

**2016-2017**

**Gaylord A. Nelson  
Educational Center**

**Parents, School, and Community . . .**

# **Clear Lake Elementary Student/Parent Handbook**

**Working Together For Children!**

website: [www.clwarriors.org](http://www.clwarriors.org)

135 8th Ave., Clear Lake, WI 54005

phone: 715-263-2117

fax: 715-263-3519

# CLEAR LAKE ELEMENTARY SCHOOL

## At Gaylord A. Nelson Educational Center

### 2016-17 - IMPORTANT DATES

Aug. 30-31	Teacher Inservice
Sept. 1	First day of school, grades K-12
Sept. 5	No School – Labor Day
Sept. 6	First day of school, Jr. Kindergarten
Sept. 9	First day of school, Early Childhood
Sept. 15	Elementary Picture Day
Oct. 7	Homecoming Parade
Nov. 4	1 <sup>st</sup> Quarter Ends
Nov. 7	No School – Teacher Inservice
Nov. 10, 15	Parent-Teacher Conferences (4:00-8:00 p.m.)
Nov. 23	Early Dismissal (12:40 Elem.; 12:55 H.S.)
Nov. 24-25	No School – Thanksgiving Break
Dec. 21	Elementary Holiday Concerts
Dec. 23-Jan. 2	No School – Holiday Break
Jan. 20	2 <sup>nd</sup> Quarter Ends
Jan. 23	No School – Teacher Inservice
Feb. 17, 20	No School – Vacation
Mar. 30	3 <sup>rd</sup> Quarter Ends
Mar. 31	No School – Teacher Inservice
Apr. 6, 11	Parent-Teacher Conferences (4:00-8:00 p.m.)
Apr. 13-17	No School – Holiday Break
Apr. 21	Earth Day/Service Learning Day
May 17	Track & Field Day – 1 <sup>st</sup> – 6 <sup>th</sup> Gr.
May 26	Kindergarten Graduation
May 29	No School – Memorial Day
June 2	Early Childhood Program – last day of school
June 5	Track & Field Day – Kindergarten
June 5	School Picnic and 6 <sup>th</sup> Grade Graduation
June 6	Last Day of School (11:30 a.m. dismissal)
June 12-30	Summer School

### 2016-17 STUDENT EARLY RELEASE DAYS FOR STAFF DEVELOPMENT

Sept. 14                  Oct. 11                  Feb. 16                  Mar. 14                  Apr. 12

- ◆ Elementary students dismissed at 12:40
- ◆ Jr/Sr High students dismissed at 12:55

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## **SCHOOL PERSONNEL 2016-2017**

### **SCHOOL BOARD MEMBERS**

President – Greg Friendshuh  
Vice President – Brent Anderson  
Clerk – Peter Wieczorek  
Treasurer – Nettie Groat  
Member – Dave Scheuermann

### **SUPERINTENDENT**

Josh Ernst

### **ELEMENTARY SCHOOL PRINCIPAL**

Chris Petersen

### **JR/SR HIGH SCHOOL PRINCIPAL**

Nick Gilles

### **ELEMENTARY INSTRUCTIONAL STAFF**

Jessica Millar - Guidance  
Jessica Pickard - Jr. Kindergarten  
Lori Olson – Kindergarten  
Shauna Peterson – Kindergarten  
Rebecca Stahl - Kindergarten  
Elizabeth Hesselink – 1<sup>st</sup> Grade  
Michele Kelly – 1<sup>st</sup> Grade  
Theresa Anderson – 2<sup>nd</sup> Grade  
Julie Kahl – 2<sup>nd</sup> Grade  
Tonja Wolf – 2<sup>nd</sup> Grade  
Kristi Niles – 3<sup>rd</sup> Grade  
Kacey Paulson – 3<sup>rd</sup> Grade  
Beth Weiland – 3<sup>rd</sup> Grade  
Karen Ohm – 4<sup>th</sup> Grade  
Mary Schieffer – 4<sup>th</sup> Grade  
Andrea Jilek – 5<sup>th</sup> Grade  
Wyatt Komanec – 5<sup>th</sup> Grade  
Todd Jilek – 6<sup>th</sup> Grade  
Breanna Larson – 6<sup>th</sup> Grade  
Mindy Schupp - Title 1/Reading Specialist  
Marci Meyer – Library Media Specialist; Technology Coordinator  
Alicia Strilzuk - Physical Education  
Ann Miner - Physical Education  
Holly Waterman - Art  
Marisa Bergh - Music  
Jill Molls - Music  
Mike Larson - Instrumental Music  
Venessa DeCosse – Keyboarding

Paula Johnson - Special Education; Early Childhood  
Dawn Powers - Special Education  
Dale Rosen - Special Education; Athletic Director  
Kimberly Torgerson - Speech Language Pathologist  
Patti Jakupciak – School Psychologist

**Elementary School Secretaries**

Mona Robl – Office Secretary  
Billie Jo Johnson – Transportation Coordinator

**District Computer Network Administrator**

Ben Strobach

**Community Education Coordinator**

Susan Rogers

**Elementary School Paraprofessionals**

Jennifer Aasmundrud – Computer and Food Service  
Brian Anderson - Special Education Aide  
Susan Anderson - Special Education Aide  
Kim Becker – Kids Care Before/After School Care - Coordinator  
Billie Jo Johnson – Medical Aide and Immunization Custodian  
Nadine Kirk – Special Education Aide  
Travis La Blanc – Special Education Aide  
Michelle Nelson - Jr. Kindergarten Aide  
Lacey Rautio – Jr. Kindergarten Aide  
Kristie Solberg – Special Education Aide/Kid’s Care Aide  
Amy Strobach – Special Education Aide

**Custodians**

Gary Hanson – District Head Custodian  
Pat Lillie – Elementary School  
Jason Kirk – Elementary School  
TBD – Elementary School

**Food Service**

Penny Kobernick– District Head of Food Service  
Renee Catts - Elementary School  
Tami Laursen – High School/Elementary School  
Ann Hefty - Elementary School  
Marlene Rundquist - Elementary School

**Transportation**

Art Pett - Transportation Director	Roger Blanchard	Dale Wood
Tom Aasmundrud	Becky Fouks	TBD
Laura Anderson	Doug Miller	TBD

## **MISSION STATEMENT**

Clear Lake School District prepares students, in an active partnership with families and the community, to become lifelong learners and responsible citizens.

## **CORE VALUES**

### **STUDENT CENTERED**

The Clear Lake School District is committed to keeping students at the forefront of all decision making.

### **CHARACTER**

Clear Lake School District students and staff will respect others as well as themselves and work to develop character traits that will assist them in being a positive and active role model in their school and community.

### **SAFETY**

The Clear Lake School District is committed to fostering a safe, secure, and caring learning environment that supports the physical and psychological well being of students and staff.

### **CURRICULUM & INSTRUCTION**

The Clear Lake School District offers students a wide variety of rigorous academic courses, elective options, and co-curricular activities that promote the development of well-rounded students who are prepared for post-secondary opportunities and careers.

### **HIGH EXPECTATIONS**

The Clear Lake School District is committed to fostering a culture of academic excellence and personal growth for all students.

## **PUPIL NON-DISCRIMINATION**

The Clear Lake District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal Law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

## **Welcome to Our School!**

On behalf of all staff and administration, we would like to welcome you to Clear Lake Elementary School. This handbook provides students and parents with the information and guidelines used to promote a healthy, safe, and respectful place to learn.

Our goal is for students, parents, community, and staff to work together to help children grow and meet their academic, social, emotional, and physical needs while in the school setting. Working as partners, we can give our children the best educational experience.

Students and parents should review this handbook together before signing the final page and returning it to the child's homeroom teacher as soon as possible. Please contact the Elementary School Office at 715-263-2117 with any questions.

Mr. Chris Petersen  
Principal

## **ATTENDANCE**

At Clear Lake Elementary School we believe that good attendance is a basis to a good education. Absenteeism is a significant factor contributing to poor performance in school. Regular participation in well-planned activities is essential if learning is to take place. The interpersonal exchanges which take place in the classroom are often unique, and once missed, cannot be recreated. In addition, most classes build upon each day's lesson for continual progress toward mastery of the subject. The success of these policies will be enhanced by cooperation between parents and the District.

All children between the ages of 6 and 18 years of age, except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session through the semester in which the child becomes 18 years of age. The primary responsibility for regular school attendance rests upon the child's parent(s) or guardian. In addition, school officials have a legal obligation to enforce student attendance in school. It is the intent of the Clear Lake School District to work closely with parents/guardians regarding student attendance.

