

2021/22 PK-6th Grade Parent/Student Handbook



Elementary School, Gr. PK-6th
Principal: Heather Cox
Secretary: Shelly Jones



Welcome to the Shell Lake Elementary School

The Shell Lake Board of Education, staff, and school administration join in welcoming you to the district and the 2021/2022 school year. As this school year begins, we encourage you and your child to join us in the proud tradition of academic and social excellence found in the School District of Shell Lake.

It is our vision and purpose to create a safe environment for your child to learn and grow. Our elementary handbook is written to increase communication and provide information about the procedures and operations of the Pk-6 building. This handbook is a great reference tool for you to use throughout the year. Please keep it handy for future reference.

Students, we are very pleased to have you as part of our Shell Lake Elementary School community. We hope you enjoy learning new things and building friendships along the way.

Parents and guardians, please read and discuss this handbook with your child. We encourage you to be involved with your child's education. When we work together through communication and teamwork it transfers to success with the students. We all want what is best for each child in the Shell Lake Elementary School. We look forward to another exciting year of learning and growing. Parents, please come to visit us at any time. You are always welcome at school.

Looking forward to a terrific year,

Heather Cox
PK-6 Principal

Shell Lake Elementary Staff Listing 2021/22

Principal: Mrs. Heather Cox

Secretary: Mrs. Shelly Jones

Elementary Counselor: Mr. John Ellenson

Special Education Director: Ms. Kristi Hoff

4 Yr. Old Kindergarten: Mrs. Tammy Holman, Mrs. Heidi Perkins

Kindergarten: Mrs. Janie LaFave, Mrs. Carrie Miller

1st Grade: Mrs. Ashley Muench, Mrs. Sarah Zeien, Miss. Ariana Rutherford

2nd Grade: Mrs. Kim Bulgrin, Mrs. Tiffany Schroeder

3rd Grade: Mrs. Jennifer Boucher, Mrs. Lisa Hanson, Mrs. Sarah Skinner

4th Grade: Mrs. Rhonda Anderson, Mrs. Paula Cramer

5th Grade: Ms. Lindsay Chase, Mr. Kyle Yeager

6th Grade: Mr. David Bouchard, Mrs. Tawny Burns

EC Special Education: Mrs. Debbie Leiser

Special Education: Mr. Tucker Hovde, Mrs. Heather Friess

Art: Mrs. Joan Carlson, Mrs. Christina Barker

Music: Mrs. Kim Hopkins

Physical Education: Mrs. Rachel Schenkenberg, Mr. Taylor Hall

Band: Mr. Ben Kunselman

Paraprofessionals: Mrs. Deb Quam, Mrs. Joane Greene, Mrs. Veronica McCracken,
Mrs. Pam Helstern, Mrs. Susanna Weideman, Mrs. Sunshine Crosby, Mrs. Kali Kubista,
Mrs. Rochelle Fields, Mrs. Jenny Arnes

PK-6 Reading/Math Interventionists: Mrs. Brenda O'Brien, Mrs. Sarah Gothblad

Instructional Coach: Mrs. Jennifer Marker, Mrs. Sharon Ricci

Library/Media Specialist: Mrs. Sarah Johnson

School Nurse: Mrs. Brianna Thompson

After School Coordinator: Mrs. Kris Brunberg

Community Education Coordinator: Mrs. Keri Jensen

2021-22 Shell Lake School Calendar

August					September					October				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22
30	31				27	28	29	30		25	26	27	28	29

November					December					January				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	2	3	4	5			1	2	WD/PD	3	4	5	6	7
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				27	28	29	30	31	31				

February					March					April				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4		1	2	3	WD/PD					1
7	8	9	10	11	7	8	9	10	11	4	5	6	7	8
14	15	16	17	18	14	15	16	17	18	11	12	13	14	15
21	22	23	24	25	21	22	23	24	25	18	19	20	21	22
28					28	29	30	31		25	26	27	28	29

May					June				
M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6			1	2	3
9	10	11	12	13	6	7	8	9	10
16	17	18	19	20	13	14	15	16	17
23	24	25	26	27	20	21	22	23	24
30	31				27	28	29	30	

First Day of School
P/T Conferences
End of Trimester
Professional Development
Vacation Day
Last Day
Graduation Date

Student day 8:15AM-3:25PM

No School for Students

September 6 Labor day	January 21 teacher workday
October 22 Teacher work day	February 21 Presidents day
November 22-26 Thanksgiving Break	March 4 Teacher workday
December 3 Teacher workday	April 15 and 18 Spring break
December 23-31 Winter Break	May 30 Memorial Day

Graduation will be held on May 27th, 2022

Student Early Release Days

12:25pm Student Dismissal
October 21st
January 20th
June 3rd

Shell Lake School District

The information found on the following pages was compiled for use by parents and students of the Shell Lake PK-6 School. The Shell Lake school staff, administration, and school board encourage parents and guardians to be working partners in the educational process. Understanding these guidelines for the school's operation will help students, parents, and teachers have a better educational experience.

A seven-member school board elected by the voters of this district for a three-year term governs the district. The board, which meets once a month on the third Monday, is charged with the management, control, and supervision of the district. If you have questions or concerns involving the school, please feel free to contact one of the district offices: Mr. David Bridenhagen, Superintendent @ 468-7816, Mr. John White, grades 7-12 @ 468-7814, Mrs. Heather Cox, Grades PK-6 @ 468-7815.

Handbook Information

It should be understood that the following rules and policies are not all inclusive. The board of education and the administration shall take action as is necessary to insure the discipline and orderly conduct of the school. Action may be taken regarding any offense, which interferes with the orderly conduct of the school regardless of the existence or nonexistence of a rule covering the offense.

The contents of this handbook have been adopted by the board of education and are presented as a matter of information. Material included in this handbook is considered an extension of the school board policy. The school district reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies, and procedures, in whole or in part, at any time with or without notice.

Notice to Parents: Right to Review Teacher Qualifications

As a parent of a student at Shell Lake Elementary School, you have the right to know the professional qualifications of the classroom teacher who instructs your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Is the teacher licensed or qualified by the Wisconsin Department of Public Instruction for the grades and subjects he or she teaches?
- Has the Wisconsin Department of Public Instruction decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances?
- What is the teacher's college major? Does the teacher have any advanced degrees and, in what areas?.
- Do any teachers' aides or similar paraprofessionals provide services to your child and, if they do, what are their qualifications?

If you would like to receive any of this information, please call Heather Cox at 715-468-7815

Students With Disabilities

The Shell Lake Public School System has ongoing programs to identify pupils/children living in the Shell Lake School District who may have a disability, which affects their educational progress. Specific groups include preschool-aged children, transfer students, students' currently enrolled, potential dropouts, and children eligible to attend public schools but are not enrolled. This also includes children attending private schools located in the district and homeless children.

