

# **Randolph Elementary School**

## **2024-2025 Student Handbook**



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## **Dear Randolph Elementary School Families,**

The entire faculty and staff of Randolph Elementary School wish to personally welcome all students whether new or continuing. Randolph is an excellent school with sincere personnel willing to work with you to make our school the best. Parent involvement and support is encouraged. Students who know their parents are involved and in communication with the staff usually, do well in their schoolwork. Interest and enthusiasm are contagious.

Information that is important for parents and students has been provided in this handbook. It can be referred to all year long. We hope you will find everything you need to make this year especially rewarding. If we have forgotten some information, just give us a call. We strive to maintain excellent discipline, good attitudes, and a positive self-concept in our students. Your assistance in these areas will be vital for success. Our very best wishes for a healthy, successful and enjoyable year!

Please realize that since this handbook is designed to be a guide, it cannot possibly cover every possible rule, violation or situation that may arise. As a faculty, however, we are committed to fair consistent discipline procedures.  
**HAVE A GREAT YEAR!**

### **Randolph School District -- Non-Discrimination Policy --**

The Randolph School District is committed to equal educational opportunity for all students and staff in the district. It is the policy of the Randolph School District, pursuant to Wisconsin Statutes s. 118.13, and Wisconsin Administrative Code PI9, that no person, on the basis of age, sex, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the Randolph School District does not discriminate pursuant to federal and state law. The District Administrator is designated to annually receive complaints filed under Wisconsin Statutes s. 118.13, Wisconsin Administrative Code PI9, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. The District Administrator shall assure the adoption of a complaint procedure to resolve complaints alleging a violation of these laws, assure that an evaluation of the district's compliance with Wisconsin Statutes s. 118.13 is completed every five years under Wisconsin Administrative Code PI9, and submit Form PI-1197 to the Department of Public Instruction annually.

# Grades 4K-5

## 2024-2025 Instructional Day

### Randolph Elementary

| DAILY BELL SCHEDULE  |             |
|--|-------------|
| Breakfast Program Begins/Playground supervised for grades 4K-5 | 7:45        |
| Teachers Day Begins  | 7:45        |
| Warning Bell/Students Enter the Building                       | 8:05        |
| Class Begins   | 8:10        |
| A.M. Recess Staggered  |             |
| A.M. 4K Dismissal  | 11:10       |
| Lunch Bell Grades 3-5 - Teachers do not stay                   | 12:00-12:20 |
| Lunch Bell Grades K - Teachers stay 5 min                      | 12:05-12:25 |
| P.M. 4K Students Enter Building                                | 12:10       |
| Lunch Bell Grade 1-2 - Teachers stay 5 min                     | 12:10-12:30 |
| PM 4K Start Time   | 12:15       |
| Grades 3-5 Lunch/Recess Period Ends                            | 12:35       |
| Grade K Lunch/Recess Period Ends                               | 12:45       |
| Grades 1-2 Lunch/Recess Period Ends                            | 12:45       |
| P.M. Recess Staggered  |             |
| Students Dismissed (4K-5)                                      | 3:15        |
| Teachers Dismissed   | 3:45        |

#### 4K START & END TIMES

##### A.M. Start and End Times (M-R for all students) (Friday a.m. for early childhood students only)

7:45-Playground open  
8:05 Students enter building  
8:10 Class Begins  
11:10 Dismissal

##### P.M. Start and End Times (M-R for all students) (Friday a.m. for early childhood students only)

12:00 Students Arrive  
12:10 Students enter building  
12:15 Class Begins  
3:15 Dismissal

#### STUDENT LUNCH SCHEDULE

| Grades | Student Lunch | Approximate Recess Time |
|--------|---------------|-------------------------|
| K      | 12:05-12:25   | 12:25-12:45             |
| 1      | 12:10-12:30   | 12:30-12:45             |
| 2      | 12:10-12:30   | 12:30-12:45             |
| 3      | 12:00-12:20   | 12:15-12:35             |
| 4      | 12:00-12:20   | 12:15-12:35             |
| 5      | 12:00-12:20   | 12:15-12:35             |

*Approved at 6/17/2024 Regular Board Meeting*

|               |         |
|---------------|---------|
| PreK-Grade 12 | \$ 0.00 |
|---------------|---------|

|                            |                   |   |
|----------------------------|-------------------|---|
| Physical Education Lock    | \$ 6.00           |   |
| Band Uniform Cleaning      | \$ 3.00           |   |
| Instrumental Rental        | \$15.00           | per month for flute, clarinet, and trumpet            |
| Instrumental Maintenance   | \$10.00           | per semester (excluding flute, clarinet, and trumpet) |
| Technology Education Class | Cost of materials |   |

|                                 |          |
|---------------------------------|----------|
| Football Fee                    | \$40.00  |
| Other High School Sports (each) | \$15.00  |
| Middle School Sports (each)     | \$ 5.00  |
| (Family Cap per year)           | \$150.00 |

|   |        |
|---|--------|
| Trailways 1 Conference admission per event: |        |
| Elementary School Students                  | \$3.00 |
| Middle School Students                      | \$3.00 |
| High School Students                        | FREE   |
| Adults                                      | \$5.00 |

|               | <u>Breakfast</u> | <u>Lunch</u> |
|---------------|------------------|--------------|
| Grades K-5    | \$1.50           | \$3.20       |
| Grades 6-8    | \$1.50           | \$3.30       |
| Grades 9-12   | \$1.50           | \$3.40       |
| Adults        | \$2.75           | \$4.85       |
| Reduced Meals | Free             | \$0.40       |

*Ala Carte - depends on the item (cookie, bar, ice cream treat, beverages)*

Individually at Lunch - \$ .35 per carton  
PreK-Grade 5 Morning Milk Program - \$ .35 per carton

## Attendance Requirements and Procedures

The laws of the State of Wisconsin (118.15) and the policy of the Randolph School District shall serve as a basis for school attendance requirements. A record of attendance is required by law and is carefully noted in each student's permanent record where prospective employers and other schools may take note of it.

