you may have or to make an appointment. Please note that during the school day these lines will go directly to a particular teacher's voice mail so as not to interrupt the classroom setting. Teachers will be checking their voice mail regularly, and may receive calls directly before and after school.

The district goal is to improve the channels for communication between parents and teachers, and we encourage you to call your child's teacher directly when you have a question.

Please let your child's teacher know about things that may have an impact on students' behavior (death, separation, parent out of town, etc.) Be sure to share such things as winning an award, getting a new pet, birth of a sibling, etc.

Expectations of Parents

- Parents realize that they are an essential supporting element in the school/parent team.
- Parents maintain an open relationship with school staff and contact the school as they see problems developing.
- Parents will set a good example by emphasizing academics and encouraging their child to do his/her best in school.

Expectations of School Personnel

- Staff provide a safe and orderly school environment.
- Staff maintain a positive relationship with parents and contact them as
- Staff see problems developing.
- Staff provide a classroom environment which promotes what we know about learning.
- Staff encourage parent participation in their child's learning.

Staying In Touch

Teachers occasionally write notes to parents to communicate important messages. Please reply the next day to let the teacher know you have received the note. Feel free to ask the administration and teachers about the school curriculum. If they are not immediately available, they will get back to you.

Computer Usage Policy

SCHOOL DISTRICT OF GRAFTON

Board of Education Policy

362.2

STUDENT ACCEPTABLE TECHNOLOGY USE

The School District of Grafton is committed to free and open inquiry and discussion, fair allocation of District resources, and the provision for an educational environment free of needless disruption. Technology resources, computers, presentation equipment, network resources, communication systems, and Internet access (herein known as the Network) are available to all students (users) at the District for the purpose of supporting the educational mission of the District.

Acceptable Use

The Network is to be used only by persons authorized by the District and only for appropriate purposes. Each user shall take full responsibility for his or her use of the Network, including all messages, data, images, files, video, audio, and text that they access or transmit through the Network, regardless of whether that use of the Network is on-site or from off-site (non-District) locations. Users shall use social networking sites, chat, e-mail, blogs, wikis, web content publishing, or other shared online communication tools appropriately.

The District expects all users using the Network to exercise good judgment designed to further the student's education with the District. Examples of use that is not appropriate and does not demonstrate good judgment includes but is not limited to use, including accessing or transmitting content that is:

- pornographic or obscene (for example, U.S. Code 18 Chapter 71 Section 1468)
- child pornography (for example, U.S. Code 18 Section 2256)
- harmful to minors as identified in the Children's Internet Protection Act (CIPA)
- derogatory, threatening, violent, or discriminatory, and accessed or transmitted without legitimate educational purpose such as research
- in violation of the District Harassment/Intimidation Policy (411.1)
- in violation of the School Bullying Policy (443.75) (cyber bullying)
- in violation of Equal Educational Opportunities Policy (411)
- for impersonating the identity of another individual (including identity theft)
- attempting to falsify an online identity
- attempting to share personally identifiable information with any person or website unless authorized by the District
- an invasion of the privacy of others
- for private financial gain
- inconsistent with the requirements of any applicable license, copyright, or other contractual or legal protection of that content
- in violation of any school rule, District policy, state or federal law

If a user finds that he or she is using, transmitting or accessing content that contains material that is not appropriate including but not limited to those listed above, then he or she must immediately terminate that use, which may include disconnecting from the website, regardless of whether that content has been previously deemed acceptable by any technology protection measure. The user must inform the teacher or supervisor of the incident.

Internet Safety

The District uses software designed to filter and block access to pornographic Internet sites. The District uses commercially reasonable technology protection measures designed to comply with CIPA's requirements. The District may also block sites that are recommended for blocking by the Superintendent or the Superintendent's designee. In certain limited circumstances reserved to the discretion and decision of the Superintendent or the Superintendent's designee, the technology protection measures may be disabled, circumvented, or minimized for those demonstrating a bona fide research need to access such filtered or blocked materials, or for other lawful purposes.

User Accounts

Authorized users will be provided a username and password to access the Network.

Kindergarten and Early Childhood students will be granted generic user accounts without a password.

Authorized users of technology are responsible for the use of their individual user account and files.

No user shall share a personal user account password with another user, nor obtain another user's account password by any unauthorized means.

No user without specific authorization by the District shall read, alter, or delete any other user's computer files or electronic messaging, even if the operating system of the computer permits them to do so.

Systems Management, Security, Monitoring, and Data Integrity

No District User should have any expectation of privacy as to his or her use of the Network, including any use of computers or Internet usage, or the privacy of any content in communications, electronic mail messages, files, searches, downloads, notes, or other data stored on, transmitted, or received through the Network. The District reserves its right to monitor and record use of the Network, including Internet usage.

The District, through appropriate management personnel, reserves the right to inspect any and all data stored on the Network and any personal storage systems of any kind used on the Network, without notice or warning, and at any time or for any purpose.