Parents/Guardians who suspect a child may have a disability may, at any time, contact the building

principal, director of special education, or school psychologist to discuss their concerns.

The district provides educational opportunities for students ages 3 to 21 who have the following special educational needs: cognitive disabilities, learning disabilities, emotional/behavioral disabilities, autism, orthopedic impairment, visual impairment, hearing impairment, other health impairment, significant developmental delay, speech and language impairment and traumatic brain injury.

School Wide Title I

The Elementary is designated as a Title I. This means that all students are eligible for Title I services and all teachers are considered to be Title I teachers. In addition, there are two resource teachers who will be working with our students, based on the needs of the students. These groups of students may change each quarter, or as frequently as needs change. All parents are invited to make suggestions and to participate in all parent activities. Keep in mind that this program will also support gifted and talented students.

II. School Attendance

Requirements

In accordance with state law, all children between ages 6 and 18 must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse. Regular attendance and promptness are the essentials of good performance on any job. If a pupil is not regular in attendance, his or her performance lags, and he or she loses interest and tends to fall behind. The home and the school must take responsibility to assist young people to develop good habits of attendance. Under new state law, once a 5-year-old kindergarten student is enrolled and attending school, compulsory attendance law applies and truancy may be pursued.

School Attendance Officers

For the purposes of school attendance and WI Statute 118.16, building principals are designated as attendance officers for the School District of Shell Lake.

School Day

The school day begins at 8:15 a.m. and concludes at 3:15 p.m. for PK-6.

Arrival Time

Arrival time for students is 7:55 a.m. There is no adult supervision available in school for students until 7:55 a.m. Parents dropping children off for school are asked to use extreme caution in the parking lots and near the front of the buildings. Please do not park or leave your motor vehicle in a location at school, which will create a hazard or block the movement of others in the area. Please obey the no parking zones, which are clearly marked on school property. Under no circumstances should motor vehicles be left running and unattended while a parent enters the buildings. Kindly refrain from leaving small children in an unattended motor vehicle while on school property.

Dismissal Procedure

Parents are asked to avoid requesting early dismissal of their child from class unless he or she is scheduled for an appointment or has a family emergency. We will not make any changes after 2:00 P.M.

All PK-6 bussing students are dismissed at 3:20 p.m. Parent Pick-up is at 3:35 in front of the Elementary entrance. Please obey all parking regulations while on school property.

Attendance Policy

Parents are requested to call the school office before 9:00 on the day of an absence. A written note for an absence to be excused must be presented on the day the student returns to school. Notes not presented within 5 school days of the absence will not be accepted, and the absence will remain unexcused. Tardy students must report to the office for an admit slip before continuing to his classroom.

Shell Lake Schools, in recognition of Wisconsin statutory requirements for attendance provides the following information concerning attendance (brief overview):

"Attendance will be taken and recorded for each student when they arrive in their classroom. According to Wisconsin State Statute, a student who is excused in writing or by phone by his/her parent/guardian before an absence occurs, will be excused from school, but a student may be excused by the parent/guardian under this provision **for not more than five (5) days in a semester and/or ten (10) days in the school year.**

" 'Truancy' means any absence for part of all of one or more days from school during which the school attendance officer (building principal) has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the State Statutes on attendance. SS 118.15

" 'Habitual truant' shall mean a pupil who is absent from school without an acceptable excuse for part of all of 5 or more days in which school is held during a semester. (WI act 239 6/18/98) "Acceptable excuse" shall mean an acceptable excuse as defined in sections 118.15 and 118.6 (4), Wisconsin Statutes. The school attendance officer (building principal) shall determine daily which pupils enrolled in the school are absent from school and whether that absence is excused. SS118.16 (2a^o).

The following are examples of unexcused absences:

- A. Late or lack of call/note for authorized absence (ex. lack of a note after 5 days)
- B. More than ten days of pre-arranged absences
- C. Late to school and reason not authorized
- D. Absences as determined by the principal to be without valid cause

Absence Procedures

For an absence to be excused, the following procedures must be followed:

After a student is absent from school, for either an excused or unexcused reason, the student must bring a signed note to their school office from his/her parent or guardian. This note must include the time, date and reason for the absence. **If a note is not received from the parent/guardian within 5 days of the absence, the absence will be deemed unexcused.** Phone calls to and from parents are also acceptable.

Consequences

Truant students and their parents/guardians will receive written notification from the elementary school principal explaining the consequences for unexcused absences. Students may be referred to the school to home coordinator for follow up or police liaison officer for truancy citations. "Parents/guardians contributing to truancy is defined as any person 18 years of age or older who, by the act of omission, knowingly encourages or contributes to the truancy as defined under s.118.16 (1) (c), of a child is guilty of a Class C misdemeanor and is also subject to a police referral.

Pre-Arranged Absence

A pre-arranged absence is defined as a student being absent for other than an excused reason and having received approval in advance from the principal. A **pre-arranged absence form** can be picked up from the building secretary. Failure to make arrangements in advance will result in an unexcused absence. Upon receipt of pre-arranged absence form, the principal or designee will review academic achievement, previous attendance records, and teacher make-up requirements. A copy of the form will be kept on file and a copy returned to the parents.

Inclement Weather Information

Should early morning weather conditions require the closing of school, listen to the radio stations WAQE (97.7) or WJMC (96.1) Rice Lake, or KSTP Channel 5 in the morning between 6:30 and 8:00 A.M. The announcements will be made there. Please do not call the school office, teachers or administration.

In case school closes early in the day due to weather conditions or emergency circumstances, parents should make special arrangements for their child to follow. Students will be allowed to use the telephone, if deemed necessary, with permission of a staff member.

Transfers to Another School

Parents transferring their child/children to another school must notify the school office, the child's teacher, or principal so arrangements for the transfer of grades and records can occur in an orderly manner.

Student Transfers and/or Check Outs

Students transferring or checking out of school will obtain checkout forms in the office. Teachers will collect materials and complete student's grades. All grades and other record material should be turned in to the office as soon as possible.

Student Report Cards

Report cards will be sent home with students the week following the end of each trimester. The only exception to this is the last trimester when cards will be sent home with students on the last day of school.

Injury of Students

All students of the Shell Lake School District are insured under the student insurance policy. If any students are injured on the school grounds during school time, please report the injury to the health office immediately. This insurance does not cover pupils injured in a fight or involved in horseplay. This policy is \$100 deductible and does not cover eyeglasses. For more information, please contact the district office.