### Student Absences

1. Excused Absences: - Students may be excused from school for a physical or mental condition by the principal after the reason for an absence is explained by the student's parent or legal guardian. All absences must be explained in writing, verbally by phone, or in-person by the parent in order for the principal to determine whether the reason warrants an excused absence. State Statute 118.15 specifies that the principal (attendance officer), not the parent, determines whether a student is excused or unexcused. Generally speaking, excused absences will be given for the following:
  - a. Illness, hospitalization, or medical care. Absences due to illness in excess of 3 or more consecutive days may require verification by a physician. You may fax the information to the school at 920-326-5056.
  - b. Death or serious illness in the immediate family.
  - c. Medical, eye, or dental appointments (should be approved in advance). Appointment cards (pre or post appointments) will be copied in the office for verification.
  - d. Approved school activities during class time.
  - e. Absence resulting from a parent's request for their student(s) to participate in a family vacation or need to work at home because of an emergency situation with the request submitted and approved in advance. Students must get office approval and have their agenda stamped.
  - f. Make-up work: If a student has a Pre-Excused absence (vacations, appointments, etc.), the make-up work should be completed the day the student returns to school. It is the student's responsibility to visit each teacher and get the work needed to complete prior to the absence. If a student is excused due to illness or other unforeseen circumstances, the student will be given the number of days absent plus one day to complete any make-up work.
2. Unexcused Absences: Truancy - Any absence from school without parental and principal's permission, or leaving school at any time without parent permission will be considered unexcused. Children who are absent from school with the consent of a parent or guardian, but whose absence does not fall under the reasons listed within this Board Policy 5200 shall be considered unexcused. Such absences will be considered unexcused when establishing a pattern of truancy in accordance with State Statutes. When a student is unexcused/truant, the following procedure will be followed:

\*A truancy referral will be submitted to proper authorities per Wisconsin State Statutes 118.15. (Five (5) days per semester and a total of ten (10) days per school year.) The following criteria will be used to determine which absences count toward the 5 days per semester or 10 days per school year truancy referral.

| <u>Criteria for Truancy</u> |  | <u>NOT included for Truancy</u> |
|-----------------------------|--|---------------------------------|
| Truant - no parent contact  |  | ISS/OSS                         |
| <b>Parent =P</b>            |  | Doctor's Note                   |
| P-Sick                      |  | Funeral                         |
| P-Vacations                 |  | Admin sent home                 |
| P- Family Other             |  | COVID                           |
|                             |  | P- Family Emergency             |

3. Tardiness: All students reporting to school late are to report to the office to obtain a tardy pass in their agenda and then report to their appropriate class where the teacher shall ask to see their agenda and note the tardy. Students tardy to class will not be admitted unless they have a tardy pass from the office. \*Students who are more than 15 minutes late will be considered unexcused.

4. Absences Due to Suspension: Students are expected to get their work from teachers when they are assigned any type of suspension. All work due during a suspension is due immediately upon return to class.
5. Exempt Absences: Requests for medical exemption must be initiated by the student or parent.

### **Daily Attendance**

1. Parents should call the school office on the day a student is absent, before 8:30 A.M., or the student must bring a note stating a reason for absence prior to class on the date of return to school or absence will be unexcused, unless the student's parent has called. An automated telephone voice mail line (920-326-2431) is available 24 hours a day for your convenience.
2. The Randolph School District automated calling system will call out each morning for students that have been reported absent. (Parents are reminded of their obligation under the first and second paragraph above). It is against state law to falsify reasons for absence in order to gain an excused absence status.
3. Every effort should be made to schedule medical and dental appointments during non-class time. Pre-approved absence requires a phone call or a written note from a parent or guardian, which should be received by the office prior to the appointment, and the student agenda will be stamped.
4. Any student returning to school after an absence, full day or part of a day, will report to the office (with written parental note stating the reason for the absence, if needed) to obtain office staff stamp and signature in the student's Agenda, which must be shown to all teachers of the classes missed during the absence.
5. All students reporting to school late are to report to the office to obtain a tardy pass in their agenda and then report to their appropriate class where the teacher shall ask to see their agenda and note the tardy.

### **Leaving the Building**

If a student becomes ill or for some reason needs to leave school before the end of the school day, that student MUST report to the school office where parents will be notified. No student may leave the building without first having the school's permission and signing out in the office. Leaving the building without permission may result in disciplinary consequences as well as unexcused absences and truancy.

## **Student Behavior Expectations 4K-5**

Randolph Students, Staff, and Parents: Safety in Wisconsin schools today is of utmost importance to all of us. To help create a safe learning environment, the State Legislature required the formation and communication of this Code of Student Conduct Plan (WI Statute 118.164). Please review this plan with your student(s) so it is understood by all.

CODE PHILOSOPHY AND SCOPE The Randolph School District will strive to create a safe and productive academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and fellow students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board policies, administration and classroom teachers. This code of classroom conduct applies to all students in grades 4K-5. Individual teacher rules will be communicated to students and posted.

Student behavior that is dangerous, disruptive, unruly, or that interferes with the teacher's ability to teach effectively will not be accepted. Any student who engages in such behavior may be subjected to removal from class. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules. Examples include but are not limited to those described below:

Displays of Affection - It is not acceptable behavior to publicly display affection and touch others inappropriately. Walking or talking with one another is allowed, but students are not allowed to inappropriately handhold, hug or kiss each other. Students exhibiting such behavior will be warned. A second infraction will result in the parents or guardians being informed, and a conference with the principal, or designee. Further violations will result in detention or possible suspension.

Dress and Grooming - Dress and grooming of students shall not affect the health and safety of others nor be a disruptive force to the operations of the school. Despite the effort put forth below in defining an appropriate dress code the administration recognizes that there will be times that it will be tested and reserves the right to use its discretion to determine appropriateness, whether the item in question is addressed below or not. Hats, caps, bandanas, hoods, or any other form of headwear (for all students) are not to be worn during the school day (from the time you enter the building in the morning until your departure), except on special dress-up days approved by the principal.

As per state law, shoes and shirts must be worn at all times. Blouses/shirts should not expose skin below the tops of the armpits or the midriff. While standing up straight with arms at your sides, skirts and shorts, etc. must be at or lower than your fingertips.

Immodest clothing, strapless tops, clothing that allows for exhibition of undergarments, clothing that displays disruptive, vulgar, sexual innuendos, obscene slogans or pictures shall not be worn in school or during school-related activities. This includes apparel with alcohol and/or tobacco companies or products depicted.

Smoking, Drinking, Drugs - Smoking of any type on the school grounds or in the school building is prohibited. Possessing, consuming or being under the influence of alcohol or drugs within school or on school grounds or participating in school related functions is prohibited. This includes a substance that is represented as a drug or intoxicant. Violations will fall under Randolph School Board Policy 5512 Use of Tobacco and Nicotine by Students and Randolph School Board Policy 5530 Drug Prevention/Controlled Substance and Alcohol Use.

Prohibited Articles - Articles which interfere in some way with school operations, are hazardous to the safety of others or are disruptive to the learning environment may be confiscated and consequences may be assigned at either the classroom or office level. If the article may be defined as a weapon which endangers the health and safety of others or is being used with the intent to harm, further action will be taken according to the district weapons policy po5772.

Busses - Bus routes are designed to transport students to and from school as safely and efficiently as possible. Students assigned to a bus must ride it and no other unless the parent completes a transportation request in advance and the bus driver is informed. A student missing the school bus will have to provide his/her own transportation home. A bus is to be considered an extension of the classroom. School and district rules/regulations, as well as PBIS expectations, will be enforced on school buses.

