

KIMBERLY AREA SCHOOL DISTRICT ELEMENTARY SCHOOL HANDBOOK

Janssen Elementary School
420 Wallace St.
Combined Locks, WI 54113
(920) 788-7915
Fax# (920) 788-7923
Principal – Dr. Hercules Nikolaou

Westside Elementary School
746 W. Third St.
Kimberly, WI 54136
(920) 739-3578
Fax # (920) 739-6212
Principal – Jonathan Peterson

Sunrise Elementary School
N9363 Exploration Dr.
Appleton, WI 54915
(920) 954-1822
Fax # (920) 954-5945
Principal – Sean Fitzgerald

Woodland Elementary School
N9085 N. Coop Rd.
Appleton, WI 54915
(920) 730-0924
Fax # (920) 423-4177
Principal – Dr. Tim Doleysh

Dear Elementary School Families:

Welcome to the 2017/2018 school year! We look forward to another great year focusing on the total growth of your child. In order to achieve this, your involvement is crucial.

The purpose of this handbook is to provide basic information about our schools. It will enable all parents/guardians to have a concise and readily available reference form, with answers to those questions that most often come up each school year.

Please feel free to call us with any additional questions you might have, to share concerns or make suggestions to our staff for the improvement of our educational programs.

The Elementary Staff

ABSENCES

It is necessary for you to call the elementary school office before 8:30 a.m. each day your child is absent. If we do not hear from you, we will call you. If you cannot be reached, your child will be recorded as absent, and the following procedure will take place. For all students that have not been accounted for through parent notes or phone calls, our office will attempt to locate them by making telephone calls to the following locations in order:

- A. Home
- B. Each parent's work
- C. Cell phone or pager number
- D. Emergency contacts
- E. Lamers Bus Lines, or Childcare (if applicable)

After making these telephone calls, if the child is still unaccounted for, we will check with older siblings at other schools, if applicable. If the child is still not located, police will be notified of the situation. We believe that regular attendance in school is very important to a student's success.

The principal will notify the parent/guardian of a child who has been truant and direct the parent/guardian to return the child to school no later than the next day in which school is in session or to provide an appropriate excuse. The definition for truancy is "a child who is absent from school part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified to the legal cause of such absence by the parent or guardian." The student will be truant if absent from school without an acceptable excuse for part or all of five or more days out of ten consecutive days in which school is held during a school semester.

ADMINISTRATION OF MEDICATIONS TO STUDENTS

Medication should be administered to students by their parents/guardians at home whenever possible.

Prescription Medications:

1. Medication to be given in school MUST have a Request for Giving Medication at School form completed by a licensed prescriber, at the beginning of each school year. Any change in a medication type, route, dosage, frequency or time requires a new written medication order. Only the school nurse shall receive a telephone order for any change in medication. Please note: **No medications will be given without the proper physician order and parent consent on file.**
2. In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:
 - a. name of the student;
 - b. student's date of birth;
 - c. name and signature of the licensed prescriber, and business/emergency telephone numbers;
 - d. name of the prescription drug;
 - e. route, dosage, frequency and time of medication administration;
 - f. effective dates; (if you would like consent to apply to summer school, please have physician extend "end" date through completion of summer learning sessions (e.g. 8-30-14).
 - g. diagnosis;
 - h. specific directions for administration in a legible format.
3. Information shall be obtained from the licensed prescriber, if appropriate:

- a. any special side effects, contraindications and adverse reactions to be observed;
 - b. other medications being taken by the student;
 - c. an order to discontinue a prescribed medication.
4. Students will take medication at a designated time supervised by authorized personnel.

Non-Prescription Medications:

1. Parent must complete and turn in to the office a Request for Giving Medication at School form.

All medications (both prescription and nonprescription) are to be furnished by the parent/guardian and are to be in an original container with the students name on it. The label on a prescription bottle must include the most up-to-date medication and dosage order.

All health related policies, information and forms can be found on the District web site at www.kimberly.k12.wi.us. See Health Services under District heading. You may also call the district nurse at (920) 788-7900.