III. Bus Information

Students must wear a face mask at all times.

During the cold weather month's students should be prepared for any type of emergency, which might occur during a bus ride (accident, breakdown, or other incident). Students should wear warm clothing and footwear while riding the bus.

Rules and Regulations for School Bus Riders

Transportation to and from school is a service provided by the district in accordance with Section 121.54(2)(a) Wisconsin Statutes and as such is a privilege. The following rules and procedures apply to all students who ride a school bus or in a school vehicle. The rules and procedures outlined in this section have been developed with safety as the primary concern for all individuals who use the bus service.

The bus driver is in full authority when on the route and has the duty to discipline in the same manner as a teacher in the classroom or as a reasonable parent in the home. As stated, riding the school bus is a privilege and not necessarily a right. A student may be suspended or expelled from riding for sufficient cause. See bus discipline in this section.

Every student has the right to be as comfortable as possible without harassment or ridicule from another rider. Offenders will be cited for misconduct. The driver has a right to place his or her undivided attention on driving the bus and providing for the safety of his or her riders. Having to constantly be concerned with discipline makes for an unsafe ride.

Before Boarding

Buses travel public roads only and are not permitted to enter private driveways except to turn around. Students are expected to walk to established bus stops. Students must be on time and wait for the bus. Students will be required to wait until the bus comes to a stop and wait until the bus crossing arms are completely extended from the bus before crossing the street. **ALWAYS LOOK BOTH WAYS BEFORE CROSSING THE ROAD!** At the school loading zone, do not move toward the bus until the bus comes to a complete stop. Be seated as quickly as possible and stay seated until unloading.

On the Bus

All students are expected to follow the Laker Way on the bus. Keep your head, arms, and hands inside the windows at all times. Assist in keeping the bus safe, clean and sanitary. There shall be no eating, drinking, or smoking on the bus. Be courteous. Profane or obscene language is not allowed. Do not push, shove, or scuffle with another passenger. Remain seated while the bus is in motion and keep the aisles clear at all times. Never tamper with the bus or any of its equipment. The student must pay for any damage. Do not throw anything inside the bus or out the windows. Inappropriate behavior, foul language, fighting, bullying, and harassment will not be tolerated on the bus and may result in the revocation of all bus privileges.

Changing Bus Schedules

Before students will be allowed to be dropped off at a location other than his regular drop off point, the student MUST have advance written permission from his parent/guardian. The student will obtain a "Bus Permission Slip" from the classroom teacher or elementary office and hand it to the bus driver when boarding the bus after school. Bus pickup and drop-off locations must be consistent. When a student who normally rides a bus is going to be picked up at school by a designated adult, that child must provide the teacher with a written notice in advance. The telephone can be a convenient way for a parent to inform the school of a change in schedules. Due to the number of children enrolled and riding the bus, and the number of telephone calls at or near the end of the school day, problems are frequently encountered in notifying the student, teacher and bus drivers of the requested change. To the extent possible, **please plan ahead** and send a written note with your child in the morning should you need to change the regular routine. Safety of our students and your children is critically important where bus transportation is involved.

After Leaving the Bus

When necessary to cross a road, students will be required to wait until the bus crossing arms are completely extended from the bus before crossing the street. Always check for a signal from the driver, check both ways for traffic, and cross the road.

Extracurricular Trips

The previously stated rules and regulations apply to any trip under school sponsorship whether riding a bus, van, or an automobile. Pupils shall respect the wishes of chaperones appointed by the school.

Safety Evacuation Drills

Evacuation drills and bus safety instruction will be conducted on the school grounds once the school year has started. The transportation director will be responsible to schedule such drills for all students.

Bus Discipline/Conduct Infractions

The following procedures will be followed in the event there are behavioral problems while on the school bus. Please note that the school bus is an extension of the classroom and any problems on the bus will be dealt with accordingly. All school administrative staff and bus transportation staff shall be fair and consistent in the administration of these procedures.

The following information is a summary of disciplinary procedures that will be followed if there is a problem:

1. The driver shall first attempt to talk with the student individually whenever possible to resolve a problem. The student may be assigned to a specific seat for a period of time.
2. If the rider continues inappropriate behavior, the driver will fill out a bus discipline report on the child. Upon receipt of the report, the principal and/or transportation supervisor will review the driver's report. The principal has the option of assigning consequences. The consequences can include the following: (a) Meeting with child and/or parent, (b) telephone call to the parent, (c) warning or reprimand, or (d) suspension of bus privileges.
3. If a discipline problem persists, the driver will fill out a second report and forward the report to the principal or transportation supervisor for appropriate action. The principal has the option of assigning the following consequences to the student: (a) Meeting with child and/or parent, (b) telephone call to the parent, (c) warning or reprimand, or (d) suspension of bus privileges.
4. A third referral from the bus driver regarding a student shall result in a parent or guardian conference scheduled by the principal. A suspension of bus service and/or revocation of bus riding privileges shall result if the student is found to have violated bus conduct rules.
5. Further referrals that result in a conclusion of misconduct will require revocation of bus services.
6. A single incident of a very serious nature, which threatens the health, safety, or welfare of the individual or other individuals may be referred directly to the principal for bus suspension or revocation of bus service.
7. If a student, due to his or her behavior, must be removed immediately for the safety of all involved, the bus driver shall contact the bus supervisor to pick up the student from the bus and transport him or her home. If the bus supervisor is unavailable, the driver shall contact the principal, parents or

guardian, or if unavailable, the police.

Video Monitoring

Video monitoring of school buses may occur for purposes of bus safety, security and discipline.

IV. Safety, Related Services and Student Health

Fire and Tornado Drills

Fire and tornado drills may be held at unexpected times during the school year to train students to move out of the building or to a shelter area. Quick, efficient movement without panic or noise is essential. When the first signal is given, everyone must obey the directions promptly and use the prescribed route as quickly as possible. The teacher in each classroom will give the student instructions.

Visitors Registration

During regular school hours, visitors may enter the building through the Elementary/District office. All visitors must report to the elementary office when entering the building, identify themselves, sign a register, and wear a visitor tag while on the school grounds. Visitors do not have direct access to students or teachers. All visitors must check out at the elementary office before departing the building. Non-authorized visitors will have to leave or will be referred to the appropriate authorities. Parents are always encouraged to visit the school and their child's classroom. Visits must be pre-arranged with your classroom teacher.

Health Services

Health and nursing services at the Shell Lake School are provided under the supervision of a registered nurse. The nurse is in the building five days each week and is also available by phone 715-468-7815 ext. 1324 . Students who need to see the nurse should request this through their classroom teachers or the office. Students who become ill and request to lie down must have permission from their classroom teacher or office.