Personal Communication Devices - Randolph School Board Policy 5136 "Personal Communication Devices" ("PCDs") with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. The District Administrator and building principals are authorized to determine other specific locations and situations where the use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law. Possession of a PCD by a student during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any students who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement of child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number



of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771-Search and Seizure. If multiple offenses occur, a student may lose the privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or music or unauthorized use of, PCDs brought onto its property.

## **Disciplinary Procedures**

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the student spends the greatest amount of time during the school day in the classroom and in other areas such as the cafeteria, hallways and school grounds, the classroom teacher and adult supervisors must assume the primary responsibility for encouraging the respect and cooperation of the students so that an effective learning environment may be maintained. All staff members will apply a carefully thought out approach to the classroom and other areas of discipline, and enforce it with a sense of fairness and consistency. Since the development of responsible behavior and self-discipline among students is our goal, classroom and school wide reinforcement will be given. Second, disciplinary problems occur which are beyond the scope of the classroom teachers or adult supervisor's area of responsibility or are of a serious enough nature to require referral to the principal. Staff members sending students to the office should notify the office prior to sending students.

Positive Behavior Instruction/Intervention and Supports (PBIS) has been designed and implemented to address all of these areas, whether it is in the classroom, on the playground, in the cafeteria or other areas of the school's responsibility. In all cases, students are expected to follow the PBIS agreements to:

- Be Respectful
- Be Responsible
- Be Kind
- Be Safe

### **Rules and Procedures**

A teacher may remove a student from class for any dangerous, disruptive or unruly behavior beyond minor infractions.

### **Removal Procedures**

When a student is removed from class, the teacher shall:

1. Tell the student why he/she is being removed.
2. Send the student to the appropriate office.
3. Inform the office immediately via phone of the removal and reason.
4. Provide a discipline referral/written explanation to the office by the end of the day, with a recommendation of actions needed to repair harm done.
5. Teacher will contact the parent as soon as possible (within 24 hours of the incident, if possible) either by email, voice, in person, or text.

When the student arrives at the office, the principal or designee shall do one of the following:

1. Keep the student in the office until such time as the student is able to self-regulate or a period of time determined by the principal.
2. Assign the appropriate In-School or Out-of-School Suspension.
3. Determine another consequence as deemed appropriate.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations. These conditions will be stated in their Individualized Educational Program (IEP).

The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternate settings:

1. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class, and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.
2. Another class in the school or another appropriate place in the school.
3. Another instructional setting.
4. An alternative education program approved by the Board.

When making alternate setting decisions, the building principal or designee shall consider the following factors:

1. The reason the student was removed from the class (severity of the offense).
2. The type or placement options available for students in our school. Consideration can include but is not limited to cost, availability, location, the estimated time of placement, the student's individual needs and interests, student's past disciplinary history and the relationship of the alternate setting to any disciplinary action.
3. The principal or designee may consult with other appropriate school personnel as necessary when making evaluation placement decisions.
4. All alternate setting decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.

### **Parent/Guardian Notification Procedures**

1. The building principal or designee shall follow up with the teacher to ensure the parent has been informed when a teacher has removed a student from a class and how the student will be repairing any harm done. Principal may follow up with the parent for further discussion in the case of a severe infraction.
2. This notification will be in the form of a phone call or written discipline referral to include the reasons for the student's removal from a class, the plan for repairing the harm done, and the placement decision involving the student. The notice shall be given as soon as is practical after the incident and decision.
3. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal regulations.
4. All students are always subject to the general school discipline policy.

*LEGAL REF.: Sections 118.164 Wisconsin Statutes 120.13(1) Chapter 115  
Subchapter V PI 11  
Wisconsin Administrative Code and Individuals with Disabilities Education Act Amendments of 1997*

### **Definitions of Commonly Used Discipline Terms:**

**Suspensions** - Suspensions are given to students by the principal or designee for serious violations/continued abuse of school rules/unacceptable social conduct. Suspensions may be "IN SCHOOL" (the student will be under the direct supervision of the principal/designee throughout the school day with no participation in any school activities, including extra-curricular) or "OUT OF SCHOOL" (the student must remain under parentally directed supervision and will not be allowed to be on school property with no participation in any school activities, including extra-curricular).

*Board of Education Policy 5610*

**Expulsion** - The School Board may expel a student from school for repeated refusal or neglect to obey the rules, or finds that conduct while at school or while under the supervision of a school authority endangers the property, health or safety of others, and is satisfied that the interest of the school demands expulsion.

*Board of Education Policy 5610*

## **Student Non-Discrimination and Religious Accommodations**

The School District of Randolph will not discriminate against any student on the basis of race, gender, age, religion, disability, pregnancy, sexual orientation, national origin or ancestry, marital status, and/or any other legally protected characteristic. The district also has specific policies regarding the hazing of students (Policy 5516) and student harassment (Policy 5517). Student hazing and harassment are specifically prohibited. Students who have sincerely held religious beliefs will have accommodations made for them when necessary.

### **Emergency Procedures**

Fire Drills - When the fire drill signal is used, students are to use exits indicated in each classroom. They will leave the building rapidly and in an orderly fashion. The first person out will lead the group to the predetermined area. Students will remain in their class grouping for an attendance check by the teachers. Students and teachers will remain outside of the building until told to return by the appropriate authority. Any student who is physically handicapped should report to the office, when he/she registers, for instructions on what to do when the fire alarm sounds.

Tornado Watch and Warning - When we are informed about a Tornado Warning, it will be announced and everyone in the building will report to their designated severe weather areas. All students and employees will report to the closest designated interior room. Everyone will remain in designated areas until we receive notice that the emergency has ended.

Administrative Hold - Students and staff should report to the nearest classroom or office. All classroom doors should be locked but normal classroom activities should continue. Ignore all bells and alarms until directed to do otherwise. No one should be allowed outside of the classroom until the office or administration gives the “all clear” signal via the public address system.

Administrative Lockdown - Students and staff should report to the nearest classroom or office. All classroom doors should be locked and lights turned off. Students and staff should not be visible from the classroom door window. The class will stay like this until the office or administration gives the “all clear” signal via the public address system.

Emergency Situation/Crisis Drill/Lockdown - Once Lockdown is initiated, students and staff should report to the nearest classroom or office. Ignore all alarms or bells unless instructed otherwise. Inside classrooms, students and staff should move away from doors and windows and sit down against an interior wall. Lock classroom doors and turn off classroom lights. Ignore any statements made via the public address system. Remain quiet and seated until an administrator or public safety official physically comes to the room to unlock the door and give the “all clear” signal.

