

CHIPPEWA FALLS AREA UNIFIED SCHOOL DISTRICT

# 2022 - 2023 Parent / Student Elementary Schools Handbook



Halmstad  
Hillcrest

Jim Falls  
Parkview

Southview  
Stillson



Revised 06-08-22

# Table of Contents

## INTRODUCTION

Purpose of Handbook.....	6
Mission Statements .....	6
Yearly Elementary School Calendar .....	7
Elementary School Staff .....	7
Elementary School Locations & Administration.....	7

## DISTRICT ADMINISTRATION

District Office .....	8
Board of Education .....	8
School District Policies .....	9
Parent Teacher Organization (P.T.O.).....	9

## ACADEMICS

Progress Report Cards .....	10
Grading for Learning / Standard-Based Grading .....	10
Parent Portal.....	11
Parent / Teacher Conferences .....	11
Homework Policy .....	11
Human Growth and Development .....	12
Promotion, Placement, and Retention .....	12
Intervention Time.....	12
Non-Discrimination & Access to Equal Educational Opportunity .....	13
Physical Education .....	13
Adaptive Physical Education .....	14
Field Trips.....	14

## **ATTENDANCE / ABSENCE**

Attendance .....	15
Absence / Truancy .....	16
Withdrawing Students.....	16

## **ARRIVAL / DISMISSAL / BUSSING**

Arrival / Dismissal (PBIS Matrix).....	16
Bicycles.....	16
Bus Students .....	16
Student Rerouting Request .....	17
Bussing Expectations .....	18
Bus Misconduct / Major Offense Procedure.....	18
Chippewa Yellow Bus PBIS Matrix .....	19
Walking to School .....	20
Safety Patrol .....	20

## **FAMILY SUPPORT**

Complaint Procedures .....	20
Counseling Services .....	21
Psychological Services.....	21

## **FOOD SERVICE**

Free / Reduced Meals.....	21
Breakfast .....	21
Lunch .....	22
Menus for Breakfast, Lunch and Morning Snack.....	22
Payment Information .....	22
Dietary Accommodations .....	22
Questions? .....	22

## HEALTH / WELLNESS

Health .....	22
Wellness .....	23
Accidents .....	23
Administration of Medication / Emergency Care .....	24
Immunizations .....	24
Pediculosis (Head Lice).....	24
Defibrillator.....	24

## SAFETY / SECURITY

Building Doors.....	25
Dropping Off / Picking Up Children.....	25
Visiting.....	25
Volunteers.....	25
Snow Days / Inclement Weather .....	26
Recess .....	26
Drill Practice (Fire / Lockdown / Tornado and Severe Weather).....	27
Animals in School.....	27
Weapons.....	27
Student Abuse and Neglect .....	27
Theft .....	28
Lost and Found Articles .....	28
Asbestos Notice .....	28

## OFFICE MANAGEMENT

Birthday Invitations / Balloons.....	28
Contact Address of Students / Parents / Guardians.....	29
Custody.....	29
Newsletter.....	30
Student Records.....	30
School Fines.....	30
School Pictures.....	30
Telephone Use.....	30
TITLE 1 – Parents’ Right to Know (Teacher Qualifications).....	31
Elementary School Expectations.....	31
Office Discipline Referral.....	31
Care of School Property.....	31
Cell Phones.....	32
Dress Code.....	32
Winter Weather Clothing.....	33
Items from Home – Toys / Electronics.....	33
Student Anti-Harassment Policy.....	33
Student Code of Classroom Conduct.....	34
Student Network and Internet Acceptable Use and Safety.....	34
Elastic Clause.....	34
District Policies.....	34

# INTRODUCTION

## Purpose of Handbook

This handbook contains important information about all of the elementary schools in the Chippewa Falls Area Unified School District (CFAUSD). It is intended to answer your questions about school policies and procedures. Please keep it handy and refer to it when questions arise.

## Mission Statements

### CHIPPEWA FALLS AREA UNIFIED SCHOOL DISTRICT

The Chippewa Falls Area Unified School District, in partnership with the community, is committed to excellence, empowering and challenging all students to learn while preparing them for an ever-changing global society.

#### HALMSTAD ELEMENTARY

With the collaboration and support of families, students, and the community, Halmstad Elementary will challenge and empower all students to reach their maximum potential while achieving academic and life skills in a safe and respectful environment.

#### HILLCREST ELEMENTARY

Hillcrest Elementary School, in partnership with the community, is committed to excellence in a safe, respectful, and child-centered environment in which all students are empowered and challenged to be life-long learners.

#### JIM FALLS ELEMENTARY

The purpose of Jim Falls Elementary School is to develop an interest in life-long learning by providing a safe, caring, learning environment for all students so they can become contributing members of their home, school, and community.

#### PARKVIEW ELEMENTARY

**(P)**romoting **(A)**chievement **(R)**espect and **(K)**indness **(V)**aluing **(I)**ndividualism and **(E)**xcellence for a better **(W)**orld

#### SOUTHVIEW ELEMENTARY

Staff and students at Southview Elementary will collaborate with each other, families, and our community to ensure a strong educational foundation for all students.

#### STILLSON ELEMENTARY

The Stillson Community will provide a dynamic learning environment centered around personal development, student achievement, and life preparation in pursuit of the highest standards.

## Yearly Elementary School Calendar

See our website for the most current school calendar:

[https://cfsd.chipfalls.k12.wi.us/cms\\_files/resources/20-21CFAUSDSchoolYearCalendar-v1.pdf](https://cfsd.chipfalls.k12.wi.us/cms_files/resources/20-21CFAUSDSchoolYearCalendar-v1.pdf)

## Elementary School Staff

For school staff at each school please check our District Employee Directory at:

<https://cfsd.chipfalls.k12.wi.us/district/districtEmployeeDirectory.cfm>

## Elementary School Locations and Administration

### HALMSTAD ELEMENTARY SCHOOL

565 E. South Avenue, Chippewa Falls

**Jerim DesJarlais**, *principal*

desjarjm@chipfalls.org

**Heidi Olson**, *secretary*

olsonhj@chipfalls.org

715.726.2415

### PARKVIEW ELEMENTARY SCHOOL

501 Jefferson Avenue, Chippewa Falls

**Melissa Olson**, *principal*

olsonml@chipfalls.org

**Stacey Perret-Bowe**, *secretary*

bowesa@chipfalls.org

715.720.3750

### HILLCREST ELEMENTARY SCHOOL

1200 Miles Street, Chippewa Falls

**Lori Hebert**, *principal*

hebertla@chipfalls.org

**Heidi Solin**, *secretary*

solinhm@chipfalls.org

715.726.2405

### SOUTHVIEW ELEMENTARY SCHOOL

615 A Street, Chippewa Falls

**Sara Denure**, *principal*

denurese@chipfalls.org

**Debbie Tilton**, *secretary*

tiltondk@chipfalls.org

715.726.2411

### JIM FALLS ELEMENTARY SCHOOL

13643 198th Street, Jim Falls

**Janet Goodman**, *assistant principal*

goodmaje@chipfalls.org

**Sara Wilson**, *secretary*

wilsonsm@chipfalls.org

715.720.3260

### STILLSON ELEMENTARY SCHOOL

16556 50th Avenue, Chippewa Falls

**Jennifer Sarauer**, *principal*

sarauejl@chipfalls.org

**Mallory Prater**, *secretary*

pratermn@chipfalls.org

715.726.2412

# DISTRICT ADMINISTRATION

## District Office

### Superintendent

Jeff Holmes ..... holmesje@chipfalls.org (715) 726-2417

### Executive Assistant to Superintendent

Angela Feils..... feilsal@chipfalls.org (715) 726-2417 ext. 1803

### Business Services

Chad Trowbridge..... trowbrcm@chipfalls.org (715) 726-2417 ext. 1806

### Human Resources & Public Relations

Michelle Golden..... goldenmr@chipfalls.org (715) 726-2417 ext. 1910

### Student Services

Christine McMasters..... mcmastcl@chipfalls.org (715) 726-2414 ext. 3003

### Curriculum & Instruction

Susan Kern ..... kernsl@chipfalls.org (715) 726-2414 ext. 3000

### Educational Technology

Scott Marty ..... martysa@chipfalls.org (715) 720-3751

### Food Service

Susan Lang..... langsr@chipfalls.org (715) 726-2400 ext. 2790

### Cardinal Community Learning Center & Voyagers After-School Programing

Ann Zenner ..... @zennerakchipfalls.org (715) 726-2588

### Building, Grounds & Safety

Randy Knowlton ..... knowltrc@chipfalls.org (715) 726-2417 ext. 1904

## Board of Education

You are cordially invited to attend any of the regularly scheduled school board meetings.

### Members

David Czech, Board President ..... czechdp@chipfalls.org

Sharon McIlquham, Board Vice President ..... mcilqus1@chipfalls.org

Sherry Jasper, Board Clerk ..... jaspersm@chipfalls.org

Steve Olson, Board Treasurer ..... olsons2@chipfalls.org

Peter Lehmann, Board Member ..... lehmapw@chipfalls.org

Kevin Swift, Board Member ..... swiftk@chipfalls.org

Dennis Fehr, Board Member ..... fehrdk@chipfalls.org



**MEETINGS** Regular meetings are held monthly as designated on the board meeting calendar and are open to the public. All meeting dates are posted, and all meetings start at 7:00 p.m., unless otherwise specified, in the District Office Board Room, 1130 Miles Street.

**AGENDAS** Agendas are posted on the school district website under District and Board of Education. Hard copies are available in the District Office, library, and city hall.

**MINUTES** The minutes are published on the school district website under District and Board of Education and in the *Chippewa Herald*.

**ADDRESSING THE BOARD** To address the Board, sign up on the sheet that is provided at 7:00 p.m. at the entry table.

**GOVERNANCE** Governance for Excellence is a results-oriented framework used by the Board to ensure a system focus on our school district's vision and results policies. Both our school district's vision and our results policies are based on authentic community feedback. Through our Community Conversations, we have opened clear lines of communication with community stakeholders, and we have embraced community feedback and embedded it into our operational expectations and results policies.

## School District Policies

Our school district policies are now located on BoardDocs. To find BoardDocs access our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select the policy you are interested in viewing.

## Parent Teacher Organization (P.T.O.)

Check the specific school website for P.T.O. information and P.T.O. board members.

# ACADEMICS

## Progress Report Cards

Progress report cards will be available to view through the *Parent Portal* in Infinite Campus approximately one week after the end of each semester. You will also have a semester report card in January and at the end of the year. The end of the year report card will be printed and sent home.

## Grading for Learning / Standard-Based Grading

A grade should clearly represent what a student knows and is able to do. Standard-based grading measures your child's mastery of the priority standards for a class, or how well your child understands the material in the class. There will be **CLEAR LEARNING TARGETS** that are communicated to students as "I can" statements.

Teachers begin the unit with a **PRE-ASSESSMENT** to determine the starting point of the learning. Teachers are looking for pre-existing knowledge or skills related to the learning target. The purpose of the pre-assessment is to give teachers information to help guide their instruction and planning. Pre-assessments are scored for feedback to the student; this is helpful since the students know where they are starting and what still needs to be learned to master the standard.

The teachers then plan for **INSTRUCTION and PRACTICE**. These are activities like group work, class discussion, and homework. Their purpose is to practice the skills the students are working on. Students get feedback on these items through self-checks, peer checks, classroom checks, or teacher checks. Because students aren't expected to be at the mastery level yet, these practice activities are not graded, but corrected for feedback.

While they are in the learning and practice stage, teachers **FORMATIVELY ASSESS** how students are progressing with mastering the learning targets. A **formative assessment** is a "check in." They can be informal, like a show of hands, class discussion, or observation of students' practice. They can also be formal, like a quiz or written activity. The purpose of the formative assessments are to give the teachers and students feedback on how the students' skills are developing. Because students aren't expected to be at the mastery level yet, these practice activities are not graded, but they are corrected. They may be put in Infinite Campus for recording purposes, but they do not receive any weight in the final grade. **The teachers use the feedback they get from the formative assessments to make adjustments to the instruction.** The students use the feedback to help them guide their learning and where they need additional help.

When the formative assessments shows that the students are ready, the teachers give the **SUMMATIVE ASSESSMENT**. The purpose of a summative assessment is to document that the students mastered the priority standard. A summative assessment can be any activity that shows the students' skills: project, lab, demonstration, speech, essay, or test. The summative assessment grades are recorded in the gradebook. If students haven't mastered the standard on summative assessments, they may be reassessed and the new grade will replace the existing score.

The goal of this approach is to provide teachers, students, and families an accurate picture of students' learning and to encourage a conversation about how students can master the material for the class.

## Parent Portal

Each parent/guardian is granted a Parent Portal account in Infinite Campus. This portal gives you access to attendance, grades, progress reports, lunch payments, assignment due dates, free and reduced meal applications, and much more. Private messages and other information regarding your child are also available here. Contact the Technology Help Desk at 715-726-2413 if you have questions about the parent portal.

[https://chipfalls.infinitecampus.org/campus/portal/chippewa\\_falls.jsp](https://chipfalls.infinitecampus.org/campus/portal/chippewa_falls.jsp)

## Parent / Teacher Conferences

For you to receive feedback on how well your child is learning, there will be Fall Conferences and late Winter Conferences. You will also have a semester report card in January and at the end of the year.

## Homework Policy

Grades are not assigned for homework.

