



PARENT/STUDENT HANDBOOK

Osceola Middle School

2019-2020

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The purpose of this handbook is to ensure students and parent(s)/guardian(s) understand and are willing to abide by our district and school policies, procedures and protocols thus allowing us to facilitate our mission of high levels of academic achievement and social emotional development for ALL students.

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Middle School Specific Procedure, Policies and Protocols

ADVISORY

Advisory is a time each morning for all students (6th-8th grade) to meet with a small group of students (14-16) and their advisor (a teacher at OMS). During this short time each morning, the group works to build community within the group through games, conversations and competitions. Advisory is also a time for the advisor to check in with each student about their academic progress and build a personal relationship.

AFTER SCHOOL PROGRAM

Middle school students who need a place to be before 7:30 a.m. or after 3:30 p.m. can attend a middle school version of Kids Klub at the intermediate school. Middle school students must exit the building when the bell rings. Students cannot be in the school building, without supervision, after the buses leave. For more information, call Michelle McManamy at 715-294-2801.

ANGEL FUND

We have some monies available that can be accessed by families in need of financial assistance for school fees/functions. If your family is requesting assistance, please contact the principal directly. Donations to this account are always appreciated and needed.

ATHLETIC CODE

The Osceola School District supports athletic involvement for all interested students. The intent of the program is to promote organized competition, good citizenship, scholastic achievement, physical fitness, school spirit and pride, personal motivation, sportsmanship, student wellness, and the opportunity to develop long-term friendships. The purpose of this code is to give our student athletes and their parents guidelines they must follow to be eligible to participate in our programs. All athletics are a privilege for our students; and if our code is violated, their privileges will be revoked according to the guidelines stated within. Copies of the Athletic Code are available online or in the school office.

ATTENDANCE

A. *Excused Absences*

According to Wisconsin Statute, 118.16(2), it is the responsibility of the school attendance officers, not the parent, to determine whether an absence is excused or unexcused. The Osceola Board of Education recognizes the following reasons for excused absences:

- Pupil illness/injury
- Death in the family
- Medical/dental appointments
- Family emergencies
- Religious holidays
- Pre-arranged absence

B. *Unexcused Absences*

All other absences are considered unexcused or instances of truancy. Examples of common unexcused absences are:

- Leaving the building without permission
- Skipping a class or classes
- Shopping trips, beauty appointments, haircuts, etc.
- Missing the bus
- Oversleeping
- False or forged notes

C. *Pre-arranged and Advanced Absences*

Students who know in advance that they will be absent from school for part of a day or days should see the secretary for a form to be signed by all of his /her teachers.

D. *Return to School Following an Excused or Pre-arranged Absence*

Before a student is admitted back into school, a written, dated, and signed excuse from the parent or guardian giving the exact reason for the absence shall be presented to a secretary. Students should make up all missed assignments or tests. Teachers will give students a reasonable amount of time to complete tests/assignments.

E. *Return to School Following an Unexcused Absence*

The student will need to make up the work missed, and the school will document for a possible notification to the Osceola Police Department and Polk County for truancy proceedings.

Truancy:

Wisconsin State Law on School Attendance.

Because the school officials are charged with the duty of enforcing the compulsory school attendance law, it is included for your information.

1. **118.15 COMPULSORY SCHOOL ATTENDANCE**

Unless the child has a legal excuse or has graduated from high school, any person having under his control a child between the ages of 6 and 18 years of age who has not graduated shall cause such child to attend school regularly, during the full period and hours, religious holidays excepted, that the public or private school in which such a child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which he becomes 18 years of age.

2. **118.16 TRUANCY**

Truancy means any absence of one or more days from school during which a principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of S.118.15.

3. **118.16(4) HABITUAL TRUANT**

“Habitual truant” means a pupil who is absent from school without an acceptable excuse:

- A. UNEXCUSED Absences for Part or All of 5 days in a Semester puts you in a position to be

prosecuted for violation of County and State laws.

- B. A child may not be EXCUSED for more than 10 days in a school year.

4. PENALTY

Whoever violates this section or files a false statement under S118.16 (1) may be fined or imprisoned not more than three months or both. In a prosecution under this subsection, if the defendant proves that he is unable to comply with the law because of the disobedience of the child in question, the action shall be dismissed and the child shall be proceeded against as delinquent under Ch.48. Penalties for truancy can be handled at both the Osceola Municipal Court or at the county level.

ATTENDING SCHOOL EVENTS

Assemblies (Events during the school day)

There are many opportunities during the school year for students to attend school assemblies, school plays, or other school-wide events. During these times, it is imperative that their behavior be exceptional. The following are the expectations of all students when they are members of an audience of any type.

- Students will follow directions on where they are to sit.
- When the program begins, all students will be quiet and show respect for our visitors.
- Students will keep their bodies to themselves.
- Students will use appropriate clapping.
- All students will remain seated until dismissed.
- Some behaviors that are not appropriate during school events are: booing, whistling, yelling out, stomping, talking to people sitting around you, insulting the performers, asking inappropriate questions, etc.

Attending all-school events is a privilege, not a right. Students who choose not to meet the above expectations will receive appropriate consequences. Students may not be allowed to attend school events if their behavior was unacceptable during school or at other school events.

After-School Events (At any school in the district)

Students are encouraged to be spectators at after-school events. The following are the expectations of all students when they attend after-school events.

- After-school events are considered an extension of the school day. Therefore, all school rules are in effect.
- Students must show respect for the people involved in the event, as well as the rest of the audience and others present (i.e. opposing team members, visiting fans, etc.).
- Students should go directly to the area where the event takes place and sit down.

- Students are not allowed to hang around inside/outside the school waiting for an event to begin.
- Once at an event, students should remain in attendance, sitting in appropriate places, unless they plan on leaving school grounds (with the exception of built-in breaks).
- Students should leave immediately after the event is completed.

Attending after-school events is a privilege, not a right. Any student who chooses not to meet the above expectations will receive appropriate consequences.

BOOKS AND RESOURCES

As a student at Osceola Middle School, your child has the ability to request books from all schools in the district as well as the public library. This means that your child has access to content that may be deemed more appropriate for older audiences.

If you would like your child to only have access to books/resources deemed appropriate for middle school aged students, please send an email to the building principal stating you want to limit your child access and she will pass the information on to the appropriate people so it will be noted on your child's library account.

BOOK BAGS

Students should use book bags to bring books and assignments to and from school. However, students are not permitted to use them to carry books from class to class and in the hallways, unless there is a medical reason.