Emergencies-Snow, Fire, Tornado - In the event of an emergency due to snow, fire or tornado, the cooperation of all students is a necessity to ensure the safety of everyone in the building. Emergency plans and drills are used to ensure the safety of all students.

School Closings - During the coming year, weather conditions may at times make it necessary to close the school. Whenever this situation occurs, all local radio stations will carry news of the school closing and other pertinent information as soon or early as possible. Notifications should also be received via the Skylert system for families that have registered.

|  |                  |
|--|------------------|
| WBEV/WXRO - Beaver Dam   | 1430 AM/95.3 FM  |
| WMRH - Waupun  | 1170 AM          |
| WPDR/WDDC - Portage  | 1350 AM/100.1 FM |
| Local TV Channels – WISC-Channel 3, WKOW-Channel 27, WMTV-Channel 15 |                  |

The school messenger call out system will be used to notify families of school delays/closings/early releases, or any possible emergency communications. School cancellation or delay announcements will be made as early as possible (usually no later than 6:00 a.m.), although sometimes getting through to all of the stations takes a bit longer. Please listen to your radio, television, or check the school’s website at [www.rsdwi.org](http://www.rsdwi.org). PLEASE DO NOT CALL THE TV AND RADIO STATIONS as all of their lines are necessary to make and communicate the decision. Your call may delay that process and many calls may make the announcement very late. Please make sure that your child knows where they are to go if the school is dismissed early during bad weather.

## **Grades/Grading**

Grading and Report Cards - Each teacher will be responsible to explain his/her grading procedure at the beginning of the course period. Be sure you understand what is expected. Quarterly report cards are issued electronically unless otherwise requested to all students in grades 4K-5.

For students in 4K–5th grade, we utilize standards based reporting. A report card serves as a communication tool to help parents understand how their child is progressing. It helps explain whether a student is meeting the developmental milestones that are expected in their current grade. On our standards based report cards, students and parents will have a deeper understanding of performance due to the detailed picture of student learning with a focus on what students know, instead of an overall average of what they have done. Standards based report cards allow us to focus and give information on specific benchmarks rather than an overall letter grade. In individual marking periods, there may be some benchmarks that are left blank. This is a result of the district curriculum pacing guides and indicates that the benchmark was not an area of focus for that particular grading period. However, over the course of the academic year, each benchmark will be marked so that the report card is a complete document of your child's academic progress.

### Grades 4K-5 – Grade Reporting System

4 = Advanced Demonstration of the Skill

3 = Proficient Demonstration of the Skill

2 = Basic Demonstration of the Skill

1 = Minimal Demonstration of the Skill

\* = Not yet introduced

Randolph School District is committed to the philosophy of individualized instruction, wherever possible, and continuous progress for all learners.

The question of pass or fail, and consequently promote or not promote (in some cases), should be decided by whether or not the student is making satisfactory progress in a course appropriate to one's ability and achievement level. No student should be failed who is 1) working up to one's ability; and 2) making continuous progress, regardless of what achievement level this happens to be.

Make-Up Work - Any student who has an excused absence will have the number of days absent plus one day to complete the make-up work. Tests shall be arranged with individual teachers.

## **Medical Information**

Accidents - Any accident in the school building, on the school grounds, at practice sessions, or any athletic event sponsored by the school MUST be reported to the school office as soon as possible. The employee that witnessed the accident or to whom the accident was first reported will complete a written Student Accident Report. *Board of Education Policy 8442*

Medicine at School - Students requiring medication at school must adhere to the following requirements. All medication must be kept in the school office and be in the original container. For each medication at school, clearly written directions for administration and storage along with possible side effects must be on file in the school office. Medication administration forms are available in the elementary school office. Parental signatures are required before any medication can be given. Prescription medications require a physician's signature on the medication administration form.

Wisconsin Statute 118.29

Stock Meds at School - Acetaminophen (Tylenol), Ibuprofen (Motrin), Benadryl, and/or Hydrocortisone 1% cream will be kept in stock at school levels and are offered as a courtesy to students. State Law requires a parent or legal guardian to give permission annually before the school can provide medication. If you have not signed up for stock medication during online registration, please see the respected office for a form.

Illness (see attendance section) - A student who is injured or becomes ill in school should notify the teacher in charge. Under no circumstances should a student leave school until parents have been informed by the office and know that the student will be leaving.

Emergency contact information must be given to the office to ensure that in the case of an emergency the correct action can be taken by the school. If a student has a special medical problem, this information must be given to the office as well.

## **Student Records**

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

## Miscellaneous

Cold Weather - To ensure the safety of children during recess, the following information will be used in determining if/when to keep students indoors during recess. When the air temperature or the wind chill temperature reaches five below zero degrees Fahrenheit (-5F), students will be kept indoors to ensure their safety. When the air temperature and wind chill temperature is between 0 and -5F, principal's discretion will be used.

To access the current local temperature including wind chill:

1. Type [www.weather.com](http://www.weather.com)
2. Type in your zip code (53956)
3. Look at the current temperature for Randolph
4. Look right below that current temperature to get the "Feels Like" temp
5. That's the temperature that we will use to determine outdoor recess.

Field Trips - Field trips and activities are scheduled to be an extension of the school curriculum. All students must ride the school bus. Adults may be asked to assist on the field trip if extra supervision is necessary. Final decisions concerning adult participation on field trips and activities will be made by the classroom teacher and/or principal. Adults who help on a field trip may not bring other children. Parents or relatives who assist are expected to follow the direction of the teacher and follow all school rules. Please have all the groups stay together with the teacher. All adults are to be a model for the students. All adults must stay with their assigned group and no one is allowed to curse, smoke or drink alcohol on the field trip. Any parent that will be attending the field trip must understand field trip expectations and have a completed and approved volunteer form on file with the school district. An effort will be made not to exceed a parent cost of \$5 per trip.

No student may leave campus without a signed permission slip. A note signed by the parent will suffice as a permission slip as long as it has the date, parent signature and states that the parent gives permission for the child to go to the specified location.

The following guidelines have been provided to help ensure the effectiveness of all field trips.

- In an effort to limit excessive parental costs, grade level activity accounts are to be utilized in a prudent manner to subsidize costs of class trips and are not to exceed \$5 without consent from the administration.
- All chaperones must have a completed background check on file, and will not be permitted to attend the field trip under any circumstances unless the background check is on file.
- Parental consent forms must be returned and maintained before the trip departs.
- Field trip permission (for walking and/or local trips) is completed during online registration

Court Orders - Parents/guardians must supply us with a copy of any type of court order that may affect the student (e.g. who may pick up the child, etc.) The order will be maintained in the child's file. If changes that affect the court order occur during the year, the school must be notified.