No user may use the Network to use, download, or distribute software or data that is not authorized by the District, including any pirated software, or software used in a manner

inconsistent with its license agreement or applicable copyright law and District Use of Copyrighted Materials Policy and Rule (771.1, 771.1 Rule). Any use or content created or transmitted using the Network becomes the property of the District, subject to the restrictions of any existing licensing agreement or applicable copyright law or policy. Software, downloads, and other content may only be used in a manner consistent with their licenses or copyrights and applicable District policy and other controlling laws.

No software should be installed that is not directly authorized by the District. Users should seek the assistance of qualified systems management personnel in using non-standard software and data, and must never install downloaded software to networked storage devices without the assistance and approval of appropriate personnel.

No user may use the District's Network and/or computing facilities to propagate any virus, worm, Trojan horse, trap-door program code, root kit, or any form of destructive or malicious hardware or software instruction. Users may not propagate any virus "warnings" via network communication except to alert appropriate District systems management personnel. The District does use anti-virus software designed to protect the Network.

No user may intentionally delete or modify data that is used as part of an approved educational curriculum, except where the deletion or modification of said data is part of that curriculum.

No user may use the Network to disable or overload the Network, any property of the District, or any system on the Internet, or to circumvent any system intended to protect the privacy or security.

No user shall waste shared resources such as disk space, network bandwidth, printer paper, or printer toner. Users must be efficient in their use of these resources.

No user may physically tamper, move, alter, or dismantle any property, including software, unless authorized by the District.

No user may use the Network to access or attempt to access stored materials or data that are not appropriate for the user's legitimate intended use.

The District reserves the right to determine which content is kept, modified, or destroyed in accordance with District policy, state and federal law.

The District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services, including the Internet. The District will not be responsible for any damages a user may suffer, including but not limited to, loss of data or interruptions of service.

Enforcement

Failure to comply with this policy will result in the student being disciplined by the building administrator in accordance with building rules and the Student Discipline Policy (447), restrictions on use, and other corrective action determined by the District.

The District reserves its right to cooperate with requests from law enforcement and regulatory agencies for information regarding individual use of the Network.

The District shall not discriminate in the selection and evaluation of textbooks or related materials on the basis of sex, race, color, religion, national origin, homeless status, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap or any other reason prohibited by state or federal law.

Legal Ref: Wisconsin State Statutes Sections 120.13 (1); 121.02 (1)(h); 943.70; 947.0125;
Copyright Law of the United States of America, Pub.L.No.94-553,90 Stat.2541.
(U.S. Code 18 Chapter 71 Section 1468)
PL 106-554 Children's Internet Protection Act (CIPA)
Equal Educational Opportunities Policy (411)
Student Harassment/Intimidation Complaint Reporting Procedures Policy
(411.1)
School Bullying Policy (443.75)
Student Discipline Policy (447)
District Use of Copyrighted Materials Policy and Rule (771.1, 771.1 Rule)

Revised: June 5, 2000
Approved: July 17, 2000

Date of First Reading: November 15, 2010
Date of Second Reading: November 22, 2010
Revised: November 22, 2010

Conferences

Parent-teacher conferences are held on a scheduled basis throughout the school year. The dates are listed on the school calendar. Please feel free to call the school any time a conference with your child's teacher is needed.

Curriculum

The school district's curriculum is based on the local, state and national standards and best practices, and continuously reviewed by the district's curriculum teams. Our curriculum and instruction is designed to provide our students with 21st century learning experiences that are rich, rigorous, and engaging every day in every classroom.

Directory Information Public Notice

The Family Educational Rights and Privacy Act (FERPA) requires that the School District of Grafton, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District of Grafton may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District of Grafton to include this type of information from your child's education records in certain school publications. Examples include:

- ⑥ A playbill, showing your student's role in a drama production;
- ⑥ The annual yearbook;
- ⑥ Honor roll or other recognition lists;
- ⑥ Graduation programs; and
- ⑥ Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want the School District of Grafton to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The School District of Grafton has designated the following information as directory information:

- Ⓒ Student's name
- Ⓒ Participation in officially recognized activities and sports
- Ⓒ Address
- Ⓒ Telephone listing
- Ⓒ Weight and height of members of athletic teams
- Ⓒ Electronic mail address
- Ⓒ Photograph, video or other digital image
- Ⓒ Degrees, honors, and awards received
- Ⓒ Date and place of birth
- Ⓒ Major field of study
- Ⓒ Dates of attendance
- Ⓒ Grade level
- Ⓒ The most recent educational agency or institution attended

Dress Code

Students are expected to dress in a manner conducive to learning, health, and safety. We recognize that students' individual dress is primarily a parental responsibility that should reflect concern for the health and safety of the child. When the dress of the student constitutes a physical danger to any person, or when it causes a disruption or disturbance to the learning environment, the student will be asked to change or may be sent home to change. The following will apply:

- Ⓒ Clothing that disrupts the educational process (e.g. halter tops, offensively worded shirts, midriff tops, very short skirts or shorts) may not be worn
- Ⓒ No shoes with skate wheels allowed in school with the wheels attached
- Ⓒ Athletic shoes are required for physical education classes
- Ⓒ No caps or hats are to be worn in the building or in the classroom
- Ⓒ For your child's health and safety, please help him/her dress appropriately for winter weather conditions. During the lunch recess period, students are playing outside for up to 30 minutes.