BOOK COVERS

All textbooks issued to students must be covered. It is the student's responsibility to maintain or replace these books and covers. Students are also required to furnish their own pens, pencils, notebooks, rulers, and scissors.

BUILDING ENTRANCE & EXIT

Morning: Bus drop off is at the pool doors and parent drop off is in the front of the school. After School: Parent pick up is at the pool doors and buses load in the front of the school.

BULLYING CONSEQUENCES

The following are general consequences. Consequences could be stricter depending on the severity of the incident.

Incident one:

- Warning
- Conference with Principal
- Perpetrator will complete the Restorative Reflection Page
- Written apology to victim

Incident two:

- Detention or in-school suspension (depending on severity)
- Conference with Principal

- Perpetrator will complete the Restorative Reflection Page
- Parent/guardian contacted
- Written apology to victim

Incident three

- In or out of school suspension (depending on severity)
- Conference with Principal
- Perpetrator will complete the Restorative Reflection Page
- Parent conference
- Written apology to victim
- Incident reported to District Administrator

Incident four:

- Out of school suspension with probable expulsion
- Conference with Principal
- Parent conference
- Meeting with District Administrator

CAFETERIA/RECESS EXPECTATIONS

The following rules are necessary for providing a comfortable atmosphere during our lunch periods:

1. Deposit all lunch litter in wastebaskets.
2. Return trays and utensils to the dishwashing window. Please be careful not to drop utensils into the trash.
3. Leave your table and surrounding area neat and clean.
4. No food or beverages may be taken from the cafeteria area. An exception to this rule may be by directive of the principal.
5. Students are not allowed to eat food off another student's tray. If the student has forgotten his/her lunch or lunch money, simply contact the principal or office personnel and they will see that a meal is provided.

All students are expected to go outside when weather permits unless they have a written excuse explaining the reasons why they are unable to go outside.

The following are some general rules that should be followed when on the playground:

1. No pushing, tripping, etc.
2. No playing around staff or school vehicles.
3. No foul language is tolerated.
4. Students are not allowed to play around the building dumpster.
5. Students are not allowed on the tennis courts and/or track/football facilities (unless approved by the building principal or supervising staff members).
6. Students are not allowed to play directly outside classrooms on the west side of the building.
7. When outside, students must stay inside the boundaries provided by the supervising teachers.

CHEATING

Cheating is intentionally violating rules by using deceit, trickery, fraud, or distortion of truth. Also see plagiarism below. Please note: Anyone involved with the cheating incident (helping someone cheat) will be treated in the same regard as the primary cheater.

Plagiarism – using someone else's ideas or phrasing and representing those ideas as your own, either on purpose or through carelessness.

Any cheating violation will be handled in the following manner:

1st Offense (in any class)

- Phone call by teacher to parents
- Discipline measures to be determined by the teacher and administration
- Assignment completion will be required.

2nd Offense

- Meeting of parent/guardian with principal and teacher
- Discipline measure to be determined by the teacher and administration
- Assignment completion will still be required.

CLOSED CAMPUS

Once you have arrived at the middle school, you must remain on campus. Permission to leave the school or school grounds will be given if a written excuse signed by a parent or guardian, is presented to the administration. PLEASE NOTE THAT STUDENTS ARE NOT TO ENTER THE SCHOOL BUILDING BEFORE 7:30 A.M. All students must remain in the commons area until 8:00 a.m.

Students are not to remain in the building after school unless under the supervision of a staff member or recognized adult. All unsupervised students must be out of the building when the buses depart. When the bell rings, all students must leave the building.

COMMUNICATION

Please call us if you have questions or concerns. We want to hear from you. We can be contacted via telephone, email, or in person by appointment.

DISCIPLINE POLICY

The discipline policy at Osceola Middle School is a collaborative effort on the part of the school, parents, and students. Discipline does not necessarily mean punishment. Discipline does mean the development of attitudes which lead the student to respect the need for rules and the willingness to follow them. Our expectations for student behavior are based on common sense, respect for the rights of others, and self-respect. Good self-discipline reflects good character. It sends a message about one's commitment to do what is right. This commitment comes from within. It cannot be forced upon an individual. The rules that are outlined here enable the school to function within a safe environment. Each person must provide the self-discipline that shapes the decisions that he/she makes about specific behaviors.

To support our discipline policy, the students have developed, through the democratic process, a social contract that they all agreed would allow them to fulfill their goals.

Be Respectful
Be Responsible
Be Safe
Be Healthy
Persevere

Behavior Intervention Protocol

The staff at Osceola Middle School believes that every student should have the opportunity to **learn** the skills necessary to develop their own personal and social order in a democratic society. In order to achieve this goal, it is necessary for students to behave in a safe, orderly way for an effective learning environment.

A discipline protocol has been established to support a climate of high expectations, teaching, learning, and maximized instruction. We feel that students rise or fall to the level of expectations that are presented to them.

Step 1 – Preventative – Relationship-based Behavior Management

Relationship-based behavior management always includes the following: knowing our students; building and maintaining good relationships with them; creating community in our classrooms; establish agreements for the community; modeling and practicing the way those agreements should look, sound, and feel; maintaining community through remodeling, empowering language, and the power of play; correcting every break in the rules; and when students make mistakes they are coached in the importance of self-control/ responsible independent while preserving the relationship. The focus being on directing students with authority while preserving dignity (directing language, reinforcing language, reminding language, redirecting language, reflecting language).

Step 2 – Reflective – Take a Break

Take a Break (TAB) is used after another kind of redirection fails to change behavior. TAB is an opportunity for the student to have a few minutes to quietly gain self-control. While in TAB, the student sits quietly and listens to what is happening in the classroom but has lost the privilege to participate. Once the student has regained self-control s/he may rejoin the class activity.

**Steps 1 and 2 may be repeated as many times as is deemed necessary.*

Step 3 – Proactive – Take A Break Out

If TAB is not effective for a student to gain control, then the student will be asked to Take A Break Out (TAB Out). TAB Out is a practice that gives students a chance to get back on track by moving to a separate location to reflect and

refocus. The student goes to a predetermined room/area and fills out a written reflection. The student brings the reflection back to their teacher and they have a quick conference before moving on to his/her next class.

Step 4 – Proactive – Team Conference with student (parent contact)

The team will schedule a conference with the student. The team will discuss the student's reflection statement(s) and why his/her behavior is continuing.

Step 5 – Proactive – Consequence/Parent Contact

The teacher will assign an appropriate consequence and contact the parent on the day of the incident.