### **EMERGENCY SCHOOL CLOSING**

Should weather conditions necessitate the closing of school, listen to radio stations WCCO Mnpls./St. Paul (AM 830); WXCE Amery (AM 1260). Television stations: WCCO – Channel 4, KSTP – Channel 5, FOX – Channel 9, KARE – Channel 11. You may also receive an automated call from our SchoolMessenger system to alert you. Announcements will typically be made early in the morning. If an early closing is necessitated, these same medias will be used.

### **TWO HOUR DELAYED STARTS**

School may be delayed for two hours because of inclement weather. The announcements are put on the same medias listed above. In the event of a 2 hour delayed start, children should arrive at school between 10:00 and 10:20 AM. School will start at 10:20 AM. Please do not drop students off early, as there will be no staff available to supervise them. Students riding bus to school will be picked up



approximately 2 hours later than usual. Breakfast will not be served at school on days that we are delayed. There will be no a.m. session of Jr. Kindergarten on days that we have a delayed start.

### **SCHOOL DAY**

Students may enter the building at 8:00 am, not before. Classes begin at 8:20 a.m. and end at 3:15 p.m.

Students should report to their classroom or to the cafeteria for breakfast. There is to be no loud talking, running, or gathering in the school entrances, rest rooms, and hallways while school is in session.

At the end of the school day, students who ride the bus should walk to the bus and be seated promptly. Students who walk home gather in the commons and are dismissed after the buses depart.

### **PROCEDURES FOR ABSENCES**

When a student is absent from school, a parent/guardian should contact the school by phone (263-2117) or email before 9:00 a.m. to inform the school of the absence each day of the absence. Upon returning to school, the student should bring a signed note from his/her parent/guardian stating the date(s) of and reason for the absence. The attendance officer will make a determination whether the absence is excused or unexcused.

### **LEAVING SCHOOL**

No student will be permitted to leave school without consent of their parent/guardian or their legal designee. Students must sign out in the office with the approved adult before leaving. When students are taken out of school during the school day, the person picking up the student should come to the office and sign the child out. The office will then call the classroom teacher to have the child walk to the office. During the day and after school, students may leave the school only with those individuals who are listed on the emergency contact form. If an unusual circumstance occurs and parents need another adult to pick up their child, parents must write a note, specifically indicating who will be picking up their child, or the parents may call the school office with this information (263-2117). This is for safety reasons.

### **APPROVED ABSENCES**

The School Attendance Officer is empowered to approve a legal excuse to any pupil for the following reasons:

1. **Medical/Dental Absences (MD):**  
Written verification from the medical provider will be required for the absence to be coded "Medical." Excessive absences for illness (more than ten per school year) may require verification by medical personnel in order for the absence to be excused.
2. **Board Approved Absences (BA):**  
The following activities are "Board Approved" legal excuses for being absent from school: religious holidays, court appearances, out of school suspensions, and a death in the immediate family.
3. **Parent Approved Absences (PA):** State Statutes (Section 9. 118.15 (3) (c) A student may be excused in writing by his or her parent or guardian before an absence for not more than (any part of) 10 days, during the school year for any reason the parent authorizes as necessary and/or appropriate.

**All other absences may be considered unexcused.**

**Unexcused tardiness or absences** for any part or all of a school day are a violation of Wisconsin statute. For practical reasons they are also very disruptive to an efficiently functioning school. We solicit and encourage parent cooperation to help us maintain our guidelines. Hopefully, this will minimize the possibility of problems with unsupervised students, and will reduce classroom and school day disruptions. **Unexcused absences will accumulate toward habitual truancy (see below).**

Students excused from school under any of the above approved absence categories shall be required to make up any school work missed. The student will have two (2) days in which they make up work for each day absent for any reason: After the two (2) days, each incomplete assignment may become an "F" grade.

Children who have perfect attendance for the entire school year will be given certificates of attendance.

### **TRUANCY**

State statute 118:15(3)(C) states all children between the ages of 6 and 18 years of age, shall attend school regularly during the full period and hours that school is in session. It is unlawful for any child of school age to be habitually truant from school.

Truancy is defined as being absent from school for part or all of a school day without permission of parents or school administrators. **These absences are unexcused and will accumulate toward habitual truancy (see below).**

### **HABITUAL TRUANCY**

According to state statutes 118.15 (3) (c) *habitual truancy* shall be defined as a pupil who is absent from school without an acceptable excuse for part or all of five (5) days on which school is held during a semester. **Students who accumulate more than five (5) unexcused absences in a semester are considered habitually truant.** Habitual offenders will be referred to authorities under provision of SS 118.25.

### **TARDINESS**

Tardiness is a disruptive factor to any classroom. In addition, it adversely affects a student's grade. Students not in their classroom at 8:20 a.m. may be considered tardy. Repeat offenders may be disciplined. Students who are tardy more than 5 minutes must report to the office upon arrival at school to assure proper records of attendance.

For consistency, the school uses the following guidelines:

- Arrives from the beginning of school to 10:00 AM = TARDY
- Arrives between 10:00 AM to 12:00 NOON = ABSENT ½ DAY AM
- Leaves after 12:00 Noon to before 1:30 PM = ABSENT ½ day PM
- Leaves after 1:30 PM to the end of the day = TARDY PM

## **STUDENT CONDUCT**

### **STUDENT DRESS**

As part of a comprehensive education, as well as a positive and creative way to promote an academic climate and safe environment, Clear Lake Elementary School believes in having a student body that is aware of proper and improper public appearances. This also applies to cleanliness and personal hygiene. There is no specific “dress code” for students; however, the following guidelines do apply.

- State law requires that shoes be worn at all times in public buildings.
- Clothing, jewelry, body marking, or property that displays inappropriate messages, that are distracting to the learning environment, or that have a propensity to cause damage or disruption will not be allowed.
- Questionable sayings, including inappropriate language or sexual innuendo, are not allowed on clothing or property.
- No undergarments (such as bras, bra straps, underwear, boxers, etc.) should be showing.
- Clothing which is excessively revealing should not be worn to school, including most “spaghetti strap” tank tops and very short skirts or shorts.
- Shirts must not be low cut as to expose cleavage or bra straps. Shirts should be long enough to touch the tops of pants, so the midriff is not exposed.
- Cleats on shoes or other items on clothing which may cause damage to school property are not allowed in school.
- “Heelies” (shoes with wheels in the heels) or similar items may not be worn during school.
- Open-toed sandals are not recommended because of greater susceptibility to injury.
- Caps, hats, bandanas, headgear, or sunglasses are not allowed to be worn in the school building unless special permission is granted on a special activity day. This also includes indoor extra-curricular activities.
- Clothing, colors, or symbols associated with gangs or gang behavior may not be worn or possessed.
- Chains or objects which may pose a threat to safety or property are not to be worn or possessed.
- Clothing intended for outdoor use such as coats, jackets, coveralls, mittens, gloves, heavy boots, etc. shall not be worn during the school day.
- Individual "choices in style" that disrupt the curricular or extra-curricular goals of the school or are potentially hazardous to personnel or property will be dealt with on an individual basis.

Students who abuse the privilege of no dress code will be dealt with individually. The administration reserves the right to be the sole determiner of appropriate attire. Students whose attire has been determined inappropriate will be directed to change into something more acceptable. If necessary, they will be sent home to change. Those who refuse to cooperate, as well as repeat offenders, will be subject to disciplinary action.

### **Winter Clothing Requirements**

During the winter students in 4K, Kindergarten, 1st, 2nd and 3rd grade need jackets/coats, snow-pants, boots, hat and gloves or mittens for outdoor recesses. Students should plan on wearing all winter gear unless unseasonable temperatures allow us to dress lighter. In the event of warm temperatures an announcement will be made in school prior to recess.

Students in grades 4, 5 & 6 are required to wear a coat. Parents who would like their child in these grades to wear more articles of clothing such as boots, snow pants, hats, gloves should send them with their child to school and make it clear to their child what they must wear.

Students not having the appropriate clothing for recess will call parents to bring proper clothing to school.

### **Storage of Backpacks, Clothing, and Personal Property**

Students are to store their backpacks/book bags inside their classroom on the hooks provided. Jackets, snow pants, boots, hats, and other outdoor clothing is to be stored on the coat racks in the hallways. Personal items may be stored inside backpacks, cubbies, or desks. **Students are discouraged from bringing money or other valuable items to school, as the school is not responsible for lost or stolen items.** Students may ask to have valuable items stored by their teacher or the office on rare occasions when necessary.

