

# UNITY ELEMENTARY HANDBOOK



**2013-2014**

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**2013-2014 SCHOOL YEAR  
Introduction**

Dear Parents and Students:

**WELCOME TO UNITY ELEMENTARY SCHOOL!**

On behalf of all staff and administration, we would like to welcome you to Unity Elementary School. We strive to provide a physically and emotionally safe environment where students know that we care about them while maintaining high expectations.

Please take time to read this handbook as it is designed to familiarize you with some of those expectations. We hope that by working together, youth will find school an enjoyable, meaningful and rich experience.

If you encounter difficulties at Unity Elementary, seek out any of our trained professionals, and we will do our best to help you. As a staff, we are here to make your school years as successful and educationally challenging as possible.

We welcome the opportunity to help you and look forward to applauding your successes as we prepare youth for lifelong learning.

Zack Fugate, Elementary Principal  
Unity Elementary School  
1908 150th Street/Highway 46 North  
Balsam Lake, WI 54810  
(715) 825-2101 ext. 3000

**Staff email and phone contact information can be found on the district website at [www.unity.k12.wi.us](http://www.unity.k12.wi.us), or by calling the school office at 715-825-2101 ext. 3000.**

When accessing this site you can leave e-mail for any teacher/administrator at Unity. The school calendar, the curriculum your child is being taught and many other aspects about Unity can be viewed at this site. If you do not have internet access in your home, please contact the elementary office and arrange a visit to the school to use the technology we have available.

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#### MISSION STATEMENT

*“Our mission is to prepare each student for a changing world by building character and developing the skills to become a life-long learner through a safe, caring and challenging environment in partnership with students, families, school and community.”*

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WE BELIEVE

- *The student, family, school and community as partners, share the responsibility for a successful educational experience.*
- *Learning thrives in a safe, caring, disciplined environment.*
- *Character development (respect, trustworthiness, responsibility, fairness, caring, citizenship) is an essential component of effective education.*
- *Problem solving, critical thinking, effective communication and working cooperatively are fundamental life skills.*

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**WE THEREFORE**.....in partnership with students, families, school and community, assume the following responsibilities:

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### **STUDENT RESPONSIBILITIES**

It is important to take responsibility for my own actions and to work to the best of my ability. Therefore, I will strive to do the following:

- Attend school regularly, be on time, and ready to learn.
- Show respect for myself, others and their right to learn.
- Know and obey all school and classroom rules.
- Accept responsibility for my own actions.

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### **FAMILY RESPONSIBILITIES**

I have high expectations for my child and want him/her to achieve. Therefore, it is my responsibility to encourage my child by doing the following:

- Reinforce and model positive attitudes toward school and learning and teach the value of discipline.
- Provide a home environment which meets my child's physical, emotional, and learning needs.
- Maintain good communication with the school regarding academic progress, social adjustment and special events in my child's life.

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### **STAFF RESPONSIBILITIES**

It is important for me to take responsibility for the achievement of **all** students. Therefore, I will strive to do the following: Provide a high quality curriculum which will prepare each student to meet statewide competency standards. Provide a positive and safe learning environment in which all students can be successful. Teach students to set goals and to take responsibility for meeting those goals. Respect individual and cultural differences and needs of all students and their families. Maintain good communication with parents regarding academic progress, social adjustment and special events in their child's life.

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**At Unity Elementary**, each classroom is self-contained, with one teacher and an average of 16 students. Students are heterogeneously grouped, with teachers providing high quality academic instruction through collaborative practices.

**Unity Elementary** is committed to meeting the educational needs of our students. This includes a sound mastery of the tools of learning and communication such as reading, writing, mathematics, and written and spoken language.

Some of our programs designed to meet the individual needs of students are:

Community Building - a plan which focuses on nourishing students' natural curiosity, helping them develop problem-solving abilities and experience a sense of community.

Early Childhood Education

Speech Therapy

Title Reading, Resource

Learning Disabilities, Resource

CD, Cognitive Disabled

ED, Emotionally Disturbed

Gifted Programming

School Counselor

Native American Coordinators

Art, Music and Physical Education teachers

Technology Coordination

Community Education Coordination

### **OUR SCHOOL BUILDING**

The teachers, parents and students who attend Unity Elementary will all need to work together in taking pride in our facility. Everyone will need to cooperate in helping the students grow in their ownership and care of this building. The administration and teachers will do all we can to reinforce with the students the concept of taking the very best care of what the taxpayers have made possible.

### **NON-DISCRIMINATION POLICY**

No person may be denied admission to any public school in the district or be denied participation, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational other programs or activity because of the person's sex, race, national origin, religion (Board Policy AC/ACB), ancestry, creed, pregnancy, marital or parental status, sexual or orientation, or physical, mental, emotional, or learning disability or handicap as required by S.118., Wisconsin Statutes. The policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI and Title VII of Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities of 1990.

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### **ATTENDANCE**

**SCHOOL HOURS:** School will be in session from 8:30-3:30 each day.

**Arrival at School:** In order to strive for a safer parking lot, there will be areas marked for drop-off and pick-up of students along the sidewalk area that borders the fence of the elementary playground. Please use these areas when dropping off a child in the morning or driving up to pick them up at the end of the school day. In order to use this area we ask that you enter the

Unity parking lot from 190th Street. We hope that these changes will make these busy times of day safer for everyone.

**IF, AS A PARENT, YOU WANT TO VISIT THE SCHOOL FOR ANY REASON, YOU MUST GO TO THE OFFICE FIRST.**

Breakfast serving begins at 8:00 a.m. Teachers do not assume duty responsibilities until 8:00. School is dismissed at 3:30.

- a. After a student is absent from school, for either an excused or unexcused reason, student must bring a signed note to their school office from his/her parent or guardian. This note must include the date and reason for absence. For an absence to be ruled excused, it must be for one of the reasons included in Section 2. **If a note is not received from the parents/guardians within 3 days of the absence, the absence will be deemed unexcused.** Phone calls to and from parents are acceptable.

### **RELEASE OF STUDENTS DURING SCHOOL HOURS**

1. If someone other than the parent is picking up the child, call the building and state the reason for early release.
  2. Give the time the student is to be picked up.
  3. Tell who will pick up the student since students will be released only to their parents, or a person they **designate on the EMERGENCY CARD** that is filled out/updated at the beginning of each school year. If a court order limits a parental custody of the child, copies of such order must be on file in the school office.
  4. If the student is to be released to someone other than the parents, the person should be prepared to provide identification if he/she is not known to the school.
  5. The person picking up the student **should go only to the office**. The student will then be called from the classroom or if on the playground, the person will be given a brightly colored note indicating they have permission and the note should be given to a playground supervisor.
  6. Please avoid signing students out early to “avoid the rush.” Valuable instruction is taking place right up to dismissal.
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7. The school must be notified prior to 12:00 (noon) of any last minute bus or pick-up changes that day to insure that the notes get delivered to classrooms. Changes after 12:00 will be considered an emergency situation. Unity will work with you to deliver a message and accommodate the change in the case of an emergency situation. However, abuse of this late notification allowance will result in an assigned single bus location drop off.