*All previous steps should be completed prior to Step 6.

Step 6 – Administrative Referral

The teacher will complete the referral form and provide any additional documentation. The student will be referred to an administrator.

The six-step OMS Behavior Intervention Protocol will help ensure that a standardized policy is in place to help make children more accountable and responsible for their choices.

Immediate Administrative Referral

Behaviors/situations which require immediate Administrative Referral include, but are not limited to, the following:

- *Drugs, Alcohol, or Tobacco-Possession/Use of
- *Firearms, Weapons, Bombs-Possession/Use of/Threats
- *Fighting
- *Hate/Violence
- *Threats
- *Noncompliance
- *Racial Slurs
- *Sexual Harassment/Bullying
- *Skipping Class
- *Theft/Vandalism
- *Physical Violence

The above offenses could result in lunch detention, in-school suspension, out-of-school suspension, law enforcement involvement and possible referral for expulsion. Any half day ISS includes the student's recess and lunch periods. Refusal to serve ISS will result in serving OSS.

Substitute Teacher Expectations

Regular teachers cannot be in the classroom every day. There are times that they will get sick, have meetings to attend, or have other things to do that will keep them away from class. When teachers cannot be there, the school will hire a substitute teacher to teach the class in their absence.

The expectation for all students is that they will continue to follow the social contract when a substitute is in a classroom.

If a student chooses not to follow our social contract and his/her name is left for the regular teacher, the following will happen:

1. Student will be assigned lunch detention and his/her parent will be contacted.
2. Student will complete a reflection form while in detention.
3. Student will write an apology to the substitute teacher which needs to be signed by a parent and turned into either the regular teacher or the principal..

DRESS CODE

Osceola Middle/High School administration and teachers expect students to present themselves in a manner that will be respectful and appropriate. Students' clothing should not offend others, cause embarrassment to themselves or others, present a health hazard, or create a disruption in classes. The following expectations will be enforced for all students:

1. Shoes must be worn at all times.
2. Students are expected to maintain hygienically clean attire.
3. All students are expected to change for PE.
4. No caps, hats, bandanas, hoods or other head covers are to be worn in the building.
5. Pants must be fastened around the waist.
6. Coats, jackets, and sunglasses must be kept in lockers.
7. Book bags, duffel bags, backpacks, and any other large purse/bag or briefcase must be kept in lockers.
8. Clothing that shows undergarments is not permitted (tops must cover bras and bottoms must cover underwear).
9. Pants and shirts must meet at the waistline. Any shirt showing the stomach (crop top) is not allowed.
10. Low-cut backs, low-cut fronts, halter tops, tank tops, spaghetti straps, sleeveless shirts, tube tops, short shorts*, short skirts*, are unacceptable. This includes high rips on jeans.*
11. Wearing of gang colors or other gang identification is not allowed.
12. Metal chains, studs, and spike jewelry or accessories are considered a distraction/safety concern and should not be brought to or worn in school.
13. Clothing with inappropriate language, religious messages or graphics that are immodest is not permissible. Examples: ethnic, racist, or sexist, drug, alcohol, or tobacco advertising.
14. Any clothing, accessories (i.e. trench coat/gloves/finger armour/studs/spikes), makeup, or drawings on body parts that have the potential to distract from the learning

environment are not allowed. They will need to be removed or covered.

15. The administration and school board reserve the right to determine appropriate school attire.

To try to be as consistent as possible, we use the closed fist rule to determine if a student's hem length and jean rips are school appropriate; a closed fist must be touching fabric when students puts their hands down by their sides, jean rips must be below the closed fist as well.

Students who are not in compliance with dress policy will be asked to modify their apparel or will be sent home. A pattern of non-compliance by a student may lead to other disciplinary action.

ELECTRONIC DEVICE USE

All Electronic devices need to be off in lockers during the school day. If a student chooses to have his/her device:

Step 1: Warning--the teacher should ask for the phone to be put away in his/her locker.

Step 2: The teacher can take the phone and will return it at the end of the day.

Step 3: The teacher can take the phone and will turn it into the principal/office. The student will conference with the principal before getting his/her phone back at the end of the day.

Step 4: The teacher can take the phone, turn it into the principal, and the parent will need to pick it up from the principal.

HOMEWORK

You can expect your child to have homework every night. The amount will vary. The staff is aware that Wednesday evenings can be very busy for some students. Therefore, homework will be minimal on Wednesdays.

INSTRUCTIONAL MEDIA CENTER

The IMC is available to be used by students and staff as a learning center, where teachers and students are encouraged to utilize the space for instruction, research, classroom projects, book checkouts and as a reading space. Study hall students are also welcome to utilize the resources in the library and help maintain the environment as a learning center. The IMC offers a wide selection of fiction and non-fiction books for reference and recreational reading, a variety of technology devices, newspapers, magazines, and audio and video resources. All students are required to bring a pass to the library and to check in and out with a staff member at the circulation desk.

The library will be open daily from 8:00 until 3:30.

The library catalog can be found online from any computer with internet access. Go to: osceola.follettdestiny.com.

INSUBORDINATION/DISRESPECT

Blatant disrespect or refusal to follow the directions of school personnel, including appointed monitors, will be

regarded as defiance of authority and insubordination. Students will be disciplined according to the severity of insubordination ranging from lunch detention, suspension from school, to police department referral. This includes: not following directions, continuous disrespect toward staff members, swearing at other students or staff members, destruction of school property, or any other behavior that prohibits the learning and/or safety of others. Wisconsin Statutes 947.01.

LOCKERS

Your school locker is on loan to you. It belongs to the school but is there for you to store books, supplies, coats, and other personal items. Please keep your locker clean and orderly. Contents of the locker or anything displayed must be appropriate for Osceola Middle School. Combinations should not be given out to friends, and valuables should be kept at home. Keep your locker locked at all times. The school is not liable for stolen/missing items. Only one student may occupy a locker.

Feel free to decorate the inside of your assigned locker with pictures that can be put up and taken down with masking tape. **Note:** NO STICKERS OR DECALS may be used. No writing is allowed on the inside or outside. Lockers are not to be “jammed” open. A consequence will result.

- A. Locker Searches: The U.S. Supreme Court has held that it is a proper function of school authorities to inspect the lockers under their control and to prevent their use in illicit ways or for illegal purposes. The following guidelines apply:
1. Lockers are provided for convenience and are not exclusive property of the student.
 2. Periodic searches of any or all lockers will be made to ensure compliance with laws and regulations.
 3. One particular locker may be searched if reasonable suspicion exists that some item is being kept in the locker in violation of school rules.
- B. Searches of student book bags, automobiles, pockets, etc.:
These can and will be conducted as needed in accordance with legal guidelines.