### **SCHOOL CONDUCT**

Every student must be given the opportunity to pursue his/her educational interests in a setting that is free from disruption or distractions that will interfere with the learning process. Discipline guidelines and policies have been established to ensure and protect the rights of everyone connected with the school: students, parents, teachers, and community members. The "Code of Conduct" established for the School District of Clear Lake will be followed.

### **STUDENT DISCIPLINE PROCEDURE**

Our student discipline procedure is based on cooperation between students, parents/guardians, staff, and administration. We believe in a progressive system of discipline and view each disciplinary situation as a learning opportunity. Students can change their behavior, and the school will try to assist in this change in the most positive manner possible. The following represent the typical consequences for student misbehavior:

- Level 1*** Staff member will deal with unacceptable student behavior by any reasonable means necessary.
- Level 2*** Staff member will make a written discipline referral to the principal's office. The principal will have a conference with the student and determine appropriate administrative action using the steps outlined below. The conference may result in student contract and goal setting. The parent/guardian may be notified of the conference.
- Level 3*** Student may be required to serve one or more detention periods during their recess or lunch period. Student may be required to perform school service as restitution under the direction of the principal's designee or custodial staff. Parent/guardian will be notified of the offense and consequences.
- Level 4*** Student may be required to serve one or more days of in-school suspension. Student will conference with staff, administrator, or counselor to review the nature of the violation. Administrator will make contact with parent/guardian.
- Level 5*** Student may be required to serve one to five days out-of-school suspension. Student will conference with staff, administrator, or counselor. Counselor will review student performance to date and receive input from other sources. Administrator will communicate to parents and student whether the student should return or be expelled from school.

The administration specifically reserves the right, in its sole discretion, to recommend expulsion in the first offense or any other disciplinary action that they deem appropriate to the case at hand. Suspension from school will be in compliance with state mandates.

It is our sincere wish that we never have to resort to these consequences. We expect each student at Clear Lake Elementary School to respect other students and all school personnel. We truly want to create a learning environment in which people develop and practice skills and attitudes relevant to life in an ever-changing world.

### **In School Suspension (ISS)**

Students may be required to serve ISS in increments by class period, half day, or full days. During this time, they will remain in the principal's office or area designated by the principal's office personnel. The following guidelines apply:

1. Students will report on time to ISS with books and study materials needed for their time in ISS.
2. Students will remain sitting upright in their seat without lying their heads down and/or sleeping.
3. For long-term stays, the office will attempt to gather from teachers as many classroom assignments, tests, etc. as possible.
4. It is the expectation that students will work on school work during their time in ISS. After the student has satisfactorily completed all school work, they are expected to read or sit quietly.
5. Students are not to leave the desk without permission. The office staff will give reasonable permission to use the restroom.
6. Students are not to talk to other students or passersby.
7. Students will be taken to the lunch room to get their food then return to consume it in ISS.
8. If the student has followed all rules and completed all school work with a positive and cooperative attitude, they may be, at the discretion of the principal or principal's designee, allowed to return early to regular classes for the final period of the day.
9. Students who, despite this prior notice and reasonable warnings, continue to violate the rules of ISS, may be given additional ISS time or be suspended out of school.

### **Out of School Suspension (OSS)**

Students may be required to serve OSS by half day or full day increments. In all cases of OSS, parents will be notified. For suspensions of two or more days, a re-entry meeting with the parent/guardian, student, teacher (if appropriate), and principal designee may be required for re-admittance to school. Students who are suspended may earn credit for the work they miss; however, it must be completed in a timely manner and satisfy the teacher's requirements. Students who are suspended out of school may not be present on school grounds nor attend Clear Lake school events at any location during the period of their suspension unless special permission has been granted by the administration.

## **CODE OF STUDENT CONDUCT**

### **Statement of Principle**

The School District of Clear Lake recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning process. Every member of the school community is expected to cooperate in this central mission. Staff,

including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to behave in a manner that is based on respect and consideration for the rights of others. Students are to allow teachers to instruct effectively and students to participate in learning activities. Students are further expected to know and abide by the rules of behavior established by the classroom teacher, school administration, and Board of Education. Parents should be aware of their children's activities, performance and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who are unwilling, unready, or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants that the student be removed temporarily from the class or activity (short term removal). Such removal serves the multiple purposes of eliminating or minimizing the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary reasons, short term suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer-term removal from the class (long term removal). Long term removal may be for disciplinary reasons.

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct. In addition, long term removal of a student will be possible if the building principal upholds the 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 detentions, suspension, or expulsion, for the conduct for which the students was removed.

### **Grounds for Disciplinary Removal from Class**

A student may be removed from class for conduct or behavior which (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavior rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous or unruly; (d) which otherwise interferes with the ability of the classroom teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations must be communicated as strongly as possible to students and staff. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his/her best judgment in deciding when it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building principal may, exercising his/her own discretion, overrule the teacher's decision to remove the student and return the student to class.

- A) Behavior that violates the District's policies on suspension and expulsion: Building principals make decisions regarding suspension and recommendations for expulsion are made by District administration based upon recommendations from the principals. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily mean that the student will also be suspended or expelled.
- B) Behavior that violates the behavioral rules and expectations in the student/parent handbook: The Student/Parent Handbook contains behavioral expectations for the individual schools in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussions will include an explanation of this Code, and the District's policy regarding removal.
- C) Behavior which is disruptive, dangerous or unruly: Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension or expulsion, or in the Student/Parent Handbook, for the purposes of this Code the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:
  - 1) Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
  - 2) Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.
  - 3) Behavior that may constitute sexual or other harassment.
  - 4) Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by a student, presentation by a visitor or study time).
  - 5) Throwing any objects, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
  - 6) Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
  - 7) Destroying the property of the school or another student.
  - 8) Loud, obnoxious or outrageous behavior.
- D) Behavior which interferes with the ability of the teacher to teach effectively.

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior, which constitutes:

- 1) Open defiance of the teacher, manifest in words, gestures or other overt behavior.
- 2) Open disrespect of the teacher, manifest in words, gestures or other overt behavior.
- 3) Other behavior likely or intended to sabotage or undermine the instruction.

E) Behavior which is inconsistent with class decorum and the ability of others to learn.

Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

### **Removal of a Student from Class**

Any student may be temporarily removed from class under this Code by a teacher of that class. For the purposes of this Code, a "class" is any class, meeting or activity, which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch or recess.

A "teacher" is any certified instructor, counselor, nurse or administrator in the employ of the district.

### **Procedures for Short Term Removal of a Student from a Class**

Except where behavior is extreme, a teacher should generally warn a student that continued misbehavior might lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

- A) Instruct the student to go to the building office for the period of removal. In such case, the teacher should send a note with the student or call the office to let them know that the student is on the way to the office.
- B) Obtain coverage for the class and escort the student to the main office.
- C) Seek assistance from the building office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the building office.

When the student arrives at the building office, the building principal or designee should give the student an opportunity to explain the situation. If the building principal or designee is not available immediately upon the student's arrival, the student should be taken to the removal area, and the principal or designee should speak to the student as soon as practicable thereafter. For the purposes of short-term removal, it is not necessary to obtain witnesses or to otherwise verify the student's or teacher's accounts of the situation.

By the end of the day when possible, but in any event no later than within twenty-four (24) hours of the removal, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building principal.

As soon as practicable, but in any event within twenty-four (24) hours of the removal, the teacher shall inform the student's parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the classroom removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The teacher shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

### **Room Location of Short Term Removal**

Students who are removed by their teachers must immediately go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short term removal area. In the discretion of



the building principal or designee, the student may instead be sent to another appropriate class, program or educational setting, providing the student is supervised in such alternate setting. The building administrator should also take steps to ensure that the students are supervised while in the short-term removal area. In general, students should be required to do work of an academic nature while in the short-term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g. writing an apology or account of the situation). In no event should the students' time in the removal area be recreation or other free time.

### **Length of a Short Term Removal**

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least the duration of the class activity from which he/she was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short term removal, or, where necessary, appropriate and practicable, shall take steps to have the student sent home.

### **Procedures for Long-Term Removal**

Long-term removal is an extremely serious action, which should not be undertaken hastily or for less than compelling reasons. Such an action could have profound consequences for the affected student and his/her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except through consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident. Unlike short-term removal, the ultimate decision regarding long-term removal rests with the building principal.