### **ATTENDANCE POLICY**

Unity School, 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.**
- .. Parents will be notified anytime a student has an unexcused absence.
- .. "Truancy" means any absence of part or 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 or 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)

### **EXCUSED ABSENCES**

The following lists some of the reasons acceptable for being absent:

- .. Personal illness of the student
- .. A family emergency or other emergencies or circumstances beyond the control of the student at the discretion of the principal.
- .. Medical, dental, chiropractic, optical or other valid professional appointments. Parents or guardians are requested to make their appointment during non-school hours.
- .. A death in the immediate family or funerals for close relatives.
- .. Bona fide religious holidays with 3 days of school notice.
- .. A court appearance or other legal procedures which require the attendance of the student.
- .. Quarantine imposed by a public health officer
- .. Attendance at special events of educational value which are approved by the principal.
- .. Approved school activities during class time
- .. Suspensions from school
- .. Special circumstances that show good cause, which are approved in advance by the principal.

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### **UNEXCUSED ABSENCES**

The following lists some unacceptable excuse for absence, but is not all inclusive:

- .. Oversleeping
- .. Missing the bus
- .. Shopping
- .. Trips or vacations with non-parent/guardian
- .. Not bringing a signed note from home stating the reason for absence

.. Hair appointments

## **ABSENCE PROCEDURES**

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

1. 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. For an absence to be ruled excused it must be for the reasons included above and parents will be notified of any absence ruled unexcused. **If a note is not received from the parents/guardians within 3 days of the absence, the absence will be deemed unexcused.** Phone calls to and from parents are acceptable.
2. When the student returns to school with the signed note from his/her parent/guardian, he/she will be issued a Class admittance slip which shall indicate whether the absence was excused or not. No student will be readmitted to class after an absence without such a slip.

## **CONSEQUENCES**

- .. Truant students and their parents/guardians will receive written notification from the elementary school principal explaining the consequences for the unexcused absence(s). Students will be referred to the police liaison office for truancy citations. Other possible consequences could include: detention, suspension or removal from school (18 or over).
- .. 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.
- .. Students and parents that fall under the previous two bullets and are found to have violated truancy laws shall be subject to fines according to state statutes.

## **ACADEMIC**

### **BOOK ORDERS**

Some classroom teachers provide students with the opportunity to purchase books through various book clubs. Parents are asked to make out checks directly to the specific book club for the total amount of the order.

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### **BOOKS AND MATERIALS**

We ask that students treat materials carefully. You are responsible for all lost or damaged materials. Please remind your children to return books and materials to the place where they belong and bring all their required materials to class.

### **FIELD TRIPS**



The Board of Education recognizes the educational value of field trips and approves of these activities as a significant supplement to regular classroom instruction. A field trip shall be defined as a learning experience wherein students leave their school for a designated period of time under the supervision of school personnel. All field trips shall be educational in nature and shall be a continuation of classroom study or an approved school program. Before such trips are taken the school must have written permission on file (field trip consent forms) from the parent or guardian. Participation in field trip activities is a privilege, not a guarantee! Students must earn this privilege and those unable to do so will be excluded from participating in the field trip activity.

## **INTERNET**

The internet, a global electronic information infrastructure is a network of computer networks used by educators, businesses, the government, the military as well as individuals. In schools and libraries, the Internet can be used to educate, inform, and to entertain. As a learning resource, the internet is similar to books, magazines, video, CD-ROM, and other information sources.

Students use the internet to participate in distance learning activities, to ask questions or consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and informational needs. School library media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and development levels, and to evaluate and use information to meet their educational goals.

The information available to students via the Internet is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purchase, availability, and use of media materials does not indicate endorsement of their content by school officials, neither does making electronic information available to students imply endorsement of that content.

School officials have a written permission slip form that must be on file before a student is allowed direct access to the Internet. This form will be kept on file during the duration of a student's attendance in the Unity Schools. The same school rules of using proper behavior ("netiquette") must be followed at all times. Any violation of these rules may result in access privileges being revoked; school disciplinary action, and/or appropriate legal action may be taken.

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## **MAKE-UP WORK**

The time for make-up work shall be two school days for each day absent, not to exceed ten days. For example, if a student is absent on Tuesday, the make-up work is due on Thursday. This rule will assist a student in developing a sense of responsibility.

## **MAP TESTING**

All students in grades K through 9 will participate in Measures of Academic Progress (MAP) testing three times throughout the school year. The tests are generally administered in September, January and May. We give students MAP tests to determine each student's instructional level and to measure academic growth throughout the school year and from year to year in the areas of reading and math. Students take the tests on a computer. MAP tests are unique in that they adapt to be appropriate for each child's level of learning. As a result, every student has the same opportunity to succeed and maintain a positive attitude toward testing. With MAP tests we can administer shorter tests and use less class time while still receiving detailed accurate information about your child's growth. Your child will spend about a total of about two hours completing these tests. Results will be distributed to parents following each testing period. We are truly excited to focus on every child's individual growth and achievement. Partnering to help all kids learn, parents and teachers can have a profound positive effect on the lives of our children.

For more information on resources for parents, access the Document Library at [www.nwea.org](http://www.nwea.org) and download the online Parent Toolkit from their web site. Questions and/or concerns about MAP testing can also be directed to Zack Fugate at 825-2101 ext. 3000.

## **PARENT/TEACHER CONFERENCES**

Conferences are scheduled in October and again in March. Scheduled conference times will be sent home with your child/children).

## **REMOVAL OF DANGEROUS, UNRULY OR DISRUPTIVE STUDENTS (POLICY JFCA)**

Subject to 20 USC 1415 (k) and beginning August 1, 1999, a teacher may remove a pupil from the teacher's class if the pupil violates the code of classroom conduct adopted under s 120.13 (1) (a) or is dangerous, unruly or disruptive or interferes with the ability of the teacher to teach effectively, as specified in the code of classroom conduct. The teacher shall send the pupil to the school principal or his/her designee and notify the school principal or his or her designee immediately of the reasons for the removal. In addition, the teacher shall provide to the principal or his/her designee within 24 hours after specified in the code of classroom conduct. The teacher shall send the pupil to the school principal or his/her designee and notify the school principal or

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his/her designee within 24 hours after the pupil's removal from the class a written explanation of the reasons for the removal. The school principal or his/her designee shall place the pupil in one of the following:

1. An alternative education program, as defined in S115.28(7) (e) 1.
2. Another class in the school or another appropriate place in the school, as determined by the school principal or his or her designee.

3. Another instructional setting.
4. The class from which the pupil was removed if, after weighing the interests of the removed pupil, the other pupils in the class and the teacher, the school principal or his/her designee determines that re-admission to the class is the best or only alternative.

This subsection does not prohibit the teacher who removed the pupil for the class or the school board, school district administrator, school principal or their designees from disciplining the pupil.

### **REPORT CARDS**

Report cards indicating student progress are distributed following the end of each trimester. The format assesses students based on meeting and exceeding benchmarks toward the achievement of grade level state standards. If you have any questions, please contact your child's teacher.