Injury/Illness During the School Day

If your child becomes ill or injured at school, he or she will be sent to the health office for care. You will be called if your child needs to go home or needs additional medical care. Please pick your child up in the nurse's office as soon as possible.

It is critical that all families complete the emergency information card for each child at school. This information is essential for us to be able to contact you or someone you designate if your child is ill or injured. It also provides important health information if emergency care is needed. If your phone number or emergency contacts change during the year, inform the office.

Immunizations

Schools must comply with the Wisconsin Student Immunization Law, which requires students to have specific vaccinations by the 30th school day. If your child needs a vaccination to meet these requirements, you will be informed. Vaccinations can be obtained through your family health care provider, the Washburn County Health Department, or the St. Croix Tribal Health Department. Please inform the nurse's office whenever your child receives a vaccination.

Chronic Health Conditions

To provide a safe and effective educational environment for your child, the nurse's office should be informed if a student has a chronic health problem such as asthma, diabetes, ADHD, or any other condition that may impact or interfere with his school day.

Illness/Communicable Disease

A student should stay home if he has had a fever in the previous 24 hours, diarrhea, vomiting, a bad cough, or red watery eyes. If your child has a communicable disease, such as (but not limited to) strep throat, impetigo, chicken pox, pink eye (conjunctivitis), ringworm, a fungal infection, scabies, head lice, Fifth's Disease, etc., please notify the school so that preventive measures for other students and staff can be implemented.

Please contact the health office if your child has a serious illness or hospitalization. Students returning after a lengthy illness or hospitalization may have additional needs during the school day that we can accommodate

In order to maintain a healthy and safe school environment, any student who continues to return to school with a communicable or nuisance disease shall be sent home and not be permitted to return until he is free of the disease. A written statement from a medical professional indicating that the student is free of the disease shall be evidence that the student can return to school.

Head Lice

Head lice are a recurring nuisance disease at school. Please examine your child regularly, particularly before school begins in the fall. If your child has head lice at any time during the school year, notify the school nurse immediately to help prevent the spread of head lice to others. Screening for head lice is conducted for individual students and classes as needed throughout the school year.

Health Screenings

Hearing and vision screening is done yearly at certain grade levels. You will be informed if your child needs further medical evaluation after these screenings. If at any time you would like your child screened, please call the school nurse.

Student Insurance

The School District of Shell Lake provides accident insurance for all students in preschool through grade twelve. PLEASE BE ADVISED THAT THE COVERAGE IS A SUPPLEMENT TO YOUR FAMILY HEALTH INSURANCE. It pays only after your family health or auto policy and then within the limits of the policy's benefits. This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage. FILING OF THE CLAIM IS THE PARENT'S RESPONSIBILITY. Parents must notify the administration office of an injury and obtain a claim form immediately. The school WILL NOT submit claim forms to the insurance company.

Educational Services

The school district offers assistance to children and families through the school guidance counselors for educational, personal and social related concerns and problems. Please contact the building principal in the primary or elementary office for assistance in accessing these services.

Administration of Medication

Shell Lake School Board Policy 453.4 will be followed for administration of any medication at school or during a school event.

It is the policy of the School District of Shell Lake that a parent at home administers all medications for students in grades P-12. When, however, it becomes necessary for medication to be administered at school, it may be done under the supervision of school personnel.

Any school bus driver, school employee or volunteer authorized in writing by the district administrator may administer nonprescription medication in compliance with the written instructions and consent of the parent/guardian. Any school bus driver, school employee or volunteer authorized in writing by the district administrator may administer prescription medication in compliance with the written consent of the parent or guardian and the signed prescription instructions of a healthcare provider. The following guidelines have been developed and must be followed to facilitate the administration of medication to students requiring medication while attending school or school-sponsored activities.

1. Definitions
 - a. Prescription Medications: Those medications that are available only with the written prescription of a licensed physician or health care professional.
 - b. Nonprescription medications: Over-the-counter medications that can be obtained without a written prescription from a physician.
2. Prescription Medications
 - a. To insure that the prescribing physician retains the power to direct, supervise, decide, inspect and oversee the administration or prescription medication, the following procedures shall be followed:
 - i. Written Consent Form
 - ii. There must be signed, written instructions from the prescribing physician for administration of prescribed medication. This form is available at the school office. It is valid only for the school year during which it was issued. A new consent form must be issued for each school year.
 - b. These instructions must identify the specific conditions and circumstances under which contact should be made with the physician with regard to the condition or reactions of the student receiving the medication. The physician must express a willingness to accept direct communication from the person dispensing or over-seeing the administration of the medication.
 - c. There must be a written statement from the parent or legal guardian which authorizes school personnel to give the medication in the dosage prescribed by the physician, and which authorizes school personnel to contact the physician directly. The parent or guardian must also assume responsibility for informing the school of any change in the student's health or change in medication. Such changes, however, are to be at the request of the physician only. This form is available at the school office.
3. Content of Instructions
 - a. The physician must provide written orders and instructions detailing the name of the medication, dosage, times to be given, when medication is to be discontinued and, when necessary, contraindications and possible side-effects. Further written instructions must be received from the physician, with the consent of the parent or guardian if the medication is to be discontinued or any other change is made in the physician's original instructions.
4. Container
 - a. Only limited quantities of any medications are to be kept at school. The medication must be provided in a physician or pharmacy container which is clearly labeled with the following: name of student, name of medication, dosage, time to be administered, name of physician, and name and phone number of pharmacy.
5. Transports to School
 - a. Parents must bring prescription drugs and devices used to administer those drugs to the appropriate school office. Students will not bring these things to school.
6. Storage and Documentation