LUNCH ACCOUNTS

Please be sure your child carries a positive breakfast/lunch account balance. It is not necessary to send separate payment for each child. All children are under the same account if they live in the same house. If your lunch account gets below a negative \$25, you will be required to send a lunch from home for your child. Students with a balance of -\$25 or more will not be allowed to get school lunch, unless they have cash in hand for the amount of the meal.

MESSAGE CENTER

The Message Center allows instructors to post messages to parents/guardians/students via Family Access. The principal, athletic director, and many teachers send out important information via Message Center on a regular basis. Please make sure you actively check the email attached to Message Center and inform the office staff with any updates or changes.

PEER RELATIONS

Students are expected to maintain appropriate relationships with their peers in school and at school-sponsored activities. Any physical contact between students is considered inappropriate in a school building and may result in disciplinary action.

PROFANITY

Students who use profane language may be given a consequence in school. Excessive or threatening usage of profane language will result in suspension from school and notification to the Osceola Police Department for a profanity ordinance citation.

RESTRICTED AREA

Not many of our areas at Osceola Middle School are “off limits”. The ones that are, however, focus on privacy, control, and individual rights. Therefore, students will not assemble or be in the following areas without supervision of a building staff member.

- A. The foyer area between or around the doors.
- B. Any parking lot area or across the traveled road that enters the school grounds.
- C. The football spectator stands.
- D. The staff lounge.
- E. The track and football areas enclosed with the cyclone fence – no climbing the fence.
- F. Team locker room.
- G. Any place without direct supervision.

SCHOOL GROUNDS

Students are asked to help care for the school grounds by not throwing and by picking up litter and waste in hallways or the lawns. If a mess is made, the student will be responsible to clean it with adult supervision. Defacing or abuse of school property or equipment will absolutely not be tolerated and may result in suspension, expulsion, or police action. There is to be no throwing of snowballs on the school grounds at any time.

SECURITY CAMERAS

The School District of Osceola has determined that in order to enhance the ability to protect the health, welfare, and safety of the district’s students and staff, surveillance technology will be utilized.

SODA/ENERGY DRINKS

Soda/energy drinks are not to be brought into the building during school hours. Soda/energy drinks may NOT be consumed during the lunch periods.

STUDENT/FAMILY ACCESS ACCEPTABLE USE POLICY

The School District of Osceola offers Student/Family Access for students which allows access to our student information system for secure viewing of the following information:

- Student information (address, phone, family)
- Attendance
- Schedule
- Food Service
- Gradebook
- Message Center

The School District of Osceola reserves the right to add or remove any of the above functions from Student Access at any time.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, radios, or cameras to school, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property. Personal property should never be left unattended. If it is necessary to bring more money than needed to pay for lunch, leave it at the office for safekeeping. **DO NOT LEAVE ANY VALUABLES IN YOUR LOCKER.** This includes fundraising items.

SUPPLEMENTAL SERVICES

We have been working hard the last couple of years looking at testing information in the areas of math and reading. Through this analysis, we have determined and have been developing strategies for grouping students to provide additional help or additional challenge materials.

TARDINESS

Excessive tardiness to school (excessive constitutes 3 or more tardies) will lead to referral to Osceola Police Department/ Municipal Court System for a fine and will sit during lunch in the office.

TENNIS SHOE POLICY

Students with black-soled shoes will not be allowed on the gymnasium floor. These shoes leave black marks that are very difficult to remove. We would encourage all parents, when purchasing new shoes, to consider shoes with non-marking soles.

THREATS

Any student(s) who makes a threat to the safety of the students/staff/building will receive severe consequences. These consequences will range from suspension to expulsion.

Any student(s) who hears that someone is threatening the safety of the students/staff/building should report the threat to the building principal immediately.

What You Need (WYN)

The purpose for WYN is ensure students have time to connect with teachers during the school day. This connection can be for re-teaching, intervention, enrichment, test retake, test makeup, etc. For those students who do not need direct teacher time, this time is devised for them to independently read or complete/enhance any school work they may have.

Student expectations for WYN

- Arrive on time
- Arrive with materials (Do not bring toys or other items that aren't directly connected to academics)
- Read/write/study or work on homework for the entire time

If traveling to different teacher during WYN

- Arrive on time to your assigned WYN- everybody MUST check in
- Wait for WYN teacher to take attendance.
- When given permission, go to your designated area
- Stay in this room the remainder of WYN (no traveling to and from).

DISTRICT POLICIES

The following are district-wide policies. These policies are the same throughout the district. In areas where a policy number is indicated, information in *italics* is in addition to what is stated in the School District of Osceola Bylaws and Policies.

*For complete district policy information, please visit <http://www.neola.com/osceola-wi/>.

ACCIDENTS

It is the hope of the school district that the school environment is a safe and healthy place to be. If an accident does occur, it must be reported to the person in charge and/or to the school office. This includes any accident in the school building, on the school grounds, during practice sessions, or any other athletic event sponsored by the school. The staff person in charge will assist with the reporting of an accident by filling out an accident report form.

ACTIVITY FEE

The intermediate, middle, and high schools each have an activity fee, which is reviewed each summer. Students should bring their activity fee to their designated staff member during the first week of school. The middle school activity fee is \$7.

ARMED FORCES RECRUITMENT – 8330.02

- A. With the approval of the principal, representatives of the Armed Forces may present information about the various branches to pupils at Osceola High School. Military recruiters will have the same access to students on school grounds as prospective employers and post-secondary education institutions. Military recruiters and prospective employers shall each be allowed access to students on school grounds during school year. The principal/designee shall designate the number of days, times and locations within the building.
- B. Parents and student have the right to not have the student's name, address and telephone number released to the military. Parents must submit this request to building principal in writing.

ASSESSMENT

Several forms of assessment are given to students throughout their education in the School District of Osceola. The district assessment program contains those tests required by state law as well as local assessments used to aid in the evaluation of curriculum, instruction, and student achievement.

These tests fall into three categories, mandatory, district level, and classroom. Mandatory assessment includes those tests required under state law: ACT Suite S. District level assessment (at various grade levels) includes ACT Suite, MAP, Literacy Profile data, WisCareers, PLAN, EXPLORE, and a technology assessment. Classroom assessment includes those teacher-administered tests used to monitor student growth and assign grades.