Where a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher should so notify the building principal in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and other steps taken to avoid the need for removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building principal shall consult with the teacher and may, at his/her discretion, consult with other District staff. It is appropriate and necessary to inform and consult with the parents of the student and the student involved in the request for long-term removal.

As soon as practicable, but in any event within twenty-four (24) hours of the request for removal, the teacher shall inform the student's parents that the student may be removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the possible removal from the classroom postmarked within two business days of the request for removal. Such written notice shall specify the class from which removal is requested and the basis for the removal as stated by the teacher. The teacher shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

Within three (3) business days and following consideration of the teacher's statement and any other information, the building principal shall, at his/her discretion, take one of the following steps:

1. Place the student in an alternative education program as defined by law;
2. Place the student in another class in the school, or in another appropriate place in the school;
3. Place the student in another instructional setting; or
4. Return the student to, or retain the student in, the class from which he/she was removed or proposed to be removed.

In any long-term placement provided, the student must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building principal and/or the teacher(s) who made the request for removal. Where possible, such a meeting shall take place within three (3) business days of the request for removal and/or within two (2) business days of receipt of the decision. At the meeting, the building principal and teacher(s) shall inform the parents and/or student as fully as possible regarding the basis for any decision. However, nothing in this Code shall prevent the building principal from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objections of the parent(s) or student.

### **IDEA and Section 504 Students**

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out of school suspensions as well as days of removal.

### **HALLWAY BEHAVIOR**

When travelling in the hallway, students are expected to maintain a positive learning environment for others by keeping their noise level to a minimum. When traveling between classes, students should politely travel in a line with their classmates and refrain from running, jumping, and other horseplay or distracting behavior.

### **RECESS AND PLAYGROUND**

All students shall play outdoors during the supervised play periods (noon and recess time). All students will stay indoors during inclement weather as decided by the Principal or his/her



designee. (Rain, heavy wet snow, wind chill below 0 degrees F, etc.) Students who must remain indoors for health reasons will be expected to pursue quiet activities in their classroom. Children must have daily notes from home before they will be allowed to stay in. Students may be allowed to stay in three consecutive days after an illness. Longer than three days requires a Doctor's excuse.

### **Indoor Recess**

When inclement weather necessitates indoor recess, students will go to their assigned classrooms. Students are expected to engage in appropriate indoor activities or games as they take a break from school work and enjoy the opportunity for social interaction with classmates.

- Students are to remain inside their own classroom. They may leave only with individual permission from the supervisor.
- Students are to maintain an appropriate noise level for indoors.
- Running, pushing, jumping and other horseplay are not tolerated.
- Games and other leisure activities are typically made available by teachers for student use during indoor recess. It is ultimately the student's responsibility to find an appropriate activity to occupy their time. Activities which cause disruption or are bothersome to others will not be allowed.
- 4th-6<sup>th</sup> grade students may be allowed to use personal electronic devices (Gameboys, iPods, etc.) with permission, provided they do not become a disruption. Students are reminded of the Acceptable Use Policy for electronic devices. Students are forbidden from capturing video or photo images in school. Phone calls, texting, and other communication via electronic device is also prohibited during recess. Violators will lose the privilege and be subject to discipline as per the Acceptable Use Policy and Student Handbook.

### **Outdoor Recess**

Necessary playground equipment is furnished by the school. No baseballs or bats may be brought to school to use during the school day. If students wish to bring other sports equipment from home, they must have permission from their teacher and are reminded to somehow mark what equipment is theirs to avoid loss. When children bring their own toys to school, they must assume responsibility for them. The school is not responsible for any broken/stolen/lost toys brought from home. School equipment is not to be taken home for personal use unless permission is granted by an instructor or principal.

When on the playground, students must comply with the following rules:

1. Play together safely . . . no rough play.
2. Use equipment safely and properly.
3. Line up promptly, quietly, and orderly.
4. You must have permission to leave the playground.
5. Play in designated area.
6. Use the Phy. Ed. teachers' rules for Four Square only.
7. Use slides and playsets as they are intended (go down feet first, sit on your seat on swings, swing back and forth, etc.).
8. Take turns and share.
9. Help to put away balls, jump ropes, and other equipment at the end of recess.

Students may play on various areas of the playground as they choose. However, certain organized team games (ie. such as football, softball, kickball, four square) may necessitate age groups playing together exclusively (3<sup>rd</sup> grade play with 3<sup>rd</sup> grade, 4<sup>th</sup> grade play with 4<sup>th</sup> grade, etc.). This will be at the recess supervisor's discretion.

The following activities are not allowed:

1. Physically rough games such as tackle football, king-of-the-hill, chicken, etc.
2. Karate, kicking, punching etc., simulation games. (examples: Pokemon Combat, Power Rangers, Martial Arts, Pro Wrestling.)
3. Playing around the parked cars.
4. Playing with or throwing snowballs, mud, sticks, rocks, etc.
5. Throwing or kicking balls against the school walls.
6. Dodgeball or “ball tag” games, unless specifically organized and supervised by a staff member.
7. Only the batter may use a bat for softball, all extra bats must be left on the ground until used by a batter.
8. The trading of collection cards.
9. The use of video games, electronic music players, mobile phones, or other electronic devices.

### **Playground Discipline Steps:**

1. Warning/conference
2. Removal from activity
3. Five minute break at the wall
4. Remainder of recess at the wall
5. Removal to the office for discipline referral

Note: More severe offenses do not require progression through all of the steps. Recess supervisors reserve the right to administer disciplinary steps as deemed appropriate for the particular student misbehavior at hand.



## **FOOD SERVICE PROGRAM**

Students are to consume all food and beverages in the commons/cafeteria. They are not to store junk snacks (other than their packed lunch) in their cubbies, desks, or backpacks nor consume snacks any outside the commons unless part of a special occasion in class as designated by their teacher.

### **BREAKFAST**

Students will have the option of eating breakfast at school.

Breakfast will be served from 8:00-8:20 each morning. Students are to hang coats, backpacks, etc. in their proper place before reporting to the cafeteria. Students should report to the cafeteria by 8:15 so they can get to their classroom by the 8:20 bell. **The cost for breakfast is: \$1.25**

### **LUNCH**

Students may purchase a hot lunch or bring their own from home. **The cost of lunch is: \$2.65.**

### **MILK**

One carton of milk is provided with each meal. Each additional milk, or milk without the purchase of a school meal, is 30 cents. Milk for elementary milk break is still provided by the district at no cost.

### **LUNCH/BREAKFAST ACCOUNTS**

Every family will have a lunch/breakfast account. Deductions for lunch or breakfast will only be made when a child eats. Parents are encouraged to make deposits on their account to reduce the handling of money by children.

## **SCHOOL FOOD-SERVICE POLICY**

Food service accounts are required to maintain a positive balance. In the event a food service account reaches a negative balance the following procedure will be followed.

Grades 4K-6 students coming through the food service line shall pay the daily rate or they will be offered a peanut butter sandwich and a carton of milk for lunch up to three days.

The ability to pay shall not be a deterrent to participation in the lunch program. Low-income parents can qualify for free or reduced lunch prices.

## **CAFETERIA RULES**

1. Wash and dry hands. Make sure paper towels are picked up. Line up quietly when waiting for lunch. Shoving and cutting in line will not be permitted.
2. Walk to your seating place and sit at your designated table by grade level.
3. Remain seated while you are in the lunchroom. If you want seconds, wait until the last class dismissed has gone through the lunch line and tables are released by the teacher on duty.
4. Students must remain seated until they are dismissed by an aide.
5. Before you leave your table, make sure everything is picked up from the table and the floor.
6. Do not throw food items in the lunch room. Violators will be disciplined.
7. Garbage and excess food must be disposed of properly. If you drop or spill something on the floor, be responsible for it and pick/clean it up.
8. Do not crowd at the window, and do not throw your trays in the window. Please place your tray facing the same direction as all the rest.
9. Running is strictly forbidden in school. This pertains to the lunch room and hallways.
10. After lunch is a time for exercise and fresh air. All students should plan on going outside unless you have a medical reason to stay in. No loitering in the halls will be allowed.
11. Enjoy your meal and exhibit appropriate table manners. Loud talking and yelling are not appropriate in the cafeteria. Keep your hands, feet, and objects to yourself.
12. As per federal lunch program guidelines, no student may bring soda pop to school to drink with lunch or breakfast.



## **OUTSTANDING BILLS**

Students who have outstanding bills (lunch accounts, book fines, etc.) at the end of the year, will have their report card withheld until payment is made.