### **STUDENT RECORDS**

1. An accurate cumulative record shall be maintained for every student enrolled in the Unity Schools. The records shall include: progress records, behavioral records, physical health records and directory data.
2. If a student has been referred for an exceptional educational need, a separate folder will be started.
3. Only authorized personnel, adult students and parents/guardians of a minor student shall view the records without subpoena. The student with the consent of parents/guardian may view his/her records upon request.
4. The parent or legal guardian of a minor student and an adult student has the right to review and file an objection or request for deletion of any material in the folder.

### **BEHAVIOR**

#### **ARTICLES PROHIBITED IN SCHOOL**

Students are not to bring articles to school which are hazardous to the safety of others or interfere in some way with school procedure. Such things as water guns, pocket knives, hard balls,

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lighters or matches, dart guns, sling shots, etc., if brought to school as playthings, are undesirable and must be confiscated. School Board Policy JFCJ states specific consequences (3 day suspension and/or referral for expulsion) WI Stat. 120.13(1) for such action.

Electronic Devices and Toys: It is not appropriate for various electronic items such as games, iPods, cameras, digital communication devices (cell phones,) etc., to be brought to school by students unless specifically requested to do so by school personnel. (Board policy JFCK) It is very difficult to guarantee the safety of toys coming and going in school, **so we ask that**

**students do not bring toys to school.** If a student does, the teacher will keep the toy and return it at the end of the school day. Repeat occurrences will require parents to pick up the toy(s).

The use of skateboards and other roller blades inside the building is prohibited.

## **DISCIPLINE**

This section of the handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information for the orderly functioning of our school. It has been structured to help promote student progress as well as the interest of modeling appropriate school government. In addition, this section of the handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers, staff members, and administrators to work with the student, his or her parents and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community.

Because the Board of Education is entrusted with protecting the safety, health, and welfare of the students, staff and property of the School District, it may be necessary at times to discipline students whose conduct affects the well-being of the school. In accordance with due process, the Board of Education may suspend or expel students from school or the school bus for acts of gross disobedience or misconduct and otherwise maintain discipline in the school.

Suspensions or expulsion of students shall occur in compliance with procedural regulations. Disciplinary measures other than suspension and expulsion shall be determined by the administration and established in general regulations governing student discipline. Teachers may remove a student from class for disruptive behavior.

Gross disobedience or misconduct subject to school disciplinary action may occur on the school grounds, on a bus, or at a school function. It may also occur outside the school grounds, provided, however, that a direct relationship exists between the conduct of the student and the school's educational function. Gross disobedience and misconduct shall include, but is not limited to the following types of conduct and such other conduct as may be designated from time to time by policy of the Board of Education.



### **Positive Behavioral Interventions and Supports (PBIS) – Soar Like and Eagle**

Unity Elementary School has adopted Positive Behavioral Interventions and Supports (PBIS), which is a school-wide system that takes a proactive and positive approach to behavior. There are four expectations of students at Unity Elementary School.

- *Be Respectful*
- *Be Responsible*
- *Be Safe*
- *Be Ready*

### **Behavior Matrix**

The behavior matrix is a detailed description of expected behaviors in each school setting. Primary students behaviors for each setting are addressed throughout the matrix. There are additional expectations addressed within the handbook and/or in accordance with local, state, or federal laws. The rules of conduct apply to all Unity Elementary School students at times when they are going to or from school, on school grounds, in school buildings, or on school provided transportation and away from school grounds or school buildings when representing the school at a school activity. This matrix will be posted throughout the school as a constant reminder of the four school-wide expectations.

## Unity Elementary School Behavior Matrix

	Arrival	All Settings	Dismissal	Hallways	Cafeteria	Playground	Bathroom	Bus
<b>B E R E A D Y</b>	<ul style="list-style-type: none"> <li>Put belongings away.</li> <li>Prepare for class work time.</li> </ul>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Have all necessary materials</li> </ul>	<ul style="list-style-type: none"> <li>Gather belongings and dress in designated area.</li> <li>Dress quickly and quietly.</li> </ul>	<ul style="list-style-type: none"> <li>Single-file line.</li> <li>Have what you need.</li> </ul>	<ul style="list-style-type: none"> <li>Single-file line.</li> <li>Have what you need (fork, spoon, napkin, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>Dress for the weather.</li> </ul>	<ul style="list-style-type: none"> <li>Be quick.</li> <li>Single file line.</li> </ul>	<ul style="list-style-type: none"> <li>Obtain a blue note in the AM for a different bus.</li> <li>Be on time to board your bus.</li> </ul>
<b>R E S P O N S I B L E</b>	<ul style="list-style-type: none"> <li>Go directly to the playground or cafeteria.</li> <li>Be on time.</li> </ul>	<ul style="list-style-type: none"> <li>Leave no trace</li> <li>Follow the dress code</li> </ul>	<ul style="list-style-type: none"> <li>Be on task.</li> <li>Focus on yourself.</li> <li>Go directly to your destination.</li> </ul>	<ul style="list-style-type: none"> <li>Stay with your class.</li> <li>Go directly to your destination.</li> </ul>	<ul style="list-style-type: none"> <li>Leave no trace.</li> <li>Carefully clear your tray.</li> </ul>	<ul style="list-style-type: none"> <li>Line up quickly when the whistle is blown with a Voice Volume of 0.</li> <li>Return playground equipment to the barrel.</li> <li>Leave toys at home.</li> </ul>	<ul style="list-style-type: none"> <li>Use toilets, sinks and dispensers correctly.</li> <li>One paper towel.</li> <li>Leave no trace.</li> </ul>	<ul style="list-style-type: none"> <li>Report unsafe behavior to bus driver.</li> <li>Leave no trace.</li> </ul>
<b>B E R E S P E C T F U L</b>	<ul style="list-style-type: none"> <li>Follow directions.</li> <li>Line up when the bells ring.</li> <li>Greet one another.</li> <li>Voice Volume of 2.</li> </ul>	<ul style="list-style-type: none"> <li>Treat others the way you want to be treated</li> <li>Use kind words and manners</li> <li>Be attentive and wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions.</li> <li>Wave goodbye to friends.</li> <li>Voice Volume of 2.</li> </ul>	<ul style="list-style-type: none"> <li>Voice Volume of 0.</li> <li>Keep hallways clean.</li> </ul>	<ul style="list-style-type: none"> <li>Use manners.</li> <li>Voice Volume of 2.</li> <li>Take only what you can eat.</li> <li>Follow directions.</li> </ul>	<ul style="list-style-type: none"> <li>Follow the rules of the game.</li> <li>Include others in your game.</li> <li>Follow the directions of the Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>Voice Volume of 1.</li> <li>Give privacy to others.</li> <li>Keep privacy yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Follow all directions from the bus driver.</li> <li>Use kind words and manners.</li> <li>Voice Volume of 2.</li> </ul>
<b>B E S A F E</b>	<ul style="list-style-type: none"> <li>Walk.</li> <li>Be dressed appropriately for the weather.</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and other objects to yourself</li> <li>Report bullying</li> <li>Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Walk.</li> <li>Be dressed appropriately for the weather.</li> </ul>	<ul style="list-style-type: none"> <li>Forward facing.</li> <li>Walk on the right.</li> <li>Walking feet.</li> </ul>	<ul style="list-style-type: none"> <li>Eat your own food.</li> <li>Walk with your lunch tray.</li> <li>Stay seated.</li> </ul>	<ul style="list-style-type: none"> <li>Leave wood chips and rocks on the ground.</li> <li>Tag games are played in the grass.</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands with soap.</li> </ul>	<ul style="list-style-type: none"> <li>Walk to and from the bus.</li> <li>Keep the aisles clear.</li> <li>Face forward, bottom to bottom, and back to back.</li> <li>Stay seated while the bus is in motion.</li> </ul>