Lost and Found - A lost and found area will be maintained in the school cafeteria for such articles. If items are lost, please check in the cafeteria. Any items found should likewise be placed into this area in the cafeteria. Every two months the box will be emptied and items not picked up will be given to charity. To prevent loss or theft of children's clothing, please label them with your child's name. The Randolph School District is not responsible for the loss or theft of clothing items.

Volunteer Program - The Randolph School District requires all volunteers and prospective volunteers to complete a volunteer enrollment and disclosure form, and to follow all guidelines established in the volunteer program handbook. (Examples: field trip chaperones, party volunteers, reading partner, any interaction with students in the educational setting.)

*Board of Education Policy 8120, 2430.01*

Visitors to the School - All parents and visitors are welcome and must register in the office upon entering the building. Student visitors must be accompanied by a parent during the entire time of visitation.

Use of Telephone - The telephones in the office, classrooms and other areas of the building are to be used for school business only. Students will not be called from class to answer the phone unless it is an emergency. The phones in the rooms may not be used by students unless accompanied and supervised in the presence of an adult.

Bicycle/Scooter/Skateboard - Bicycles, scooters and skateboards may be ridden to school; however, students may not ride them around on the playground during regular school hours. The bicycles must be parked in the bike racks at the designated bike parking area. Scooters/skateboards are the responsibility of the students and should be stored in coat rack areas. Bikes/scooters/skateboards will not be allowed in any other place on the school grounds. It is highly recommended that a bicycle lock be purchased and that your bike be locked during the school day to prevent unauthorized use by other students. Bicycle/scooter/skateboard riding is a privilege and may be denied if abused.

RES IMC Services for Students - The IMC is staffed throughout the school day by either the Media Specialist or an assistant. The Media Specialist can provide research and reading advice as well as research training for individuals.

Destiny Online Catalog is linked on the Media Center page under the "Students" tab on the Randolph School District website – [rsdwi.org](http://rsdwi.org). Barcode numbers starting with a "5" indicate that the material resides at the Randolph Middle/High School Library. Numbers beginning with a "6" indicate that the item is available at the Elementary School Library. Requests can be made in each IMC to borrow materials from either library.

"Holds" can be placed on items by the IMC staff. Students may check out materials for a period of one month. The IMC reserves the right to recall any material at any time.

Overdue Materials - Library materials are overdue if they are not returned by the due date. No fines are charged for overdue books, but you may not be able to check out any additional books until the overdue books are returned.

Lost or Damaged Materials - If you damage or lose any library materials, it is your obligation to let the Media Specialist know. Be sure to inspect all materials before checking them out. You are responsible for their condition upon return. Replacement costs for materials damaged or lost by you will be your responsibility. All replacement fees must be paid or arrangements need to be made to cover the cost of the materials before the end of the school year. Current magazines may be checked out for one hour.

School Counseling - The School Counselor is here to help students and will be working with the students during the year. The School Counselor meets with students in individual counseling, group counseling, and class settings.

School Lunch Program - The school cafeteria is maintained as a vital part of the health and nutritional program of this school. The cafeteria serves wholesome, well balanced lunches at reasonable prices. All students, those who bring lunch from home, as well as those who eat a school lunch, are to eat in designated eating areas unless under staff supervision. Free and reduced lunches are also available. Inquire in the office for an application.

Textbooks and Workbooks - Textbooks and workbooks are assigned to each student where applicable. Students will be held responsible for their care. Lost or damaged books will be paid for by the students who were issued the books or arrangements will be made to cover the cost of the damaged materials.

Fees - Some courses require fees. All fees should be paid promptly. No student will be allowed to participate in promotion ceremonies unless school requirements are met, including (but not limited to) full payment of fines, fees, class bills, and/or additional charges. Some examples of fees are: phy. ed. lock fee (if needed); band instrument rental (if needed); band uniform cleaning; possible art fee, etc.

Lockers and other School Property - Lockers, desks, books and equipment loaned to students, remains school property while in the possession of the student. School property may be opened and inspected by school authorities at any time. Each fourth and fifth grade student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept in good order. Remember the lockers are not yours; they belong to the school district. You will be held responsible for damage inside of your locker. At the end of each school year all writing, stickers and personal belongings must be removed from your assigned locker. Alcohol, beer and cigarette ads, and ads or pictures of a sexual nature, etc. are inappropriate for display in student lockers.

Students using school lockers do so understanding that its use is contingent upon implied consent for search by school authorities. All lockers, including P.E. or gym lockers, are to have school locks on them. If not the case, other locks will be cut off. Phy. Ed. locks are required and may be purchased for \$6.00 from the office. Lockers are subject to search at any time by school authorities. Per code, K-9 units may enter the school for presentations and/or searches.

*Wisconsin Statute 943.01, 943.20, 968.10, 968.11, & 968.13*

Randolph School District  
Board of Education Policy 5530

## **Controlled Substance and Alcohol Abuse**

The Randolph School District recognizes that the use and/or possession of alcohol, illegal drugs, mood altering substances and substances that are represented as a drug or illegal substance on school property are illegal according to Wisconsin Statutes. The District further recognizes that the presence, or use of these substances on school property, or at school events, is detrimental to sound educational practices. Therefore, the Randolph School District will enforce the following rules.

Any student of the Randolph School District (1) using, (2) attending school or any school-related activity after using, (3) in the possession of or under the influence of controlled substances, intoxicants, mood-altering substances, (4) in possession of a substance which is represented as a drug or intoxicant, (5) or in possession of related drug paraphernalia shall automatically be subject to the following rules and procedures. It is the intent of the Randolph School District that these rules cover all students in the District and that any violation(s) will carry with a student for the duration of his/her school career. If a student withdraws from the Randolph School District with a violation of this policy and later returns to the district the prior violation(s) will remain on the student's record.

### First Violation

- A. Any student found to be in violation of this policy for the first time during his/her tenure in the Randolph School District will receive an automatic three (3) day suspension. In addition, the student will be required to attend a minimum of one (1) counseling session, and provide written evidence of this counseling to the building administrator within one (1) month of the first day of suspension. The student's parents will be encouraged to attend this counseling session with their child. Acceptable sources of counseling are as follows:
1. A school employee(s) trained by a certified alcohol and other drug abuse institute and certified by the district administrator to provide counseling at this level.
  2. CESA #5 employees trained by a certified alcohol and other drug abuse institute and certified by the district administrator to provide counseling at this level.
  3. A law enforcement official trained by a certified alcohol and other drug abuse institute and certified by the district administrator to provide counseling at this level.
  4. A member of the clergy trained by a certified alcohol and other drug abuse institute and certified by the district administrator to provide counseling at this level.
  5. A private counselor mutually agreed upon with the building administrator prior to the onset of the counseling experience. Note: Any cost incurred to complete the non-school counseling experience will be paid by the student or his/her parent(s) or guardian.