Homework will be used for students to spend extra time practicing skills they have developed at school or preparing for the next day's activities.

Students will not learn new skills doing homework. Homework is practice of skills already learned.

Students will receive specific feedback on the understanding of their homework by teachers.

**Authorization to Disclose and/or Obtain Information:** If you are unavailable for us to make contact for your child because you are on vacation, etc., please fill out our release of information form, which gives us permission to exchange information with your child's caretaker during that time.

## Human Growth and Development

The Chippewa Falls Area Unified School District serves to reinforce that which is taught at home by providing learning experiences that can be used to make healthy life choices now and in the future. If you have any questions or concerns about the Human Growth and Development Curriculum, please feel free to contact the counselor or principal at your child's school, or Sue Kern, Human Growth and Developmental Coordinator at kernsl@chipfalls.org or (715) 726-2414 ext. 3000.

To view this policy, go to our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select 2000 (Programs), then on 2414.

## Promotion, Placement, and Retention

To view this policy, go to our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select the 5000 (Students), then on 5410.

## Intervention Time

When a notable gap is demonstrated between the basic skills of a student and those of the student's same-aged peers, the school is required to intervene, putting a variety of supports in place to help close that gap. The school first uses multiple points of data (including local benchmarks, state tests, and classroom performance) to determine if a significant skill gap exists for students. When it is determined that a gap does exist, the school provides additional resources – called interventions – to work on those specific skills with which the student struggles. Appropriate interventions are provided in addition to the regular schedule of classes. Progress is monitored weekly and reports of progress are shared with families. When a student meets an established set of criteria, they will graduate from the intervention.

Since placement in an intervention is part of standard educational methodology, the placement decision ultimately rests with the school; however, the school understands the importance of involving parents in discussions about their child's education. As such, a parent/guardian who does not feel their child needs an intervention may schedule a meeting with their child's principal to discuss their concerns, as well as their child's progress at school.

## Non-Discrimination & Access to Equal Educational Opportunity

It is the policy of the Chippewa Falls Area Unified School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, career and technical education or other program or activity because of the persons' race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, or physical, mental, emotional, or learning disability as required by s.118.13, Wis. Stats. This policy also prohibits discrimination under federal statutes, including Title IX of the Educational Amendments of 1972 (sex), Title II, Title VI, and Title VII of the Civil Rights Act of 1964 (race and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act of 1990. This policy also prohibits harassment. Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at their first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth in Board Policy 2260. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.

The Board designates the following individuals to serve as the District's "Compliance Officer":

Britney Gabert, 715.738.2660 ext. 3012

Ryan Lowe, 715.738.2660 ext. 3019

1130 Miles Street, Chippewa Falls, WI 54729 | (715) 726-2417

(PI 9.05 Wisconsin Admin Code and Board Policy 2260, 2260.01, 3122, 3362, 4122, 4362, 5517 and 5517.01)

To view this policy, go to our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select the policy.

## Physical Education

All children in grades K - 5 participate in the district's physical education program. Running in regular shoes or stocking feet on the slippery gymnasium floors can be dangerous, and going barefoot is not permissible. To maximize your child's safety, you are required to

provide a pair of tennis shoes for use in the gymnasium.

## Adaptive Physical Education

Students who are unable to participate in regular physical education programs for extended periods of time are required to be involved in an adaptive physical education program suited to their ability and limitations. This does not include short-term injuries/illnesses.

When the district is notified that a child's physician has determined that the child should not take part in regular physical education activities, the district, will provide the child's parent or guardian with an Adaptive Physical Education form that is to be completed by the physician. In completing the form, the physician will be required to indicate the types of physical activities in which the child is permitted to participate. Students will not be excused from attending regular physical education classes until this form has been completed by the physician and returned to the school office.

## Field Trips

Throughout the school year, teachers schedule educational field trips. The trips are designed to supplement the classroom curriculum and to introduce students to resources in our community. Parents will receive advance notice of all field trips. Sometimes a small contribution may be requested to help defray transportation or facility costs; however, no student will be penalized or denied the opportunity to go for inability to contribute. Please call your child's principal if you are unable to contribute to the cost of a field trip.

Field trips are a privilege. Should a student's attitude or behavior not meet building-wide/classroom expectations, student/students may be denied the privilege of going on a scheduled field trip. In the event this is decided, the student will remain at school while the class is on the field trip. The student will participate in an alternate activity for part of or the entire day.

Please consider making a difference by applying to become a volunteer. Note that a background check will be required for anyone who would be working unsupervised with students one-on-one or in small-group settings. Find the Volunteer form at our website at [cfsd.chipfalls.k12.wi.us](http://cfsd.chipfalls.k12.wi.us). Under **Human Resources**, choose **School Volunteer Agreement**. Volunteer paperwork can also be found in the school office.

During the course of the school year parents/guardians will be asked to consider chaperoning on student field trips. It is important that parents and guardians know that, unfortunate as it may be, the School District's liability insurance only covers staff, chaperones, and students on the field trips. It does **NOT** cover younger, non-student brothers and sisters whom parents or guardians might want to take along on the field trip. Thank you for your understanding in this matter. Finally, we do realize that parents or guardians who do not have access to child care may not be able to chaperone field trips.

# ATTENDANCE / ABSENCE

## Attendance

The Chippewa Falls Area Unified School District (CFAUSD) recognizes regular, punctual attendance as essential for satisfactory school progress. To ensure the safety of our students, it is critical that the school office knows where every child is and, if a child is not in school, the reason for their absence.

**An excuse is required when your child is absent from school or tardy in arriving. Parents are responsible for calling your child's school office:**

Halmstad Elementary	(715) 726-2415
Hillcrest Elementary	(715) 726-2405
Jim Falls Elementary	(715) 726-3260
Parkview Elementary	(715) 726-3750
Southview Elementary	(715) 726-2411
Stillson Elementary	(715) 726-2412

**Call no later than 8:30 a.m. to report a child's absence.** The principal will determine if an absence is excused or unexcused as defined by state statute. Excused absences may include illness, death of a family member and/or medical appointments.

It is important that parents and students assume responsibility for making sure that students arrive at school on time. **Students are to be at school, ready to enter their classrooms when school starts or they will be recorded tardy (unexcused). For attendance and lunch count purposes, all students arriving after 7:43 a.m. must first report to the office for an admit slip.**

School attendance is the legal responsibility of all parents and guardians as stated in the Wisconsin Statutes. According to State Statute 118.16, a student is considered a "habitual truant" when they have been absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a semester.

All students are expected to attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. CFAUSD uses the following policy to determine school absences and tardiness:

- If a student comes to school after 7:43 a.m. but arrives before 9:00 a.m., the student will be counted as tardy.
- If a student comes to school after 9:00 a.m., the student will be counted absent for a half day.
- If a child is in attendance until 1:30 p.m., the student will be counted in attendance for a full school day. It will be recorded as an early release if they leave between 1:30 p.m. and 2:35 p.m.