**Voice Volume**  
 0 = Off  
 1 = low/whisper  
 2 = medium/conversation  
 3 = high/presentation  
 4 = crazy/stadium cheering

**Body Basics**  
 Eyes Watching  
 Ears listening  
 Mouths closed  
 Sit up straight  
 Hands/feet to self

**Line Basics**  
 Face forward  
 Single file  
 Mouths closed  
 Hands to self  
 Walking feet

Update March 2013

### Teaching Expectations

All students are explicitly taught school-wide expectations. At the beginning of the year, students will be taught the four expectations in each school area (arrival, all settings, dismissal, hallways, cafeteria, playground, bathroom, and bus). Teachers will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year. All staff, students, and parents work together to ensure that the students are safe, accountable, responsible, and kind at all times.

### Eagle Eye Recognition

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. Unity Elementary School students will earn individual “Eagle Eye” tickets for demonstrating behaviors that exemplify the 4 school expectations. Each student will be able to save their Eagle Eye tickets for special prizes, privileges, and drawings.

## **Office Disciplinary Referral (ODR) / Minor and Major Behaviors**

Discipline is that part of growing up that helps children to be in charge of themselves. Discipline is part of the total teaching/learning process. Having clear rules of student conduct, which are fairly and consistently enforced, can help to achieve a safe, healthy, and orderly environment in which students can best learn and teachers can effectively teach.

Within PBIS is a documented discipline system that is integrated with the district's Code of Conduct. When problem behaviors occur, students are provided a full continuum of supports to address the behavior. If students do not respond, the intensity of the support and/or consequences increases.

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, an Office Disciplinary Referral (ODR) form will be implemented. Discipline issues are divided into major and minor infractions.

Minor infractions are behaviors that are disruptive to the learning environment, but are handled by the supervising staff member. If a child receives three minor infractions within a 30-day timespan, it becomes a major infraction and the principal will address the behaviors. Minor behaviors include inappropriate language/comments, defiance, disrespect, non-compliance, disruption/instruction stoppers, dress code violations that can be fixed, technology violation/electronics misuse, not remaining seated, tardiness, and other small behaviors not meeting school expectations. Supervising staff members may use strategies, which include, but are not limited to, re-teaching behaviors, verbal corrections, apologies, conferences with the students, reinforcing appropriate behaviors, restitution, home-school contacts, and behavior contracts.

Major behaviors are issues that result in office time and will be handled by the principal and/or administrative designee. Parents and/or guardians will be notified by the principal or designee regarding major infractions. Major infractions include behaviors such as 3 or more minors of the same behavior in a 30-day time span, abusive/inappropriate language/profanity, fighting/physical aggression, defiance/disrespect/non-compliance, lying/cheating/plagiarism, harassment/bullying, disruptions/instruction stoppers, tardy/skipping/truancy, equipment/property damage/vandalism, forgery/theft, dress code violations, technology violations/electronics misuse, inappropriate displays of affection, moving seat to seat (bus only), use/possession of tobacco, alcohol, drugs, combustibles, false alarm/public threat/arson, possession or use of weapons, or other major behaviors as determined by the principal or designee. Infractions of a serious nature will automatically be referred to the Office. Behaviors constituting an Office Managed Referral will be managed in accordance with the Office Disciplinary Referral (ODR) Infractions and Consequences.

## **OFFICE DISCIPLINARY REFERRAL INFRACTIONS AND CONSEQUENCES**

Students committing acts of gross disobedience or misconduct may receive possible consequences that include, but are not limited to, reflection/detention, student conference, re-teaching, restitution, behavior contracts, parent contact, suspension (in or out of school), and possible expulsion recommendation/homebound placement/restrictions at school. It should be noted that a model of progressive discipline is practiced in the Unity School District. The discipline continuum may reflect, but is not limited to, the following:

**1<sup>st</sup> Office Discipline Referral (major offense):** Parent contact, reflection/detention during lunch/recess period

**2<sup>nd</sup> Office Discipline Referral (major offense):** Parent contact, possible suspension (in or out of school)

**3<sup>rd</sup> Office Discipline Referral (major offense):** Conference with parents, suspension

### **A. SCHOOL ATTENDANCE**

*Right:* All students living within the boundaries of Unity School District who are under the age of 21 are entitled to a free public education through the twelfth grade.

*Responsibility:* Students are expected to attend school on a regular basis.

### **B. STUDENT/STUDENT RELATIONSHIPS**

*Right:* Each student has the right to attend school and school activities and be free from threats against his or her feelings, physical well being, and property.

*Responsibility:* Each student shall be responsible to respect the feelings, property, and physical well-being of other students.

### **C. STUDENT/STAFF RELATIONSHIPS**

*Right:* Students and staff have the right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

*Responsibility:* Students have the responsibility to respect authority, feelings, physical well-being, and property of members of the school staff.

### **D. SCHOOL PROPERTY**

*Right:* Each student is entitled to a well-equipped, well-maintained, clean and aesthetically pleasing school environment.

*Responsibility:* Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

### **E. PROTECTION OF THE PUBLIC SAFETY**

*Right:* All people have the right to be safe and secure

*Responsibility:* Students have responsibility to conduct themselves in such a manner as not to pose a threat to the health and welfare of others.



## **F. ALCOHOL, TOBACCO AND DRUGS**

*Right:* Each student has the right to associate with students, who are free from the use of alcohol, tobacco, and drugs and not be subjected to those wishing to buy, sell, or use such substances.

*Responsibility:* Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

### **ADDITIONAL STUDENT BEHAVIOR GUIDELINES**

1. Students are not expected to arrive at school before 8:00. The teachers begin supervisory duty at that time.
2. Knives, pocketknives, laser pointers and other sharp or dangerous instruments are not allowed at school. If they are brought they will be confiscated and returned at a later date. This follows with Unity School “No Tolerance Policy”.
3. Trading or selling of toys, cards or other items is not allowed at school.
4. All pupils are required to attend and participate in their required class work and in physical education class except when excused upon the statement of a doctor.
5. No swearing or unkind remarks at any time. Always address adults with a title of respect, such as Mr., Mrs. or Ms.
6. Desks and lockers are the property of the school and are subject to periodic inspection.
7. Pencils and pens are not to be taken to the rest rooms.
8. Always stay on sidewalks and walkways going and coming from school.
9. No throwing rocks or snowballs.
10. If you are injured on the playground or on the way to and from school, report the injury **immediately to your teacher.**
12. Students should stay out of mud and water puddles.
13. All pupils’ books must be put inside their desks or lockers, **the chairs should be placed on their desks, and trash picked up around desks before afternoon dismissal.**
14. **Classroom student visitors are not allowed. Adults visiting the building or spending time volunteering in order to make their school a better place need to report to the office to sign in at the elementary office.**

15. Unless the secretary has spoken with a child's parent, an excuse must be brought to school after an absence, and students are expected to be in school and on time every day, unless there is a just cause.