BOOK/MILK/HEADPHONE FEES

5 Year-Old Kindergarten book fees are \$20.00 plus \$40.00 for milk. Fees for Grades 1 through 4 are \$30.00 per year. All students new to the Kimberly Area School District will be charged a \$5.00 Headphone fee. **All fees are to be paid by the end of the first quarter of school.** Your check should be made payable to the "Kimberly Area School District." Payment can be made at the school office or sent in an envelope with your child. You will receive a receipt. One check may be written to cover all students in one family, please note name(s) and grade(s) on envelope.

BUS TRANSPORTATION

Our district contracts with Lamers Bus Line. If you have any questions regarding bus transportation, please call Paul Mennen at Lamers Bus Line (920) 832-8800 ext. 10916. **PLEASE DO NOT CALL THE SCHOOL OFFICE.**

Lamers will provide you with the "rules of conduct" and consequences of behavior. We will be working closely with the Bus Company to make sure that the children have safe transportation to and from school.

CURRICULUM

All children will be offered the opportunity to explore learning experiences with a variety of methods from which to learn. The students are involved in a program designed to provide each child with a learning experience at his or her achievement level and with which he or she can be successful. Computers are used by all grades, 5 Year-Old Kindergarten through 4th. Formal keyboarding takes place in grades 3-4.

If you have questions or concerns about the curriculum, we urge you to contact your child's teacher, the principal. Your child's education is most successful when you are informed and involved.

EMERGENCY CARDS

A blue emergency card is kept on file in school for each student. It is our record of where to reach a parent or family member in case we need to call you, your alternate, your doctor or dentist. When you have a change of address, telephone number, etc., please log into the Parent Portal in Infinite Campus and update this information. If you are going out of town, please notify the office before you leave with an appropriate emergency contact person. **THIS IS OF THE UTMOST IMPORTANCE FOR THE SAFETY OF YOUR CHILD.**

FIELD TRIPS

Educational field trips are taken in the elementary schools from time to time. We will always inform you of our plans for these trips. Permission slips, signed by the parents, are required before the students leave. When sending in money with your child, please put money in a sealed envelope with the following information written on the front: Student's name, homeroom teacher, amount included, and the purpose.

FUNDRAISING

All fundraising activities will be approved by the building principal. Independent proper notice and written request is required.

HOMEWORK

The amount and type of homework given to students is left up to the discretion of the teacher. Please contact the teacher and/or the building principal with any concerns.

ILLNESS OR ACCIDENT WHILE AT SCHOOL

Ill children should not be sent to school. If your child has had a fever in the last 24 hours do not send him/her to school. Please arrange alternate care for them when they are sick. Before we send a child home that has become ill, we will contact parent(s) or an "alternate" in order to assure someone is home. **Therefore, it is vital that an "alternate" is listed on your child's emergency card in the office.** Your child needs to be picked up promptly.

IMMUNIZATION REQUIREMENTS

Grade 5K through 4: 4 DPT/DTaP/DT, 3 OPV, 2 MMR, 3 HepB, 2 Varicella*

*Effective June 1, 2001, the WI Administrative Rule HFS 144 was changed to include varicella vaccine. Parents must provide one of the following to satisfy the compliance:

1. The date of the varicella vaccination; or
2. An indication that the child had chicken pox; or
3. A waiver for health, religious, or personal reasons.

Vaccinations may be received from your family physician. If you have no insurance or limited insurance coverage for immunizations or are on Medical Assistance, or Native American/Alaskan you may contact Outagamie County at (920) 832-5100 or Calumet County at (920) 849-1432 to schedule an appointment.

If your child will not receive immunizations for health, religious or personal conviction reasons, you will need to complete the waiver form available from your child's school office. When completed, please return to your child's school office. If you waive your child's immunizations, please be aware that in the event of a vaccine preventable disease outbreak, your child may be excluded from school until the outbreak subsides.