Individual results from Forward (ACT Suite) and NWEA MAP will be provided to families with interpretive information. Additional ACT Suite information is available on the WI DPI website.

A current District Assessment Calendar is available and may be obtained through the Director of Instruction or on the District website.

ATTENDANCE – 5200

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which

the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parents/guardians are required to telephone school offices by 9:00 a.m. to notify us of an absence. If you prefer, you can leave a message on voicemail before or after school hours. Office staff will attempt to reach parents at home or at work after 9:00 a.m. when a student is absent from school and the parent/guardian has not called.

Written Excuse Required

The District Administrator/designee shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence.

BICYCLES

During appropriate weather, students older than kindergarten may ride their bikes to school. Students that do ride bicycles to school are required to place them in the racks immediately upon their arrival and to leave them there until dismissal. It should be understood that students are assuming responsibility for the bikes while at school.

BULLYING – 5517.01

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

authorities, or where an employee is engaged in school business.

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

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

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

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 principal or assistant principal, or the District Administrator.

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.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each student involved in the bullying report will be notified prior to the conclusion of

the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined above. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

- D. "Cyberbullying" – the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending email or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristics, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy [5516](#).

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be **annually** distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further

reduce bullying behavior. The annual report will be available to the public.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board’s policy and administrative guidelines on bullying will be age and content appropriate.

The complaint procedure established by the District Administrator as set forth in AG 5517.01 shall be followed. Wis. Stat. 118.46.

BUS DISCIPLINE POLICY

The students are responsible for their behavior on the bus as their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines.

Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change unacceptable behavior.

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the proper authority on the forms provided. Serious infractions may result in bus riding privileges being suspended.

The following bus rules have been made for your protection and for the welfare of all persons in transport:

- ❖ Be considerate of others on the bus.
- ❖ Follow instructions of the bus driver at all times.
- ❖ Board only the bus to which you are assigned.
- ❖ Bus riding is a privilege and will be assured only as long as your conduct remains good.
- ❖ Students riding to a stop other than their own must have a signed note from a parent or guardian and have that note signed by someone from the school office before getting on the bus.

COMMUNICABLE DISEASES

If your child should become ill with a communicable disease, please notify the school. The following list

provides the incubation periods and rules regarding return to school for the more common childhood diseases. If your child develops a communicable disease at school, they will be sent home and should not return to school until the infectious stage is over.

	RETURN TO SCHOOL CRITERIA
Chicken Pox	No fever for 24 hours, scabs dry
Strep Throat	After 24 hours on antibiotic
Impetigo	After 24 hours on antibiotic
Ringworm	After 24 hours treatment with antifungal, or at the physician’s discretion
Mononucleosis	At the physician’s discretion

DEFAMATION – 5516.01

The School District of Osceola prohibits defamation, libel and slander and/or the threat of defamation/libel/slander activities by a student and/or group of students against another student and/or school personnel.

The District considers defamation/libel/slander to be, among other things, any willful act done by a student, whether individually or in concert with others, to another student) or school personnel (including impersonating another student or school personnel) for the purpose of subjecting such student(s) or personnel to humiliation, intimidation, physical abuse, threats of abuse, social or other ostracism, shame, or disgrace.

Students who violate this policy will be subject to discipline as administered by members of the administrative team. Serious or repeated violation of this policy could result in a disciplinary hearing before the Board of Education.

Penalties for violation could include but are not limited to the following:

- A. detention;
- B. in-school suspension and parent notification;
- C. out-of-school suspension and parent notification, required parent conference;
- D. forfeiture of the privilege of participating in any extra activities including but not limited to athletics, co-curriculars, clubs, activities and school events.

Serious or repeated violations could result in a recommendation for expulsion.

DIRECTORY INFORMATION - 8830

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name;

address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice.

DRUG FREE ENVIRONMENT

Osceola School District is a drug-free environment. Students and parents are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or the use of alcohol on school district property, including all district-owned vehicles, is prohibited at all times. These same provisions shall be in effect at all school-sponsored events or extracurricular activities while off school premises. No student or parent/guardian may appear at school or any school-sponsored function under the influence or in possession of alcohol, non-prescribed substances, chemicals, illegal substances, or lookalikes. Failure to abide by this policy may result in referral to counseling and rehabilitation services and/or such disciplinary action up to, and including suspension or expulsion from school.

FOOD SERVICES - 8500

All students in the School District shall have an opportunity to participate in National School Breakfast, National School Lunch Program & eligible milk programs per federal guidelines. These programs shall be administered by the District Administrator, or designee, in accordance with established guidelines.

Food service prices shall be established by the Board annually. In accordance with federal guidelines, the district shall offer free and reduced price food services to students who qualify. Applications are available throughout the school year at all school offices, the district website and school newsletters.

GUM CHEWING

Gum chewing is not allowed within the elementary and intermediate schools.

HUMAN GROWTH & DEVELOPMENT - 2414

The Board of Education directs that students receive instruction in human growth and development, consistent with Chapter 118.019(2) Wis. Stats. Specifics on the curriculum are available by contacting the Director of Instruction, Jane Maki at 715 294 2800.

ILLNESS AT SCHOOL

If your child should become ill at school, we will attempt to reach you, or the designated emergency person, to pick up your child. The school does have a health room for children who become sick in school and require a supervised quiet area until they can be picked up by their parents. If no one is available, your child will remain at school for the remainder of the day. We will not send a child home to an empty house. **It is essential that you have a current phone number available at the school in case of an emergency.** If your child should require emergency treatment, we will make every reasonable attempt to contact you. If no one is available, we will take measures to see that necessary treatment is provided.

IMMUNIZATION - 5320

The Board of Education requires that all students be properly immunized pursuant to the provisions of the State Health Department regulations. *State law requires that all children entering a Wisconsin school be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, hepatitis B and varicella (chicken pox).*

Students in grades preK-6 who do not meet the immunization requirements on the opening day of school shall not be admitted to school, if the District is under a ninety-nine percent (99%) compliance level. Transfer students shall be granted thirty (30) days in which to submit proper evidence of required immunizations.

Exemptions to the immunization requirements shall be granted only for medical, religious, or personal convictions. *A signed health, personal conviction, or religious exemption should be filed with the school.*

LOST AND FOUND

Students who find lost articles are asked to take them to the office, where they can be claimed by the owner. Please label your clothing or other school articles. Unclaimed items will be periodically recycled.