## **Bus Rules and Safety Recommendations**

### **General**

- A. Parents and students must realize that the school bus is an extension of the classroom. The bus driver, as the teacher in the classroom, has the responsibility for the safety and welfare of the student while under his/her charge.
- B. Parents and student must also realize that school bus transportation is a privilege, not a right. Misbehavior of any kind, therefore, cannot be tolerated. Students who misbehave can be denied the privilege of riding the bus. All bus rules and regulations apply to any trip under school sponsorship.
- C. Only employees of the Unity School, members of the Board of Education or persons requested by the school will be allowed to ride school transportation.

### **D. SURVEILLANCE CAMERA USE**

The school district has a great concern for the safety of students, staff and general public on school property. To better provide a safe and healthful environment, surveillance cameras and recording devices are used on school buses and in district buildings. **(School Board Policy ECA)**

### **Parent Responsibilities**

- A. All students will have one primary assigned stop. Under special circumstances, the students may be granted one additional alternative stop. Students may only ride the bus to which they are assigned. Similarly, students may only board or depart the bus at the location of their scheduled stop. Students wishing to be picked up or dropped off at a different location should bring a signed, dated note to that effect, with a legible address, to the student's office at least a day in advance if possible. Such a request must be for a location that is already on the route. Busses will not deviate from the assigned route unless special permission is granted by the building principal. Students may then be issued a blue permission note to be given to the driver when they board the bus, space permitting. The school reserves the right to deny a request for a changed stop based on road safety concerns, available bus space, and rider privileges. Student drop-off points may not be established outside of School District boundaries without the permission of the District Administrator.

**If a change in a student's drop-off point becomes necessary after the start of the school day, parents are urged to request that change by 12 p.m., by contacting one of the building secretaries. Requests for changes after that time will only be made if deemed an emergency.**

- B. Parents are encouraged to contact Steve Strilzuk, Director of Transportation, 825-2101 ext. 5050, regarding any problems with school bus transportation. It is imperative that parents, school officials and bus drivers work cooperatively to solve any problems, thus providing a safe ride.

- C. Exclusion from bus privileges does not excuse the student from meeting the legal requirements of compulsory school attendance, as defined in Wisconsin statutes.
- D. The parents may appeal the suspension of bus privileges to the principal of the school, the Superintendent of the District, and the Board of Education, in that order.
- E. The Board of Education shall have the final decision in all cases called to its attention. Such decisions shall follow a hearing held with student, parents, and school authority.
- F. Parents and other drivers should not follow a school bus without first notifying the school bus driver. When an unidentified vehicle follows a bus, the appropriate measures will be taken to notify authorities to provide a safe environment.

### **Student Responsibilities**

#### **Before loading, students shall abide by the following rules:**

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

#### **While on the bus students shall abide by the following rules:**

1. Windows are to remain closed while loading on the bus after school.
2. Keep hands and head inside the bus at all times.
3. Remember loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as valuable furniture in your home. Damage to seats, etc. must be paid for by the offender.
5. No pets allowed on the bus except with authorization.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats and all other articles out of the aisles.
8. In case of a road emergency, remain on the bus unless directed to do otherwise by the driver.
9. Do not throw anything out of the windows. Windows are not to be opened more than 3 notches, unless authorized by the bus driver.
10. Smoking on the bus is prohibited by state law.
11. Always remain in your seats while the bus is in motion. No Standing. Feet on the floor, facing the front of the bus.
12. Always be courteous to fellow pupils, the bus driver and passersby.
13. Keep quiet when approaching a railroad-crossing stop.
14. The driver will not discharge riders at places other than the regular bus stops unless a blue slip is obtained from a school office, with prior parental approval.

15. Buses will run whenever and wherever weather permits. In the event of inclement weather, announcements will be made on the student notification phone system, local radio stations, or local television stations as to whether or not buses will run.
16. Only regular riders are allowed to ride the bus; no other student or non-student passenger will be permitted on the bus without permission of building principal.

**After leaving the bus, students shall abide by the following rules:**

1. Cross the road at least 10 feet in front of the bus only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver.
2. Never walk behind the rear of the bus.
3. If you can touch the bus after unloading, you are too close and are in potential danger.
4. Help look after the safety and comfort of small children.

**Student Control on the Busses**

A. Students shall obey all rules that apply to bus riding for their own safety and protection, as well as for the safety and protection of others. Students and parents should be informed that misbehavior will not be tolerated. Corrective action as outlined shall be taken with riders who misbehave on the bus.

B. The bus driver has the authority to talk to students to resolve discipline problems as outlined in part V. He or she also has the authority to report deviations from acceptable behavior to bus officials and to school officials. The bus driver has the authority to assign seats and may recommend suspension to the principal, as outlined.

**Minor Infractions:**

Minor infractions are behaviors that are disruptive, but are handled by the supervising staff member. If a child receives three minor infractions within a 30-day time span, it becomes a major infraction and the principal, or administrative designee, will address the behaviors. Minor behaviors include inappropriate language/comments, defiance, disrespect, non-compliance, disruption/route stoppers, property misuse, lying, dress code violations that can be fixed, technology violation/electronics misuse, not remaining seated, tardiness, and other small behaviors not meeting school expectations. Supervising staff members may use strategies, which include, but are not limited to, re-teaching behaviors, verbal corrections, apologies, conferences with the students, reinforcing appropriate behaviors, restitution, home-school contacts, and behavior contracts.

**Major Infractions:**

Major behaviors are issues that result in office time and will be handled by the principal and/or administrative designee. Parents and/or guardians will be notified by the principal or designee regarding major infractions. Major infractions include behaviors such as 3 or more minors of the same behavior in a 30-day time span, abusive/inappropriate language/profanity, heads or hands out the windows, fighting/physical aggression, defiance/disrespect/non-compliance, lying, harassment/bullying, disruptions/route stoppers, tardy/skipping/truancy, equipment/property damage/vandalism, forgery/theft, dress code violations, technology violations/electronics misuse, inappropriate displays of affection, moving seat to seat (bus only), use/possession of tobacco, alcohol, drugs, combustibles, false alarm/public threat/arson, possession or use of weapons, or other major behaviors as determined by the principal or designee.

Infractions of a serious nature will automatically be referred to the Office. Behaviors constituting an Office Managed Referral will be managed in accordance with the Office Disciplinary Referral (ODR) Infractions and/or Bus Infraction Consequences.