For your child's health and safety, please help him/her dress appropriately for winter weather conditions. Coats are required until the outdoor temperature reaches 60 degrees. Boots, hats/hoods, gloves, and snow pants (K-2) are required to play during the winter months. During the lunch recess period, students are playing outside for up to 30 minutes.

Emergency Cards

Parents must complete a new emergency information sheet each year for each child attending school in the Grafton School District. All information will be updated electronically at registration. It is extremely important that all information be kept current so that school personnel can act quickly in an emergency and in accordance with parents'/guardians' wishes.

Emergency Information

Illness, Injury and Emergency Medical Care

Accidents are reported if they occur in the school building, on the school playground or at any school-sponsored activity resulting in student absence from class/school and/or they require the services of a physician or first aid.

In the event of an illness or injury that cannot be addressed to the extent the child can return to the classroom, parents/guardians or others as designated on the emergency form are contacted by our designated care provider reporting the injury/illness and care rendered. A determination is made regarding student transportation from the building, or parent/guardian permission authorizing the student to walk from school unaided may be obtained. If all attempts seeking student release from school are unsuccessful, the student will remain in school. All student head injuries, even if minor, are reported to parent, by phone when possible.

Ill or injured students being dismissed or excluded from school remain either in the designated health office or school office while their parents/guardian are contacted and they are subsequently dismissed. Students who are ill shall be excluded from school according to state law and regulations and established procedures.

Parents must complete a new emergency information each year for each child attending school in the Grafton School District. The changes should be completed at registration and returned to school as soon as possible. It is extremely important that all information be kept current so that school personnel can act quickly in an emergency.

Field Trips

Field trips are an important part of the school experience for children and are designed to extend classroom learning. They assist children in applying knowledge gained in the classroom and provide opportunities for teachers to extend that knowledge further when they return. Students are expected to obey all applicable school rules and display appropriate behavior on field trips. No electronic items are allowed on field trips (cell phones, digital cameras, Nintendo) etc.

Each child must have written permission to participate in field trips. Parents are welcome to serve as chaperones for these outings. Teachers will contact those who are interested.

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Homeless Children and Youth Education

Homeless children and youth have access to the same free, appropriate public education as provided to other resident children in the district and are provided with comparable services. The director of curriculum is the liaison for the School District of Grafton homeless population and should be notified immediately of any child who is considered homeless.

This information is kept confidential at all times. A variety of supports will be put into place, including immediate enrollment, supplies, waivers, and free school meals.

Homework

The question of homework assignments for children is often asked about. Generally, our school system's philosophy on the subject has been one which has attempted to guide teachers in their planning of homework for the children rather than setting specific "do's and don'ts". Certainly, both the age of the child and his/her ability to complete tasks should be carefully considered before assigning homework.

As a child progresses through the grades, a child's age, ability and homework increases. Generally speaking, primary level teachers do not give homework assignments. They may, however, expect some children to complete work they neglected or did not complete properly during the school day or suggest extra practice when needed.

For a homework assignment to be beneficial to a child, it should have certain characteristics:

1. It should be one that the individual can accomplish independently and successfully.
2. It should be able to be accomplished in a reasonable period of study or work time.
3. It should be suited for individual or private study.
4. Directions should be complete, simple and fully understood by the child.
5. The purpose should be clear to both the parent and the child.

Finally, homework is expected to be completed and returned to school on the specified due date. Ongoing learning in the classroom is related to timely completion of these assignments. If your child has difficulty completing assigned homework, please contact your child's teacher by phone or in writing in the assignment or communication notebook.

Human Growth and Development Instruction

The topics covered in Human Growth and Development are instructional opportunities to promote accurate and comprehensive knowledge in this area and responsible decision making and to support and enhance the efforts of parents to provide moral guidance to their children. The information and instruction is appropriate to each grade level and the age and level of maturity of the pupils. Parents shall be notified annually by their child's school of content to be covered in Human Growth and Development as well as how to inspect the complete curriculum and instructional materials.

Lost and Found

The school is not responsible for lost money, toys and other personal items. Parents should discourage children from bringing valuable items to school. Lost items or clothing, etc. are usually placed in the "Lost and Found" box. We urge you to label all clothing articles. It is difficult to imagine the great number of clothing articles left unclaimed at school each year. Such items are either laundered and placed in the Health Room box or donated to Family Sharing.

Lunch Program

The Grafton School District uses a computerized debit hot lunch/milk program. This accounting system allows parents to send one check to pay for all of their children's elementary lunches and milk. The menu is published in local newspapers, on cablevision Channel 5 or on our website www.grafton.k12.wi.us. A complete menu is available before the first day of each month.

An account name and number will be assigned to your family prior to school starting. Parents/Guardians will be assigned a login and password which will enable them to access their account information through the district website: www.grafton.k12.wi.us

An automatic reminder will be sent to you via telephone with an account balance. This will allow you approximately one week to issue another payment to the district.