MEDICATION

All over the counter medications must come from home, in the original container, with a note from home **stating the date to start and stop at school along with the dosage.** At the stop date, the medication will be sent home. Over the counter medication not FDA approved, including essential oils, should be given at home. If required at school, it must be accompanied by a medical provider's signature for administration at school. All prescription medications or natural supplements need to be in the original containers with a signed physician order and signed parent consent forms on file at school before medication/treatment will be given.

MENINGOCOCCAL DISEASE: PROTECT YOUR CHILD

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially

fatal bacterial infection called meningococcal disease, a type of meningitis.

Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students. Up to 83 percent of all cases among teens and college students may potentially be prevented through immunization, the most effective way to prevent this disease. A meningococcal vaccine is available that protects against four out of five strains of bacteria that cause meningococcal disease in the U.S.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommends that all 11-12 years olds should be vaccinated with meningococcal conjugate vaccine (MCV4). A booster shot is recommended for teens at age 16 to continue providing protection when their risk for meningococcal disease is highest. Teens who received MCV4 for the first time at age 13 through 15 years will need a one-time booster dose at 16 through 18 years of age. If a teenager missed getting the vaccine altogether, they should ask the doctor about getting it now, especially if they are about to move into a college dorm or military barracks.

About Meningococcal Disease

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Teenagers and college students are at increased risk for meningococcal disease compared to the general population, accounting for nearly 30 percent of all U.S. cases every year. Meningococcal disease can be misdiagnosed as something less serious, because early symptoms like high fever, severe headache, nausea, vomiting and stiff neck, are similar to those of common viral illnesses. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms.

Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers, college students and military personnel are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (for example, dormitories, sleep-away camps), active or

passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact.

To learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites.

Center for Disease Control and Prevention meningococcal meningitis information

- General information regarding [meningitis disease](#)
- [Meningitis Fact Sheet](#)

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY - 2260

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

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities.

In order to achieve the aforesaid goal, the Board directs the District Administrator to

- A. Curriculum Content
 - review current and proposed courses of study and textbooks to detect any bias based upon race; color; age; pregnancy; marital or parental status; sex or sexual orientation; religion; national origin; ancestry; culture; creed; or physical, mental, emotional, or learning disability, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society.
 - provide that necessary programs are available for students with limited use of the English language.
- B. Staff Training
 - develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of race; color; religion; age; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; national origin; ancestry; creed; cultural; or other bias in all aspects of the program.
- C. Student Access
 - review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not

segregated on the basis of race; color; religion; age; creed; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; national origin; or ancestry, in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.

D. District Support

- require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.

E. Student Evaluation

- require that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race; color; religion; age; creed; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; or national origin.

The District Administrator shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3-21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs.

Informal Complaint Procedure:

The person who believes she/he has a valid basis for complaint shall discuss the concern with the local District Administrator/designee who shall in turn investigate the complaint and reply to the complainant in writing within five (5) school/business days. If this reply is not acceptable to the complainant, s/he may initiate formal procedures according to the steps listed below.

Formal Complaint Procedure:

Step 1 – A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the District Administrator/designee within five (5) school/business days of receipt of the written

reply to the informal complaint. The District Administrator/designee shall further investigate the matters of the complaint and reply in writing to the complainant within fifteen (15) school/business days. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with a disability shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Step 2 – *If the complainant wishes to appeal the decision of the District Administrator/designee, s/he may submit a signed statement of appeal to the District Administrator within five (5) school/business days after receipt of the District Administrator/designee response to the complaint. The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within fifteen (15) school/business days.*

Step 3 – *If the complainant remains unsatisfied, s/h may appeal through a signed, written statement to the Board of Education within five (5) school/business days of his/her receipt of the District Administrator's response to Step 2. In an attempt to resolve the complaint, the Board of Education shall meet with the concerned parties within twenty (20) school/business days of the receipt of such an appeal. Copy of the Board's disposition of the appeal shall be sent to each concerned party within twenty (20) school/business days of this meeting. The complainant shall be notified of his/her right to appeal a negative determination by the Board to the State Superintendent of Public Instruction within thirty (30) days of the Board's decision.*

Step 4 – *If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the Wisconsin Department of Public Instruction, Equal Educational Opportunity Office, P. O. Box 7841, Madison, WI 53707; or the Office of Civil Rights-Region V, US Department of Health and Human Services, 233 N. Michigan Ave., Suite 240, Chicago, IL 60601.*

Internal timelines listed above may be extended upon mutual agreement of the parties.

Dissemination of Discrimination Complaint Procedure

The adopted discrimination complaint procedures shall be disseminated to students, parents, employees, and others to inform them about the proper process of making a complaint. The information shall be published in student/parent/staff handbooks, news articles, before the start of school, and other appropriate times.

Maintenance of Complaint Records

The District Administrator shall keep records of all formal and informal complaints for the purpose of documenting compliance and part practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. *The name of the complainant or complainant and his/her title of status.*
2. *The date the complaint was filed.*
3. *The specific allegation made and any corrective action requested by the complainant.*
4. *The name(s) of the respondents.*
5. *The levels of processing followed, and the resolution, date, and decision making authority at each level.*
6. *A summary of facts and evidence presented by each party involved.*
7. *A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.*

NURSING SERVICES

Nursing services are available to all students by a professional school nurse. This service is available to cover emergency situations plus student and parent consultation on illness, immunizations, home visits, vision and hearing screening, nutrition, and other health related assistance. For additional information, please call the school office.

OPEN ENROLLMENT PROGRAM (Inter-District) – 5113

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

Students in grades kindergarten to 12 may attend any public school in the state, if space is available and certain other limitations are met. Families interested in enrolling their children in a district where they are not residents should stop by school district offices to pick up an application, which must be picked up and completed between February 6 and April 30. Applications are for the following fall.

OSCEOLA PTA

We have an active parent/teacher organization in our school district and we hope you will consider becoming a member and getting involved. PTA coordinates our extensive volunteer program and sponsors many family events each year.

OTHER POLICIES

This handbook is not a comprehensive listing of all district policies. The Osceola School Board has other policies that are not included in this handbook but are available for all students/parents upon request.

PARENT - TEACHER CONFERENCES

Parent-Teacher Conferences are offered fall and late winter each school year. Check the school district calendar for details. Also, if at any time during the year you would like an opportunity to discuss your child's progress, we

encourage you to make an appointment for before or after school with your child's teacher(s).