## **TRANSPORTATION**

### **BUS RIDER RULES**

1. Parents and students must realize that school bus transportation is a privilege, not a right.
2. Bus drivers have the right to assign all students to a seat on the bus.
3. Be informed that misbehavior of any kind, including profane language, will not be tolerated. Students who misbehave can be denied the privilege of riding on the bus, assigned detention or suspended.



### **Student and Parent Responsibilities:**

1. Students will ride on assigned buses. Parents must request, in writing, any exception from this rule. Requests shall be made to the principal's office.
2. Pupils will board and depart from their assigned bus at a selected designation unless written permission is granted to be let off at other than the regular stop. Such changes are documented on the daily transportation change form provided by the principals' office. Parents will assume the responsibility of the child when such a request is made and granted.

3. A certificate or statement from a medical doctor will be forwarded to the office of the superintendent to substantiate all physically handicapped cases. Temporary handicaps will require an annual statement. Parents are responsible for obtaining the statement and forwarding it to the superintendent's office.

**Previous to Loading** (On the road):

1. Be on time at the designated school bus stop. This helps keep the bus on schedule.
2. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly, single file manner. Do not rush to get on the bus.
4. Be courteous. Don't take advantage of younger children in order to get a seat.
5. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop.
6. Use the handrail and watch your step when boarding the bus.

**While on the bus:**

1. Keep hands and head inside the bus at all times.
2. Sit in assigned seats.
3. Assist in keeping the bus safe and sanitary at all times.
4. Radios are not to be played while on the bus.
5. Toys or games are to be kept in a backpack or other container, so they are not visible while on the bus, unless permission for use has been granted by the driver.
6. Food/beverages are not allowed on the bus unless the driver gives specific permission.
7. Remember, loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
8. Treat bus equipment as valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
9. Never tamper with the bus or any of its equipment.
10. Do not leave books, lunches, or other articles on the bus.
11. Keep books, packages, coats, and all other objects out of aisles.
12. Remain in your assigned seat while bus is in motion.
13. Do not throw anything out of the bus window.
14. Always remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
15. Always be courteous to fellow students, the bus driver, and to passers-by.
16. A complete list of bus rules and regulations will be issued to each family at the start of the school year. OBSERVE THEM!!

**BUS TRANSFER POLICY**

Requests to transfer buses to be transported to an assigned, existing bus stop will continue to be honored for the following reasons ONLY:

1. Working parents who need baby-sitting services which are on another route at an existing stop on that route.
2. Farm families who need their children home for chores sooner than their assigned route provides.
3. Family emergencies (medical problems, etc.)

These transfers must be arranged for in advance (excepting emergencies) by parent/guardian and approved by the principal's office. Please provide written permission (note or email), and include the following:

- Your child's name
- Your child's grade and teacher's name
- The **day** and **date** they are to have a change in transportation (change of bus, picked up by \_\_\_\_\_ (name the person)
- Sign the note

**Long term permanent changes** should be requested on a special form which may be picked up in the principal's office. Please call the elementary office for the necessary form to be completed at 715-263-2117.

**Unplanned transportation change** requests should be made by 2:00 p.m. if a change is requested for the afternoon route. The elementary office is unable to process transportation change requests made after 2:00 pm unless it is an emergency. The office needs to notify: 1) the child; 2) the child's teacher; 3) the child's regular bus driver; 4) the driver of the bus the child will be riding.

Requests for bus transfers for other reasons (shopping, birthday parties, staying at a friend's house, going roller skating with a friend, etc.) will not be allowed, as such requests compound and overburden our responsibility to transport students to their homes as safely as possible.

### **GUIDELINES FOR BUS DISCIPLINE PROBLEMS**

A bus driver is responsible for the safe operation of the vehicle and for delivering children safely to their homes. Children are responsible for following the **Bus Rider Rules** contained in this handbook and rules sent directly to your home from the district office. Drivers provide a valuable service to our school, students, and parents. All students must be cooperative and courteous and respect the bus drivers. Students who do not follow the rules will receive a consequence for their behavior.

When a student clearly defies the authority of the driver, the action will be reported to the administrative staff. The administration will determine the student's consequence for their behavior and whether the child will lose his/her riding privileges.

The steps followed by the administration are outlined below:

- 1st offense - confer with the child (with driver and principal), assign seat and contact the parents.
- 2nd offense - assign student to a front seat, detention, and a letter to the parents.
- 3rd offense - suspension of riding privileges.

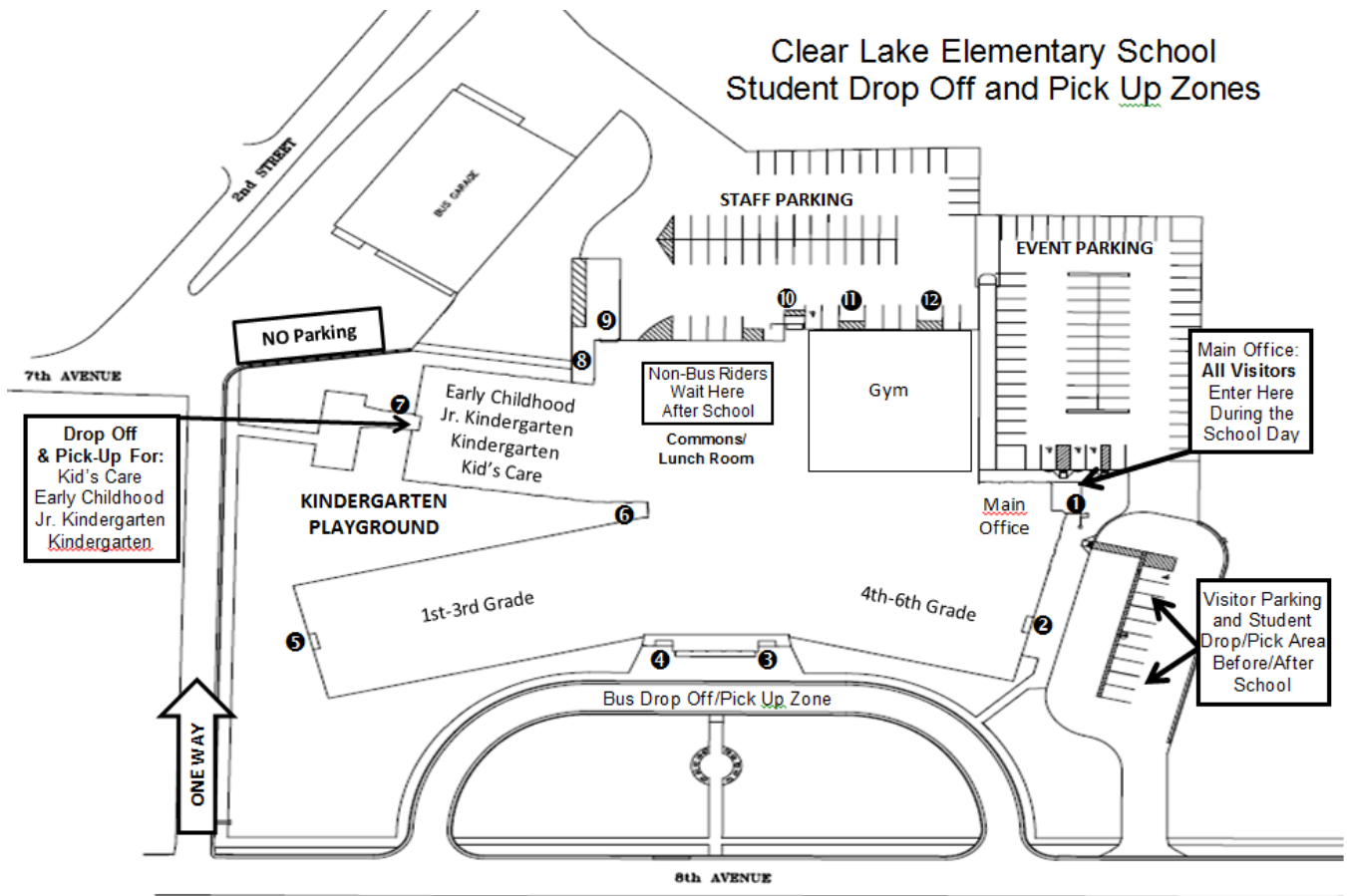
Any of the above steps could be waived, depending on the severity of the problem. Riding privileges could be suspended when the first offense occurs.