The cost for daily hot lunch is \$2.20 (includes milk), \$.35 for milk only, and \$3.00 for adults.

If you would like to eat with your child please let us know before 9:00 a.m. so we can include you in on the lunch count. You may bring your own lunch if you prefer. Checks should be made payable to **Grafton SD Food Service** with your account number on the memo line of the check. Payments can be deposited in the designated payment boxes at any of the school offices or mailed to: School District of Grafton, Attn: Kathy Doedens, 1900 Washington Street, Grafton, WI 53024. (262-376-5424)

Some families may be eligible for free or reduced lunches. If you think you qualify, you may access the form on the school district website. www.grafton.k12.wi.us.

Child Nutrition Programs

Prior to the start of the school year the District notices parents, via a "Back-to-School" information packet, regarding the child nutrition programs offered, eligibility requirements for free and reduced price meals/milk and an application for such free and reduced price meals/milk.

A food service program will be part of the regularly scheduled programs in each school to assist in serving the educational, nutritional, social, and cultural needs of all children. The purpose of the food service program is to provide to students and staff well-balanced meals that are nourishing and at moderate prices. The school district will participate in the National School Lunch Program and will adhere to its standards for meal planning, use of commodity foods, and free and reduced price meal eligibility. Food service facilities may be available to district personnel at no expense to the food service program or school district upon approval of the Director of Business Services.

The Director of Business Services will be responsible for establishing appropriate procedures for the efficient operation of the food service program.

Medication

The Grafton School District policy requires that school personnel may only dispense medication after receiving the parental consent forms as well as the physician's request forms. All medication will be dispensed by the Health aide or school secretary and not by

the classroom teacher unless the class is on a field trip. **Medication MUST be sent to school in the original bottle with prescription information.** Students may not keep any medications in their desks, lockers, backpacks, etc.

Money/Personal Valuables

Money that you send to school with your child should be put in a sealed envelope. Please mark the envelope with your child's name, the teacher's name and the purpose for which the money is to be used. Checks are to be made payable to the school for the exact amount of the given transaction.

Personal items like cell phones, iPods, electronic games, trading cards, collectibles, etc. are the responsibility of the students and parents/guardians. **To avoid loss or damage, students should not bring these items to school.** Leaving these items at home also helps to avoid conflicts while playing at recess or when items go missing. The school is NOT responsible for any lost, misplaced, stolen, or traded items.

New Families: Getting to Know You

Parents and families new to the district are encouraged to contact the school office at any time regarding personal questions and concerns. The office is available to assist new parents and students in joining the Grafton school community.

Newsletters

In addition to the newsletters you may receive from your child's teacher, an all-school newsletter will be sent to each family every month. Please read these newsletters carefully for updates about what is going on in your child's classroom, as well as in our school. Please also closely monitor your Thursday *Eagle Express* emails because of the important information that is sent home each week in those communications.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords School District of Grafton parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the school or the School District of Grafton receives a request for access.
 - a. Student records include all records maintained by the elementary, middle or senior high school relating to individuals enrolled in the School District of Grafton.
 - b. Education records shall not include notes or records maintained for personal use by school district personnel if such notes are not available to others.
 - c. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a. Parents or eligible students who wish to ask the school or the School District of Grafton to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school or the School District of Grafton decides not to amend the record as requested by the parent or the eligible student, the school or the School District of Grafton will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the sharing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of the personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or the School District of Grafton as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school or the School District of Grafton has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - b. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - c. To inform the school (within 14 days) that all or any part of the students' directory data may not be released without the prior consent of the parent, guardian or guardian at litem.
 - d. To request that a student's name and directory data NOT be provided to military recruiters. The request must be made in writing no later than September 15 of a given year. The District must comply with such a request.
 - e. Option: Upon request, the school or the School District of Grafton discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
 - i. Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District of Grafton to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Personal Items

Personal items like Ipods, electronic games, collectibles etc. are the responsibility of students and parents. To avoid loss or damage, students should not bring these items to school. Students are not allowed to bring them into classrooms or on the playground.

Phone Use/Cell Phones

In order to avoid interruptions to class time, we request that you limit telephone messages for students to those involving unexpected situations or emergencies. Whenever possible, changes in after school routine should be finalized before a child leaves for school in the morning. Student use of phones will only be allowed in case of an emergency. This means that students should not be asking to use the phone because they forget homework, lunch money, etc. Our intention is to encourage student responsibility. State law and board policy restricts students from using cell phones on school grounds.

Students who choose to bring cell phones and other electronic devices to school must keep the devices turned off and in their backpacks during the school day so as not to disrupt the learning process. Per Board policy, the school and District are NOT responsible for lost, stolen, or damaged personal devices at school or during transit to and from school.