PUBLIC ATTENDANCE AT SCHOOL EVENTS - 9160

All students are encouraged to attend school events such as athletic contests, plays, concerts, etc. We do require that students watch the event or they will be asked to leave. No alcoholic beverages or other controlled substance shall be possessed, consumed, or distributed. Misconduct reflects upon parents, students and our school. All school-sponsored functions are considered to be extensions of the school day. Students are expected to follow all school regulations and behavior expectations.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better protect the safety and well-being of participants and visitors.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

PUBLIC RECORDS - 8310

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction.

The public records of this District include any writing prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees to the extent such writings are within the definition of public records under applicable law. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law.

Any person may make an oral or written request for any public records of the District. The person may inspect, copy, or receive copies of the public record requested. The District shall respond as soon as practicable and without delay to the requestor providing the requested documents or informing the requestor of the District's intent to deny access providing specific explanation regarding the decision to deny access.

A resident may purchase copies of the District's public records upon payment of a fee. In cases where the cost of locating and reproducing the requested record is estimated to exceed \$50, the District Administrator may require advance payment of the estimated cost from the requestor prior to fulfilling the request. The District may charge fees for the actual time spent by District employees

in locating the record at the applicable employees' hourly rate for salary and benefits, as well as a reproduction cost of \$.25 per page. The District may also charge the requestor for any equipment required to fill the request (such as video tapes, computer disks, etc.). If payment is required, the District will calculate the actual cost and charge the requestor. If advance payment is required, the District will either invoice the requestor for the difference between the estimate and actual cost or refund any overpayment.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The District Administrator shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the public records law.

PUPIL INSURANCE

The Board of Education provides a secondary student insurance coverage with Student Assurance Services, Inc. Coverage is for all children while they are involved in school day activities and athletics grades 6-12. For uninsured students, families may purchase 24 hour accident coverage. For more information visit Student Assurance Website @ www.sas-mn.com. All accidents need to be reported and claim forms completed in the school office.

RECORDS RETENTION POLICY - 8310

Purpose: The purpose of this policy is to ensure that necessary student records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time. The policy applies to all records, regardless of format, whether they be paper, electronic, or microform (e.g., microfilm, microfiche, magnetic tapes, and CD-ROM), and other more traditional media. The Osceola School District encourages record retention in an electronic format whenever possible.

Progress Reports – Defined as grades, courses, attendance, immunizations, and extracurricular activities: **Retention Period is 5 years after the student graduates or ceases to be enrolled.**

Behavioral Records – Defined as psychological testing, personality evaluations, records of conversations, any written statements, testing relating specifically to achievement or measurement of ability, physical health records other than immunization records, and any other

pupil records that are not progress records: **Retention Period is 1 year after the student graduates or ceases to be enrolled.**

Special Education Records – Defined as IEP team evaluation records and IEP's and placement notices: **Retention Period is 5 years after the student graduates or ceases to be enrolled.**

Cumulative Folders – Defined as all paperwork that has followed a student throughout their schooling. Examples of folder contents-test scores, custody information, language survey, registration forms: **Retention Period is 2 years after the student graduates or ceases to be enrolled.**

Grade Books – Defined as teachers' written records of student progress: **Retention Period is 5 years after students graduate.**

This policy was developed based on the definitions and requirements stipulated in the Wisconsin Department of Public Instruction's Student Records and Confidentiality Bulletin (August 2006).

RECORDS RETENTION SCHEDULE

The District will follow the Wisconsin Department of Administration's guidelines on School District record retention. The most recent edition of the guidelines is dated May, 2010. It may be accessed at the following web address: <http://dpi.wi.gov/ibstat/pdf/wi-rrssd.pdf>.

SCHOOL ADMISSIONS

It shall be the responsibility of the parent or guardian of each child or a student of legal age entering the School District to complete official registration forms prior to assignment by the principal to a grade or schedule of classes. Students transferring from other school systems are required to provide a transcript of academic accomplishments at the previous school or the address from which this data may be secured. Students entering the school district from a home-based private education program or private school shall be required to provide any available academic information and may be required to take appropriate academic tests to assist in making a placement.

Parents or guardians of students admitted to the district's schools shall present immunization records as required by law. In addition, students are encouraged to have a complete physical prior to entering school.

Any parent wishing to register their child as an early entrance to Kindergarten should contact the elementary school by March 1 in order to be invited to Kindergarten Round-Up. A team of educators reviews each case and makes determination of placement by the end of June.

Parents are asked to notify the office throughout the school year of any changes in family status, address or telephone number.

SCHOOL CLOSING ANNOUNCEMENTS

When school is to be closed for the day or early dismissal due to inclement weather, the announcement will be made over the following radio stations: WCCO 830 AM, WIXK New Richmond 1590 AM - 107.1 FM. Information is generally provided to Twin Cities TV stations as well. We ask that you do not call the school during this time since this is often a very busy time and telephones are needed for our communication. We strongly encourage parents to make plans for back-up child care on early dismissal days and to monitor stations for school closings. All parents are required to provide "Early Dismissal" information at the start of each school year and are encouraged to keep all information current. The child/ school/office/teacher cannot call parents. Parents need a plan in place.

SEARCH AND SEIZURE – 5771

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, assistant principals, or local law enforcement.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up

evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.

- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

SKATEBOARDS/ROLLERBLADES & WHEELIES

Skateboards/rollerblades/wheelies are not to be used on school property at any time.

SPECIAL SERVICES

The School District of Osceola realizes that the needs of all children are not always the same and these needs must sometimes be met in different ways. For this reason there are a variety of special services available to students.

Counseling – Counselors are available to students at all grade levels. Counselors meet with whole classes to discuss common needs and concerns and are also available to small groups and individual students who may have specific needs or concerns. Students may receive assistance through self-referral, or by referral from a parent or teacher to our counselor.

Homebound Instruction - A student is eligible for homebound instruction when it is anticipated the absence will extend beyond thirty (30) days. When you feel your child is in need of homebound instruction, please contact the school to discuss your specific situation.

Cognitive/Emotional/Learning Disabilities - Programs are available for students identified as having a disability.

If a parent or teacher suspects a child's difficulty in learning is caused by some disability, a referral should be made to the principal. Many factors can affect learning and not all difficulty is the result of a disability. Other factors such as health, attitude, emotional stability, or level of intelligence can also affect the degree of difficulty a child may have. It is important for you to call and discuss your concern with school personnel to help reach some conclusions.