- a. The appropriate principal or designee will count and document the quantity of medication each time it is brought to school. All medication, which is administered at the school, will be kept in a safe, locked location which is not accessible to students, and which will maintain the quality of the medication. Refrigeration may be provided if required.
7. Administration of Medication
 - b. Only a district employee or agent designated to administer the medication shall remove medication from its safe location. Except where an emergency is believed to exist, under no circumstances shall a medication be dispensed by other than a school employee or agent while the student is at school unless specifically approved in writing by the parent or guardian. Individuals authorized to administer medicine to students shall follow physician instructions. Documentation should be made when medication is administered, and such times as it could not be administered (as in the case of a student absence or refusal).
7. Time Period for Medication Administration
 - a. Medication shall be given as near as possible to the time specified by the parent, guardian or physician. The parent or guardian is responsible for reminding their child to take medications.
8. Record Keeping
 - a. The principal or designee shall maintain a daily and up-to-date record of students receiving medications during the school hours. The record shall include the student's name, type of medication, dosage, time to be given, the parent or guardian's name, physician's name, and the names of the individuals designated for giving medication. All consent forms must be reviewed annually or at any time a medication is changed. Copies of parent or guardian and physician authorizations shall be maintained by the appropriate principal, and shall become a part of each student's record upon discontinuance of medication or at the end of the school year.
9. Nonprescription Medications
 - a. Designated personnel shall administer nonprescription medications to students in grades K-12 only with parental or guardian approval as indicated by written consent. Teachers shall keep a record of the times that the medication was given. The medication must be provided from home in the original bottle.
 - b. A written consent form must be on file in the school office before medication can be administered, including such medications as aspirin, acetaminophen (Tylenol), ibuprofen (Advil) and naproxen sodium (Aleve).
 - c. Medication shall be given as close as possible to the time specified by the parent or guardian. It is the responsibility of the parent or guardian of the older student to remind them to take the medication, if it is being handled independently.
10. Administration of Medications by means Other Than Ingestion
 - a. No employee will be required to administer a medication to a student by any means other than ingestion. Special procedures may be worked out in individual situations.
11. Epinephrine Administration
 - a. Guidelines for the administration of epinephrine will be the same as for that of prescription medications for Categories B, 1-6. Specifically, these are the categories of (1) Written Consent, (2) Content of Instruction, (3) Container, (4) Transport to School, (5) Storage, and (6) Administration of Medication. In addition, the following hold:
 - i. Only personnel specifically trained and designated may administer emergency injections to students. Instruction shall be provided to designated personnel by

the director of health services. Instruction shall include injection demonstration; return demonstration by designated personnel, and an evaluation by the director of health services of the designated personnel's techniques, safety aspects, understanding of drug and implications of use, and proper disposal of syringe and needle.

- ii. Before any emergency injectable medication can be given, procedures outlined above concerning the training of personnel administration of medication must be followed. There must be a written parental consent form on file in the school offices, and there must be a written physician's authorization form on file stating specific direction for epinephrine administration.
- iii. Steps to be Followed - At the time the student has an attack or reaction, these procedures shall be followed:
- b. Someone shall be instructed to call the student's parent or guardian and, if necessary, the student's physician.
- c. Trained designated personnel shall administer the injection and
 - i. Accurately measure proper dosage of medication to be given,
 - ii. Observe the student for 30 minutes for adverse reactions,
 - iii. Arrange for further medical attention if necessary, and
 - iv. Date and record the description of the attack, reaction and medication in student health record
 - v. Any student receiving epinephrine for a possible allergic reaction will be immediately transported to the nearest hospital for emergency care and observation.
 - vi. Self-Administration - Responsible students will be allowed to carry and self-administer epinephrine. However, due to the potential severity of allergic reaction the district requests that students who carry and self-administer epinephrine:
- d. Have written parental and physician authorization forms on file. In the event the student is unable to respond and administer the medication, school personnel will be able to assume responsibility;
- e. Review with the school nurse the technique of administering the epinephrine, and
- f. Seek help immediately if they have been stung and are going to administer epinephrine.

12. Inhaler Treatments

- a. An asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity, or under the supervision of a school authority if all of the following are true:
- b. The student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
- c. The pupil has the written approval of the pupil's physician and, if the pupil is a minor, the written approval of their parent or guardian.
- d. The pupil provided the school principal with a copy of the approval or approvals under paragraph (b).
- e. No school district, school board or school district employee is civilly liable for damage to a pupil caused by a school district employee who prohibits a pupil from using the inhaler because of the employee's good faith belief that the requirements above had not been satisfied.

13. Nebulizer Treatments (Aerosol Mist via Nebulizer)

- a. Any student requiring nebulizer treatments while at school must have a signed parent permission form and signed written instructions from the prescribing physician. The school has a nebulizer machine but parent or guardian must provide medication. The

school nurse will be responsible for following the physician's orders for administering the nebulizer treatment and will train additional staff as needed.

- b. The School District of Shell Lake may, at its discretion, refuse requests for administration of medication. A copy of this policy will be provided to parents if requested.

V. General Student Information/Procedures

Field Trips

The elementary teachers arrange curricular field trips to local and community businesses and other points of interest from time to time throughout the year. Parents will be informed of these trips in advance and students are expected to attend. Parental permission slips may be required, and students who do not return the signed permission slip may not be allowed to attend the field trip, unless the principal approves. All school rules are applicable and will be enforced throughout each trip.

Extracurricular Activities

Elementary students are welcome to attend extracurricular games and events. While in attendance, students will be expected to follow the Laker Way and be accompanied by an adult. All students will be charged the regular student price. Parents are to supervise their child during these events to prevent accidents and to insure the safety and enjoyment of others. Parental attention to this matter will be greatly appreciated.

Teacher Appointments, Meetings, and Conferences

When questions arise about school, parents are encouraged to phone or meet with their child's teacher. A phone call in advance or an appointment with the teacher is necessary and assures you of an appropriate time and place to meet. Sometimes a phone call can clear up matters of concern. The best time to call is before school (7:45-8:15 A.M.) or after school (3:45-4:00 P.M.), or call the elementary office, 468-7815, and the teacher will return your call.

Parent-Teacher conferences are held during the first and second trimesters. Dates and times can be found on the school calendar in section 1 of this handbook. All parents are strongly encouraged to attend. The PK-6 conference times are pre-arranged with parents/guardians.

Hot Lunch

Parents of children participating in the school lunch program should make checks out to the Shell Lake School District. Each student will be issued a student ID number. Applications for free or reduced meals are available through the district office.

Student Directory Data

As per state statute 118.125(2)(j) certain personally identifiable information contained in a student's record is "Directory Data" and may be disclosed without prior consent. Directory data means those student records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the pupil. Schools and other agencies find this information useful in things like athletic programs, yearbooks, and newspaper releases.

Parents, adult students, legal guardians or guardians ad litem may deny release of all or any part of the directory data without student consent, by notifying the building principal or district administrator, in writing, within fourteen days of the publication of the notice. For students enrolling after the notice is published, the list will be available to the student's parents, adult students. Legal guardians or guardians ad litem within two weeks of enrollment. Students have the right to review and request a change in all records that are inaccurate or misleading.

Parents may give permission to the school to release information from their child's records, or file a complaint with the Department of Education if they feel the district is not complying with the law. Appropriate records for students transferring to another school will be forwarded upon official request from the new school. The school district of Shell Lake may use photos of your child in our publications such as The Laker, the website and social media sites such as facebook, twitter and instagram.