INSURANCE

The Kimberly Area School District does not carry accident insurance for students. Parents do have an option to purchase insurance for their child. Insurance information is sent home prior or at the start of the school year and parents have 10 days to fill out the necessary forms to purchase insurance.

KEEPING CHILDREN AFTER SCHOOL

We attempt to dismiss children punctually. However, there are times when it is necessary to keep them after regular school hours to complete daily work, for a behavior conference or for other equally important matters. If a student is kept after school, we will give him/her permission to call you and inform you of this. If your child is consistently late in arriving home, it is advisable to contact the school.

LIBRARY MEDIA CENTER (LMC or LIBRARY)

The L.M.C. includes books, reference materials, periodicals, and study prints. The L.M.C. is also the "storehouse" for tape recorders and players, record players, filmstrip and film projectors, filmstrip viewers, overhead projectors, video tape recorders, computers and a variety of other types of audio-visual equipment. All equipment and materials are available to both teachers and students. The L.M.C. staff, including the director, aides, and volunteers, assists in using these areas and equipment properly. We welcome and encourage you to volunteer.

Library classes are scheduled to teach library skills and introduce good literature to the children. By the time students leave the elementary school, they should be able to use a library independently, and handle a variety of audio-visual equipment and materials.

Here are rules regarding the use of the L.M.C.

1. All students in school are entitled to use the L.M.C.
2. Reference books such as encyclopedias and dictionaries are to be used in the L.M.C. with the exception of older sets of encyclopedias that may be borrowed overnight.
3. Reserve books and magazines may be borrowed at the close of the school day and must be returned before 9 a.m. next day.
4. If students become careless about returning books on time, fines will be charged at the librarian's discretion.
5. If a book is damaged, please return it to the L.M.C. where we have appropriate supplies to mend the book properly. The borrower shall pay for damage to books beyond reasonable wear and all losses. Borrowing privileges may be suspended until damages/losses are paid for.
6. It is expected that all books going to and from school are to be protected by a plastic bag or a school bag.
7. All students are required to have a signed permission to use the Internet. Each child will receive an Internet Use Card to verify permission.

READING SUPPORT PROGRAM

The district has several reading teachers available to give explicit reading instruction in a small group setting. This instruction is in addition to the classroom. The district's goal is to use this program time to support every first grader in-need to reach the grade level end-of-year reading level. Individual student need is addressed with first graders receiving the highest priority. Second grade reading needs will be considered secondary. For more information about the program, please contact your school's principal.

SCHOOL COUNSELING

Our comprehensive school counseling program supports all of our students by involving families, schools, and our community in helping children succeed. We do this through the use of four different program components: classroom curriculum, individual student planning, responsive services, and system support.

Classroom curriculum is delivered in a developmental manner to all students with the purpose of increasing student awareness, skill development, and an appreciation of skills needed in everyday life. Individual student planning includes academic support and goal setting. Responsive services are provided as needed in the form of individual and small group counseling, crisis management, conflict resolution, parent contact and referrals. We support our school system through our work with families, students, staff and the community when addressing any concerns surrounding student academic, personal/social, and career development. Please contact your school counselor with any questions or concerns.

SCHOOL SAFETY

Crossing guards have been hired to take care of patrol duties near Janssen & Westside. Noon hour supervisors have been hired by the district for lunch hours at school.

The home and school can help insure safety by guiding and encouraging the child to follow all safety rules. The police departments aid us in instruction of good safety habits. To help your child, please cooperate with us by teaching him/her to cross the streets only at crosswalks and especially at those that are patrolled.

Parking cars to drop off or pick up your student(s) can be a problem at times when school begins and at the end of some days, especially when there is inclement weather. Please follow pick up/drop off procedures as determined by the school principal. Please exercise extreme caution in and around school zones. Never park in back or in front of a school bus. Drive slowly and obey the NO PARKING and ONE-WAY signs. Please tell your children never to cross any street to get to your car except at the cross walk or if you are with them.

Students are to walk bicycles and scooters/skateboards on school property. We strongly encourage all students riding bikes to wear helmets and park in designated areas.