### **STUDENT DROP-OFF AND PICKUP POINTS**

To promote safety and avoid traffic congestion, we ask parents to observe certain procedures when dropping off or picking up their child before or after school. These guidelines are summarized on the **MAP TO FOLLOW**. Please also note:

- **Students may not enter the school before 8:00 a.m.**
- We do not provide supervision on playgrounds or parking lots before or after the school day.
- After school, students who do not ride buses will wait in the cafeteria to be picked up or walk home.

## Clear Lake Elementary School Student Drop Off and Pick Up Zones



**Thank you for your cooperation! (SEE MAP)**

To promote safety and avoid traffic congestion, we ask parents to observe certain procedures when dropping off or picking up their child at school. Please also note:

- **Students may not enter the school before 8:00 a.m.**
- We do not provide supervision on playgrounds or parking lots before or after the school day.
- Parents and students may NOT enter door #10 anymore. This is for staff entry only.

**Bus riders:**

- Buses drop off and pick up in front of the school in the half circle, using doors 3 and 4.

**Visitors during the school day:**

- Use door #1 and ring into the main office to check in. Other doors are locked during the day.

**Non-Bus Riders:**

- Walkers and students being dropped off/picked up before or after school should avoid congestion with the buses in the bus circle at the front of the school.
- Before school:
  - Use door #1, #2 (all grades),
  - Or use door #7 (only for Jr. K, Kindergarten, Early Childhood, or Kids Care)
- After school:
  - Use door #1 (main office entrance)
  - These students will wait in the commons to be picked up, or walk when buses leave.
  - Kids Care use door #7

**Jr. Kindergarten or Early Childhood drop off/pick up during mid-day:**

- Use door #7 for dropping off or picking up your child.
- Door #7 will be unlocked and monitored by staff at appropriate times.



## **BUS RIDE-A-LONG**

### **Mission**

The Clear Lake Schools Ride-A-Long Program is here to assist the Clear Lake Schools and its bus drivers in the safe and secure transportation of all students at the Clear Lake School.

### **What Is The Ride-A-Long Program?**

The Ride-A-Long Program is a volunteer program administered by the Clear Lake PTO. The goal of the Ride-A-Long Program is to promote safe secure transportation for the students at the Clear Lake Schools. This is done by placing trained adult volunteers on board the bus, to assist the driver.

### **Who Can Be A Ride-A-Long Volunteer?**

Any legal adult from the community, who has completed the Ride-A-Long Training, may participate in the program. If interested in becoming a Ride-A-Long Volunteer, contact the Elementary Office. (715-263-2117)

### **What Is The Training?**

The training consists of the same program presented to the students at the beginning of each school year. Volunteers will be asked to attend one of these training sessions.

## **BICYCLES, SKATEBOARDS, AND SCOOTERS**

Students who ride their bicycles, skateboards, or scooters to school should observe all laws governing their use. These items are to be safely parked or stored in the areas provided by the school (i.e. the bike rack area). Bicycles, skateboards, or scooters are not to be brought into the school. They may not be used during the school day unless special permission has been granted by the administration.

### **ATV'S (All Terrain Vehicles)**

Students may not ride or bring ATV's to the Elementary School.

## **HEALTH AND SAFETY**

### **ACCIDENTS/INJURIES**

Students are to report all accidents or injuries to the teacher or aide in charge at the time of occurrence. This is especially important when an injury requires medical treatment.

### **SCHOOL SECURITY**

Clear Lake Elementary School is equipped with electronic security locks as well as indoor and outdoor surveillance cameras (refer to Board Policy 731.1 contained on p. 37 of this handbook). These devices exist to promote and support a safe and secure environment for people and property in and around the school. Students who tamper with security equipment or attempt to hinder its use or effectiveness will be subject to disciplinary consequences Step 4 or higher. School staff members will wear district-issued ID badges during the school day.

### **STUDENT SEARCHES**

Given reasonable suspicion that a student might be in possession of items that are not allowed in school or that may endanger the health/safety of others, a student search is warranted. Such searches may include the student, book bags, cubby, desk, or other property as warranted. District policy on searches will be followed. Items found to be in violation of local and other ordinances will be referred to the appropriate agency, and appropriate disciplinary action will be taken.

## **DAMAGE TO SCHOOL PROPERTY**

State laws provide penalties for anyone who defaces or does damage on purpose to school property. Students or parents must pay for damage done to school property. Each fall students are issued text books for their use at school as well as home. It is the student's responsibility to take care of text books, and normal wear is expected. However, if extensive damage is done to text books either intentionally or through carelessness, students will be charged for the repair and/or replacement cost of the books. Cost of lost or damaged school property items will be billed to the student and his/her parents.

Students should refrain from any unnecessary writing, coloring, taping on desks or tables. Please keep them neat and clean.

Students will treat library materials with the same respect due any piece of public property. Any student damaging material on purpose will pay the replacement cost.

Quick return of library materials is urged in order to share and make the best use of the materials in the library and teach responsibility to the borrower.

## **FIRE AND TORNADO DRILLS**

Fire drills are held monthly. When the fire alarm sounds students are to form a single line and proceed to the nearest exit. There are designated areas outside for students to report to as determined by their teachers. An "all-clear" announcement will sound when they may safely return to the school building.

Tornado drills are also held twice yearly. A notification over the public address system will indicate that all are to go to their designated location.

## **STUDENT ILLNESS**

Children are encouraged to attend school regularly, but when they are ill, the following guidelines should be followed.

**A child should be fever free for 24 hours.** A child's temperature is lowest in the morning, so a low temperature upon waking is not a true indicator. If you have given your child medication at night, the medication could still be affecting your child's temperature. A child should be fever free without the assistance of medication for 24 hours before returning to school.

**A child should be free from vomiting/diarrhea for 24 hours before returning to school.** A child who has been ill during the night may feel slightly better in the morning and even ask to go to school. However, the child will likely experience symptoms of illness later, will be tired from loss of sleep and may still be contagious to other children.

**A child with thick or constant nasal discharge should remain at home.** Very few younger children can effectively blow their noses, and they often fail to wash their hands afterwards. A child with the above symptoms will quickly spread the illness to other children. Your family physician should be contacted if the symptoms continue for an extended period of time, or the drainage is green or yellow in color.

**A child diagnosed with strep throat should remain home for the first 24 to 48 hours of antibiotic treatment.** A child can be contagious until he/she has been on antibiotics for 24 hours.

**A child diagnosed with conjunctivitis (pink eye) should remain at home until the redness is gone and there is no more drainage.** All cases need to be evaluated by a physician or optometrist to determine if it is bacterial or viral in nature.

Good attendance is encouraged, but the health of your child and others at school is the priority.

### **Students Who Become Ill At School**

If students become ill during the school day, they should get permission to come to the principal's office. Office staff will assist the student and work with parents to help determine the proper course of action which may include time in the sick room or sending the student home. Students who vomit due to illness or who have a fever in excess of 100° F must be sent home. Their absence will be coded as "excused ill" (E-IL). No student may leave school without the permission of parents/guardians, or a designated contact on the student's emergency card.

### **HEAD LICE**

Parents will be notified if there is a head lice problem within their child's classroom. When a child is found to have head lice, the child is discreetly removed from the classroom and the parent is called for the child to be taken home and treated. The child may return to school after he/she has been appropriately treated and then checked by school personnel, preferably with the parent present. When cases of head lice occur in school, that child's entire classroom, as well as his/her siblings, may be checked by school personnel.

### **MEDICATION**

#### **Prescription Medication**

**Please inform your child's teacher and the school office if your child has allergies or uses an inhaler.**



All physician-prescribed medication dispensed at school MUST:

1. Be in the original pharmacy container, with the child's name, prescription name, dosage, and physician's name typed on it.
2. Be accompanied by the Physician's Order Form.
3. Be accompanied by the Medication Consent Form with parent's signature.

All medications will be kept in the office unless permission has been granted to do otherwise.

#### **Non-Prescription, Across the Counter Medication**

In order for a student to receive a non-prescription medication while at school, parents need to complete a *Non-Prescription Medication Form*, available in the school office. Parents must also supply the medication in its original container which will then be kept in the school office. Examples of non-prescription medications include, but are not limited to, Tylenol, Aspirin, creams for mosquito bites, etc.

### **POSSESSION OR USE OF WEAPONS**

No one shall possess or use a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles or at school-sponsored activities except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense. A minor who violates this law is subject to the provisions outlined in

Chapter 48 of the state statutes, unless jurisdiction is waived. Students of the Clear Lake School District must be aware of the fact that such acts of misconduct will not be tolerated.

A dangerous weapon or look-alike weapon is defined in state statutes and includes a gun, knife, razor, martial arts equipment, metal buckle, chains, or any object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm.