## Absence / Truancy

The absence of a child from school without permission is considered truancy. **Students are to be at school, ready to enter their classrooms** when school starts or they will be recorded tardy (unexcused). Wisconsin State Statutes (State Statute 118.16) define truancy as excessive more than 5 absences and/or tardies a semester.

Truancy letters **WILL BE SENT** after 3 unexcused absences and/or tardies. A meeting will be held with parent(s) and the student after 5 unexcused absences and/or tardies occur within a given semester. Students who are habitual truants may also be referred to Chippewa County Juvenile Service for violation of the Wisconsin Compulsory Attendance Law.

If you have any questions concerning the above information, please contact your school office.

## Withdrawing Students

Parents are required to notify the school office when their child will be changing schools. At the time of withdrawal, all school materials (e.g. textbooks, library books) must be returned and outstanding bills paid. Student records will be forwarded to the new school upon request.

# ARRIVAL / DISMISSAL / BUSSING

## Arrival

**Students should NOT arrive at school before 7:20 a.m.** There is no supervision on the playground until this time. Signs in front of the school indicate the bus-loading zone. When dropping off students in the morning or picking them up in the afternoon, please do not park in the bus lane. Buses need to have that space to drop off children.

## Bicycles

Parents make the decision about a child riding their bike to school, although the school discourages students in kindergarten through grade 2 from riding bicycles to school. Helmets are strongly encouraged. For safety reasons, once on school property, children need to walk their bikes to the bike racks, where children are advised to lock their bicycles. **Schools are not responsible for damaged, stolen or lost bicycles.**

## Bus Students

We ask parents to review the following bus PBIS matrix expectations with your child throughout the school year. Students are expected to conduct themselves in an orderly and safe manner on the bus, and to remain seated while the bus is moving. Revocation of bus privileges may occur when a student behaves in a disruptive or unsafe manner.

If you have bus-related concerns, please call the bus company at (715) 726-2454.



## **Student Rerouting Requests** *(previously known as School Bus Deviation)*

It is required for school staff to know how each child will get home from school. School staff **WILL NOT** permit a student to reroute deviating from a child's usual way of going home unless the child's parent has completed and turned in a **Student Rerouting Request**. For this reason, if you want to make a change in your child's regular bus transportation for any reason, you must complete a Student Rerouting Request. The rerouting request may be obtained from the Chippewa Yellow Bus company (510 E. South Avenue in Chippewa Falls). **Please complete it and turn it in to the bus company at least one day prior, if possible, of the rerouting.**

Please note for student rerouting requests:

- Written notes from parents WILL NOT be accepted unless a Student Rerouting Request is on file for that bus and destination.
- Each family will need to create a consistent weekly schedule for the school year that is in place by August 29, 2022. Parents will be required to provide a calendar identifying dates.
- Transportation will be provided to the following daycare centers, where logistically possible. Service may not be available from all locations.

Kids USA Learning Center

Monkey Business Early Educational  
Community

YMCA Early Learning Community

McDonnell Area Catholic Schools –  
St. Charles Borromeo

Circle of Friends Early Learning Center

Rhymes-N-Rainbows

123 Look@Me Early Learning Center

Tiny Tree Academy

Boys & Girls Club of the Chippewa Valley

**NOTE:** *Daycare centers not on this list may contact Chippewa Yellow Bus Company at 715.726.2454 for consideration.*

- Rerouting requests need to stay within the school attendance boundaries. Requests for rerouting for split families, relatives, in-home daycares, and other situations will need to be within the student's school attendance boundary.
- All student rerouting requests require a 24- hour notice and approval by the Chippewa Yellow Bus Company. This includes one time, or occasional rerouting requests.
- If necessary, families will be asked to create an alternate release schedule in the event that school closes early that will also need to be in place by August 29,2022.

## Bussing Expectations

The Chippewa Falls Area Unified School District and the Chippewa Yellow Bus Company work together with PBIS processes that support our beliefs and expectations that students need to Be Safe, Be Respectful, and Be Responsible. See next page.

### PBIS BUSSING PURPOSE STATEMENT

To establish a fleet-wide standard of behavioral expectations for students who ride the bus in order to ensure safety for all, to ensure behavioral accountability, and to ensure efficiency. This will enable drivers to effectively focus more on driving and less on the behavioral issues of students and enhance students' learning experience by helping them to begin and end the day on a positive note.

## Bus Misconduct / Major Offense Procedure

Each major offense can be due to one major offense, or the result of three minor offenses within 30 days. The major offenses will accrue throughout the school year.

**FIRST MAJOR OFFENSE** The bus company will notify the student, the school, and the parent about the misconduct. The principal will also contact the parent about the misconduct. The driver shall re-teach the student about the expected behavior on the bus and exactly what was done on the bus which will not be tolerated. Seat reassignment or other changes which would result in better monitoring the student's behavior may be made at this time. The student and the parent will be notified that any further misconduct may result in the loss of some type of riding privileges.

**SECOND MAJOR OFFENSE** The bus company shall notify the student, the school, and the parent about the misconduct. The principal will also contact the parent about the misconduct. Together, the bus company, parent(s), and school official shall re-teach the student concerning the misconduct and behavioral expectations on the bus. Seat reassignment or other changes which would result in better monitoring the student's behavior may be made at this time. The bus company and school official will determine the length of time for which the student may lose riding privileges.

**THIRD MAJOR OFFENSE** The bus company shall notify the student, the school, and the parent about the misconduct. The principal will also contact the parent about the misconduct. The bus company and school official will determine the length of time for which the student will lose riding privileges.

**FOURTH MAJOR OFFENSE** The bus company shall notify the student, the school, and the parent about the misconduct. The principal will also contact the parent about the misconduct. The Superintendent or Designee and school official will review the misconduct report, talk to the student, bus company, and also to the parent establishing the length of time for which riding privileges will be revoked. Removal from the bus for the remainder of the year can be expected as the normal loss of privilege.

In all cases, parents and students have a right to a hearing before the Superintendent of Schools or Designee, upon request of the parent. The Superintendent will conduct a hearing upon request of parent, student, bus driver and/or officer, or school principal.

In cases of severe misconduct, immediate loss of riding privileges can be expected.