Professional Qualifications

The *No Child Left Behind* Act of 2001 gives parents the right to request information on the professional qualifications of their child's teacher.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- Schools and contractors must make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- Schools and contractors must obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent;

2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
8. Religious practices, affiliations or beliefs of the student or the student's parent

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Recess

Students are expected to dress appropriately and will be required to go out for recess, weather permitting. The only acceptable reasons for staying in at recess or noon are under the teacher's or principal's request or a written medical excuse due to injury or illness from a doctor. This written excuse should indicate the time period for staying in, any medication to be administered, and any other limitations placed on the student. A doctor's excuse is required for any student needing to remain in from more than 2 consecutive days. (Generally, the rule "if the student is well enough to be in school, he/she is well enough to go out for recess" will apply.)

Report Cards/Progress reporting

Reporting of progress is done on a trimester schedule. Students' progress is available on the School District Web via Family Access. Parents can view using their Family Access log in and password at the end of each trimester. Logins and passwords are given at registration. If you would like to receive a hard copy of the report card please contact your child's teacher.

School Pictures

Each year a photographer comes to each elementary school during September to take our school pictures. We will be sure to send notices home prior to that date describing the services available as well as the cost. Students bring their money on the day pictures are taken, retakes are available when children are absent on photo day.

Searches: Lockers/Cubbies/Hooks

The School District of Grafton provides lockers/cubbies/hooks for the convenience of our students and they are to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the lockers/cubbies/hooks for any other purpose at any time.

The locker/cubby/hook assigned to a student is the property of the School District of Grafton. At no time does the District relinquish its exclusive control of such lockers/cubbies/hooks. A locker/cubby/hook may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an assistant principal, a police-school liaison officer, a school employee or any other agent designated by the district administrator or building principal.

The aforementioned individuals may remove any item found in the locker/cubby/hook. Items removed from the locker/cubby/hook may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent(s)/guardian of a minor student shall be notified of items removed from the locker/cubby/hook and turned over to law enforcement officials.

Sexual Harassment Policy

Sexual Harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. Sexual Harassment is any unwanted attention of a sexual nature.

Incidents of sexual harassment should be reported to any of the following Building Principals:

Kennedy Elementary School	Craig Gunderson	376-5650
Grafton Elementary School	Karen Noell	376-5700
Woodview Elementary School	Nathan Joynt	376-5750
John Long Middle School	Liz Kayzar	376-5800
Grafton High School	Ken McCormick	376-5500

Skateboard/Roller Blades/Scooters/Heelies

Village statues prohibit the riding of skateboards/roller blades, scooters, Heelies on school property including sidewalks, playgrounds and parking lots.

Snacks

Responding to the Child Nutrition and WIC Reauthorization Act of 2004, the Grafton School District is developing a comprehensive nutrition and wellness plan to decrease the rate of childhood obesity and educate children on more healthy lifestyles.

As of September 2007, parents of elementary school students are required to use the following list as a guideline for sending snacks to school.

Parents may also consider sending non-food items such as stickers, a donated classroom book, pencils, etc. instead of snack foods to celebrate a special event, such as a birthday.

SNACK IDEAS FOR SCHOOL AND CLASSROOM PARTIES

Foods offered at school parties should add to the fun, but try to avoid making them the main focus. Remember, schools are responsible for helping students learn lessons about good nutrition and healthy lifestyles, and students should practice these lessons during school parties. For example, consider combining student birthday parties into one monthly event that incorporates physical activities as well as healthy snacks. Also, be sure to consider ethnic and medical food restrictions and allergies when providing classroom snacks. **Snacks containing peanuts or other nuts should not be served at school.** This includes, but is not limited to, snacks containing almonds, Brazilian nuts, cashews, hazelnuts, macadamias, pecans, pine nuts, pistachios, and walnuts.

Here is a list of healthy snack choices to consider for classroom events. We are asking that no candy, cakes, chips, or ice cream be served during classroom parties. Serving all healthy foods and incorporating physical activities make a powerful statement. **If food is prepared at home for whole class gatherings, it should be brought to school with a general list of ingredients or a checklist indicating whether any of the following ingredients are included: milk, eggs, fish, shellfish, wheat, and soy.** Along with peanuts and tree nuts, these ingredients are responsible for 90% of all food allergy reactions in children.

Fruits and Vegetables

- Fresh fruit and vegetables-be sure that they are thoroughly washed
- Applesauce cups
- Raisins or other dried fruit
- Canned fruit cups
- Prepackaged or thoroughly washed fresh veggies

Juices

- 100% fruit or vegetable juices

Dairy

- Yogurt in individual cups or tubes
- Pudding in individual cups or tubes
- String cheese
- Frozen yogurt bars
- Single serving of milk

Other Snack Items and Ideas

- Low fat popcorn
- Small bagels with cream cheese
- Granola bars
- Soft pretzels and mustard
- Pizza (no extra cheese and no more than one meat)
- Frozen treats such as 100% fruit juice pops

- Pretzels
- Trail mix (check for nuts)
- Fruit snacks
- Cheese, sausage, and low fat crackers
- Vanilla wafers
- Animal crackers
- Baked chips
- Fig cookies
- Bottled water (including flavored water)

Special Services

School Psychologists

School psychology is a service offered by specially trained professionals designed to help parents, teachers and schools work together for the benefit of the student. Primarily, school psychologists consult with teachers, assess needs, plan programs, and intervene in crisis situations by working with individuals, groups, and systems. Psychologists play a key role in the evaluation of students who may have special learning needs.