Students attending Shell Lake schools do many great things over the course of a typical school year, and we make every effort to publicize our student accomplishments. Students at Shell Lake may appear in printed publications or on electronic media, such as television or the internet, unless parents or guardians object. We will make every effort to protect student privacy and has policies prohibiting students from publicly releasing or publishing information concerning other students, but cannot control the public media or other individuals from outside our school who may attend Shell Lake School events. We guard student information very closely and will not knowingly disclose private or academic information to anyone not authorized by a child's parent/guardian.

When students make notable achievements, or take part in events that raises public interest, such as:

Winning awards

Taking part in athletic competition

Earning placement on the honor roll

Class activities

The School District of Shell Lake may alert the media, offer a press release, and may also publish material on the Web Page or Facebook Page. When the school releases information to media outlets, or publishes on our web page, we strictly limit the amount of information disseminated to the public. Current policy only permits the release of photos, names, and ages.

Please contact the school office if you DO NOT want your student's accomplishments publicized

Homework Information

It is important that homework does not add stress to family life. The primary purpose for homework in elementary school is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. Assignments generally provide additional opportunities for the child to practice skills learned in the classroom, and usually are short in duration and skill specific. An adult should supervise homework by providing a consistent place and time for completion, answer questions the student asks, and review the homework for accuracy and completeness. Students are expected to perform the work independently, but also should ask questions if clarification is needed.

The most important element of homework in elementary school is reading. The goal of reading homework is to foster a love of reading. While sometimes specific reading assignments may be given, most of the time the student is allowed to read whatever material or genre he or she enjoys.

Projects relating to subjects introduced in the classroom are occasionally assigned to allow the student to further investigate a specific topic. Parents and students are encouraged to work together to create presentations of this kind. While skills such as time management and research planning are introduced in the class, parents should expect to help the child implement these goals.

Student Visitors

DO NOT send friends or relatives to school to spend the day with your child. Visitors for this purpose are not allowed.

Party Invitations

Students will not be allowed to distribute invitations to birthday parties or similar events while at school or during the school day. Speak directly with your child's teacher regarding invitations.

Personal Belongings

All personal items brought to school by a student should be marked with the student's name using an indelible marker. This includes shoes, clothing, hats, books, play equipment, etc. Gym shoes are required for all students. These shoes should be kept in school and are not to be regularly worn on the street. Safety and cleanliness are the reasons for the separate gym shoes. Please clearly mark them.

Lost and Found

Report the loss or theft of any item promptly to the office. Items found should be turned in to the office. The school's insurance does not cover personal property loss, damage, or theft. The Elementary building has many articles of clothing in the lost and found. Parents are advised to frequently check for missing items.

School Library

The Elementary building has a library under the supervision of a school library-media specialist. This service makes available to students and teachers up-to-date collections of books, films, and other audio visual aids. Parents are encouraged to foster appropriate values in the care and use of library materials. Lost and damaged materials are the financial responsibility of the student. Library privileges may be withheld to encourage the return of materials when they are overdue.

School Pictures

Student school pictures will be taken in the early fall of the school year. Parents should plan on 5 to 6 weeks for delivery. Parents will receive adequate notice about the schedule and dates.

School Pictures on School Website and Facebook

There will be photos of children that will periodically appear on the Shell Lake School website. Parents should contact the District office staff if you wish to not have your child's picture on **the district website or social media.**

Fundraising for School and Non-School Purposes

A student may not solicit contributions, collect funds, distribute material, or sell any item(s) for any non-school purpose on school property, at school-sponsored functions, or on school transportation without permission of the principal. All fund-raising activities for school purposes must be approved by the Shell Lake Board of Education.

VI. Student Behavior and Expectations

PBIS

1. **PBIS** stands for **Positive Behavioral Interventions and Supports**, also known as The Laker Way. There are three components of PBIS:
 - **Teach** expected behavior in all settings
 - **Recognize** positive behaviors
 - **Intervene** when behavior expectations are not met

PBIS is a schoolwide process for creating safer and more effective schools. It focuses on improving a school's ability to teach and support positive behavior for all students. It is a team-based program that can evolve as driven by data.

2. **MISSION STATEMENT** is "The Laker Way". The mission of the Shell Lake School District PBIS program is to facilitate the effective teaching and learning of positive behaviors at school and in our community. **OUR PURPOSE:** It is our goal, through The Laker Way, to help each child exceed expectations through consistent modeling of positive behaviors. We aim to create a climate in which students and staff will be safe, respectful, responsible, problem solvers, empowering them to persevere in all academic and social endeavors.
3. **BEHAVIOR MATRIX** is a detailed description of expected behavior in each setting of the school. For example, in the lunchroom, it is The Laker Way to use nice manners. On the bus, it is The Laker Way to stay in your seat. A copy of our school-wide matrix is posted around our school and in each setting. It is also included at the back of this handbook.
4. **TEACHING EXPECTATIONS** is done throughout the school year. Students are taught how to behave according to the four expectations related to being Safe, Respectful, Responsible, and a Problem Solver. Teachers will help students learn what the expectations look like and sound like. These lessons are re-taught and reinforced throughout the school year and become a regular part of our instructional program.

WHAT HAPPENS WHEN YOUR CHILD FOLLOWS THE EXPECTATIONS? When students follow the expectations, teachers are able to teach in an environment conducive to learning and students are able to learn in an environment that is comfortable and safe. Students are acknowledged for following The Laker Way by receiving Laker slips, being entered in weekly drawings and participating in quarterly celebrations.

Textbooks

Textbooks necessary for classes are issued at the beginning of the school year. Students are responsible for all books that have been issued to them and will be fined for any loss or damages. These fines must be paid before the end of each school year.

School Telephone Usage by Students

The office and classroom telephones are business phones and are to be used by students only in case of an emergency. Emergency messages from home are the only messages that will be forwarded to students. Students will not be called out of their classroom to answer any phone calls.

Toys, Gum, and Candy

Toys, gum, and candy brought to school by children can often be a distraction to our task of helping students meet their academic goals. These items are only welcome at school for teacher-approved occasions. Please help your child remember to leave these items at home.

Bicycles, Skateboards, Inline Skates, Skate Shoes

Students may ride bicycles to and from school. Upon arrival, students must place their bicycles in the bike rack. It is suggested that students lock their bicycles. The district is not responsible for lost, stolen or damaged bicycles. Students may not ride their bicycles on school property during the school day when school is in session. In-line skates, skateboards and skate shoes are not allowed on school property.

Public display of affection is inappropriate behavior at school. Such behavior as embracing, hugging, and/or kissing is not condoned at Shell Lake Elementary School. Elementary students are encouraged to develop positive peer friendships at this age and not engage in exclusive dating relationships here at school as this is a distraction from our purpose here, which is to learn.