6. Administration may prohibit a student from attending events for a period of time.
- B. Failure to abide by this counseling requirement may result in the commencement of expulsion proceedings.
  1. If the student is expelled, the expulsion will be for the remainder of the current semester and the entire next semester. (The intent of this expulsion is to provide at least one full semester of expulsion, and reinstatement at the start of a new semester.)
  2. A student who has been expelled under this provision may be readmitted under the following conditions:
    - a. The counseling requirement has been successfully completed.
    - b. The student will enter into a contract with the district outlining the conditions of reinstatement.

### Second Violation

- A. Any student found to be in violation of this policy for the second time during his/her tenure in the Randolph School District will receive an automatic three (3) day suspension from school. The parent(s) or guardian of the student and the student must have a conference with the building principal prior to the student being reinstated in school. Failure to attend this conference will result in additional three (3) day suspension until such a conference is held, or the maximum time allowed for suspension by the State of Wisconsin has been reached.
- B. The student will be required, and his/her parents encouraged, to seek drug and alcohol counseling at an accredited facility mutually agreed to by the District and the parent(s) or guardian. This counseling will commence as soon as possible, and the student will be a willing participant for the duration of the counseling experience. The parent(s) or guardian will do everything necessary to inform the District so it is able to monitor the student's progress during the counseling process.
- C. Any student who refuses to participate in a drug and alcohol counseling program or any student who fails to successfully complete the counseling program shall be recommended for expulsion. If a student is expelled by the Board of Education it will be under the same conditions as outlined under a first violation.

### Third Violation

Any student found in violation of this policy for the third time during his/her tenure in the Randolph School District will receive an automatic three (3) day suspension from school. Also, appropriate actions will be taken by school administrators to recommend expulsion to the Randolph Board of Education.

- A. If the student is expelled the expulsion will be for the remainder of the current semester and the entire next semester. (The intent of this expulsion is to provide at least one full semester of expulsion and reinstatement at the start of a new semester.)
- B. A student expelled at this level is not eligible to have the expulsion shortened. However, at the Board's discretion, the student may attempt to complete coursework on a correspondence or homebound type of basis. The ability to complete coursework must be done under the following conditions:
  1. The student will be required, and his/her parent(s) or guardian encouraged to seek drug and alcohol counseling at an accredited facility mutually agreed to by the District and the parent(s) or guardian. This counseling will be paid for by the parent(s) or guardian. The parent(s) or guardian will do everything necessary to provide information so the District is able to monitor the student's progress during the counseling process.
  2. The coursework made available to the student will be only that work that the District can easily and reasonably provide. Any additional costs of this instruction will be paid by the parent(s) or guardian.
  3. The instruction will continue as long as the student is successfully taking part in the counseling program. (This is meant to include any "aftercare" program recommended by the counseling facility.)
  4. Any student who elects to enroll in any non-public education during the period of time affected by these rules and then chosen to re-enroll in the Randolph School District will be enrolled only under conditions specified by the Board of Education upon consideration of recommendations by the building principal.

## Other Considerations

- A. Any student who owns or operates a vehicle while attending school or school-related activities must accept responsibility for the behavior of others who use or occupy that vehicle on school premises. This responsibility subjects the owner or operator student to the full ramifications of this policy.
- B. Irrespective of the procedures set forth herein, any student found to be exchanging, distributing, selling, giving away, or possessing with the intent of exchanging, distributing, selling, or giving away a controlled substance of intoxicant, or a substance which is represented as a drug or intoxicant, on school premises or while participating in or attending any school-related activity, will be subject to the penalty that is one level above the normal penalty. (Example: A student with no prior violations will be considered as a second violation.) Wisconsin laws shall control when determining intent. Violation shall be referred to law enforcement and district attorney for possible prosecution.
- C. Any student who has been expelled in accordance with three (3) above under the provisions set forth in this policy may request re-entry into the Randolph School District system via the building principal. If such a request is made, the student will be required to display evidence that he or she has developed at the attitude which clearly indicates that the individual will not again violate the Controlled Substance and Alcohol Abuse Policy as set forth herein. The re-entry process must be initiated administratively by the building principal through the District Administrator and culminating with the Board of Education. If re-entry is approved, it will be understood that any subsequent offense will result in immediate expulsion without the privilege of re-entry under the policy.
- D. The District Administrator shall provide for the development of administrative rules relating to this policy to include all relevant definitions.

## Good Faith Provision

Any student who, in good faith, approaches school personnel for assistance with a drug and/or alcohol problem will receive help and counseling as outlined in this policy. Penalties and punishments set forth in this policy will not apply to any student who, in good faith, approaches school personnel for assistance with a drug and/or alcohol problem. It is understood that the student will enter into an approved program designed to assist the student and that the student will make satisfactory progress in following the planned program.

The School District shall not discriminate in standards and rules of behavior, including student harassment, on the basis of age, sex, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

|                |  |
|----------------|--|
| LEGAL REF.:    | Section 118.13 Wisconsin Statutes<br>PI 9.03(1) of the Wisconsin Administrative Code |
| CROSS REF.:    | Discrimination Complaint Procedures  |
| DATE APPROVED: | November 17, 1988  |
| DATE REVISED:  | November 18, 1993<br>November 19, 2018   |

Randolph School District  
Board of Education Policy 5530

## **Chemical Abuse Education**

It shall be the policy of the Board of Education to foster the viewpoint that chemical abuse education which encourages the increase of student knowledge, improvement of judgments, development of constructive attitudes, and the capacity to make wise decisions, is a necessary approach to the control of chemical abuse.

Chemical abuse education shall include:

- A. The chemical abuse education program shall begin during the elementary grades and shall continue with a planned sequence of learning experiences on this subject throughout the school experience of the pupil.
- B. The program shall be focused on findings of medical and psychiatric research and clinical experience as well as

legal implications. Without solid basic facts from these professions, no chemical abuse education program can be effective.

- C. The chemical abuse education program shall be part of the total healing program. It shall not represent the total program nor detract from but shall be recognized for what it is — an important part of a broad program.
- D. The chemical abuse education program shall give particular emphasis to an alcohol, drug or abuse problem that is currently prevalent in the community.
- E. The school board shall provide up-to-date materials and resources for effective instructional programming in this important policy area.
- F. Reliance on the services of other agencies for program development assistance is recommended.

Randolph School District  
Board of Education Policy 5516, 5517, 5517.01

## **Harassment and Bullying**

In order to maintain a school environment that encourages optimum human growth and development for all students and employees, the Randolph School District strives to maintain and ensure a learning and working environment free from bullying, hazing, harassment, including sexual harassment, or intimidation toward or between students and employees. It is also the policy of the district not to permit other forms of harassment based on gender, race, age, religion, creed, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, learning, mental or emotional disability. Harassment violates both State and Federal equal rights law. Harassment infringes upon equal respect in human relationships and causes serious harm to the individual and to the school community.