*\*ADDITIONAL NOTES\* If infraction results in property damage to school property, cost of repair and damage will be paid by the offender. WI Stat. Sec. 895.035. If infraction is violation of the law, or of civil rights, appropriate authorities will be notified. Any minor infraction, as determined by investigation, may be ruled a major infraction. WI Administrative Code Trans. 300.15(5) states that a school bus driver is responsible for maintaining order among children being transported and that misconduct shall be reported to proper authorities. A driver has the authority to assign seats on a bus.*

### **Bus Infraction Consequences**

#### **Minor Infractions:**

**First Offense:** Driver will have informal conference with student and explain and discuss problem. Parent notification. Office Disciplinary Referral (ODR) form to School Office.

**Second Offense:** Driver will have a conference discussing problem with student. Parent notification. ODR form sent to School Office.

**Third Offense:** The infraction will now be treated as a major infraction and the driver and bus supervisor will make recommendations to principal for disciplinary action. ODR form will be sent to the School Office. The principal, and or administrative designee, and the bus driver will meet with the student. Parent notification.

#### **Major Infractions:**

Parental/Guardian will be notified prior to suspension. Bus riding suspensions will only be applied to days of school attendance.

*1<sup>st</sup> Referral* will result in a 1-3 day suspension of bus riding privileges, parent will be notified. A parent, principal, driver, transportation supervisor and student conference requested.

*2<sup>nd</sup> Referral* will result in a 3-5 day suspension of bus riding privileges. A parent, principal, driver, transportation supervisor and student conference is required.

*3<sup>rd</sup> Referral* will result in a 5-15 day suspension of bus riding privileges. A parent, principal, driver, transportation supervisor and student conference may be required.

*Further Referrals* and recommendations will be presented to a principal for review and may result in a loss of bus riding privileges not less than 10 days and may be for the remainder of the school year.

A student displaying serious inappropriate behavior may also be given other disciplinary consequences, including school suspension and/or expulsion in accordance with WI Statutes Bus Suspension Notes

### **BUS SUSPENSIONS ONLY APPLY WHEN STUDENTS ARE IN ATTENDANCE AT SCHOOL FOR THE FULL DAY.**

The suspended pupil or suspended pupil's parent or guardian may, within 5 days, appeal the suspension of their child to first - principal, second - administrator, and third - school board for an impartial hearing. WI State Stat. 120.13 (1)

### **BUS SUSPENSIONS NOT SERVED DURING CURRENT YEAR WILL BE CARRIED INTO THE NEXT SCHOOL YEAR.**

*Section 118.13 WI State Statutes (available upon request from the District Office) prohibits discrimination through setting standards and rules of behavior or disciplinary actions on the basis of a student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disabilities.*

## **STUDENT APPEARANCE/DRESS CODE**

Student appearance has an important effect on attitudes toward themselves, toward other students and the school. While it is recognized that choice of attire/grooming are matters of expression and subject to fashion or current trends; any form of dress that is determined to interfere with the educational process or could cause injury to one's self or others is prohibited. The following general rules apply:

### **A. General Apparel Guidelines**

1. Footwear must be worn at all times. No sandals, flip-flops or open-toed shoes.
2. Jackets, hats, caps, headscarves (do-rags), bandanas, stocking caps, sweatshirt hoods, and sunglasses shall not be worn in the school building during regular school hours. Students are to remove these items upon entering the building. Exceptions to this rule will only be allowed during a school-sponsored activity to promote school spirit when announced by school administration. These items will be confiscated by teachers or administrators and may be returned at the end of the day.
3. Clothing shall be free of inappropriate writing, advertisement or artwork.
4. Hazardous items can't be a part of the student's attire. Examples include: wallet chains, canes (unless with physician's note), spiked necklaces and/ or bracelets or any other item that could cause injury to self or others.

If a student attends school wearing clothing that does not follow the school dress code, that student will be asked to change. Non-compliance will result in parental notification and disciplinary procedures. Temporary clothing may be available and continued violations will result in a greater degree of discipline. **This handbook is the only warning regarding appropriate dress.**

## **RECESS**

Recess for elementary children is a necessity to provide a break from regular school routine, a chance to get some fresh air and run off some energy. Therefore, we will cancel outdoor recess only when the weather is rainy or below the following limits: temperature -10, wind chill -10. Appropriate dress is a necessity. **We do encourage all children to go outside for a recess.** If a child is too ill to go outside for recess, perhaps he/she is too ill to remain in school.

## **SEXUAL HARASSMENT/PUPIL HARASSMENT**

The School District of Unity acknowledges all regulations, requirements and responsibilities defined by the E.E.O.C. regarding sexual harassment as a violation of Title VII and Title IX. This acknowledgment is found in Board policies AC, ACB, GBCB, KL and also includes pupil harassment.

Pupil Harassment means behavior (comments, gestures, or physical attacks which are vulgar, obscene or threatening) toward pupils based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's performance or creates an intimidating, hostile or offensive school environment.

A copy of these policies can be found in the District Administrator's office for public view.

### **SURVEILLANCE CAMERA USE**

The school district has a great concern for the safety of students, staff and general public on school property. To better provide a safe and healthful environment, surveillance cameras and recording devices are used in district buildings. **(School Board Policy ECA)**

### **HEALTH AND EMERGENCY**

#### **FIRE & DISASTER DRILLS**

Fire and tornado drills are an essential part of the school year. These drills will prepare the students if a major crisis should occur during the school day. The following guidelines are critical and must be understood by the students in order to avoid confusion and possible harm.

1. Detailed instructions will be given by the classroom teacher.
2. Students must walk, not run.
3. Students must listen, not talk.
4. Students should keep calm at all times.
5. Students must follow instructions without hesitation.
6. Students must move in single file to avoid confusion.
7. Students should not respond to the alarm until told to do so by the classroom teacher or supervisor.
8. Exit routes will be posted.
9. The teacher must remember to take a class list so they can immediately take roll when in a safe area.
10. In the event of a real disaster, students will remain at school, with their teacher, until parents arrive for them.

#### **HEAD LICE**

Periodically during the school year students are found to have contracted head lice. When a student(s) is (are) found to have head lice the following rules (School Board Policy JHCCA) are followed:

1. All children at Unity who have this health concern will be excluded if they are found to have lice or nits. This exclusion will continue until there is no visible sign of lice or nits.  
**NO NIT POLICY!!**
2. Unity School employees are not responsible for the picking of nits or lice from children.

3. Children excluded from school because of the presence of lice or nits must be examined prior to re-entering school. The parent or guardian must bring the child to school for the examination. If upon examination it is found that the child has nits or lice, the child will be sent home.
4. Any child who has been identified as a case, or contact to a case of head lice, will be re-checked 7-10 days after the initial examination or sooner if the building principal determines that the child should be examined.
5. The heads of all the students in the same classroom will be inspected. If the child changes classrooms, all children in each contact area will be checked.
6. All siblings of the case will be identified and checked regardless of the grade level they attend.

**NO** pediculicide is 100% ovicidal (egg killing). The use of only a pediculicide will result in the eggs hatching 5 to 30% thus the need for the **NIT REMOVAL**.