SNOW DAYS

If weather conditions dictate that there will be no school, a decision to keep the schools closed is usually made by 6:30 a.m. ANNOUNCEMENTS WILL BE MADE ON THE LOCAL RADIO STATIONS; please tune to the following rather than call school: WAPL-105.7FM, WHBY-1150AM, WKFX-104.9FM, WEMI-91.9 FM, WGEE-1360 AM, and WOZZ-93.5FM; and the LOCAL TV STATIONS; WBAY-TV2, WFRV-TV5 WGBA-TV26, and WLUK-FOX11.

Once school has started, we do not like to call it off. It is risky sending children out into a snow storm at a time other than the usual school closing time. They may not remember where they were told to go in the event school is closed, or there may not be anyone at home when they arrive there. Should conditions dictate a mid-day closing, advance announcements will be made over the radio stations listed previously. Parents who want their children home are encouraged to come to school and pick them up.

When the outside temperature is 0 degrees, with or without the wind chill, the students will be kept in school.

SPECIAL EDUCATION SERVICES

Kimberly Area School District provides a wide variety of programs and services for children with impairments as mandated by the Individuals with Disabilities Education Act. Services/programs are provided in Early Childhood through twelfth grade for students with cognitive disabilities, specific learning disabilities, emotional/behavioral disabilities, speech/language impairments, physical impairments, autism, traumatic

brain injuries, other health impairments, hearing impairments and vision impairments. If you have any questions about these services, please contact your school's office.

STUDENT DAY

Outdoor supervision is provided for walking students at 8:30 a.m. Please do not drop off prior to supervision time. Parents are expected to pick students up promptly following school dismissal. Early release supervision is available upon request until 3:35 p.m. No school sponsored child supervision is available on noon dismissal days. (YMCA Child Care is available for those enrolled in that program. Please contact your YMCA representative for details.)

TRANSFERRING TO ANOTHER DISTRICT

Please notify the school as soon as you know you are moving. We ask that you please complete a release of records form which is available in our office. The release of records permits us to send your child's school records to the new school your child will be attending. Please remember to return all school property to us before transferring.

VISITING SCHOOL

We welcome and encourage parent visitation. All visitors to the building must comply with the following guidelines:

1. Please be sure to sign-in and obtain a visitor's badge in the school office before proceeding to the classroom.
2. Please obtain prior approval from the classroom teacher in scheduling your volunteer or visitation times.
3. Please visit only the classroom where you are scheduled to work/visit. Visiting other rooms can be disruptive to the teaching process.

Parents and other visitors desiring an individual conference shall make an appointment in advance with the teacher. Visitors to classrooms are asked not to disrupt classes in any way or to disturb students. The educational process as directed by the teacher shall not be impeded. Visitors hindering the educational process will be asked to leave the premises. The safety of students and staff in the schools and the continuing function of the educational process are priorities.

VOLUNTEERING AT SCHOOL AND ON FIELD TRIPS

We appreciate the many volunteers who generously give of their time to make our District a better place for children to learn and grow. Without the assistance of our many volunteers, the educational experience of the children of our district would be considerably lessened. It is vitally important that the environment in which our children learn, and in which our employees and volunteers work, is a safe one. For this reason, the District routinely conducts criminal background screenings on its new employees and volunteers.

The District welcomes all those who wish to volunteer in our school and presumes that all interested persons are qualified to volunteer. Volunteer service in our District is a privilege, not a right; therefore, there are certain circumstances which may disqualify a person from serving as a volunteer.

All chaperones and volunteers working with students are required to consent to a background check. Anyone interested in volunteering must submit a Volunteer Background Check form at least two weeks prior to volunteering. Forms can be obtained in the school office.

ATTENDANCE

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, District [policy 5200](#), or administrative guideline issued under such policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification of Absence Required: The Superintendent shall require, from the parent of each student or from an adult student, who has been absent for any reason, a dated communication stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence or tardy.