Reading Interventionists

Each elementary building has a Reading Interventionist on its faculty. This licensed educator works with the classroom teacher to provide additional, focused instruction to students who are having difficulty meeting grade level reading proficiency. The reading interventionist meets daily with students identified through the district IST (Instructional Services Team) process, delivers targeted instruction in specific reading and writing skills, assesses student progress, and collaborates with the classroom teacher to evaluate the reading progress of students who both need additional practice or enrichment. The building Reading Interventionists work under the guidance of the K5 District Reading Specialist, who oversees literacy programming and interventions at all three elementary schools.

Library Media Center

Reading is a fundamental part of the elementary school curriculum. Books can be checked out of the school library for one two-week period but can be returned anytime. Before another book can be checked out, however, books that are currently checked out must be returned. For a school treat in honor of your child's birthday, consider donating a book to the library in your child's name. A bookplate in the front of the book will designate its donor.

Computer Technology

Mobile devices and a mini- computer lab are available for student access and instruction in Kennedy Elementary; additionally, computers are provided within the classroom. The District Computer Coordinator is responsible for implementing the computer curriculum for all schools.

Technology Upgrades

As part of an ongoing initiative, the district has provided the infrastructure for improved instructional use of technology. In particular, all instructional locations have been networked for data and video. This enables the district to provide computer access to distributing video both internally generated and from cable as hardware becomes available.

Please note that the district monitors student access to the internet and has a regulatory policy concerning its access and use (outlined at the end of this handbook).

Special Education Classes

The Grafton School District provides special education classes at all grade levels. Specialized programs are offered to children with learning disabilities, emotional disabilities, vision, hearing, orthopedic and/or speech/language impairments. Special transportation, occupational therapy, physical therapy and other related services are provided, if necessary, to enable the children to benefit from special education services. Children can be referred for special education assessments by parents or school personnel. Early childhood classes are available for eligible special education children ages 3-6.

Student Involvement

There are a variety of activities for students to be involved in at Kennedy Elementary School. Some of them are listed below, and additional ones may be offered throughout the year:

- Brownies/Girl Scouts
- Cub Scouts/Boy Scouts
- Destination Imagination
- G-Group (Grades 3-5)
- Chess Club

Student Non-Discrimination Statement

The School District of Grafton does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

Resolution of Complaints

The School District of Grafton encourages informal resolution of complaints under its non-discrimination policy. If any person believes that the School District of Grafton, or any part of the school organization, has failed to follow the law and rules of s.118.13, Wisconsin Stats. and P.L. 9 Wisconsin Administrative Code, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a written complaint to:

Dr. Mel Lightner
Superintendent of Schools
School District of Grafton
1900 Washington Street
Grafton, WI 53024-2198
Ph: (262) 376-5440

Student Privacy

The School Board and the School District of Grafton respects the privacy rights of parents and their children. No student attending school within the School District of Grafton will be required to participate in any survey with a school program, or the district's curriculum, or which is administered by a third party in the schools, if the survey includes one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent(s)
- Mental and psychological problems of the student or the student's family

- Sex behavior and/or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom students have close family relationships
- Legally recognized privileged relationships such as those of lawyers, physicians and ministers
- Religious practices, affiliation or beliefs of the student or the student's family
- Income other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program

Parents must be notified when such surveys are scheduled. Parents have the opportunity to request that their child not participate in a survey containing any of the above information. Parents may also inspect a survey containing any of the above information before the survey is administered or distributed to a student. Parents will also be notified when the following occur:

- Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- Any non-emergency, invasive physical examination or screening that is:
 - Required as a condition of attendance
 - Administered by the school and scheduled by the school in advance
 - Not necessary to protect the immediate health and safety of the student or other students.

Student Religious Accommodations

The School District of Grafton has no policy prohibiting participation in constitutionally protected prayer in school. The School District of Grafton will also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. The School District of Grafton encourages informal resolution of complaints under its non-discrimination policy. If any person believes that the School District of Grafton, or any part of the school organization, has failed to follow the law and rules of s.118.13, Wisconsin Stats. and P.L. 9 Wisconsin Administrative Code, or in some way discriminates against pupils on the basis of religion, he/she may bring or send a written complaint to:

Dr. Mel Lightner
 Superintendent of Schools
 School District of Grafton
 1900 Washington Street
 Grafton, WI 53024-2198
 Ph: (262) 376-5440

Student Use/Possession of Two-Way Communication Devices

Students in the School District of Grafton are prohibited from using or possessing an electronic paging and/or communication device while on premises owned, rented by, or under control of a public school in the School District of Grafton. Consequences for violating this policy may include, but are not limited to, suspension from school, school

sponsored events, and forfeiture of the communication device to school or police authorities.