Law enforcement officers and the Superintendent of Schools/designee shall be contacted as soon as possible if there is time in a given weapons situation and if there is not an immediate threat to safety. If there is not time, or the situation warrants immediate action, the school staff should attempt to confiscate the weapon. The building principal will also report confiscation of weapons to the police.

A dangerous weapon (s) taken from a student will be reported to the student's parents/guardians. Disciplinary measures taken will be the responsibility of the building principal and may include suspension, referral to law enforcement authorities, and referral for expulsion. A pre-expulsion conference will be held by the Superintendent of Schools and a recommendation for expulsion will be presented to the Board of Education if the facts in the situation indicate that the health and safety of students or faculty have been endangered.

The following are three exceptions to this policy:

1. Weapons under the control of law enforcement personnel are permitted;
2. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the principal; and
3. Weapons properly registered and handled during the community use of school facilities may be permitted.

### **THREATENING/INTIMIDATING ACTS**

If a student, verbally, in writing, or by gesture, threatens the well-being, health, or safety of any member of the school's student body or staff, the student will be referred to the administrator. The administrator will notify the police when appropriate. (i.e., a threat is made to a specific person or persons, a weapon is specified, and student has access to the weapon, etc.)

The student may be required to serve a one to five days in-school or out-of-school suspension. The student will conference with the administrator and staff or counselor. The administrator will communicate to parents and the student.

### **POSSESSION OR USE OF LIGHTERS OR OTHER INCENDIARY DEVICES**

Students may not possess, use, or distribute cigarette lighters or other incendiary, explosive, or dangerous devices or substances while on school property or while involved in school-related activities. The student in violation of this policy may be required to serve a one to five day in-school or out-of-school suspension. The student will conference with the administrator and staff or counselor. The administrator will communicate to parents and the student. Law enforcement authorities will be notified if it is suspected that a criminal violation has occurred.

### **POSSESSION OR USE OF ALCOHOL, TOBACCO, DRUGS, OR OTHER CONTROLLED SUBSTANCES**

Under the Drug-Free Schools and Communities Act Amendments of 1989, Clear Lake School District students may not possess, sell, use, distribute or be under the influence of alcohol, other drugs or illicit

substances, or their “look-a-likes” while on school property or while involved in school-related activities.

Students are not permitted to smoke, possess, or chew tobacco or possess a “look-a-like” at any time in the building or on school grounds, in school vehicles, or at school-related activities. Students are forbidden from using all chemicals and substances which release vapors, gases, or fumes to produce a mood altering affect (e.g. e-cigarettes).

The student in violation of the above policies may be required to serve one to five days out-of-school suspension. The student will conference with the administrator and staff or counselor. The administrator will communicate to parents, and local police authorities will be notified. Student will be referred for special counseling and evaluation.

### **STUDENT PHOTOS**

The school district often includes photos in various newsletters, brochures, calendars, or its web site. Student photos are considered directory information and may be included in district publications. Parents who do not want pictures of their children included in publications may notify the office in writing.

### **BULLYING POLICY**

#### **Introduction**

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

#### **Definition**

Bullying is the deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. Bullying behavior can include, but is not limited to:

1. Physical (e.g. assault, hitting or punching, kicking, theft)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending messages or pictures by mobile phone or using the internet-also known as cyber bullying)
4. Between students and students, students and adults, or adults and adults.

#### **Prohibition**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

#### **Procedure for Reporting/Retaliation**

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or administrator. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Procedure for Investigating Reports of Bullying**

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. The district shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

### **Sanctions and Supports**

If it is determined that students participated in bullying behavior in violation of the policy, the principal may take disciplinary measures consistent with District policies and procedures, up to and including suspension, expulsion and /or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

### **Disclosure**

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

Records will be maintained regarding students found to have violated this policy, including the nature of the violations and/or the sanctions that were imposed.

## **MISCELLANEOUS**

### **WATER BOTTLES**

To encourage hydration and health, students may choose to use a bottle of water in the classroom if they provide their own. Students may only use plain water which is contained inside a see-through container. Individual students may lose the privilege of having a water bottle if it becomes a distraction or is misused. Water bottles may NOT be used in the library, computer labs, or other areas where staff deem it inappropriate or unsafe.

### **MOBILE PHONES AND PERSONAL ELECTRONIC DEVICES (PED'S)**

Private beepers, pagers, and laser pens are not allowed on school grounds, the school building, or school related vehicles. These devices may be confiscated and students subject to disciplinary consequences. Calculators are to be used for academic purposes.

Students are discouraged from bringing mobile phones, headphones, iPods/MP3 players, radios, electronic games and other electronic devices to school and may not use them during school hours.

**Mobile phones and electronic devices may be used at school only with teacher/staff permission for legitimate purposes.** If students use these items at school without permission, they will be confiscated and given to the principal's office. The principal will call the student's parents, who will be requested to come to school to pick up the confiscated item at their convenience. The student will be subject to disciplinary consequences:

- First offense – student will serve a detention
- Second offense – student will serve two detentions
- Third offense – item will be confiscated for one calendar week. The student will serve in-school suspension.

VIOLETIONS OF THE STUDENT TECHNOLOGY ACCEPTABLE USE POLICY (AUP) WILL RESULT IN THE LOSS OF NETWORK PRIVILEGES AS OUTLINED IN THE AGREEMENT, AND LOSS OF THE PRIVILEGE OF USING A PERSONAL ELECTRONIC DEVICE IN SCHOOL.

The student must have a signed Student Technology AUP on file, and the student must comply with all guidelines of the Agreement in order to possess and use PED's. A reminder that these guidelines include the following:

- All guidelines for appropriate use must be adhered to, including but not limited to, the express prohibition of inappropriate content and/or activities.
- Disruptive actions/activities are prohibited.
- Students may have their privileges revoked for violations.
- Student devices used in school become subject to search if used inappropriately.

The school district is not liable for any damage, loss, or theft of personal items brought to school.

### **Mobile Phones in Locker Rooms**

The use of any recording device including, but not limited to, cameras or video cameras on mobile phones is strictly prohibited in locker rooms, bathrooms, or other areas of the school where there may be a reasonable expectation of personal privacy. Any use or attempted use of a recording device to capture, record, or transfer images of a nude or partially nude person is strictly prohibited and will result in immediate referral to the principal – Step 5. Authorities will be notified.

### **USE OF SCHOOL COMPUTERS, LAPTOPS, AND TABLETS**

The school provides these items to promote student learning, both in subject matter and technology literacy. Students are expected to treat technology, as all school property, with respect and care.

- Students must have an Acceptable Use Policy on file, which is signed by their parent/guardian, before using the school's technology resources. Students who abuse the privilege will lose it as per the AUP.
- Students using laptops should be seated at desks or tables.
- Students who damage school property intentionally will be responsible for full cost of replacement or repair. Students who damage school property through carelessness will be fined accordingly (minimum 10% of cost of repair/replacement, up to the full cost).

### **ANIMALS AND PETS**

Parents should not bring animals or pets to school or on school grounds when they are dropping off or picking up their child. Animals and pets may not be brought to school for classroom visitations without permission from the classroom teacher and the principal. **Pet visits are not encouraged and should only be for legitimate educational purposes supported by the classroom teacher. Please speak to your child's classroom teacher and the principal if you wish to bring your pet to school. Then, complete and submit the Pet Visiting Form to the Office before the day of the visit.**

### **CLASSROOM PLACEMENT**

The Clear Lake School administration makes classroom placements for children. Each spring the building principal, using input from classroom teachers and student data, makes classroom placement assignments for all current students who will be returning to our school in the fall.

We try to make decisions with as much information as possible about each child's educational needs and strengths. Therefore, the following criteria will be used for placement of students.

- Number of students per class
- Gender balance
- Range of abilities
- Special needs
- Flexible grouping options
- Students' learning styles
- Separation of students with behavior conflicts

**If you wish to have input in the placement process, please complete and return the *Gaylord a Nelson Educational Center Parent Input Form* contained in this handbook (or get a copy from the office) by May 1<sup>st</sup>. If you feel our staff should make the placement decision without any additional input from you, *then you need not return this form.***

A request that your child be placed in a particular teacher's classroom conveys limited information about your child and his/her education. **Therefore, we will not simply accept specific teacher requests; rather we ask that you complete the Parent Input Form.**



# Clear Lake School District Pet Visiting Form

Should you desire to bring your pet to school for a legitimate educational purpose, you must contact your child's classroom teacher and the principal for their approval by completing this form and returning it to the office before the day of the visit.