# CHIPPEWA YELLOW BUS PBIS MATRIX

## LOADING AND UNLOADING

## WHEN THE BUS IS MOVING

### BE SAFE

- Walk directly to bus stop (watch for hazards)
- Wait on the sidewalk or 10' off the road
- After door opens move forward to enter or exit
- Use handrails and take each bus step at a time
- Discharge on right, move straight away
- Discharge on left, wait 10' in front of the bus, but off the road until signaled to cross in front of the bus
- Sit properly (feet forward and face forward)
- Keep center aisle clear (feet, knees, and other items)
- Keep body parts and items inside the bus
- Stay in seat while the bus is moving
- Back four seats get used only if others are full
- Luggage racks are only used for charters
- Remain silent at railroad crossings (look/listen)

### BE RESPECTFUL

- Form a single file bus line
- Go safely to seat without disturbing others
- Wait patiently until the bus arrives or departs
- Board one student at a time
- Minimize talking until all are seated
- Use your manners
- Follow the bus driver, chaperone's, or coach's guidance and/or directions
- Use respect (friendly/proper) language
- Use appropriate voice (inside/quiet/soft voice)
- Share seat and respect others' personal space
- Respect others' property and secure your items
- Bring lost and found items to driver's attention
- Appropriate use of electronic equipment
- Minimize distracting driver unless an emergency
- Inform driver if problems (raise hand or ask)

### BE RESPONSIBLE

- Plan to be at your bus stop early (2 – 5 minutes)
- Know your bus number(s) and driver(s) name
- Secure your items. Mark with name and bus number(s)
- Missed the bus? Call an adult, bus company, or report to the school office (if at school)
- Use a Student Rerouting Request for temporary changes
- Contact bus company for permanent changes
- Look out for seat buddy (report sick or injured)
- Clean up messes and put trash in the trash can
- Report weapons, fighting/threats, or vandalism
- Know emergency exits and evacuation plan
- Group exit, front to back alternate left to right
- Keep food and drink in containers until off the bus or get coach/chaperone approval on charters

## **Walking to School**

Children who walk to school are to cross with the adult or student safety patrol at each school. Students are to conduct themselves in an appropriate, safe manner at all times, and are expected to follow the directions of the safety patrol.

## **Safety Patrol**

A group of 4th and 5th grade students are trained by school staff to serve as the school safety patrol. The purpose of our safety patrol is to guide and encourage students to use designated crossings when coming to and departing from school. The safety patrol assists students to cross these designated crossings in a safe and orderly manner.

Safety patrol members are stationed at the designated crossings, Monday through Friday, during arrival and departure times.

At the discretion of the building principal, safety patrol students may be relieved of their assignment due to inclement weather or other situations in which their safety may be jeopardized. No liability shall attach to the school district or any individual, school board member, school district administrator, teacher or other school authority by virtue of the organization, maintenance or operation of a school safety patrol organized, maintained and operated (State Statute 118.10).

For more information about the safety patrol, please refer to the Safety Patrol Handbook and binder that are available in each elementary school office for your review.

# **FAMILY SUPPORT**

## **Complaint Procedures**

If your child has a problem at school, or if you, as parent or guardian, feel there is something you should discuss or have clarified, be assured there is someone at your school to help you. Do not hesitate to call the school. Problems cannot be solved nor rumors dispelled unless the school knows about them.

Under normal circumstances, the people to see are your child's teacher and the principal.

1. Your child's teacher.
2. The principal.

You are asked to take your concern, first of all, to the person nearest the problem. The concern you face may be the result of an oversight or misunderstanding that can be quickly and easily corrected if brought to the attention of the adult most directly involved.

If you feel the adult closest to the situation has not satisfactorily addressed your concern, please make an appointment to see the principal.

## Counseling Services

Your school has a licensed school counselor on staff. The Chippewa Falls Area Unified School District developmental guidance program teaches children the importance of developing a positive attitude toward themselves, others, home and school. Counseling services include classroom sessions, small-group sessions, individual counseling for students and parent education opportunities.

## Special Education Services

Chippewa Falls Area Unified School District employs school psychologists who are responsible for individual testing and evaluation of students for possible learning disabilities. A child may be referred for testing by teachers, the school principal, or a parent/guardian. The parent/guardian will be contacted before these services are provided. Referrals are handled by a team of specialists and other persons all of whom will be reviewed with you and are involved with the child who is being evaluated.

Vanessa Boettcher.....	(715) 738-2660 ext. 3020
Dawn Kuehl.....	(715) 738-2660 ext. 2251
Dawn Kalsow.....	(715) 738-2660 ext. 3017
Sara Ollmann.....	(715) 738-2660 ext. 3021
Kaitlyn Johnson.....	(715) 738-2660 ext. 3039

**Bullying Policy** Any student, staff, or parent who would like to report bullying or harassment may submit a report to the district by using the bullying and harassment link. <https://chipfalls.guardianconduct.com/student-portal/new-report> The school district is committed to providing a safe, supportive, positive, productive, and nurturing educational environment for all students. Bullying toward a student, staff, or others is strictly prohibited and will not be tolerated. To view this policy, go to our website: <http://cfsd.chippewa.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select the policy.

## FOOD SERVICE

### Free / Reduced Meals

#### Qualifying for free/reduced breakfasts, lunches and morning milk/snack:

The Chippewa Falls Area Unified School District participates in the USDA's free and reduced-price meal program for children unable to pay the full price for meals served in schools under the National School Lunch Program. Applications are available at all schools, the administration building, or can be completed on-line through the Infinite Campus Parent Portal. If you need a paper application please contact Kirsten Nesja at nesjakj@chipfalls.org or (715) 726-2581. Any information you provide is confidential and will be used only for the purpose of determining eligibility. USDA is an equal opportunity provider and employer.

Students who qualify for free or reduced price lunches automatically qualify for free breakfasts. You must apply/re-apply for free or reduced price meals each school year. If your income status changes any time during the school year and you wish to apply or re-apply, contact the school office for an application.

## Breakfast

The school breakfast program is available to all students every day. Since school breakfast must meet the USDA's guidelines for nutrition, you can be confident that your child's meal will provide the fuel necessary for learning. Elementary schools serve breakfast in the classroom at the beginning of each day. The cost of breakfast is \$0.35 cents per day.

## Lunch

Prices for the 2022 – 2023 school year are \$.35 for breakfast and \$2.25 for lunch per day. Families may apply for free/reduced priced meals at any time during the school year.

Our food service uses Infinite Campus for our lunch program. Each student has an individual prepaid account with which to purchase lunch, breakfast, or milk. Information regarding your child's account balance, purchases and making payments will be available through the parent portal. If your child's lunch account is in the negative, your child will receive a peanut butter sandwich and a milk.

## Menus for Breakfast, Lunch and Morning Snack

Menus can be found on the district website <http://cfsd.chipfalls.k12.wi.us/>. Specifically located under **DISTRICT**; under the dropdown at **ABOUT CFAUSD: School Lunch/ Breakfast Program** or go directly to this site: <https://cfsd.chipfalls.k12.wi.us/district/foodservicehomepage.cfm>

## Payment Information

Deposits can be made on-line through the Infinite Campus Parent Portal, under the Payments menu. Payments can also be mailed or dropped off at the District Office, 1130 Miles Street, Monday through Friday, from 7:00 a.m. to 4:30 p.m. or turned in at any school. After hours, please place your payment in the District Office After-Hours Drop Box. Payments cannot be made through the Infinite Campus mobile app.