CHILDREN AND YOUTH IN FOSTER CARE

The Board of Education recognizes the importance of educational stability for children and youth in foster care. Further, the Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and supports in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, the District will collaborate with the Department of Public Instruction (DPI), other schools and school districts, and the appropriate child welfare agencies to provide educational stability for children and youth in foster care. See [policy 5111.03](#) for additional information.

CODE OF CONDUCT, CODE OF CLASSROOM CONDUCT AND DRESS CODE:

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District. The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. See complete information in policies [5500](#), [5500.01](#) and [5500.02](#). The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. See [policy 5511](#). The Board of Education further acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students. The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules as set forth in policy [5600](#).

CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION OBTAINED THROUGH CHILD FIND ACTIVITIES

The Kimberly Area School District is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year: Annually, the district conducts developmental screening of preschool children. Each child's motor, communication, cognitive, and social skills are observed at various play areas. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them. The information from the screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believes a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed. The school district maintains several classes of pupil records:

- **Progress Records** include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- **Behavioral Records** include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- **Directory Data** includes a student's address and grade level. Parents, legal guardians, or guardian ad litem have 14 days to inform the school that all or any part of the directory data may not be released without prior consent.
- **Pupil Physical Health Records** include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state Superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes. The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:
 - A. The right to inspect and review** the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
 - B. The right to request the amendment** of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Kimberly Area School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
 - C. The right to consent to disclosures** of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2) (a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent upon written notification within 15 days after

receipt of the District Administrator’s annual public notice. **D. The right to challenge Board noncompliance** with a parent’s request to amend the records through a hearing. **E. The right to file a complaint** with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520. **F. The right to obtain a copy of the Board’s policy and administrative guidelines on student records.**

The district forwards records to other schools that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment or transfer

DUE PROCESS RIGHTS - [5611](#)

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

- A. Students subject to suspension:
The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the Superintendent. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.
- B. Students subject to expulsion:
Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefor, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

The Superintendent shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Kimberly Area School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District’s Compliance Officer at his/her first opportunity. Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

District Compliance Officers

The following individuals shall serve as the District’s "Compliance Officers" for the District. S/He is hereinafter referred to as the "Compliance Officer".

Dawn Thomas
Director of Human Resources
920-788-7900
425 S. Washington Street
PO Box 159
Combined Locks, WI 54113
dthomas@kimberly.k12.wi.us

Tim Fosshage
Director of Pupil Services
920-788-7900
425 S. Washington Street
PO Box 159
Combined Locks, WI 54113
tfosshage@kimberly.k12.wi.us

Investigation and Complaint Procedure

The Compliance Officer shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the Compliance Officer 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: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; 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 Compliance Officer will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the Compliance Officer will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the Compliance Officer should consult the Superintendent 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 Compliance Officer will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the Compliance Officer will initiate an investigation.

Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with any persons named in the complaint;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- 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

At the conclusion of the investigation, the Compliance Officer shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The Compliance Officer may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the Compliance Officer, the Superintendent must either issue a final decision regarding whether or not the complaint has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to the complainant.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed in a timely manner (ordinarily within ten (10) business days). At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent 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 regardless of whether the member of the School District community or third party chooses to pursue 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.

A complaint or appeal may also be made on some of the above bases to the U.S. Office for Civil Rights – Region V in Chicago or by email to: OCR.Chicago@ed.gov, Chicago Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, Telephone: 312-730-1560, FAX: 312-730-1576 TDD: 877-521-2172

Additional information and the full policy [2260](#) and related policies can be found on the District website.

118.13 Wis. Stats., P.I. 9, 41, Wis. Adm. Code, Fourteenth Amendment, U.S. Constitution, 20 U.S.C. Section 1681, Title IX of Education Amendments Act, 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act, 29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964, 42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975, 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

PERSONAL COMMUNICATION DEVICES:

High school students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes, during after school activities, and at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off and stored out of sight.

Grades 4K - 8 students are subject to building guidelines designed to meet a child’s developmental level.