### **HEALTH CARE RECORDS**

1. The Board of Education recognized the need for maintaining the confidentiality of pupil health care records as required by 188.125 of the Wisconsin Statutes and the Family Rights and privacy Act of 1974. The Board of Education appoints the school health care coordinator as the custodian of pupil health records, who will be responsible for the overall direction and supervision of pupil health care record keeping in the district, and will ensure that policies in regard to pupil health care records.
2. All requests for inspection of pupil health care records shall be directed to the school health care coordinator, who will then determine whether inspection is permitted under this policy. Pupil health care records shall be made available to licensed district employees and other district officials who have been designated by the Board too have legitimate educational or safety interests in the pupil health care records. School employees and officials are expected to maintain the confidentiality of pupil health record information shared with them in the interest of education and/or safety.
3. The building secretary or school health care coordinator will respond to a request for inspection without necessary delay and in no case more than 45 days after the request is made.

### **IMMUNIZATION OF STUDENTS**

The Board believes that the best interests of the students can be served when all students have met Wisconsin's immunization requirements. Any student admitted to school is required to be immunized or provide a waiver based on health, personal, or religious reasons. The Board encourages district staff to cooperate with the Polk County Health Department to meet the intent of the immunization law.



The Wisconsin immunization law requires students through grade 12 to be immunized according to their age/grade level by the beginning of the school year. Immunizations are required against measles, mumps, rubella, polio, diphtheria, tetanus, varicella, (unless already had chicken pox disease), hepatitis B and pertussis (others to be included as State laws require). The principal and the health care givers have the responsibility to comply with immunization requirements.

## **INSURANCE**

Student accident insurance is available. The insurance is optional. This information will be sent home with your student at the beginning of the school year. Please return it promptly to the school secretary if you choose to use this insurance.

## **MEDICATION FOR STUDENTS**

### Health Services

The Unity School District is fortunate to have full time health services. Students should report illness or injuries to their teacher when possible. Parent/relatives/designees will be notified in case of emergencies to assist with appropriate medical decisions. If a parent/guardian, relative, or designee can't be contacted by phone, the nurse or principal will arrange for transportation to a clinic or hospital if necessary. An emergency card will be provided to all students on the first day of homeroom. Please complete and return the card and notify the office of any address or telephone changes that occur during the year.

1. Parents should notify the health services office of any health conditions that could affect the behavior or wellness of their child.
2. Student accident insurance is carried by the Unity School District and it will apply in most cases toward payment of medical costs beyond that covered by your family policy. Contact the nurse to fill out an accident report. (See Student Accident Insurance insert at back of this booklet.)
3. Students suspected of carrying a communicable disease will be excluded from school until a doctor's note is received stating that re-entry to school is approved.

### 4. Medication Guidelines

Non-prescription drugs MUST come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose.

Unity School District does not provide any non-prescription medications including: acetaminophen (Tylenol) and ibuprofen (Advil or Motrin), cough drops, antacids, diphenhydramine (Benadryl), burn spray, antibiotic ointment, hydrocortisone cream, Vaseline, bio-freeze, Orajel, eye drops or any other non-prescription medication.

If your child requires any non-prescription medications, to be administered during the school day, please fill out the medication consent form. Parents must bring the medications to the Health Service's office in its original container and pick them up at the end of the school year.

Prescription medication requires a written permission signature from the physician and a parent. The doctor must also provide details regarding dosage instructions. A medication consent form may be picked up from the nurse's office to give to the doctor. The medicine must be in legible/ original pharmacy labeled container and brought to the Health Service's Office by the parent. This includes inhalers. Please pick up student's medication at the end of the school year.

All medications must be stored in the Health Service's office.

If you have any questions regarding these changes or need medication consent paperwork, please contact our school nurse at 715-825-2101 ext. 3010.

Whenever possible, medications should be kept in the elementary school office or health services office. Students should not keep medication in their lockers.

If your child needs a non-aspirin pain reliever on a planned basis, this should also be provided from home. The school nurse is responsible for the administration of medication. If the nurse is unavailable, the support staff is trained to administer medication. The school nurse is the appointed custodian of the pupil health care records. All requests for the inspection of pupil health care records shall be directed to the school nurse who will then determine whether inspection is permitted under the records policy. Pupil health care records are made available to licensed district employees and officials who have been designated by the Board to have legitimate education or safety interests in pupil health care records. Confidentiality will be maintained.

### **PARENT RESPONSIBILITIES**

Students must present written evidence of completed basic and booster immunizations, including the month, day, and year (Form DOH 4020). If students are not fully immunized upon admittance to school, they must have received at least one dose of each vaccine required for their age/grade within 30 days of admission.

The second dose of DTP/DT, polio and MMR vaccines must be received with 90 days of admission. Within 30 school days of admission the following year, students must have received their 3<sup>rd</sup> dose (and 4<sup>th</sup> doses if required for their age/grade) of DPT/DT and polio vaccines. Students must meet these immunizations deadlines, and notify their school regarding any additional vaccines they receive.

Exceptions may be obtained for medical, religious or personal conviction reasons. The medical waiver must be signed by a physician; religious and personal conviction. Waivers must be signed by a parent, guardian or adult student.

## GENERAL INFORMATION

### **BIRTHDAYS**

Birthdays only come once a year, and when they do, they are special occasions at Unity Elementary. Each child may come to the office and will be presented with a pencil on his/her birthday.

Some parents may wish to celebrate by donating a birthday book to the school library on behalf of their son/daughter, along with a suitable inscription inside the book. The school librarian would be pleased to give you some suggestions as to suitable book titles.

### **CAFETERIA**

Unity Schools serve breakfast and lunch daily. The lunch program serves a nutritious meal at a nominal cost. The cost of **breakfast** is \$1.00 (Early Childhood – grade 4), **lunch** is \$1.85 (Early Childhood – grade 4), and reduced price (all grades) for breakfast is \$.30 and lunch \$.40. Send check/cash, payable to Unity Schools and delivered to Carol Rosendahl.

The rules to follow in the dining room are the same as anywhere else in the building. Use the trash barrels for paper and uneaten food, put forks and spoons in the correct containers, be sure to clean off your area before you leave the table area. Throwing of food is not tolerated! Food may only be taken from the cafeteria by an adult.

### **CHANGE OF ADDRESS OR TELEPHONE**

Students or parents should report change of address or telephone number to the office immediately. Two emergency numbers must also be on file, in case of accident or serious illness.

### **CHECKS**

The Unity School District uses the services of Electronic Check Alliance Processing, Inc. (E-CAP) for all checks returned to the school district unpaid due to insufficient funds. Monies are recovered electronically along with State recovery fees.

### **COUNSELING**

The services provided by school counselors include the following:

1. Classroom activities based upon the Wisconsin Developmental School Counseling Curriculum.
2. Individual and small group counseling
3. Staff consultations

Referrals or requests for services can be made by students, parents or staff. The Elementary counselor, Andy Brown, and the Middle School counselor, Doug Ramich, can be reached by phoning 825-2101.

### **HIGHLY QUALIFIED TEACHERS—REGARDING RIGHT TO RECEIVE TEACHER INFORMATION**

Federal law requires that we share with you the qualifications of staff members in the Unity School District. There are questions you may ask, including:

- \* Is my child's teacher licensed to teach the grades or subjects assigned?
- \* Has the state waived any requirements for my child's teacher?
- \* What was the college major of my child's teacher?
- \* What degrees does my child's teacher hold?
- \* Are there instructional aides working with my child? If so, what are their qualifications?