## Dietary Accommodations

Dietary accommodations can be made for students with a food-related allergy/disability. Please contact the school.

## Questions?

If you have any questions about our District Food Service Program, please contact Susan Lang at (715) 726-2400, ext. 2790 or [langsr@chipfalls.org](mailto:langsr@chipfalls.org).

## HEALTH / WELLNESS

### Health

Good nutrition, proper clothing, plenty of rest and personal hygiene are factors that influence a child's physical and mental attitude towards learning. When a student's appearance or performance reveals a possible health problem, his/her parents will be contacted to discuss steps to correct the problem.

Periodic vision and hearing screenings are performed each year with all students. If there is a concern with the screening results, the school nurse will contact parents and/or guardians.

### Wellness

The following policies apply to class parties and fundraising efforts:

- Food sales and parties for students held during the school day will not conflict with the lunch program.
- **Parents are encouraged to provide healthy snacks and treats for student celebrations.** To reduce the risk to students who have allergies, parents are encouraged to provide fresh fruit or vegetables or food items commercially prepared or prepared by a state health inspected bakery.
- **Elementary schools are to provide at least one celebration each year that focuses on healthy activity** such as heart healthy Valentine's Day party.
- **The use of soda or other high sugar drinks is discouraged during classroom parties.** Milk or 100% juice is available to purchase from food service.
- Nutrient dense foods including fresh fruits and vegetables, cheese sticks, whole grain crackers, etc. are available for staff to purchase from the food service department for classroom parties.

To view this policy, go to our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select 8000 (Operations), then on 8510.

## Accidents

Children are asked to report accidents that occur in school, as well as on the way to and from school to their teacher and/or principal as soon as possible. If a child is injured in an accident while at school, first aid will be administered and parents notified, if necessary. Our health office offers first aid which we define as immediate temporary care given to an injured person.

The Chippewa Falls Area Unified School District – Board of Education does not carry medical or dental accident insurance for students. For this reason, the board has approved a medical and dental accident insurance plan available to parents at the beginning of the school year. This information was part of the on-line registration process. A letter and brochure were provided.

## Administration of Medication / Emergency Care

Parents are encouraged to give medicine before or after school hours if at all possible. All medications administered at school must be handled through the school or nurse's office. Any medication given during the school day must be in accordance with the following Chippewa Falls Area Unified School District Policy for Administration of Medication.

- Written instructions from the prescribing physician for the administration of the prescribed medication must be provided and the medication form needs to be signed by the prescribing physician. **The physician's office may fax or scan the medication order to school.**
- The medication prescribed by the physician must be brought to school BY A PARENT/ GUARDIAN in the container appropriately labeled by the pharmacy and must indicate the student's name, name of the medication, dosage, route and time of medication administration.
- Students may carry inhalers as long as a parent/guardian and doctor have signed a medication form and circled (YES), that the student may carry the inhaler.

A request from a parent/guardian for permission for their child to receive other non-prescription medications must be accompanied with a medication form signed by the parent/guardian. Non-prescription drugs must be in the original **UNOPENED** container.

To view this policy, go to our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select 5000 (Students), then on 5330.

## Immunizations

Wisconsin Statute 140.5 (16) requires children to be immunized prior to being admitted to school. When a parent/guardian registers a child for school, he/she should come prepared to provide evidence of required immunizations.



## Pediculosis (Head Lice)

The Chippewa Falls Area Unified School District allows any student to stay at school with live lice or nits. Each office has available, upon your request, our “Guidelines for Handling Headlice” pamphlet for you to review.

## Defibrillator

A HEARTSTART defibrillator is located in every elementary school and there is a trained First Responder Team in each building.

# SAFETY / SECURITY

## Building Doors

All doors will be locked during the school day.

## Dropping Off / Picking Up Children

Parents or guardians picking up or dropping off students before or after school will do so at the predetermined location outside of the school building.

## Visiting

We welcome school visitors, but ask that you call the elementary school office in advance if you plan to visit a classroom. Teachers like to prepare students for visitors so instruction and classroom procedures are not interrupted.

## Volunteers

Volunteers play a vital role in the educational process. Please talk to your child’s teacher if you would like to volunteer your time. **You must fill out a Volunteer Form prior to volunteering in the classroom or attending a field trip with your child.** Note that a background check will be required for everyone who will be working unsupervised with student one-on-one or in small-group settings.

Volunteer forms will be available to all parents/guardians at registration time in September. If you need additional forms they are available on the website at: [cfsd.chippewafalls.k12.wi.us](http://cfsd.chippewafalls.k12.wi.us). Under Human Resources, choose ***School Volunteer Agreement***.

The staff encourages all parents/guardians to become involved in your school. Through your cooperation and participation, your child’s school can become even better.

During school hours, all school visitors must be identified and enter through a door

controlled by office staff. A video intercom system will allow office staff to see and to carry on a two-way conversation with visitors. A form of identification may be required for entry. Individuals unwilling to comply will not gain entry and will be met by school or police representatives.

All visitors who have been granted access are required to proceed to the office to sign in and to receive a visitor badge, which must be worn during their visit. Staff members will question any visitor not displaying a visitor badge, or anyone who seems to need assistance.

## **Snow Days / Inclement Weather**

The decision to close school is usually made by 6:00 a.m. Listen to radio, TV and social media for closing, delays, and early release/closing notifications. We use the National Oceanic and Atmospheric Association information to help determine school closings and early release. **<http://www.noaa.gov/>**

The following procedures will be observed when snow or ice prevents school buses from operating:

**Listen** to local radio and TV stations for an announcement of school closing or early closing if a storm occurs during the day. **DO NOT CALL YOUR CHILD'S SCHOOL.** The district MESSENGER, through Infinite Campus, will have school closings/delays and early releases. There will also be postings on Facebook and text messages.

Please do not drop your children off for school at the regular starting time when school has been delayed by an hour or two. **Also, please have an action plan of where or what your child is to do when school dismisses early.**

If school is closed for the day or school is closing early, all activities scheduled for that day and evening will be canceled.

## **Recess**

Students will need a note from a doctor to remain inside for health reasons during recess. ■

- Students are required to go outside for all recess periods.
- Our playgrounds tend to retain ice and water in several areas even though the snow may be melted. If your child does not have boots or snow pants, **they will need to stay in an area designated by the playground supervisors.**
- Students must have shoes other than their boots to wear in the school building.
- Children are required to wear snow pants in order to play in areas where there is snow. **Students who do not have snow pants will need to stay in a designated area on the playground.**

- Students must hang clothing items in their lockers so that the floor space is clear of items that make walking unsafe. All lockers should be empty at the end of each school day so that the custodial staff can properly clean them.
- **PLEASE LABEL YOUR CHILD’S CLOTHING.** Each year we donate many unclaimed items to local charities.