Pre-school Handicapped - Osceola Elementary Early Childhood Program serves preschool children between three and six years of age with special needs. These children exhibit a variety of moderate to severe disabilities, including speech and language delay, visual impairment, hearing impairment, cognitive disability, learning disability, emotional disturbance, pervasive developmental delay, autism, and/or physical disability.

Psychologist - In order for a child to receive the benefit of special programs there are certain requirements that adequate assessment be done to identify the specific needs of a child. This is the role of the school psychologist. The psychologist along with the counselor is available to parents to discuss both home and school management of your child.

Speech and Language - Children who need assistance in improving their speech or language development work with our speech/language clinician. Each student must qualify for services by having moderate to severe speech/language delays. A formal evaluation is conducted prior to services.

Title I - Holistic Learning - Osceola participates in a federally funded Title I program. Title I teachers serve eligible students in grades kindergarten through two supporting Reading/Language Arts and literacy development.

English Language Learning - Osceola School District has a protocol for serving students who English is their second language. For program specific contact Kaitlyn Carlson at 715 294 3457. (policy 2260.22)

STUDENT ANTI-HARASSMENT – 5517

Prohibited Harassment

The Board of Education is committed to an educational environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members. "Third party" means

individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes, or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. notes or cartoons;
- E. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic;
- H. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

Sexual Harassment

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an

intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's education status;
- F. unwelcome behavior or words directed at an individual because of gender

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 2. rating a person's sexuality or attractiveness;
 3. staring or leering at various parts of another person's body;
 4. spreading rumors about a person's sexuality;
 5. letters, notes, telephone calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a district employee or other adult member of the District community into a student's personal space and personal life.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating,

hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reporting Procedures

The District Administrator shall prepare written administrative guidelines for individuals to report alleged harassment prohibited under this policy to appropriate school administrators. The reporting procedures shall, at a minimum, provide as follows:

- A. Any student who believes she/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to an appropriate official as designated under administrative guidelines developed by the District Administrator.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to an appropriate school official as designated under administrative guidelines developed by the District Administrator.
- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to an appropriate school official as designated under administrative guidelines developed by the District Administrator.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as designated under administrative guidelines developed by the District Administrator.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available form from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Complaint Coordinator for receiving reports of harassment prohibited by this policy. At least one (1) Complaint

Coordinator or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

STUDENT CODE OF CLASSROOM CONDUCT – 5500

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, such as Facebook, Twitter, MySpace, YouTube, etc. when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall be reviewed and approved periodically.

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of the District's "Code of Student Conduct". In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detention, suspension or expulsion, for the conduct for which the student was removed.

STUDENT TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY – 7540.03

The Osceola School District supports student use of technology resources for the sole purpose of achieving District educational goals, standards, and curricular objectives. The District has established a computer network and is pleased to offer Network/Internet access for student use. This provides students access to a variety of Internet resources as well as the network to facilitate the storage and retrieval of information to enhance the educational environment. Network/Internet access and

technology resources are a privilege, not a right. In order for students to use our Network/Internet, students and their parent/guardians must first read and understand the following acceptable use policies.

The full form is available online and is updated annually.

TOBACCO ON SCHOOL PREMISES – 7434

The School District of Osceola, in compliance with the state law, prohibits any use of tobacco on school property.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.

TRUANCY

Truancy (Wisconsin State Statutes, 118.16) is any absence of one or more days from school during which the principal or teacher has not been notified of the legal cause of such absence by the parents or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of compulsory school attendance. A pupil is an "habitual truant" when he/she is absent without an acceptable excuse:

1. UNEXCUSED absences for part or all of 5 days in a semester puts you in a position to be prosecuted for violation of County and State laws.
2. A child may not be EXCUSED for more than 10 days in a school year.

As students reach 10 absences, letters are sent from each school office indicating absences to date and possible consequences.

VIDEOTAPING AND PHOTOS

Our student productions are sometimes videotaped or photographed for the local papers or our Public Access TV Channel 23. Anyone with concerns should contact the school office.

VISITORS

All building visitors are required to register at the building office, stating on a sign-in sheet the purpose of the visit. All guests will be required to wear a visitor badge in plain sight at all times while in the building or on school grounds. The following are exceptions to the above:

- ❖ Persons who are in the building at the specific invitation of the district and are working with a district employee.
- ❖ Parents or citizens who have been invited to visit the school as part of a scheduled open house or special day.
- ❖ Individuals who are attending a scheduled performance by a school class, team, or group.

The building principal shall have the authority to exclude from the building premises or limit the length of visits of any person or persons that he or she has reason to believe may disrupt the educational program of the school or classroom. Engaging in any action which interferes with the learning process shall result in the revocation of the visitor's pass.

VISITORS - STUDENT

Students who are not enrolled in Osceola Schools are not allowed to attend with friends and/or relatives. They may come in during lunch if granted prior approval by building principal.

VISITORS - PARENT

Parents are welcome to visit their child's classes with prior approval by building principal. Please notify the office at least 2 days in advance so arrangements can be made. Visits are generally limited to one class period.

WEAPONS – 7217

The Board of Education prohibits professional staff members, students, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle to the extent permitted by law without the permission of the District Administrator.

This prohibition does not apply to cased, unloaded firearms in a locked vehicle driven or parked in any part of school grounds used as a parking facility, and ammunition for such firearms similarly stored.

A volunteer who is a concealed carry permit licensee may transport students for school sponsored events or school-related purposes in his or her own vehicle only if the volunteer has agreed not to carry a concealed weapon while transporting such students. This does not apply to the transportation of students related by blood or marriage to the staff member if only such students are being transported.

No parent or other volunteer may carry or in any fashion possess a concealed weapon, whether they hold a permit

or not, while transporting students in a district owned vehicle.

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

The District Administrator may refer a visitor or volunteer who violates this policy to law enforcement officials. The visitor or volunteer may also be subject to other action such as loss of volunteer status at the sole discretion of the Board.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. items approved by the District Administrator as part of a class or individual presentation under adult supervision, including, but not limited to hunters' education courses, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events; and
- E. a lockback knife having a blade no longer than three (3) inches in length, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's employment.

This form is only for families who do NOT Complete online registration

**OSCEOLA MIDDLE SCHOOL
PARENT/STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM 2019-20**

Our Social Contract:

- Be Respectful
- Be Responsible
- Be Safe
- Be Healthy
- Persevere

Please complete this form and return it to the main office.

Our signatures indicate that we have read and understand the 2019-20 Parent/Student Handbook.

Student Name (Print please): _____

Student Signature

Date

Guardian/Signature

Date