All teachers have at least a bachelor's degree in the Unity School District and 53 have advanced degrees. In addition all of the teachers in the Unity School District are fully licensed for their assignments. If you want to see the state qualifications of your child's teacher you may ask us or find it on the DPI website at [www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html](http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html).

In addition, we have 16 instructional associates, and they all are considered qualified for this work. If you would like more information, please feel free to call the principal in the Elementary School Office at 825-2101 ext. 3000.

### **INSTRUCTIONAL MEDIA CENTER**

The students who attend the Unity Schools are very fortunate to have such a tremendous asset in their school building. The students are to follow the rules listed below:

1. Pre-Kindergarten and Kindergarten students may check out one book. Students in grades 1-5 may check out two books.
2. Books should be returned weekly but are actually due in two weeks.
3. At the end of the school year, if a book has been lost, damaged beyond reasonable wear, students must pay for the replacement cost of that book. Students also have the option of replacing the lost/damaged book with another of similar value.
4. If a lost book is found students replacement cost/book will be returned.

## **LOCKERS**

1. A student locker is provided by the school for the convenience of the student, to be used solely and exclusively for the storage of outer garments, footwear, and school related materials, and no student shall use the locker for any other purpose.
  - a. Each student is responsible for the condition of their locker. The outside of the lockers must be kept free of marks or stick-ons of any type.
  - b. It is each individual student's responsibility to make sure no valuables are left unguarded in his/her locker.
  
2. The locker assigned to a student is not the student's property or under his/her exclusive possession. The school board retains ownership and control of all student lockers and if determined necessary or appropriate without the consent of the student, notification of student or obtaining a search warrant, conduct searches by a principal at any time. This may include personal possessions as to insure the safety of others. No dangerous weapons, alcohol, drugs, explosive material or stolen property. Any unauthorized item found will be removed. Periodic locker checks may be held at the discretion of the principal. (Board Policy JFG)

## **LOST AND FOUND**

Student possessions which are found about the building and grounds, on buses, and other places frequented by students should be turned into the school office. Prompt return of the items that have been lost will ensure a sense of responsibility among students. Please be prompt in claiming lost articles. After a period of time the disposal of unclaimed items will be made. All coats and personal belongings should have the student's name placed on them. The name should be placed on the inside of the coat or book bag.

## **NEWSLETTER**

The elementary newsletter has been incorporated into the District newsletter. This will be delivered to every postal patron in the Unity School District. Please be sure to notify Julie Thaemert or Carol Rosendahl if you do not live within the school district and would like a special copy mailed to your home. Other information is sent, when a special request is made in writing to the elementary principal, such as copies of report card to second parents.

## **SCHOOL - HOME RELATIONS**

If you perceive a problem with your child's education:

1. Make an appointment to see your child's teacher if your questions or concerns involve your child or your child's classroom. For example:
  - a. If you perceive a problem or have a concern about your child's work in school.
  - b. If you perceive a problem at home that affects the student in school (i.e., death in the family, separation, or loss of an animal).

2. Make an appointment to see the principal if repeated efforts to resolve problems with your child's teacher have been unsatisfactory, or if you have questions or concerns of a general nature.
3. Make an appointment to see the principal if you wish other professionals to observe and evaluate your child's progress and adjustment.
4. Make an appointment to see the Superintendent if repeated efforts to resolve problems with the Unity Elementary Administration have been unsuccessful.

**How to obtain additional information about Unity Elementary:**

1. Call the office and make arrangements with the teacher to visit your child's classroom.
2. Community lunches at school are planned periodically. This is an excellent opportunity to spend time in your child's school environment.
3. Participate in Parent/Teacher conferences.
4. District web site: [www.unity.k12.wi.us](http://www.unity.k12.wi.us).

**Services parents, grandparents, and other volunteers could perform at Unity Elementary:**

1. Working as volunteer teacher aides and individual tutoring sessions.
2. Serving as a chaperone for activities away from school.

**SNOW/INCLEMENT WEATHER**

We will attempt notification of school closing due to inclement weather before 6:00 am. Some weather circumstances prevent the school from making this decision by 6:00 am. The District will attempt to make a phone contact via the Notification System. It is important to notify the office if your phone number changed during the year in order for this system to be effective. You may also stay tuned to one of the radio or television stations, Unity's Website, Unity Face Book, for school closing or delay information.

**STUDENT PHOTOS/STUDENT WORK**

The school may film or take pictures of students without parental permission if such photo is used solely for school purposes. Both photographs and student work are displayed on the Unity Web Page. Photographs identify a student by first and last name and before displaying a student's work, parental permission must be obtained. If you object to your child's picture being used or having their first and last name used, please submit this request, in writing, to the Elementary Principal within the first two weeks of each school year.

1. An accurate cumulative record shall be maintained for every student enrolled in the Unity Schools. The records shall include student progress records, behavioral records, physical health records and directory data.
2. If a student has been referred for an exceptional educational need, a separate folder will be started.

3. Only authorized personnel, adult students and parents/guardians of a minor student shall view the records without subpoena. The student with the consent of parents/guardian may view his/her records upon request.
4. The parent or legal guardian of a minor student and an adult student has the right to review and file an objection or request for deletion of any material in the folder.
5. School officials will forward transcripts from the cumulative record upon request of parents, legal guardians, students 18 years old and over, and the former students to educational institutions and potential employers.

### **VISITING/VOLUNTEERING**

Elementary students and their parents need a strong connection between their home and school environment. We also must do everything possible to ensure the safety of the students in the building. **Keeping these two statements in mind we encourage you to visit the school but must INSIST you stop at the Elementary Office when entering the front door.** In the elementary office there is a volunteer book where registered volunteers sign-in each time they are in the building. This listing of volunteers and the hours they have worked are used in many ways throughout the year. Please help us by continuing this process. The doors in front of the elementary office and the doors by the HS office are the only entrances into the building during the school day. The doors by Community Education Office will be open at the beginning of the day, to reduce congestion, and then will be locked. These measures have been taken to ensure the safety of the students.

### **STUDENT VISITOR**

All visitors, including parents and other adults, must first report to the elementary office during the school day. Visitors must sign in and receive permission from the office to visit students or classrooms. Visitors can be expected to show their visitor pass signed by the principal or principal's designee. Students will be allowed to bring guests only when a two day notice is given and approval is given by the principal and the student's classroom teachers. Guests are not allowed at school dances. Student visitors are not allowed the first (6) weeks or the last (6) weeks of school. All visitors must wear an identification tag.

**PLEASE TEAR OUT THIS PAGE AND RETURN  
IT TO SCHOOL AS SOON AS POSSIBLE!  
(We need one copy for each student)**

**PARENT/STUDENT SIGN-OFF SHEET**

Parent Name

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Parent Signature

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Student Name

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Date

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Email Address (if desired)

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The above signature acknowledges receipt of the 2012-2013 Unity Elementary Handbook.