Any person who believes they have been harassed may file a complaint in accordance with procedures established for dealing with discrimination.

**Bullying** - Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

**Hazing** - Hazing is defined as any intentional, knowing, reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights, or that create physical or mental discomfort, or that results in property damage or theft. These behaviors are directed against a student or employee for the purpose of being initiated into, affiliating with, holding office in (collectively called "initiation activities"), or maintaining membership in any organization, club or athletic team sponsored by the District and whose membership is totally or predominately other students from the District. Hazing is prohibited and applies to all student- sponsored and adult-sponsored activities that have not been approved by the District. An example of an approved school-sponsored initiation activity is the ceremony for the induction of students into the National Honor Society. Randolph School Board Policy 5516

**Harassment** - Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

**Sexual Harassment** - "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

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

Examples include but are not limited to; repeatedly asking a person for dates or sexual behavior after the person has indicated no interest; rating a person's sexuality or attractiveness; staring or leering at various parts of another person's body; spreading rumors about a person's sexuality; letters, notes, telephone calls, or materials of a sexual nature; or displaying pictures, calendars, cartoons, or other materials with sexual content.

- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to; hugging, kissing, or other physical contacts with a student; telling sexual jokes to students; engaging in talk containing sexual innuendo or banter with students; talking about sexual topics that are not related to the curriculum; showing pornography to a student; taking an undue interest in a student (i.e. having a "special friend" or a "special relationship"); initiating or extending contact with students beyond the school day for personal purposes; using e-mail, text messaging or websites to discuss personal topics or interests with students; giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval; invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences); going to a student's home for non-educational purposes; inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student); giving gifts or money to a student for no legitimate educational purpose; accepting gifts or money from a student for no legitimate educational purpose; being overly "touchy" with students; favoring certain students by inviting them to come to the classroom at non-class times; getting a student out of class to visit with the staff member; providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so; talking to a student about problems that would normally be discussed with adults (i.e. marital issues); being alone with a student behind closed doors without a legitimate educational purpose; telling a student "secrets" and having

"secrets" with a student; other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the District Administrator.

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**Race/Color Harassment** - Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

**Religious (Creed) Harassment** - Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

**National Origin Harassment** - Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**Disability Harassment** - Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

#### **Education**

1. Each student in the District will receive a copy, along with a cover memorandum of the policy and administrative rules on bullying, hazing and harassment.
2. There will be ongoing training which will provide participants an understanding of harassment.

# **Bullying, Hazing or Harassment Complaint Procedure**

## **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Christy Fay  
Pre K-5 Principal & Special Education Director  
Randolph Elementary School  
110 Meadowood Drive  
Randolph, WI 53956  
920-326-2431  
fayc@rsdwi.org

Rob Nill  
Athletic Director  
Randolph School District  
110 Meadowood Drive  
Randolph, WI 53956  
920-326-2425  
nillr@rsdwi.org

**Complaint Procedure** - A student who believes s/he has been subjected to harassment hereinafter referred to as the "Complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, the CO(Compliance Officer), District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the alleged harasser, for either or both of the parties. In making such a determination, the Compliance Officer should consult the District Administrator prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

- A. interviews with the Complainant
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to harassment.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Students are prohibited from intentionally making a false report, submitting a false formal complaint, or making a false statement or submitting false information during a Title IX grievance process. Such misconduct is subject to consequences consistent with the Student Code of Conduct

The School District shall not discriminate in standards and rules of behavior, including student bullying, hazing or harassment, on the basis of age, sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures

**BULLYING, HAZING OR HARASSMENT COMPLAINT FORM**

Student/Staff Name: \_\_\_\_\_ Date Filed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Building Principal/ Immediate Supervisor: \_\_\_\_\_

Who was responsible for the bullying, hazing or harassment? \_\_\_\_\_

Describe the bullying, hazing or harassment (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

What was your reaction? \_\_\_\_\_

List any witnesses to the bullying, hazing or harassment: \_\_\_\_\_

I understand that these incidents will be investigated, but this form will be kept confidential as much as possible.

\_\_\_\_\_  
Employee's/Student's Signature (Parent's Signature required if Student)

Date Signed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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**FOR ADMINISTRATION USE**

Date(s) of investigation of complaint: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date of final report: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date(s) follow-up conference with student/employee: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Results: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach copy of final report



## Internet Access Parent/Guardian Letter

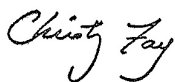
Dear Parent/Guardian:

The use of the Internet and related technologies are an important part of education at every level. As a school district, we are entrusted by our community to provide a safe school environment while also giving students important educational opportunities. The School District of Randolph takes these responsibilities very seriously and wants to make sure you have the information you need to help support your child's responsible use of these technologies at and around school.

In order to protect your children from inappropriate material, the Randolph School District to the extent practical uses technology protection measures (Internet Filters) to block or filter Internet or other forms of electronic communication and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking is applied to visual depictions of material deemed obscene or pornographic or to any material deemed harmful to minors.

The School District also works to promote the safety and security of users of our online computer systems when using e-mail, instant messaging and other forms of direct electronic communication. This involves trying to prevent unauthorized access (hacking) and unauthorized disclosure, use and dissemination of personal information.

While the School District cannot foresee every conceivable use or misuse of our systems, we do work cooperatively with other districts, professional organizations, universities and law enforcement to guard against and investigate concerns like those listed above. If you have specific questions about the Internet or other technologies in use in our schools, please contact the school office of the district office.



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Randolph School District

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

The Randolph School District encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century.

To ensure that the District's computer resources are not used for inappropriate purposes and consistent with the Children's Internet Protection Act (CIPA), the District has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, contain pornography, or child pornography, or are harmful to minors. The District utilizes software and/or hardware to monitor online activity of students to restrict access to pornography and child pornography and other material that are obscene, objectionable, inappropriate and/or harmful to minors. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet because it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms, and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Staff members will participate in professional development programs, as appropriate, in accordance with the provisions of this policy. Training shall include:

1. the safety and security of students while using e-mail, chat rooms, social networking sites and other forms of direct electronic communications;
2. the inherent danger of students disclosing personally identifiable information online;
3. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online; and,
4. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, or use of specific monitoring tools to review browser history and network, server, and computer logs. Users have no expectation of privacy when using the District's computer resources. The District reserves the right to monitor, access to disclose any message or document created, archived, stored, received, deleted, looked at or sent with the District's computer resources. The District also reserves the right to remove any files from District computer resources. However the District shall have no affirmative obligation to monitor and/or review any or all of the messages and information existing on or transmitted via the District's computer resources.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The District does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network during the school day, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked without notice, and may have disciplinary action taken against them. Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion. Actions in violation of local or state laws will be reported to local law enforcement. Users granted access to the Internet, through the District's computers assume personal responsibility and liability, both civil and criminal for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the District Administrator as responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

SOURCES: H.R. 4557, P.L. 106-554, Children's Internet Protection Act of 2000

## Web 2.0 Permission for Randolph Schools

At the Randolph School District, we continue to develop opportunities for our students to develop key digital literacies as part of our Digital Learning Plan. The most recent development in this effort is utilizing programs that are categorized as Web 2.0 applications and tools. These applications and tools go beyond the Google platform and allow students to create, learn, and share their knowledge on a variety of platforms. Web 2.0 tools also require the use of student data for access and tracking of materials and assignments so we want to make parents and guardians aware of the applications and tools we are using as well as what this means for student data privacy which is always a priority.