## Drill Practice (Fire / Lockdown / Tornado and Severe Weather)

The staff will prepare students for possible emergency situations in the following ways:

- **Fire Drills:** Students will practice exiting the building in a quiet, orderly fashion.
- **Lockdown:** Students will practice going to a safe spot in the room that is out of the view of a dangerous intruder.
- **Tornado/Severe Weather Drill:** Students will go to their designated area and put their heads down, should severe weather occur during the school day.

## Animals in School

The Chippewa Falls Area Unified School District – Board of Education recognizes animals in the classroom to be a valuable educational component in support of the curriculum or educational enrichment programs. The Board also recognizes that the health, safety and welfare of students and staff are paramount. **An animal permission form must be completed TWO WEEKS prior to the date of bringing an animal on school grounds which can be provided to you by your child’s teacher.**

To view this policy, go to our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select 2000 (Program), then on 2521.01.

## Weapons

To view the weapons policy, go to <http://cfsd.chipfalls.k12.wi.us/>. Go to District. Under CFAUSD, go to Bylaws and Policies, then click on 3000 (Professional Staff), then on 3217.

## Student Abuse and Neglect

Wisconsin state law requires licensed school employees to report to the local Department of Family and Social Services any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee.

Once a report is made, official representatives of the Department of Family and Social

Services have the right to come to the school to interview the child. This department need not obtain parental permission to interview the child.

To view this policy, go to our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select 8000 (Operations), then on 8462.

## Theft

The school cannot assume responsibility for money and valuable property brought to school by students. Each student must take proper precaution to protect his/her own property.

It is strongly recommended that students:

- Leave electronics (cell phones, music players, gaming devices) at home.
- Secure bicycles to the bike rack.
- Do not advertise that they have brought money to school.
- Leave valuable objects at home.
- Report possible thefts they have witnessed or any information they might have concerning a theft to the teacher or principal.

## Lost and Found Articles

Please put your child's name on all personal property. Lost articles marked with a name will be returned to the owner. Most other articles will be kept in the "Lost and Found" area near the office. Keys, watches, rings and small items are kept in the office. Any unclaimed lost and found items are donated to local charities at the end of the school year.

## Asbestos Notice

The Chippewa Falls Area Unified School District hereby provides notification of the availability of Asbestos Hazard Emergency Response Act Management Plan for each building. Plans for each school are available in the office of the principal during normal business hours (7:30 a.m. - 3:30 p.m.) for your inspection and review, or at the Administration Office, 1130 Miles Street, Chippewa Falls.

The plan is made available for your inspection without cost if viewed at the school office or restriction in accordance with AHERA regulation 763.93 (g) (3). If necessary, copies will be made available to you within 5 working days at the cost to copy for you to have.

# OFFICE MANAGEMENT

## **Birthday Invitations / Balloons**

Since the delivery of birthday invitations in school can create hurt feelings among students, it is our policy that all birthday invitations be mailed to each child's home or that families be notified via telephone. It is not the responsibility of the school to provide student contact information to non-family members. This is very time consuming and not all families in a class wish to have their personal information given out.

Due to student allergies, latex balloons will not be permitted. Balloons delivered to students during the school day will be delivered to the office to keep classroom disruptions to a minimum. Students will be notified and may pick up balloons after school to take home. We recommend you provide transportation home on the days that your child has a balloon/s to bring home, since managing balloons on the bus can be difficult.

## **Contact Address of Students / Parents / Guardians**

**Parents and/or guardians are asked to promptly enter any address, and any work, cell, home and emergency contact phone number changes in Infinite Campus. This will prove extremely important should an emergency arise. Please keep phone number(s) and email address(es) current. Parents and/or guardians are able to do this via the Parent Portal.**

**The school office must have a local emergency telephone number(s) on file for each student.** The emergency contact number(s) should be that of someone who is able to pick up your child and provide care until you return home. It is the parents/guardians responsibility to update all emergency contact number through the Parent Portal as soon as possible should the emergency telephone number change at any time during the school year.

**Should your child incur an emergency situation and a contact cannot be made, the sheriff's department will be called.**

It is important that the school office has on file the names and addresses of those persons to whom your son and/or daughter may be released during the school day. You will have the opportunity in September to record these names. Students will not be released to persons other than parents/guardians unless the parents/guardians have given the school permission.

## **Custody**

If custody or guardianship changes after a student's enrollment, legal documents should be provided to the school office as soon as possible. Upon request, the school system

will give to non-custodial parents all information required under the Family Educational Rights and Privacy Act and laws of the State of Wisconsin, unless there is a valid court order directing the school system not to divulge such information. If such an order exists, a certified copy must be delivered to the principals office.

Request for attendance enrollment documentation for tax purposes should be submitted in writing to the office 5 business days before it is needed. Attendance and enrollment reports can be printed from Infinite Campus.

## Newsletter

A monthly school newsletter is electronically sent to each family to keep all informed of school events and activities. An electronic version of the newsletter will also be posted each month on your school's web page. Read the newsletter to see what's coming up! If your family does not have computer access and you wish to receive a paper copy, one will be sent home with your child before the 1st of each month, upon request.

## Student Records

The Chippewa Falls Area Unified School District – Board of Education shall allow all persons to have access to school district records in accordance with Wisconsin Statutes and District implementing procedures.

To view this policy, go to our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select 8000 (Operations), then on 8330.

## School Fines

No rental fees are charged for books or school equipment. However, books, supplies, and equipment are very expensive and loss, damage, or misuse of these materials will result in fines.

## School Pictures

Student pictures will be taken during Fall conferences at the school. Parents should check with the school for the specific date(s). All children will have their picture taken, as staff wishes to include all children in the memory book. Parents are not obligated to purchase any pictures.

## Telephone Use

The office, gym area and classroom telephones are not available for general use by students. Calling for permission to go home with a friend, to stay after school, to check to see if someone is picking them up, etc. will not be permitted. These matters need to be arranged at home before the student comes to school. The office and classroom

telephone is available for emergency calls and school business.

## **TITLE 1 – Parents’ Right to Know (Teacher Qualifications)**

To view this policy, go to our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select 2000 (Program), then on 2261.02.

## **Elementary School Expectations**

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. All Chippewa Falls Area Unified School District elementary schools follow the same expectations with the same purpose in mind. Students and staff have a kick-off each Fall to review expectations in all areas of our school buildings from the classroom to the playground. The common language and common expectations promote positive interactions and behaviors for all of us.