Student's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Day/Date of Visit \_\_\_\_\_

Time of Visit \_\_\_\_\_

Type/Breed of Pet \_\_\_\_\_

Veterinarian's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Date of most recent vaccinations \_\_\_\_\_

We ask that you follow these procedures:

- Check in at the office with your pet. Once you are signed in the office will call the classroom and alert them of your arrival.
- The pet must be leashed or in a cage/kennel. Disruptive pets must be removed from school.
- An adult will transport the animal to school and assume responsibility for it.
- Keep your pet off the playground.
- Please limit your visit to 30 minutes.

Parent Signature \_\_\_\_\_

Parent Ph# \_\_\_\_\_

We reserve the right to deny any pet request. Thank you for your cooperation.

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Date approved

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date approved

Child's Name \_\_\_\_\_ Parent Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Child's Current Grade \_\_\_\_\_

***Gaylord A. Nelson Educational Center Parent Input Form***

Please complete this form if you would like to provide us additional information about your child.

1. Academic Strengths:

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2. Academic Weaknesses:

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3. Social Skills, Strengths, and Weaknesses:

A. How does your child interact with other children?

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B. How independent is your child?

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C. In what type of environment does your child do best? (circle one)

Somewhat Structured

Structured

Very Structured

4. Emotional

A. Describe any emotional concerns you have for your child.

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B. Are there any family circumstances we should be aware of?

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5. Anything else you would like to share \_\_\_\_\_

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**No Parent Input Forms will be accepted after May 1st.  
Filling out this form is voluntary and not required.**

### **DELIVERY OF FLOWERS AND GIFTS**

Friends and family of students should not attempt to have flowers or gifts delivered to students in school. Deliveries such as these distract from the educational process and unnecessarily divert office staff from their duties. These deliveries will not be accepted.

### **INVITATIONS**

Please do not distribute birthday invitations, etc. at school; as this often leads to hurt feelings for those excluded as well as disruptions for the students in class.

### **LOST AND FOUND**

The school keeps a lost and found box. When something is lost, please check with teachers and the office. Items not claimed by the end of the school year will be discarded or donated.

Be sure to mark all materials and clothing that can be removed in school (e.g., boots and sweaters) with your child's initials or name. This helps us find the owner of lost and found items.

### **PERFECT ATTENDANCE**

Students who have perfect attendance for an entire school year will be recognized with a certificate, presented to them by their classroom teacher or the principal. Perfect attendance is defined as having no more than one half-day of absence, for any reason, for the entire school year. A student with an unexcused absence would not be eligible. Students with multiple tardies will also be ineligible.

### **SALES OR SOLICITING FUNDS ON SCHOOL PREMISES**

The policy regarding this matter is: "Sales or soliciting funds on the school premises for the economic advancement of any individual or profit organization shall be prohibited." No soliciting should be attempted during school hours.

### **TELEPHONE USAGE**

In order for students to use the telephone they must have permission from their teacher. Use of the telephone during the school day will be restricted to important "must call" situations. Students who are ill and request to use a phone need to report to the office and office personnel will make necessary calls.

### **VISITORS AND VOLUNTEER PROCEDURES**

Students may bring visitors to school on a very limited basis. Visitors may be granted permission only with advance approval from the classroom teacher and the Elementary Principal.

The following visitor procedures apply also to parents and adults visiting school and are established to reduce disruptions that might interfere with the educational program or threaten the safety of students and staff in the Clear Lake School District. Visitors must:

1. Report to the school office (main east entry) when entering the building during school hours, except when attending scheduled school programs that occur during the regular school day.
2. Inform the receptionist of the nature of the visit and/or the staff member or student he or she wishes to see. Office staff will "buzz in" the visitor through the locked entry door and allow them into the office. Office staff will determine if the requested person is available or allowed to be seen. Visitors will not be permitted to visit individual minor students without permission from that student's parent/guardian. Regular school volunteers need only to complete the visitor log book.

3. Record the following information in the visitor logbook:
  - a. name
  - b. name of person/classroom he/she is visiting
  - c. purpose of the visit
  - d. time of arrival
4. Write his/her name on a visitor badge, affix the visitor badge on his/her shirt or jacket, and proceed to the location or person to be seen.
5. Wear visitor badge throughout the visit and observe school rules and procedures.
6. Report to the school office after concluding the visit to:
  - a. Record his/her time of departure
  - b. Discard his/her visitor badge

### **VOLUNTEERS**

**We welcome parents, grandparents and community members to volunteer at Gaylord A. Nelson Educational Center for legitimate purposes that support our educational program. Your active participation extends the effectiveness of teachers and staff. Volunteers also help to deliver valuable services to the students and schools that would not be feasible without your support. If you are interested in being a volunteer at Clear Lake Elementary, please complete the Volunteer Application Form and the School District of Clear Lake Volunteer Agreement. Please contact Principal Chris Petersen at (715)263-2117 if you have any questions.**

Board Policy 31.1

### **SECURITY CAMERAS IN SCHOOL**

It is the policy of the School District of Clear Lake to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. Security cameras installed on school property shall be used to promote the order, safety and security of students, staff, visitors and property. School officials shall use security cameras to investigate conduct or materials harmful to the health and safety of students, school personnel, visitors or property.

Signs indicating security camera usage will be posted. Cameras will be placed only in public areas such as hallways, classrooms, parking lots, entrances and athletic areas. Cameras shall not be used in areas such as restrooms and locker rooms.

Only individuals authorized by the District Administrator or Building Principal may view surveillance recordings. The District reserves the right to provide copies of recordings to law enforcement agencies in compliance with appropriate state and federal laws. Disciplinary action may be taken with students/employees based on a video documentation in accordance with Board policy on student/employee conduct. The isolated segment of the video that documents the incident may be viewed by the identified student(s) and/or his/her parents/guardians. The school Administrator(s) will view the video with the student(s) and/or parents/guardians and document the date and names of all individuals viewing the video. Should surveillance recordings become part of a student's disciplinary action, they become part of that student's record and shall be dealt with consistent with the district's student records policy and procedures.

Subject to the requirements of the Wisconsin Public Records Law and applicable state and federal laws relating to other confidentiality of student records, the video will not be available for viewing by the public in general, the media, or other individuals. The Superintendent or his/her designee may authorize individuals such as a Guidance Counselor, School Psychologist, or Social Worker to view

segments of a specific video if such individuals are working with the student(s) because of a behavioral, emotional, or learning problem and viewing video is beneficial to their role in assisting the student(s). A log will be kept of the date and names of the individuals viewing the video.

The School District shall include this policy in the student and staff handbooks that are distributed annually.

Approved: July 27, 2009

**CLEAR LAKE SCHOOL SONG  
("Illinois Loyalty")**

**We're loyal to you, Clear Lake High  
Your colors are true, Clear Lake High  
Behind you, we'll stand  
For we know you are grand  
You're the best in the land, Clear Lake High!**

**U, Rah! Rah!**

**You're in this game, Clear Lake High  
For honor and fame, Clear Lake High  
As Warriors, we all will be  
United in Victory  
For you, our Clear Lake High**

**School District of Clear Lake  
Gaylord A. Nelson Educational Center  
Volunteer Agreement  
2016-2017**

**Name** \_\_\_\_\_

As a volunteer working with the School District of Clear Lake, I agree to participate in school-sponsored activities that benefit our students, schools and the community.

I understand that Gaylord A. Nelson Educational Center is considered a protective environment for children, and as such, information regarding specific students is strictly confidential.

I understand that my role as a Volunteer is to provide additional support to the student of the District and not to replace the adult support they already have.

I understand that I am not to discipline students, investigate issues between students, administer medications, or clean up bodily fluids.

I agree that by signing this form I may be subject to a background check to determine suitability for working with children in a school.

I further agree to abide by all Gaylord A. Nelson Educational Center guidelines and understand that violation of these rules or guidelines may result in the termination of my participation in the Elementary School's volunteer program.

**Volunteer Signature** \_\_\_\_\_

**Address** \_\_\_\_\_

**Date** \_\_\_\_\_

Teacher \_\_\_\_\_

**Handbook Student/Parent/School District Contract**

My parents and I have read the Clear Lake Elementary School Handbook. We understand the Handbook contains Wisconsin Statutes and Board Policy. We therefore agree to do our part to implement these policies and thereby aid in the educational process at Clear Lake Schools.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please return to the classroom teacher for filing.**

**Pupil Non-Discrimination**

The Clear Lake District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal Law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.