Supervision

The supervision of students begins just before classes start for the day and ends at dismissal time in the afternoon. Morning supervision begins on the playgrounds at 8:05am. Children are not to arrive before that time. Children will not be allowed to enter the school before 8:15am, except during inclement weather. Classes begin at 8:20am and end at 3:20pm. At the end of the day, children should leave the building. Children are not supervised after school unless participating in an authorized staff supervised activity or in approved childcare setting.

Testing

Wisconsin mandated standardized testing occurs at grades three, four and five. The Wisconsin Student Assessment System is administered in November for those grades. Students are assessed in reading and math in all grades. In addition, grade four students are also assessed in the areas of science, social studies, language and writing. During the 2014-2015 school year, students in grades 3-5 will likely be assessed in the areas of literacy and math with an assessment known as the Smarter Balanced Assessment, in accordance with state laws.

Students in the Grafton School District also participate in the Midwest Measures of Academic Progress (MAP) test during the school year. These assessments allow us to monitor growth and adequately plan for the needs of our learners.

Thursday Folders

Each Thursday *Eagle Express* updates will be emailed to you using your email address on file unless you request a hard copy to be sent home. Additionally, our school utilizes Thursday Folders to distribute important information. It is extremely important that you read the information contained in the folder and return the folder to school so that they can be reused each week for your family. This is a very important vehicle for information between home and school, and we appreciate your help in reading through the contents so that you are informed and updated. If you have an updated email address, please contact the office.

Title One (I) Programs

Parents of elementary aged students are notified at the beginning of each school year if their child is identified as eligible to receive Title I services. A parent information meeting is held to explain the program. Parents also receive a parent compact explaining the program and expectations for students, parents, and the school. Title I schools are expected to have highly qualified teachers. Parents may contact the building principal to inquire about:

- (1) the professional qualifications of their child's classroom teacher, including the following:
 - (a) whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught;
 - (b) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived;
 - (c) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.

(2) The professional qualifications of paraprofessionals providing instructional-related services to their child.

The above notification must be given to the parents of each student attending a school in the district that received Title I funds, not just to the parents of students participating in the Title I program. Parents who request teacher and/or paraprofessional qualification information must be provided the information in a timely manner.

Visitor Policy

In order to keep our students' safe at Kennedy School, we ask that all visitors (including parents) stop and sign the check in/check out log in the school office and pick up a visitor badge. The staff will know that you have checked in when they see the badge. Stop back to office before you leave the building to check out.

If you are coming to pick up your child during the school day, come to the office to sign your child out. We will call your child's classroom and have him/her meet you in the office. If you need to drop something off for your child, please bring it to the office.

Volunteers will be provided with a special name tag to wear each time they are in the building. Return the tag to the office and sign the log when you leave. We hope that these measures will help to keep our students safe during the school day. Thank you in advance for your understanding and cooperation.

Volunteers For School & Classroom Welcome

By working collaboratively with you, our school can help your child reach his/her potential. Research consistently supports the fact that the best learning for children happens when the school and parents/guardians are active partners. We encourage and welcome your involvement here at Kennedy!

One way you can get involved is through volunteering. No special skills are needed except a positive attitude and a smile. We need your help in a number of areas, including weekly roles or occasional support. Tasks may include working in classrooms, clerical tasks, or help with special events. Teachers welcome parents who can listen to a child read, practice math skills, or chaperone a field trip. Watch for sign-up information in our Kennedy communications, notes from teachers, and/or FSO communications.

Another way to stay involved is through conferences. Conferences are scheduled throughout the year and more frequently as needed to share your child's progress. We know that many parents/guardians work during school hours, so if you have a concern or are happy about an experience your child has had at school, just call, email, or send a note with your child. If your child's teacher is busy when you call, he/she will return your call as soon as possible. Be sure to sign up for conferences at Open House in September.

Please look for and/or ask about other ways you can engage in our Kennedy Learning Community throughout the year. We sincerely appreciate all our families do to support our students. Please know that our doors are always open, and you are always welcome here at school!

Dear Parents & Families-

We encourage family members to participate in our school programs. In fact, we recognize that parents are the primary teachers and role models for children. There are many ways to be involved in your child's elementary school experience. Please check the appropriate boxes for ways that you would like to help with our program and return this form to school.

Thank you!

- Please add my contact information to a database to be shared with other parents and families with children in school (often used for coordinating rides to school, etc.)
- School Crossing Guard Volunteer- School Days: (Check 1 or 2 boxes) 8:00am-8:20am 3:15pm-3:35pm
- Room Parent (Coordinated by FSO and classroom teachers: Assist in gathering donations for classroom activities, participating in our classrooms, and assisting students and teachers in school related matters.)
- Doing projects at home to assist teachers (cutting, sorting, etc.)
- Sharing a talent or family tradition with your child's class (art, music, dancing, etc.)
- Providing necessary school supplies for teachers to be used in classes
- Providing art/cooking/science/special supplies for elementary teachers
- Providing healthy prepackaged snacks
- Chaperoning field trips
- Attending school events designed for students
- Participating in planning, organizing, and helping out at Parent Teacher Organization events when possible
- Other: _____
- Classroom Helper:
Please circle the days you are available to help (M, T, W, Th, F)
Times Available: _____

_____	_____	(____) _____ -- _____
Child's Name	Volunteer's Name	Home Phone Number
_____	_____	(____) _____ -- _____
Child's Teacher	Email Address	Cell Phone Number

Weapons & Facsimile Weapons Policy

Students may not possess a weapon/explosives on school property, school buses or at any school related event. A weapon is defined as any object which, by the manner in which is used, is capable of inflicting bodily harm or which may cause property damage. Students may not carry a pocketknife, or bring look-alike weapons to school. Students in possession of weapons or facsimiles may be subject to disciplinary measures up to and including recommendation for expulsion from school.