### **School-wide PBIS (Positive Behavior Interventions and Supports):**

#### **PURPOSE**

- Create a sense of community in our schools
- Reduce problem behavior and increase positive behavior
- Create consistent language, expectations, and consequences
- Gather and use data to guide decision-making
- Staff will positively reinforce and reward expected behaviors and enforce meaningful consequences.

#### **SCHOOL RULES**

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Safe**

## **Office Discipline Referral**

An *Office Discipline Referral* form (ODR) will be used by school staff when a child’s behavior warrants one. If a student receives an *Office Discipline Referral*, the student will be required to meet with the principal. This referral form is used by all schools in the Chippewa Falls Area Unified School District.

## **Care of School Property**

Any student who needlessly damages school property or equipment shall be held responsible and shall make restitution to the school in the amount determined by the administration. When a student is unable to make restitution, the parent or guardian shall

be held liable.

To view this policy, go to our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select 5000 (Students), then on 5513.

## Cell Phones

Cell phone use during the school day is strictly prohibited. Students who have a cell phone at school must turn it off and keep it in their backpack. Students found using their cell phone during the school day will have it confiscated and held until a parent comes to pick it up.

## Dress Code

Shoes must be worn at all times. Clothes must be worn in such a way that genitals, buttocks, and breasts are completely covered. Clothes that constitute a health or safety hazard or create a disruption to the learning environment are not permitted. Guardians are asked to establish a proper dress code at home. Students may be asked to change if they come to school in inappropriate attire.

### Students Cannot Wear:

- \* Violent language or images.
- \* Images or language depicting drugs, alcohol, or nicotine/tobacco (or any illegal item or activity) or the use of the same.
- \* Hate speech, profanity, pornography.
- \* Images or language that creates a hostile or intimidating environment based on any protected class.
- \* Bathing suits or visible underwear (Visible waistbands or straps on undergarments worn under clothing are not a violation).
- \* Any headgear that obscures the face (except as a religious observance or medical reason).
- \* Clothing accessories that may also be used as weapons (i.e. chains, spikes, etc.).

Coats and head coverings, including hats, scarves, bandanas and hoodies are allowed provided that the following conditions are satisfied:

- \* Students' faces and ears are still visible
- \* There is no adverse impact on others' visibility or line of sight (e.g., hats may not obstruct the view of other students in class).
- \* They are not used for academic dishonesty.
- \* They are not used to violate any other school rules, district policy, or handbook



language.

Administrators, teachers, and/or departments have professional discretion to administer this policy and may have more specific requirements. For example, teachers may disallow coats, earbuds, and head coverings during tests and quizzes to protect academic integrity. In addition, physical education classes included different requirements, including, but not limited to, the use of appropriate footwear (athletic shoes) and swimwear (one-piece only, which may be covered by a t-shirt).

To view this policy, go to our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select 5000 (Students), then on 5511.

## Winter Weather Clothing

- All students must be dressed appropriately for cold weather. Appropriate dress includes boots, winter coats, snow pants, mittens/gloves, and a hat.
- **Students are expected to wear boots** as long as the playground conditions necessitate such attire. This determination will be at the discretion of the school staff. If a student does not have a separate pair of boots for outside wear, he or she will be required to remain in a designated area on the playground. Parents will be notified if a student does not wear boots over a period of days.
- Students not wearing snow pants will be expected to stay in a designated area near the building.

The District makes every effort to protect children from sub-zero weather. The District guideline reads: ***If the actual temperature is –6 degrees or below or the wind chill is –6 degrees or below, the students will remain inside for recess.*** The administration of all schools will make decisions based on these guidelines.

## Items From Home – Toys / Electronics

Every year, toys that serve no purpose in a school setting are brought from home, causing situations in which students argue, fight and have hurt feelings. These toys are a disruption at recess time and can cause negative issues to arise in the classroom.

Some examples of problematic items include:

- cars, trucks, remote control vehicles
- cell phones
- dolls
- electronic games
- fidget spinners
- MP3 Players
- trading cards of various kinds

It is our expectation that students **not bring toys to school** unless requested to do so by a staff member for school-related purposes. Toys can be a negative temptation (e.g. theft) to some students. They can be broken at school, resulting in hostile or hurt feelings. For these reasons, we ask that toys stay at home.

If a student brings any item from home that is not acceptable at school, the item will be taken to the principals office and kept there until picked up by the parent.

## Student Anti-Harassment

To view the Student Anti-Harassment Policy, go to <http://cfsd.chipfalls.k12.wi.us/>. Go to District. Under CFAUSD, go to Bylaws and Policies, then click on 5000 (Students), then on 5517 and 5517.01.

## Student Code of Classroom Conduct

To view this policy, go to our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select 5000 (Students), then on 5500.

## Student Network and Internet Acceptable Use and Safety

Students in the Chippewa Falls Area Unified School District may have on-site use of e-mail, the network and Internet during school hours via district provided accounts. This use is a privilege, not a right.

Students who receive permission to access e-mail, the network and/or Internet shall do so under the supervision of faculty and staff. These students shall adhere to appropriate guidelines, as established by the school board and WiscNet. The district and/or its designee retains the right to inspect, monitor or view student-generated content stored on or accessed with district-owned equipment. E-mail, network and Internet use shall be for educational purposes consistent with the educational objectives and mission of CFAUSD. Misuse of district e-mail, Internet or network, may result in the loss of access privileges, school disciplinary action, fines, or legal consequences.

Each year parents/guardians are required to give permission for their child to use the Internet at school through the Parent Portal.

To view this policy, go to our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then select 7000 (Property), then on 7540 and 7540.03.

## Elastic Clause

The school staff and administration reserve the right to establish fair and reasonable rules and regulations for unforeseen situations, circumstances and student behaviors that require action but are not covered in the handbook. In all cases, rules, regulations and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents. Matters omitted from the list should not be interpreted as limitations on the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of students and staff of the Chippewa Falls Area Unified School District.

## District Policies

To view this policy, go to our website: <http://cfsd.chipfalls.k12.wi.us>. Click on **District** then **Board Agendas & Info (BoardDocs)**. Click on the **Policy** tab and then the appropriate section.

- Administration of Medication/Emergency Care – 5330
- Animals at School – 2521.01
- Attendance – 5200
- Care of School Property – 5513
- Dress Code – 5511
- Human Growth and Development – 2414
- Non-Discrimination and Access to Equal Educational Opportunity – 2260
- Promotion, Placement, and Retention – 5410
- Public Attendance at School Events – 9160
- Student Abuse and Neglect – 8462
- Student Anti-Harassment – 5517 & 5517.01
- Student Code of Classroom Conduct – 5500
- Student Network and Internet Acceptable Use and Safety – 7540.03
- Student Records – 8330
- Title I – Parents' Right to Know (Teacher Qualifications) – 2261.02
- Weapons – 3217
- Wellness – 8510