Respect

Students are taught to respect each other and school staff as part of the Laker Way. Students are expected to respect others who are different from themselves and promote an accepting learning environment for people of all backgrounds in our building. Harassment and bullying will not be tolerated and any language or symbols (such as a confederate flag) that could be considered offensive are not allowed at Shell Lake.

Dress Code

Appropriate dress is expected at school. Clothing, jewelry or shoes that disrupt the educational process and/or endangers the health or safety of student(s) will not be allowed. For example: short skirts or revealing tops can create embarrassing situations for students and staff during recess or physical education class. Open toed shoes, “flip-flops” or high-heeled shoes can create safety problems when children run or play. Athletic or tennis-type shoes that are secured to the child’s foot offer more protection and less chance of injury. Footwear must be worn at all times. Jewelry such as hoop earrings for pierced ears can be caught on someone or something during physical activity and injure a student. During the winter months children will go outside. Parents/guardians are reminded to dress their children appropriately. All students will go outside at recess time unless there is a statement from their doctor for medical reasons on file in the health office.

Caps, hats, bandanas, headwear of any kind, outdoor coats and jackets may not be worn inside during the school day. Students are encouraged to wear sweaters and sweatshirts if it is cold.

Clothing which promotes illegal drugs, advertising for tobacco or alcohol products, or clothing with obscene or offensive words, sayings, or inflammatory images (such as a gun) will not be permitted in school. As a general guide for school attire; if you are questioning the appropriateness of clothing, shoes or jewelry, please do not allow your student to wear or bring the item in question to school.

Vending Machines

Students in grades PK-6 are not allowed to use any vending machines located in the 7-12 commons area during the school day.

Weapons

Any student found in possession of a gun, knife, or any item that could reasonably be considered a weapon will be subject to expulsion from the school district. Possession is defined as: on a student’s person, in a locker, or in a book bag.

Further, any student possessing or displaying a facsimile firearm in a manner that could reasonably be

expected to alarm, intimidate, threaten, or terrify another person will be subject to expulsion from the school district. A facsimile firearm means any replica; toy, starter pistol or other object that bears a reasonable resemblance to or that can be perceived to be an actual firearm. A facsimile firearm is not an actual firearm.

Search for Contraband

An administrator may conduct a search of a student's desk, person, purse, duffel bag, backpack or similar articles if the search is based on reasonable suspicion, based on personal observation or reliable information from a third party, that the student has a dangerous or illegal items) or substance in his or her possession. School authorities should remain sensitive so as not to invade the privacy of students any more than necessary to achieve the purpose of the search. The parent(s)/guardian of a minor student shall be notified of items removed.

Student Suspension

Students refusing to follow school rules may be suspended either in school or out of school. Suspended students and their parents must meet with the principal for a conference prior to reinstatement. Parents will be contacted by either a letter and/or phone call informing them of their child's behavior and the appropriate discipline.

As a general guide:

First suspension: Minimum of one (1) day in or out of school.

Second suspension: Minimum of two (2) days in or out of school.

Third suspension: Minimum of three (3) days and/or an expulsion hearing before the Shell Lake Board of Education. The length of suspension will be determined based on the severity of the rule infraction, prior behaviors or infractions, and if injury occurred as a result of the infraction.

Student Expulsion

Every student has the right to attend Shell Lake Schools without the fear of being threatened or harmed in any way, either verbally or physically. In order to make the goal a reality, the administration will enforce the following consequences for rules violations. A recommendation for expulsion from Shell Lake Schools will be made to the Board of Education for the following behaviors at school or at school sponsored activities:

- Possession of a gun
- Possession of a dangerous weapon with the intent to threaten or cause bodily harm to others or to cause property damage
- Selling, dispensing or delivering drugs, alcohol, or other chemicals which Wisconsin Statutes define as illegal
- Intentional use of unprovoked force against a Shell Lake School District employee
- Making a bomb threat or placing a false alarm call
- Repeated school violations

Students may be recommended for expulsion from Shell Lake Schools to the Board of Education for the following behaviors at school or at school sponsored activities:

- Disrupting the school environment through the use of violence or threats or violence
- Accepting/possession, or being under the influence of alcohol, drugs or chemicals which Wisconsin State Statutes define as illegal
- Acting in a way that threatens the life or health of another person where such conduct is considered criminal by federal, state or local laws

- Starting a fire or attempting to start a fire on school premises
- Setting off the school's fire alarm system or falsely reporting a fire when no fire exists
- Making threats against any Shell Lake School District employee's life, property or welfare
- Extreme disrespectful behavior or disorderly conduct toward school personnel or property, which causes a disruption of the educational environment

Student-Parent-Guardian Appeal Process

Parents, guardians, or students have the right to due process of law in the application of the Student Conduct Code or other school rules. The following due process procedure is available to any student, parent, or guardian who wishes to challenge a school decision.

Step One: The complaint can be appealed first to the principal in writing if the original action was taken by school personnel other than the principal. This appeal must be made within ten school days from the date the decision was made.

Step Two: The complaint can be appealed to the superintendent if the original action was taken by the principal. This step would also apply to a student and parents who have utilized step one of this procedure and wish to appeal that decision further. This appeal must be made within ten school days from the date the principal makes his or her decision from step one.

At this level the student and parent will be asked to put the complaint into writing. The superintendent will confirm or deny the principal's decision within ten days from the date when the student and parent submitted their complaint to the superintendent.

Step Three: File an appeal with the Shell Lake Board of Education. Appeals must be placed on the board agenda at least five days prior to a regularly scheduled board meeting.

Students, parents, and guardians have recourse through the civil courts and the State Superintendent's office if they are not satisfied with the local district's decision.

Shell Lake School District Technology Acceptable Use Agreement

Purpose

The purpose of this document is to set forth policies and guidelines for access to district technology, which includes its computers and network. This document also sets policies and guidelines for acceptable and safe use of the Internet, in accordance with the Children's Internet Protection Act (CIPA).

Introduction

Educational technology resources are available to students and staff in the Shell Lake School District. These resources are provided to promote educational excellence by facilitating resource sharing, innovation, and communication.

The continued operation of the network is dependent upon the acceptable, ethical and appropriate conduct of the users. Users of technology resources are expected to follow the same rules and common guidelines as other school activities as well as any federal or state laws. Users will indemnify the district of any damage caused by inappropriate use of technology resources.

Privilege

The use and access of the district computers and network is a privilege, not a right. Inappropriate use of these resources will result in disciplinary action, including the possibility of suspension or expulsion, termination of employment, and/or referral to legal authorities. The District reserves the right to limit, suspend or revoke computer and/or network access at any time.