The following is a list of Web 2.0 applications that your child may or may not use throughout the school year:

|                            |                         |             |                          |
|----------------------------|-------------------------|-------------|--------------------------|
| Blogger                    | GoodReads               | Newsela     | Remind                   |
| Animoto                    | Epic                    | MyMaps      | Quizizz                  |
| Brain Pop                  | Google Arts and Culture | Overdrive   | Scholastic Subscriptions |
| Class Dojo                 | IXL                     | Padlet      | SCRATCH                  |
| EdPuzzle                   | Kahoot                  | Prezi       | WeVideo                  |
| Follett Destiny            | Lucidpress              | Quizlet     | YouTube                  |
| GeoGuessr                  | SeeSaw                  | BridgesMath | Sphero                   |
| Prodigy                    | ABC Mouse               | BadgerLink  | BoomCards                |
| Typing.com                 | Sora                    | GoNoodle    | Gimkit                   |
| Code.org                   | Glogster                | Symbaloo    | Flipgrid                 |
| Spelling City              | Storyboard              | Starfall    | OSMO                     |
| Teach Your Monster to Read |                         |             |                          |

The above list is updated every summer for the following school year. It represents the applications that are planned to be used but keep in mind that new applications may become available throughout the school year.

**Federal Laws and Policies** - These are the federal laws and policies that help to protect our students online:

**Child Internet Protection Act (CIPA)** The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. -- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

**Children's Online Privacy Protection Act (COPPA)** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. The school's use of student information is solely for educational purposes. -- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

**Family Educational Rights and Privacy Act (FERPA)** FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information. 1. The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet. 2. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information. 3. Parents may request that photos, names and general directory information about their children not be published. 4. Parents have the right at any time to investigate the contents of their child's email and Apps for Education files. -- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa> [AN1] Under FERPA and corresponding Wisconsin law, a student's education records are protected from disclosure to third parties.

## Randolph School District - District Staff Contact Information

Office Phone: (920) 326-2427 Office Fax: 920-326-2439

| TRANSPORTATION STAFF |                         |            |
|----------------------|-------------------------|------------|
| Phone                | Last Name               | First Name |
| (920) 210-8460       | Braker                  | Seth       |
| (920) 296-4075       | DeBoer                  | Faye       |
| (920) 326-6028       | Douma                   | Tim        |
| (920) 296-4470       | Cluppert(PM Route)      | Michelle   |
| (920) 291-5396       | Vander Werff (AM Route) | Dave       |

### RANDOLPH EARLY LEARNING CENTER - Direct Dial - (920) 326-2442

|                                       |  |                                      |
|---------------------------------------|--|--------------------------------------|
| Daycare-Infant Room #132 - Ext. #2132 | Daycare-Toddler Room #168 - Ext. #2168 | Daycare-Office Room #201 - Ext. 2201 |
|---------------------------------------|--|--------------------------------------|

## Randolph Elementary School - Staff Contact Information

Office Phone: (920) 326-2431 Office Fax: 920-326-5056

| Extension | Last Name  | First Name | Title                         | Room # |
|-----------|------------|------------|-------------------------------|--------|
| 2137      | Alderden   | Pam        | Special Education Aide        | #137   |
| 2158      | Bahr       | Julie      | Library Aide                  | #158   |
| 2118      | Biel       | Kim        | School Nurse                  | #118   |
| 2135      | Bright     | Dawn       | Kindergarten Teacher          | #135   |
| 2133      | Buwalda    | Nikki      | Early Childhood/4K Teacher    | #133   |
| 2209      | Cupery     | Nancy      | Title 1 Aide                  | #209   |
| 3174      | Curley     | Robert     | Vocal Music                   | #174   |
| 2209      | Davidson   | Marie      | Title 1 Teacher               | #209   |
| 2147      | Emmerich   | Melanie    | 4th Grade Teacher             | #147   |
| 2119      | Fay        | Christy    | Elementary Principal          | #119   |
| 2120      | Fuller     | Gloria     | Administrative Assistant      | #120   |
| 2156      | Gorr       | Kari       | K-2 Special Education Teacher | #156   |
| 2137      | Gould      | Greg       | 2nd Grade Teacher             | #137   |
| 2146      | Gould      | Jamye      | Special Education 3-5 Teacher | #146   |
| 2156      | Greeno     | Karen      | Special Education Aide        | #156   |
| 2156      | Hemling    | Megan      | Special Education Aide        | #156   |
| 3175      | Huenink    | Josh       | Band Director                 | #175   |
| 2136      | Kercher    | Karen      | 1st Grade Teacher             | #136   |
| 2138      | Kroepel    | Jazie      | 2nd Grade Teacher             | #138   |
| 2143      | Kohn       | Laura      | 3rd Grade Teacher             | #143   |
| 2152      | Kohn       | Parker     | 5th Grade Teacher             | #152   |
| 2301      | Mazourek   | Jacob      | Grades K-12 Art Teacher       | #301   |
| 2151      | O'Brien    | Kelsey     | 5th Grade Teacher             | #151   |
| 2148      | Otto       | Jenna      | 4th Grade Teacher             | #148   |
| 2157      | Parks      | Kim        | 1st Grade Teacher             | #157   |
| 2142      | Peetz      | Erica      | 3rd Grade Teacher             | #142   |
| 2133      | Priewe     | Jessica    | Instructional Aide            | #133   |
| 2161      | Ryan       | Troy       | Library Media Specialist      | #161   |
| 2139      | Schulz     | Madelynn   | Elementary School Counselor   | #139   |
| 2134      | Schumacher | Andrea     | Kindergarten Teacher          | #134   |
| 2125      | Stiemsma   | Cindy      | Special Education Secretary   | #125   |
| 2364      | Swanson    | Holly      | K-6 Phy Ed Teacher            | #364   |
| 2137      | Van Beek   | Nikki      | Special Education Aide        | #137   |
| 2205      | VanOoyen   | Angie      | Speech/Language Pathologist   | #205   |
| 2204      | Weber      | Vanessa    | School Psychologist           | #204   |