Technology intended and actually used for instructional will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

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. These locations and circumstances include, but are not limited to, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. See [Policy 9151](#) – Use of Cameras and Other Recording Devices in Locker Rooms for more detail.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege. See [Policy 5136](#) - PERSONAL COMMUNICATION DEVICES for more detail.

Violations may result in disciplinary action and/or confiscation of the PCD.

REQUESTING PROGRAM MODIFICATION

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable or that may conflict with his/her sincerely held religious beliefs. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences. Parents have the right to request program modifications. Additional information can be found in policies [2240](#), [2270](#), 2416, 2416.01, 8800, 9130 and 9130.01 on the District’s website.

SEARCH OF SCHOOL PROPERTY

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks, cubbies and lockers for that purpose. Desks, cubbies and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks, cubbies and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in desks, cubbies, lockers or other school property as to prevent examination by a school official. Routine inspections will be done at least annually of all such storage places. The related [policy, 5771](#), is available on the District’s website.

SPECIAL EDUCATION REFERRAL & EVALUATION PROCEDURES

Upon request, the Kimberly Area School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district. A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides. Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting: Timothy Fosshage, Director of Pupil Services, Kimberly Area School District at 920-788-7900, or by writing him at Kimberly Area School District, 425 S Washington St., Combined Locks WI 54113

STUDENT AND EMPLOYEE USE OF ALCOHOL AND OTHER DRUGS ([POLICY 5530](#))

It is the Kimberly Area School District's policy to ensure all students have a safe environment to achieve their highest potential. In order to assure a safe environment, the District has policies regarding alcohol and other drug use, possession, and prevention by students and employees. See policies [3122.01](#) and [4122.01](#).

STUDENT ANTI-HARRASSMENT AND BULLYING

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students. Detailed information and procedures can be found on the District website in policies [5517](#) and [5517.01](#).

STUDENT HAZING: [POLICY 5516](#)

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm.

Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator. The individual informed of the situation shall immediately do the following:

- A. Write all information concerning the reported activity or planned activity received from the person reporting the incident to create a complete record of the initial contact with administration.
- B. Determine if any potential criminal activity has occurred, and if so contact law enforcement immediately.
- C. Determine whether the information received illustrates hazing behavior that is based on the student's or any group of students 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 laws ("Protected Classes"). If the conduct reported appears to be

based on one or more Protected Class, the Administrator shall inform the District Compliance Officer and refer to Policy [5517](#)– Student Anti-Harassment and proceed accordingly.

- D. If the hazing or planned hazing does not appear to be based on any Protected Classes, then the Administrator shall proceed to conduct an investigation consistent with the procedures found in Policy [5517.01](#) - Bullying. If at any point, information surfaces indicating that hazing activity was based on one (1) or more Protected Class, the Administrator or designee conducting the investigation shall contact the Compliance Officer and consult Policy [5517](#) – Student Anti-harassment.

Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. Disciplinary action for staff members may be issued up to and including termination from employment. (See Policy [3139](#) – Staff Discipline or Policy [4139](#) – Staff Discipline).

The District Administrator shall distribute this policy to all students and District employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

TITLE I SERVICES

The Board of Education elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement Act of 1965.

The Superintendent shall prepare and present to the Department of Public Instruction a plan for the delivery of services which meets the requirements of the law, as presented in policy [2261](#).

The Title I program shall be developed and evaluated in consultation with parents and professional staff members involved in its implementation. Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy [2261.01](#) and shall meet the requirements of Section 1118 of the Act.

TITLE I – PARENTS’ RIGHT TO KNOW

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds we provide the following information to all parents of students that they may request, and the District will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents shall be provided:
 1. information on the level of achievement of their child(ren) on the required State academic assessments;
 2. timely notice if the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not "highly qualified".

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ([POLICY 7440.01](#))

The Board of Education has developed a policy that authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses.

WEAPONS ON SCHOOL GROUNDS

Weapons on any school site or at any school related event is strictly prohibited. Please refer to policies [3217](#), [4217](#), [5772](#) and [7217](#) on the District’s website.

The Kimberly Area School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.