Limited Expectations of Privacy

Users should expect limited privacy in the contents of personal files on the school district system and be aware that data and other materials in files maintained on the school's network are to be subject to review or disclosure.

Users should also expect limited privacy in using the district's network for communication purposes. The district's network is a limited forum and may be monitored for improper use. The District reserves the right to monitor all activity on the network.

User Expectations

Acceptable use means that an individual uses the district network, the Internet, and all other electronic information resources in an appropriate manner, abiding by the rules and regulations as described in this policy. Uses, which might be deemed acceptable on the individual's personal computer at home, may not be acceptable on this limited educational purpose network.

- Users agree to respect and properly use copyrighted material without permission of the author, except as permitted under Fair Use guidelines (17 U.S.C. § 107).
- Users will respect the rights and privacy of other users by not accessing private files/ content unless given permission to do so.
- Users should act, communicate and use technology resources in a professional and courteous manner.
- Users will follow any other policies, directions, rules and/or guidelines in regard to technology that administration and/or staff may provide that are in addition to this policy.

-
- Users will not access, download, store, print, post or distribute pornographic, obscene or sexually explicit materials.
- Users will refrain from commercial activity, product endorsement, and political lobbying, except for school-sponsored activities.
- Users will not disclose his or her network account information to any individual, nor allow a different user to log in under his or her name. Likewise, a user will not access another user's account or use his or her password to access information that is not their own.
- Users will not attempt to bypass in any way the school's security and content filters.
- Users will not attempt to gain unauthorized access to the district's network, or use access methods other than those assigned and/or provided to the user.
- Users will not engage in illegal or inappropriate activities.
- Users will not engage in discrimination, sexual harassment and cyberbullying.
- Users will not engage in vandalism, which is defined as any attempt to harm or destroy property of the school or another user.
- A student user will not reveal personal information such as: home address, phone numbers, passwords, credit card numbers or social security number, etc. in accordance with the Children's Internet Protection Act (CIPA).

Hardware and peripherals are provided as tools for use for educational purposes. Users are not permitted to relocate (with the exception of portable devices), install or modify equipment without the consent of the technology director.

Users will follow proper software licensing rules and guidelines. Users are not permitted to install or modify software without the consent and guidance of the technology director.

Personal Devices

Personal devices may be allowed on the district network upon the discretion and prior approval of administration and technology director. Examples of personal devices include but are not limited to: laptops, tablets, smartphones, MP3 players.

The owners of such devices are responsible to properly maintain and manage their devices. Owners of such devices are also responsible for any damage the device may cause to the district network. The district reserves the right to restrict and revoke access of any personal device to the district's network at any time.

Personal devices using the district's network will be subject to content filtering and technology protection measures as applicable.

Users will follow any other policy, rules or guidelines in regard to using personal devices on the district network as provided in the future.

Internet Safety

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

To the extent practical, content filters shall be used to block or filter Internet, or other forms of

electronic communications, access to inappropriate information. All district computers with Internet access available for student use are filtered with an Internet content filter.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for research or other lawful purposes.

To the extent practical steps shall be taken to promote the safety and security of users of the district network when using email, chat rooms, instant messaging, and other forms of electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

As no content filtering system is perfect, it shall be the responsibility of all members of the district staff to supervise and monitor usage of the access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology director or designated staff. The technology director may block inappropriate sites upon review and unblock sites that are considered as having educational value.

The district will work to constantly improve its efforts to instruct students on the ethical and appropriate use of technology and promote appropriate online behavior. Instruction and education shall include but is not limited to such topics as safe use of social networking and cyberbullying awareness and response. Curriculum teams and administration are responsible for including this information into the curriculum.

Social Networking

The district reserves the right to disallow access to social networking sites. Access to social networking sites may be granted for educational purposes. Users will follow policy, use common sense and proper judgment when using these services.

Electronic Mail and Interactive, Real-time Communications

The district provides email access that is filtered and archived. E-mail should not be considered completely private and secure. Users may access web-based, third party email accounts with the district network if allowed.

Users may use chat or instant messaging but only under the direct supervision or in a moderated environment that has been established to support educational activities or has been district provided. Users will follow policy, use common sense and proper judgment when using these services.

Violations of the Acceptable Use Policy

Violations of this policy may result in loss of privileges to technology resources. Students who are in violation of this policy will be subject to discipline, which may include suspension or expulsion.

Possible consequences of violations of the Acceptable Use Policy are indicated below, which include but

are not limited to:

- Use of district network resources only under direct supervision
- Suspension of computer and/or network privileges
- Revocation of computer and/or network privileges
- Suspension and/or expulsion
- Legal action and prosecution by law enforcement

Particular consequences for violations of this policy will be determined by the school administration. The superintendent or designee along with the school board will determine when school expulsion and/or legal action are appropriate.

Consequences and discipline for staff violations of this policy will be determined by the school administration.

Computer System Acceptable Use Agreement – following page, to be signed by both parent and student and turned in to the school office.

Computer System Acceptable Use Agreement

User Signature of Agreement:

Rules of conduct are described in this "Acceptable Use Agreement for Shell Lake School District" and apply when any part of the District's computer system is in use. I understand any violations of the above provisions will result in the loss of my computer access as described above and includes loss of my user account or may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of the system.

I understand that technology use during school hours is for instructional purposes only. Misuse or violation of this agreement comes in many forms, but can be viewed as any messages, information or graphics sent or received that include or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement. I agree to report any misuse of the District's computer system to my principal, teacher or supervisor or system administrator.

I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that my use on any district computer will be monitored. I hereby agree to comply with the above-described conditions of acceptable use.

User Name (please print): _____

User Signature: _____

Student Grade: _____ Date: _____

PARENT/GUARDIAN:

As the parent or guardian of the above named student, I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that the District computer system accounts will be monitored. I understand my child may be disciplined for inappropriate or unacceptable use. I further understand that student use is designed for educational purposes. I understand that it is impossible for the Shell Lake School District to filter or restrict access to inappropriate materials. I will not hold the Shell Lake School District responsible for inappropriate or unacceptable materials my child may acquire or create on the network system.

I hereby give my permission and approve the issuing of an electronic account.

Parent Name (please print): _____

Parent Signature: _____

HANDBOOK SIGNATURE PAGE: Please read, sign, and return to the classroom teacher.

Please sign and return this required page to your classroom teacher or office secretary. Thank you.
This student handbook and its policies and regulations adopted by the
Shell Lake Board Of Education and Shell Lake School District will be effective through September 2021.

We have read and understand the contents of the Student-Parent Handbook.

Parent: _____

Student: _____