Facsimile Firearms Restricted

Under this law, no person may carry or display a facsimile firearm in a manner that would reasonably be expected to alarm, intimidate, threaten or terrify another person. Whoever violates this section is subject to a forfeiture.

In this law, "facsimile firearm" means any replica, toy, starter pistol or other object that bears a reasonable resemblance to or that reasonable can be perceived to be an actual firearm. "Facsimile firearm" does not include any actual firearm. The law does not apply to any of the following:

- a) Any peace officer acting in the discharge of his or her official duties.
- b) Any person engaged in military activities, sponsored by the state or federal government, acting in the discharge of his or her official duties.
- c) Any person who is on his or her own real property, in his or her own home or at his or her own fixed place of business.
- d) Any person who is on real property and acting with the consent of the owner of that property.

1993 WISCONSIN ACT 191

Assembly Bill 665 Effective Date: April 21, 1994

Weather

Wisconsin winters being what they are, sometimes it is necessary to cancel classes before children leave in the morning. A decision to close the schools will generally be made between 5:30 and 5:45 AM. School cancellation information about Grafton Public Schools is carried on news stations (both radio and television), as well as posted on their websites. In addition, information from the district about school closings can be sent to families via text message and/or email. Families are encouraged to update their text and email information in the Skylert part of online registration; this can also be updated throughout the school year. In the event of an emergency closing, a text and email message will be sent to all families who have information entered in the Skylert system.

If weather conditions warrant during the school day, schools may be closed at the discretion of the superintendent. PARENTS/GUARDIANS SHOULD MAKE SURE THEIR CHILD KNOWS WHERE TO GO IF SCHOOLS ARE CLOSED AND CHILDREN ARE SENT HOME. You should arrange for someone to pick up your child from school in the event of an early school dismissal. Calling the school on those days may be difficult because phone lines are generally busy during inclement weather.

If there is inclement weather when students arrive to school, a red or yellow flag will be hanging just outside our front doors. That flag tells children to come indoors and wait for school to start in the gymnasium. However, students will not be allowed into the school until 8:05am, as there is no supervision until that time.

Weather conditions can also occasionally dictate that outdoor recess be moved indoors. During the winter, the policy for elementary buildings involves a check of weather conditions, consulting the National Weather Service Chart indicating levels of danger from cold, and a review of current conditions. Children should come to school dressed for the weather since students will go outdoors whenever wind chill factors do not drop below -10 degrees Fahrenheit.

Wisconsin winters being what they are, may make it necessary to cancel classes early before children leave in the morning.

A decision to close the schools will be made between 5:30 and 5:45 a.m. School cancellation information about Grafton Public Schools is carried on these radio stations:

WOKY/WMIL AM 920	FM 106.1
WTMJ/WKTI AM 620	FM 94.5
WISN/WLTQ AM 1130	FM 97.3
WZTR	FM 95.7
WGLB AM 1560	FM 100.1
WEMP/WMYX AM 1250	FM 99.1
WFMR	FM 106.9
WVTV	Channel 18

If the weather outside is inclement.....If the weather is too inclement to permit outdoor time before the first bell rings, children are signaled to wait in their classroom until the bell rings.. Students will not be allowed to enter the school until 8:05am since there is no supervision until that time.

Recess

Occasionally weather conditions dictate that outdoor recess must be cancelled. During the winter, the policy for elementary buildings involves a check of weather conditions, consulting the National Weather Service Chart indicating levels of danger from cold and a review of current conditions. Children should come to school dressed for changing conditions of Wisconsin weather since students will go outdoors whenever wind chill factors do not exceed -10 degrees Fahrenheit.

Emergency Closing

If weather conditions warrant, schools may be closed early at the discretion of the Superintendent. Parents should make sure their child knows where to go if schools are closed early. You should arrange for someone to pick up your child from school in the event of an early school dismissal. Calling the school on those days may be difficult because phone lines are generally busy during inclement weather.

Plan ahead with your children and other family members so they will know what to do should that situation arise.

Website and Email

The School District of Grafton website is www.grafton.k12.wi.us. The link for Kennedy can be found on the district homepage, or you can visit us at <http://kes.grafton.k12.wi.us/>. In addition to information about the district, school board, and schools, the district and school sites offer programming information and informative links for parents and children. Email addresses for district staff can also be found on the websites.